

SUMMONS

Meeting: Council

Place: County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Tuesday 26 November 2019

Time: 10.30 am

Councillors are reminded to sign the attendance book before entering the Council Chamber

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

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

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Public Participation

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

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

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

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

PART I

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

1 **Apologies**

To receive any apologies for the meeting.

2 **Minutes of Previous Meeting** (*Pages 7 - 42*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 9 July 2019.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

5 **Petitions**

5a) **Petitions Received**

No petitions have been received for presentation at this meeting.

5b) **Petitions Update** (*Pages 43 - 46*)

A report is attached on petitions received since the last meeting of council.

6 **Public Participation** (*Pages 47 - 48*)

The Council welcomes contributions from members of the public.

Statements

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

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above no later than 5pm on Tuesday 19 November 2019 in order to be guaranteed of a written response, and no later than 5pm on Thursday 21 November 2019 in order to receive a verbal response. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

BUDGET ITEMS

- 7 **Council Tax Reduction Scheme Review** *(Pages 49 - 80)*
A report from the Executive Director.
- 8 **Treasury Management Strategy** *(Pages 81 - 100)*
A report from the Executive Director.
- 9 **Wiltshire Council Carbon Reduction- Corporate Property Energy Efficiency and Generation Programme Phase 1** *(Pages 101 - 118)*
A report from the Executive Director.
- 10 **Housing Revenue Account Business Plan and Council House Build Programme** *(Pages 119 - 124)*
A report from the Executive Director.
- 11 **Melksham Community Campus and Melksham House Construction Projects and Development Opportunities** *(Pages 125 - 138)*
A report from the Executive Director.
- 12 **The Maltings** *(Pages 139 - 148)*
A report from the Executive Director.

POLICY FRAMEWORK

- 13 **Homelessness Strategy** *(Pages 149 - 250)*
A report from the Executive Director.
- 14 **Household Waste Management Strategy** *(Pages 251 - 316)*
A report from the Executive Director.
- 15 **Wiltshire Council Equality and Inclusion Annual Report 2019 and Objectives 2019-2022** *(Pages 317 - 354)*
A report from the Executive Director.
- 16 **Statement of Licensing Policy** *(Pages 355 - 408)*
A report from the Executive Director.
- 17 **Wiltshire Air Quality Strategy** *(Pages 409 - 430)*
A report from the Executive Director.

ITEMS FOR COUNCIL

- 18 **Update on Wiltshire Council's Response to a Climate Emergency** (*Pages 431 - 438*)

A report from the Executive Director.

- 19 **Proposed Changes to the Constitution**

- 19a) **Protocol 4 of the Constitution: Planning Code of Good Practice** (*Pages 439 - 500*)

A report from the Monitoring Officer.

- 19b) **Part 4A of the Constitution: Petitions Scheme** (*Pages 501 - 528*)

A report from the Monitoring Officer

- 20 **Polling District and Polling Place Review** (*Pages 529 - 596*)

A report from the Executive Director.

ANNUAL REPORTS

- 21 **Corporate Parenting Panel Annual Report** (*Pages 597 - 636*)

Annual Report from the Corporate Parenting Panel.

COUNCILLOR'S MOTIONS

- 22 **Notices of Motion**

To consider the following notices of motions:

- 22a) **Notice of Motion - Trophy Hunting** (*Pages 637 - 638*)

To consider a notice of motion from Cllr Fred Westmoreland and Cllr Jacqui Lay.

- 22b) **Notice of Motion - Business Plan** (*Pages 639 - 640*)

A notice of motion from Cllr Ian Thorn and Cllr Brian Mathew is attached.

OTHER ITEMS OF BUSINESS

- 23 **Announcements from Cabinet and Committees**

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

b) Councillors will be given the opportunity to raise questions to the Chairmen of Committees on the minutes of their meetings, available [here](#), or to the Dorset and Wiltshire Fire Authority on the minutes of their meetings available [here](#).

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

24 **Appointments to the Local Pension Board** (Pages 641 - 644)

A report from the Director of Finance and Procurement.

25 **Appointment of Chairmen, Vice- Chairman and Membership of Committees** (Pages 645 - 648)

26 **Councillors' Questions** (Pages 649 - 678)

Councillors were required to give notice of any such question in writing to the officer names on the first page of this agenda **no later than 5pm** nine clear working days before the meeting – **Tuesday 12 November** in order to be guaranteed a written response.

Any question received after 5pm on 12 November 2019 and no later than 5pm four clear working days before the meeting, **Tuesday 19 November 2019**, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

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

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

PART II

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

None

Dr Carlton Brand

Terence Herbert

Alistair Cunningham OBE

Executive Director
Wiltshire Council
Bythesea Road
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Wiltshire

Executive Director
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Wiltshire

Executive Director
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COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 9 JULY 2019 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr James Sheppard (Chairman), Cllr Richard Gamble (Vice-Chairman),
Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, Cllr Ian Blair-Pilling,
Cllr Richard Britton, Cllr Derek Brown OBE, Cllr Andrew Bryant, Cllr Allison Bucknell,
Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church, Cllr Ernie Clark,
Cllr Richard Clewer, Cllr Christine Crisp, Cllr Anna Cuthbert, Cllr Brian Dalton,
Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Tony Deane,
Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas,
Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Peter Fuller,
Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom,
Cllr David Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Darren Henry,
Cllr Alan Hill, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Atiqul Hoque,
Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Hayley Illman,
Cllr Simon Jacobs, Cllr Tony Jackson, Cllr George Jeans, Cllr Bob Jones MBE,
Cllr Johnny Kidney, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler,
Cllr Jim Lynch, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Nick Murry,
Cllr Paul Oatway QPM, Cllr Steve Oldrieve, Cllr Ashley O'Neill, Cllr Stewart Palmen,
Cllr Leo Randall, Cllr Fleur de Rhé-Philippe MBE, Cllr Pip Ridout, Cllr Ricky Rogers,
Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed,
Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn,
Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Fred Westmoreland,
Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead,
Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

41 **Apologies**

Apologies for absence were received from Councillors Clare Cape, Mark Connolly, Jose Green, Deborah Halik, Jacqui Lay, Brian Mathew, Christopher Newbury, Andy Phillips, Horace Prickett, Melody Thompson and Jerry Wickham.

42 **Minutes of Previous Meeting**

The minutes of the meeting held on 21 May 2019 were presented for consideration, and it was,

Resolved:

That the minutes of the Council meeting held on 21 May 2019 be approved as a true and correct record and signed by the Chairman.

43 **Declarations of Interest**

Councillor Ben Anderson declared a disclosable interest in Agenda Item No.08 – Avon Mutual, Establishment of a Regional Mutual Bank – by virtue of working for a Mutual Bank. He stated that he would withdraw from the Chamber for the entire consideration of the item.

44 **Announcements by the Chairman**

The Chairman made the following announcements:

1) Events Attended by the Chairman from 21 May 2019 to 8 July 2019:

Thursday, 23 May 2019	OVO Energy Tour Series Cycle Event, Salisbury.
Tuesday, 4 June 2019	Salisbury City Council 10 Years in Operation Celebration, The Guildhall, Salisbury.
Wednesday, 12 June 2019	The High Sheriff's Summer Reception, Nursted House, Devizes.
Sunday, 16 June 2019	The Rotary Club of Salisbury 'Celebrate Salisbury' Concert, City Hall, Salisbury.
Thursday, 20 June 2019	Campaign for the Protection of Rural England AGM, Bowood House.
Monday, 24 June 2019	Armed Forces Flag Raising Ceremony, The Guildhall, Salisbury.
Wednesday, 26 June 2019	Wiltshire Life Education official opening of new mobile classroom, Cumberwell Park Golf Club, Bradford on Avon.
Friday, 28 June 2019	Armed Forces Day, National Event, VIP barbeque, Hudson's Field, Salisbury.
Saturday, 30 June 2019	Armed Forces Day, National Event, Royal visit of HRH The Princess Royal to Salisbury, The Guildhall and Hudson's Field.
Monday, 1 July 2019	Royal Visit of HRH The Princess Royal to The Stonehenge School, Amesbury.
Thursday, 4 July 2019	Somerset County Council Chairman's Awards for Community Service, Taunton.
Sunday, 7 July 2019	Fovant Badges Annual Drumhead Service, Fovant.

2) Events Attended by the Vice-Chairman from 21 May 2019 to 8 July 2019:

Friday, 31 May 2019	Dance Fitness by Dame Darcey Bussell, DBE, Health and Fitness Dance Competition, Salisbury Cathedral. Involving Wiltshire schools.
Sunday, 16 June 2019	Malmesbury Town Council's Choral Evensong, Malmesbury Abbey.
Thursday, 20 June 2019	Wiltshire College, Trowbridge Campus Cat Walk Show, The Arc Theatre, Trowbridge.

Sunday, 23 June 2019	Devizes Town Council Mayor's Inaugural Church Service, St. John's Church, Devizes.
Friday, 28 June 2019	The Lavingtons WWI Commemoration Group Toposcope Opening, on Salisbury Plain in the Lavington area.
Sunday, 30 June 2019	Wiltshire Armed Forces and Veterans' Celebration, Trowbridge Park.

3) HM The Queen Birthday Honours

The Chairman announced that a number of Wiltshire residents had received national recognition in her majesty's birthday honours' list in June 2019 as listed below.

Attention was drawn in particular to the awards for Alistair Cunningham, Executive Director, Growth and Place; Robin Townsend, Director, Corporate Services; Simon Rowe, Network Operations Manager, who all received awards in relation to their services to the community following the Salisbury and Amesbury incidents in 2018, and also to Councillor Fleur de Rhé-Philippe for her services to Local Government and the community.

Order of the British Empire
Commanders of the Order of the British Empire

Professor Paul David Bates

Order of the British Empire
Officers of the Order of the British Empire

Professor Timothy Atkins
Dr Mark John Fulop
Edward Michael (Bear) Grylls
Mark Raymond Rogers
Alistair Cunningham

Order of the British Empire
Members of the Order of the British Empire

Mary Fleur de Rhé-Philippe
Major (Retd) William John Gillett
Simon Paul Rowe
Robin Townsend

Order of the British Empire
Medallist of the Order of the British Empire

Michael David Brunton
Joan, Mrs Howarth
Wendy, Mrs Johnson
Sarah Frances, Mrs Simpson

4) Resignation of Councillor David Jenkins

The Chairman drew attention to the recent resignation of Councillor David Jenkins, Westbury North Division. A by-election had been scheduled for 18 July 2019. The Chairman took the opportunity to thank Councillor Jenkins for his service to the residents in his Division and the Council since his election in 2009.

5) Trowbridge Drynham By-election

The Chairman welcomed Councillor Andrew Bryant to the Council following his election in the Trowbridge Drynham by-election on 4 July 2019.

6) Former Councillor David Lay

The Chairman sadly announced the recent death of former Councillor David Lay who had been a Member of the former County Council during the 1990s.

45 Election of Leader of the Council

The Chairman referred to the prior announcement of Baroness Scott of Bybrook OBE that she had submitted her resignation as Leader of Wiltshire Council effective of the date of the meeting. It was therefore necessary for the Council to elect a new Leader to serve the remainder of the council term until May 2021.

The Chairman expressed his sincere thanks on behalf of the Council to Baroness Scott for her service as Leader of Wiltshire Council and also Wiltshire County Council since 2003. He then invited Baroness Scott to make any final comments before proceeding to the election of a new Leader.

Baroness Scott expressed her warm appreciation for all the cards, emails and presents she had received since her announcement. She gave thanks to the Council's staff who acted in the service of the public and supported her and her team so diligently. She gave particular thanks to the team of officers who supported the Cabinet Office: Wilhemina Cox, Paula Tucker and Carol Dawson.

She also paid tribute to her Deputy Leader, Councillor John Thomson, for his constant support, work and friendship during her time as Leader. She extended her best wishes to all Members of the Council noting all their efforts in service to the public, and particularly to whoever was chosen as her successor.

Following a standing ovation Councillor Philip Whitehead, Leader of the Conservative Group, paid tribute to Baroness Scott and Councillor John Thomson. He applauded Baroness Scott's vision for the Council which she had delivered and also her tenacity which had resulted in Wiltshire residents being better off. He stated her advice, wisdom, humour and belief in Wiltshire had resulted in Wiltshire being one of the finest areas in England.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, expressed his own thanks to Baroness Scott. He drew attention to Baroness Scott's enormous vision in delivering the Council's programme and in bringing together all concerned to help achieve this. He also applauded her drive and transparency which was critical

in engagement with backbenchers. He wished both Baroness Scott and Councillor Thomson very best wishes for the future.

Councillor Ernie Clark, Leader of the Independent Group, endorsed the previous views expressed and hoped that the new Leader would continue in a similar manner.

Councillor Ricky Rogers, Leader of the Labour Group, stated that Baroness Scott's commitment to Wiltshire and its people was outstanding and expressed his thanks and appreciation for her dedication to this work.

Members of the Cabinet and other Members then expressed their thanks and tribute to Baroness Scott.

Mr Brian Warwick and Mr Phil Matthews, members of the public, paid tribute to Baroness Scott and wished her every success in her future endeavours.

The Chairman then sought nominations for the position of Leader of Wiltshire Council, to serve until the May 2021 local elections.

On the proposal of Councillor Richard Clewer, which was seconded by Councillor Bridget Wayman, it was therefore,

Resolved:

To elect Councillor Philip Whitehead as Leader of Wiltshire Council, to serve until the May 2021 local elections.

Councillor Whitehead thereupon gave a short speech in which he stated that during his time as Leader his aim would be to strengthen and enhance local communities in the area boards and also by working more closely with town and parish councils in Wiltshire. He also intended to ensure that there were sufficient and robust measures in place to ensure that set outcomes were met. He intended to maintain an open and transparent administration, and to embrace digitalisation in its various forms but at the same time encourage face to face contacts. He wished to set standards which would lead to an eco-friendly local authority.

Councillor Whitehead then announced that his Cabinet would initially consist of the following Members:

- Councillor Richard Clewer: Deputy Leader of the Council and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment
- Councillor Allison Bucknell: Cabinet Member for South Wiltshire Recovery, Communications, Communities, Leisure & Libraries
- Councillor Pauline Church: Cabinet Member for Children, Education & Skills
- Councillor Laura Mayes: Cabinet Member for Adult Social Care, Public Health & Public Protection

- Councillor Toby Sturgis: Cabinet Member for Spatial Planning, Development Management and Property
- Councillor Ian Blair-Pilling: Cabinet Member for ICT, Digitalisation and Operational Assets
- Councillor Bridget Wayman: Cabinet Member for Highways, Transport and Waste

46 **Public Participation**

There were no questions or statements made by members of the public.

47 **Petitions**

It was noted that no petitions that had been received since the last meeting of the Council.

48 **Avon Mutual- Establishment of a Regional Mutual Bank**

The Chairman invited Councillor Philip Whitehead, Leader of the Council and Cabinet Member with responsibility for Finance and Economic Development, to introduce the report. The proposal was to give a grant of £0.050m toward the establishment of a regional mutual bank, to improve community lending and support those currently unable to access a bank account. He stated the regional bank was 95% funded and the proposal, moved by Councillor Whitehead and seconded by Councillor Richard Clewer, had been approved by Cabinet.

Group Leaders were then invited to comment. Councillor Ian Thorn stated the proposal had been brought to the Financial Planning Task Group, and noted the difficulty for many small businesses to obtain funding, which he hoped that these mutual banks would make easier, and he therefore supported the proposal. Councillors Ernie Clark and Ricky Rogers also expressed their support for the proposal.

Members then debated the proposal. It was raised that the lack of regional banks had been a significant problem in many ways, and the high level of funding already raised for the mutual bank was noted. It was expressed that the mutual bank should remain focused on its core purpose in assisting those who required such assistance. Others hoped that the Council would push for a sensible policy toward those defaulting on loans, and it was requested that the presentation received by the Financial Planning Task Group be circulated to other Members. Details were also sought on how mutual banks were developing in other areas, and how the aspects of aiding small and medium business enterprises and aiding those having difficulty obtaining bank accounts would be managed.

Councillor Whitehead acknowledged concerns regarding the focus of the mutual bank. He stated that the Council was in talks on how to protect that focus, and agreed that the Council would not be underwriting what was a free enterprise moving forward, and that policies on defaulting were a necessary part of the new organisation. It was stated other local authorities had invested much larger amounts in proposals in their area.

At the conclusion of debate, it was,

Resolved:

To approve a grant of £0.050m to support the funding of the initial process to accreditation by the Financial Conduct Authority.

<i>Votes for the motion</i>	<i>(82)</i>
<i>Votes against the motion</i>	<i>(0)</i>
<i>Votes in abstention</i>	<i>(0)</i>

Note: Councillor Ben Anderson withdrew from the Chamber during consideration of this item.

49 Proposed Changes to the Constitution

The Council considered the following proposed changes to the Constitution.

49a) Protocol 4 - Planning Code of Good Practice and Site Visit Protocol

The Chairman invited Councillor Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment, to introduce the report.

The proposal was to make a series of changes to Protocol 4 of the Constitution, the Planning Code of Good Practice. The changes proposed a series of additional clarifications on the planning process and member involvement, including the sections on bias and predetermination, declaration of interests, training being mandatory and site visit procedures.

All proposals had been reviewed by the Constitution Focus Group, which had invited all planning committee chairmen and the relevant Cabinet Member to discuss the protocol, and the proposals had been approved for recommendation by the Standards Committee.

The recommendation was there moved by Councillor Clewer and seconded by Councillor Paul Oatway QPM, Chairman of the Standards Committee.

Group Leaders were then invited to comment before Members debated the proposal.

An amendment was moved by Councillor Alan Hill, seconded by Councillor Bridget Wayman, to Paragraph 11 of the meeting procedure and public speaking as follows:

The unitary division member for the application will then be invited to make a representation ~~for up to five minutes at Chairman's discretion.~~

Members then debated the amendment. It was raised that there would be occasions that more than five minutes was necessary for a local member to detail all the issues that were relevant to an application, which might be complex and of significant concern. It was stated exceeding five minutes was a rare occurrence, but that the response should not be curtailed if it was necessary to expand on all relevant points. A comment was made in objection to the amendment that five minutes was sufficient for concise explanation of an application's issues.

At the conclusion of debate on the amendment, it was approved as follows:

<i>Votes in favour of amendment</i>	(74)
<i>Votes against amendment</i>	(6)
<i>Votes in abstention</i>	(2)

The members then debated the substantive motion. Issues raised included wording on withdrawal by Members in their capacity as a member of a committee in the event they had a pecuniary interest. A comment was also received welcoming changes made as a result of the Planning Committee Systems Task Group recommendations. In response to comments on requiring frequent training, it was stated that planning rules were not static and Members on committees would need to demonstrate they were aware of latest rules and regulations should decisions be challenged. There were also comments on the deadlines on how Members could request call-in of applications.

Many concerns were raised regarding issues around call-in by Members, and in particular a section regarding a call-in request being made by one Member against the wishes of the local Member, to be determined by the Head of Development Management. Other comments stated the protocol was not intended to diminish Member's requests for call-in, but that such call-in requests were required to at least one planning reason, which was not felt to be a high barrier, as any potential refusal would need to be justified with a planning reason. Others were concerned the existing wording placed restrictions on Members requesting call-in of matters of great significance to their communities.

As a result of the raised points, the substantive motion was withdrawn and it was moved by Councillor Oatway, seconded by Councillor Jon Hubbard, to refer the Protocol 4 to the Standards Committee for additional consideration.

At the conclusion of debate, it was,

Resolved:

To refer Protocol 4 to the Standards Committee for additional consideration.

49b) Protocol 12 - Arrangements for dealing with Code of Conduct Complaints and Part 3B - Responsibility for Functions

The Chairman invited Councillor Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment, to introduce the report.

The proposal was to make a series of changes to Protocol 12 of the Constitution in relation to arrangements for dealing with Code of Conduct complaints against elected members, both unitary and town and parish. This would also include consequential changes to Part 3B of the Constitution, in relation to the terms of reference of the Standards Committee. All proposals had been reviewed by the Constitution Focus Group and approved for recommendation by the Standards Committee.

It was explained that the changes were proposed to make the arrangements administratively simpler, as well as enhancing the role of elected members. As a result of discussions following a briefing on the proposed changes, additional amendments were proposed to Schedule 2 of the Protocol to make clear in the summary flowchart that informal resolution was a major part of the process, and other additions included to authorise the Monitoring Officer to dismiss trivial and vexatious complaints. The details of the amendments moved are attached to the minutes.

The recommendation subject to the above changes was moved by Councillor Clewer and seconded by Councillor Paul Oatway QPM, Chairman of the Standards Committee.

Group Leaders were then invited to comment before Members debated the proposal. The additional amendments were welcomed to enhance the efficiency of the proposed changes, noting informal conflict resolution as more suitable an outcome in many situations and that it was not reasonable that trivial and vexatious complaints be required for determination by the proposed new Assessment Sub-Committee. Some concerns were also raised regarding deviations from the protocol processes.

At the conclusion of debate, it was,

Resolved:

To approve the proposed changes to Part 3B and Protocol 12 of the Constitution.

<i>Votes in favour of the motion</i>	<i>(75)</i>
<i>Votes against the motion</i>	<i>(0)</i>
<i>Votes in abstention</i>	<i>(1)</i>

Note: As detailed in the report the changes would come into effect in January 2020 to allow town and parish councils to be informed.

Note: As a result of the decision under Minute 49(c) Protocol 12 would be renamed Protocol 11.

49c) **Miscellaneous: Protocol 10 - Local Code of Corporate Governance, Protocol 8 - Partnership Protocol, Part 3C _ Scheme of Delegation (Executive) and Part 2 - Articles of the Constitution**

The Chairman invited Councillor Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment, to introduce the report.

The proposal was to make a series of changes to Part 2 (Articles of the Constitution), Part 3C (Scheme of Delegation: Executive), Protocol 10 (Local Code of Corporate Governance) and to remove Protocol 8 (Partnership Protocol) of the Constitution. All proposals had been reviewed by the Constitution Focus Group and approved for recommendation by the Standards Committee, and the removal of Protocol 8 and changes to Protocol 10 had also been considered by the Audit Committee and the Cabinet. The recommendation was moved by Councillor Clewer and seconded by Councillor Paul Oatway QPM, Chairman of the Standards Committee.

Group Leaders were then invited to comment before Members were invited to debate the proposal. There was a comment raising concerns that protocols were not binding.

Following a vote, it was then,

Resolved:

To approve the proposed changes to Part 2, Part 3C, Protocol 8 and Protocol 10 of the Constitution.

<i>Votes in favour of the motion</i>	<i>(76)</i>
<i>Votes against the motion</i>	<i>(0)</i>
<i>Votes in abstention</i>	<i>(0)</i>

Note: As a result of the removal of Protocol 8, all subsequent protocols would be renumbered, eg Protocol 10 as approved would become Protocol 9.

50 **Electoral Review Committee Update and Terms of Reference**

The Chairman invited Councillor Richard Clewer, Chairman of the Electoral Review Committee, to introduce the report.

It was explained that the Local Government Boundary Commission for England (LGBCE) had announced a further limited consultation in respect of a pattern of unitary divisions in the Southern and South-Western parts of the council area, rather than publish their Final Recommendations as previously intended. The new consultation would run from 2 July 2019 to 29 July 2019. As the Electoral Review Committee had not had sufficient time to consider the new recommendations and draft a response for Full Council, and with the alternative being a special Full Council meeting in late July, it was recommended that the Council delegate to the

Electoral Review Committee the responsibility to approve a response to the LGBCE.

Changes were also recommended to the terms of reference of the Electoral Review Committee to enable it to properly prepare for and oversee any Community Governance Reviews which would take place at some stage.

A proposal to delegate responsibility for a response to the LGBCE to the Electoral Review Committee and amend the terms of reference of the committee was moved by Councillor Clewer, and was seconded by Councillor Gavin Grant, Vice-Chairman of the Electoral Review Committee.

Group leaders were then invited to comment. Councillor Philip Whitehead stated the Electoral Review Committee had done exemplary work on a cross party basis, and he was content to delegate responsibility for a further response to it. Councillor Ian Thorn supported the proposal and noted that there was some frustration at the delays to the process imposed by the LGBCE, but that if possible the Council speaking with one voice on the matter would be beneficial.

Members then debated the proposal. It was raised by some members that the Council had compromised on its previous submission to achieve a reasonable proposal, but that the latest proposals from the LGBCE were very unsuitable for local communities in some areas. The collaborative working of the Electoral Review Committee was also praised, as well as concerns from some members that the proposals of the LGBCE themselves exceeded the standard limits and rules under the criteria that the Council had followed, but that this could indicate additional flexibility to resolve some matters.

Councillor Clewer acknowledged the concerns relating to specific areas raised during the debate, which would be taken on board by the Electoral Review Committee as it prepared a response on behalf of the Council.

At the conclusion of debate, it was,

Resolved:

- 1) That Council delegates the preparation and approval of a response to the latest consultation of the Local Government Boundary Commission for England to the Electoral Review Committee, to include approval of any final consequential changes to the submission documentation to the Director of Legal, Electoral and Registration Services after consultation with the Chairman of the Electoral Review Committee.**
- 2) To approve amendments to the Terms of Reference of the Electoral Review Committee as detailed in Appendix A, and include them within Part 3B of the Constitution.**

<i>Votes in favour of motion</i>	<i>(76)</i>
<i>Votes against the motion</i>	<i>(0)</i>
<i>Votes in abstention</i>	<i>(0)</i>

51 **Minutes of Cabinet and Committees**

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

Resolved:

To note the minutes as listed in the minutes book.

52 **Membership of Committees**

The Chairman introduced a report regarding a review of proportionality and allocation of seats on committees to political groups. Following the Trowbridge Drynham by-election the political proportionality of the Council had changed, and the resignation of Councillor David Jenkins had caused vacancies on a number of committees. There were also changes to committees arising from the changes to the Cabinet.

On the motion of Councillor James Sheppard, seconded by Councillor Richard Gamble, it was,

Resolved:

(a) To note the report and the legal requirements.

(b) To confirm the aggregate number and the draft scheme of committee places available to members of the Council as set out in Appendix B.

(c) To make those changes to the appointment of councillors and substitutes to serve on those committees in accordance with the revised scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989, as follows:

- **Councillor James Sheppard to be removed as a member of the Strategic Planning Committee.**
- **Councillor Andrew Bryant to be added as a member of the Strategic Planning Committee.**
- **Councillor Ian Thorn to be added as a member of the Strategic Planning Committee**
- **Councillor Allison Bucknell to be removed as a substitute member of the Children's Select Committee.**
- **Councillor Allison Bucknell to be removed as a substitute member of the Health Select Committee.**
- **Councillor David Halik to be added as a substitute member of the Health Select Committee.**
- **Councillor Ian Thorn to be added as a substitute member of the Health Select Committee.**
- **Councillor Allison Bucknell to be removed as a member of the Standards Committee.**
- **Councillor Philip Whalley to be added as a substitute member of the Children's Select Committee.**

- Councillor Andrew Bryant to be added as a member of the Standards Committee.
- Councillor Ian Thorn to be added as a substitute member of the Western Area Planning Committee.
- Councillor Baroness Scott of Bybrook OBE to be removed as a member of the Staffing Policy Committee.
- Councillor Philip Whitehead to be added as a member of the Staffing Policy Committee.
- Councillor Ian Thorn to be added as a member of the Staffing Policy Committee.
- Councillor Ian Thorn to be added as a substitute member of the Overview and Scrutiny Management Committee.
- Councillors Baroness Scott of Bybrook OBE and John Thomson to be removed as members of the Officer Appointments Committee.
- Councillor Richard Clewer to be removed as a substitute member of the Officer Appointments Committee and added as a member of the Officer Appointments Committee.
- Councillor Toby Sturgis to be added as a member of the Officer Appointments Committee.
- Councillors Allison Bucknell and Ian Blair-Pilling to be added as substitute members of the Officer Appointments Committee.
- Councillor Pauline Church to be added as a member of the Health and Wellbeing Board by virtue of her portfolio.
- Councillor Ian Thorn to be added as a substitute member of the Appeals Committee.

That Councillor Philip Whitehead be appointed Chairman of the Officer Appointments Committee and Councillor Richard Clewer as Vice-Chairman of the Officer Appointments Committee.

That Councillor Philip Whitehead be appointed Chairman of the Health and Wellbeing Board.

53 **Councillors' Questions**

Three questions were received by Councillor Ian Thorn, as detailed in Agenda Supplement 1.

Question 19-33 to the Leader of the Council – climate emergency motion

A verbal response was provided by Councillor Philip Whitehead noting that while he had concerns with the wording being unclear on the climate emergency motion, he had proposed and voted on another motion in respect of environment and global warming at that meeting. Any changes to the budget arising from actions from the motion would need to follow standard budgetary procedures.

As a supplementary question Councillor Thorn sought additional clarity regarding Councillor Whitehead's support for the motion approved Council.

Councillor Whitehead repeated that as Council had voted for the motion he endorsed and supported that decision moving forward.

Question 19-34 to the Leader of the Council – No deal Brexit

A verbal response was provided by Councillor Philip Whitehead stating the council was working closely with its partners on the local resilience forum on contingency planning, and would intensify work if the prospect of a no deal Brexit increased, and would work to make the most of some of the positive opportunities that Brexit offered the country.

Question 19-35 to the Leader of the Council – Openness and Transparency

A verbal response was provided by Councillor Philip Whitehead stating that he would continue to support an open and transparent approach, noting in particular at Cabinet where at one recent meeting the public had been given several hours to speak given the significance of the item being discussed. He invited Councillor Thorn to provide any examples where he felt there was not sufficient openness and transparency so that he could review those areas.

(Duration of meeting: 10.30 am - 12.55 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

Protocol 12 (to become 11) of the Constitution

Standards Committee proposed changes in red. Additional changes moved at Full Council on 9 July 2019 in blue.

4.3 The Monitoring Officer may seek to resolve the complaint informally, without the need for a formal ~~investigation decision by the Assessment Sub-Committee~~. This may involve mediation or other suitable action, including training or an apology by the Member.

4.4 ~~When the matter is referred informally for informal resolution the Monitoring Officer will identify the time the complaint will be suspended for under paragraph 11.~~

4.5 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 ~~investigation determination~~.

4.6 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.

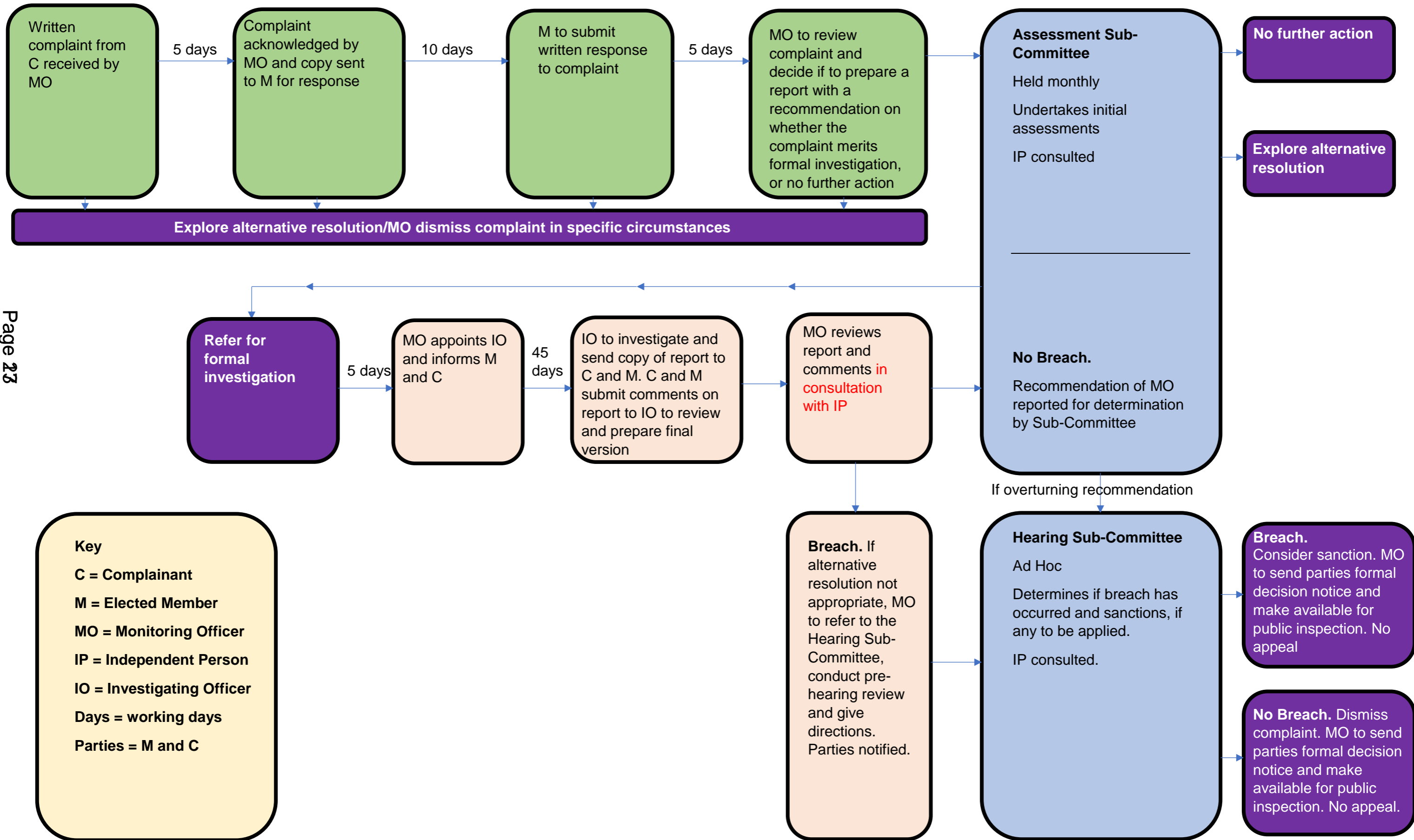
4.7 If the complaint identifies potential criminal conduct by any person, the Monitoring Officer may notify the Police or other regulatory agencies. ~~The usual timescales for accepting a complaint may be disapplied in such cases.~~

4.8 ~~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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Protocol 12 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.



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09/07/2019

11:28:01

Voting 1/1 - subject 1 - 09/07/2019 11:27:55

AVON MUTUAL

82



Confirmation presences: 84

Yes	: 82
No	: 0
Abstained	: 0

09/07/2019

11:28:06

Voting 1/1 - subject 1 - 09/07/2019 11:27:55

Confirmation presences: 84

Yes	: 82
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Bryant (LD)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Bill Douglas (LD)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Mottie Groom (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1

09/07/2019

11:28:06

Voting 1/1 - subject 1 - 09/07/2019 11:27:55

Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No : 0

Abstained : 0

09/07/2019

11:42:32

Voting 2/2 - subject 1 - 09/07/2019 11:42:27

ALAN HILL AMENDMENT - PUBLIC SPEAKING



Confirmation presences: 84

Yes	: 74
No	: 6
Abstained	: 2

09/07/2019

11:42:39

Voting 2/2 - subject 1 - 09/07/2019 11:42:27

Confirmation presences: 84

Yes	: 74
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquel Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bill Douglas (LD)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1

09/07/2019

11:42:39

Voting 2/2 - subject 1 - 09/07/2019 11:42:27

Cllr Richard Clewer (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No	: 6
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Cllr Allison Bucknell (C)	: 1
Cllr Andrew Bryant (LD)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1

Abstained	: 2
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Cllr Richard Gamble (C)	: 1
Cllr Tony Deane (C)	: 1

09/07/2019

12:24:13

Voting 3/3 - subject 1 - 09/07/2019 12:24:09

CONSTITUTION PROTOCOL 12 (STANDARDS)



Confirmation presences: 83

Yes	: 75
No	: 0
Abstained	: 1

09/07/2019

12:24:17

Voting 3/3 - subject 1 - 09/07/2019 12:24:09

Confirmation presences: 83

Yes	: 75
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Bryant (LD)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bill Douglas (LD)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Haik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Mollie Croom (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1

09/07/2019

12:24:17

Voting 3/3 - subject 1 - 09/07/2019 12:24:09

Cllr Richard Clewer (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No	: 0
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Abstained	: 1
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Cllr Ross Henning (LD)	: 1
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09/07/2019

12:27:09

Voting 4/4 - subject 1 - 09/07/2019 12:27:04

CONSTITUTION - MISCELLENEOUS

76



Confirmation presences: 83

■ Yes	: 76
■ No	: 0
■ Abstained	: 0

09/07/2019

12:27:11

Voting 4/4 - subject 1 - 09/07/2019 12:27:04

Confirmation presences: 83

Yes	: 76
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Bryant (LD)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1

09/07/2019

12:27:11

Voting 4/4 - subject 1 - 09/07/2019 12:27:04

Cllr Richard Clewer (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No	: 0
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Abstained	: 0
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09/07/2019

12:38:47

Voting 5/5 - subject 1 - 09/07/2019 12:38:42

ELECTORAL REVIEW COMMITTEE UPDATE AND DELEGATION

76



Confirmation presences: 82

■ Yes	: 76
■ No	: 0
■ Abstained	: 0

09/07/2019

12:38:50

Voting 5/5 - subject 1 - 09/07/2019 12:38:42

Confirmation presences: 82

Yes	: 76
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Bryant (LD)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bill Douglas (LD)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1

09/07/2019

12:38:50

Voting 5/5 - subject 1 - 09/07/2019 12:38:42

Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No	: 0
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Abstained	: 0
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Full Council Meeting Tuesday 9 July 2019 – Members' Attendance

Name	Time in (Meeting)	Time Out (Meeting)
Phil Alford		
Ben Anderson	10:30	12:40
Pat Aves	10:30	13:00
Chuck Berry	10:30	13:00
Ian Blair Pilling	10:30	13:00
Richard Britton	10:30	13:00
Derek Brown	10:30	13:00
Andrew Bryant	10:30	12:55
Allison Bucknell	10:30	12:55
Clare Cape		
Trevor Carbin	10:30	12:55
Mary Champion	10:30	13:00
Pauline Church	10:30	13:00
Richard Clewer	10:30	13:00
Mark Connolly		
Christine Crisp	10:30	13:00
Anna Cuthbert	10:30	12:00
Brian Dalton	10:30	13:00
Jane Davies	10:30	13:00
Andrew Davis	10:30	13:00
Tony Deane	10:30	13:00
Matthew Dean	10:30	13:00
Christopher Devine	10:30	13:00
Stewart Dobson	10:30	12:55
Mary Douglas	10:30	13:00
Bill Douglas	10:30	13:00
Peter Evans	10:30	12:55
Sue Evans	10:30	12:55
Nick Fogg	10:30	13:00
Peter Fuller	10:30	13:00
Richard Gamble	10:30	13:00
Sarah Gibson	10:30	13:00
Gavin Grant	10:30	13:00
Jose Green		
Howard Greenman	10:30	12:55
Mollie Groom	10:30	13:00
David Halik	10:30	12:55
Deborah Halik		
Russel Hawker	10:30	13:00
Ross Henning	10:30	13:00
Darren Henry	10:30	13:00
Mike Hewitt		
Alan Hill	10:30	12:55
Sven Hocking	10:30	12:55
Ruth Hopkinson	10:30	13:00
Atiqul Hoque	10:30	13:00
Jon Hubbard	10:30	13:00

Chris Hurst	10:30	13:00
Peter Hutton	10:30	13:00
Hayley Illman	10:30	13:00
Tony Jackson	10:30	13:00
Simon Jacobs	10:30	12:55
George Jeans	10:30	13:00
Bob Jones	10:30	13:00
Johnny Kidney	10:30	13:00
Gordon King	10:30	12:57
Edward Kirk	10:30	13:00
Jerry Kunkler	10:30	13:00
Jacqui Lay		
Jim Lynch	10:30	12:45
Brian Mathew		
Laura Mayes	10:30	13:00
Ian McLennan	10:30	13:00
Nick Murry	10:30	13:00
Christopher Newbury		
Paul Oatway	10:30	13:00
Steve Oldrieve	10:30	13:00
Ashley O'Neill	10:30	13:00
Stewart Palmen	10:30	13:00
Andy Phillips		
Horace Prickett		
Leo Randall	10:30	13:00
Fleur de Rhe-Philipe	10:30	13:00
Pip Ridout	10:30	13:00
Ricky Rogers	10:30	13:00
Tom Rounds	10:30	13:00
Jonathon Seed	10:30	13:00
James Sheppard	10:30	13:00
John Smale	10:30	12:55
Toby Sturgis	10:30	13:00
Melody Thompson		
John Thomson	10:30	13:00
Ian Thorn	10:30	13:00
Tony Trotman	10:30	13:00
John Walsh	10:30	13:00
Bridget Wayman	10:30	13:00
Fred Westmoreland	10:30	12:55
Philip Whalley	10:30	13:00
Stuart Wheeler	10:30	12:00
Roy While	10:30	13:00
Philip Whitehead	10:30	13:00
Jerry Wickham		
Christopher Williams	10:30	13:00
Graham Wright	10:30	13:00
Robert Yuill	10:30	13:00

Wiltshire Council

Full Council

26 November 2019

Petitions Update

Petitions Received

As of 12 November 2019, five new petitions have been received by Wiltshire Council since the last report to Council on 9 July 2019.

Proposal

That Council notes this update on petitions.

Lisa Moore
Democratic Services Officer

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NAME	DATE RECEIVED	RESPONDENTS	ACTION
Request for speed limit and traffic calming measures – Hill Rise, Chippenham	21/08/19	167	Petitioner advised to approach Parish Council to request its support in putting forward the issue to the next CATG.
'Don't let Brexit harm people in Wiltshire'	09/09/19	48	<p>Petitioner advised that Britain's exit from the EU is a National Government matter, however, Wiltshire Council is working with the Local Resilience Forum (LRF) and Swindon and Wiltshire LEP on contingency planning and business support to ensure preparedness for a no-deal Brexit.</p> <p>In addition, the Council's Strategic Risk Register published with Cabinet papers every quarter includes a composite risk for Brexit and noted any significant changes to our risk assessment.</p>
Barton Park/College Fields open space asset transfer request, Marlborough	10/10/19	207	Petitioner advised the asset transfer to Marlborough Town Council is scheduled for a future tranche. Petitioner to consider raising this issue at Marlborough Area Board.
Request for a reduced speed limit in Hillcott, North Newton	11/10/19	31	CATG acknowledged receipt of petition and deferred action pending outcome of traffic survey. Next CATG is 5 th Feb 2020.

<p>Request for safer pedestrian and cycle routes at St Peters Place, Salisbury</p>	<p>14/10/19</p>	<p>232</p>	<p>Petitioner advised the site is currently being developed in phases by Persimmon Homes. When complete the site will have vehicular, pedestrian and cycle access points.</p> <p>In mid-September this year a new pedestrian and cycle only access was opened between the Old Fugglestone Red development, to the South East and the new St Peters Place development. This access was required to be open by 50% occupation of the phase of development within which it was situated, this was controlled by the council via condition on the original planning permission.</p> <p>Two further access points are due to open on this development and these will occur when those phases of development take place.</p>
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Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

Wiltshire Council

Council

26 November 2019

From Jacqui Johnston

**To Councillor Toby Sturgis, Cabinet Member for Spatial Planning,
Development Management and Investment**

Question (19-4)

Who at Wilts CC is monitoring, in an official capacity, the trigger points for the provision of sustainable transport for residents and ensuring that the developer, Persimmon Homes, meet their obligations under planning consent? Why has this been left to locally affected residents to raise a petition and launch a media campaign?

Response

The question relates to the St Peters Place development of 1250 dwellings that was granted planning permission by this council in April 2015. The development lies on land to the North of Salisbury. The site is currently being developed in phases by Persimmon Homes. When complete the site will have vehicular, pedestrian and cycle access points. At present there is a new vehicular access which connects the development to the main Devizes road (A360). In addition, work is currently being completed on a second vehicular access which will be opened in the next few months.

In mid-September this year a new pedestrian and cycle only access was opened between the Old Fugglestone Red development, to the South East and the new St Peters Place development. This access was required to be open by 50% occupation of the phase of development within which it was situated, this was controlled by the council via condition on the original planning permission. It was brought to the council's attention in July of this year that residents at St Peters Place considered that the developer may not have complied with this condition and may have occupied more than 50% of that phase of development without opening the pedestrian and cycle path. Upon investigation it was found that this was not the case and that 50% occupation had not been achieved. None the less, the council monitored the situation to ensure that the path and cycleway was put in and this opened in September this year.

There are two further access points due to open on this development and these will occur when those phases of development take place.

- A) A footpath link between the recently developed Wilton Hill development and the St Peters Place development. This will be put in when phase A3 takes place at St Peters Place and there is a development at St Peters Place to connect it to.

- B) A further vehicular access in the far South of the site to link the St Peters Place development with Bemerton Heath this will be provided when phase B3 of the development takes place which is likely to be the last phase of St Peters Place.

In addition, there is a bus service that runs from the St Peters Place development every half an hour until six o'clock in the evening.

The council issues thousands of planning approvals each year many with numerous conditions attached to them that developers are legally required to comply with and in the vast majority of cases they do. The council does not have the resources to monitor every condition on every planning permission that it issues and, in many instances, we are made aware of possible breaches by members of the public. Nonetheless, whenever a suspected breach of condition is brought to the council's attention, as in this case, the matter is followed up. If a breach of condition is found this is dealt with in line with the council's enforcement procedure.

Wiltshire Council

Full Council

26 November 2019

Subject: Proposals to amend the Council Tax Reduction Scheme (Post Consultation) 2020

Cabinet Member: Cllr Simon Jacobs, Cabinet Member for Finance and Procurement

Key Decision: Key

Executive Summary

Proposals to change Wiltshire Council's Council Tax Reduction Scheme were circulated in July 2019. The report was the result of concerns raised about the sensitivity of the current scheme, the frequent changes to entitlement and the recalculation of a household's council tax bill following the report of a minor or relatively low change in income.

Three proposals were subject to consultation which began in August 2019: The proposals were based on a simplified way of determining entitlement to council tax reduction (CTR).

Following consultation and detailed conversations with Citizens Advice and other welfare groups, it became apparent that introducing these changes would fail to achieve the intentions of simplifying the scheme whilst maintaining existing levels of financial support. Detailed scenario testing and consultation demonstrated that the proposals would, in many cases, fail to offer the levels of financial support and protection offered by the current scheme.

The proposal to reduce uncertainty and frequent recalculation were however, commended. In recognition of this need, this report proposes a relatively simple solution to the existing scheme whereby changes in a household's income, which would alter weekly entitlement to CTR by less than £7.00 per week, either up or down, would be ignored, rather than the £1.00 level built into the existing scheme, known as the *de-minimus* level.

If accepted this approach would limit the number of changes to entitlement, offer a greater level of certainty for those in receipt of CTR and continue to protect low-income households from increases in council tax. It would also reduce the costs of administering the scheme, in terms of reducing the number of changes and therefore the number of bills issued per year.

The proposal will be considered by Cabinet on 19 November and the minutes of that meeting will be available [here](#) before the Council meeting.

Proposal(s)

Following consultation and testing the proposed changes to the Council Tax Reduction scheme originally presented to Council in July 2019 have been reviewed and reduced to one proposal recommended to Cabinet.

To agree this change to the Council Tax Reduction scheme as set out at section in the conclusion of this report. If agreed the change will take effect from April 2020.

Reason for Proposal(s)

It is an annual requirement for the council to review its local CTR scheme and make recommendations for change as required. Since its introduction in April 2013, the scheme has been subject to minor amendment but the core elements have been retained. However, in the last 24 months there have been significant increases in the number of households in receipt of Universal Credit (Full Service). For the purposes of assessing entitlement to CTR, Wiltshire Council treats Universal Credit (UC) as an income. The Department of Work and Pensions notifies the council when there is any change to a household's entitlement to UC. Typically, the council is sent 5,000 notifications per month. These are sent directly to the Council, by the Department of work and Pensions and contain information they have gathered from a variety of sources, including HMRC. The CTR scheme was not designed to accommodate this level of information. It is too sensitive to minor changes in monthly entitlement, which trigger reassessment of claims and recalculation of council tax bills. It was felt that without intervention, the current scheme would cause significant confusion for the customer, increase the risk of indebtedness and increase the costs of administering the collection of council tax.

Alistair Cunningham OBE, Executive Director, Growth, Investment and Place

Wiltshire Council

Council

26 November 2019

Subject: Proposals to amend the Council Tax Reduction Scheme (Post Consultation) 2020

Cabinet Member: Cllr Simon Jacobs, Cabinet Member for Finance and Procurement

Key Decision: Key

Purpose of Report

1. To seek agreement on proposals to make changes to the Council Tax Reduction Scheme (CTR) with effect from April 2020.

Relevance to the Council's Business Plan

2. The CTR scheme is a means tested benefit, and supports the Council's business plan by offering financial support through a reduction in council tax to low income households. It is a local benefit, which works in conjunction with other national benefits, which determines the level of council tax reduction offered to some of the most vulnerable in our communities.

Background

3. The CTR scheme in Wiltshire is a means tested benefit that currently provides financial support to 25,000 households on a low income, at a current annual cost of £25 million. Entitlement to CTR is calculated after other discounts like the single person's discount have been awarded. Entitlement results in the reduction of a claimant's Council Tax. The current scheme replaced the national Council Tax Benefit scheme in April 2013. Until 2013 the scheme was fully funded by government.
4. The CTR scheme for working age customers is a local scheme and varies in design between local authorities. Rules governing the scheme demand consultation on changes to the scheme adding a complexity to a process which is already subject to complex rules and regulations. For pension-age households the scheme is set nationally by Central Government and prescribed by regulations, so cannot be varied locally. The proposed change will only affect working age households and support those whose income, be it wages, universal credit or tax credit, may be subject to minor fluctuations, where currently notification results in the adjustment of their council tax bill.

Main Considerations for the Council

5. In designing its current scheme, the council conducted an extensive programme of consultation with its precepting authorities, key stakeholders and the public. The working age scheme adopted by the council in 2013 retained the main elements of the former Council Tax Benefit scheme with the following exceptions:
 - All working recipients unless classified as protected (see bullet point below) are required to pay at least 20% of their Council Tax liability.
 - Certain protected groups can receive up to 100% of their Council Tax. Protected groups include people in receipt of the Support Component of Employment Support Allowance (ESA) and all those who qualify for the disability premium or people in receipt of a war disablement pension, or in receipt of any of the war widows' or widowers' pensions.
 - Those who do not fall into a protected group are subject to a means test
 - Capital savings limit of £10,000. – Protected groups limit of £16,000.
 - Fixed rate non dependant deduction – In households where there are working age children and relatives (non-dependants), a fixed rate deduction is made from the CTR award.
 - Enhanced income allowance (taper) to encourage work.
 - A de-minimus sum whereby income changes affecting weekly entitlement by less than £1.00 would be ignored*.
 - A vulnerability/hardship fund to provide additional financial help.
6. Retaining the core elements of the old Council Tax Benefit scheme albeit with the exceptions outlined above has preserved the means test in its current form, which provides both a robust mechanism for determining entitlement and both protection and work incentives that have been developed and honed over almost 30 years. However, the means test is proving too sensitive to relatively small changes in income that in turn are causing the recalculation of council tax bills. It was hoped that introducing an income table would better accommodate small variations in income and prevent the recalculation of the CTR claim but the scheme and the systems used to calculate income are currently unable to differentiate between income and housing costs, which are included within the universal credit award.
7. Whilst the overall response to the consultation was limited, engagement with the voluntary sector was decisive in rethinking the scheme for 2020-21. The consultation revealed major concerns, that the current scheme was too sensitive and, that although simplifying the scheme was welcomed, the proposal for an income table would not support individuals on the lowest income.
8. As a result of the consultation the proposals were honed down to one. It has been calculated that by changing the de-minimus level* from £1.00 per week to £7.00 per week would have the same effect as allowing a variation in income by as much as £50.00 per week before any alteration is made to a household's entitlement. By introducing this change alone, would mean that current levels of entitlement are maintained. It would also reduce uncertainty for the customer and reduce the number of times a claim is recalculated, unless of course there are significant changes in income

Overview and Scrutiny Engagement

9. The Financial Planning Task Group considered the proposed changes to the Scheme brought about in July. It supported the rationale of amending the Scheme to reduce the frequency of allowance re-calculations, without disadvantaging those receiving benefits.

Safeguarding Implications

10. There are no safe guarding implications.

Public Health Implications

11. There are no Public Health implications.

Procurement Implications

12. There are no procurement implications.

Equalities Impact of the Proposal

13. Section 4 taken from the Equality Analysis prepared for this report.

- In order to claim council tax reduction a claim must be made providing details of the household make-up, income, savings, family, children age, sex and similar details of anyone living in the property.
- The application process captures a range of personal details, including ethnicity.
- In order to claim evidence has to be provided of entitlement to other benefits that may be linked to a disability or someone within the household with a disability.
- Details of the claim are then stored on bespoke software enabling analysis in a number of ways. Claims may be analysed at a parish level or by age or sex of the claimant or by the number of children in the household or by postcode.
- Claims are also determined as working age claimants and those of pensionable age as different rules apply, depending on age or the nature of their employment, whether self-employed or not.
- Claims are subject to frequent review and notification of change, from a variety of sources including the claimant, their employer, their landlord, the DWP etc
- The caseload is managed and reports shared with the Department of work and Pensions.
- Where changes are necessary to any council tax reduction scheme then the council must instigate a consultation process to gather the views of a range of stakeholders. The latest consultation process took place in August 2019.

14. Section 5 of the Equality Analysis states:

- The Council tax Reduction Schemes operated by the council to support those on a low income are complex and difficult to understand.

- Proposals to simplify the scheme were welcomed as part of the consultation conducted with stakeholders however through scenario testing, it transpires that the approach may leave a significant number of households worse off.
- It was felt that the benefits of simplifying the scheme were outweighed by the potential reduction in council tax that some households would face if an income table were introduced and the nature of the change may in fact increase speculative claims from those who may be on the margins of qualification. This would lead to a possible rise in the costs of administering the scheme that the original proposal had hoped to reduce.
- The scheme already supports those of pensionable age to a greater degree than those of working age and those in protected groups but concern was also raised that those households with more children and a higher theoretical income, including the childcare element of universal credit, would be detrimentally affected by the proposed changes.
- On this basis it was felt that the proposals to change the scheme were not wholly equitable based on the current method of determining a household income.
- An alternative arrangement has been provided to promote greater equality, determining entitlement to CTR to better accommodate all those of working age, but particularly those whose income varies.
- The report now proposes that a rise in the level at which changes of income are incorporated and impact upon a claim, a change which can accommodate a variation in income of up to £50.00 per week.
- The scheme is subject to regular review and if the proposals are agreed, but do not deliver a reduction in the number of changes, then the scheme will be subject to further revision in 2020-21

Environmental and Climate Change Considerations

15. Whilst the overall impact is low the ambition of this proposal is to reduce the number of changes made to a household's council tax account. If the proposal is accepted then it is anticipated there could be 20,000 less bills and explanatory notes printed and posted per annum. This will reduce the use of raw materials as well as costs for the service and hopefully reduce overall demand on the Revenues and Benefits Department.

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

16. The decision not to introduce an income table means that the scheme will remain a complex means test. Whilst an opportunity to simplify the scheme has been missed, the greater concern was that any fall in CTR could lead to a rise in non-payment. Whilst overall indebtedness to the council has risen slightly the main concern is the impact the scheme in its current format is having on low income households who typically may receive a number of council tax bills a year and are deterred from making payment. The rescheduling of instalments in households with limited financial resilience is generating concerns and frustrations for customers, generating a range of issues for Citizens Advice and other welfare support groups as well as the Council staff. (Between April and September 2019, 28,000 changes in UC entitlement alone, were reported to Wiltshire Council.)

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

17. Offering a greater tolerance in terms of disregarding some income may mean that the levels of Council Tax Reduction may rise, however the proposal works both in favour and to the detriment of the customer if their income should fall by less than £50.00. Overall the cost of this proposal should be neutral in terms of the overall amount of CTR awarded. The scheme is far more dependent upon the inflationary rise in council tax and caseload numbers rather than changes in income levels. There should however be a reduction in administration costs with a fall in the number of bills and adjustment notices issued and in levels of contact with those in receipt of another amended bill. If the proposal fails to reduce the number of changes made to claims a new scheme will be presented for financial 2021-22.
18. The discretionary council tax reduction scheme, which is a cash limited fund, provides an opportunity to reduce a council tax debt in conjunction with means testing, where a debt has become unmanageable or where the individual is known to have a number of debts with the authority.

Financial Implications

19. Since the introduction of the CTR scheme in 2013/14 funding has been included within the Revenue Support Grant, which has been reducing year on year. The following table provides a summary of expenditure and caseload since the Local Council Tax Reduction scheme was introduced:

Financial Year	Net Debit £, 000s	Collection Rate %	Households in receipt of Council tax Reduction caseload @ 31 st March	Total annual expenditure on CTR
2013/14	255,989	97.76	29,497	£24,827,475
2014/15	262,876	97.80	28,237	£23,881,277
2015/16	268,608	97.89	27,078	£22,992,642
2016/17	286,283	98.06	26,499	£23,244,470
2017/18	305,228	97.89	25,091	£23,058,926
2018/19	329,388	97.81	24,619	£24,918,446
2019/20	347,072	Not known	25,015 (est)	£25,000,000(est)

20. The above table illustrates the number of households receiving CTR has fallen since the introduction of the scheme, but the fall has levelled during 2019/20. Over the same period, the number of dwellings subject to council tax have increased from 205,000 in 2013 to the current level of 221,300.

21. Currently households in receipt of CTR owe £3.4million and it could be argued that the scheme in its current form is making the collection process more difficult.
22. The impact of the change on the overall cost of the scheme is difficult to model as the change accommodates both increases and decreases in income. On this basis the tax base used to set the council tax charges next year have not been adjusted to reflect any additional costs or savings from the CTR scheme. Any excessive variation in terms of the overall CTR awarded will mean the scheme will need revisiting again the following year.

Legal Implications

23. The council have a duty to operate a council tax reduction scheme. Since 2013 the onus has been placed on every local authority to not only design and publish a scheme but also to maintain the scheme in conjunction with other national welfare benefits. The proposed changes which historically would have been instigated by an instruction from Government are now made more complex. The challenge for the authority is not so much that the proposals have significant legal implications, the implications are whether the change mechanism has been correctly followed. The production of this report and the consultation process ensures that all legal implications have been mitigated.

Workforce Implications

24. None

Options Considered

25. 16. The options considered were:
 - To replace the means test and introduce an income table for working age claimants.
 - To disregard (not take into consideration) the first £50.00 of any earned income, per household, per week
 - To disregard approximately half of any Carers allowance
26. The consultation process raised concerns from both Citizens Advice and those wholly reliant on UC that they would be significantly worse off if the income table replaced the current means test. Scenario testing supported this view as their housing costs, specifically those housing costs awarded as part of a Universal Credit payment would be treated as income. Analysis revealed that many single resident households who currently qualify for an 80% reduction would only qualify for a 60% reduction if the council were minded to introduce an income table.
27. The proposal to disregard the first £50.00 any earned income was well received however to ensure that existing levels of CTR were awarded to some households under the income table scheme, the income disregarded would have to increase to over £100.00 per week. Consequently, the proposal to maintain the existing scheme but adapt the level of *de-minimus* adjustment to the equivalent earning tolerance of £50.00 per week was deemed a sensible compromise. It would

maintain existing levels of financial support whilst reducing the number of adjustments made to a claim.

28. The proposal to disregard around half of any Carers Allowance is built in to the current scheme and so if the main proposal is adopted the current treatment of Carers allowance will remain unchanged.
29. This proposal will not simplify the administration of the scheme or provide the applicant with a clear indication of their entitlement. It will however reduce the risk of some households receiving numerous bills within the same financial year. It should offer a greater degree of flexibility within the scheme, to encourage work and offer a greater degree of financial certainty for those whose income might be subject to frequent but minor variation.

Conclusions

30. Following consultation and discussion with welfare support groups it is recommended that Wiltshire Council's CTR scheme is subject to minor amendment rather than extensive change. By raising the *de-minimus* level the scheme will better accommodate minor fluctuation in income. This means that changes of income of up to £50.00 should not cause adjustments in entitlement. Any additional cost or savings will be tracked over 2020/21.

Deborah Hindson, Interim Director of Finance and Procurement

Report Author: Ian P Brown, Head of Revenues and Benefits,
ianp.brown@wiltshire.gov.uk, Tel: 01225 716701

Date of report 22 October 2019

Appendices

Appendix 1a and 1b: Results of Consultation and comments from interested parties.

Appendix 2: Equality Analysis

Appendix 3 Wiltshire Citizens Advice CTR Consultation Response

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Council Tax Reduction Scheme 2020

Council Tax Reduction Scheme 2020

This report was generated on 03/10/19. Overall 68 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

How are you answering this survey?



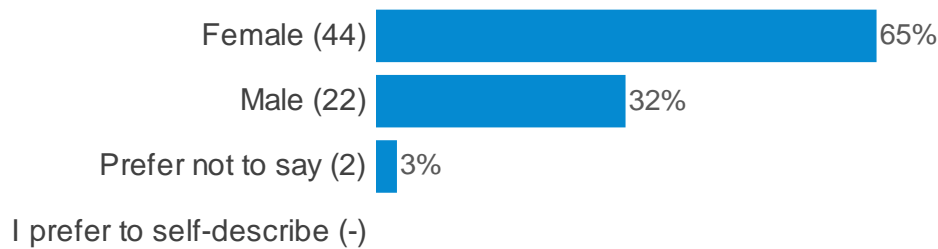
If you represent an organisation can you say which?

- Wiltshire Council
- White Horse Housing Association

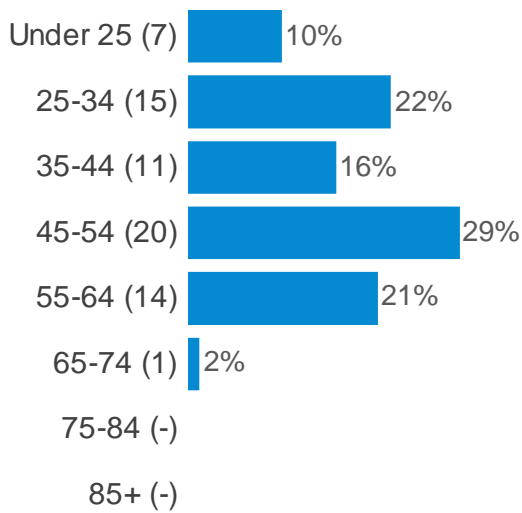
If you are an interested party can you say how?

- Benefit Professional

What is your gender?



What is your age range?



Do you consider yourself to be disabled in any way?



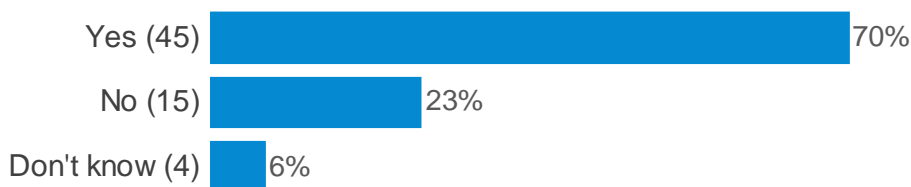
Do you receive any benefits as a result of your disability?



If yes, can you tell us the name of the benefit?

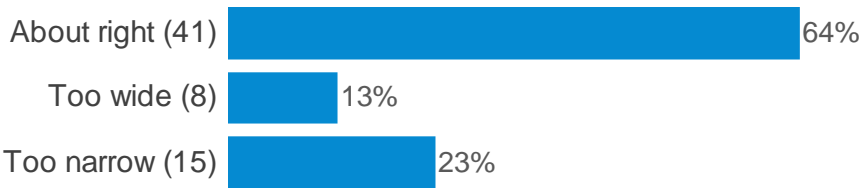
PIP

Do you agree with the proposal to simplify Council Tax Reduction by moving to a fixed 'income band' scheme?

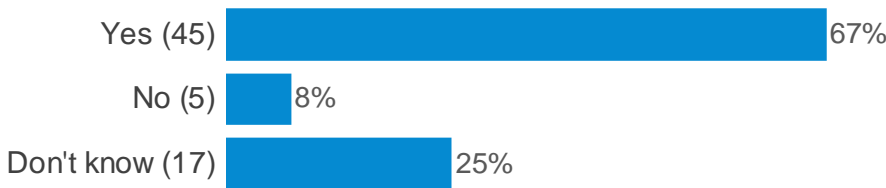


Council Tax Reduction Scheme 2020

Do you believe that the income bands are:



We propose to replace this mixture of varying disregards with one of £50 per week to further simplify the system, and also to make the system fairer to everyone. Do you agree with this proposal?



We want to support those who care for others and want to disregard some of this allowance as we do in other schemes. Do you agree with this proposal?



Is there anything you would like to say about our proposals? (max. 500 characters)

I like it.

Please do not make the poor any poorer, it's hard enough to live on the small amount as it is.

I am not receiving benefits myself however I think anything to help people out who are currently in the UC system is greatly needed.

I think you should make it fairer for working parents. working parents are penalised by the council. where as people that choose not to work get sufficient hand outs making them better off than workeres!!!! its disgusting!!!

We are a couple with a child on Universal Credit who would be worse off from this proposal. Currently we get about £25 a month Council Tax reduction, but even with a £50 income disregard, we would come in just above the £435 weekly income cut off. This proposal therefore represents a cut in welfare benefits for our family and will affect our standard of living. Not be a great amount, admittedly, but would have to go without something when things are already tight. Please reduce the upper limits

I think this is a much better idea for everyone. I currently receive the council tax reduction as a single parent. When i first moved into my own property i received numerous bills as my finances were changing constantly due to moving to universal credit from tax credits (adding on the child element and the housing costs). I have had bills that show i need to pay £4 a week up to my most recent bill of £80+ a month. My income has barely changed since moving in and the constant flow of bills was v

Council Tax Reduction Scheme 2020

Is there anything you would like to say about our proposals? (max. 500 characters)

This sounds like a more sensible way forward with less bureaucracy, less cost to the Council and less hardship to people who may be struggling. Well done for considering Carers too who are often overlooked but under huge pressures when caring for others.

Any proposal which simplified the process is needed. I personally am in receipt of universal credit as a working single parent and my CTR changed every month which affected my monthly amount due to the council. this has meant direct debits have not been taken and therefore left me in a continued spiralling debt in my council tax bill. It's fristrating and upsetting.

This is hardly a consultation. Where is the in depth information regarding the way in which the cases and awards will be verified, is it for UC customers only. and how many staff are you expecting to be able to loose.

What you have done by this is making it easier and more appealing for people to not work. Calling it a council tax reduction 'award' makes it sound like a positive thing. This should be a last resort for everyone. But because its so easy to not work and still earn the same why should we, the tax payer have to pay for someone to get a reduction. There needs to be much stricter rules on claiming benefits! So why don't you focus on getting people off benefits not on how to make their more comfortab

MAKE CARERS DISREGARD SAME AS WORKING CUSTOMERS £50

This proposal disadvantages those who work hard and do not claim benefits

I think the bans should be £75 or £100. £50 seems very small as it might only be one extra day's work which means it could still be re-assessed monthly due to the variance of working days each month (ranges between 20 and 23 days usually)

It's great to see the council supporting Carers. I think the whole proposal from an administration point of view makes much more sense

The proposal isn't clear what is meant by disregarding the allowance, So I am unable to partake in this survey, although I really would have liked to have a say.

People that have adopted children that would otherwise remain in the care system and therefore would be funded by the authority should be entitled to a 25% reduction in Council Tax.

this looks like a very sensible approach to a difficult problelm

Get rid of council tax all together and everyone will be happy! Just give people a set figure you will pay them. If they work and they earn that amount you give them nothing. If they work and don't earn the amount you pay the difference. You can't make it fairer than that. Stop giving handouts to low life's that do nothing for society.

Would like to see more disregarded - what is the point giving it with one hand and taking it away with another. Carers deserve every penny they can get and are saving the country millions.

The amount of council tax charged is far too high for almost every household regardless of whether or not they are on benefits. When most of the roads are in a complete state, local police stations are gone and bins being emptied is variable it is an appalling service for the extortionate amount of money taken from our wages.

If the income bands include housing costs then they are far too low for our universal credit clients. For example, a person on single person rate of £73.34 UC would be pushed up in to band 4 if housing costs are included because they would have £120 potentially in housing costs and this would put their weekly income at £193.34. It is likely that under the current scheme they are paying 20% council tax but under the new scheme they would end up paying 65%. This is just too extreme a rise for them

the proposed bands are too narrow , if you work one extra day in the month (bank holidays , etc) you could move up a band negating the benefit from the extra work , thus de-incentivising work .

If this proposal goes through my family (two adults and one child) will see a cut in our council tax reduction from £198 a year by a half to about £97 a year. That is unfair and appears to be a cut in benefits, not just a procedural simplification. The top discount band should be 10% and not 5% in order to avoid this hardship for our family for this change.

Council Tax Reduction Scheme 2020

Is there anything you would like to say about our proposals? (max. 500 characters)

My family would lose out from this scheme, yet it is being presented as just an administrative change. Have you actually looked at the affect that this proposal will have on claimants, and if so are you being honest with us because this proposal will make my family worse off by about £10 a week and whilst that does not seem like a lot of money, it makes all the difference to a family struggling on Universal Credit. We are most affected by the plan as it affects a couple wit one child and we curr

We lost out from this plan by £200 a year. Under the current scheme we get a council tax reduction of £200. But under the new scheme, because we come just above the £435 upper income limit for a couple and one child, even after the £50 income set off a week. So for us this isnt just a change in the process, its a cut in our benefits and will make us poorer. Please either change the plan or drop it.

A much better idea, it has been a right pain in the past as UC changes every month, my CT was being changed and each month they changed it there was no payment taken and this drove me into CT debt.

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Appendix 1b

ID.format	ID.completed	ID.date	ID.start	ID.endDate	ID.end	ID.time	Q1	Q1a	Q1b	Q2	Q3	Q4	Q5	Q5a	Q6	Q7	Q8	Q9	Q10
The published format which was em																			
Web: Snap WebHost	completed	20/08/19	08:37:57	20/08/19	08:38:27	0.5	As a resident of Wiltshire			Female	45-54	No			Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	20/08/19	08:54:32	20/08/19	08:58:44	4.2	As a resident of Wiltshire			Male	55-64	No	No		Yes	About right	Yes	Yes	I like it.
Smartphone	completed	26/08/19	05:38:38	26/08/19	05:44:12	5.57	As a resident of Wiltshire			Female	25-34	Yes	Yes	PIP	No	Too wide	Don't know	Yes	Please do not make the poor any poorer, it's hard enough to live on the small amount as it is.
Web: Snap WebHost	completed	27/08/19	13:47:31	27/08/19	13:49:03	1.53	As a resident of Wiltshire			Female	55-64	No	No		Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	28/08/19	09:21:16	28/08/19	09:26:50	5.57	As a resident of Wiltshire			Female	25-34	No	No		Yes	About right	Yes	Yes	I am not receiving benefits myself however I think anything to help people out who are currently in the UC system is greatly needed.
Smartphone	completed	28/08/19	19:47:15	28/08/19	19:48:14	0.98	As a resident of Wiltshire			Male	45-54	No	No		Yes	Too wide	Yes	Yes	
Web: Snap WebHost	completed	30/08/19	17:38:16	30/08/19	17:39:22	1.1	As a resident of Wiltshire			Female	25-34	No	No		No	Too narrow	Don't know	Yes	
Smartphone	completed	31/08/19	10:13:32	31/08/19	10:14:54	1.37	As a resident of Wiltshire			Female	25-34	No	No		No	Too narrow	Don't know	Yes	
Web: Snap WebHost	completed	02/09/19	08:24:30	02/09/19	08:26:06	1.6	As a resident of Wiltshire			Male	45-54	No	No		Yes	About right	Yes	Yes	
Tablet	completed	05/09/19	08:22:02	05/09/19	08:23:34	1.53	As a resident of Wiltshire			Female	45-54	No	No		No	About right	Yes	Yes	
Web: Snap WebHost	completed	05/09/19	11:12:20	05/09/19	11:14:20	2	As a resident of Wiltshire			Female	45-54	No	No		Yes	Too narrow	Yes	No	
Web: Snap WebHost	completed	05/09/19	20:24:49	05/09/19	20:31:08	6.32	As a resident of Wiltshire			Female	55-64	No	No				Yes	Yes	
Web: Snap WebHost	completed	06/09/19	09:14:49	06/09/19	09:18:55	4.1	As a resident of Wiltshire			Male	45-54	No	No		Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	06/09/19	11:04:00	06/09/19	11:07:49	3.82	As a resident of Wiltshire			Male	25-34	No	No		Yes	About right	Don't know	Yes	
Web: Snap WebHost	completed	06/09/19	11:00:12	06/09/19	11:52:44	52.53	As a resident of Wiltshire			Female	35-44	No	No		Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	09/09/19	12:31:24	09/09/19	12:38:42	7.3	As a resident of Wiltshire			Female	25-34	No	No		Don't know	About right	Don't know	Yes	I think you should make it fairer for working parents. working parents are penalised by the council. where as people that choose not to work get sufficient hand outs making them better off than workeres!!!! its disgusting!!!
Smartphone	completed	10/09/19	00:07:38	10/09/19	00:09:58	2.33	As a resident of Wiltshire			Female	Under 25	No	No		Don't know	Too narrow	Don't know	Don't know	
Web: Snap WebHost	completed	10/09/19	16:22:18	10/09/19	16:48:41	26.38	As a resident of Wiltshire			Female	35-44	No	No		Yes	About right	Yes	No	
Smartphone	completed	10/09/19	16:40:51	10/09/19	16:49:25	8.57	As someone, or with someone in my household, w	Male		45-54	No	No		No	No	Too narrow	Yes	Yes	We are a couple with a child on Universal Credit who would be worse off from this proposal. Currently we get about £25 a month Council Tax reduction, but even with a £50 income disregard, we would come in just above the £435 weekly income cut off. This proposal therefore represents a cut in welfare benefits for our family and will affect our standard of living. Not be a great amount, admittedly, but would have to go without something when things are already tight. Please reduce the upper limits
Smartphone	completed	10/09/19	19:30:24	10/09/19	19:33:10	2.77	As someone, or with someone in my household, w	Female		35-44	No	No		Yes	Yes	About right	Yes	Yes	
Smartphone	completed	10/09/19	21:55:02	10/09/19	22:06:27	11.42	As someone, or with someone in my household, w	Female		25-34	No	No		Yes	Yes	About right	Yes	Don't know	I think this is a much better idea for everyone. I currently receive the council tax reduction as a single parent. When i first moved into my own property i received numerous bills as my finances were changing constantly due to moving to universal credit from tax credits (adding on the child element and the housing costs). I have had bills that show i need to pay £4 a week up to my most recent bill of £80+ a month. My income has barely changed since moving in and the constant flow of bills was v
Web: Snap WebHost	completed	11/09/19	09:42:10	11/09/19	09:45:39	3.48	As a resident of Wiltshire			Female	55-64	No	No		Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	11/09/19	11:21:48	11/09/19	11:25:22	3.57	As a resident of Wiltshire			Female	45-54	No	No		Yes	Too narrow	Yes	Yes	This sounds like a more sensible way forward with less bureaucracy, less cost to the Council and less hardship to people who may be struggling. Well done for considering Carers too who are often overlooked but under huge pressures when caring for others.
Smartphone	completed	11/09/19	11:22:10	11/09/19	11:34:36	12.43	As a resident of Wiltshire			Female	25-34	No	No		Yes	About right	Yes	Don't know	Any proposal which simplified the process is needed. I personally am in receipt of universal credit as a working single parent and my CTR changed every month which affected my monthly amount due to the council. this has meant direct debits have not been taken and therefore left me in a continued spiralling debt in my council tax bill. It's fristrating and upsetting.
Web: Snap WebHost	completed	11/09/19	12:24:22	11/09/19	12:25:38	1.27	As someone, or with someone in my household, w	Male		65-74	No	No		Yes	Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	11/09/19	13:11:50	11/09/19	13:14:25	2.58	As an interested party		Benefit I	Male	55-64	No	No		No	Too wide	No	Yes	This is hardly a consultation. Where is the in depth information regarding the way in which the cases and awards will be verified, is it for UC customers only. and how many staff are you expecting to be able to loose.
Smartphone	completed	11/09/19	13:46:53	11/09/19	13:50:01	3.13	As a resident of Wiltshire			Female	45-54	No	No		Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	11/09/19	16:50:10	11/09/19	16:51:52	1.7	As a resident of Wiltshire			Male	55-64	No	No		Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	11/09/19	18:48:05	11/09/19	18:51:40	3.58	As a resident of Wiltshire			Male	55-64	No	No		Yes	About right	Yes	Yes	
Smartphone	completed	12/09/19	07:53:30	12/09/19	08:03:41	10.18	As a resident of Wiltshire			Male	Under 25	No	No		No		No	Yes	What you have done by this is making it easier and more appealing for people to not work. Calling it a council tax reduction 'award' makes it sound like a positive thing. This should be a last resort for everyone. But because its so easy to not work and still earn the same why should we, the tax payer have to pay for someone to get a reduction. There needs to be much stricter rules on claiming benefits! So why don't you focus on getting people off benefits not on how to make their more comfortab
Smartphone	completed	12/09/19	10:58:10	12/09/19	11:02:44	4.57	As a resident of Wiltshire			Female	45-54	No	No		Yes	About right	Yes	Yes	
Smartphone	completed	12/09/19	12:56:22	12/09/19	12:58:25	2.05	As someone, or with someone in my household, w	Female		45-54	No	No		Yes	Yes	About right	Yes	Yes	

Web: Snap	WebHost	completed	12/09/19	12:55:44	12/09/19	12:59:19	3.58	As a resident of Wiltshire		Female	55-64	No	No	Yes	About right	Don't know	Yes	
Smartphone		completed	12/09/19	13:47:08	12/09/19	13:48:41	1.55	As a resident of Wiltshire		Female	Under 25	No	No	Yes	About right	Yes	Yes	
Web: Snap	WebHost	completed	12/09/19	20:18:58	12/09/19	20:25:43	6.75	As a resident of Wiltshire		Male	45-54	No	No			Yes	Yes	MAKE CARERS DISREGARD SAME AS WORKING CUSTOMERS £50
Web: Snap	WebHost	completed	12/09/19	21:18:55	12/09/19	21:21:49	2.9	As a resident of Wiltshire		Female	45-54	No	No	No	Too narrow	No	No	This proposal disadvantages those who work hard and do not claim benefits
Web: Snap	WebHost	completed	13/09/19	09:51:51	13/09/19	09:55:37	3.77	As a resident of Wiltshire		Female	55-64	No	No	Yes	About right	Don't know	Yes	
Web: Snap	WebHost	completed	13/09/19	11:32:58	13/09/19	11:38:12	5.23	As a resident of Wiltshire		Female	35-44	No	No	Yes	Too narrow	Yes	Yes	I think the bans should be £75 or £100. £50 seems very small as it might only be one extra day's work which means it could still be re-assessed monthly due to the variance of working days each month (ranges between 20 and 23 days usually)
Web: Snap	WebHost	completed	13/09/19	12:24:12	13/09/19	12:28:59	4.78	As a resident of Wiltshire		Male	45-54	Yes	Yes	Yes	About right	Yes	Yes	
Web: Snap	WebHost	completed	15/09/19	15:11:15	15/09/19	15:17:05	5.83	As someone, or with someone in my household, w	Prefer not	45-54	Yes	Yes		Too wide	Yes	Yes	It's great to see the council supporting Carers. I think the whole proposal from an administration point of view makes much more sense	
Web: Snap	WebHost	completed	16/09/19	17:28:21	16/09/19	17:32:29	4.13	As a resident of Wiltshire		Female	35-44	No	No	Yes	About right	Don't know	Don't know	The proposal isn't clear what is meant by disregarding the allowance, So I am unable to partake in this survey, although I really would have liked to have a say.
Smartphone		completed	17/09/19	08:38:05	17/09/19	08:40:20	2.25	As someone, or with someone in my household, w	Female	25-34	No	No	Yes	About right	Don't know	Don't know		
Smartphone		completed	17/09/19	12:50:35	17/09/19	12:51:34	0.98	As a resident of Wiltshire		Male	Under 25	Yes	No	Yes	About right	Yes	No	
Web: Snap	WebHost	completed	17/09/19	16:01:17	17/09/19	16:07:33	6.27	As a resident of Wiltshire		Prefer not	45-54	No	No	No	Too wide	Yes	Yes	People that have adopted children that would otherwise remain in the care system and therefore would be funded by the authority should be entitled to a 25% reduction in Council Tax.
Web: Snap	WebHost	completed	18/09/19	11:55:39	18/09/19	11:58:30	2.85	As someone, or with someone in my household, w	Male	35-44	No	No	Yes	About right	Yes	Yes		
Web: Snap	WebHost	completed	19/09/19	10:04:50	19/09/19	10:06:28	1.63	As an organisation that represer	Wiltshire Council	Female	35-44	No	No	Yes	About right	Yes	Yes	this looks like a very sensible approach to a difficult problelm
Web: Snap	WebHost	completed	19/09/19	10:50:30	19/09/19	10:52:07	1.62	As a resident of Wiltshire		Female	45-54	No		Yes	About right	Yes	Yes	
Smartphone		completed	20/09/19	12:10:04	20/09/19	12:11:30	1.43	As a resident of Wiltshire		Female	25-34	No	No	Yes	About right	Yes	Yes	
Web: Snap	WebHost	completed	20/09/19	12:53:17	20/09/19	12:56:39	3.37	As a resident of Wiltshire		Male	55-64	No	No	Yes	Too wide	Don't know	Yes	
Smartphone		completed	21/09/19	19:25:31	21/09/19	19:32:58	7.45	As a resident of Wiltshire		Female	25-34	No	No	No	Too wide	No	Yes	Get rid of council tax all together and everyone will be happy! Just give people a set figure you will pay them. If they work and they earn that amount you give them nothing. If they work and don't earn the amount you pay the difference. You can't make it fairer than that. Stop giving handouts to low life's that do nothing for society.
Web: Snap	WebHost	completed	22/09/19	09:47:03	22/09/19	09:49:37	2.57	As a resident of Wiltshire		Female	45-54	No	No	Yes	About right	Yes	Yes	
Smartphone		completed	22/09/19	17:07:22	22/09/19	17:12:35	5.22	As a resident of Wiltshire		Female	55-64	No	No	Yes	About right	Yes	Yes	Would like to see more disregarded - what is the point giving it with one hand and taking it away with another. Carers deserve every penny they can get and are saving the country millions.
Smartphone		completed	23/09/19	10:10:50	23/09/19	10:14:01	3.18	As a resident of Wiltshire		Female	35-44	No	No	Yes	Too narrow	No	Yes	The amount of council tax charged is far too high for almost every household regardless of whether or not they are on benefits. When most of the roads are in a complete state, local police stations are gone and bins being emptied is variable it is an appalling service for the extortionate amount of money taken from our wages.
Smartphone		completed	23/09/19	13:40:51	23/09/19	13:44:22	3.52	As a resident of Wiltshire		Male	35-44	Yes	No	Yes	About right	Don't know	Don't know	
Smartphone		completed	23/09/19	14:35:57	23/09/19	14:37:34	1.62	As a resident of Wiltshire		Female	25-34	No	No	Yes	About right	Yes	No	
Smartphone		completed	23/09/19	14:41:35	23/09/19	14:44:59	3.4	As a resident of Wiltshire		Female	25-34	No	No	Yes	About right	Yes	Yes	
Smartphone		completed	24/09/19	14:44:26	24/09/19	14:45:50	1.4	As someone, or with someone in my household, w	Female	Under 25	No	No	Don't know	Too wide	Don't know	Don't know	Don't know	
Smartphone		completed	24/09/19	19:48:46	24/09/19	19:49:53	1.12	As a resident of Wiltshire		Female	Under 25	No	No	Don't know	About right	Don't know	Don't know	
Web: Snap	WebHost	completed	25/09/19	19:46:03	25/09/19	19:47:33	1.5	As a resident of Wiltshire		Male	25-34	No	No	No	Too narrow	Don't know	Yes	
Web: Snap	WebHost	completed	27/09/19	16:20:06	27/09/19	16:29:54	9.8	As an organisation that represer	White Horse Hou:	Female	55-64	No	No	Yes	Too narrow	Yes	Yes	If the income bands include housing costs then they are far too low for our universal credit clients. For example, a person on single person rate of £73.34 UC would be pushed up in to band 4 if housing costs are included because they would have £120 potentially in housing costs and this would put their weekly income at £193.34. It is likely that under the current scheme they are paying 20% council tax but under the new scheme they would end up paying 65%. This is just too extreme a rise for them
Web: Snap	WebHost	completed	28/09/19	08:35:26	28/09/19	08:41:59	6.55	As someone, or with someone in my household, w	Male	55-64	No	No	No	Too narrow	Don't know	No	No	the proposed bands are too narrow , if you work one extra day in the month (bank holidays , etc) you could move up a band negating the benefit from the extra work , thus de-incentivising work .
Web: Snap	WebHost	completed	28/09/19	18:35:56	28/09/19	18:40:25	4.48	As a resident of Wiltshire		Female	55-64	No	No	Yes	About right	Don't know	No	
Smartphone		completed	30/09/19	14:22:21	30/09/19	14:26:28	4.12	As a resident of Wiltshire		Female	35-44	No	No	No	Too narrow	Yes	Yes	If this proposal goes through my family (two adults and one child) will see a cut in our council tax reduction from £198 a year by a half to about £97 a year. That is unfair and appears to be a cut in benefits, not just a procedural simplification. The top discount band should be 10% and not 5% in order to avoid this hardship for our family for this change.

Web: Snap WebHost	completed	30/09/19	14:27:42	30/09/19	14:31:53	4.18	As a resident of Wiltshire	Male	45-54	No	No	No	Too narrow	Yes	Yes	My family would lose out from this scheme, yet it is being presented as just an administrative change. Have you actually looked at the affect that this proposal will have on claimants, and if so are you being honest with us because this proposal will make my family worse off by about £10 a week and whilst that does not seem like a lot of money, it makes all the difference to a family struggling on Universal Credit. We are most affected by the plan as it affects a couple wit one child and we curr
Smartphone	completed	30/09/19	16:24:38	30/09/19	16:28:34	3.93	As a resident of Wiltshire	Male	45-54	No	No	No	Too narrow	Yes	Yes	We lost out from this plan by £200 a year. Under the current scheme we get a council tax reduction of £200. But under the new scheme, because we come just above the £435 upper income limit for a couple and one child, even after the £50 income set off a week. So for us this isnt just a change in the process, its a cut in our benefits and will make us poorer. Please either change the plan or drop it.
Web: Snap WebHost	completed	30/09/19	17:01:34	30/09/19	17:02:03	0.48	As a resident of Wiltshire	Female	Under 25	No	No					
Smartphone	completed	02/10/19	21:03:31	02/10/19	21:06:03	2.53	As a resident of Wiltshire	Male	25-34	No	No	Yes	About right	Yes	Yes	
Web: Snap WebHost	completed	03/10/19	10:09:01	03/10/19	10:11:18	2.28	As someone, or with someone in my household, w	Female	35-44		No	Yes	About right	Yes	Yes	A much better idea, it has been a right pain in the past as UC changes every month, my CT was being changed and each month they changed it there was no payment taken and this drove me into CT debt.

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Appendix 2

EQUALITY IMPACT ASSESSMENT

(Please note, this will form part of a public facing document. If you have any questions about this, please contact Equality@wiltshire.gov.uk)

Title: What are you completing an Equality Impact Assessment on?
<p>Changes to the Council Tax reduction Scheme in Wiltshire, which could affect up to 10,000 working age households currently in receipt of council tax reduction.</p> <p>(Council Tax Reduction is a means tested benefit, currently claimed by 25,000 households across Wiltshire but the latest amendments will impact those whose income is subject to change. Pensioners and those in protected groups on fixed incomes will not be affected).</p> <p>The proposals for change are to limit the impact of minor fluctuations in monthly income on those households currently in receipt of Council Tax Reduction.</p>

Why are you completing the Equality Impact Assessment? (please tick any that apply)			
Proposed New Policy or Service	Change to Policy or Service	MTFS (Medium Term Financial Strategy)	Service Review
	Yes	Yes	NO

Version Control					
Version control number	1	Sept 2019		Reason for review (if appropriate)	Policy review post public consultation

Risk Rating Score (use Equalities Risk Matrix and guidance)		
<p>**If any of these are 3 or above, an Impact Assessment must be completed. Please check with equality@wiltshire.gov.uk for advice</p>		
Criteria	Inherent risk score on proposal	Residual risk score after mitigating actions have been identified
Legal challenge	2	2
Financial costs/implications	9	6
People impacts	6	4
Reputational damage	4	2

Section 1**Description** of what is being analysed

Wiltshire Council must deliver an equitable and efficient council tax reduction scheme for its working age residents who are liable to pay council tax and who are either reliant on other welfare benefits and or are on a low income. They need a flexible support scheme whereby those on the lowest income are awarded a partial reduction in council tax.

The current means test used to determine entitlement to council tax reduction is sensitive to minor fluctuations in income, particularly earned income, resulting in frequent recalculation of entitlement, the adjustment of council tax accounts and the dispatch of amended bills. This was deemed to be a disincentive to work, generating uncertainty for the household and growing administration for the all those concerned with the assessment of council tax reduction.

Whilst the scheme generally offers most protection to those least able to work, particularly those of pensionable age, this latest review focuses on those of working age, particularly those in receipt of Universal Credit, and able to work. The consultation focuses on whether a move away from the traditional means test and the introduction of an income grid would simplify administration, reducing uncertainty for the claimant.

Section 2People or communities that are currently **targeted or could be affected** by any change

Those in receipt of Council Tax Reduction are generally those households in receipt of an income that is below the national average and reliant on other welfare benefits to support them, specifically universal credit. However around 10,000 households in receipt of council tax reduction are able to work. It is estimated that 6,500 of those are currently in receipt of Universal Credit. The number incorporates a range of household types that include single occupant households, loan parents and couples with and without children.

The proposed changes will not affect those of pensionable age. The scheme also accommodates those who are unable to work, specifically those entitled to PIP and Disabled Living Allowance.

Section 3

People who are **delivering** the policy or service that are targeted or could be affected (i.e. staff, commissioned organisations, contractors)

The administration of the changes is within the control of the local authority and specifically the Housing Benefit Team who have to manage around 5,000 notification of changes per of benefit entitlement and income each month. Notification are a by-product of the Department of work and Pensions (DWP) amending the entitlement of those in receipt of UC. The changes to the Council Tax Reduction scheme will not turn this exchange of data off, rather the number of changes to entitlement to CTR resulting from the data exchanges could be fewer if changes to the current scheme are accepted.

Section 4

The underpinning **evidence and data** used for the analysis (Attach documents where appropriate)

- In order to claim council tax reduction a claim must be made providing details of the household make-up, family, children age, sex and similar details of anyone living in the property.
- The application process captures details of such as ethnicity
- In order to claim evidence has to be provided of benefit that may be linked to a disability or someone within the household with a disability.
- Details of the claim are then stored on bespoke software enabling analysis in a number of ways. Claims may be analysed at a parish level or by age or sex of the claimant or by the number of children in the household or by postcode.
- Claims are also determined by whether the claimant works or not and the nature of their employment, whether self-employed or not.
- Claims are subject to frequent review and notification of change, from a variety of sources including the claimant, their employer, their landlord, the DWP etc
- The caseload is managed and reports shared with the Department of work and Pensions.
- Where changes are necessary to any council tax reduction scheme then the council must instigate a consultation process to gather the views of a range of stakeholders. The latest consultation process took place in August 2019.

Section 5

Conclusions drawn about the impact of the proposed change or new service/policy

- The Council tax Reduction Schemes operated by the council to support those on a low income are complex and difficult to understand.
- Proposals to simplify the scheme were welcomed as part of the consultation conducted with stakeholders however through scenario testing, it transpires that the approach may leave a significant number of households worse off.
- It was felt that the benefits of simplifying the scheme were outweighed by the potential reduction in council tax that some households would face if an income table were introduced and the nature of the change may in fact increase speculative claims from those who may be on the margins of qualification. This would lead to a possible rise in the costs of administering the scheme that the original proposal had hoped to reduce.
- The scheme already supports those of pensionable age to a greater degree than those of working age and those in protected groups but concern was also raised that those households with more children and a higher theoretical income, including the childcare element of universal credit, would be detrimentally affected by the proposed changes.
- On this basis it was felt that the proposals to change the scheme were not wholly equitable based on the current method of determining a household income.
- An alternative arrangement has been proposed to promote greater equality, determining entitlement to CTR to better accommodate all those of working age, but particularly those whose income varies. The report now proposes that a rise in the level at which changes of income are incorporated and impact upon a claim, a change which can accommodate a variation in income of up to £50.00 per week.
- The scheme is subject to regular review and if the proposals are agreed but do not deliver a reduction in the number of changes then the scheme will be subject to further revision. in 2020-21.

Section 6

How will the outcomes from this equality analysis be **monitored, reviewed** and **communicated**?

- The levels of council tax reduction and the number of households receiving this benefit are measured each month.
- The caseload is broken down in a number of ways as part of the reporting process and this data is shared widely across the organisation, again on a monthly basis.
- Phone calls and enquiries made at council offices are monitored on a weekly basis and it is hoped that fewer revisions to bills will reduce the number of callers. Call numbers will continue to be carefully monitored
- Monitoring caseload and engagement with customers is relatively straight forward, The challenge is ensuring that the changes to the scheme do reduce the number of changes made to live claims. By avoiding the recalculation of council tax bills and offering a degree of certainty that once a bill is issued it will not be amended as a result of a minor change in income should reduce the level of demand currently faced by the team who typically deal with 2,200 phone calls per week
- New methods will be introduced to monitor the number of changes made to each claim over a six month period.
- The outcomes will be discussed with interested parties and stakeholders including Wiltshire Citizens Advice and at Forums like Wiltshire Money
- If the changes to the scheme are not successful and claim continue to be repeatedly adjusted then further proposals will be prepared and changes will be introduced for the following financial year.
- The progress of the scheme will be monitored by the Council Revenues and Benefits Manager.

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***Copy and paste sections 5 & 6 into any Committee, CLT or Briefing papers as a way of summarising the equality impacts where indicated**

Please send a copy of this document to Equality@wiltshire.gov.uk

Completed by:	Ian P Brown	
Date	21 st October 2019	
Signed off by:		
Date		
To be reviewed by:	Ian P Brown	
Review date:	September 2020	
For Corporate Equality Use only	Compliance sign off date:	

Equality Impact Issues and Action Table (for more information on protected characteristics, see risk assessment document)

Identified issue drawn from your conclusions (only use those characteristics that are relevant)	Actions needed	Who is responsible	Date	Expected outcome
Age				
Disability				
Gender Reassignment				
Marriage and Civil Partnership				
Pregnancy and Maternity				
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)				
Religion and Belief				
Sex				
Sexual Orientation				
Other (including caring responsibilities, rurality, low income, Military Status etc)				

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Wiltshire

Appendix 3

1 Mill Street
TROWBRIDGE
BA14 8BE

Tel: 0344 411 1444

citizensadvicewiltshire.org.uk
citizensadvice.org.uk

Wednesday 23rd October 2019

Mr Ian Brown
Wiltshire Revenues and Benefits Service
County Hall
Bythesea Road
Trowbridge
BA14 8JN

Dear Ian

Re: Wiltshire Council Tax Reduction Scheme Consultation 2020/2021

Citizens Advice Wiltshire appreciate being asked to participate in the consultation process and comment on the proposed Council Tax Reduction Scheme. In the past year we have helped clients 413 times with CTR claims, and 1,301 issues of Council Tax arrears, and it is the largest debt issues that clients in Wiltshire seek advice about. A lot of this is driven by the frequent reassessment of Council Tax bills, triggered by small changes in income.

We understand that the intention of the new Scheme is to reduce the number of bill recalculations necessitated by small income changes. We agree wholeheartedly with this aim; it would be of considerable benefit to many of our clients, reducing confusing paperwork and better enabling them to budget for Council Tax expenditure.

The specific advantages of the scheme which we support are:

- The introduction of income bands to make the scheme simpler and have less changes.
- The £50 earned income disregard will be simpler to implement than the various current disregards.



Chief Executive: Suzanne Wigmore

Citizens Advice Wiltshire is an operating name of Wiltshire Citizens Advice. Registered address: 3 Avon Reach, Monkton Hill, Chippenham, Wiltshire SN15 1EE. Company limited by guarantee in England & Wales 03204218. Charity Registration Number: 1062219. Authorised and regulated by the Financial Conduct Authority. FRN: 617798. Wiltshire Citizens Advice has a complaints handling procedure. Please write to us at the above address to request a copy of the complaints leaflet to be sent to you.

- The proposed scheme does not disadvantage a claimant who receives housing element rather than it being paid direct to the landlord. Similarly the scheme treats other deductions in the same way. This ensures that one claimant with variety of deductions is not treated more favourably (a higher reduction) in comparison to another claimant with no deductions.

We do however have some concerns about which we have explained below.

- The proposed Scheme does not treat people solely on Universal Credit equally, as they are not automatically in Band 1. A couple with no children who are receiving only the standard allowance of UC are already over the income amount for band 1, as their income would be £115.13 per week.
- If the housing costs in UC are included in the definition of “income” then the only type of claimant who can ever be in band 1 (so receive 80% reduction) is one whose UC comprises of no housing costs. The figures in band 1 of the proposal equate roughly to the relevant standard allowance plus, where applicable, the child responsibility element. The addition of housing costs will push every claimant into higher bands.
- Claimants in receipt of housing costs will have to pay a higher percentage of the annual charge for their property than they do under the present scheme.
- It will discriminate against those people who receive the disability element in UC if they do not also receive PIP/DLA (which would take them out of the scope of the proposed Scheme). A single person claiming UC with the limited capability for work and work related activity (LCWRA) element without the inclusion of housing costs would be in band 3 and subject to a 50% reduction. If housing costs were included at £75 per week, the claimant would be in band 5 and if housing costs were £100 per week, they would be in band 6. Under the current Scheme this claimant would be eligible for an 80% reduction.
- Carer’s Allowance 50% disregard: A claimant whose UC contains the Carer Element, but does not claim Carer’s Allowance (there is no requirement to actually claim Carer’s Allowance to be awarded the Carer Element in UC) will have a higher income for Council Tax purposes than a UC claimant who has the Carer Element and does claim Carer’s Allowance.

Considering the above we would have significant concerns for our clients’ welfare and the success of the scheme to deliver its stated aims if the proposed scheme is implemented in its current form.

We also accept that the situation is further complicated by the fact that the current working age caseload is a mixture of those who have income with no other welfare benefits apart from Council Tax Reduction, those in receipt of other legacy benefit, and those in receipt of Universal Credit with or without additional income.

For at least one interim year for 2020/2021 we would welcome the alternative proposal to apply a de-minimis change exemption for those in receipt of Universal Credit for changes in income. We believe that this would support the aim to minimise the impact of changes to Wiltshire Council, clients, and those who give advice.

We would welcome the opportunity to be further involved in the design of a new system and would like to thank you for demonstrating ways that we can work in true partnership.

Yours sincerely

Suzanne Wigmore

CEO - Wiltshire Citizens Advice

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Wiltshire Council

Full Council

26 November 2019

**Subject: Report on Treasury Management Strategy 2019/2020
Half Year ended 30 September 2019**

**Cabinet Member: Cllr Simon Jacobs, Cabinet Member for Finance and
Procurement**

Key Decision: Non Key

Executive Summary

The Council adopted a Treasury Management Strategy and an Annual Investment Strategy for 2019/2020 at its meeting on 26 February 2019.

In addition to an Annual Report, the Treasury Management Strategy requires a mid-year report reviewing the Treasury Management activities for the current year so far. This report will be considered by Cabinet on 19 November 2019 and the minutes of that meeting will be available [here](#).

The report proposed a recommendation to Full Council to approve revised counter party limits.

Proposals

Council is asked to note:

- a) the contents of the Cabinet Report on Treasury Management Strategy 2019/2020 Half Year ended 30 September 2019

Council is asked to approve:

- b) revised counter party limits of:

- £10.000 million with HSBC in respect of fixed term investments
- £10.000 million with HSBC in respect of balances held on an overnight basis

Reasons for Proposals

To improve the operational framework within which officers can place both overnight and external investments.

**Alistair Cunningham OBE
Executive Director, Growth, Investment & Place**

Wiltshire Council

Full Council

26 November 2019

**Subject: Report on Treasury Management Strategy 2019/2020
Half Year ended 30 September 2019**

**Cabinet Member: Cllr Simon Jacobs, Cabinet Member for Finance and
Procurement**

Key Decision: Non Key

Purpose of Report

1. The Council adopted a Treasury Management Strategy for 2019/2020 at its meeting on 26 February 2019, incorporating Prudential Indicators, Treasury Management Indicators and an Annual Investment Strategy, in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
2. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly. This report, therefore, ensures Wiltshire Council is implementing best practice in accordance with the Code.

Treasury Management Strategy Statement and Annual Investment Strategy 2019/2020

3. The Treasury Management Strategy Statement (TMSS) 2019/2020, which includes the Annual Investment Strategy, was approved by Full Council on 26 February 2019.
4. Officers can confirm that the approved limits with the Annual Investment Strategy were not breached during the half year ended 30 September 2019.
5. In the light of operational requirements, it is proposed that a separate limit is approved to distinguish between potential fixed term investments and operational balances held with the Council's bank (HSBC). Currently, an overall limit of £10.000 million is in place for all balances held by HSBC. However, this restricts the opportunity to place funds with HSBC for fixed term investments as this limit is regularly utilised, as operationally there is a requirement to hold overnight balances (of up to £10.000 million) for the purposes of liquidity.
6. It is therefore proposed that the following revised limits are approved:
 - £10.000 million with HSBC in respect of fixed term investments
 - £10.000 million with HSBC in respect of balances held on an overnight basis

Overview & Scrutiny Engagement

7. The Financial Planning Task Group considered the Cabinet report on 13 November 2019.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

Risk Assessment

13. The primary management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.
14. Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy.

Financial Implications

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

Legal Implications

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

Proposals

17. Council is asked to:
 - a) Note the contents of the Cabinet Report on Treasury Management Strategy 2019/2020 Half Year ended 30 September 2019;
 - b) Approve revised counter party limits of:
 - £10.000 million with HSBC in respect of fixed term investments
 - £10.000 million with HSBC in respect of balances held on an overnight basis

Alistair Cunningham OBE
Executive Director Growth, Investment & Place

Deborah Hindson
Interim Director Finance & Procurement

Report Author: Stuart Donnelly, Head of Finance (Corporate)
Email: stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582

14 November 2019

Appendices

Appendix A - Treasury Management Strategy Mid Year (Cabinet Report)

**Subject: Report on Treasury Management Strategy 2019/2020
Half Year ended 30 September 2019**

**Cabinet member: Cllr Simon Jacobs Cabinet Member for Finance and
Procurement**

Key Decision: Non Key

Executive Summary

The Council adopted a Treasury Management Strategy and an Annual Investment Strategy for 2019/2020 at its meeting on 26 February 2019.

In addition to an Annual Report, the Treasury Management Strategy requires a mid-year report reviewing the Treasury Management activities for the current year so far. This report covers the period from 1 April 2019 to 30 September 2019.

The Council has not taken out any new external borrowing (loans) during 2019/2020.

Against budget, there is a projected net underspend in respect of interest receivable/payable of £0.428 million.

The Council has not breached any of its performance indicators for the half year 1 April 2019 to 30 September 2019.

Proposals

Cabinet is asked to note:

- a) that the contents of this report are in line with the Treasury Management Strategy 2019/2020.
- b) the performance of the Council's investments and borrowings against the parameters set out in the approved Treasury Management Strategy for 2019/2020.

Cabinet is asked to approve:

- c) a recommendation to Full Council to approve revised counter party limits of:
 - £10.000 million with HSBC in respect of fixed term investments
 - £10.000 million with HSBC in respect of balances held on an overnight basis

Reasons for Proposals

To give members an opportunity to consider the performance of the Council in the period to 30 September 2019 against the parameters set out in the approved Treasury Management Strategy for 2019/2020.

To improve the operational framework within which officers can place both overnight and external investments.

Alistair Cunningham OBE
Executive Director Growth, Investment & Place

**Subject: Report on Treasury Management Strategy 2019/2020
Half Year ended 30 September 2019**

**Cabinet member: Cllr Simon Jacobs Cabinet Member for Finance and
Procurement**

Key Decision: Non Key

PURPOSE OF REPORT

1. The Council adopted a Treasury Management Strategy for 2019/2020 at its meeting on 26 February 2019, incorporating Prudential Indicators, Treasury Management Indicators and an Annual Investment Strategy, in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
2. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly. This report, therefore, ensures Wiltshire Council is implementing best practice in accordance with the Code.

Economic Background and Interest Rate Forecast

3. The first half of 2019/2020 has seen UK economic growth fall as Brexit uncertainty took a toll. In its August inflation report the Bank of England was notably downbeat about the outlook for both the UK and major world economies. This mirrored investor confidence around the world which is now expecting a significant downturn or possible even a recession in some developed economies. It was therefore no surprise that the Monetary Policy Committee (MPC) have left bank rate unchanged at 0.75% throughout 2019 so far, and is expected to hold off on any change until there is some clarity on what is going to happen over Brexit.
4. The Council's treasury advisor, Link Asset Services, has provided the following forecast,

	2019/2020		2020/2021				2021/2022			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Bank Rate	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00
25yr PWLB Rate	3.30	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00
50yr PWLB Rate	3.20	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90

5. Link Asset Services report that the above rates are based on the assumption that there is an agreed deal on Brexit. If there were a no deal Brexit, then it is likely that there will be a cut or cuts in Bank Rate to help support economic growth.
6. Given the current level of significant uncertainties, forecasts may need to be materially reassessed in light of the events over the next few weeks or months.

Treasury Management Strategy Statement and Annual Investment Strategy 2019/2020

7. The Treasury Management Strategy Statement (TMSS) 2019/2020, which includes the Annual Investment Strategy, was approved by Full Council on 26 February 2019.
8. Officers can confirm that the approved limits with the Annual Investment Strategy were not breached during the half year ended 30 September 2019.
9. In the light of operational requirements, it is proposed that a separate limit is approved to distinguish between potential fixed term investments and operational balances held with the Council's bank (HSBC). Currently, an overall limit of £10.000 million is in place for all balances held by HSBC. However, this restricts the opportunity to place funds with HSBC for fixed term investments as this limit is regularly utilised, as operationally there is a requirement to hold overnight balances (of up to £10.000 million) for the purposes of liquidity.
10. It is therefore proposed that the following revised limits are approved:
 - £10.000 million with HSBC in respect of fixed term investments
 - £10.000 million with HSBC in respect of balances held on an overnight basis

The Council's Capital Position (Prudential Indicators)

11. This part of the report is structured to update
 - The Council's capital expenditure plans
 - How these plans are being financed
 - The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow
 - Compliance with the limits in place for borrowing activity

Prudential Indicators for Capital Expenditure

12. The following table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed by Full Council on 26 February 2019.

Capital Expenditure	2019/2020 Original Budget £m	2019/2020 Revised Budget £m	Current Position £m
General Fund	136.991	135.991	39.212
Housing Revenue Account (HRA)	15.944	14.860	4.637
Commercial Activities/Non- financial investments *	20.000	7.845	0.000
Total	172.935	158.696	43.849

* Commercial activities/non-financial investments relate to areas such as capital expenditure on investment properties, loans to third parties etc.

Changes to the Financing of the Capital Programme

13. The following table draws together the main strategy elements of the capital plans (above) highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2019/2020 Original Budget £m	2019/2020 Revised Budget £m
Total Capital Expenditure	172.935	158.696
Financed by:		
Capital Receipts	9.567	9.692
Capital Grants	71.628	75.056
Capital Reserves	0.000	0.000
Revenue	0.000	0.000
HRA	9.550	14.858
Total Financing	90.745	99.606
Borrowing Requirement	82.190	59.090

Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary

14. The following table shows the CFR, which is the underlying need to borrow for a capital purpose. It also shows the expected debt position over the period which is termed the Operational Boundary.

	2019/2020 Original Budget £m	2019/2020 Revised Budget £m
Prudential Indicator – Capital Financing Requirement		
CFR – General Fund	466.056	446.838
CFR – HRA	123.122	123.122
Total CFR	589.178	569.960
Prudential Indicator – Operational Boundary for External Debt		
Borrowing	612.073	612.073
Other Long Term Liabilities*	0.200	0.200
Total Debt	612.273	612.273

* On balance sheet PFI schemes and finance leases

Limits to Borrowing Activity

15. The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowing less investments) will only be for a capital purpose*. Gross external borrowing should not, except in the short term exceed the total of CFR in the preceding year plus the estimates of any

additional CFR for 2019/2020 and the next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	2019/2020 Original Estimate £m	2019/2020 Revised Estimate £m	Current Position £m
Borrowing	366.455	375.924	343.123
Other long term liabilities*	0.200	0.200	0.200
Total Debt	366.455	376.124	343.323
CFR (year-end position)	559.507	569.960	569.960

* Includes on balance sheet PFI schemes and finance leases

16. The Director of Finance and Procurement reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.
17. A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit, which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired could be afforded in the short term, is not sustainable in the long term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Authorised Limit for External Debt	2019/2020 Original Budget £m	2019/2020 Revised Budget £m
Borrowing	624.297	624.297
Other long term liabilities*	0.200	0.200
Total Authorised Limit	624.497	624.497

Investment Portfolio 2019/2020

18. In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite.
19. As shown by current forecasts it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades, as rates are very low and in line with the 0.75% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment and the fact that increases in Bank Rate are likely to be gradual, investment returns are likely to remain low.
20. The Council held £104.380 million of investments as at 30/09/2019 (£101.913 as at 31 March 2019)
21. A summary of the Council's investments as at 30 September 2019 are detailed at Appendix 1.

22. The investment portfolio yield for the first six months of the year is 0.91% against a benchmark of 0.73% (Six month LIBID rate). Therefore, the Council outperformed the benchmark by 18 bps (basis points).

Borrowing

23. The Council’s Capital Financing Requirement (CFR) for 2019/2020 is £569.960 million. The CFR denotes the Council’s underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is usually driven by market conditions.

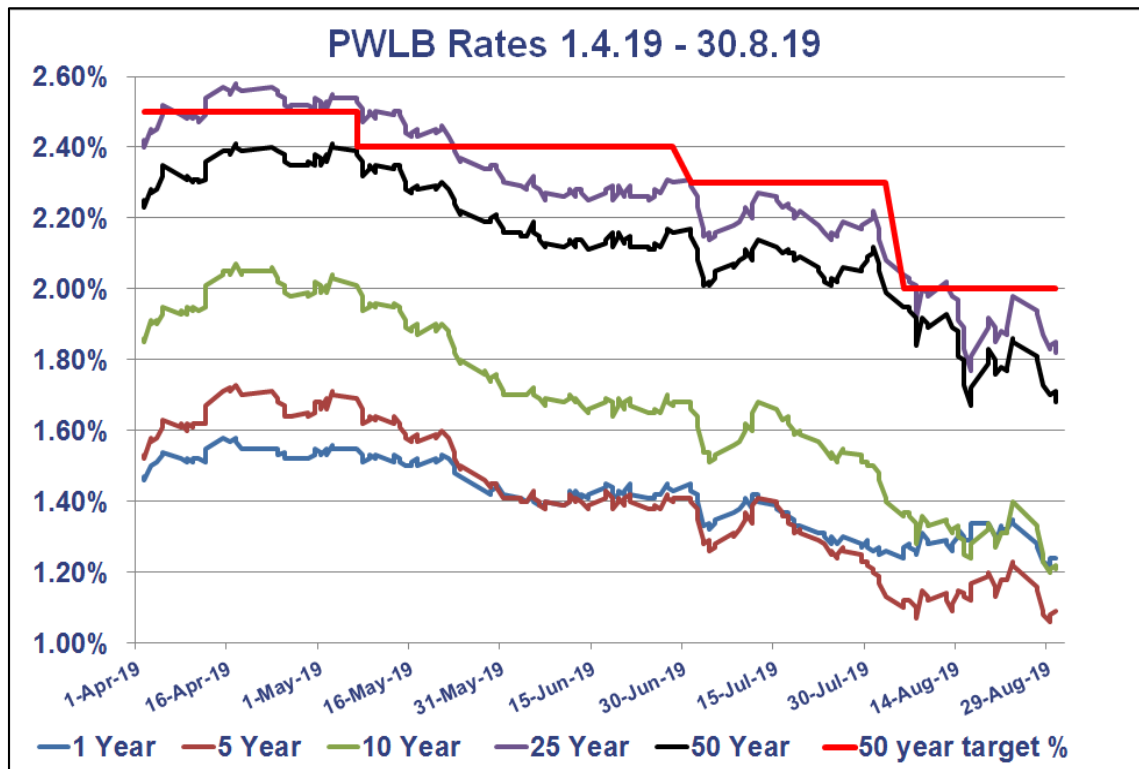
24. The table in paragraph 15 shows the Council has borrowings of £343.123 million and has utilised £226.837 million of cash flow funds in lieu of borrowing. This figure includes £72.395 million PFI liability, which when accounted for, results in a net internal borrowing position of £154.442 million. This is a prudent and cost effective approach in the current economic climate but will require ongoing monitoring in the event that upside risk to gilt yields prevails.

25. Due to the overall financial position and the underlying need to borrow for capital purposes, it is anticipated that further borrowing may be undertaken at the end of the financial year based on the current capital programme projections.

26. A summary of the Council’s borrowing as at 30 September 2019 is detailed at Appendix 2.

27. The graph and table below show the movement in PWLB certainty rates for the first six months of the year to date.

	5 Year	10 Year	25 Year	50 Year
Low	1.06%	1.20%	1.77%	1.67%
Low Date	29/08/2019	29/08/2019	16/08/2019	16/08/2019
High	1.73%	2.07%	2.58%	2.41%
High Date	15/04/2019	17/04/2019	17/04/2019	17/04/2019
Average	1.41%	1.68%	2.27%	2.13%



Increase in the Cost of Borrowing from the PWLB

28. On 9 October 2019 the Treasury and PWLB announced an increase in all PWLB rates of approximately 100 bps across all new borrowing rates. There was no prior warning that this would happen, and it now means that every local authority has to fundamentally reassess how to finance their external borrowing needs and the financial viability of projects in their capital programme due to this unexpected increase in the cost of borrowing.
29. For example, as at 11 October 2019, the PWLB borrowing rate for 50 years was increased 2.81% from 1.81%. Wiltshire Council had been basing all forecasts for future borrowing and business cases on a borrowing rate of 2.60%. This allowed for fluctuations in borrowing rates due to the timing at which Wiltshire Council would enter into any new borrowing, e.g. the Council does not borrow for specified amounts at the time when new business cases are approved; new borrowing would only be taken when identified as required. Therefore, the current difference between the PWLB rate and the assumed borrowing rates by Wiltshire Council is only 0.21%.
30. Representations are going to be made by Local Authorities to HM Treasury to suggest that areas of capital expenditure that the Government are keen to see move forward e.g. housing should not be subject to such a large increase in borrowing rates.
31. Where Wiltshire Council has previously relied on the PWLB as its main source of funding, it now has to reconsider potential alternative cheaper sources of borrowing. At the current time, this is a developmental area as this event has also taken the financial services industry by surprise. We are expecting that various financial institutions will enter the market or make products available to local authorities. Members will be updated as this area evolves.

32. It is possible that the Municipal Bond Agency will be offering loans to local authorities in the future. Wiltshire Council may make use of this new source of borrowing as and when appropriate.

Interest Income & Expenditure Performance

33. The following table illustrates the budgeted and current forecast interest income and expenditure for the year:

Interest Income	Budget (£ million)	Forecast (£ million)	Variance (£ million)
General Fund	(0.850)	(0.784)	0.066
HRA	(0.090)	(0.112)	(0.022)
Total Interest Income	(0.940)	0.870	0.044
Interest Expenditure			
General Fund	9.500	9.503	0.003
HRA	3.799	3.324	(0.475)
Total Interest Expenditure	13.299	12.824	(0.472)
Net Interest Income/Expenditure			
General Fund	8.650	8.719	0.069
HRA	3.709	3.212	(0.497)
Total Net Interest	12.359	11.931	(0.428)

34. These forecasts have been included within the figures reported in the period 6 revenue budget monitoring report to Cabinet.

Debt Rescheduling

35. Debt rescheduling opportunities have been limited in the current economic climate given the consequent structure of interest rates and following the increase in the margin added to gilt yields which has impacted PWLB new borrowing rates since October 2010.

36. No debt rescheduling was undertaken during the half year.

Overview & Scrutiny Engagement

37. Financial Planning Task Group will consider this report on 13 November 2019. Any comments from the Task Group will be reported verbally at the meeting of Cabinet.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

Risk Assessment

43. All investments have been at fixed rates during the period. The Council's current average interest rate on long term debt is 3.74%, which compares favourably with similar rates of other UK local authorities.

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

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

Financial Implications

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

Legal Implications

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

Proposals

48. Cabinet is asked to note:

a) that the contents of this report are in line with the Treasury Management Strategy 2019/2020.

b) the performance of the Council's investments and borrowings against the parameters set out in the approved Treasury Management Strategy for 2019/2020.

49. Cabinet is asked to approve:

c) a recommendation to Full Council to approve revised counter party limits of:

- £10.000 million with HSBC in respect of fixed term investments
- £10.000 million with HSBC in respect of balances held on an overnight basis

Alistair Cunningham
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09 October 2019

Appendices

Appendix 1 Investment Portfolio

Appendix 2 Borrowing Portfolio

Investment Portfolio as at 30 September 2019 (compared to the counterparty list)

Borrower	Amount (£m)	Interest Rate (%)	Start Date	Maturity	Link Credit Rating (see next page for explanatory key)
Landesbank Hessen Thuringen Girobank	8.000	1.13	16/11/2018	15/11/2019	Orange - 12 months
Australia and New Zealand Banking Group	8.000	1.00	02/05/2019	04/11/2019	Orange - 12 months
Lloyds TSB Bank	10.000	1.25	15/05/2019	15/05/2020	Red - 6 months
Australia and New Zealand Banking Group	2.000	0.98	29/05/2019	29/11/2019	Orange - 12 months
DBS Bank Ltd.	2.000	0.91	29/05/2019	29/11/2019	Orange - 12 months
Goldman Sachs International Bank	10.000	0.90	31/05/2019	29/11/2019	Red - 6 months
First Abu Dhabi Bank	2.000	0.92	05/06/2019	05/12/2019	Orange - 12 months
Sumitomo Mitsui BC Europe	10.000	0.83	18/06/2019	18/12/2019	Red - 6 months
Thurrock Council	5.000	0.77	01/07/2019	01/11/2019	Local Authority - 60 months
Santander UK PLC	8.000	0.76	08/07/2019	08/11/2019	Red - 6 months
DBS Bank Ltd.	8.000	0.82	31/07/2019	29/11/2019	Orange - 12 months
HSBC Overnight Investment Account	4.200	0.60	*	*	Orange - 12 months
Svenska Handelsbanken Call Account	14.973	0.75	*	*	AAA
Black Rock Money Market Fund	0.003	0.69	*	*	AAA
JP Morgan Money Market Fund	0.002	0.69	*	*	AAA
Prime Rate Money Market Fund	0.831	0.73	*	*	AAA
Goldman Sachs Money Market Fund	0.001	0.67	*	*	AAA
Aberdeen Investments Liquidity Fund	11.370	0.73	*	*	AAA
Total	104.380				

* Money Market Funds/HSBC Overnight Investment Account/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.

Borrowing Portfolio as at 30 September 2019

Lender	Start Date	Maturity Date	Amount £m	Rate %	Annual Interest £m
Public Works Loan Board (PWLB)					
PWLB	28/03/2012	28/03/2020	8.000	1.99	0.159
PWLB	28/03/2012	28/03/2021	4.000	2.21	0.088
PWLB	15/02/2010	01/06/2021	2.000	4.33	0.087
PWLB	28/03/2012	28/03/2022	8.000	2.4	0.192
PWLB	28/03/2012	28/03/2023	8.000	2.56	0.205
PWLB	15/02/2010	01/06/2023	2.000	4.45	0.089
PWLB	28/03/2012	28/03/2024	8.000	2.7	0.216
PWLB	15/02/2010	01/06/2024	2.000	4.49	0.090
PWLB	28/03/2012	28/03/2025	8.000	2.82	0.226
PWLB	14/08/2001	01/12/2025	0.123	4.875	0.006
PWLB	28/03/2012	28/03/2026	10.000	2.92	0.292
PWLB	15/02/2010	01/06/2026	2.000	4.54	0.091
PWLB	28/03/2012	28/03/2027	8.000	3.01	0.241
PWLB	21/08/2002	01/06/2027	4.000	4.75	0.190
PWLB	28/03/2012	28/03/2028	6.000	3.08	0.185
PWLB	29/07/1999	01/06/2028	1.000	4.75	0.048
PWLB	15/02/2010	01/06/2028	2.000	4.56	0.091
PWLB	28/03/2012	28/03/2029	7.000	3.15	0.221
PWLB	29/07/1999	01/06/2029	1.000	4.75	0.048
PWLB	28/03/2012	28/03/2030	8.000	3.21	0.257
PWLB	29/07/1999	01/06/2030	1.000	4.75	0.048
PWLB	20/05/2005	01/06/2030	2.000	4.45	0.089
PWLB	05/12/2005	18/03/2031	5.000	4.25	0.213
PWLB	28/03/2012	28/03/2031	2.000	3.26	0.065
PWLB	29/07/1999	01/06/2031	1.000	4.75	0.048
PWLB	20/05/2005	01/06/2031	2.000	4.45	0.089
PWLB	21/11/2005	18/09/2031	2.000	4.25	0.085
PWLB	28/03/2012	28/03/2032	5.000	3.3	0.165
PWLB	20/05/2005	01/06/2032	2.000	4.45	0.089
PWLB	04/11/1999	01/12/2032	1.500	4.625	0.069
PWLB	28/03/2012	28/03/2033	6.000	3.34	0.200
PWLB	20/05/2005	01/06/2033	2.000	4.45	0.089
PWLB	15/11/1999	19/09/2033	1.000	4.25	0.043
PWLB	28/03/2012	28/03/2034	7.000	3.37	0.236
PWLB	20/05/2005	01/06/2034	2.000	4.45	0.089
PWLB	15/11/1999	18/09/2034	1.000	4.25	0.043
PWLB	21/11/2005	18/09/2034	5.000	4.25	0.213
PWLB	28/03/2012	28/03/2035	2.000	3.4	0.068
PWLB	14/06/2005	14/06/2035	5.000	4.35	0.218
PWLB	15/11/1999	18/09/2035	1.000	4.25	0.042

PWLB	21/11/2005	18/09/2035	5.000	4.25	0.213
PWLB	15/11/1999	18/09/2036	0.500	4.25	0.021
PWLB	15/11/1999	18/09/2036	0.500	4.25	0.021
PWLB	28/03/2012	28/03/2037	9.000	3.44	0.310
PWLB	11/01/2006	01/12/2037	4.000	4	0.160
PWLB	11/01/2006	01/12/2038	4.000	4	0.160
PWLB	15/02/2010	01/06/2041	2.000	4.57	0.091
PWLB	11/08/2006	01/12/2041	3.000	4.35	0.131
PWLB	15/02/2010	01/06/2042	2.000	4.57	0.091
PWLB	11/08/2006	01/12/2042	2.000	4.35	0.087
PWLB	11/08/2006	01/12/2043	2.000	4.35	0.087
PWLB	06/09/2006	01/12/2044	3.000	4.25	0.128
PWLB	06/09/2006	01/12/2045	3.000	4.25	0.128
PWLB	29/06/2006	18/09/2046	4.000	4.45	0.178
PWLB	30/08/2006	01/12/2046	2.000	4.25	0.085
PWLB	29/06/2006	18/09/2047	4.000	4.45	0.178
PWLB	30/08/2006	01/12/2047	2.000	4.25	0.085
PWLB	09/10/1998	18/09/2048	1.000	4.5	0.045
PWLB	29/06/2006	18/09/2048	3.500	4.45	0.156
PWLB	30/08/2006	01/12/2048	2.000	4.25	0.085
PWLB	09/10/1998	18/09/2049	1.000	4.5	0.045
PWLB	29/06/2006	18/09/2049	3.000	4.45	0.134
PWLB	30/08/2006	01/12/2049	2.000	4.25	0.085
PWLB	30/08/2006	01/06/2050	5.000	4.25	0.213
PWLB	17/09/1998	18/09/2050	1.000	5.125	0.051
PWLB	17/09/1998	18/09/2051	1.000	5.125	0.051
PWLB	07/03/2007	01/06/2052	2.000	4.25	0.085
PWLB	23/07/1998	03/06/2052	1.000	5.5	0.055
PWLB	07/03/2007	01/06/2053	2.000	4.25	0.085
PWLB	23/07/1998	02/06/2053	1.000	5.5	0.055
PWLB	19/06/1998	01/06/2054	1.000	5.375	0.054
PWLB	19/06/1998	01/06/2055	1.000	5.375	0.054
PWLB	21/06/2006	01/06/2055	2.000	4.3	0.086
PWLB	22/06/2006	18/09/2055	4.000	4.35	0.174
PWLB	19/06/1998	01/06/2056	1.500	5.375	0.081
PWLB	21/06/2006	01/06/2056	3.000	4.3	0.129
PWLB	22/06/2006	01/06/2056	6.000	4.35	0.261
PWLB	02/10/1997	25/09/2057	1.500	6.625	0.099
PWLB	13/03/2019	13/03/2063	10.000	2.36	0.236
PWLB	13/03/2019	13/03/2064	10.000	2.36	0.236
PWLB	13/03/2019	13/03/2065	10.000	2.36	0.236
TOTAL PWLB LOANS			282.123		10.161

Lender	Start Date	Maturity Date	Amount £m	Rate %	Annual Interest £m
LOBO Loans					
Barclays Bank	03/12/2004	03/12/2054	10.000	4.45	0.445
FMS Wermanagement	07/12/2004	08/12/2053	10.000	4.45	0.445
PBB 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
Beyern LB	05/03/2007	07/03/2067	4.000	4.2	0.168
Barclays Bank	31/07/2007	01/08/2067	6.000	4.21	0.253
TOTAL LOBO LOANS			61.000		2.667
TOTAL - ALL LOANS			343.123		12.828

Wiltshire Council

Full Council

26 November 2019

Subject: Wiltshire Council Carbon Reduction - Corporate Property Energy Efficiency and Generation Programme Phase 1

Cabinet Members: Cllr Richard Clewer - Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI; and Cllr Ian Blair-Pilling – Cabinet member for ICT, Digitalisation and Operational Assets

Key Decision: Key

Executive Summary

Council is asked to support a new energy efficiency and generation investment programme for the operational property estate recommended by Cabinet as part of the council's response to the 'Climate Emergency' and its declaration at the Full Council meeting on the 26th February 2019.

This is aimed at reducing the carbon emissions from the council's operational asset portfolio installing a raft of tried and tested solutions selected according to the building type and function. In addition, the programme includes the development of pathfinder projects designed to tackle residual carbon emissions.

This new programme builds on previous Invest to Save approach launched in 2012 and adopts an energy hierarchy approach made up of 4 key elements.

1. Limiting the influence of building users on energy use
2. Reducing how much energy is used with our buildings
3. Installing building integrated renewable energy
4. Off-site carbon reduction projects

Investment will be targeted at 138 buildings or sites within the operational asset portfolio, owned and used by the council to directly deliver services. Total budget cost to is projected to be £5.18m (including delivery costs) for deployment over 3 years. This investment would lead to indicative annual savings of some 1,930 tCO₂ and an annual revenue saving of approximately £500k. Investment and savings will be dependent on more detailed assessment of each site and the practical opportunities.

Successful delivery of the above programme will reduce carbon emissions and increase the amount of onsite renewable energy generation but will not eliminate emissions all together. In order to treat the residual emissions, the council can invest in larger renewable energy project in order to tackle residual emissions. Investigation into canopy-based solar panels at Salisbury Park and Ride sites has been selected as a pathfinder project. This would entail the

generation of solar electricity on the park and ride sites supplying electricity on a commercial basis to nearby third parties such as the Salisbury District Hospital. The recommendation is to support the development of the project to full business case for subsequent approval in 2020.

This report was considered by Cabinet on 8 October 2019, and the minutes of that meeting are available [here](#).

Proposal(s)

- 1) To agree the addition of £5.2m capital funding to the Councils 2020 to 2023 Capital Programme to deliver the Operational Property Energy Efficiency and Generation Programme as a step towards achieving carbon neutrality for its operational property portfolio.
- 2) To note that a full business case for canopy-based solar panels at all viable Park and Ride sites will be presented to Cabinet for subsequent approval and to approve a provisional capital allocation of £3.5m from Councils 2020 to 2023 Capital Programme.

Reason for Proposal

To deliver capital investment in the council's operational property which delivers carbon savings, cost reduction and delivers progress towards carbon neutrality for the council's Operational Asset Portfolio.

To develop an outline business case for a pathfinder project for canopy-based solar panels at viable park and ride sites to achieve 'proof of concept' off site carbon reduction project.

Alistair Cunningham OBE
Executive Director of Growth, Investment and Place

Wiltshire Council

Full Council

26 November 2019

Subject: Wiltshire Council Carbon Reduction - Corporate Property Energy Efficiency and Generation Programme Phase 1

Cabinet member: Cllr Richard Clewer - Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI; and Cllr Ian Blair-Pilling – Cabinet member for ICT, Digitalisation and Operational Assets

Key Decision: Key

Purpose of Report

1. This paper outlines the actions proposed by the Strategic Assets and Facilities Management (SA&FM) team to address the energy use in the council's operational buildings and to reduce the carbon emissions associated with running those buildings. This is part of the council's response to the 'Climate Emergency' and its declaration at the Full Council meeting on the 26 February 2019.
2. The paper details an approach to achieving the carbon neutrality from its operational property portfolio. The paper does not cover any proposals to address carbon emissions from other council operations such as fleet or waste. Likewise, the paper does not detail any examples of other actions which are within the council's sphere of influence and might also contribute to the tackling climate change such as local transport planning, core strategy planning policy or community engagement

Relevance to the Council's Business Plan

3. This proposal is important to support our corporate priorities for demonstrating leadership as an innovative and effective council. The proposals, particularly relating to offsite carbon reduction projects, also demonstrate the council's commitment to a more commercial approach.

Background

4. Council is asked to provide capital funding to support a new energy efficiency and generation investment programme. This is aimed at reducing the carbon emissions from the council's operational asset portfolio by installing a raft of 'tried and tested' solutions selected according to the building type and function.
5. In addition, there is a proposal to undertake a major programme of off-site carbon reduction projects that will tackle any residual carbon emissions from the operational

estate. The proposed pathfinder project is part of a longer list of similar projects which the council could implement. Investing in this programme could enable the council to move to a position of carbon neutrality for its operational property portfolio.

Previous Invest to Save Programme

6. The council has been investing in the energy efficiency of its buildings for many years and has already installed numerous energy reducing technologies as well as renewable energy solutions across the operational estate.
7. In 2012, a multi-million pound 'Invest to Save' programme was established that saw the council invest in technologies such as Combined Heat and Power; Voltage Optimisation; oil to biomass boiler conversions; oil to gas boiler conversions; lighting upgrades; insulation upgrades and much more. This programme was initially funded using government backed Salix finance (an interest free loan available only to the public sector), but more recently has been incorporated into the ongoing maintenance and refurbishment work of SA&FM. Most recently there have been installations of LED lighting at Monkton Park, Bourne Hill and other major sites. Solar panels and biomass boilers have been installed at The Nadder and The Vale community campus.
8. This work has made significant inroads into reducing carbon emissions from the operational estate by both lowering the energy required and by decarbonising some of the remaining energy use. As a consequence, the councils reported carbon footprint has been decreasing year on year. The most recent carbon report covering 1st April 2018 to 31st March 2019 was 8,093 tCO₂ for the operational estate.
9. More recently, the council has secured all the electricity on its corporate contract from a green tariff with effect from 1st April 2020. This means that 100% of the council's electricity will be matched by the supplier with a certified renewable energy source. There is a premium that will be charged for this tariff which amounts to a total of £24,000 for the first year of the contract, from April 2020 to March 2021. The rate for the second year of the contract to March 2022 is currently unknown. The premium on this tariff has been rising at a disproportionate rate this year due to an increased demand from the market. It is also not known what the premium will be for the next contract from April 2022.

Operational Property Energy Efficiency and Generation Programme – Overall Approach

10. The new programme of recommended works will take the 'Energy Hierarchy' approach to reducing carbon emissions and energy consumption. This will include 4 areas of work which are shown in figure one overleaf.

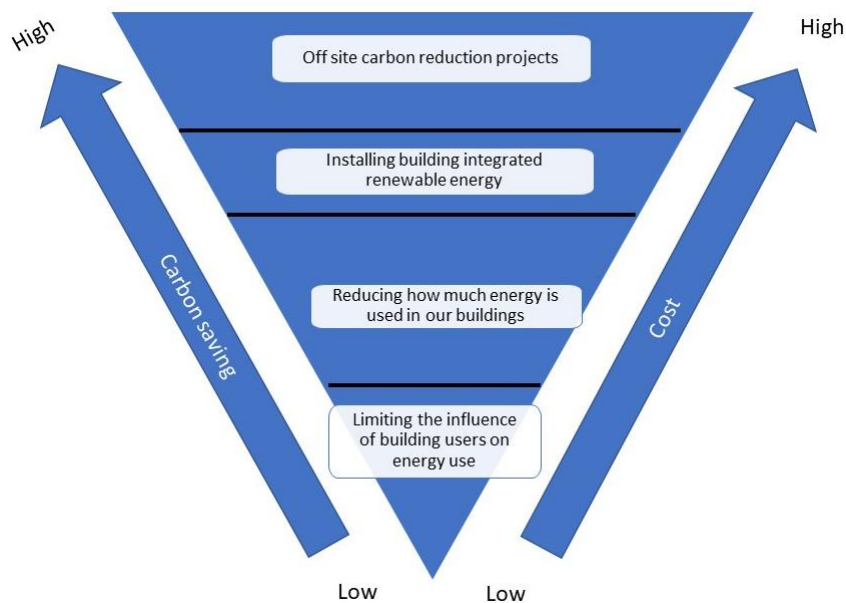


Figure one: Energy Hierarchy

Applying The Energy Hierarchy

11. Limiting the influence of building users on energy use: This will be done by installing automatic controls for lighting, heating and cooling wherever possible; by ensuring that those controls are set at the correct level and that they are regularly monitored; and by standardising the type of controls fitted across the estate.
12. Reducing how much energy is used with our buildings: This will be done by installing standard energy reducing technologies wherever possible across all the operational estate. This includes solutions such as upgrading to LED lighting or improving insulation which will be relevant for many sites as well as solutions that are only relevant for a few specific sites, such as an upgrade to Variable Speed Drives at Leisure Centres. A glossary of the type of technologies that will be considered is at Appendix 1.
13. Installing building integrated renewable energy: Replacing as much as possible of the remaining energy used within a building with energy from a renewably generated source rather than from the grid electricity or gas means that the building will be responsible for emitting less carbon. The more energy that can be generated on site the less will be required from the grid. Therefore, this programme will install solar panels at every site where there is a viable business case. In addition, it will look at installing other renewable energy generation technologies such as wind turbines, hydroelectric solutions and biomass boilers if there are appropriate sites for them.
14. Off-site carbon reduction projects: Further benefits will be realised by undertaking a programme of synergistic projects such as district heating and power, solar installations, hydroelectric installations, energy crop and biofuel production and

supporting the move to low carbon transport. In addition to the significant carbon reduction there will be a return on these investments. Proposals being considered include canopy-based solar generation on Park & Ride sites in Salisbury. Other investment proposals could include installing district heating and power projects at a range of sites from social housing developments to strategic sites where the council holds a land interest.

Where Investment Will Be Targeted?

15. The programme will be targeted within the operational asset portfolio from which the council directly delivers its services and covers 138 buildings or sites in the operational estate. The programme excludes those sites from which contractors deliver services on the council's behalf unless the council retains control over maintenance and energy bills. Such sites would include for example, local authority-maintained schools and leisure sites operated by Places for People Leisure.
16. Buildings and sites that are due for disposal or have a likely limited lifespan of council use have not been included in the programme.
17. A desktop assessment of the suitability of selected improvements is captured in Appendix 2. This shows shortlisted sites, current carbon foot print and suggested technologies which may be applicable.
18. The programme needs to be flexible enough to allow sites to move on or off the list if circumstances dictate (for example if a building becomes vacant and is recommended for sale). At the same time, more detailed analysis will need to be carried out to further decide which energy efficiency or low carbon solution is applied at each site.

Cost and Benefit

19. Deciding which individual works to implement will be based on agreed prioritisation criteria. The highest priority will be given to work that reduces carbon as well as providing cost savings or generating income (some renewable technologies attract a subsidy that pays for the energy produced). Work that reduces carbon but provides no financial benefit will still be considered for implementation if the programme costs allow. In addition, work that saves money and improves sustainability but does not reduce carbon emissions (such as solutions that reduce water usage e.g. rainwater harvesting), could also be considered. The aim will be to ensure that for all installed solutions the ongoing maintenance liability is comparable (or preferably lower) than those systems being replaced. In addition, life expectancy of the solution will always exceed the payback period.
20. The costs and associated annual savings of the programme have been summarised in table 1 overleaf.

Solution	Indicative Cost	Indicative carbon saving tCO ₂	Indicative cost Saving	Indicative income from subsidy	Payback yrs
Air Handling	£175,000	45.00	£30,000	0	5.83
Water Blade	£6,000	50.00	£8,500	0	0.71
LED retrofit	£1,500,000	200.00	£165,000	0	9.09
PV installations	£1,100,000	210.00	£100,000	37,000	8.03
Solar Hot Water	£150,000	7.00	£2,400	21,000	6.41
VSDs	£100,000	130.00	£60,000	0	1.67
Insulation	£250,000	85.00	£20,000	0	12.50
Timer/controls	£100,000	140.00	£30,000	0	3.33
Window/door glazing	£15,000	2.00	£350	0	42.86
Solar shading film	£50,000	10.00	£4,500	0	11.11
Circosense (HWS)	£150,000	135.00	£25,000	0	6.00
Endotherm (HWS)	£200,000	370.00	£70,000	0	2.86
Biomass	£750,000	550.00	£0	65,000	11.54
Solutions will be considered but are highly dependent on-site constraints ¹					
Heat Pumps	tbc	tbc	tbc	tbc	tbc
Heat Recovery	tbc	tbc	tbc	tbc	tbc
Voltage Optimisation	tbc	tbc	tbc	tbc	tbc
Totals	£4,546,000	1,934	£515,750	£123,000	7.66

Table one: Operational Property Energy Efficiency and Generation Programme cost and annual savings

21. The projected programme cost is approximately £4.8m and would lead to indicative annual savings of some 1,930 tCO₂ and an annual revenue saving of £500k. In order to deliver this programme additional resource will be required in order cover feasibility and project management. This is estimated to be 8% cost of delivery (£384,000) of the overall budget bringing the total budget cost to £5.18m. Works would need to be phased over 3 years from April 2020.
22. It should be noted that additional income could be generated from subsidy depending on eligible technologies and continued Government support. Furthermore, given that energy prices are due to increase in future years, a further benefit of this programme is that it will insulate the council from the impact of future energy price rises. Both of these considerations strengthen the business case but neither has been quantified and included in the case for the programme.

¹ Costs and savings for these technologies are difficult to estimate due a range of factors that will influence the suitability of the technology at the site and its performance once installed

Dealing with Residual Carbon Emissions

23. The implementation of the first phase of the programme will reduce carbon emissions and increase the amount of onsite renewable energy generation. However, the council will be left with residual carbon emissions from its operational portfolio which it cannot treat on site. Therefore, a carbon neutral operational portfolio is not achievable without considerable further action.
24. In order to deal with residual emissions there is a growing list of potential opportunities for the council to invest in renewable energy. Projects that generate low carbon heat or power can also reduce the carbon footprint of the organisation, either by directly avoiding the use of fossil fuels, or by exporting to other customers. A further benefit of investing is the financial returns that could be used for future projects, or to support the council's revenue position.
25. An outline business case has been produced exploring the viability of canopy-based solar panels at Salisbury Park & Ride sites, which is recommended as a pathfinder project. This would entail the generation of solar electricity on the sites, and selling electricity on a commercial basis to nearby third parties such as Salisbury District Hospital.
26. Although new to Wiltshire Council, these types of project have been developed successfully by other local authorities elsewhere in the country. The aim is to provide a viable project model for similar projects at other council sites in the future. Furthermore, this project could also deliver other benefits such as supporting sustainable transport objectives and the roll out of electric vehicles.
27. The Park & Ride projects are particularly attractive for the benefit of working with strategic partners and are likely to be eligible for both grant funding and 0% interest loan funding which would significantly reduce the lifetime project cost to the council, even compared with the relatively low cost of borrowing the council can access.
28. The maximum estimated capital cost to deliver the two projects is £3.5m. The simple payback of the projects is projected at 14 years based on the starting assumptions, with a useful asset life likely to exceed 30 years. The expected pre-finance net revenue over a nominal 25-year period is estimated to be up to £7.8m based on current prices for electricity.
29. It is recognised that the strategic cost of delivering national energy infrastructure improvements is likely to directly translate into increased energy prices in the coming years. Therefore, any project the council undertakes that displaces this electricity will therefore very likely become more attractive over its lifetime than current estimates suggest. When this is coupled with the long life of the asset the overall lifetime benefit is expected to be very attractive.

30. Full Council to note that a full business case for canopy-based solar panels at all viable Park and Ride sites will be presented to Cabinet for subsequent approval and to approve a provisional capital allocation of £3.5m from Councils 2020 to 2023 Capital Programme.

Safeguarding Implications

31. These proposals do not have any specific safeguarding requirements.

Public Health Implications

32. No significant implications have been identified.

Environmental and Climate Change Considerations

33. This proposal seeks to address environmental concerns around climate change and energy consumption. These proposals will make a positive contribution to the environment.

Equalities Impact of the Proposal

34. No significant implications have been currently identified. It is not anticipated that any of the energy efficiency and generation measures will have an equalities impact, however this would be continually reviewed and assessed through the delivery of the programme.

Risk Assessment

35. A key risk to the Operational Property – Energy Efficiency and Generation Programme is adequate resourcing and the capacity to deliver multiple projects. Project management costs have been allowed for within the projected budget to mitigate this.
36. Development of the pathfinder project incur will expenditure (legal and project costs) in order to develop the full business case. This may ultimately become 'stranded cost' should the projects turn out not to be viable or the council chooses not to proceed.

Financial Implications

37. To deliver this programme a capital budget of £4.8 million is required, the capital financing costs for this budget based on MRP of 50 years and Interest at 2.6% would be circa £0.221 million per annum.
38. The indicative savings/cost avoidance for the programme are forecast to be circa £0.5 million, therefore the savings can cover the borrowing costs and generate a saving for the Council. However, there will be a timing issue between the delivered savings and the requirement to pay back capital so revenue will need to be identified as part of 20/21 budget setting. A process will need to be developed to track the

savings/cost avoided to ensure that they are being delivered which will feed into subsequent budget setting rounds. Each project will need to be assessed as it comes forward to ensure it covers the borrowing cost as a minimum.

39. The Park & Ride pathfinder project will require specialist advice in order to cover the development of the full business case. Financial implications of this project will be considered as part of a future report.

Procurement implications

40. Investment in operational portfolio, will be delivered via a range of different approaches. These will include delivery via term maintenance contractors under existing contract arrangements. In some instances, specialist advice, and goods will need to be newly procured. This will be established in line with the council contract rules in consultation with Strategic Procurement.
41. In respect of the off-site carbon reduction projects, the procurement implications will be addressed as part of the business case development

Legal Implications

42. No legal implications have been identified at this stage identified in respect of implementing the energy hierarchy. The legal implications of any off-site carbon reduction project will be considered as part developing outline or full business cases, each of which will be subject to further ratification.

Options Considered

43. Do nothing
44. Switch to renewable electricity supply and do not invest in energy efficiency. This approach would not do anything to drive efficiency or insulate the council against future price rises. It would also not do anything to address the carbon emissions from other fuels such as gas and oil.
45. Do not pursue projects which seek to tackle residual carbon emissions. Delivery of an 'onsite' approach only will not achieve carbon neutrality for the operational estate and leave the council with residual carbon emissions which it cannot be treated.

Conclusions

46. The Operational Property – Energy Efficiency and Generation Programme offers a step towards achieving the carbon neutrality from its operational property portfolio. At the same time as delivering the carbon reduction, many projects will save energy and/or generate income. The pathfinder projects on Park & Ride sites will enable the council to off-set some of its residual carbon emissions. It will also provide a viable project model for similar projects at other council sites in the future.

47. This programme will help protect the council from future energy price increases and supports the council's response to the climate change emergency.

Alistair Cunningham OBE

Executive Director of Growth, Investment and Place

Report Author: Vincent Albano, Asset Portfolio Manager, Strategic Assets and
Facilities Management

Background Papers

None

Appendices

Appendix 1: Low carbon technologies terms and definitions

Appendix 2: List of buildings and opportunities

Appendix 1: Low carbon technologies terms and definitions

Air source heat pump (ASHP) – Replaces existing boiler or electric heating. Uses compression and expansion of external air to provide heat within a building. Works on a similar principle to a fridge but in reverse. Lower carbon emissions than gas, electric or oil heating systems.

Air Handling Unit (AHU) upgrades – AHU's regulate air within heating and ventilation systems. They are often found in large or more complex buildings such as Leisure Centres and are major energy users. Upgrades will replace energy using components within the system with more efficient ones thus reducing energy and carbon.

Biomass boiler – A boiler that burns wood or another biomass rather than a fossil fuel such as gas. Biomass is considered to be zero carbon.

BMS system – A building controls system that can run the lighting, heating, cooling and ventilation to ensure comfort is provided with the minimum energy use.

Combined Heat and Power (CHP) – Similar to a car engine, this technology uses gas to generate electricity. As gas is cheaper than electricity and currently has a lower carbon factor, this produces electricity that is cheaper and with reduced carbon emissions.

LED lighting – A form of lighting that can replace existing lamps and requires less electricity to operate.

Ground source heat pump (GSHP) – Similar to ASHP but uses water that has been heated in the ground rather than air. Lower carbon emissions than gas, electric or oil heating systems.

Hot Water System technologies – Circosense – A device that ensures that hot water is only pumped around the system when it is needed rather than continuously. This saves on costs as well as carbon.

Hot Water System technologies – Endotherm – An additive to the heating system that improves the thermal contact and thus improves heat transfer rates. Less energy is required to heat the building so both carbon and costs are saved.

Hydroelectric system – A system that uses flowing water to generate electricity. The electricity that is generated is zero carbon. Will also save on the cost of electricity from the grid that would have been used.

Insulation methods – A method of cutting down on the heat lost through the structure or fabric of buildings – e.g. roof, walls, pipes etc. If less heat is lost, less energy is required to keep the building at a comfortable temperature.

Rainwater harvesting – A method of capturing and storing rainwater then using it at a site to replace the use of tap water. Common uses include flushing and garden use. Saves money on water bills.

Solar PV panels – convert light from the sun into electricity. The electricity that is generated is zero carbon. Will also save on the cost of electricity from the grid that would have been used.

Solar shading film – This is fixed to windows to reduce the heat from the sun in summer and will therefore reduce the energy required to cool buildings. Saves on both carbon and electricity costs where there are air conditioning units installed.

Solar thermal panels – uses warmth from the sun to provide zero carbon hot water rather than having to use gas or electricity. Will also save on the cost of gas or electricity from the grid that would have been used to heat the water.

Variable Speed Drive – a device that enables motors on fan and pumps (e.g. in large heating systems) to vary in speed as required rather than go at a constant top speed. Less energy is required to run at slower speeds.

Voltage Optimiser – a device that controls the voltage delivered to a building so that certain electricity using equipment within the building runs more smoothly and therefore uses less electricity.

Water blade – A device that fits in the end of a tap that reduces the amount of water delivered when the tap is used. Saves money on water bills and saves on energy (thus carbon) used in hot water taps.

Wind turbine – A device that can be mounted on a building or on a free-standing pole and generates zero carbon electricity from the wind. Will also save on the cost of electricity from the grid that would have been used.

Appendix 2: List of buildings and opportunities

Sites	Air Handling	Water Blade	LED replacement	PV	Solar Hot Water	Heat Pumps	VSDs	Insulation	Timer/boiler controls	Window/door glazing	Solar coating	Circosense (HWS)	Endotherm (HWS)	CHP	Biomass	Heat recovery	Voltage Optimiser	Current Carbon Footprint	Carbon footprint per m ²
westbury no 1 hawksworth park		✓	✓	✓		✓			☐	☐		✓	✓		☐	☐		tbc	tbc
Westbury Swimming Pool	✓	✓	✓		✓		✓	✓			✓	✓	✓					151.96	0.29
Westbury Outdoor Swimming Pool			✓	✓								✓						24.25	0.25
Durrington Swimming Pool	✓	✓	✓	✓				✓			✓	✓	✓					265.70	0.25
Bradford on Avon Swimming Pool	✓	✓	✓	✓	✓			✓			✓	✓	✓					241.69	0.18
Devizes Needham House		✓	✓	✓							✓	✓	✓					134.86	0.13
Marlborough Leisure Centre	✓	✓	✓	✓				✓			✓	✓	✓					320.54	0.13
Royal Wootton Bassett Lime Kiln Sports Centre	✓	✓	✓	✓	✓			✓			✓	✓	✓					283.01	0.13
Trowbridge Clarendon Sports Centre	✓	✓	✓	✓	✓		✓	✓			✓		✓					383.30	0.13
Malmesbury Sports Centre The Activity Zone	✓	✓	✓	✓							✓	✓	✓					295.31	0.12
Devizes Leisure Centre	✓	✓	✓	✓	✓						✓	✓	✓					398.44	0.12
Corsham Springfield Leisure Centre	✓	✓	✓	✓		✓			✓				✓					325.20	0.12

Sites	Air Handling	Water Blade	LED replacement	PV	Solar Hot Water	Heat Pumps	VSDs	Insulation	Timer/boiler controls	Window/door glazing	Solar coating	Circosense (HWS)	Endotherm (HWS)	CHP	Biomass	Heat recovery	Voltage Optimiser	Current Carbon Footprint	Carbon footprint per m ²
Evergreen Court		✓	✓	✓									✓					112.86	0.11
Warminster Sports Centre	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓					254.69	0.11
Salisbury Five Rivers Leisure Centre	✓	✓	✓	✓	✓	✓			✓			✓	✓		✓			884.72	0.11
Chippenham Olympiad Leisure Centre	✓	✓	✓	✓							✓	✓	✓					619.73	0.11
Malmesbury Library		✓	✓	✓				✓					✓					24.21	0.07
Salisbury Bradbury House Respite Centre		✓	✓	✓	✓							✓	✓					42.01	0.07
Edgars Close			✓	✓				✓										67.50	0.07
Graham House			✓	✓														60.99	0.06
Salisbury City Hall Malthouse Lane	✓	✓	✓	✓	✓			✓			✓	✓	✓					137.16	0.06
Wilton Downside		✓	✓	✓				✓					✓					57.96	0.06
Chippenham Monkton Park Offices		✓		✓					✓		✓	✓	✓		✓			361.67	0.06
Chippenham Wiltshire & Swindon History Centre	✓	✓	✓	✓		✓			✓		✓		✓		✓			209.94	0.05
Crane Lodge		✓	✓	✓				✓										53.66	0.05
Devizes Bradbury Manor Day Centre		✓	✓	✓	✓							✓	✓					28.34	0.05
Reindorp Lodge		✓	✓	✓				✓					✓					46.99	0.05
Trowbridge County Hall		✓	✓	✓	✓	✓	✓		✓				✓		✓			887.41	0.05
Bourne Hill Council Offices	✓	✓	✓	✓	✓	✓			✓			✓	✓		✓			172.41	0.04

Sites	Air Handling	Water Blade	LED replacement	PV	Solar Hot Water	Heat Pumps	VSDs	Insulation	Timer/boiler controls	Window/door glazing	Solar coating	Circosense (HWS)	Endotherm (HWS)	CHP	Biomass	Heat recovery	Voltage Optimiser	Current Carbon Footprint	Carbon footprint per m ²
Salisbury Churchfields Depot		✓	✓	✓				✓					✓					90.25	0.04
Devizes Canon's House		✓	✓	✓				✓					✓					32.75	0.04
Calne Leisure Centre	✓	✓	✓	✓	✓						✓	✓	✓					111.79	0.04
Calne Library		✓	✓	✓									✓					35.65	0.04
Devizes Melbourne House Family Resource Centre		✓	✓	✓				✓					✓					16.64	0.04
Royal Wootton Bassett Library		✓	✓	✓									✓					22.06	0.04
Worsham Mansion House		✓	✓	✓	✓						✓	✓	✓					44.44	0.04
Salisbury Nadder Close Care Homes		✓	✓	✓	✓							✓						36.22	0.04
Salisbury Hayburn Wyke Family Resource Centre		✓	✓	✓				✓					✓					10.18	0.03
Amesbury Sports & Community Centre	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓					46.89	0.03
Warminster Library		✓	✓	✓				✓					✓					33.67	0.03
Old Fire Station Enterprise Centre		✓	✓	✓								✓	✓					26.08	0.03
Westbury Library		✓	✓	✓				✓										17.61	0.03
Salisbury 26 Endless Street Coroners Court		✓	✓	✓				✓					✓					21.86	0.03
Devizes Library		✓		✓									✓					29.82	0.03
Amesbury Library		✓	✓	✓				✓		✓			✓					13.93	0.03
Bradford on Avon Library		✓	✓	✓							✓		✓					18.90	0.03
Westbury Leighton Sports Centre	✓	✓	✓	✓	✓			✓			✓	✓	✓					43.25	0.03
Westwood House		✓	✓	✓									✓					26.44	0.03
Devizes Kennet House Depot		✓	✓	✓	✓						✓	✓	✓					48.98	0.03
Warminster Highways Depot		✓	✓	✓	✓								✓					12.73	0.02
Marlborough Library		✓	✓	✓				✓					✓					11.30	0.02
Chippenham Parsonage Way Depot		✓	✓	✓				✓										24.56	0.02
Mere Lynch Close		✓	✓	✓				✓										19.01	0.02
The Vale Community Centre		✓		✓	✓		✓		✓			✓	✓					47.90	0.02

Sites	Air Handling	Water Blade	LED replacement	PV	Solar Hot Water	Heat Pumps	VSDs	Insulation	Timer/boiler controls	Window/door glazing	Solar coating	Circosense (HWS)	Endotherm (HWS)	CHP	Biomass	Heat recovery	Voltage Optimiser	Current Carbon Footprint	Carbon footprint per m ²
Melksham 50 Spa Road No Wrong Door		✓	✓	✓				✓										4.76	0.02
Tisbury Nadder Community Campus		✓		✓					✓			✓	✓					47.83	0.02
Chippenham Library		✓	✓	✓				✓		✓			✓					19.21	0.01
Hilperton Sonas House Respite Centre (4a Horse Road, Hilperton)		✓	✓	✓				✓										10.54	0.01
Melksham Kingsbury Square Hostel		✓	✓	✓	✓			✓										8.56	0.01
Meadow Lodge Respite Centre		✓	✓	✓	✓			✓				✓						6.31	0.01
Amesbury High Post Salt Store			✓	✓														5.04	0.00
Wootton Bassett Salt Store			✓	✓														0.06	0.00
Chippenham Emery Gate Car Park			✓	✓														37.54	
Salisbury Culver Street Multi Storey Car Park			✓	✓														30.62	
Wilton Park & Ride Site		✓	✓	✓														16.29	
Chippenham Bath Road Car Park			✓															16.14	
Chippenham Gladstone Road Car Park			✓															8.97	
Salisbury Brown Street Car Park (West)			✓															7.62	
Salisbury London Road Park & Ride Site		✓	✓	✓														7.34	
Old Sarum Beehive Park & Ride		✓	✓	✓														7.11	
Melksham King Street Car Park			✓															5.31	
Britford Park & Ride Site		✓	✓	✓														4.78	
Warminster Central Car Park			✓															4.59	
Salisbury Petersfinger Park & Ride Site			✓	✓														4.10	
Salisbury Central Car Park			✓															3.87	
Corsham Post Office Lane Car Park			✓															3.15	
Trowbridge Greyhound Car Park			✓															0.89	
Chippenham Sadlers Mead Car Park			✓															0.43	

Sites	Air Handling	Water Blade	LED replacement	PV	Solar Hot Water	Heat Pumps	VSDs	Insulation	Timer/boiler controls	Window/door glazing	Solar coating	Circosense (HWS)	Endotherm (HWS)	CHP	Biomass	Heat recovery	Voltage Optimiser	Current Carbon Footprint	Carbon footprint per m ²
Marlborough Salt Store ²			✓	✓														0.00	
37 smaller car parks (various locations) ³			<input type="checkbox"/>	<input type="checkbox"/>														0.00	
Total																		7,950.48	

² Site with minimal energy or uncalculated demand

³ Sites where there is no calculated footprint (car park lights fed off streetlights network)

Wiltshire Council

Full Council

26 November 2019

Subject: Housing Revenue account business plan and Council House Build Programme phase 3.1 and 3.2

Cabinet Member: Cllr Richard Clewer, Deputy Leader of the Council and Cabinet member for Corporate services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: Key

Executive Summary

In October 2018 the Cabinet approved the proposal to proceed with Council House Build Programme Phase 2, committing £9.48m into the development of 49 units over 16 sites.

Subsequently, the cap on borrowing funded by the Housing revenue account(HRA) has been lifted. A review of the HRA business plan has identified the capacity to fund a new Council house development programme. This report seeks Council consideration of the HRA business plan model and a phase 3 development programme.

At its meeting on the 8th October the cabinet considered the detailed proposed programme for phase 3.1 and 3.2 of the next phase of council house development. The minutes of that meeting are available [here](#).

Proposals

- a) To agree the Housing revenue account business plan 2020/21-2050 to deliver 1000 new homes over the next 10 years
- b) To agree to Council house, build programme phases 3.1 and 3.2 at total cost of £18.717m and £ 18.754m respectively

Reason for Proposal(s)

A review of the HRA business plan following the removal of the cap on borrowing that can be financed by the HRA has shown that there is capacity to support a new Council House Build Programme phase 3. Subject to the assumptions in the HRA business plan there is capacity to support development of 1000 new Council homes over the next 10 years. This report seeks agreement to the first element of that phase 3 programme and delegation of authority to procure that programme of 228 units

Alistair Cunningham OBE
Executive Director, Growth, Investment and Place

Wiltshire Council

Full Council

26 November 2019

Subject: Housing Revenue account business plan and Council House Build Programme phase 3.1 and 3.2

Cabinet Member: Cllr Richard Clewer, Deputy Leader of the Council and Cabinet Member for Corporate services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: Key

Purpose of Report

1. The purpose of the report is to seek consideration of the remodelled HRA business plan 2020 – 2050 and agree the Council house build programme phase 3 and the detailed first phases of that programme following the decision of Cabinet at their October meeting.

Relevance to the Council's Business Plan

2. The delivery of new affordable council homes in Wiltshire will meet the following priorities and goals in the Council's business plan;
 - a. Priority – growing the economy
 - b. Goal – more affordable homes to rent and buy
 - c. Priority – protecting the most vulnerable
 - d. Goal – Suitable accommodation in place for vulnerable younger and older people

Background

3. The Borrowing cap for the Housing revenue account was lifted in October 2018. This allows the Council to model the borrowing capacity that the HRA has over the next 30 years to support the next phase of council house building.
4. Cabinet agreed the remodelled HRA business plan 2020-2050. Based on a number of assumptions as set out below the business plan has the capacity to fund the procurement of 1000 new council homes over the next ten years. The detailed HRA business plan and proposed phase 3.1 and 3.2 development proposals can be made available to Councillors upon request and are not included as part of this report due to the confidential nature of information which is commercially sensitive.
5. Cabinet agreed the first element of phase 3 council house build programme drawing on a range of funding streams and approaches to procurement 228 new homes. This programme is included in the HRA business plan.

Main Considerations for the Council

Council house build programme phase 3.1.

6. The programme is structured around three main approaches to procurement. Firstly, the Council will develop HRA owned land or land it has secured through planning agreements for the delivery of social rented and shared ownership housing. Where the Council is in control of the development it will seek to deliver carbon neutral housing and rents set at social rent levels (social rents are set based on a formula which uses capital values, local income and property size and is on average 30% below affordable rent levels which are 80% of relevant market rents). All Units will be constructed to M42 adaptable standards. The Council's ability to deliver this housing will be dependent upon being able to secure social housing grant funding from Homes England at the levels set out in the HRA business plan. In addition, it may be necessary to identify affordable housing need in the areas stated and any development proposal will be subject to planning.
7. Secondly, the Council will seek to procure affordable housing offered by developers to discharge their affordable housing obligation as required by a section 106 planning agreement. As the Council will not be in control of the development the rent levels are likely to be set at affordable levels, the sustainability at Code 4 and 70% of the homes to be affordable rented and 30% shared ownership. This will enable the Council to seek opportunities outside the south of Wiltshire where currently the majority of the stock it owns is located. The Council will need to compete against other registered providers of social housing and so this is not a guaranteed element of the programme. Estimated cost of units has been modelled to allow competitive offers to be made.
8. Lastly, the programme includes the re-purchase of ex- Right to buy properties. This has been modelled to provide those units at social rent levels with half of the costs of purchase to be funded by right to buy receipts. This secures RTB receipts so they are not returned to central Government and allows a certain level of bespoke purchase to meet identified needs.

Overview and Scrutiny Engagement

9. The Chair of Environment Select Committee was consulted on the contents of the report.

Safeguarding Implications

10. New affordable homes enable children, their families, young people and vulnerable people to live in a safe and secure, affordable and sustainable environment.

Public Health Implications

11. New affordable homes will enable households to live safely and healthily within their home. Having a safe, secure and affordable home has been shown to deliver health benefits alongside benefits relating to accessing education and employment.

Procurement Implications

12. This report seeks authority for directors in consultation with Cabinet Members to agree the appropriate procurement routes and to enter into contracts as required within the funding parameters .
13. Any procurement routes taken will be in line with the council's procurement regulations and the overall direction set by the Corporate Procurement Board requiring that an open and competitive process is used. It will be expedited in the appropriate timeframes to enable effective reporting, decision making and evaluation of the approach taken and benefits arising.

Equalities Impact of the Proposal

14. Equality impacts will be monitored as project progresses. This is to ensure that the Council's statutory commitments to promoting equality and inclusion and tackling inequality are maintained. The delivery of these homes will also support the delivery of the council's vision to create strong communities.

Environmental and Climate Change Considerations

15. The new homes will be built to high standards of energy efficiency. Where possible we will look at piloting different energy models that will future proof our buildings and will create efficient homes for residents and reduce the cost to the Council for maintenance.
16. Sustainable building standards link with the equalities and health impacts in terms of reducing the likelihood of fuel poverty and achieving a comfortable living temperature for residents.

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

17. The capacity within the HRA business plan will not be utilised to support new council house provision. In addition, it will prove more difficult to meet housing need.
18. The available council housing to meet housing need will reduce over time due to the impact of Right to buy thus meaning those in housing need will wait longer to be rehoused.

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

19. There are several risks in association with any housing development as follows;

	Risk	Mitigating Action
a)	Funding viability risks	Scheme feasibility has been assessed on a worst-case scenario basis to build in contingency. These costs will be revised as design increases
b)	Cost of delivery	There is a risk that unforeseen costs, such as for utility provision or abnormal site remediation will arise during construction.

		However, the scheme has a contingency sum included in the budget to allow for this
c)	Planning	New build schemes will receive pre-application advice to mitigate risk of delay in obtaining planning consent.
d)	Community support	Consultation with local parish and town councils will be undertaken to ensure in-principle approval. Further consultation will be undertaken with communities with regard to this particular project
f)	Availability of land	New build schemes are proposed on land owned by the Council.
g)	Meeting delivery timescales	A number of the funding streams are tied to delivery timescales. There is a risk of losing the funding if these timescales are not met.
h)	Right to Buy	Council tenants will have the right to buy their property. However a new tenant will have to hold a tenancy for a minimum of 3 years before they can exercise this right. The Council can also reduce the discount to which the tenant would be eligible by up to 100% for 15 years from the date of acquisition or construction of the property to ensure that the cost of building or of acquiring the home is covered by the receipt from the property to enable repayment of the capital. There may be individual cases where the cost floor analysis means there may be a shortfall to the Council

Financial Implications

20. This report is seeking approval of the cabinet decision to agree the HRA 30 year Business model which based on a number of assumptions shows the capacity to fund development of 1000 homes over the next 10 years. The HRA would have a forecast closing Debt figure of circa £100 million.
21. Approval is sought for build programme phase 3.1 and 3.2 a total cost of £37.4713 million, £16.662 m in 2020/21 and £ 18.561m in 2021/22 for a total of 228 units.

Legal Implications

22. Full title reports will be required for the land used, and the properties to be acquired or re-acquired as part of this project to ensure there are no covenants or other issues affecting the development of the sites.
23. Legal advice will be required for entering into both funding and legal agreements in relation to the programme.

24. Legal advice and support will also be required for entering into contracts with consultants and contractors.
25. Land will need to be appropriated to be held for housing purposes if not already held in the Housing revenue account.

Options Considered

26. The Council could limit the development programme to that which could be funded solely from the HRA business plan and not bid for social housing grant. This would not maximise development capacity and in turn limit the ability to meet housing need and as such it has not been recommended.
27. The Council could limit development of new homes to sites in the ownership of the HRA and not seek to secure affordable housing offered as a planning obligation. Affordable housing offered as a planning obligation can be an economic way of securing new affordable housing and does allow the Council the ability to expand its sphere of operation across the County. Therefore, it is not recommended to limit development to take place only on HRA owned land.
28. The Council could decide not to use right to buy receipts to re-purchase ex-right to buy properties and instead offer the funding to other registered providers. Other registered providers can only use such funding on land led developments which are limited in Wiltshire and are unlikely to deliver affordable housing at social rent levels and therefore that is not recommended.

Conclusions

29. The remodelled HRA business plan has capacity to fund development of 1000 homes over the next 10 years. This report sets out the first stage of that programme to deliver 228 units which will start in 2020/21 being developed over a three-year period.

Simon Hendey

Director of Housing and Commercial Development

Report Author: Simon Hendy, 01225 713599, simon.hendey@wiltshire.gov.uk

Wiltshire Council

Full Council

26 November 2019

Subject: Melksham Community Campus and Melksham House Construction Projects and Development Opportunities

**Cabinet Member: Councillor Laura Mayes, Cabinet Member for Adult Social Care, Public Health and Public Protection
Cllr Pauline Church, Cabinet Member for Children, Education and Skills
Councillor Allison Bucknell, Cabinet Member for Communications, Communities, Leisure and Libraries**

Key Decision: Key

Executive Summary

Design development that provides a scheme which offers the appropriate facilities based on an assessment of local need and a subsequent detailed cost analysis has determined that Melksham Community Campus cannot be delivered within the approved budget envelope.

In order to complete the Melksham Community Campus project a further £3.000m of capital funding is required.

The delivery of Melksham Community Campus is intrinsically linked to Melksham House. National planning policy and legislation requires the council to safeguard Melksham House and the wider site. Melksham House is a Grade II listed building. Planning consent for the Melksham Community Campus is dependent on a viable option for Melksham House and therefore the retention and redevelopment of the house is fundamental to the success of the overall site.

Collaboration with the Council's Care Commissioners for Children's and Adult Services is being undertaken to identify potential options for developing innovative services, which includes the use of Melksham House. Consideration is being given to the development of:

- Residential care facility to support children and young people aged 10–18 years – Conversion of the main house
- Community Resource Centre – Refurbishment and use of dance hall to the rear.
- 16 Supported Living units – New build on land to rear of listed building

These options are in the early stages of development and are subject to a detailed business case being undertaken to assess the appropriate model, demand for provision, the risks and financial viability.

If the outcome of this business case is that the uses above are not viable, it is recognised that Melksham House will be capable of providing housing for other groups. The dance hall can, in any event, be converted to provide a community space to be run by the campus, where complementary community services will be delivered, encompassing training provision.

A report sought Cabinet recommendation for additional capital funding to deliver the Melksham Community Campus. It also sought approval to progress proposals to bring Melksham House back into use; to meet needs of residents, complement the new Campus provision, once a detailed business case has established the scope to realise revenue savings to fund the capital works required and associated ongoing revenue costs.

The report was endorsed by the Cabinet at its meeting held on 8 October 2019. The minutes of this meeting are available [here](#).

Proposal(s)

That:

Full Council support an additional capital budget for the Community Campus Project of £3.000 million taking the total capital budget to £20.110 million

Reason for Proposal(s)

Design development and cost analysis has determined that Melksham Community Campus cannot be delivered within the approved budget envelope without compromising the scheme.

In considering the establishment of the Community Campus in the Grounds of Melksham House, the future use of the Grade II listed building is important, both in planning and estate management terms.

The proposal, making use of the building and an area to the rear, totalling approximately 0.5 acre, to potentially meet established needs for children and young adults, provides opportunities for the proactive use of the Council's property assets to facilitate increased service provision and capacity, giving improved outcomes for customers and realising savings, which will fund capital investment and ongoing revenue costs.

The proposal will ensure that the Community Campus is delivered.

Alistair Cunningham OBE, Executive Director, Growth, Investment and Place

Wiltshire Council

Full Council

26 November 2019

Subject: Melksham Campus and Melksham House Construction Projects – Funding and Development Opportunities

**Cabinet Member: Councillor Laura Mayes, Cabinet Member for Adult Social Care, Public Health and Public Protection
Cllr Pauline Church, Cabinet Member for Children, Education and Skills
Councillor Allison Bucknell, Cabinet Member for Communications, Communities, Leisure and Libraries**

Key Decision: Key

Purpose of Report

1. Agree the allocation of an additional £3.000 m of capital funds in order to complete the Melksham Community Campus.
2. To inform Council of the requirement to safeguard the future of Melksham House, a Grade II listed building, which is situated next to the proposed community campus and forms part of a wider Council landholding; providing sports and social facilities,
3. To inform Council of the emerging potential to explore service uses at Melksham House that can make the property fit for a new purpose that is financially sustainable.
4. To seek authority to progress a new service model and associated business case for Melksham House to meet needs of the local community and establish funding to meet capital and revenue costs and to allocate a further £5.000 million to bring these proposals forward, subject to detailed feasibility work and development of a sound business case, to be reported back to Cabinet in January 2020.

Relevance to the Council's Business Plan

5. The proposal is aligned to the business plan as the new uses of Melksham House brings the following benefits:
 - a) Strong communities:
 - There is scope to seek innovative service solutions at Melksham House, that adds-to and strengthens the community in and around Melksham
 - The campus will ensure the local community has appropriate access to leisure facilities. Ensuring opportunities for people of all ages and

abilities in Wiltshire to improve their levels of physical and mental wellbeing through participation and activity.

- b) Protecting those who are most vulnerable – As the feasibility studies and business case are developed for Melksham House, the potential to incorporate facilities for the most vulnerable will be a key aspect.
 - c) An innovative and effective council – Drawing on the Community Campus model, the development of detailed proposals will seek to create complementary facilities at Melksham House that can improve quality of life and outcomes for individuals and their families.
6. Relevance of the Melksham Community Campus to the Council's Business Plan was referred to in paragraphs 3 – 6 of the Campus Paper Cabinet Report, 12 December 2017.

Background

7. In December 2011, cabinet approved the construction of a new community campus in Melksham. The Melksham House site was purchased by the council for the campus. The scope for the campus was developed with the local Strategic Community Operations Board (SCOB) with the original scheme incorporating Melksham House into the design. This included office and police accommodation that was well suited to the house's layout.
8. The tender returns for construction only were circa £23.000 m, significantly outside of the approved budget envelope. The scope of the scheme was cost-prohibitive and was not advanced.
9. In December 2017, cabinet approved a reduced scope for Melksham Campus to make the project more affordable. It was agreed that the project would be delivered from the remaining Melksham Campus budget of £15.574m. (Construction and all associated design work and fees). At para 45, the report noted that the 'current costings (for the three campuses) to be delivered are estimates', and 'Any significant variations being brought back to cabinet for both approval and identification of any additional funds required'.
10. The revised scope noted within the cabinet paper was as follows:
 - 6 Lane 25m swimming pool (based on Sport England specification)
 - Learner pool (based on Sport England specification)
 - 6 court sports hall
 - 2 squash courts
 - Fitness suite with 75 stations
 - Studio – dance and fitness
 - Library/Community Hub
 - Café
 - Office accommodation – Melksham Without Parish Council
 - Children's Centre
 - GP surgery
 - 4 tennis courts
 - Multi-use games area

11. Following the cabinet decision, a full design team was appointed in early 2018 to work on the revised scheme. As costs were developed it was determined that the scope was still too ambitious given the budget constraints. Further scope reductions, cost development and value engineering has been undertaken and the scheme rationalised further based on known need (Sport England Facilities Planning Model). The revised scope includes:

- 6 Lane 25m swimming pool (based on Sport England specification)
- Learner pool (based on Sport England specification)
- 6 court sports hall
- Fitness suite with 75 stations
- Studio – dance and fitness
- Library/Community Hub
- Café
- Office accommodation – Melksham Without Parish Council
- 2 tennis courts

12. Initially, this building was designed to include the GP surgery. However, as the GP surgery had not been able to confirm use of the space, a specification could not be provided. This part of the building was de-coupled, and space allocated on the Melksham Blue Pool site. As of February 2019, the Bradford on Avon and Melksham Health Partnership (BoAHMP) had no plans to move into the Melksham Campus space. The Wiltshire Clinical Commissioning Group (CCG) was considering the long-term GP space requirements in Melksham and were aware of the planned new housing developments. Whilst the Melksham Blue Pool site remains earmarked it was too early for them to determine. As it stands, there has been no confirmation that the GP surgery will be relocating to the campus.

13. The reduced scope means the campus is no longer attached to Melksham House and occupies less of the site.

14. Given this change, it was recognised that a new purpose would need to be found for Melksham House. As the campus progressed, through consultation with stakeholders of the planning process, it was determined that to achieve a planning policy compliant scheme, the council must provide assurances that Melksham House, Grade II listed building, is retained and redeveloped/conserved. It has been made clear that planning consent for the Melksham Community Campus is dependent on a viable option for Melksham House.

15. In examining potential future uses for Melksham House, several options were initially considered, including private residential conversion/ development, care home for older people, and community/office accommodation.

16. There were difficulties in the deliverability and/or sustainability of these potential other uses and, therefore, more recently, collaboration with the Council's Care Commissioners for Children's and Adult Services has identified the potential need in the local area for supported living across the age ranges.

17. Initial discussions have indicated that Melksham House might be able to facilitate uses such as:
- Residential care facilities to support children and young people aged 10–18 years – Conversion of the main house
 - Community Resource Centre – Refurbishment and use of dance hall to the rear.
 - 16 Supported Living units– New build on land to rear of listed building
18. Whilst Melksham House could potentially provide a suitable location for these purposes, work is ongoing to explore all options and fix the optimum service model that may mitigate the council's future revenue costs.
19. If the outcome of this business case is that the supported housing uses outlined above are either not viable or not appropriate in this location, the opportunity will be taken to explore other alternatives to provide community and/or housing options for other groups that provide the best option for the Council both in terms of service delivery and cost-effectiveness, whilst giving a sustainable future for this listed building. The dance hall can, as a default, be converted to provide a community space to be run through the campus where complementary community services can be delivered, encompassing training provision.

Current Position

20. Officers and the design team have been working over the past year to deliver the Melksham Community Campus project within the available budget. The scope has been revised to a minimum level that would be acceptable to Sport England who continue to be committed to grant funding a contribution of £1.600m to the project.
21. Prior to submission of the planning application, comments from the public engagement sessions necessitated the inclusion of spectator seating to the swimming pool and modifications to the upstairs area which increased the programme costs.
22. The complexities associated with the site present challenges that add to the financial position. The Melksham House site has significant heritage value and as such renovations are required to the whole site including to the pond and walls surrounding the site. Other inherent costs associated with the scale and nature of the site mean there are large value items that cannot be omitted from scope e.g. construction of a new access road, car parking and footpaths. The estimated build cost, for site works (build only) is £1.822m.
23. Feedback from the first phase of planning consultation has required the design team to make several further modifications that support compliance with planning legislation and policy. In addition, delays to delivering the campus have increased the final overall cost of the project.
24. In developing proposals for Melksham House, the need for specialised accommodation to meet the requirements of the local population will be examined, to provide the best and most cost-effective outcomes.
25. Early designs show that Melksham House could provide:

- Residential care facilities to support children and young people aged 10–18 years – Conversion of the main house
- Community Resource Centre – Refurbishment and use of dance hall to the rear.
- 16 Supported Living units– New build on land to rear of listed building

26. Initial indicative costings for these uses are £7.000 m. There is an existing capital allocation for Melksham House of £2.000 m and a potential need, therefore, for a further capital requirement of £5.000 m.

27. The proposals are at a very early stage and, it is proposed that detailed feasibility work is undertaken, together with a programme of consultation that will allow the final form to be fixed, to provide a facility that complements existing and proposed uses on the wider site and is flexible for future service models. The detailed review will also explore opportunity to use grant funding or existing capital income to offset the capital cost of delivering the new service outcomes.

28. The development of detailed proposals will take place over the next three months with outcomes to be reported to January Cabinet.

Main Considerations for the Council

29. The campus project will not achieve planning without a viable solution being found for Melksham House. Cabinet approval for the proposals for Melksham House contained in this report will give stakeholders in the planning process assurance that the council will fulfil its duty to ensure the retention of Melksham House. It is likely that there will be pre-occupation planning conditions associated with the campus in relation to the redevelopment of Melksham House.

30. Following revisions to the campus scheme a further period of consultation took place. The planning application for Melksham Campus was considered at the Strategic Planning Committee on 13th November 2019. As identified at clause 29, a pre-occupation condition was put in place for the site the facility, linked to a viable and planning approved option for Melksham House being achieved along with a timeline for delivery

31. In addition to meet the associated timeline and as additional capital funding is required to deliver both the campus and the conversion to Melksham House/ construction of new buildings, Full Council approval for the Campus element is required in November 2019.

32. This will enable the community campus to be progressed without any further delays to the agreed programme. Full Council does not meet again until February 2020. Melksham Community Campus is already behind schedule and further delays, or non-delivery of the campus is a significant political and reputational risk for the council.

33. Without additional funds neither project will be viable. If the campus is not delivered any spent capital becomes a revenue liability for the council.

34. Melksham already has a reduced leisure offer through the closure of Christie Miller Sports Centre in October 2018; spend at Melksham Blue Pool has been reactive only, on the basis that the site will close when the Campus opens.
35. The successful establishment of the proposed facilities at Melksham House can be used as a model for similar developments in other parts of the County; to deliver further improvements to service provision and customer outcomes whilst achieving wider cost savings, to comply with the Council's statutory duties.
36. The detailed business case will establish the optimum solution for the ownership and operation of the properties.

Overview and Scrutiny Engagement

37. The proposals for Melksham House is at a very early stage and it is proposed that, as the final form of the development and detailed business case is developed, opportunities to engage will form an important part of the consultation process.
38. With reference to the campus, this is not a new proposal; refer to the December 2017 cabinet paper.

Safeguarding Implications

39. The campus programme is based in local communities and co-locates the provision of services that they need. The model for delivery includes volunteers, apprenticeships and work experience. The policy for ensuring appropriate checks will be adhered to and training on safeguarding will be implemented as part of the induction process for all staff and volunteers.
40. Safeguarding implications associated with the house will be examined as the feasibility studies are developed

Public Health Implications

41. The campus facilities ensure long-term access to improved and exemplary leisure facilities. These facilities provide opportunities for people to lead healthy active lives. Increasing physical activity can help improve the physical and mental health of the population, to reduce mortality and improve life expectancy.
42. Access to campuses is helping to increase the number of people meeting physical activity guidelines and reducing the proportion of 'inactive' adults, children and young people.
43. The community element of the campuses and hubs also provides the opportunity for individuals to become more active and involved in their communities.
44. The development of Melksham House has the potential to further add to Public Health outcomes.

Procurement Implications

45. The construction contract, for the campus cannot be procured without sufficient capital funds.

46. A procurement of the construction programmes will be undertaken in compliance with the relevant procurement regulations.
47. This report asks that delegated authority within the agreed financial envelope is granted to the Director of Communities and Neighbourhood Services, to sign the authorisations for the procurement of those services and resources required to deliver the campus programme.
48. Procurement considerations for Melksham House will be considered as the feasibility options are progressed.

Equalities Impact of the Proposal

49. Accessibility to the campus has been a key design consideration. The proposed scheme has been designed to be fully accessible, in compliance with current building regulations, relevant Sport England design guidance and Wiltshire Council requirements. An ongoing equalities assessment will be maintained for the campus.
50. At this stage it is not possible to assess the equalities impact of the Melksham House options, but it will be an important element within the scope of feasibility modelling.

Environmental and Climate Change Considerations

51. The campus has been designed to be as efficient as possible, encapsulating modern environmental standards as determined by building regulations and planning policy. This will reduce both operational costs and environmental impact.
52. The key examples of these are:
 - a. Use of a gas fired Combined Heat and Power (CHP) unit, high efficiency gas boilers and roof mounted ASHPs (Air Source Heat Pumps) to provide the continuous heating required by the swimming pool with low-carbon and high co-efficiency of performance cooling in specific temperature sensitive areas such as the fitness suite, studio and server room.
 - b. The renewable energy systems will be fully integrated with building energy systems via the building management systems (BMS), allowing close control of energy delivery where required.
 - c. A Transport Assessment and a Travel Plan have been undertaken for the campus. The development is in line with national and local transportation policies and is designed to be accessible by several sustainable modes and that the highway impact is negligible.
 - d. The site landscaping minimises the impact on existing trees and vegetation that are of value and contributes to the character of the site. Where vegetation is to be removed, a net gain will be provided through replacement planting.
 - e. The drainage system has been designed for all storms up to and including a 100-year event and with a 40% allowance for climate change.
53. Whilst the technical designs of the campus were established prior to the councils' overall objective of striving for, or achieving, carbon neutrality, as the designs

develop, additional opportunities will be looked at to further reduce the environmental impact of the building.

54. Whilst a scheme for Melksham House has not been finalised and therefore design work has not been undertaken, the broad costings included in this paper allow for a development to be designed to the modern environmental standards as described above for the campus. It also allows for additional environmental measures to be implemented e.g. further landscaping, Transport Assessment etc.
55. Accepting the measures outlined above, the developments are forecast to contribute at least 550 tonnes of carbon emissions per annum.
56. Opportunities for further improving the campus building beyond the current specification are relatively limited. However, additional other discrete measures could reduce those emissions by a further 5%. These measures would also reduce the operating costs with an average simple payback of less than five years. An indicative cost for the additional measures would be £150k.
57. The Melksham site and its immediate environs offers the opportunity to create a heat network which would deliver carbon reduction on a scale that would make the goal of carbon neutrality achievable. A heat network generates heat in a large, central facility and supplies that heat to multiple buildings. This has many advantages and by using renewable technologies to generate the heat it can decarbonise heating across a large number of buildings in a cost-effective way. The network could include the campus and Melksham House, but also a significant number of other local buildings such as the church, town council buildings (e.g. the Assembly Hall), the sports club houses and pavilions, and so on subject to individual business cases and agreements.
58. Reducing the carbon footprint in any such additional buildings would help to offset the remaining carbon footprint of the development with the aim of making the whole development carbon neutral over time, or even provide the conditions to exceed carbon neutrality. This would be a worthy achievement given the challenging constraints of the site.
59. The development of a heat network on this scale will require an individual business case and separate capital investment. The development of the business case can be funded from existing budgets and will be the subject of a subsequent report for consideration by Cabinet in early 2020.
60. The heat network project can progress independent of both the campus and Melksham House developments and will not affect the delivery programme for either.

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

61. The campus project has now been scoped to deliver a mix of facilities that represent community need, which are unlikely to be viable without additional funds.
62. Value Engineering exercises have been undertaken throughout the life of the project. Further value engineering exercises will be undertaken once the principle

contractor is appointed. It is not expected that any savings will negate the need for additional capital funding.

63. The scope has been reduced to ensure that the programme is only delivering facilities that the community needs. The 2016 Sport England Facilities Planning model was used to determine the scope for this scheme. A further reduction would undermine the ability to deliver the services the local community require.
64. Any further scope reduction would compromise the £1.600 m funding from Sport England.
65. Leisure provision in Melksham is already below the recommended level through the closure of Christie Miller Sports Centre in October 2018, and little investment has been put into Melksham Blue Pool on the basis that the site will close when the campus opens. Lack of investment in the new campus will require either the eventual closure of the Blue Pool, or a significant investment in this facility. In 2016 this was estimated to be £3.000m over 25 years with a further £1.000m investment required between 2016-18 (this has not occurred).
66. There is a significant reputational risk associated with not developing the Melksham House site. The site was acquired by the council for the provision of a community campus. The council has maintained and prepared the site for this development. The local community has been engaged and helped shape the development of the campus and it has been a standing agenda item at area board meetings. Non-delivery would undermine the relationship with the community.
67. If the programme is not delivered any spent capital becomes a revenue liability for the council. Current spend is £2.318m. This has been spent on design and consultation services, planning fees, site surveys, project costs, staff costs, enabling works and site maintenance.
68. If no redevelopment of Melksham House is undertaken, the opportunity to address the shortfall in a range of housing options for client groups with recognized needs will be missed, delayed or delivered through a less cost-effective model. Potential to maximize the outcomes for customers may be missed.
69. The opportunity to reduce the revenue costs of providing the associated services may be missed.
70. Planning permission for the Community Campus may be prejudiced or delayed, if no appropriate use is found for Melksham House. In this instance costs for delivering the campus will continue to escalate.

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

71. Scheme Overspend (relevant to both workstreams) – Mitigated by detailed construction cost analysis, de-risking of abnormal costs by early commissioning of relevant site surveys. Adequate provision for construction and inflation contingencies.

72. Savings/Income not realised at expected level – Mitigated by robust challenge of business case assumptions and tolerances. Appropriate allowance for variables such as voids and maintenance/replacement.
73. Partner/staffing difficulties in operation of facilities – Mitigated by developing a good understanding as part of the business case regarding availability of partners who may be commissioned to provide services and the availability of suitable local staff.
74. Grants not available – Mitigated by investigation of full range of grant opportunities, liaison with grantees and ensuring that the development of the facilities and business operations are suitable to meet funding requirements. Secure grant funding in advance of the commencement of works.
75. Planning not obtained – Mitigated by continued early engagement with planning officers and a full consultation with stakeholders to produce an acceptable scheme.
76. Redundancy of facilities – Mitigated by seeking to design the buildings in a way that will allow maximum flexibility of use both to meet the needs of the occupiers but also to react to changing expectations and models of care.

Financial Implications

77. Based on the latest programme cost analysis report, the Melksham campus programme is £3.000 million over budget. This includes £1.000 million of contingencies and £0.400 million inflation. This would increase the total Melksham Campus budget to £20.110 million.
78. The approved capital for the Campus programme included the costs of incorporating the GP surgery. As there is no confirmation that this will take place, and the fact that this would now be a stand-alone building, any capital has been incorporated into the campus budget.
79. The additional £3.000 million budget allocation has not been accounted for in the approved capital programme or medium-term financial plan. The capital financing budget requirement based on Medium Revenue Provision of 50 years and interest rate of 2.6% would be £0.138 million per annum. This would need to be incorporated into 2020/2021 budget setting and corresponding revenue savings identified.
80. In addition, the future revenue running costs of the campus are forecast to be £0.040 million over the available budget and is dependent on Leisure Service's generating Income of £1.062 million per year from the site. This would also need to be picked up as part of future budget setting process.
81. Initial Capital costings for a redevelopment of Melksham House for service needs have been estimated at £7.000 million. There is currently £2.000 million provision in the capital programme for Melksham House; this would reduce the new budget requirement to £5.000 million.
82. The business case, for Melksham House, is at an early stage and, as it develops, the figures will be refined, and the opportunities taken to firm up costs.

83. The level of savings and cost avoidance that can be derived will be informed by the model of provision and there are likely to be non-cashable benefits that will also be delivered. This report is not seeking capital budget approval at this stage but recognition that a business case, including a new capital budget request of circa £5.000 million, will come back to Cabinet in January with full details of costs (including capital financing costs) and savings/cost avoidance.

Legal Implications

84. The Council is required by statute to provide for the care needs of its residents within the county, particularly the more vulnerable residents. The proposals will assist in meeting these duties.
85. Consideration will be given to the model of ownership and provision that allows the Council to maximise grant and other capital funding opportunities, but this will need to be balanced by the need to ensure standards of provision are maintained and reactive to changing needs.
86. Legal advice will be sought and oversight provided, as required.

Workforce Implications

87. The operational model for the campus will be determined as part of the wider Leisure management review.
88. Workforce implications for the delivery of services from Melksham House will be developed as part of the project.

Options Considered

89. Continue with existing service models: The Council risks either failing in its duties to provide services of a suitable standard and/or the services will be at substantially higher costs to the authority and the outcomes of the individuals may be compromised.
90. Convert the whole of Melksham House to Community Use – the sustainability of this option is questionable, especially given the range of facilities that will be provided in the new community campus, against which it may have to compete. This option will commit the Council to a capital outlay, estimated in the region of £2.000 m, with questions over its need and ongoing management. It will not allow any service benefits to be delivered nor potential savings and income to be realised.
91. Dispose of the property – The alternative uses that have been modelled and subjected to some soft marketing, do not indicate that a ready market will exist for the property. This option would not allow the required service benefits to be delivered and potential savings and income to be realised. The future of the Grade II listed building would continue to be unknown for the short-term, which will delay the grant of planning for the community campus. Uses may be established in the building that conflict with other uses on site. It may remain vacant and in danger of deterioration.

92. Maintain the property as vacant. This option would not allow the required service benefits to be delivered and potential savings and income to be realised. The future of the Grade II listed building would continue to be unknown, which will inhibit the granting of planning for the community campus. Costs will continue to be incurred in holding the building and its condition is likely to deteriorate.

93. As outlined above, there are number of risks associated with not proceeding with the campus.

- a. Negative reputational impact.
- b. £2.318 m in aborted costs
- c. The future of the Melksham House site would need to be determined.
- d. Insufficient leisure provisions in the Melksham Community Area.
- e. Risks associated with continuing to operate Melksham Blue Pool.

Conclusions

94. In order to successfully deliver the Melksham Community Campus a further £3.000m in capital funding is required. A viable solution is also required that safeguards the future of Melksham House.

95. To address the requirement to bring forward a viable proposal for redevelopment of Melksham House a capital budget allocation of £7.000 m is estimated, of which £2.000 m is already approved in the Capital Programme. A business case will be developed to establish levels of financial benefit for the council of bringing Melksham House in to suitable service uses, taking into account all costs as well as improved facilities and outcomes for customers. This business case will be reported back to Cabinet in January before capital commitments are made.

96. Having taken all of the above into account, it is recommended that Council approve the aforementioned proposals.

Jess Gibbons (Director – Communities and Neighbourhoods)

Lucy Townsend (Director – Family and Children’s Services)

Emma Legg (Director - Adult Care Commissioning and Housing)

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Appendices

None

Background Papers

The following documents have been relied on in the preparation of this report:

- Dec 2017 Cabinet - Community Campus – Final Phase Update

Wiltshire Council

Council

26 November 2019

Subject: The Maltings

**Cabinet Member: Councillor Philip Whitehead, Leader of the Council and
Cabinet Member for Economic Development
Councillor Pauline Church, Cabinet Member for
Children, Education and Skills
Councillor Toby Sturgis, Cabinet Member for Spatial
Planning, Development Management and Investment**

Key Decision: Key

Executive Summary

The regeneration of the Maltings and Central Car Park site is a long-standing policy objective of the Council which is shared by the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).

It is a prime city centre but needs redevelopment to boost Salisbury's economy and respond to the economic shocks that have impacted on the city in recent years. This is recognised by SWLEP and Government, which has allocated £6.1 million Local Growth Funding towards the site's regeneration. The council's strategic planning committee has endorsed the Maltings Masterplan and granted permission for a first phase hotel, library and gym, whose delivery will unlock a second phase of development on Market Walk.

A report setting out a delivery plan for the initial phases of the Maltings was considered by the Cabinet at its meeting held on 8 October 2019, and its proposals approved. The minutes of this meeting are available [here](#).

Proposal(s)

That Full council approve the allocation of capital finance towards the acquisition of third-party land holdings and fund further development as detailed in the October report.

Reason for Proposal(s)

To ensure that regeneration of the Maltings and Central Car Park is delivered in line with the council's Business Plan and the Maltings Masterplan, generating positive outcomes for Salisbury's economy.

Alistair Cunningham OBE

Executive Director Growth, Investment and Place

26 November 2019

Subject: The Maltings

**Cabinet Member: Councillor Philip Whitehead, Leader of the Council and Cabinet Member for Economic Development
Councillor Pauline Church, Cabinet Member for Children, Education and Skills
Councillor Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Investment**

Key Decision: Key

Purpose of Report

1. To request that council approve the capital allocation to finance acquisition of third-party interests and development costs to enable the project to proceed.

Relevance to the Council's Business Plan

2. The Maltings project is an important regeneration project within the council's Business Plan, Growing the Economy.

Background

3. The regeneration of the Maltings and Central Car Park site is a long-standing policy objective of the Council. It is also a priority action for the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).
4. Most of the site is owned freehold by the Council including the land on which the Maltings shopping centre sits. The shopping centre itself is owned part freehold and part leasehold (with the Council holding the freehold) by Nuveen, which purchased it in November 2014. Nuveen's interest also includes the ground floor retail units on Market Walk, which it acquired later. The Council had itself sought to purchase the shopping centre when it came on the market in 2014, with Cabinet giving approval for an offer to be made. However, the offer that the Council's advisers recommended it could support fell below the successful bid to acquire the interest at that time.
5. The Council has in the past sought to develop its plans alongside private sector partners. Initially Stanhope plc was selected by a two stage OJEU process to deliver a comprehensive regeneration of the site, however several factors including deteriorating market conditions and viability issues linked to abnormal ground conditions prevented this scheme from proceeding. More recently the Council has been working with Nuveen to deliver a phased regeneration scheme in the site, but progress has been hindered by changes

in market conditions and the impact of the unprecedented events of 2018 that had a direct and significant impact upon the Maltings shopping centre.

Main Considerations for the Council

The Maltings – Rationale for Intervention

6. The Maltings and Central Car Park is identified as an important town centre regeneration opportunity in Salisbury in the council's Business Plan. It is a prime city centre location, but it feels cut off from the core of the city and has significant redevelopment potential to improve visitors' experience. The Maltings offers the possibility of delivering a step change in Salisbury's profile, environment and economic performance. This can be done by redeveloping the area, opening up Market Walk to create a strong link between the Maltings and the Market Place, and delivering a high-quality landscape setting by enhancing the River Avon and Millstream edges. Proposals also include the establishment of a cultural hub including improvements around the City Hall and Playhouse area.
7. The area around the Maltings, Central Car Park and Library is allocated in the Wiltshire Core Strategy for a retail-led mixed-use development to enhanced Salisbury city centre's position as a sub-regional shopping and cultural centre (Core Policy 21).
8. The Swindon and Wiltshire Local Enterprise Partnership's (SW LEP) Strategic Economic Plan identifies the regeneration of Salisbury city centre as a focus in its strategy for the southern corridor of the LEP area (the 'A303 Growth Zone'). It has as a priority action to deliver the master plans for regeneration of Salisbury (amongst other key settlements) to deliver a strong economic, cultural, leisure and visitor offer.
9. In view of this and acknowledging the need for public investment alongside private to enable phases, Government awarded as part of its third Growth Deal with SW LEP a Local Growth Fund Award of £6.1 million towards the redevelopment of the Central Car Park and Maltings area of Salisbury. As with all Growth Deal 3 projects, Local Growth Funding should be spent by March 2021.
10. Shocks to Salisbury's economy in recent years have made more acute the need for redevelopment of the Maltings and Central Car Park to safeguard and promote Salisbury's future prosperity and growth. The nerve agent incidents of 2018 have had a significant and enduring negative impact on how the city is perceived by potential visitors. As a heritage city the effect of this has been particularly felt by its businesses which depend on tourism and day visitor spend. Prior to this, Aviva's takeover of Friends Life in 2015 and its closure of its Salisbury offices following this deal led to the loss of around 450 jobs from the city centre. This has had a significant impact on the town centre's customer base. In combination with changing economic conditions affecting retail and town centres, particularly the increasing level of consumer shopping online. Salisbury as with many town centres faces significant challenges and there is a need to respond to these positively and improve the visitor experience to maintain its vitality.

Planning

11. Wiltshire Council Strategic Planning Committee endorsed the Master Plan for the Maltings and Central Car Park as a material planning consideration for the purposes of development management on 19 June 2019. The Masterplan sets out a flexible strategy for a new development including its general layout, scale and other aspects that will need consideration. The framework is deliberately non-prescriptive of the potential quantum of any given use or indeed its location. This is to reflect the fluid nature of the economy and uncertainty being faced by investors and traditional city centre uses. It identifies design principles and four main character areas:

- a. Character Area 1 – Market Walk and the Maltings
- b. Character Area 2 – Cultural Quarter
- c. Character Area 3 – Commercial and Residential Core
- d. Character Area 4 – Riverside and Coach Park Welcome

The Master Plan was publicly consulted on in April and May 2019.

12. Planning for a first phase of redevelopment, comprising the demolition of the former British Heart Foundation unit on Fisherton Street and construction of a new building for a library, gym and hotel, was first submitted to Wiltshire Council by Nuveen's agents in December 2018. The application was recommended for planning permission to be granted but was refused on design grounds by the Strategic Planning Committee on 19 June 2019. Nuveen's architects made amendments to the design of the new building in response to the committee's concerns and these were resubmitted for consideration by the Strategic Planning Committee on 11 September 2019, which granted the revised submission planning permission.

13. Plans are being developed for the second phase of development which will form a high-quality arcade linking the Market Place and the Cultural Quarter by redeveloping the existing library building and the Market Walk.

Rationale for acquisition of third-party interest and progressing development

14. To summarise the current position:

- a. The need to redevelop the Maltings and Central Car Park, identified for a considerable number of years, is now more acute than before to respond to changes in retail and town centre economies generally as well as shocks to the Salisbury economy in recent years. £6 million Local Growth Funding, with a spending deadline of March 2021, is allocated towards delivery of this.
- b. Planning permission is now secured to deliver a first phase scheme comprising a new hotel and space for a library and gym on the site, following a unanimous decision by the Strategic Planning Committee.
- c. The Master Plan for the overall site has been endorsed by Strategic Planning Committee and will be a material planning consideration in decisions making for further phases of redevelopment of the site.

15. The purpose of this report is to seek Council's agreement to allocate capital finance towards the acquisition of third-party land holdings and fund further development.

Overview and Scrutiny Engagement

16. The Maltings scheme was presented as part of the whole Salisbury / south Wiltshire recovery programme to Environment Select Committee on 8 January 2019, and an update is due on 5 November 2019.

Safeguarding Implications

17. There are no safeguarding implications relating to this report's proposals as they concern solely the acquisition / redevelopment of commercial land assets.

Public Health Implications

18. There are no direct Public Health implications relating to this report's proposals as they concern solely the acquisition / redevelopment of commercial land assets. The proposals will enable the council to deliver positive environmental and economic outcomes which will have a positive impact on Public Health.

Procurement Implications

19. Procurement implications are dependent on the structuring of the project which concerns the financial and business affairs of the parties concerned (including Wiltshire Council), which is exempt information under schedule 12A of the Local Government Act 1972 as amended.

Equalities Impact of the Proposal

20. There is no direct Equalities Impact relating to this report's proposals as they concern solely the acquisition / redevelopment of commercial land assets. The development will be subject to equalities assessment throughout its life to ensure any equalities impacts are minimised.

Environmental and Climate Change Considerations

21. There are no direct Environmental / Climate Change considerations relating to this report's proposals as they concern solely the acquisition / redevelopment of commercial land assets.

22. Statutory bodies including the Environment Agency, Natural England and Historic England have been consulted on the Maltings Masterplan and first phase application. Consultation with environmental bodies will continue to take place on planning matters in any subsequent planning applications.

23. Discussions with the Environment Agency and other relevant agencies are also taking place in terms of mitigating flood risk both at the Maltings and the wider city to safeguard future development proposals.

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

24. If the proposed decision and related work is not taken, there is a risk that regeneration of the Maltings fails to happen, and the Local Growth Funding for the scheme lost.

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

25. As with any allocation of funding towards commercial investment, there is a risk that the value of that investment may decline. The council has a strategy to mitigate this risk.

Financial Implications

26. The overall capital requirement, revenue cost of capital for that budget, and a prudent assessment of potential income streams were assessed in the October report to cabinet and it was demonstrated that, allowing for voids and associated costs, that the income generated can cover all costs including finance, further development and tax.

27. Cabinet considered the overall financial envelop required to enable the acquisition of third-party interests and deliver the proposals at its meeting on the 8th October. That information was contained in the exempt part of the agenda due to its commercial nature. Council is being asked to increase the capital programme in year by the amount agreed by Cabinet. The detailed elements of the increased funding envelop as agreed by Cabinet can be provided to members upon request. If members wish to discuss the detail of the funding request it is recommended that it should take place after excluding the public from the meeting due to the commercially sensitive nature of the information which if released could prejudice the Council's negotiations to conclude the acquisitions in question.

28. The amount sought for capital financial allocation equates to the overall requirement reported to cabinet in confidential session. The detailed financial analysis is based on

- the value of the assets to be acquired, as set out in the RICS Red Book valuation report issued by the council's professional advisors
- the allocation of £6.1 million LGF grant
- cost estimates for further development works which may be required to bring the scheme to fruition
- the total revenue cost of capital based on a 50-year annuity loan at 2.6%
- relevant tax implications
- a prudent assessment of potential income streams

29. It is acknowledged that the proposed purchase and development would not be undertaken on a commercial basis but for regeneration and revitalisation purposes under the council's Capital Strategy. The capital allocation sought is therefore a fixed sum, based on prudential calculations as set out above which demonstrate affordability after careful risk assessment as a long-term investment.

30. The sum sought and the evaluation of the assets to be acquired and further development costs concern the financial and business affairs of the parties concerned (including Wiltshire Council), which are exempt information under schedule 12A of the Local Government Act 1972 as amended. The sum is fixed, based on the considerations that have been undertaken above and reported to cabinet in confidential session in October. These have not been varied since that time and if any variation were sought this would be subject to further approval from the council to revise the project's financial scope.

Legal Implications

31. Wiltshire Council's Legal Services have been engaged in the development of this proposal. The decision being sought is in line with the Council's constitution and policy framework, including its Business Plan, the Maltings Master Plan, Approach to Disposal of Assets and Property Acquisitions, and Capital Investment Strategy.

32. The Council has the legislative authority to make acquisitions, under its general power of competence, and legal due diligence will be undertaken on all proposed acquisitions to ensure that no onerous conditions or obligations are taken on.

Workforce Implications

33. There are no workforce implications relating to the proposed decision.

Options Considered

34. Do nothing. Without the council's intervention the regeneration of the Maltings will not proceed, and the risks outlined in paragraph 25 will be realised.

Conclusions

35. In line with the council's Business Plan priority to regenerate the Maltings, and having considered the options available, council is recommended to approve a capital allocation to finance acquisitions of third-party interests to enable the project to proceed.

Simon Hendey (Director - Housing and Commercial)

Report Author: Scott Anderson, Richard Walters, Senior Development Officer, Head of Service - Major Projects, scott.anderson@wiltshire.gov.uk, richard.walters@wiltshire.gov.uk, Tel: 01722 434689,

25 September 2019

Appendices

None

Background Papers

Maltings Masterplan

Maltings Phase 1 Planning Application

SWLEP board agreement to repurpose Local Growth Funding allocation for the Maltings

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Wiltshire Council

Full Council

26 November 2019

Subject: Homeless Strategy – 2019 - 2024

Cabinet Member: Cllr Richard Clewer – Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment

Key Decision: Key

Executive Summary

The Homelessness Act 2002 places a statutory obligation on local authorities to undertake a review of homelessness in their area and develop and publish a homeless strategy to help prevent homelessness, based on the findings of the review. This strategy has been informed by Wiltshire Council's Homelessness Review 2018 and Homeless Health Needs Assessment.

This will be Wiltshire Council's first Homeless Strategy since the introduction of the Homeless Reduction Act 2017 and will take into account new duties placed on the Council which represents the biggest changes in the homeless legislation in 20 years.

The effectiveness of the Act, which has an emphasis on the prevention of homelessness, is twinned with the effectiveness of partnership work with the statutory, voluntary and third sector agencies, therefore consulting with these agencies during the development of the strategy was essential.

The strategy sets out how Wiltshire Council and its partners will address the challenges identified through preventing homelessness and assisting homeless households to find affordable and sustainable housing solutions which will be delivered through five key priorities, which are:

1. To reduce rough sleeping
2. To identify and prevent homelessness at the earliest possible stage
3. To ensure services are designed to prevent homelessness and support those who are homeless
4. To ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home
5. To maintain effective strategic direction and partnership working

The report was considered by the Cabinet at its meeting held on 8 October 2019. The minutes of this meeting are available [here](#).

Proposal(s)

That Full Council approve the homeless strategy 2019 – 2024 and agrees the implementation of the homeless strategy action plan.

Reason for Proposal(s)

It is a legal requirement imposed upon all local authorities by the Homelessness Act 2002 that a homeless strategy is produced. It also encourages the continued partnership working with other statutory bodies and voluntary sectors whose work helps prevent homelessness or meet the needs of people who have experienced homelessness.

Alistair Cunningham OBE**Executive Director, Growth, Investment and Place**

Wiltshire Council

Full Council

26 November 2019

Subject: Homeless Strategy

Cabinet Member: Cllr Richard Clewer – Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment

Key Decision: Key

Purpose of Report

1. To seek Council's approval of the Homeless Strategy and its action plan.

Relevance to the Council's Business Plan

2. Wiltshire Councils business plan has a vision to create strong communities in Wiltshire and to help achieve this the strategic vision of the homeless strategy is "Wiltshire is a place where we all work together to strengthen our communities, to prevent and relieve homelessness and rough sleeping."

Background

3. The Homelessness Act 2002 places a statutory obligation on local authorities to undertake a review of homelessness in their area and develop and publish a homeless strategy to help prevent homelessness, based on the findings of the review. This strategy has been informed by Wiltshire Council's Homelessness Review 2018 and Homeless Health Needs Assessment.
4. The homeless strategy creates a shared vision for homelessness in Wiltshire with an emphasis on partnership working to deliver the identified priorities. It is a working document, setting out challenging objectives to deliver innovative solutions to tackling homelessness and building on existing successes to prevent homelessness in Wiltshire.
5. Our agreed strategic vision for homelessness is:

'Wiltshire is a place where we all work together to strengthen our communities, to prevent and relieve homelessness and rough sleeping'.
6. To help deliver this vision the strategy sets out how we and our partners will address the challenges identified through preventing homelessness and assisting homeless households to find affordable and sustainable housing solutions. In order to achieve this vision the strategy will be delivered through five priorities:

1. To reduce rough sleeping

2. To identify and prevent homelessness at the earliest possible stage
 3. To ensure services are designed to prevent homelessness and support those who are homeless
 4. To ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home
 5. To maintain effective strategic direction and partnership working
7. Each priority is supported by actions to enable the priorities to be achieved. Monitoring this action plan regularly will make it easier to update, in light of potential change in national, regional and local policy and means we will be able to respond appropriately. We will review these actions through a multi-agency forum who will take joint responsibility for the success of the strategy

Consultation

8. A joint homeless and health needs assessment project board was set up which included directors from both housing and public health, cabinet members from both areas, the housing portfolio holder and a member representative from the ESC. The board has monitored progress and development of the data review, the homeless strategy and health needs assessment and helped to provide strategic direction.
9. Jointly with public health we held two informal consultation sessions in December 2018 to help develop the homeless health needs assessment, explore current trends of homelessness and identify gaps in provisions. These sessions were attended by partner agencies from both housing and health, we also attended various strategic groups to discuss the strategy development, including the Public Services Board, Health and Wellbeing Board, Environment Select Committee and all Housing Partnership Boards. Included as an appendix to this report is the information and responses to this informal consultation.
10. A formal consultation was launched in April 2019 for a three month period and ended in June 2019, see Appendix 5. A total of 112 responses were received ranging from individual residents to partner organisations. The strategic vision, aims and priorities were all agreed and feedback was provided for each area. All feedback was considered and a full response to the comments is included as Appendix 6 to this report

Main Considerations for the Council

11. The homeless strategy sets out how the Council and its partners will work together over the next 5 years to ensure that the needs and gaps in the provision of help for homeless people are addressed and actions within the action plan are achieved
12. The homeless strategy action plan sets out 5 strategic priorities and a number of actions under each of those priorities have been set. The success of the action plan relies upon the continued multi agency working and the emphasis on the prevention of homelessness. The action plan will be reviewed on an annual basis by the homeless strategy forum that will be established with partner organisations.

13. It is a statutory requirement for all local authorities to produce and publish a homeless strategy. The strategy will ensure that the work to prevent and reduce homelessness is sustained and better coordinate the work of the Council and partner organisations in Wiltshire.

Overview and Scrutiny Engagement

14. Overview and Scrutiny were fully consulted throughout the development of this strategy through their dedicated task and finish group which was established in November 2018 to help add value to the development and shaping of the strategy. A separate report is included, see Appendix 8, however all recommendations from the report have been accepted and will be included within the strategy and action plan.

Safeguarding Implications

15. Adopting the homeless strategy would have no safeguarding implications

Public Health Implications

16. The links between homelessness and, are well documented. Evidence shows that access to good stable accommodation has positive long-term benefits on the health and wellbeing of our population. The homeless strategy was developed alongside the development of a homeless health needs assessment which was led by public health. The recommendations from this needs assessment were considered when finalising the homeless strategy action plan to ensure all appropriate actions were included.

Procurement Implications

17. Adopting the homeless strategy will have no direct procurement implications, however if a further round of grant funding is announced and supports the commissioning of services, we will work with procurement to develop the bid and associate procurement plan which will be undertaken in line with the council's procurement rules

Equalities Impact of the Proposal

18. An equality impact assessment for this strategy can be viewed in Appendix 7 and was updated throughout the development and review of the strategy to ensure compliance with our public sector equality duty. The EIA identified that certain groups are more likely to be affected by the strategy as they are more likely to present themselves to the council as homeless, these groups are:

- Those aged between 25 and 44
- Females expecting a child or who have dependent children or pregnant women
- Low income households
- Those with a physical or mental disability

19. The strategy's focus on preventing homelessness will therefore benefit these groups. Although the strategy recognises that any households can become at risk of homelessness, those most vulnerable include a high proportion of households without social / family networks that can support them and are most likely to be from deprived areas and on low or welfare based incomes. The strategy is specific in seeking to tackle exclusions, improve accessibility and assessment and enable individuals to achieve sustained outcomes that include improved health, wellbeing and choices.
20. The proposed priorities and actions identified within the strategy are designed to address the needs of those who are disadvantaged, and a number of the equality groups within the EIA are positively targeted with actions designed to support and help them to maintain a home. The emphasis is on providing an accessible service and effective pathways to ensure sufficient advice and support is in place to make sure that once accommodation is found it is maintained.

Environmental and Climate Change Considerations

21. Adopting the homeless strategy would have no environmental or climate change implications

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

22. Under the Homelessness Act 2002, all housing authorities must have in place a homeless strategy based on a review of homelessness within its area. Failure to produce an up to date strategy will open us up to legal challenge. It will also result in the Council not having an up to date strategy for addressing the needs and gaps in provision of help for homeless people.

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

23. The actions and priorities contained within the strategy action plan can be achieved within existing budgets, however some actions are to consider longer term funding opportunities to enable current services to continue and if current funding is not extended or new funding opportunities provided then some services and accommodation will cease.
24. All of the rough sleeping staffing and accommodation provision we currently have is funded through a 2 year RSI funding grant from central government which ends on 1 April 2020, we have identified actions to look at ways to continue these services
25. Our current housing options staffing structure is funded 'in part' using the government's three year FHSG funding, which equates to £310,000pa. This was awarded to allow Local Authorities to prepare and create structures to respond to the Homeless Reduction Act which focuses on prevention of homelessness. We await to hear how this funding may or may not continue but if funding ceases we will be required to review staffing in line with revised budgets

26. Recommending to adopt this Strategy has no identified risks that would need to be mitigated or managed but areas of concern include the discontinuing of both the RSI funding and FHSG funding from central government

Financial Implications

27. Adopting the homeless strategy and delivering the five priorities can be delivered within the existing and approved Housing revenue general budget and awarded grants.

Legal Implications

28. Under the Homeless Act 2002, all local authorities must have in place a homelessness strategy based on a review of homelessness within its area. Failure to produce an up to date strategy will open us to legal challenge.
29. The legal context for development of this strategy is set out in detail in appendix two. The proposed strategy is consistent with the Statutory guidance put out by the Ministry of Housing, Communities and Local Government in February 2018 and the Homeless Reduction Act 2017.

Conclusions

30. It is requested that Full Council approve the homeless strategy and action plan.

Simon Hendey (Director - Housing and Commercial)

Report Author: Nicole Smith, Head of Housing Operations,
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26 September 2019

Appendices

Appendix 1 Homeless Strategy
Appendix 2 Homeless Data Review 2018
Appendix 3 National, Regional, Local context
Appendix 4 Initial informal consultation
Appendix 5 Formal consultation results
Appendix 6 Formal consultation results with comments
Appendix 7 Homeless Strategy EIA

Background Papers

None

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Homeless Strategy 2019-2024

Foreword

I am pleased to introduce Wiltshire Council's 5 year Homeless Strategy. The Council aims to work with those who are threatened with homelessness or who are homeless to help them secure and keep a home. This will require creativity, a wide range of services and effective, strong partnership working.

Due to being a large rural County we often find that there is not the right type and size and affordable housing in the right area to meet the needs of homeless families. The private rented sector has an important part to play in offering solutions to homelessness. We will continue to secure more affordable, decent homes and ensuring that the people moving into them have the resources and support to keep their home.

Homelessness can often be the symptom of a complex interaction between a person's specific, history and current situation and a range of structural and social factors that are often beyond their control. If we are to successfully help people avoid homelessness, we need to find new ways of addressing these root causes; poverty and disadvantage, unemployment, poor health, wellbeing and other barriers to securing a home.

We will build on existing services and continue to improve service delivery, forging new relationships with our partners and encouraging all to identify people who may be at risk of homelessness at the earliest opportunity. I would like to thank the many different organisations who have worked with us to develop this shared understanding of the issues we face, the role they can play in tackling homelessness and what our priorities and objectives should be for the future.



Councillor **Richard Clewer**, Chairman of the Housing Board and Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism

Introduction

The Homeless Act 2002 places a statutory obligation on local authorities to undertake a review of homelessness in their area and develop and publish a strategy to prevent homelessness, based on the findings of the review

This is Wiltshire Council's first Homeless Strategy since the introduction of the Homelessness Reduction Act 2017 and takes into account new duties placed on Local Authorities. These new duties represent the biggest changes to homeless legislation in 20 years. The Act, requires a renewed focus on the prevention of homelessness, and effective partnership work with statutory, voluntary and third sector agencies. This ensures households' needs are met and that they are assisted and supported as they engage and work through their personalised plans.

This strategy has been informed by Wiltshire Council's Homelessness Review 2018 and Homeless Health Needs Assessment

This strategy is introduced into a context of unprecedented change, including the recent introduction of the Homelessness Reduction Act, public services facing significant financial challenges and social and housing welfare reforms including the introduction of Universal Credit and the freeze of work age benefits

The Ministry of Housing, Communities and Local Government formally, the Department for Communities and Local Government Association (DCLG) launched an investigation to examine the root causes behind homelessness, following reports suggesting homelessness was on the rise. In 2016, DCLG produced a report, identifying how roots into homelessness are complex, often associated with numerous factors including the economy, the housing market, as well as personal factors linked to the individual or the family.

The wider determinants associated homelessness such as social displacement, exclusion, criminality and the risk of exploitation offer further understanding of the 'push-pull' factors linked to homelessness. Homeless people are often living with a multitude of issues, which are both 'causes' and an 'effect' of the position that they find themselves in. The report notes that the impact of homelessness has a much wider impact than just housing as many health inequalities can be attributed to those people who have experienced or are homeless.

National context:-

- they are 3.2 times more likely to be admitted to hospitalⁱ
- 41% of homeless people report long term physical ill health compared to 28% of the general populationⁱⁱ
- life expectancy for those living on the streets is significantly lower than the general population, 47 years for men and lower for women.ⁱⁱⁱ
- 40% with mental ill health & substance misuse^{iv}

The financial cost associated with homelessness is substantial and is estimated to cost nationally around £ 1 billion a year, which is an average cost annually for each homeless person to the public purse of £26,000. It is therefore essential that we all work together to reduce homelessness as in Wiltshire it was estimated by the national audit office that the cost of homelessness is an estimated £6.5 million and this was a likely under-estimate due to hidden homelessness so it is important that we do all we can to address the causes and prevent homelessness

Defining Homelessness

The term homelessness is often considered to apply to those people 'sleeping rough'. Crisis defines Homelessness as follows:-

"Homelessness is about more than rooflessness. A home is not just a physical space, it also has a legal and social dimension. A home provides roots, identity, a sense of belonging and a place of emotional wellbeing. Homelessness is about the loss of all these. It is an isolating and destructive experience and homeless people are some of the most vulnerable and socially excluded in our society."

People become homeless for lots of different reasons. There are social causes of homelessness, such as lack of affordable housing, poverty, unemployment and life events that cause individuals to become homeless. For many, life events like a relationship breaking down, losing a job, mental or physical health problems, or substance misuse, can be the trigger. Being homeless can in turn make many of these problems even harder to resolve

In Wiltshire and nationally the main causes of homelessness are:

- Termination of Assured Shorthold tenancies
- Asked to leave by family and friends
- Relationship breakdown

Homelessness includes:

Statutory and threatened with Homeless: If an individual or household is accepted by a local authority as meeting the criteria set out in the Housing Act 1996 we would have a duty to provide suitable accommodation. Being threatened with homelessness applies to those who are at risk of losing their home within 56 days.

Hidden homelessness: These are individuals or households who do not have access to suitable housing, but who may be staying with friends or family and are often not known to services. This can also include those who have no recourse to public funds

Rough Sleeping: Rough sleeping are those who sleep or live on the streets and is the most visible form of homelessness. Many people who sleep rough will suffer from multiple health conditions, such as mental health problems and substance misuse and they are also in greater danger of violence than the general population

Local context

In Wiltshire we have a significant number of households who remain at risk of becoming homeless. As well as the traditional drivers of homelessness, the on-going impact of Welfare Reform, particularly the restriction in financial support for housing costs, has affected the ability of low income families to maintain their tenancies or source alternative accommodation within the County.

- Termination of private rented accommodation was the most common cause of homelessness in both Wiltshire (31%) and England (27%) (% of total accepted homeless cases)
- 77% of households in 2018 were in priority need due to having dependent children or expecting a child.
- 16% were accepted as homeless due to physical or mental health difficulties

- A decline in the number of families in temporary accommodation from 200 households in 2015 to 189 in 2018
- Homeless prevention and relief cases have increased in Wiltshire by 14% since 2014, when nationally they have noted a decline of 6%, which has led to a 45% reduction in homeless applications across the same period.
- 42% of social lettings were made to homeless applicants
- Our social housing sector is larger than many others in the south west at 14%
- 284 supported housing bed spaces were re commissioned during 2018
- Following implementation of our Rough Sleepers initiatives rough sleeping has reduced from 42 to 22 in 2018.
- We have a small private rented sector and rents are amongst the highest in the region. Local Housing Allowance levels (2 bed in Salisbury £623) are much lower than the median rent (£725) which makes finding affordable private rented accommodation difficult
- Our owner-occupied sector is larger than average and house prices are high. Average house price in Wiltshire in June 17 was £277,813.

Wiltshire's Strategic Vision

Wiltshire is a place where we all work together to strengthen our communities, to prevent and relieve homelessness and rough sleeping

Our Aims:

Homelessness: Working together to help prevent homelessness and where homelessness cannot be avoided help people secure and keep a suitable home

Rough Sleeping: Working together to help reduce the number of people who are rough sleeping

This strategy sets out how Wiltshire Council and our partners will address the challenges identified through preventing homelessness and assisting homeless households to find affordable and sustainable housing solutions

In order to achieve these aims the strategy will be delivered through five priorities

1. To reduce rough sleeping
2. To identify and prevent homelessness at the earliest possible stage
3. To ensure services are designed to prevent homelessness and support those who are homeless.
4. To ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home.
5. To maintain effective strategic direction and partnership working

Each priority is supported by actions to enable the priorities to be achieved. Monitoring this action plan regularly will make it easier to update, in the light of potential changes in national, regional and local policy and means we will be able to respond appropriately. We will review these actions through a multi-agency forum who will take joint responsibility for the success of this strategy.

Priority 1 To reduce rough sleeping					
Headline Indicator: Number of people rough sleeping					
Action	Outcome	Responsibility	Update	Timescale	
1 Promote street link to help identify those rough sleeping, including a digital video campaign www.streetlink.org.uk	Rough sleepers identified in real time and engaged with more quickly. Community made aware of services available to rough sleepers	Rough Sleeping Team Leader & (Public Protection)		On-going Nov 19	Started
2 Increase street outreach and develop a resettlement support service to provide on-going support to the most vulnerable	People get help quicker, before their problems escalate and creates an early warning service for those experiencing difficulties. Everyone will have a clear personal housing plan	Homeless Prevention and Advice Manager		Dec 19	Started
3 Work with our partners to increase access to health services and support rough sleepers to access those health services including GP referrals for mental health support. Potential creation of health drop in services. Ensuring that all rough sleepers will have the opportunity to access to health services	All rough sleepers will be provided with access to health care which will reduce the health risks of rough sleepers and improve health and well-being leading to increased resilience and ability to recover from rough sleeping	Public Health Consultant	Potential GP Salisbury, is exploring opportunities to join up health-related support/advice to this community and will meet with the RS operational group.	Dec 2020	Started
4 Develop appropriate person-centred support to address substance misuse as well as public health initiatives -e.g. smoking cessation, diet, exercise screening vaccinations etc	People are empowered to build their self-sufficiency and reduce their reliance on services Rough sleepers take up appropriate support packages to help improve their health	Public Health Consultant		Dec 2020	Started

5 Develop a co-ordinated approach to tackling street Anti Social Behaviour activity associated with rough sleeping, such as begging, street drinking and drug taking, supporting as required but as a last resort taking enforcement action against individuals or groups who persist in such behaviour.	Well co-ordinated interventions minimise the risk that a vulnerable person may disengage from existing support, as a result of enforcement action Reduction in concentrated anti-social behaviour on the streets which is often wrongly associated with rough sleeping	Public Health Director, Housing Director and Wiltshire Police		Dec 2020	Started
6 Produce wallet sized information leaflet for community and agencies giving advice on what to do if they meet rough sleepers	Agencies have better knowledge of what services are available and how to access them	Rough Sleeping Partnership		Nov 2019	Started
7 Produce wallet sized information leaflet for rough sleepers on services available to them	Rough sleepers will have information on services and support directly available	Rough Sleeping Partnership	Information is currently being pulled together to assist with the development of this leaflet	Nov 2019	Started
8 Asset mapping to better understand community resources and build relationships	All those working together to prevent and address homelessness better able to coordinate activity and avoid duplication	Service Development and Strategy Manager	Information starting to be collected.	April 2020	Work not yet commenced
9 Explore the potential to develop a Housing first model	Accommodation will be available in advance of support packages to enable support to be more effective	Director of Housing / Head of Operational Housing		April 2020	Work not yet commenced
10 Review long term funding model for services currently utilising RSI funding	High priority services for rough sleeping to continue	Head of Operational Housing		April 2020	Work not yet commenced

11 Develop an accommodation pathway for rough sleepers based on move on provision or shared accommodation across the county.	To provide an increase in accommodation options for rough sleepers to help them regain their independence and a suitable home.	Homeless Prevention and Advice Manager		Dec 2020	Started
12 To work with our supported housing providers on issues such as removing barriers to housing, such as debt, lack of engagement & tenancy management as well as being tenancy ready	Rough sleepers are able to move into their own home and be able to manage their home long term, ensuring a robust process to remove barriers for re housing and create positive move on plans	Rough Sleeping Team Leader		June 2020	Started
13 Increase our help and support to help known prolific rough sleepers off the streets by tailoring our approach and fully engaging to make available the support they need. For those who do not want to accept our help we will work with the police and other agencies to manage these individuals.	Reduce rough sleeping and an improved offer for prolific rough sleepers Not accepting rough sleeping as a choice	Head of Operational Housing		Feb 2020	Started
14 Deliver Severe Weather Emergency Provision (SWEP) in line with MHCLG guidelines	Ensure rough sleepers have accommodation during extreme cold weather, and that nobody will sleep out rough during these periods	Homeless Prevention and Advice Manager		April 2020	Started
15 Organise and report quarterly counts of rough sleepers as well as the annual rough sleepers count	Improve intelligence on known rough sleepers	Homeless Prevention and Advice Manager		Nov 2019	Started

16 To produce annual communication to the public late Autumn to confirm what they can do to assist Rough Sleepers	Prevent excessive collection of bedding and other items. Create targeted requests for public support Engage and strengthen the support provided by communities in Wiltshire to help rough sleepers	Rough Sleeping Team Leader		Oct 2019	Started
17 To consider the long term use of The Haven (8 bed winter provision) and how this can be funded	Increase provision of move on or temporary accommodation, ensuing it is provided in the right localities in Wiltshire	Head of Operational Housing		May 2020	Started

Priority 2 To identify and prevent homelessness at the earliest possible stage					
Headline Indicator: Increase in homeless prevention and relief figures					
Action	Outcome	Responsibility	Update	Timescale	
1 Early identification of suitable private lets through improved workings with Local Landlords and letting agents	More private rented housing available to help people avoid homelessness	Accommodation Options Officer		Dec 2019	Started
2 Provide coordinated financial skills and financial advice and debt advice services, with a focus on up skilling single young people in budgeting and maximising income following sign up to a Wiltshire Council property	Young people taking a tenancy will have received advice on maximising their income and advice in managing their finances	Housing Income Manager		June 2020	Work not yet commenced

3 Promote affordable savings and low cost finance by promoting the credit union	Customers will be able to draw upon affordable loan arrangements to help at times of crisis or financial difficulty as well as people being encouraged to save to provide the up-front costs they face to avoid homelessness or have access to low cost finance	Housing Income Manager		June 2020	Work not yet commenced
4 Provide tailored support to prevent homelessness and sustain accommodation, including joint working with the Children Services FACT project and Council tax and benefit services to ensure services are designed around the needs of families	Multi agency pathway models will be established, so that those threatened with homelessness will receive a one council service to meet their needs	Homeless Prevention and Advice Manager/ Julian House / Director of Adult Care/ Director of Children Services		April 2020	Started
5 Review and improve our webpages to ensure effective on-line advice is provided	Create independence for applicants to try and resolve problems at an early opportunity by accessing help at the right time	Housing Options Team Leaders		Feb 2020	Started

Priority 3 To ensure services are designed to prevent homelessness or support those who are homeless					
Headline Indicator: Reduction in statutory homeless decisions and increase in preventions					
Action	Outcome	Responsibility	Update	Timescale	
1 Improve the identification of the needs of vulnerable people through a personalised multi agency approach, embedding homeless prevention into	Assessment of vulnerable adults would be improved, particularly those with complex needs. Creating a secure passage for homeless people following hospital or prison discharge	Head of Operational Housing		April 2021	Started

the work plans of social care, health, criminal justice and housing partners					
2 Research to better understand customer journey to inform service design	Services will be designed around customers' needs	Head of Operational Housing		April 2021	Work not yet commenced
3 Create new protocols with housing providers to ensure referrals are made at an early stage for those at risk of homelessness	Those threatened with homelessness are identified and helped at the earliest opportunity	Homeless Prevention and Advice Manager		April 2020	Work not yet commenced
4 Refresh hospital discharge procedures to ensure early identification of housing need upon admission	Nobody is made homeless when discharged from hospital	Homeless Prevention and Advice Manager / Housing Options Team Leader Head of Service – Hospitals ASC		May 2020	Work not yet commenced
5 Adopt a more collaborative approach to ensure agencies are able to provide effective information on prevention services and adhere to the new duty to refer those who may be at risk of homelessness	Early intervention and prevention of homelessness, to ensure that households threatened with homelessness are referred by agencies as soon as possible.	Housing Options Team Leader		Oct 2019	Started
6 Work closely with partners in the criminal justice sector through Multi	Those people who are supported by the criminal justice system are	Homeless Prevention and Advice Manager		April 2020	Started

agency risk assessment conference (MARAC), and Multi agency public protection arrangement (MAPPA), Through the Gate, 'Integrated Offender Management (IOM) and National Probation Service to provide appropriate support	adequately assessed and helped into an appropriate home	and Housing Options Team Leader			
7 To develop an on-line directory of services and easy to understand pathways to ensure all agencies that may come into contact with an individual who is at risk of homelessness are able to signpost confidently and effectively to prevent homelessness occurring	Homeless or those threatened with homeless are helped to find the most appropriate and best advice and support as soon as possible and receive consistent and constant support.	Homeless Prevention and Advice Manager		May 2020	Work not yet commenced
8 To deliver a multi agency approach to safeguarding vulnerable households who approach as homeless	Maintain and improve the safety of vulnerable clients	Housing Options Team Leader		April 2021	Started
9 To agree a referral process to Wiltshire' Fire Service for a safe and well check when any client is referred to temporary or supported accommodation	Improve customer safety	Homeless Prevention and Advice Manager / Wiltshire fire and Rescue		April 2020	Work not yet commenced

10 To introduce a form of mystery shopping to better understand the experiences of customers who approach for housing assistance	Improved learning and better understanding of customer experience and service quality improved	Homeless Prevention and Advice Manager		July 2020	Work not yet commenced
11.To seek a peer review of services and consider applying for NHAS gold standard	Delivery of best possible service for customer who are homeless or threatened with homelessness.	Homeless prevention and advice manager		March 2021	Work not yet commenced

Priority 4 To ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home					
Headline Indicator: Increase in affordable homes across Wiltshire					
Action	Outcome	Responsibility	Update	Timescale	
1 Increasing supply of sub market private rented housing via the Council's local housing company and local development company	More affordable private rented sector properties available for homeless households with better support arrangements for homeless	Director of Housing	LHC approved at cabinet Jan 19	April 2021	Started
2 Explore options with local lettings agency to advertise private rented sector property via Home4wilts	Cost effective solution for small landlords to let their properties through the Council	Homeless Prevention and Advice Manager / Homes4Wiltshire Manager		April 2021	Work not yet commenced
3 Maximise opportunities on the delivery of affordable housing through planning opportunities	Increase the number of new affordable homes delivered across Wiltshire in line with Core Strategy targets	Service Development and Enabling Manager / Housing Assets Manager	Currently on course to achieve Core Strategy targets for 2018/19.	April 2021	Started
4 Identify the incentives that agents and landlords will require to offer homes	More households threatened with homelessness are able to secure a home in the private rented sector.	Accommodation Options Officer and Homeless		May 2020	Work not yet commenced

to households who are threatened with homelessness		Prevention and Advice Manager			
5 Provide move on accommodation from emergency accommodation using a 3 bed property owned by Wiltshire Council	More move on accommodation for people who had been rough sleeping	Head of Operational Housing		Dec 2020	Started
6 Develop the temporary accommodation offer by reviewing the Council's leased accommodation	Best possible temporary accommodation provided for households who are homeless.	Head of Operational Housing and Homeless Prevention and Advice Manager		June 2020	Work not yet commenced
7 Review the shared care leaver accommodation pilot and determine need to expand with other providers by developing an appropriate framework for this service	Achieve positive outcomes for young care leavers and improve move on into independent accommodation Increase the range of suitable housing for care leavers who may have been homeless.	Head of Operational Housing		Oct 2019	Started
8 Review the use and access to discretionary housing payments to ensure these are able to be quickly deployed and support homeless prevention and the duties contained in the homeless reduction act	Maximise the use of DHP to help prevent homelessness Maximise customers income to help them avoid homelessness	Accommodation Options Officer and Head of Housing Benefit		Dec 2019	Started

Priority 5 To maintain effective strategic direction and partnership working					
Headline Indicator: Homeless forum meetings					
Action	Outcome	Responsibility	Update	Timescale	
1 Establish multi-agency forum to manage strategy action plan delivery	Effective multi-agency forum to hold each other to account in the delivery of the homeless strategy and action plan All organisations in Wiltshire working to address homelessness supporting and delivering the homeless prevention strategy	Head of Operational Housing		Nov 2019	Work not yet commenced
2 Provision of training for volunteer organisations	Free training packages for voluntary organisations that are members of the homeless forum that provide services to people who are threatened with homelessness or who are homeless. Voluntary organisations are able to expand the services they provide to homeless customers in a safe way.	Housing Options Team Leader		May 2020	Started
3 Support for external funding bids to deliver the strategy	External charitable funding secured for services provided by voluntary organisations, ensuring that services are maintained or expanded.	Homeless Prevention and Advice Manager		April 2020	Work not yet commenced
4 Making sure there is an agreed approach to assessing housing needs and homelessness with Children Services and Adult Social Care	To ensure where no housing duty is owed that applicants are dealt with under social services legislation supported by housing.	Head of Operational Housing		April 2021	Started

5 Continue to monitor, review and provide joint training where necessary on the 16/17 joint protocol between housing and children services	Improved joint working and positive experience for 16/17 year olds	Homeless Prevention and Advice Manager		Dec 2019	Started
6 Promote more joined up working with health, prison and probation services to prevent homelessness on discharge or release	Reduce approaches following an unplanned discharge from prisons, approved premises and hospitals	Housing Options Team Leader		June 2020	Work not yet commenced
7 In light of the Army Rebasing 2020 scheme, establish a multi agency partnership in the South with the MOD	To enhance the housing support offered to those leaving the armed forces	Housing Options Team Leader		June 2020	Work not yet commenced
8 Establish regional homeless service best practice group with Neighbouring local authorities	Shared good practice	Head of operational housing		April 2021	Work not yet commenced

ⁱ DOH 2012,

ⁱⁱ Leng G LGA Audit

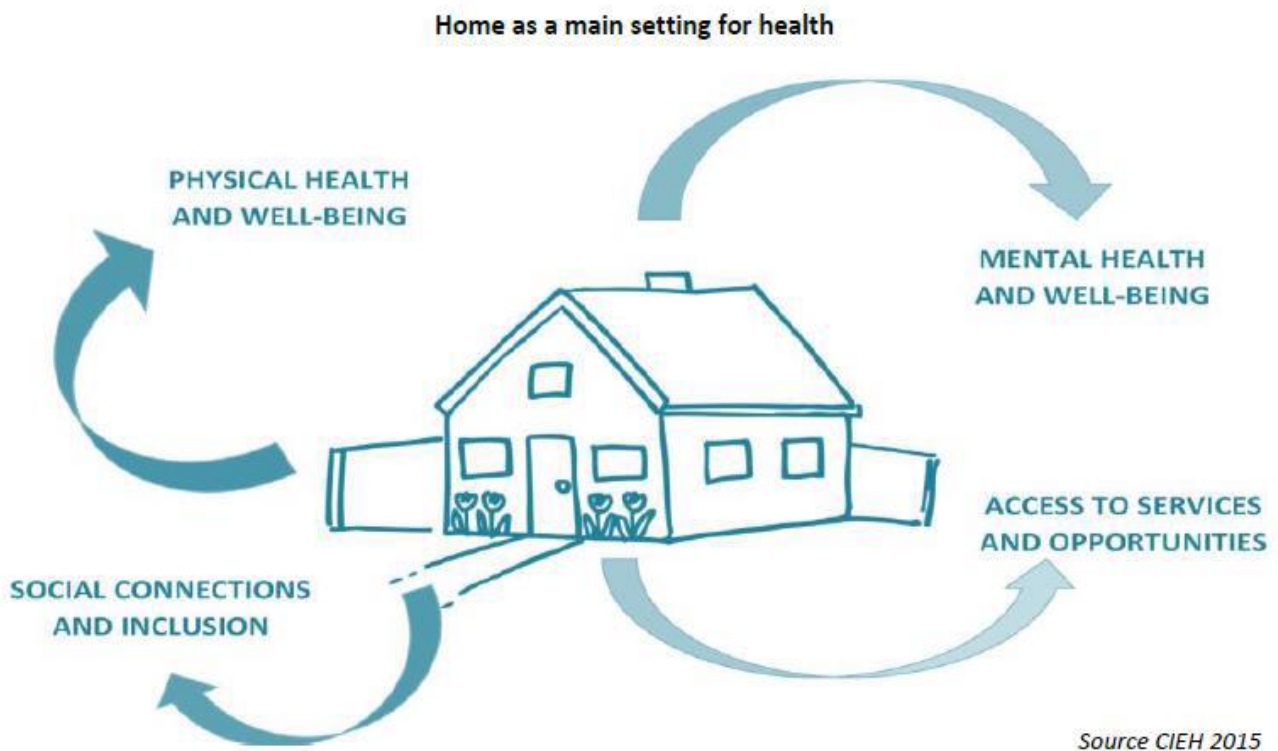
ⁱⁱⁱ Thomas 2012

^{iv} DCLG 2012

^v 'Through the Gate' services are resettlement services for offenders who have served sentences of 12 months or more

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Wiltshire's Homeless Data Review 2018 - 2019



Homelessness has serious health implications for both individuals and populations. Homelessness is not just a housing problem; it can be caused by a multitude of social, individual and economic factors (Fitzpatrick, 2000)

CONTENTS

Page		
3	1.0	Purpose
3	2.0	Context
4	3.0	Definition of homelessness
5	4.0	Current levels of homelessness
9	4.1	Reasons for homelessness
10	4.2	Temporary Accommodation
10	4.3	Supported Accommodation
11	4.4	Accommodation for people with Learning Difficulties
12	4.5	Accommodation for persons with severe mental Health problems
12	5.0	Rough Sleeping
15	6.0	Prevention and Relief
18	7.0	Local Affordability Issues
18	7.1	Areas of deprivation
19	7.2	Child poverty
19	7.3	Wages and Employment
20	7.4	Private rented sector rents in the south west
20	7.5	Gap between median market rents and LHA rates
21	8.0	Universal Credit and Rent Arrears

Table 1: Homelessness in Wiltshire

Table 2: Regional comparison: Homeless acceptances 2013-15 to 2017-18

Table 3: Priority need categories, Wiltshire

Table 4: Household profile of applicants accepted as homeless in Wiltshire

Table 5: Ethnic profile of applicants accepted as homeless in Wiltshire

Table 6: Reasons for homelessness, Wiltshire

Table 7: Total clients and children in Temporary Accommodation

Table 8: Temporary Accommodation provision in Wiltshire

Table 9: Rough sleeping in England

Table 10: Profile of November 18 rough sleeper count

Table 11: Location of rough sleepers across Wiltshire and identified needs

Table 12: A Breakdown of total lettings and those made to homeless applicants

Table 13: Homeless prevention and relief in Wiltshire

Table 14: Regional comparison – prevention and relief

Table 15: Demand and Total Lettings for affordable housing in Wiltshire

Table 16: ONS Annual Survey of Earnings Jan 2018

Graph 1: Homelessness decisions and acceptances in Wiltshire

Graph 2: Homeless acceptances per 1,000 households

Graph 3: Age profile of applicants accepted as homeless, Wiltshire

Graph 4: Households in temporary accommodation, Wiltshire

Graph 5: Supported Accommodation across Wiltshire

Graph 6: Prevention and relief cases per 1,000 households

Graph 7: Map of Deprivation in Wiltshire with Community Areas (IMD 2015)

Graph 8: Preventable Mortality – Inequality Analysis

Homelessness Review for Wiltshire

Evidence Base Summary & Initial Analysis

1.0 Purpose

This year we are carrying out a review of homelessness in Wiltshire, and producing a new Homelessness Strategy in 2019. The new strategy will set out how we plan to prevent homelessness, and working with partner organisations across Wiltshire deliver services that provide the right accommodation and support that those facing homelessness need.

When developing a new homeless strategy, Local Authorities should carry out a review of homelessness in its County. The Homelessness Review is a detailed evidence base that looks at information, statistics and central and regional government policy to identify the key homelessness issues, and gaps in our current provision. It will inform the early development stage of the Homelessness Strategy 2019-24.

2.0 Context

This paper draws on data from a range of local and national sources. Comparisons are made with neighbouring housing authorities as well as the South West region and England as a whole. Data relating to the four previous financial years is used for the purpose of identifying recent trends.

This review comes at a time when the extent of homelessness across England is increasingly challenging. The term 'homeless' includes those who are statutory homeless, people who are rough sleeping and sofa surfers. At any one time there are as many as 4,750 people rough sleeping on the streets of England, and more than 78,000 households and over 120,000 children in Temporary Accommodation. In addition, there are believed to be high numbers of 'hidden homeless' people who are housed by family and friends in difficult and changing circumstances but are not always captured as part of official figures.¹

Homelessness has increased nationally and since 2010 the numbers of households in temporary accommodation has increased by more than 60%, since March 2011 the number of people who sleep rough has risen by 134%. Underpinning these upward trends are the various causes of homelessness of which, the most important remains the supply and affordability of decent housing in the South of England. Wiltshire has not been immune to these national developments. Wiltshire's recorded street count of people who are sleeping rough, has continually risen from 9 in 2014 to 42 in Sept 2018, however following the implementation of our Rough Sleeper Initiatives to reduce rough sleeping in Wiltshire we achieved a reduction in the number of rough sleepers from 42 to 22 during our rough sleeper estimate in November 2018. We have also seen an increase in prevention and relief and a gradual reduction in both temporary accommodation and homeless decisions which is against national trends.

¹ The Guardian (2018) Rough sleeper numbers in England rise for seventh year running 11 May 2018

3.0 Definition of Homelessness

The term homelessness is often considered to apply to those people 'sleeping rough'. So, we have set out below what we mean by homeless and who we include in the definition.

Crisis defines Homelessness as follows:-

"Homelessness is about more than rooflessness. A home is not just a physical space, it also has a legal and social dimension. A home provides roots, identity, a sense of belonging and a place of emotional wellbeing. Homelessness is about the loss of all these. It is an isolating and destructive experience and homeless people are some of the most vulnerable and social excluded in our society."

Homelessness includes:

Statutory and threatened with Homeless: If an individual or household is accepted by a local authority as meeting the criteria set out in the Housing Act 1996 we would have a duty to provide suitable accommodation. Being threatened with homelessness applies to those who are at risk of losing their home within 56 days.

Hidden homelessness: These are individuals or households who do not have access to suitable housing, but who may be staying with friends or family and are often not known to services. This can also include those who have no recourse to public funds

Rough Sleeping: Rough sleeping is those who sleep or live on the streets and is the most visible form of homelessness. Many people who sleep rough will suffer from multiple health conditions, such as mental health problems and drug misuse and they are also in greater danger of violence than the general population

People become homeless for lots of different reasons. There are social causes of homelessness, such as lack of affordable housing, poverty, unemployment and life events that cause individuals to become homeless. For many life events like a relationship breaking down, losing a job, mental or physical health problems, or substance misuse can be the trigger. Being homeless can in turn make many of these problems even harder to resolve

In Wiltshire and nationally the main causes of homelessness are:

- Termination of Assured Shorthold tenancies
- Asked to leave by family and friends
- Relationship breakdown

However, these reasons are only the trigger for people to seek assistance, and not the underlying issues that have caused the crisis to build up in the first place. For many people, there is no single event that results in sudden homelessness, it is normally due to a number of other unresolved factors that have built up over time and individuals can arrive at the point of homelessness after a long chain of other life events.

Supply of affordable housing - House of Commons briefing paper (Wilson and Barton, 2016) identified the overall supply of affordable housing as a key 'structural' factor. There are now over one million fewer homes owned by local authorities and housing associations, than in 1977. Consequently, this limits local authorities' ability to house homeless families and those families in need.

Poverty - Common risk factors associated with homelessness are unemployment or working in very low-skilled and/or unstable employment; Joseph Rowntree Foundation review (2014) highlighted how the poverty people faced was further complicated by additional requirements for support e.g. mental and/or physical ill health, as well as various forms of marginalisation. Homeless people and those formerly homeless were identified as facing further barriers regarding accessing and retaining employment which included: lack of stable housing, work disincentives associated with the welfare benefits system, vulnerabilities and support needs, low educational attainment, limited or no work experience, low self-esteem and employer discrimination.

Psychological Understanding - Understanding the psychological relationship with homelessness remains significant. Mental health issues are further exacerbated and linked with economic, social and health depreciation. research further shows there are high levels of childhood abuse and neglect in homeless communities, which is linked to attachment problems and difficulties in dealing with emotions, which in turn are linked with substance misuse and the anti-social behaviours which lead to tenancy breakdown. strong correlation between the extent of neglect and trauma experienced in childhood and the severity of disadvantage then experienced in adulthood

Lifecycle transitions - Research supports an increased risk of homelessness and lifecycle transitions. Key transition points include; adolescence, leaving education, the parental home or a care institution, including prisons, hospital, mental health institutions and foster care; Many people deinstitutionalised, will not have a family home to return to, may have lost their home during their care/stay or unable to find suitable new housing. They are also vulnerable to social exclusion, which can further exacerbate the risk of homelessness

4.0 Current levels of homelessness

Homelessness has been on a steady upward trend in England since 2009/10. Homeless applications have increased by 30% in England since 2009/10 from 89,000 to 115,590 in 2016/17

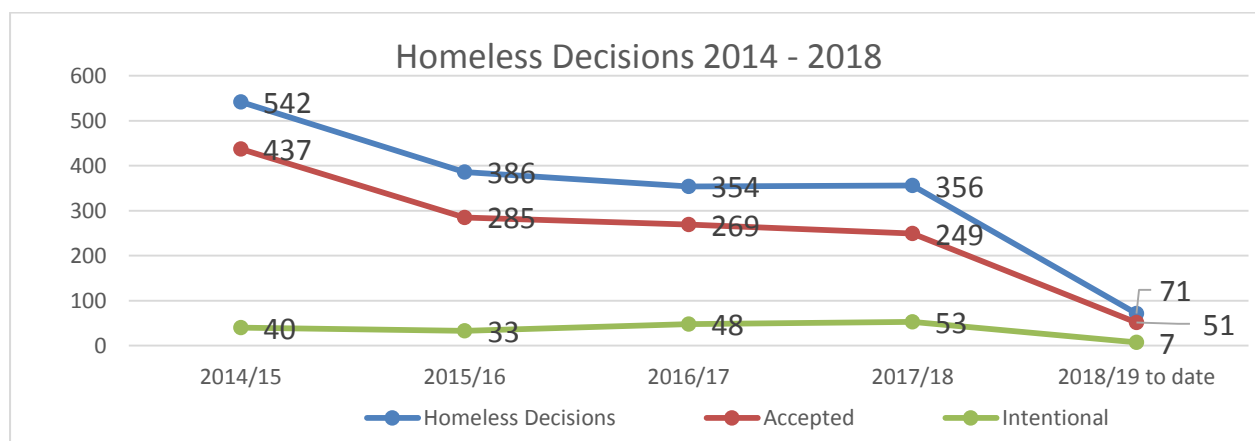
In Wiltshire, statutory homeless decisions have dropped sharply (by 45%) since a spike in 2014/15 which was in part due to the MOD rebasing and discharge programme. Regionally, homeless acceptances have increased by 4% in comparison to 2014/15. 'Other' decisions on homeless applications (homeless but not in priority need or homeless intentionally) in Wiltshire increased by 2% between 2014/15 and 2017/18. By comparison, such decisions declined by 9% in England.

Table 1: Homelessness in Wiltshire

Year	Total Homeless Decisions	Those in Priority Need	Intentional	Non priority	Not homeless	Acceptance Rate
2014-15	542	437	40	16	0	81%
2015-16	386	285	33	23	0	74%
2016-17	354	269	48	12	0	76%
2017-18	356	249	53	16	0	70%
2018 -19 (Qtr 1 & 2)	71	51	7	12	1	71%

The Homeless Reduction Act came into force on 1st April 2018 and you will see from the first two quarters of 2018/2019 that it has had a significant impact on the amount of homeless cases that has required a formal S184 decision. Taking the first two quarters of 2017/2018 as an average we would have made 178 S184 homeless decisions compared to only 71 in 2018/2019. It is however far too early to draw upon any conclusions as the process has significantly changed and we need to see this change embedded before we can analyse the true impact of this Act.

Graph 1: Homelessness decisions and acceptances in Wiltshire



Graph 2: Homeless acceptances per 1,000 households

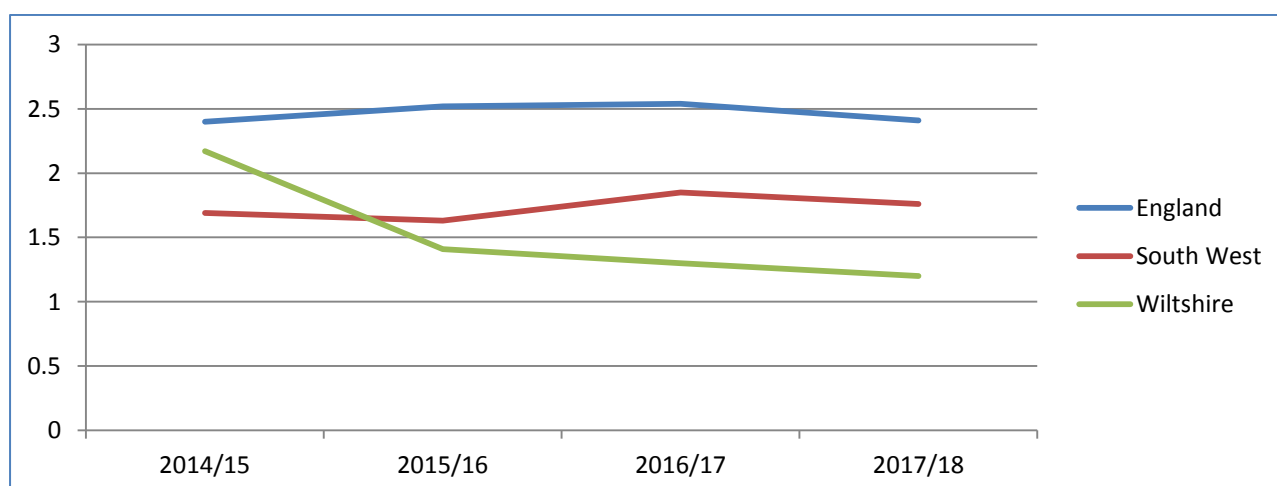


Table 2: Regional comparison: homeless acceptances 2014-15 to 2017-18

Local Authority	Homeless Acceptances Per 1,000 Households ²		
	2014-15	2017-18	Change
BANES	0.64	1.09	+70%
Cotswold	0.78	0.68	-13%
South Glos	1.63	1.27	-22%
South Somerset	2.76	2.10	-24%
Swindon	1.77	1.20	-32%
Wiltshire	2.17	1.20	-45%
Mendip	1.20	0.35	-71%
South West	1.69	1.76	+4%
England	2.40	2.41	0%

So when we look to breakdown those who have been accepted as homeless, just over three quarters (77%) of households in Wiltshire in 2017/8 were classified as being in priority need due to having dependent children or on grounds of pregnancy. This was slightly higher than the national average of 72%. 16% were accepted due to physical or mental health difficulties and nationally this figure was 18%.

Table 3: Priority need categories, Wiltshire

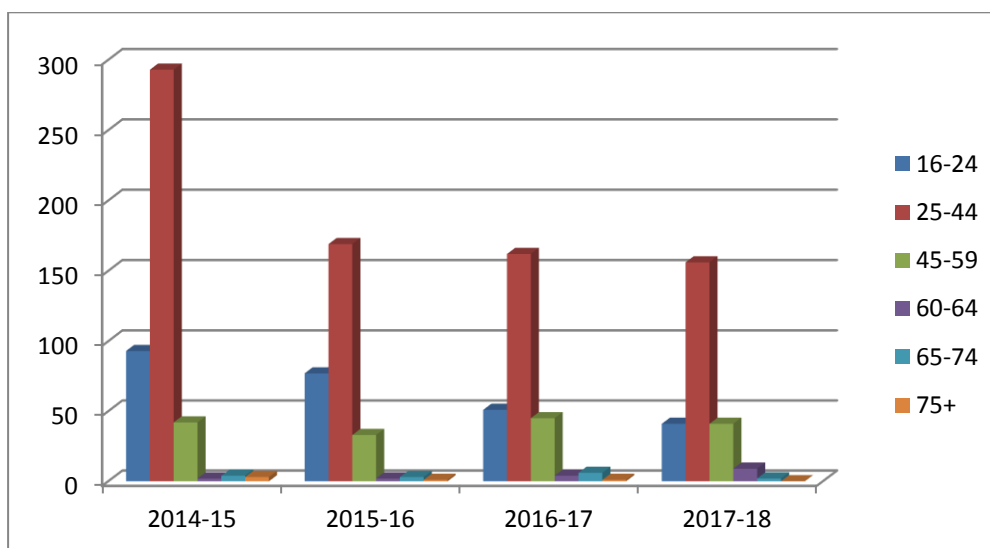
Year	Dependent children	Pregnancy	Physical health or Disability	Mental health or disability	Violence	Age 16 / 17	Custody	Older Age
2014-15	375	27	28	7	0	0	0	0
2015-16	240	22	17	6	0	0	0	0
2016-17	211	18	21	13	0	0	0	6
2017-18	188	13	22	18	8	0	0	0
2018 -19 (Qtr 1 & 2)	42	4	3	0	0	1	1	0

Table 4: Household profile of applicants accepted as homeless in Wiltshire

Year	Couple with dependent children	Lone parent household with dependent children		One person household		All other household groups	Total
		Male Applicant	Female Applicant	Male Applicant	Female Applicant		
2014-15	166	5	180	35	0	16	437
2015-16	79	26	126	23	10	0	285
2016-17	73	13	136	27	11	9	269
2017-18	68	10	118	28	15	10	249
2018 -19 (Qtr 1 & 2)	16	0	27	6	2	0	51

² Please note that some of the numbers involved in this section are relatively low. For example, Cotswold accepted a duty to only 26 households during 2017-18.

Graph 3: Age profile of applicants accepted as homeless, Wiltshire



Given that the majority of homelessness applications are made by households including a pregnant female or with dependent children, the demographic profile of the county is likely to impact as although Wiltshire has an ageing population in 2016 the number of females aged 20-39 in Wiltshire was well below the national average.

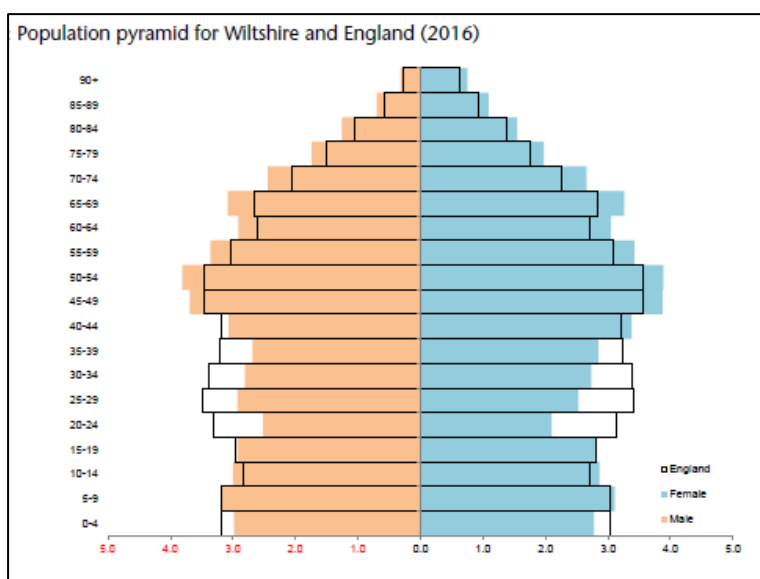


Table 5 below details the ethnic profile of applicants accepted and statutorily homeless in Wiltshire. Comparing these figures with recent population data (Wiltshire Council, 2017), homelessness rates are disproportionately higher amongst black and minority ethnic groups. Government statistics show that this is a matter of concern that extends beyond the county boundary.

Table 5: Ethnic profile of applicants accepted as homeless in Wiltshire

	2014-15	2015-16	2016-17	2017-18	2018-19 (QTR 1+2)
White	384	255	241	216	45
Black or Black British	47	14	16	22	6
Asian or Asian British	5	9	--	--	--
Mixed ¹	-	5	--	--	--
Other ethnic origin	-	-	10	--	--
Ethnic Group not Stated	-	-	--	--	--
Totals	437	285	269	249	51

4.1 Reasons for statutory homelessness

Termination of an assured shorthold tenancy was the most common cause of homelessness in both Wiltshire (31% of total acceptances) and England (27%) in 2017/18. This cause of homelessness has grown significantly since 2009/10. In Wiltshire in the last quarter of 2017 and the first quarter of 2018 it was again the most common reason for loss of previous settled accommodation, although down on the previous year. At a national level, it appears to be in decline and in Q1 2018 it was overtaken by parents, friends or other relatives no longer willing or able to accommodate as the main driver of homelessness.

Table 6: Reasons for homelessness, Wiltshire

Primary reason	2014-15	2015-16	2016-17	2017-18	2018-19 Qtr 1&2
Parents no longer willing to accommodate	41	57	36	27	7
Other relatives / friends no longer willing to accommodate	32	18	30	34	2
Non-violent relationship breakdown	54	40	39	40	7
Violence	21	26	24	15	2
Harassment	0	0	0	0	1
Mortgage Arrears	0	0	6	0	0
Rent arrears	0	0	5	0	3
Termination of AST	210	119	92	87	24
Loss of rented accommodation other	10	18	17	11	1
Left institution	0	0	0	6	3
Left HM Forces	69	7	20	22	1
Other	0	0	0	7	0

4.2 Temporary Accommodation

The number of households in temporary accommodation in England continues to grow and stood at 3.4 per 1,000 households during 2017/18. 68% of these households are living in temporary accommodation in London. In Wiltshire, 0.45 per 1,000 households were in temporary accommodation in 2017/18, down from 0.53 in 2014/15.

Graph 4: Households in temporary accommodation, Wiltshire

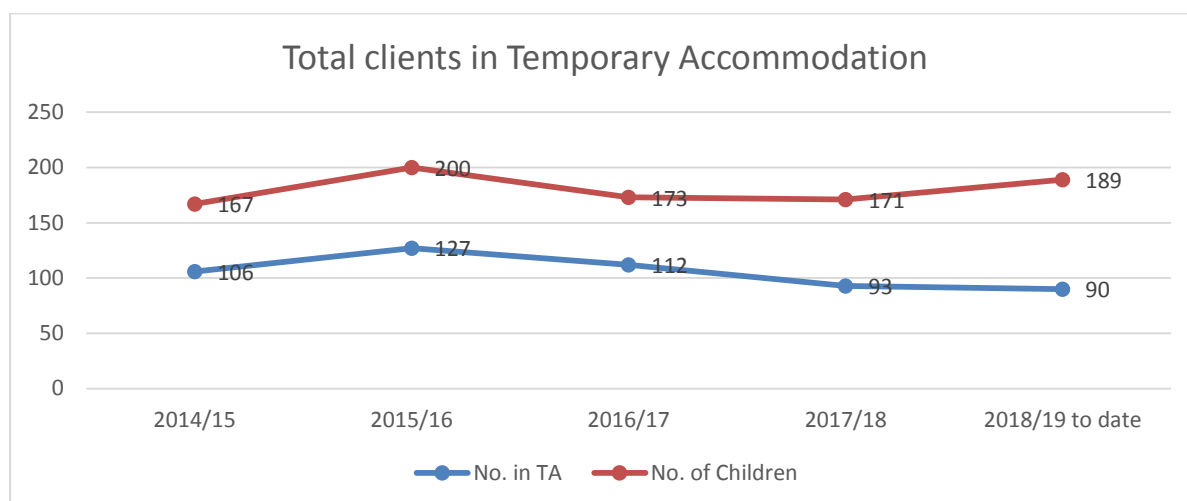


Table 7: Total clients and children in Temporary Accommodation

Year	Number of households	Number of children
2014-15	106	167
2015-16	127	200
2016-17	112	173
2017-18	93	171
2018 -19 20 th Nov 2018	90	189

Table 8: Temporary Accommodation Provision in Wiltshire

Type	Hostel Bed / Room	One-bed	Two-bed	Three-bed	Four-bed	Total
Private Registered Provider		2	24	3		29
Private Sector Leasing		7	30	8	1	46
Local Authority	4 (including 1 x crash pad)	28				32
Totals	4	37	54	11	1	107

4.3 Supported Accommodation

The local authority funds services for homeless people with support needs falling into the following categories: high risk offenders, single homeless people, young parents and young people. Floating support is also provided to households living in temporary accommodation. Supported housing is generally provided in furnished hostels, shared

houses and self-contained accommodation. Each service employs trained staff to support clients to develop their independence and tenancy management skills and to move on to longer-term accommodation. Support levels vary according to client need. The support period is up to two years and in exceptional circumstances the provider can request an extension to this period where the client needs this.

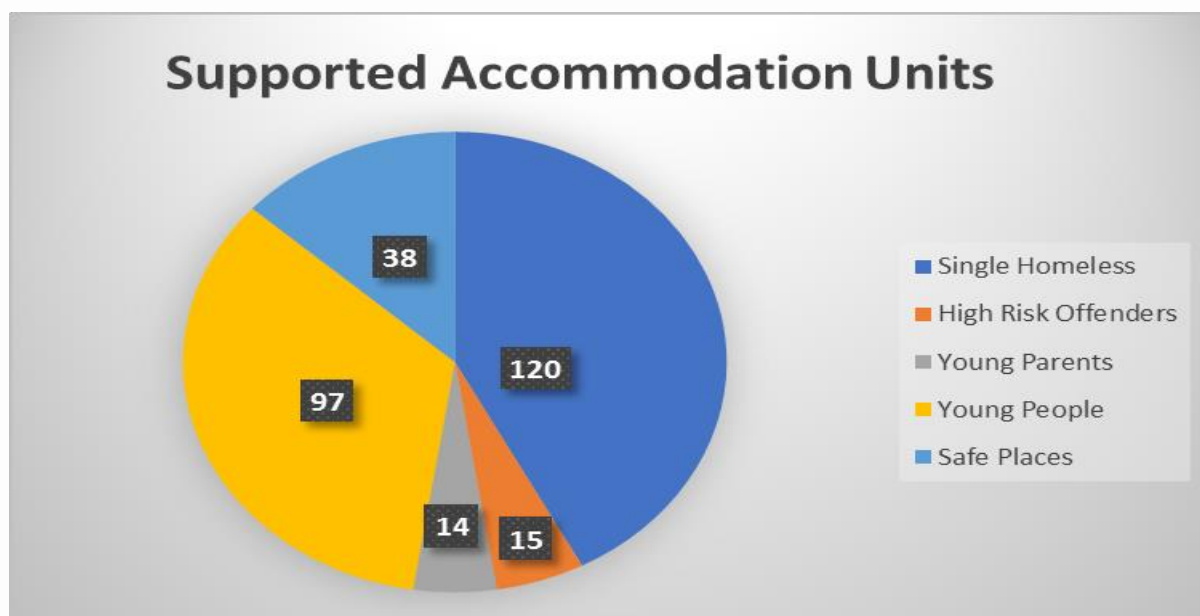
Public Health also commission 28 refuge units (11 in Salisbury, 7 in Devizes, 5 in Chippenham and 5 in Corsham) and 10 self-contained flats comprising *places of safety* (6 in Trowbridge, 4 in Chippenham).

The Places of Safety prioritise:

- Families with male children of 16 and over who would not be accommodated in the refuges
- Male victims of DA
- Where there is chaotic behaviour
- Where there is a high care need and a domiciliary care package
- Couples fleeing honour based violence
- Where ethnic / cultural reasons suggest this would be best e.g. specific cooking facilities needed
- Same sex couples fleeing abuse

The provision of supported housing units is made up as follows:

Graph 5: Supported Accommodation across Wiltshire



4.4 Accommodation for Persons with a Learning Disability

It is extremely rare for a person known to the local authority with a diagnosis of a learning disability to become homeless. This is because their care is overseen by a care manager (qualified social worker). Support providers notify the authority if there

is a risk of a placement breaking down and measures are taken to prevent homelessness. The local authority has statutory duties towards this client group under the Care Act 2014. It is possible that a person with a diagnosis of a learning disability who is not known to the local authority may become homeless. In this instance the housing department refers the person concerned to the Community Team for People with Learning Disabilities for assistance.

4.5 Accommodation for Persons with Severe Mental Health Problems

The supported housing schemes outlined above will often accommodate persons with mental health difficulties. Mental health problems can also co-exist alongside other difficulties such as a learning disability. Sometimes, and for a variety of reasons, mental health issues are undiagnosed.

Persons with severe mental health problems who become homeless may be able to access specific supported housing schemes.

5.0 Rough Sleeping

Rough sleeping is the most visible form of homelessness and the most damaging. It can cause significant harm to individual physical and mental health and general well-being as well as reduced life expectancy. Rough sleeping and the street-based behaviour often associated with it, such as begging, street drinking and other forms of antisocial behaviour are also highly damaging to communities.

We believe that nobody should be sleeping on the streets and with appropriate support and suitable placements to ensure there is a route off the streets for everyone.

Our Aim for Rough sleeping is:

“Working together to help reduce the number of people who are rough sleeping”

Contrary to the national trend, Wiltshire recorded a drop in rough sleeping between 2015/16 and 2016/17. However, our Rough Sleeper count in 2017 and Sept 2018 recorded a marked increase in Wiltshire, and following the implementation of our Rough Sleeper initiatives we recorded a drop in Rough Sleepers across Wiltshire at only 22 in November 2018.

Table 9: Rough Sleeping in England

Autumn of:	Wiltshire	South West	England
2014	9	362	2,744
2015	23	509	3,569
2016	18	536	4,134
2017	31	580	4,751
2018 (Sept)	42	Not yet known	Not yet known
2018 (Nov)	22	Not yet known	Not yet known

In Wiltshire both in 2017 and 2018, the majority of rough sleepers were male UK nationals over the age of 25 years, which is consistent with the national picture, however we have seen a gradual increase in the number of women rough sleeping, and a high percentage of women rough sleepers have been in a relationship with another rough sleeper.

Table 10: Profile of Nov 2018 rough Sleeper Count (Nov 18)

	Under 18	18-25	Over 25	Age unknwn	Total	Uk national	EU citizen	Non EU national	Total
Women	0		6	1	7	6	1	0	7
Men	0	1	12	2	15	15	0	0	15
Total	0	1	18	3	22	21	1	0	22

Our more recent estimate of rough sleepers took place in November 2018 and we recorded a total of 22 Rough sleepers. We have seen an increase in the last couple of years of rough sleepers with a range of overlapping and multiple disadvantages, such as addiction, poor physical and mental health and offending histories.

Table 11: Location of Rough Sleepers across Wiltshire and identified needs (Nov 18)

	Alcohol	Drugs	Mental Health	Physical disabilities	No support needs identified
Trowbridge/Bradford on Avon	2	2	2	0	1
Westbury/Warminster	1	1	2	0	0
Devizes	1	1	1	0	1
Melksham	1	1	1	0	0
Salisbury	3	3	6	3	4
Chippenham	2	1	1	0	0
Total	10	9	13	3	6

Even though this evidence suggests the Council is already making good progress to tackle rough sleeping, the homeless strategy sets out the actions to make further steps towards our aim and priority to reduce rough sleeping in Wiltshire

Rough sleeping is an area of priority for Wiltshire Council, in terms of preventing people sleeping rough, ensuring there are swift and effective routes off the streets for everyone and providing appropriate support to improve health and well being. In 2018 we bid for the Rough sleepers Initiative funding to deliver improvements to our provision for rough sleepers over the period 2018 / 2020. We successfully obtained £312,245 for 18/19 and £305,491 for 19/20 and in November 2018 we saw a significant reduction in rough sleeping figures for Wiltshire

Wiltshires rough sleeping programme, supported by this funding includes the following initiatives:-

- Recruitment of a Rough Sleeper Team Leader with a team of 5 rough sleeper outreach workers, one of which has a mental health specialism and a rough sleeper prevention officer
- An 8 bed winter provision in Trowbridge which includes overnight support
- 6 Intensive High level support bed spaces for entrenched rough sleepers with complex needs
- 10 bed spaces at Alabara Place Salisbury for a sit up service and Severe Weather provision as well as 10 winter provision spaces at Unity House in Chippenham and 8 Severe Weather provision spaces
- Funding to secure 15 private lets for rough sleepers and £10k to use for personal budget requests to help unlock barriers in securing accommodation

The other provisions provided to Rough Sleepers across Wiltshire are as follows:-

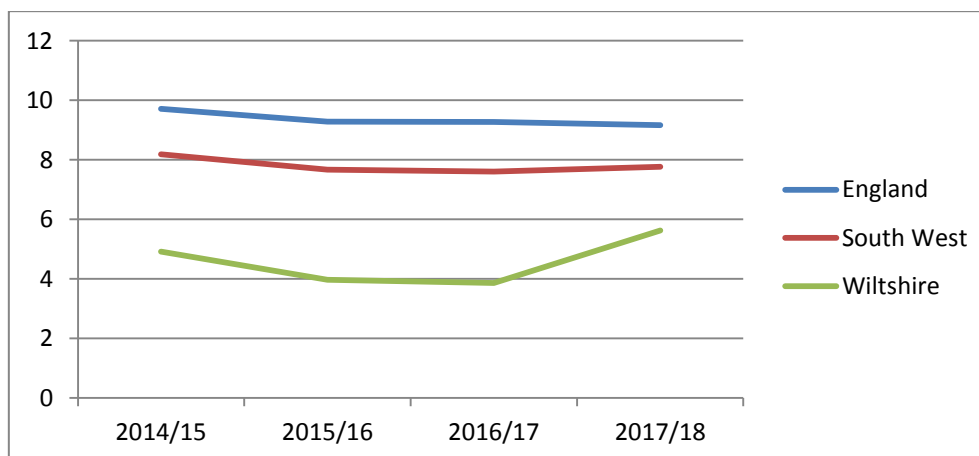
Project Name/Location	Opening Times	Services provided
Doorway, Chippenham	Monday morning breakfast & Thursday afternoon hot lunch	Showers, laundry and benefit support.
Opendoors, Devizes	Monday 11:00 - 13:00 Lunch, Wednesday 09:30 - 11:30 Breakfast, Thursday 14:00 - 16:00, Friday 17:00-18:30 Evening meal.	Access to showers, food and benefit support.
The Hub, Bradford on Avon	Monday - Friday 10:00 - 13:00	Benefits support, Internet access, Food bank and the Hub plan to provide hot food from the 1st November this will be for the winter months.
Breakthrough, Trowbridge	Monday & Tuesday 10:00am - 13:00	Providing Hot food, support with benefits.
Cornerstone, Warminster	Monday, Wednesday, Friday 10:00- 12:30	Access to the internet, support with benefits and a food bank.
Cross Point, Westbury	Monday, Wednesday 14:30 - 17:00 & Thursday, Friday 10:00- 12:30	Support with benefits. No food provided. Access to Warminster foodbank.

Alabare, Salisbury Street Project	Sunday, Monday, Tuesday Wednesday & Friday 11-15:00	Support with benefits, hot meals, clothing store, sleeping bags, laundry and washing facilities
Morning Star Banquet Run (Soup Run)	Tuesday, Wednesday and Thursdays 3.30 - 4.00pm.	Hot food and drinks
SP2 Community Coffee shop, Salisbury	Monday - Friday 10:30 - 4:30	Reasonably priced drinks and snacks. Free drinks if RS.
Lifeline, Melksham	Monday and Thursday	Hot showers, Tea/Coffee, Debt/Housing advice.
Trowbridge Soup Kitchen, St Stephens Car Park, ground floor.	Every evening from 19:00	Hot food/drinks.
Unity House Drop in	Tuesday, Friday Sunday 14:00-16:00	Showers, Laundry, Link up with other services.

6.0 Prevention & Relief

Homelessness prevention and relief cases have increased in Wiltshire (by 14%) since 2014/15. This contrasts with the national picture where such cases have declined by 6%, this could be because we focused on prevention in advance of the Homeless Act coming into force. Nevertheless, homelessness prevention and relief cases in Wiltshire remain well below the national average (5.62 compared to 9.16 cases per 1,000 households).

Graph 6: Prevention and relief cases per 1,000 households



The most common forms of prevention in Wiltshire during 2017/18 were conciliation interventions and assistance to remain in the social or private rented sector. Below shows the total amount of social lettings we made each year and identifies of those lettings how many were allocated to homeless applicants as well as those of which we had a statutory duty to accommodate. An average of 17% of social lettings across Wiltshire are allocated to clients who we have a statutory duty to accommodate, with an average of 53% of all allocations being made to clients who are homeless.

Table 12: A breakdown of total lettings and those made to homeless applicants

Year	Total Lettings	Lettings to homeless applicants	of which statutory homeless	Total on Register at year end
2014/15	1,806	1,135 (62%)	390 21%	1,184
2015/16	1,583	925 (58%)	256 16%	1,649
2016/17	1,496	752 50%	237 16%	1,413
2017/18	1,479	628 42%	230 15%	1,737

This contrasts with the national picture where the most common type of assistance was resolving housing benefit problems. As was the case in England, most people were helped into alternative accommodation in Wiltshire either through allocations or nomination into social housing or through supported housing.

Table 13: Homelessness prevention and relief in Wiltshire

Prevention / Relief Measure	2014-15	2015-16	2016-17	2017-18	2018/19 (Qtr 1&2)
Mediation	9	16	12	18	2
Conciliation	20	14	23	36	17
Financial payments	3	1			
Debt advice	14	3		22	1
Resolving housing benefit problems	23	8	10	10	1
Resolving rent or service charge arrears	30	13	22	19	12
Sanctuary scheme measures for domestic violence	2	2	0	0	2
Crisis intervention – emergency support	8	5	5	8	1
Negotiation or legal advocacy in PRS	32	13	15	21	6
Assistance to remain in PRS or social housing	10	14	12	30	18
Mortgage arrears interventions	7	1			
Household placed in hostel or HMO	25	14	15	8	4

PRS with landlord incentive	99	38	45	46	20
PRS without landlord incentive	121	75	51	115	80
Accommodated by friends or relatives	51	50	32	72	10
Supported accommodation placement	168	160	163	207	91
Local authority tenant management move	3	52	11	27	
Part 6 offer of local authority accommodation or nomination to RSL	339	307	356	499	339
Negotiation with RSL outside of Part 6 nomination arrangement	17	20	15	25	9
Low cost home ownership	3				2
Other new accommodation	3	1			
Total Prevention & Relief	987	717	796	1171	615

Since April 2018 we are now required to record things very differently, however it is clear from what is being recorded is that homeless decisions have decreased and prevention and reliefs have increased. For Qtrs 1 & 2 we have recorded a total of 615 prevention / relief cases, with a further 202 cases in triage, 407 cases currently open under prevention and relief and 80 cases closed due to no contact or withdraw from process which is an increase from 2017/18.

The table below offers a comparison with neighbouring authorities as well as the regional and national averages.

Table 14: Regional comparison: prevention & relief cases

Local Authority	Prevention & Relief Per 1,000 Households		
	2014-15	2017-18	Change
Mendip	4.04	6.64	+64%
South Glos	3.15	4.54	+44%
BANES	6.74	9.49	+41%
Wiltshire	4.91	5.62	+14%
South Somerset	2.40	2.74	+14%
Swindon	3.90	2.78	-28%
Cotswold	2.18	0.66	-70%
South West	8.19	7.77	-5%
England	9.71	9.16	-6%

The availability and affordability of accessible housing

The size of the social housing sector in Wiltshire in 2017 (14.2%) was larger than many others in the south west (e.g. Cotswold (13.4%), Mendip (12.4%), South Gloucestershire (10.5%), North Dorset (13%) but smaller than the national average of 17.2%, with a larger than average owner-occupied sector. The table below provide a breakdown of total households on the housing register broken down by bands as well as total lettings made to each band across the last four years

Table 15 Demand and Total Lettings for affordable housing in Wiltshire

	Band 1		Band 2		Band 3		Band 4		Open Market Register	
	Total on Register	Lettings	Total on Register	Lettings	Total on Register	Lettings	Total on Register	Lettings	Total on Register	Lettings
2014/15	129	482	7	481	564	679	484	194	141	122
2015/16	140	326	11	5	814	827	634	425	323	84
2016/17	135	328	7	4	747	797	640	367	571	76
2017/18	85	318	72	9	801	763	779	380	672	74

In regard to affordability, house prices in Wiltshire are high. The average house price in Wiltshire in June 2017 was £277,813. This compares to £217,128 in Swindon, £253,374 in Mendip and £335,481 in BANES (Land Registry, 2018). Private sector rents are amongst the highest in the region (Valuation Office Agency, 2018)

7.0 Local Affordability Issues

Although Wiltshire ranks as a comparatively affluent area, government data indicates that there are some affordability issues relating to geographic areas of deprivation, child poverty, fuel poverty, below average wages and the number of people claiming out of work benefits. There are also links between poverty and specified household characteristics, and some households have been particularly impacted by welfare reform.

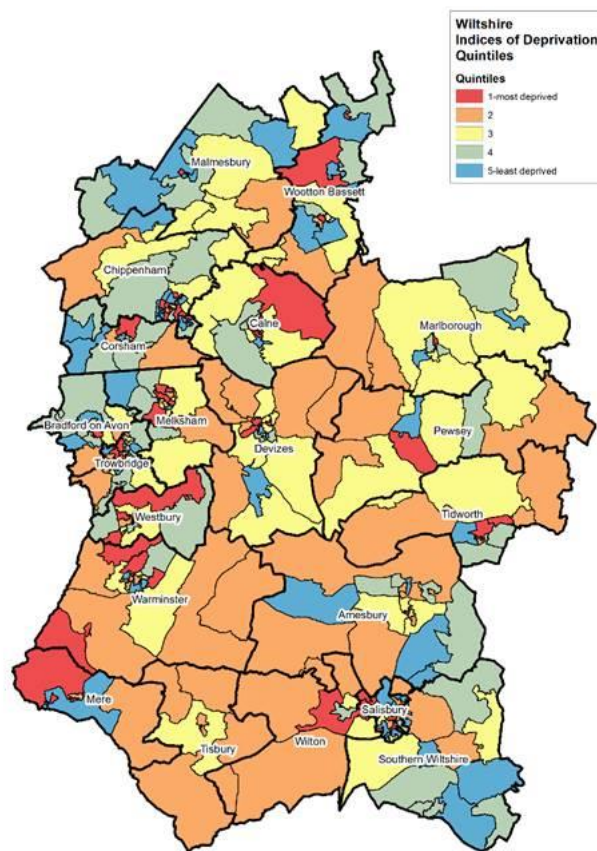
7.1 Areas of Deprivation

Poverty has a negative effect on health across all ages. Compared to England, Wiltshire has few areas of high deprivation. The English Indices of Deprivation 2015/16 Wiltshire report identified 39 (14%) of Wiltshire's 285 lower super output areas (smaller areas) were classified as in the most deprived 40% nationally. Of these one area (Trowbridge John of Gaunt-Studley Green) was in the 10% most deprived decile, 11 were in the second decile and 10 in the third decile.

Whilst Wiltshire can be considered least deprived than many other local authorities in England, 4% of Wiltshire's population live in the most deprived and second most deprived deciles in England. Graph 7 provides a map of all the locations within Wiltshire shaded to show the national deprivation decile into which they fall. Most of

the deprived areas are in Trowbridge and Salisbury with Chippenham and Melksham also having a number of areas with high deprivation.

Graph 7 Map of Deprivation in Wiltshire with Community Areas (IMD 2015)

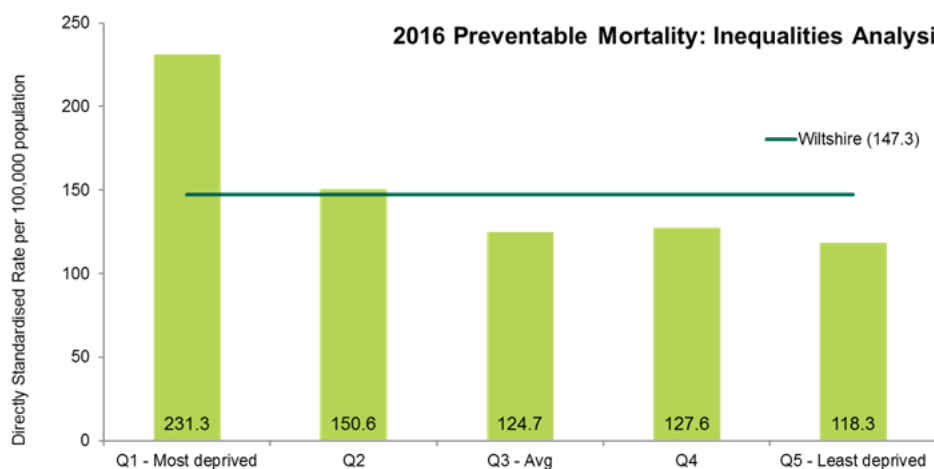


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Source Ordnance Survey

To further demonstrate the impact of deprivation on our local populations, Graph 8 illustrates those living in the most deprived areas have nearly double the rate of preventable mortality compared to those in the least deprived quintile.

Graph 8 Preventable Mortality – Inequality Analysis



Source Wiltshire

Intelligence

7.2 Child Poverty

The latest (2017) figures on child poverty indicate that, after housing costs, 17.81% of children in Wiltshire are living in poverty. This compares with 18.07% in BANES, 21.4% in Swindon, 23.2% in Mendip and 27.89% in Bristol (End Child Poverty, 2017).

7.3 Wages and Employment

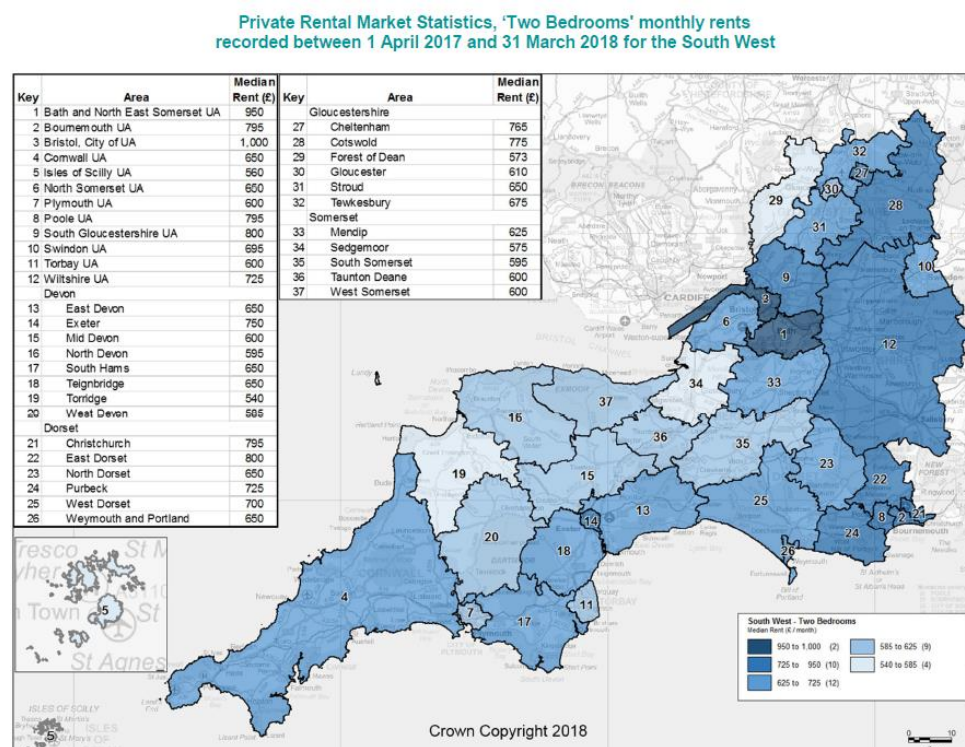
Government figures on median gross weekly earnings in 2017 show that workers in Wiltshire earn on average less than those in the nearby mainly urban areas of Swindon and South Gloucestershire (although some people living in Wiltshire may well work in these urban areas) but the same or more than those in other areas in the south west (ONS, 2017).

The ONS Annual Survey of Hours and Earnings Regional Time Series, January 2018 shows local gross earnings per annum for 2017 as:

Table 16: ONS Annual Survey of Earnings Jan 2018

England Average	SW Average	Cotswold	South Somerset	South Glouc. UA	Swindon UA	Test Valley	West Berks UA	Wiltshire UA
£36,107	£31,651	£33,409	£30,238	£36,937	£36,718	£32,690	£39,849	£31,595

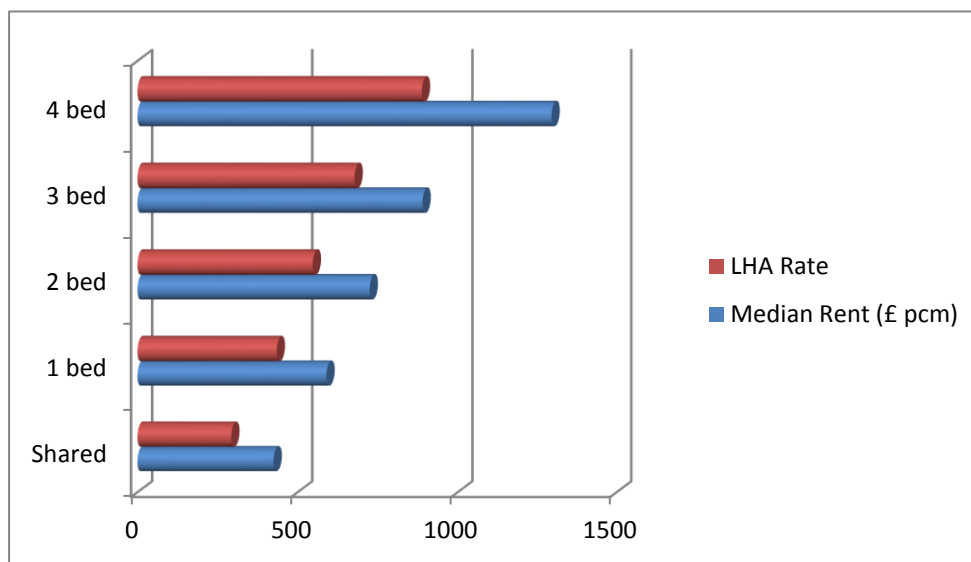
7.4 Private sector rents in the South West



It is becoming increasingly difficult for benefit dependent households to find affordable accommodation in the private rented sector due to the restrictions placed on certain

welfare benefits including local housing allowance (1; 2; National Audit Office, 2017 & Shelter, 2017), the stigmatisation of welfare claimants, the well-publicised difficulties with universal credit and also for reasons relating to landlords' insurance. The graph below shows the difference between median market rents in the county and local housing allowance rates.

7.5 Gap between median market rents and LHA rates



8.0 Universal Credit and rent arrears

The largest and most ambitious welfare reform over the past few decades has been the gradual implementation of Universal Credit. Universal Credit is a single payment for people of working age that replaced six existing benefits – housing benefit, child tax credit, income support, working tax credit, income based job seekers allowance and ESA. It is paid monthly in arrears to people aged 16 and over who are in employment or who are out of work and looking for a job.

Universal Credit has had some potential impacts on homelessness such as:

- Claimants must wait six weeks or longer before they receive their first monthly payment
- Due to the new process, the Department of Work and Pensions figures identify that some clients don't receive the money they are owed on time
- Social landlords have noticed a significant increase in rent arrears
- The transition from fortnightly to monthly payments is impacting on families who struggle to manage monthly budgets

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Appendix Two

Legal and Strategic Context

The housing market has been and still is pricing out a significant of people and not just the most vulnerable. It is families both above and below the poverty threshold that are becoming homeless and needing assistance. Furthermore, social factors such as being young, having dependant family members, or having mental health problems make people more susceptible to the difficulties in accessing housing. As a result, housing affordability and sustainability is rapidly emerging as the most challenging issue in the UK.

We have seen an increase in homeless applications, families being provided with temporary accommodation and also rough sleeping. To address these growing issues the government set out clear commitments to help tackle homelessness and rough sleeping, including:-

The Homeless Reduction Act 2017 (HRA) has introduced one of the biggest changes to homeless legislation with a much bigger focus on advice and prevention. The aim of the Act is to expand on the **Housing Act 1996** (as amended) to ensure that local authorities provide meaningful advice and assistance to those who do not fall into a priority need category or who have been found to be intentionally homeless. It is too early to evaluate the impact of this Act nationally as it was only implemented in April 2018. It is anticipated that singles and couples with no children will see a positive impact as previous legislation had not prescribed much to assist this group.

The main points of the HRA are:

- The point at which a homelessness duty can be triggered is brought forward from 28 to 56 days
- A duty to prevent homelessness for all eligible applicants threatened with homelessness, regardless of priority need.
- A new duty to assess each applicant's situation and develop with them a personalised plan. This plan should set out actions for the customer and council to take, to prevent or relieve homelessness.
- A new relief duty for those homeless and have a local connection regardless of priority need. It requires us to take reasonable steps to help secure accommodation
- A new duty on public services to notify a local authority if they believe someone to be homeless or at risk of becoming homeless.
- If homeless households refuse to engage, their support will be limited, showing that it must be a two-way process of engagement.
- Young people leaving care will have a local connection to the authority where they were looked after and who therefore owes them leaving care duties.

Homelessness Code of Guidance for Local Authorities 2018 Local Authorities are required to have due regard to this statutory guidance in exercising their functions relating to homelessness and prevention of homelessness. The Code is issued by the Ministry of Housing, Communities and Local Government and is periodically updated and has been reviewed for the **HRA**.

The Code is also of direct relevance to private registered providers of social housing that have a duty under the 1996 Act to co-operate with housing authorities in exercising their homelessness functions. Private registered providers are subject to the Regulator of Social Housing's Regulatory Standards, in

particular the expectation that they will co-operate with local authority strategic housing functions, as set out in the Tenancy and Home and Community Standards.

Many of the activities discussed in the Code require joint planning and operational co-operation between housing authorities and social services authorities, health authorities, criminal justice agencies, voluntary sector organisations and the diverse range of bodies working in the private rented sectors and so the code is also relevant to these agencies.

Rough Sleeping strategy / No Second Night Out

Successive governments have introduced initiatives to tackle rough sleeping. The No Second Night Out approach was developed 2010-2015 and focused upon 5 principles: identifying rough sleepers, involving the public, assessing need quickly, accessing emergency accommodation and services and reconnecting to support as well as six commitments relating to people who sleep rough which focused on:

- Helping people off the streets
- Helping people to access healthcare
- Helping people into work
- Reducing bureaucratic burdens
- Increasing local control over investment in services
- Developing responsibility for tackling homelessness

The principles behind NSNO is that a person or households housing crisis may mean they are homeless for one night, but that there should be a sufficiently wide ranging, flexible services available to ensure that they are not roofless for a second night

Nationally rough sleeping has increased by 169% over the last 7 years (Homelessness Link, Rough Sleeping – Explore the Data) and in 2018 the government launched a new Rough Strategy with the aim of halving rough sleeping by 2022 and ending it by 2027. The government has committed £100 million to develop local services 2018-2020 with 3 main objectives:

- Prevention – preventing homelessness where possible
- Intervention – to provide rapid support to get people off the streets
- Recovery – support to help people find a new home and rebuild their lives

Housing and Planning Act 2016 contains measures that could have an impact on social housing and homelessness. Some of the provisions are yet to come into force, but the Act includes:

- Local authorities may have to sell 'higher-value' council homes as they become vacant
- The extension of the Right- to-Buy to Housing Association tenants
- Local authority tenants with higher incomes were going to have to pay higher rent, this has now been made optional
- Measures to tackle rouge landlords in the private sector
- The development of Starter Homes for first time buyers aged 23 - 40 years which are new build sold at 20% below market rates, and a duty on local authorities to promote supply.

The Localism Act 2011 introduced a raft of local government reforms across finance, planning and governance as well as significant changes to the Housing Act 1996. Important changes related to homelessness include:

- The right for local authorities to grant fixed term tenancies
- Greater flexibilities in the allocation of social housing
- Discharging of homelessness duties by making use of accommodation in the private sector
- Changes to statutory succession rights
- Reform of the Housing Revenue Account, giving more local control.
- A National Home Swap scheme.
- Changes to the regulation of social housing and the way that complaints about social landlords are handled.

Welfare Reform Act 2012 / Welfare Reform & Work Act 2016

Since 2012 there has been considerable reform of the welfare system reducing the level of support for low income households and to simplify the benefits system. Welfare Reforms that have had the most impact on housing and homelessness are:

- **Removal of the spare room subsidy:** Reducing housing benefit entitlement to social housing tenants considered to be under occupying their homes
- **Housing Benefit Cap:** Limiting maximum benefits that a family can receive. The cap was further reduced in November 2016 expanding the number of households affected.
- **Local Housing Allowance:** LHA rates are used to work out how much housing benefit a private sector tenant receives. LHA rates are now limited to 30th percentile of market rent and the rates have been frozen for 4 years from 2016.
- **Universal Credit:** This has replaced most existing benefits by providing a single means tested benefit. This will include the benefit element towards housing costs which will now be paid directly to residents rather than to their landlord
- **Shared accommodation rate:** Single households under the age of 35 have the amount of benefit capped to the shared room rate. This restriction currently applies to private sector tenants but from 2019 it will be extended to social housing tenancies. The entitlement to housing benefit has been removed for 18-21 year olds.

Children Act 2004

Housing authorities have a duty to safeguard and promote the welfare of children and to co-operate to promote the well-being of all children in the area, including 16-17 year olds. Authorities also have a duty to co-operate with Children's Services in relation to children in need when requested to do so, as long as this is compatible with their own statutory or other duties and obligations and does not unduly prejudice the discharge of any of their functions.

The duties placed on housing authorities are set out in the government's inter-agency statutory guidance: *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children*. The specific duties towards 16 and 17 year olds who are at risk of homelessness or who are homeless, and the legal duties children's services authorities and housing authorities have towards them are set out in the government's statutory guidance: *Provision of accommodation for 16 and 17 year old young people who may be homeless and/or require accommodation*.

Human Rights Act 1998

Housing authorities are expected to consider the human rights implications of their actions in the exercise of their powers, or risk having their decisions overturned as a result and the planning and

delivery of their services affected. They are required to pay particular attention to the promotion and protection of rights of vulnerable and disadvantaged groups such as people with disabilities, ethnic minorities, victims of sexual discrimination, children and elderly people.

There are 3 Articles which are particularly important:

- Under Article 3, housing authorities have an obligation to prevent a person being subjected to treatment or punishment that is inhuman or degrading, to investigate any allegations of such treatment, and to protect vulnerable individuals who they know or should know are at risk of such treatment.
- Under Article 4, housing authorities should try to ensure that their policies or decisions take measures to protect victims of modern slavery or trafficking and to protect individuals who they are aware are at risk of such treatment.
- Under Article 8, housing authorities should try to ensure that their policies or decisions do not interfere with a person's right to respect for private and family life, their home and their correspondence. If a housing authority does decide that it will be difficult to avoid interfering with someone's Article 8 rights, it will need to make sure that the policy or action is necessary, pursues a recognised legitimate aim and is proportionate to that aim. A housing authority may be asked to produce reasons for its decisions.

Wiltshire Council Business Plan 2017 - 2027

Wiltshire's vision is to create strong communities in Wiltshire by growing the economy, creating strong communities, protecting those who are vulnerable and being an innovative and effective council. Key themes are joint working with communities, businesses and the voluntary and public sectors, and the use of technology to enable partners to better engage with us. The plan establishes these main housing objectives:

- To make best use of existing stock to ensure that it meets current needs including remodelling accommodation and provision for disabled and older people
- To work with housing associations to develop more affordable housing and with the private sector to increase housing including Rent to Buy and other open market housing
- To achieve targets for housing development while protecting and enhancing the historic and natural environment
- To continue to implement the Army Basing Programme
- To identify public land that can be released for homes and jobs and bid for funding in order to accelerate this delivery

Over the last decade the council, with its public and voluntary sector partners, has improved people's lives and helped businesses to develop and relocate in Wiltshire. Looking ahead to the next decade, we plan to continue that success.

Joint Health & Wellbeing Strategy 2015-18

The Homelessness Strategy links into the **JH&W Strategy** which has the twin aims of promoting Healthy Lives and Empowered Lives by:

- Tackling homelessness and the causes of homelessness

- Providing a range of short term accommodation and support services for homeless young people, young parents and other groups with support needs
- Joint working with Adult Social Care in the provision of high quality accommodation for older people, people with disabilities and mental health needs
- Joint working with Public Health on initiatives to support victims of domestic abuse and people with substance misuse support needs.

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Response from Consultation	Council Response
Vision – “Wiltshire is a place where we all work together to prevent and resolve homelessness and rough sleeping”	
Suggestion to replace the word resolve with relieve in line with new language and ‘to help’ before prevent in both	Agreed – Current vision will be amended
Resolve – assumes there is an answer and it can be eradicated	The word resolve has been removed
Is it aspirational enough?	We believe under the current climate this vision is a challenge and will be reviewed at the end of the strategy
Include strengthen our communities – wider impact	Vision amended to include strengthen communities
Include prevent and tackle root causes of homelessness – a wider end goal	This will come out of one of the main priorities of prevention
Who has ownership – Who is ‘We’	Everyone has ownership of this as the local authority is not able to respond in isolation ‘we’ includes all agencies / voluntary sector / partners who work to help address homelessness
Prevent – addresses the causes – focus should be here	This will come out of one of the main priorities of prevention
Wiltshire is a place where everyone has their own safe, secure home.	This links with the Homelessness Aim
Aims	
Homelessness: To prevent homelessness and where homelessness cannot be avoided help people secure and keep a suitable home	
No recommended changes	
To work to prevent or Help to prevent	Amended as suggested
Rough Sleeping: We will deliver an on-going reduction in rough sleeping and address the multiple harms it brings to individuals and communities through rapid intervention to offer a route off the street for all, improving health, wellbeing and resilience and tackling street activity associated with rough sleeping	
Aim 2. It was considered that the current wording was both an aim and an outcome – Suggested amendment was <i>“Working together to deliver on-going reduction in Rough Sleeping through prevention and relief”</i>	Amended as suggested
Consideration to the word ‘on-going reduction’ is this achievable	The flow of rough sleeping changes all the time and therefore an on-going reduction is realistic – it’s not a firm figure that remains the same
Consider including support and maintenance (long term) not just rapid intervention	This will be an objective
Highlight the difference between those who choose to sleep rough as a lifestyle choice vs circumstances	This is certainly a consideration but not to define in the aim
Exercise A - In relation to the current service response to support homeless communities, what is working well?	

Prevention duties are working well and improved prevention work by housing staff	Noted
Link workers with the supported providers are extremely beneficial	Noted
B&B avoidance in Wiltshire and continued reduction of temporary accommodation	Noted
The range of supported accommodation across Wiltshire	Noted
Good working relationships and much better joined up working	Noted
Recent work with rough sleepers	Noted
Training of partner agencies on the introduction of the Homeless Reduction Act	Noted
Reducing homelessness and reduction in rough sleeping	Noted
No more shared supported schemes – units are now self-contained	Noted
Safe Places – new style accommodation for those fleeing Domestic Abuse including accommodation for men and older boys	Noted
Housing Options teams are more accessible	Noted
Increase use of DHPs – making better use of government resources	Noted
Multi agency working	Noted
Charities / support agencies	Noted
Additional grants – FSHG / RSI funding	Noted
Significantly improved information sharing	Noted
Improved awareness and work around safeguarding	Noted
Support from third sector organisations	Noted
Flu vaccination programme for homeless people	Noted
Training and robust information on the rough sleepers estimate and the verification process	Noted
The new contract with Turning Point	Noted
MARAC becoming more inclusive – much better information sharing	Noted
Exercise B - What challenges do you face in responding to the needs of homeless communities?	
Limited government funding – services dependent upon both grants FSHG / RSI	Priority 1 Action 10
Increased complex needs	Priority 3 Action 1
Better on the ground health engagement (drug / Alcohol / mental health) services to be outreach. Go to the client	Priority 1 Actions 2, 3, 4 and 5
Increasing thresholds mean more clients full through the net	Priority 3 Action 1
Primary care and drop in centres for Rough Sleepers	Priority 1 Action 3
Customers financial capability – tenancy ready / support	Priority 2 Action 2 and 3

Difficulty in accessing the Private Rented Sector	Priority 2 Action 1 Priority 4 Action 4
More robust enforcement of issues surrounding Rough sleeping hot spots – drugs / ASB – multi agency response required	Priority 1 Action 5
Obtaining clients trust in order to engage, challenge of lack of engagement through choice – Trust engage and build confidence	Priority 1 Action 1 & 2
Clients with no recourse to public funds – in particular those fleeing from domestic abuse	Priority 3 Action 1
Lack of knowledge for options for domestic abuse	This will be passed to Public Health to look at ways to improve comms around options for Domestic Abuse
Lack of on-going support for high risk offenders once re housed (Transition period)	Priority 3 Action 6
Communication – all being aware of what is available	Priority 1 Action 6, 8 & 16 Priority 2 Action 5 Priority 3 Action 7
Wiltshire Council housing pages not easy to navigate	Priority 2 Action 5
Getting bank accounts for benefits – issues with ID and address	Priority 2 Actions 2 & 3
Access to health services – few GPs taking NHS clients	Priority 1 Action 3 & 5
Difficulties with moving on from supported accommodation due to rent arrears	Priority 1 Actions 11 & 12
Feeling isolated as property is away from social networks – lack of money for transport	Priority 2 Action 1 Priority 4 Action 6
Trying to access on line services – lack of internet	The wider council is looking at ways to improve internet access across Wiltshire
Difficulties of Universal Credit	Priority 2 Actions 2 & 3
Public perception we aren't doing enough – therefore they over help, provide stuff that's not needed	Priority 1 Action 16
Limited life skills – 3 rd generation, no role model	Priority 1 Actions 11 & 12
Complex cases falling between Housing Options and Adult Social Care	Priority 3 Action 1
Unsuitable accommodation for complex cases	Priority 4 Action 5
Direct Access Hostels all year round	In Wiltshire we are not looking to develop direct access hostels but will continue to review options available for rough sleepers including winter provision
Exercise C - What do we need to do differently – what would the perfect response look like?	
Homelessness – consistent message re tenancy ready and financial management across all partners	Priority 1 Action 12
Wiltshire Council care worker – across all services to prevent passing between departments	

Work more with the voluntary sector to provide better engagement and support, potential boost fund	Priority 3 Action 7 Priority 5 Action 2
Client background information needs to be more accessible for supported housing providers	All client information is provided once client has confirmed it can be forwarded (GDPR) compliance
Adult Social Care gap in supporting at point of crisis	Priority 2 Action 4 Priority 3 Action 1
Supported housing provider accommodation needs to be better spread across Wiltshire	Recently re-commissioned all HRS services ready for April 18 and challenges were identified in securing suitable accommodation across the County. We will continue to consider this as part of re commissioning going forward
Referral form as part of duty to refer needs to have the facility to enable acknowledgment and also feedback	Noted
Need to promote the positives more – improve communication / take advantage of social media / case studies	Priority 1 Action 1 & 16
Consideration of the Housing 1 st model	Priority 1 Action 9
Increased affordable housing – social rent level	Priority 4 Action 1 & 3
Intensive support at the start of some tenancies	We have commissioned Julian House to provide some floating support to those who have applied as homeless and will be reviewed at the end of the contract
Individual support plan based on clients needs	Priority 1 Action 4 Priority 2 Action 4
Open internet access rather than membership	This is a council IT process and requires a client to register before being able to access the guest internet
Automatic referral to Fire Service for a safe and well check when in TA / supported accommodation and perm accommodation	Priority 3 Action 9
Homeless medical drop in (mobile like BANES)	Priority 1 Action 3
All teams to have outreach workers to effectively engage with rough sleepers	Priority 1 Action 2
Better interactions with private landlords – improve incentives to encourage more lets	Priority 2 Action 1 Priority 4 Action 4

Wiltshire's Homeless Strategy

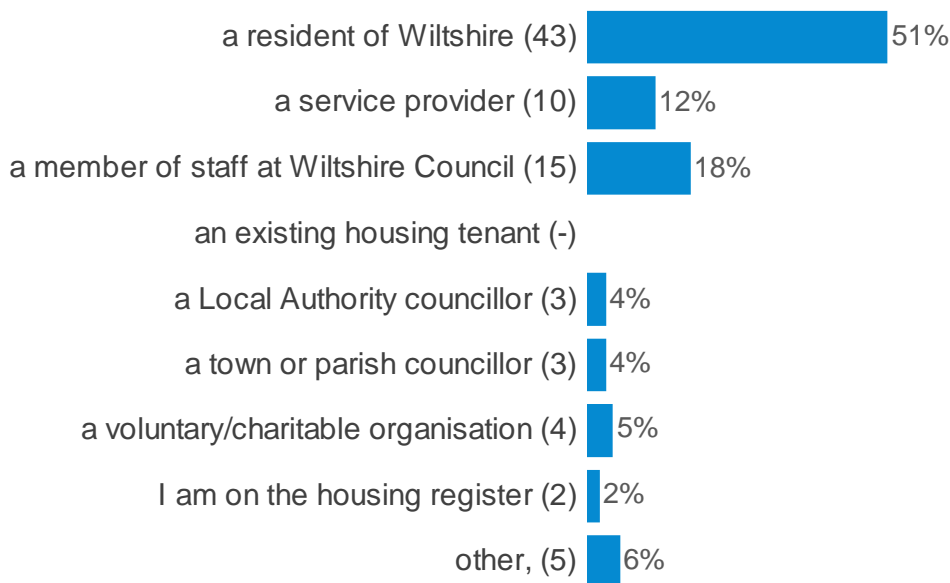
Wiltshire's Homeless Strategy

This report was generated on 01/07/19. Overall 86 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

1. Please tick the box or boxes that describes you.

I am responding to this questionnaire as:



Please specify:

I have worked in Salisbury in the past, my partner of 6 years lives in the area and I hope to live there in the near future

Locum SW living in Wiltshire for decades

also a resident

Resident of Salisbury City

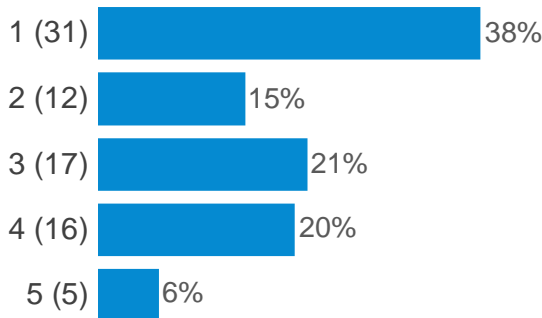
Housing Association (charitable)

Trowbridge

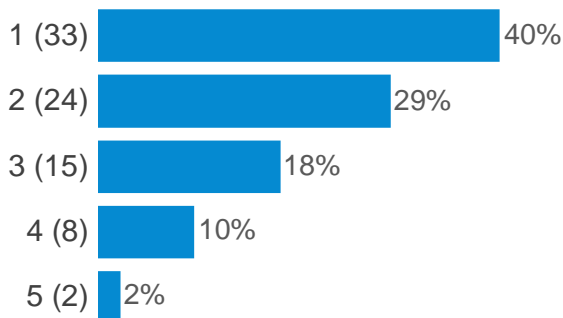
1.ii If you are responding on the behalf of an organisation or service provider, please give the name of the organisation below: ()

- breakthrough trowbridge drop in centre
- breakthrough trowbridge
- Splitz
- A2Dominion
- Sovereign Housing
- Selwood Housing
- Alabare Christian care and support
- GreenSquare
- Wiltshire Council
- Wiltshire Council
- Devizes Opendoors
- Julian House Wiltshire Substance Misuse Service
- Wiltshire Cllr
- Selwood Housing
- A2Dominion
- White Horse Housing Association
- Radian

Priority A

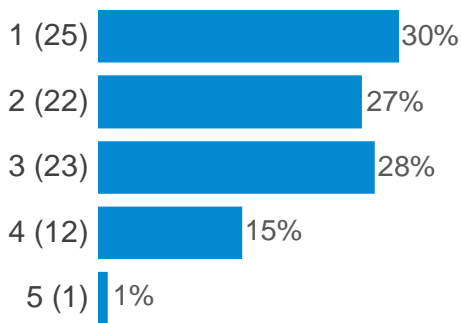


Priority B

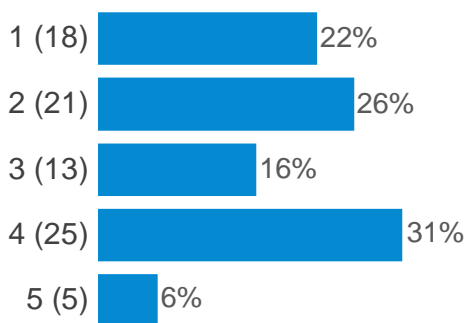


Wiltshire's Homeless Strategy

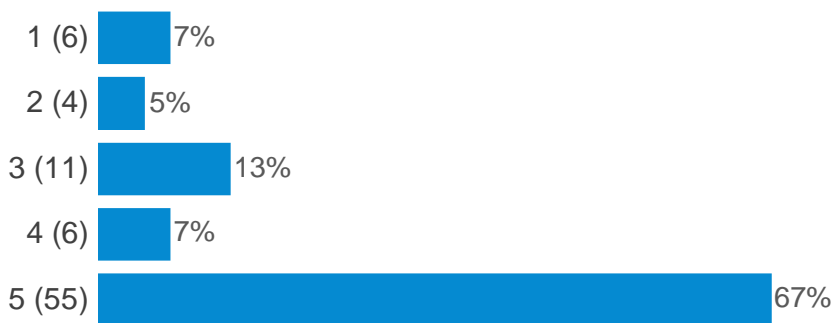
Priority C



Priority D



Priority E



3. Do you agree we need to reduce rough sleeping in Wiltshire?



Wiltshire's Homeless Strategy

If you said partially agree or not at all please tell us why?

Tackle homelessness at root causes. Prevent homelessness. Reducing rough sleeping is like bolting stable door after horse has bolted. Get there earlier.

I feel more money and support should go into helping people sustain tenancies and prevention

Create a reward accommodation, provide community or partial paid work to give people a change to integrate on society and earn wages.

Some rough sleepers do not want support or are unable to access that support. Day centres for these clients are essential

some do not want to engage or be helped as there are other problems to solve first - drugs, alcohol, MH

No-one should have to sleep rough and WC should be commended for acting and reducing numbers when they started to climb. But focussing on this looks at the problem from the wrong end of the telescope. Everything else has fallen down if someone ends up on the streets - and it is the prevention structures (which are not always housing based) that need increased focus and strength.

It needs to be eliminated - not simply reduced by an unspecified amount,

4. Do you agree we need to identify and prevent homelessness at the earliest possible stage?



If you said partially agree or not at all please tell us why?

I think individuals need to take accountability for their situation and seek help when needed, rather than rely on council services

It can be hard to tell who is homeless and who isn't.

The homeless can identify themselves but authorities and providers need to be responsive.

People should deal with their own difficulties at the start before relying on others.

5. Do you agree we should ensure services are designed to prevent homelessness and support those who are homeless?



If you said partially agree or not at all please tell us why?

They have to be willing to help themselves too.

Support providing jobs, and consequently home.

The Vagrancy Act

Services can be used by those who do not deal with their own problems. Services should be available to those who have already tried to help themselves.

6. Do you agree we should ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home?



If you said partially agree or not at all please tell us why?

Substance abuse causes a lot of problems. People have to be willing to help themselves too, or no strategy will work

If they contribute towards it like the rest of us

It depends why people are being threatened with being homeless some people have council tenancies and think they can carry and do as they please with out regard to other residents. People who are genuinely homeless and victims off domestic violence well that's a different story.

There should be an element for the homeless person to adhere to

Security of tenure of say social housing should not be guaranteed regardless of behaviour. Some behaviour does need to have consequences. there has to be limits, so I would favour tackling the issues that lead to homelessness, rather than provide guarantees.

If they do any work, community work or pay work

The Vagrancy Act

A small minority of people refuse to take responsibility for their lives and actions which has a massive impact on those around them. The answer is not as simple as finding somewhere suitable to live and needs to include changes in behaviour which will not be easy.

It would depend on the circumstances.

this will depend on the circumstances

We need to ensure that the applicants understand the process and the results of their actions rather than the council taking responsibility for finding and keeping a home.

this would depend on why they are threatened with homelessness. To say keep a suitable home is assuming that is what everyone wishes.

Wiltshire's Homeless Strategy

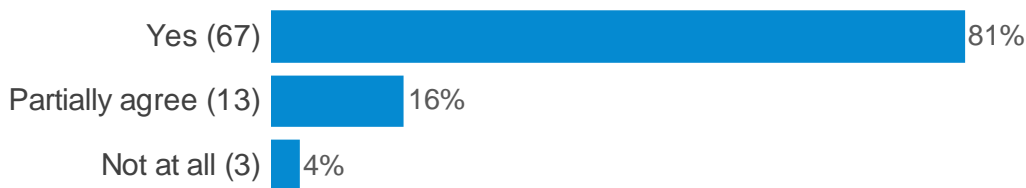
7. Do you agree we should maintain a clear strategic direction and partnership working?



If you said partially agree or not at all please tell us why?

- _____
Goes without saying. Just words.
- _____
Instead of spending money on fruitless ventures, divert it into sheltered housing removing the need to depend on partnerships with charities.
- _____
Because I don't believe Wiltshire has a clear strategic direction and partnership working can break down
- _____
Don't know what it means
- _____
Remove them from street and create centre that allow them to work towards something that reward them. " teach people how to fish, not just give them the fish"
- _____
Depends on the strategy - if to enable the above, then Yes.

8. Do you agree with our Strategic Vision?



If you said partially agree or not at all please tell us why?

- _____
Communities cannot do this alone. Needs professional input from services.
- _____
Good aim but it's not going to work as some 'charities' say they will help and then kick people out of hotels etc that have been paid for and buy alcoholics alcohol and encourage them to drink with them in pubs.
- _____
do we all actually work together?
- _____
Rough sleepers are increasing in Salisbury and a comment by one gentleman was that there are too many people who wanted to "assess" him.
- _____
As stated above I would put the list in a different order. 1. People in homes ought 1st to be supported to keep them so there are not more homeless. Partnership working is vital, strategic direction is not linked to it.
- _____
Homelessness should be abolished in Wiltshire and if rents were more reasonable then no one would be homeless Rent a nmw are ridiculous and neither can help you live as your forced to pay Bill's over heating etc and yet rent goes up like a rocket and nmw takes a slow stroll by 10p but rent goes up £100s
- _____
It might be a vision but it clearly isn't working
- _____
There are lots off people who are homeless and hostels won't let them in as they've been thrown out before we need a night shelter for those who aren't ready to move into hostels yet
- _____
It needs to happen to be real

If you said partially agree or not at all please tell us why?

Adult social care and children services need to get involved at a much earlier stage to help prevent homelessness and we shouldn't just rely on the community

It is very narrow for a county vision, unless of course it's just Wiltshire's Vision with respect to homelessness.

Don't really understand what this means. Too vague

The Vagrancy Act

Before the words "rough sleeping" insert "eliminate"

9. Do you agree with our aim on homelessness?



If you said partially agree or not at all please tell us why?

It's getting worse rather than better

We should be striving for homelessness to be preventable and that everybody has a home.

I would wish to have a better understanding of the phrase "cannot be avoided" before agreeing fully with this aim.

Aim not only a home but work to get back their normal live

The Vagrancy Act

Work together to help prevent homelessness or be avoided yes. However the question should be why , how and they wish to keep a permanent home.

Amend as follows:- Working together to prevent homelessness and secure and keep a suitable home for people where avoidance of homelessness is difficult.

10. Do you agree with our aim relating to rough sleeping?



If you said partially agree or not at all please tell us why?

The Vagrancy Act

Identify real problem first - choice,MH,drugs,acohol

Amend as follows:- Working together to eliminate rough sleeping.

Wiltshire's Homeless Strategy

11. If you have any further comments you would like to make about the draft Homeless Strategy, please use the box below: ()

Nothing to add

While I agree that reducing the number of people who are rough sleeping should be a clear aim, it needs to be understood that not all rough sleepers wish to be helped. In these instances focus may be better placed in preventing homelessness in the first place rather than placing someone into accommodation they may not wish for nor be able to maintain.

Some people that I have met are no longer able to sleep within a confined environment, normally former military with PTSD. Does your vision include an appropriate plan for them ie a Council bought plot of land that they could use with lockers etc to store their possessions. Storage for the homeless wouldn't encourage them but would allow them some dignity which they need. Please can this be looked into.

Some have homes given to them and don't use them to sleep on the streets on the day to get more money given to them. Then need to be councilled or have some therapy to change their mindsets to want to work like the rest of us and try to afford some rent. Everybody has a choice from the beginning. So it needs to be prevented.

A nominated person to go round and tell the homeless people(sitting on the pavement during the day) where they can get help and hopefully a bed for the night and a hot meal, especially young women on their own and strangers to the town(eg Salisbury.)

I think Wiltshire council need to demonstrate more how they are working with local charities to reduce homelessness and rough sleeping, especially our veterans and work with the police to step up patrols of the car park underneath Sainsbury's in Dalisbury to stop the very visible drug taking in broad daylight.

I set out to complete this consultation but having looked at the questions I don't see the point. There is no relevance or learning to be got from the survey so I can only assume you are doing it as a tick box exercise. Crap council, crap consultation.

Ensure homeless hostels allow dogs can stay with their owner.

It's ok having an aim or a vision but there needs to be proper help and support for the homeless, somewhere for them to go and sleep, wash and clean themselves and their belongings. Stop treating them like animals and treat them like humans

Your aims are admirable but I would like to see or hear some evidential proof. Come to Salisbury. Walk down Catherine Street in the early hours; walk around the back of the industrial estate, the fields by the town path towards Stratford, the Car Parks...I could go on...

Please stop moving the homeless of Salisbury , until you can provide them with a permanent solution , let them sleep in the car park as it warmer and safer there, I was disgusted that their safe place was bordered up , it's unsightly and it's not all, the homelessness fault they have nowhere to go , provide them with somewhere before taking away the only warm spots they have

Quite clearly, Wilts Council should have more trained housing officers and that with aspects of housing and homelessness ought to be assisted by the town councils, especially Chippenham, Salisbury and Trowbridge. A homeless hostel should be available in North Wilts. How about investigating by-laws to make rough sleeping and begging in Chippenham High Street illegal?

Programmes being trialled in Bristol area, as inspired by Scandinavian countries, is a potential solution. Offering accommodation without the need to be clean of drug and alcohol addictions, but on the proviso that they engage in a rehab programme. Those who are homeless need support to get off the street before they can start to tackle the bigger issues such as addictions not the other way around. This idea is simply based on Maslow Hierarchy of Needs, people need to be fed and warm and dry before they can achieve anything greater than surviving.

Needs a cohesive local , level strategy that feeds into the bigger picture within a clear referral route that has a multidisciplinary approach - police, hospital discharge etc. Format similar to DV with a screening tool and MARAC type strategy meeting - empty commercial as well as private property to be targeted - there are many empty pubs in Wilts ! Thinking outside of the box?

Wiltshire's Homeless Strategy

11. If you have any further comments you would like to make about the draft Homeless Strategy, please use the box below: ()

My goal is to get the law changed so that all food that is unable to be sold at the end of the day either in supermarkets (ie. Tesco) and bakeries/coffee shops (ie. Pret / Reeve the baker) should be donated to the homeless rather than put in the rubbish bin.

the problem we are now finding with homelessness is that the service users become long term homeless. they have learnt to live rough, to move them into any accommodation without long term support will not work as they don't have the skills or desire to become 'normal citizens' if they were housed today, the everyday problem of paying bills would be overwhelming. drug and alcohol misuse can take all their money. universal credit does not help if their housing element is paid to them personally, they have no idea of the seriousness of budgeting. sadly, our county are making it easy for people to rough sleep. support, support, support all the way is what is needed...

Advise people not to give to the homeless and instead give to a charity that can help them

Empty buildings in Salisbury are needing to be refurbished into shelters or warden controlled buildings to help reduce the homelessness in the Wiltshire

I am pleased to see the Council being clear about its priorities in regard to Homelessness, my housing advisor has done a great job in helping to resolve my housing situation and anything that can help others to prevent what I had to go through would be welcomed

The number of rough sleepers has increased dramatically in Salisbury and most have other issues that need to be dealt with too. It's criminal that in this day there are empty shops and other places that could be used to give them somewhere warm and safe to sleep I have never witnessed a WC person talking to any of these people despite regularly seeing others with them. Homelessness isn't solved from behind a desk!

Many stages to be considered to get in to a house again or off the streets needs to be considered .Need to consider hostel approach for single homeless - where a homeless person can go for a shower, new clothing and place for a meal plus with a room to discuss problems as well be given an option of a bed for the night. For couples a room basis approach needs to be considered. Access to housing benefit to be possible if homeless. A history needs to be developed with a homeless person hence a hostel approach could lead to that history which the private market landlords require. Social housing temporary housing provided by the local towns and run in partnership with property management company.

I say yes but I'd like to see some action on it there are many people who can't get into John Baker or alabare who were born here do they really deserve to have to sleep rough and risk their health to stay in the city they were born in? This is where a night shelter would come in handy there used to be one on the outskirts that picked people up in a mini bus from town

My mum needs your help. She is living scared in her own home due to rough sleepers taking over her attic space, the police have been no help whatsoever. Happy to discuss this please ring 07708521569. The sooner this is implemented the better as they have threatened to shoot my mum!!! Please help.

Adult social care and children services need to support a lot more and respond earlier

I think it is too weak.

Create a day center for the homeless, so they can learn, talk about their experiences and what they want from their future. Support them to reenter in society providing courses and jobs so consequently accommodation

It's important the a process is put in place to assist tenants before an eviction, very often support by adult care, children services or mental health is too late. Support needs of a tenant should be assessed much earlier if a concern is raised by a housing provider

I am responding to highlight the issue surrounding those (particularly who are vulnerable) being deflected towards living on boats as an economic solution. While this can be a solution there are complicating issues that where boats are required by the navigation authority to regularly move

Wiltshire's Homeless Strategy

11. If you have any further comments you would like to make about the draft Homeless Strategy, please use the box below: ()

Prevention of homelessness must address the wider determinants such as employment, education, parental conflict, adverse childhood experiences etc. No-one chooses to be homeless, for those who are it is the only option left. We must avoid stigmatising homeless people and acknowledge and address the role of society in creating the circumstances that lead to homelessness.

Early help and prevention is always the best option. Housing associations need to take a more proactive stance with more early intervention when tenancies are going array.

The Vagrancy Act has recently been cited to clear underpasses near Parliament of rough sleepers. It should be used in Salisbury. Vagrants of all kinds can be witnessed daily in Salisbury City centre. Many are street drinkers despite recent signage banning the practice. The Salisbury BID Security Staff stand with these drinkers, take no action but will put the empty tins and bottles in the bins on behalf of the drunks. Vast numbers of vagrants have no interest whatsoever in 'being saved'! They all have hard luck stories to tell when begging. Drug use is rife. The same vagrants have been seen on the streets of Salisbury City for years - they are still there and Alabaré has invited more of them. The intentional vagary of this consultation is offensive.

P8 Action 2 - Up skilling needs to take place before (not after) a tenancy is signed or they will not be in the best position to succeed. Particularly with UC requirements, applicants need to be given knowledge of benefits, budgeting and tenancy / social responsibilities immediately after their acceptance on the housing register.

I feel the homeless strategy is clear and concise with its aims, a clear message that Wiltshire is committed to reducing rough sleeping and preventing homelessness whenever possible.

I wonder if the strategy should spell out what it means by the term, "Homeless". It does refer to Rough Sleepers as a sub category but what about drawing attention to Sofa Surfers and those sleeping in Unheated Boats and Vans and Cars?

This survey is flawed to give you the result you want. You would have to be heartless not to answer yes to questions 3 - 7 so there is not point in the survey.

There are a number of people who are so antisocial that keeping and finding suitable housing will never be easy. The hard pressed services need to be available for those who do and are capable of helping themselves.

The issues which cause people to become and remain homeless and/or to sleep rough are many, deep-rooted and often inter-connected. Accordingly, a range of approaches is required. It would be interesting to explore the effectiveness of approaches not yet used in Wiltshire.

11. If you have any further comments you would like to make about the draft Homeless Strategy, please use the box below: ()

Here are some other thoughts: Does Wiltshire have a (street) homeless issue to the extent that Housing First is really required? Is there another pared down approach that would be better? To enable resources to focus on prevention work? WC are looking at providing budgeting and income maximisation sessions to those signing up to a WC home. Why not roll this out to all on the CBL / priority need? I think key partner RPs would agree to fund this - as long as they had influence over delivery and were able to monitor quality. Where households are at riks of eviction would it not be better to re-introduce a floating support type service again? This was passed back to RPs with the lost of Comm 4? Whilst this was understandable as RPs were the ones who primarily benefitted not all RPs replaced it with sustainment teams to take up the slack. This means that the pressure and cost will eventually slide back to the WC. The strategy does not tackle the issue of poverty related to rent levels. Wiltshire is a very high private rent market. This makes famiies homeless. Firstly they can't find affordable rents in the first place and then if they do they can't sustain them. There is not enough on how WC can join forces with other orgs - too much seems to be done in isolation or rather partnership mechanisms are not clearly articulated. This is odd - as the emphasis is on Working Together. The new FACT Initiatives will be great - but will need resourcing (not just by WC). I know this is a strategy and top level but I have no feel of the actions that are being taken behind these statements to ensure outcomes are reviewed. There is a fairly strong dependency on "reviews" which will in themselves deliver other action plans that won't meet the outcomes in your strategy, rather help you get a bit closer. Danger that these plans won't be delivered due to changes and resources. In short - a good strategy but I think partners need to be clearer on how you will deliver it and when they will need to be involved.

Having been through the homelessness system, I think you are already doing this so there doesn't appear to be much innovation in this as its pretty basic stuff.

As the most common cause of homelessness in Wiltshire is the loss of an assured shorthold tenancy, the link must be made to the Homes 4 Wiltshire policy and those in private lets should be permitted on to the bidding bands of the housing register. This will enable them to move in a planned way to more secure forms of tenancies and avoid the stress of trying to manage in an expensive private let with little security of tenure.

The priorities and vision is very clear

I know this is all strategic stuff but there appears to be little vision or creativity in these statements which I feel we need if we are to address these issues in the present economic climate. Also the phrase 'actions not words' comes to mind.

Stop building in the excuses for failing. Be more precise. Less words is "more"

Focus on reducing risk of homelessness specifically with high risk and vulnerable people through pre-remtive work e.g. LGBT, Mentally ill, disabled & care leavers.

Ensure the locations and availability of shelters for the homeless are updated and with all Wiltshire parking officers, as that is where many homeless are.

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Do you agree we need to reduce rough sleeping in Wiltshire?	
Tackle homelessness at root causes. Prevent homelessness. Reducing rough sleeping is like bolting stable door after horse has bolted. Get their earlier	We agree it is important to tackle homelessness early and one of the priorities in the strategy is around early intervention and prevention Priority 2
I feel more money and support should go into helping people sustain tenancies and prevention	As above
Create a reward accommodation, provide community or partial paid work to give people a change to integrate in society and earn wages	We are certainly looking at ways to maximise income, budget and reduce outgoings as well as looking to encourage people back into work Priority 2 action 2,3
Some rough sleepers do not want support or unable to access that support. Day centres for these clients are essential	We will look to develop person centred support and ensure that everyone has a choice. Priority 1, action 4
Some do not want to engage or be helped as there are other problems to solve first – drug / alcohol / MH	As above
No-one should have to sleep rough and WC should be commended for acting and reducing numbers when they started to climb. But focussing on this looks at the problem from the wrong end of the telescope. Everything else has fallen down if someone ends up on the streets - and it is the prevention structures (which are not always housing based) that need increased focus and strength	We agree it is important to tackle homelessness early and one of the priorities in the strategy is around early intervention and prevention Priority 2 We will look to develop person centred support and ensure that everyone has a choice. Priority 1, action 4
It needs to be eliminated – not simply reduced by an unspecified amount	We don't believe it is possible to totally eliminate rough sleeping as we have some who rough sleep as a choice and even with the offer of accommodation and support they prefer to sleep rough. This is only a small % but this make it impossible to totally eliminate rough sleeping. The local authority however continues to engage with these people even if they do not initially want our support Priority 1, action 2, 11, 13, 14
Do you agree we need to identify and prevent homelessness at the earliest possible stage?	
I think individuals need to take accountability for there situation and seek help when needed, rather than rely on council services	Promoting and encouraging independence is a key priority for the council across many services including housing Priority 2, action 5
It can be hard to tell who is homeless and who isn't.	This is true but we would encourage everyone to report a Rough Sleeper using street link to ensure suitable advice can be provided

	Priority 1 action 1, 2
The homeless can identify themselves but authorities and providers need to be responsive	Sometimes homeless people do not self identify which is why we have developed a rough sleeping team to be able to respond quickly, as well as actions to improve available information for appropriate signposting Priority 1 action 2, Priority 3 action 1, 5, 7
People should deal with their own difficulties at the start before relying on others.	We encourage independence and will look at having information available on line, however we would always encourage anyone experiencing difficulties to seek appropriate advice Priority 3 action 7
Do you agree we should ensure services are designed to prevent homelessness and support those who are homeless?	
They have to be willing to help themselves too.	Agreed, and we will continue to engage until they are ready
Support providing jobs, and consequently home.	We are certainly looking at ways to maximise income, budget and reduce outgoings as well as looking to encourage people back into work Priority 2 action 2,3
The Vagrancy Act	Priority 1, 5 Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation
Services can be used by those who do not deal with their own problems. Services should be available to those who have already tried to help themselves.	It is a legislative requirement that housing services are available to all and advice or support provided would depend on the individual needs
Do you agree we should ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home?	
Substance abuse causes a lot of problems. People have to be willing to help themselves too, or no strategy will work	Agreed, and we continue to work with clients until they are ready to receive the appropriate advice and support they need
If they contribute towards it like the rest of us	All those who are threatened with homeless or who are homeless will have a personal housing plan developed which will make clear what they need to do as well as the authority to assist them in meeting their needs
It depends why people are being threatened with being homeless some people have council tenancies and think they can carry and do as they please without regard to other residents. People	All circumstances are investigated and appropriate advice, support and action is taken based on individual cases. Once housed they are required to abide by tenancy conditions. Regardless of a client's situation we are required to provide advice and support

who are genuinely homeless and victims of domestic violence well that's a different story.	
There should be an element for the homeless person to adhere to security of tenure of say social housing should not be guaranteed regardless of behaviour. Some behaviour does need to have consequences there has to be limits, so I would favour tackling the issues that lead to homelessness, rather than provide guarantees.	Please be assured that any tenant or licensee is required to adhere to licence or tenancy conditions and bad behaviour can lead to the loss of a tenancy. Prevention and support is a key priority a enforcement action always must be seen as the last and only option left
If they do any work, community work or pay work	We encourage all clients to get into work either paid or un paid however for some clients this is just not possible or it can take time
The Vagrancy Act	Priority 1, 5 Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation
A small minority of people refuse to take responsibility for their lives and actions which has a massive impact on those around them. The answer is not as simple as finding somewhere suitable to live and needs to include changes in behaviour which will not be easy.	We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions Priority 1, action 2, 5, 13
It would depend on the circumstances.	All clients are provided with advice and support based on individual circumstances Priority 1 action 2
We need to ensure that the applicants understand the process and the results of their actions rather than the council taking responsibility for finding and keeping a home.	We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. Consequences of poor behaviour is very clearly explained when the options are discussed Priority 1, action 2, 5, 13
this would depend on why they are threatened with homelessness. To say keep a suitable home is assuming that is what everyone wishes.	All clients are provided with advice and support based on individual circumstances Priority 1 action 2
Do you agree we should maintain a clear direction and partnership working?	
Goes without saying. Just words.	This is a clear priority to help maintain a clear direction and robust multi agency partnership working Priority 5 action 1
Instead of spending money on fruitless ventures, divert it into sheltered housing removing the need to depend on partnerships with charities.	Wiltshire Council have an agreed programme to invest in its sheltered schemes but this is very different to the

	funding and support available to rough sleepers
Because I don't believe Wiltshire has a clear strategic direction and partnership working can break down	This strategy will help to create clear strategic direction to help develop and improve partnership working Priority 5 action 1
Remove them from street and create centre that allow them to work towards something that reward them. " teach people how to fish, not just give them the fish"	With our recent rough sleeper initiative funding we have managed to commission a dedicated 8 bed high intensive support scheme in Trowbridge, with 4 in Salisbury and 2 in Chippenham to enable intensive support to help Rough sleepers develop the skills they need to live independently Priority 1 action 2, 9 ,10, 11
Depends on the strategy – if to enable the above, then Yes	Noted and yes it is
Do you agree with our Strategic Vision?	
Communities cannot do this alone. Needs professional input from services.	Agree – The Council is not able to deliver on these priorities in isolation and it's important that we work together in partnership Priority 5 action 1
Good aim but it's not going to work as some 'charities' say they will help and then kick people out of hotels etc that have been paid for and buy alcoholics alcohol and encourage them to drink with them in pubs.	This strategy will help to create clear strategic direction to help develop and improve partnership working Priority 5 action 1
do we all actually work together?	This strategy will help to create clear strategic direction to help develop and improve partnership working Priority 5 action 1
Rough sleepers are increasing in Salisbury and a comment by one gentleman was that there are too many people who wanted to "assess" him.	This year we have seen a 50 % reduction in rough sleeping and we have managed to get 49 rough sleepers into accommodation since Jan 19. All clients are provided with advice and support based on individual circumstances and sometime this will mean that a number of support providers are involved to deal with the often complex issues they have Priority 1 action 2, 3 and 4
As stated above I would put the list in a different order. 1. People in homes ought 1st to be supported to keep them so there are not more homeless. Partnership working is vital, strategic direction is not linked to it.	We have noted the responses on the orders for the priorities. By working in partnership we can ensure that we maintain our strategic direction and deliver on our agreed priorities Priority 5 action 1
Homelessness should be abolished in Wiltshire and if rents were more reasonable then no one would be homeless Rent a nmw are ridiculous and neither can help you live as your forced to pay Bill's over	It is not possible to abolish homelessness and we are limited to how we can encourage landlords to keeps rent low. We would however ensure we work with individuals who are in financial difficulty to

heating etc and yet rent goes up like a rocket and nwm takes a slow stroll by 10p but rent goes up £100s	try and look at ways to maximise income and reduce outgoings Priority 2 action 2
It might be a vision but it clearly isn't working	This is a new strategic vision and work has only just started on some of the key priority areas
There are lots off people who are homeless and hostels won't let them in as they've been thrown out before we need a night shelter for those who aren't ready to move into hostels yet	With our recent rough sleeper initiative funding we have managed to commission a dedicated 8 bed high intensive support scheme in Trowbridge, with 4 in Salisbury and 2 in Chippenham to enable intensive support to help Rough sleepers develop the skills they need to live independently Priority 1 action 2, 9 ,10, 11
It needs to happen to be real	This is what this strategy and action plan will do
Adult social care and children services need to get involved at a much earlier stage to help prevent homelessness and we shouldn't just rely on the community	It has been recognised that improved joint working at an early stage with both Adult Social Care and Children Services will have benefits to the customer Priority 2 action 4 & Priority 3 action 3
It is very narrow for a county vision, unless of course it's just Wiltshire's Vision with respect to homelessness	This is Wiltshire's vision in respect to just homelessness
Don't really understand what this means. Too vague	This is the vision, the detail is contained within the aims and priorities
The Vagrancy Act	Priority 1, 5 Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation
Before the words "rough sleeping" insert eliminate	We don't believe it is possible to totally eliminate rough sleeping as we have some who rough sleep as a choice and even with the offer of accommodation and support they prefer to sleep rough. This is only a small % but this make it impossible to totally eliminate rough sleeping. The local authority however continues to engage with these people even if they do not initially want our support Priority 1, action 2, 11, 13, 14
Do you agree with our aim on homelessness?	
It's getting worse rather than better	This year we have seen a 50 % reduction in rough sleeping and we have managed to get 49 rough sleepers into accommodation since Jan 19.
We should be striving for homelessness to be preventable and that everybody has a home.	This is our strategic vision and the strategy is based around early intervention and prevention

I would wish to have a better understanding of the phrase "cannot be avoided" before agreeing fully with this aim.	In some cases we are not able to prevent homelessness – for example a landlord may ask a family to leave as they have decided they would like to sell the property – this type of homelessness ‘cannot be avoided’ but we would work with the family to try and prevent homelessness before the eviction however this is not always possible in the timescales provided.
Aim not only a home but work to get back to their normal live	We would always make appropriate referrals to other support services to help families
The Vagrancy Act	Priority 1, 5 Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation
Work together to help prevent homelessness or be avoided yes. However the question should be why, how and they wish to keep a permanent home.	This is our strategic vision and the strategy is based around early intervention and prevention
Amend as follows: Working together to prevent homelessness and secure and keep a suitable home for people where avoidance of homelessness is difficult	Noted and considered
Do you agree with our aim relating to rough sleeping?	
The Vagrancy Act	Priority 1, 5 Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation
Identify real problem first choice, MH, drugs, alcohol	All clients are provided with advice and support based on individual circumstances and sometime this will mean that a number of support providers are involved to deal with the often complex issues they have Priority 1 action 2, 3 and 4
Amend as follows: Working together to eliminate rough sleeping	We don't believe it is possible to totally eliminate rough sleeping as we have some who rough sleep as a choice and even with the offer of accommodation and support they prefer to sleep rough. This is only a small % but this make it impossible to totally eliminate rough sleeping. The local authority however continues to engage with these people even if they do not initially want our support Priority 1, action 2, 11, 13, 14
Further comments	
While I agree that reducing the number of people who are rough sleeping should be a clear aim, it needs to be understood that	Prevention is our strategic vision and the strategy is based around early intervention and prevention

<p>not all rough sleepers wish to be helped. In these instances focus may be better placed in preventing homelessness in the first place rather than placing someone into accommodation they may not wish for nor be able to maintain.</p>	
<p>Some people that I have met are no longer able to sleep within a confined environment, normally former military with ptsd. Does your vision include an appropriate plan for them ie a Council bought plot of land that they could use with lockers etc to store their possessions. Storage for the homeless wouldn't encourage them but would allow them some dignity which they need. Please can this be looked into.</p>	<p>It is not our intention to encourage any client to sleep rough including ex-military. Alabare, who are a charitable supported housing provider in Wiltshire are an excellent support provider for former armed forces personal with a new scheme specifically developed for ex armed forces who can provide appropriate support</p>
<p>Some have homes given to them and don't use them to sleep on the streets on the day to get more money given to them. Then need to be counselled or have some therapy to change their mindsets to want to work like the rest of us and try to afford some rent. Everybody has a choice from the beginning. So it needs to be prevented.</p>	<p>Prevention is our strategic vision and the strategy is based around early intervention and prevention</p>
<p>A nominated person to go round and tell the homeless people (sitting on the pavement during the day) where they can get help and hopefully a bed for the night and a hot meal, especially young women on their own and strangers to the town (e.g Salisbury.)</p>	<p>We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions Priority 1, action 2, 5, 13</p>
<p>I think Wiltshire council need to demonstrate more how they are working with local charities to reduce homelessness and rough sleeping, especially our veterans and work with the police to step up patrols of the car park underneath Sainsbury's in Salisbury to stop the very visible drug taking in broad daylight.</p>	<p>We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions Priority 1, action 2, 5, 13</p>
<p>Ensure homeless hostels allow dogs can stay with their owner.</p>	<p>This has been a recognised need for rough sleepers and where possible we allow them to bring their dogs with them in some of our accommodation for rough sleepers</p>
<p>It's ok having an aim or a vision but there needs to be proper help and support for the homeless, somewhere for them to go and sleep, wash and clean themselves and their belongings. Stop treating them like animals and treat them like humans</p>	<p>With our recent rough sleeper initiative funding we have managed to commission a dedicated 8 bed high intensive support scheme in Trowbridge, with 4 in Salisbury and 2 in Chippenham to enable intensive support to help Rough sleepers develop the skills they need to live independently Priority 1 action 2, 9, 10, 11</p>

<p>Your aims are admirable but I would like to see or hear some evidential proof. Come to Salisbury. Walk down Catherine Street in the early hours; walk around the back of the industrial estate, the fields by the town path towards Stratford, the Car Parks...I could go on...</p>	<p>This year we have seen a 50 % reduction in rough sleeping and we have managed to get 49 rough sleepers into accommodation since Jan 19.</p> <p>All clients are provided with advice and support based on individual circumstances and sometime this will mean that a number of support providers are involved to deal with the often complex issues they have</p> <p>Priority 1 action 2, 3 and 4</p>
<p>Please stop moving the homeless of Salisbury, until you can provide them with a permanent solution, let them sleep in the car park as it warmer and safer there, I was disgusted that their safe place was bordered up, It's unsightly and it's not all, the homelessness fault they have nowhere to go, provide them with somewhere before taking away the only warm spots they have</p>	<p>As above and</p> <p>Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation</p> <p>Priority 1, action 2, 5, 13</p>
<p>Quite clearly, Wilts Council should have more trained housing officers and that with aspects of housing and homelessness ought to be assisted by the town councils, especially Chippenham, Salisbury and Trowbridge. A homeless hostel should be available in North Wilts. How about investigating by-laws to make rough sleeping and begging in Chippenham High Street illegal?</p>	<p>We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support.</p> <p>A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions</p> <p>Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation</p> <p>Priority 1, action 2, 5, 13</p>
<p>Programmes being trialled in Bristol area, as inspired by Scandinavian countries, is a potential solution. Offering accommodation without the need to be clean of drug and alcohol addictions, but on the proviso that they engage in a rehab programme. Those who are homeless need support to get off the street before they can start to tackle the bigger issues such as addictions not the other way around. This idea is simply based on Maslow Hierarchy of Needs, people need to be fed and warm and dry before they can achieve anything greater than surviving.</p>	<p>With our recent rough sleeper initiative funding we have managed to commission a dedicated 8 bed high intensive support scheme in Trowbridge, with 4 in Salisbury and 2 in Chippenham to enable intensive support to help Rough sleepers develop the skills they need to live independently</p> <p>Priority 1 action 2, 9 ,10, 11</p>
<p>Needs a cohesive local, level strategy that feeds into the bigger picture within a clear referral route that has a multidisciplinary approach - police, hospital discharge etc.</p>	<p>This strategy will help to create clear strategic direction to help develop and improve multi agency partnership working</p> <p>Priority 5 action 1</p>

<p>Format similar to DV with a screening tool and MARAC type strategy meeting - empty commercial as well as private property to be targeted - there are many empty pubs in Wilts ! Thinking outside of the box?</p>	
<p>My goal is to get the law changed so that all food that is unable to be sold at the end of the day either in supermarkets (ie. Tesco) and bakeries/coffee shops (ie. Pret / Reeve the baker) should be donated to the homeless rather than put in the rubbish bin.</p>	<p>We encourage people to donate to food banks and we often speak with local companies to donate any left over food to support our hostels</p>
<p>the problem we are now finding with homelessness is that the service users become long term homeless. they have learnt to live rough, to move them into any accommodation without long term support will not work as they don't have the skills or desire to become 'normal citizens' if they were housed today, the everyday problem of paying bills would be overwhelming. drug and alcohol misuse can take all their money. universal credit does not help if their housing element is paid to them personally, they have no idea of the seriousness of budgeting. sadly, our country are making it easy for people to rough sleep. support, support, support all the way is what is needed...</p>	<p>We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions We have also commissioned some high intensive bed spaces for entrenched rough sleepers to ensure they have access to the support they need, as well as an action to develop move on accommodation with support Priority 1 action 2, 9 ,10, 11</p>
<p>Advise people not to give to the homeless and instead give to a charity that can help them</p>	<p>This has been recognised as an issue and we intend to conduct an annual advertising campaign to encourage members of the public to donate to registered charities rather than direct to homeless clients Priority 1 action 16</p>
<p>Empty buildings in Salisbury are needing to be refurbished into shelters or warden controlled buildings to help reduce the homelessness in the Wiltshire</p>	<p>We always encourage landlords of long term empty homes to bring them back into use, however many landlords prefer to retain them often as second homes. In regard to accommodation for rough sleepers we have with our recent rough sleeper initiative funding we have managed to commission a dedicated 8 bed high intensive support scheme in Trowbridge, with 4 in Salisbury and 2 in Chippenham to enable intensive support to help Rough sleepers develop the skills they need to live independently Priority 1 action 2, 9 ,10, 11</p>
<p>I am pleased to see the Council being clear about its priorities in regard to Homelessness, my housing advisor has done a great job in helping to resolve my housing situation and anything that can</p>	<p>Noted</p>

<p>help others to prevent what I had to go through would be welcomed</p>	
<p>The number of rough sleepers has increased dramatically in Salisbury and most have other issues that need to be dealt with too. It's criminal that in this day there are empty shops and other places that could be used to give them somewhere warm and safe to sleep I have never witnessed a WC person talking to any of these people despite regularly seeing others with them. Homelessness isn't solved from behind a desk!</p>	<p>This year we have seen a 50 % reduction in rough sleeping and we have managed to get 49 rough sleepers into accommodation since Jan 19. We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions Priority 1 action 2,3 and 4</p>
<p>Many stages to be considered to get in to a house again or off the streets needs to be considered. Need to consider hostel approach for single homeless - where a homeless person can go for a shower, new clothing and place for a meal plus with a room to discuss problems as well be given an option of a bed for the night. For couples a room basis approach needs to be considered. Access to housing benefit to be possible if homeless. A history needs to be developed with a homeless person hence a hostel approach could lead to that history which the private market landlords require. Social housing temporary housing provided by the local towns and run in partnership with property management company.</p>	<p>We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions We have also commissioned some high intensive bed spaces for entrenched rough sleepers to ensure they have access to the support they need, as well as an action to develop move on accommodation with support Priority 1 action 2, 9 ,10, 11</p>
<p>I say yes but I'd like to see some action on it there are many people who can't get into John Baker or alabare who were born here do they really deserve to have to sleep rough and risk their health to stay in the city they were born in? This is where a night shelter would come in handy there used to be one on the outskirts that picked people up in a mini bus from town</p>	<p>We have recently appointed a dedicated specialist Rough sleeper team to work on the streets with Rough Sleepers to provide appropriate advice and support. A multi agency approach including working with town councils to manage rough sleeping is essential and is one of our clear actions We have also commissioned some high intensive bed spaces for entrenched rough sleepers to ensure they have access to the support they need, as well as an action to develop move on accommodation with support Transport is already provided for our rough sleepers to be able to access one of these bed spaces Priority 1 action 2, 9 ,10, 11</p>
<p>Adult social care and children services need to support a lot more and respond earlier</p>	<p>It has been recognised that improved joint working at an early stage with both Adult</p>

	<p>Social Care and Children Services will have benefits to the customer</p> <p>Priority 2 action 4 & Priority 3 action 3</p>
<p>It's important a process is put in place to assist tenants before an eviction, very often support by adult care, children services or mental health is too late. Support needs of a tenant should be assessed much earlier if a concern is raised by a housing provider</p>	<p>It has been recognised that improved joint working at an early stage with both Adult Social Care and Children Services will have benefits to the customer</p> <p>Priority 2 action 4 & Priority 3 action 3</p>
<p>I am responding to highlight the issue surrounding those (particularly who are vulnerable) being deflected towards living on boats as an economic solution. While this can be a solution there are complicating issues that where boats are required by the navigation authority to regularly move</p>	<p>We are not aware of clients being deflected towards living on boats as this is not considered a housing option when looking to prevent homelessness</p>
<p>Prevention of homelessness must address the wider determinants such as employment, education, parental conflict, adverse childhood experiences etc. No-one chooses to be homeless, for those who are it is the only option left. We must avoid stigmatising homeless people and acknowledge and address the role of society in creating the circumstances that lead to homelessness.</p>	<p>It has been recognised that improved joint working at an early stage with both Adult Social Care and Children Services will have benefits to the customer and help to address some of these issues</p> <p>Priority 2 action 4 & Priority 3 action 3</p>
<p>Early help and prevention is always the best option. Housing associations need to take a more pro active stance with more early intervention when tenancies are going array.</p>	<p>We are currently working with our housing providers to ensure they notify us early of any potential eviction so we can see what support can be offered to try and save the tenancy.</p>
<p>The Vagrancy Act has recently been cited to clear underpasses near Parliament of rough sleepers. It should be used in Salisbury. Vagrants of all kinds can be witnessed daily in Salisbury City centre. Many are street drinkers despite recent signage banning the practice. The Salisbury BID Security. Staff stand with these drinkers, take no action but will put the empty tins and bottles in the bins on behalf of the drunks. Vast numbers of vagrants have no interest whatsoever in 'being saved'! They all have hard luck stories to tell when begging. Drug use is rife. The same vagrants have been seen on the streets of Salisbury City for years - they are still there and Alabaré has invited more of them.</p>	<p>Priority 1, 5 Enforcement action is a last option for Wiltshire Council as we believe that everyone should be supported and offered choices to help them resolve their housing situation</p>
<p>P8 Action 2 - Up skilling needs to take place before (not after) a tenancy is signed or they will not be in the best position to</p>	<p>We are currently looking at a tenancy ready module for those who have applied to join</p>

<p>succeed. Particularly with UC requirements, applicants need to be given knowledge of benefits, budgeting and tenancy / social responsibilities immediately after their acceptance on the housing register.</p>	<p>the housing register in advance of being given a tenancy</p>
<p>I feel the homeless strategy is clear and concise with its aims, a clear message that Wiltshire is committed to reducing rough sleeping and preventing homelessness whenever possible.</p>	<p>Noted</p>
<p>I wonder if the strategy should spell out what it means by the term, "Homeless". It does refer to Rough Sleepers as a sub category but what about drawing attention to Sofa Surfers and those sleeping in Unheated Boats and Vans and Cars?</p>	<p>In the homeless strategy we define three types of homelessness, these being statutory homeless, hidden homeless and rough sleeping. Those living in temporary or unsuitable housing such as empty buildings / uninhabitable boats / cars etc are considered to be hidden homeless</p>
<p>This survey is flawed to give you the result you want. You would have to be heartless not to answer yes to questions 3 - 7 so there is not point in the survey.</p>	<p>We have received many comments and the responses to the questions have not all been yes</p>
<p>There are a number of people who are so antisocial that keeping and finding suitable housing will never be easy. The hard pressed services need to be available for those who do and are capable of helping themselves.</p>	<p>It has been recognised that improved joint working at an early stage with both Adult Social Care and Children Services will have benefits to the customer and help to address some of these issues as well as other support services in relation to drug and alcohol issues</p> <p>Priority 2 action 4 & Priority 3 action 3</p>
<p>The issues which cause people to become and remain homeless and/or to sleep rough are many, deep-rooted and often inter-connected. Accordingly, a range of approaches is required. It would be interesting to explore the effectiveness of approaches not yet used in Wiltshire.</p>	<p>We would welcome any ideas on things that people believe might work in Wiltshire to help prevent homelessness</p>
<p>Here are some other thoughts: Does Wiltshire have a (street) homeless issue to the extent that Housing First is really required? Is there another pared down approach that would be better? To enable resources to focus on prevention work? WC are looking at providing budgeting and income maximisation sessions to those signing up to a WC home. Why not roll this out to all on the CBL / priority need? I think key partner RPs would agree to fund this - as long as they had influence over delivery and were able to monitor quality. Where households are at risk of eviction would it not be better to re-introduce a floating support type service again? This was passed back to</p>	<p>It is our intention to pilot a housing first model which is not just for street homeless but for clients who would benefit from wrap around support at the early stages of independent living. We will then review how this works</p> <p>We are considering early tenancy ready training for those joining the register but we are at the early stages of development and we have had discussions with some of the RPs.</p> <p>We are not looking to re-introduce a county wide floating support service due to limited funding but have expanded the floating support services available to those in temporary accommodation</p>

<p>RPs with the lost of Comm 4? Whilst this was understandable as RPs were the ones who primarily benefitted not all RPs replaced it with sustainment teams to take up the slack. This means that the pressure and cost will eventually slide back to the WC. The strategy does not tackle the issue of poverty related to rent levels. Wiltshire is a very high private rent market. This makes families homeless. Firstly they can't find affordable rents in the first place and then if they do they can't sustain them. There is not enough on how WC can join forces with other orgs - too much seems to be done in isolation or rather partnership mechanisms are not clearly articulated. This is odd - as the emphasis is on Working Together. The new FACT Initiatives will be great - but will need resourcing (not just by WC). I know this is a strategy and top level but I have no feel of the actions that are being taken behind these statements to ensure outcomes are reviewed. There is a fairly strong dependency on "reviews" which will in themselves deliver other action plans that won't meet the outcomes in your strategy, rather help you get a bit closer. Danger that these plans won't be delivered due to changes and resources. In short - a good strategy but I think partners need to be clearer on how you will deliver it and when they will need to be involved.</p>	<p>It is our intention to create a multi agency board to oversee the implementation of the homeless strategy actions and look at ways to continue to prevent and improve our response to homelessness This strategy will help to create clear strategic direction to help develop and improve multi agency partnership working Priority 5 action 1</p>
<p>Having been through the homelessness system, I think you are already doing this so there doesn't appear to be much innovation in this as its pretty basic stuff.</p>	<p>We are more than happy to consider any suggestions for improvement and as part of the multi agency partnership meetings we would welcome any further initiatives that would be possible to take forward in Wiltshire Priority 5 action 1</p>
<p>As the most common cause of homelessness in Wiltshire is the loss of an assured shorthold tenancy, the link must be made to the Homes 4 Wiltshire policy and those in private lets should be permitted on to the bidding bands of the housing register. This will enable them to move in a planned way to more secure forms of tenancies and avoid the stress of trying to manage in an expensive private let with little security of tenure.</p>	<p>Private rented accommodation should be recognised as suitable accommodation and not consider social housing as the only option for re housing</p>
<p>The priorities and vision is very clear</p>	<p>Noted</p>
<p>I know this is all strategic stuff but there appears to be little vision or creativity in these statements which I feel we need if we</p>	<p>The homeless strategy has identified a clear vision and aims and the priorities and actions will help to deliver this</p>

<p>are to address these issues in the present economic climate. Also the phrase 'actions not words' come to mind</p>	
<p>Stop building in the excuses for failing, be more precise, Less words is "more"</p>	<p>We believe this homeless strategy is clear and concise and agree that less words is more</p>
<p>Focus on reducing risk of homelessness specifically with high risk and vulnerable people through pre-remotive work e.g. LGBT, Mentally ill, disabled and care leavers</p>	<p>We agree it is important to tackle homelessness early and one of the priorities in the strategy is around early intervention and prevention Priority 2 We will look to develop person centred support and ensure that everyone has a choice. Priority 1, action 4</p>
<p>Ensure the locations and availability of shelters for the homeless are updated and with all Wiltshire parking officers, as that is where many homeless are:</p>	<p>We are looking to produce wallet sized information for both rough sleepers and partners and the advice, support and services available to rough sleepers Priority 1 action 6 and 7</p>

Appendix 7 – Council 26 Nov 2019

Equality Analysis Evidence Document					
(Please note, this will form part of a public facing document. If you have any questions about this, please contact Equalities@wiltshire.gov.uk)					
Title: What are you completing an Equality Analysis on?					
Homelessness Strategy 2019-24					
Why are you completing the Equality Analysis? (please tick any that apply)					
Proposed New Policy or Service X	Change to Policy or Service	MTFS (Medium Term Financial Strategy)	Service Review		
Version Control					
Version control number	4.0	Date	01/08/2019	Reason for review (if appropriate)	The Council is required by law to update its Homelessness Strategy every five years
Risk Rating Score (use Equalities Risk Matrix and guidance) **If any of these are 3 or above, an Impact Assessment must be completed. Please check with equalities@wiltshire.gov.uk for advice					
Criteria	Inherent risk score on proposal		Residual risk score after mitigating actions have been identified		
Legal challenge	6				
Financial costs/implications	6				
People impacts	9				
Reputational damage	8				
Section 1 – Description of what is being analysed					
<p>Section 1(1) of the Homelessness 2002 Act gives housing authorities the power to carry out a homelessness review for their district and formulate and publish a homelessness strategy based on the results of the review. Section 1(4) requires housing authorities to publish a new homelessness strategy, based on the results of a further homelessness review, within the period of five years beginning with the day on which their last homelessness strategy was published.</p> <p>This is Wiltshire Council’s first Homeless Strategy since the introduction of the Homeless Reduction Act 2017 and takes into account new duties placed on Local Authorities. The strategy has been informed by Wiltshire Council’s Homelessness Date Review and Homeless Health Needs Assessment. The strategy ensures that we identify the key needs and challenges and have an action plan that sets out how we intend to support households at risk of homelessness. The aims and objectives of the strategy are designed to:-</p> <ul style="list-style-type: none"> Address the causes and prevent homelessness where possible Deal effectively with those the Council has a duty to accommodate Provide temporary accommodation for those who are homeless Ensure support and options are provided to any Rough sleeper Ensure that appropriate support is available to prevent repeat homelessness 					

The data review considered the definitions of homelessness, former and current levels of homelessness nationally and locally as well as a breakdown of homeless decisions made. These decisions were then further analysed taking into consideration reason for priority need such as children, pregnancy, physical or mental health disability, violence, age, family profile, ethnicity and reasons for homelessness.

Section 2A – People or communities that are currently **targeted or could be affected** by any change (please take note of the Protected Characteristics listed in the action table).

All households that are potentially vulnerable to or are at risk of homelessness with a particular focus on those in priority groups such as families with children, those expecting child, young or older people and those with a physical or mental health disability

Section 2B – People who are **delivering** the policy or service that are targeted or could be affected (i.e. staff, commissioned organisations, contractors)

Staff in Housing Options and Advice teams

Registered Housing providers (Housing Associations)
Supported Housing providers
Homeless shelters and day services
Mental Health practitioners
Adult Care and Children services teams
Public Health
Drug & alcohol misuse organisations and workers
Probation & prison services
Domestic abuse refuges and safe houses
Voluntary and charitable organisations
Police and Fire Services
Health practitioners
Private landlords and lettings agencies

Section 3 –The underpinning **evidence and data** used for the analysis (Attach documents where appropriate)

Prompts:

- What data do you collect about your customers/staff?
- What local, regional and national research is there that you could use?
- How do your Governance documents (Terms of Reference, operating procedures) reflect the need to consider the Public Sector Equality Duty?
- What are the issues that you or your partners or stakeholders already know about?
- What engagement, involvement and consultation work have you done? How was this carried out, with whom? Whose voices are missing? What does this tell you about potential take-up and satisfaction with existing services?
- Are there any gaps in your knowledge? If so, do you need to identify how you will collect data to fill the gap (feed this into the action table if necessary)

The Homelessness Code of Guidance for Local Authorities states:

1.10 Housing authorities need to ensure that policies and decisions relating to homelessness and threatened homelessness do not amount to unlawful conduct under the [Equality Act 2010](#) and also comply with the [public sector equality duty](#).

1.12 The public sector equality duty in [section 149\(1\) of the Equality Act 2010](#) requires public authorities, including housing authorities, to integrate equality considerations into the decision-making process from the outset, including in the development, implementation and review of their policies and services. This includes policies and services relating to homelessness and threatened homelessness. Other agencies and bodies who carry out public functions on behalf of local authorities also have a duty to comply with the public sector equality duty in the delivery of those public functions.

1. 1.13 Specifically, under section 149(1) Equality Act 2010, public authorities in exercising their functions (or a person exercising public functions that is not a public authority (section 149(2)) must have due regard to the need to:
 1. (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 2. (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and,
 3. (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

1.14 The 3 limbs of the duty, listed above, apply to all protected characteristics apart from marriage and civil partnership, which is only relevant to the first limb (eliminating discrimination and so on).

1. 1.15 In order to comply with the public sector equality duty housing authorities need to do the following:
 1. (a) plan how to factor in equality considerations;
 2. (b) collect sufficient information to develop a reasonable understanding of what the equality impacts might be;
 3. (c) identify any equality impact the policy or service might have;
 4. (d) justify any decision that it takes;
 5. (e) re-evaluation to consider whether any alternative approaches might be possible;
 6. (f) record how many equality impacts are taken;
 7. (g) inform decision-makers; and,
 8. (h) continue to review equality impacts as the policy or service is implemented or developed.

1.16 The duty to have due regard to these equality issues will also apply when decisions are taken in respect of individual applications for homelessness assistance. Applicants should receive fully considered decisions which, in accordance with the public sector equality duty, show due regard to any equality impacts of the decision.

Protected characteristics:

Ethnic profile of applicants accepted as homeless in Wiltshire:

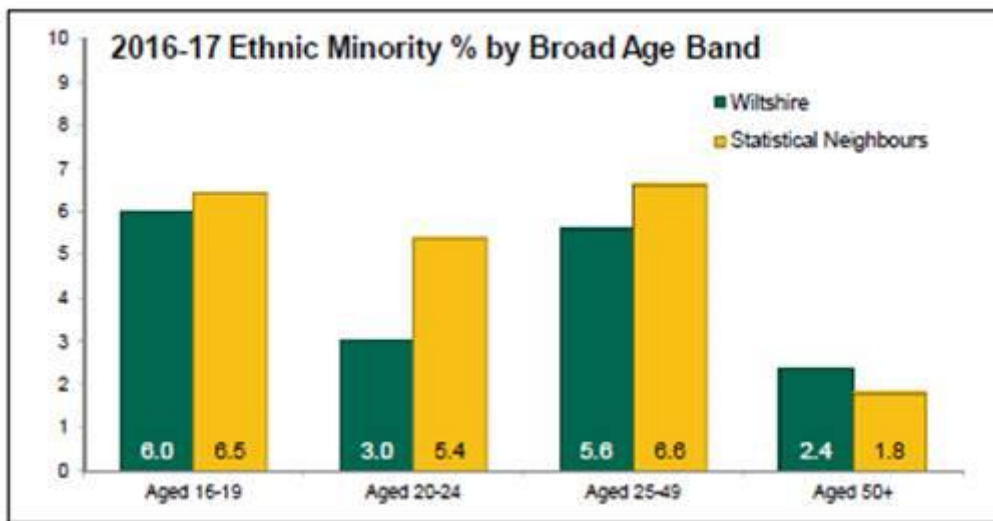
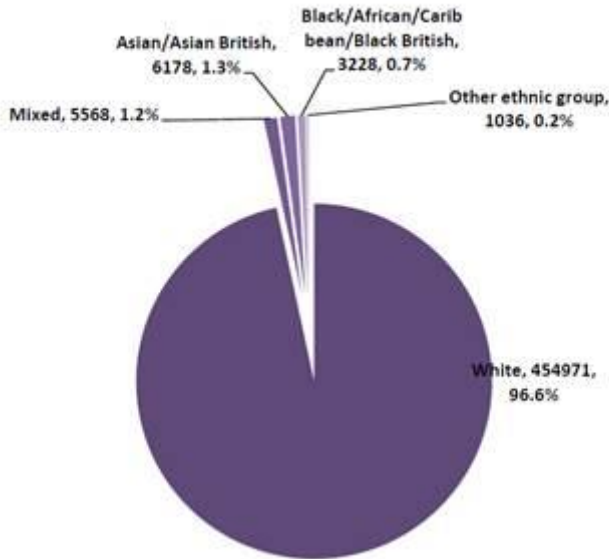
	2014-15	2015-16	2016-17	2017-18
White	384	255	241	216
Black or Black British	47	14	16	22
Asian or Asian British	5	9	--	--
Mixed	-	5	--	--
Other ethnic origin	-	-	10	--
Ethnic Group not Stated	-	-	--	--
Totals	437	285	269	249

Based on the above, the stat homelessness rates amongst BAME groups are as follows:

- 2014-15: 11.9%
- 2015-16: 9.8%
- 2016-17: 9.7%
- 2017-18: 8.8%

Comparing these figures to the 2011 Census & more recent JSNA stats below, it appears that BAME groups are disproportionately represented amongst homeless households. This is not isolated to just Wiltshire and has been flagged through national government statistics as an emerging issue.

Chart 1: Ethnic groups, Wiltshire, 2011



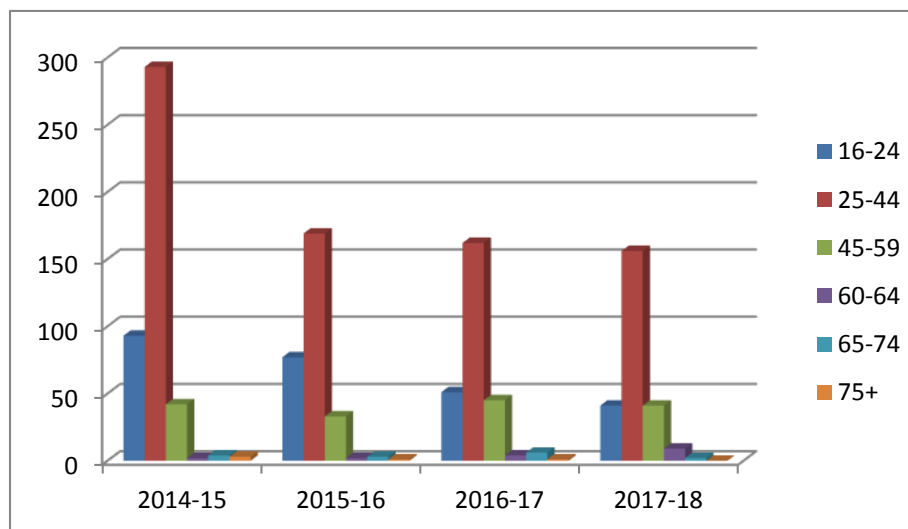
Age & Gender

Wiltshire has a population of 486,000 with a 13% growth expected within the next 25 years, with most growth expected in the 65+ age group. The number of people aged over 75 is projected to increase from 45,000 in 2015 to 76,000 in 2025 – an increase of 68%. The population of Wiltshire as a whole is evenly split between males and females according to the census data. The homelessness legislation doesn't distinguish between males and females although single parent households are most likely to be adult women with children rather than men. The strategy is also not age specific but seeks to ensure that services are accessible to households and individuals of all ages.

Year	Couple with dependent children	Lone parent household with dependent children		One person household		All other household groups	Total
		Male Applicant	Female Applicant	Male Applicant	Female Applicant		
2014-15	166	5	180	35	0	16	437
2015-16	79	26	126	23	10	0	285
2016-17	73	13	136	27	11	9	269
2017-18	68	10	118	28	15	10	249

Our data review evidences that the majority of homeless applications are made by households including females expecting a child or who have dependent children, with the greatest proportion of applications being received from 25 – 44 year old's, although there are small number of people seeking assistance aged between 16/17 and 70+ years.

Age profile of applicants accepted as homeless, Wiltshire



Rough sleeping has also been an issue in Wiltshire, however following government funding we have seen a noticeable decrease in those people rough sleeping. In Wiltshire both in 2017 and 2018, the majority of rough sleepers were male UK nationals over the age of 25 years, which is consistent with the national picture, however we have seen a gradual increase in the number of woman rough sleeping. The strategy has identified the need to reduce rough sleeping as a priority with 17 agreed actions to ensure appropriate support and housing options can be provided to all clients.

Profile of Nov 2018 Rough Sleeper Count

	Under 18	18-25	Over 25	Age unknwn	Total
Women	0		6	1	7
Men	0	1	12	2	15
Total	0	1	18	3	22

The strategy recognises, in particular the challenges facing young people and proposes a clear pathway and close working with children services to ensure that young people are protected and supported if they become homeless. Various actions have been identified in the strategy action plan to address this.

Marital status

The homeless legislation takes no account of whether or not someone is married or in a civil partnership and would treat people as in a relationship if they were married, in a civil partnership or just living together, therefore the actions within the strategy do not impact adversely on this group. The strategy recognises the councils commitment to provide an inclusive approach to supporting all households at risk of homelessness including single people, families and childless couples.

Pregnancy/Maternity

The strategy recognises pregnant women and those that have recently given birth are a priority group and the Council is committed to supporting all households with children at risk of homelessness

Sexual orientation

The homeless legislation takes no account of a client's sexual orientation and this information is not asked for or recorded, therefore the actions within the strategy do not impact adversely on any client due to their sexual orientation

Disability

The Equality and Human Rights Commission has published an [allocations toolkit](#) for local authorities on housing and disabled people

Armed Forces and Former Armed Forces Personnel

Housing have already recognized the needs of armed forces and former armed forces and in accordance with the Councils commitment to Armed Forces personnel we have already reviewed our services to give additional priority for accommodation to those currently serving in the armed forces or those who have left within the last 5 years.

Consultation

A joint homelessness and health needs assessment project board was set which included directors from public health and housing, cabinet member from both areas the housing portfolio and a member representative from the Environment Select Committee. The board has monitored progress and development of the data review, the homeless strategy and health needs assessment and helped to provide strategic direction. Alongside the project board the Environment Select Committee put together a homeless task and finish group which included members from cross parties to undertake a review of homelessness across Wiltshire to identify some of the issues and gaps as well as the positive work being done.

Consultation involvement methodology

The recently completed data review of homelessness involved joint informal consultation events with public health held in both the south and north of the County with a wide range of statutory services, voluntary and supported sector organisations, housing and health providers as well as staff and members. Once the homeless strategy was written in draft following the informal consultation we commenced a 3 month formal consultation period which ended on 21st June 2019. The consultation was made available on the Council's website on both the consultation and housing pages, circulated to all members, Wiltshire MPs, parish and town councils, Wiltshire area boards, Housing providers, voluntary sector, supported housing providers, police and probation, fire service, rough sleeping charities, housing providers, Wiltshire council staff and representatives of service users

It was also discussed at the following meetings:-

Homeless Project Board
Public Services Board
Health and Wellbeing Board
Environment Select Committee Task and Finish Group
Homes4wiltshire Partnership meeting
Rough Sleepers Operational meetings (North and South)
Preferred Development Partnership
Staff team meetings

*Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy

Prompts:

- What actions do you plan to take as a result of this equality analysis? Please state them and also feed these into the action table
- Be clear and specific about the impacts for each Protected Characteristic group (where relevant)
- Can you also identify positive actions which promote equality of opportunity and foster good relations between groups of people as well as adverse impacts?
- What are the implications for Procurement/Commissioning arrangements that may be happening as a result of your work?
- Do you plan to include equalities aspects into any service agreements and if so, how do you plan to manage these through the life of the service?
- If you have found that the policy or service change might have an adverse impact on a particular group of people and are **not** taking action to mitigate against this, you will need to fully justify your decision and evidence it in this section

The homeless strategy recognizes that although any household can become at risk of homelessness, those most vulnerable include a high proportion of households without social/family networks that can support them, are most likely to be from deprived areas and on low or welfare based incomes. The strategy is specific in seeking to tackle exclusions, improve accessibility and assessment and enable individuals to achieve sustained outcomes that include improved health, wellbeing and choices.

The proposals priorities and actions identified within the strategy are designed to address the needs of those who are disadvantaged and a number of the equality groups within the EIA are positively targeted with actions designed to support and help them to maintain a home. The emphasis is on providing an accessible service and effective pathways to ensure sufficient advice and support is in place to make sure that once accommodation is found it is maintained.

***Section 5 – How will the outcomes from this equality analysis be monitored, reviewed and communicated?**

Prompts:

- Do you need to design performance measures that identify the impact (outcomes) of your policy/strategy/change of service on different protected characteristic groups?
- What stakeholder groups and arrangements for monitoring do you have in place? Is equality a standing agenda item at meetings?
- Who will be the lead officer responsible for ensuring actions that have been identified are monitored and reviewed?
- How will you publish and communicate the outcomes from this equality analysis?
- How will you integrate the outcomes from this equality analysis in any relevant Strategies/Polices?

***Copy and paste sections 4 & 5 into any Committee, CLT or Briefing papers as a way of summarising the equality impacts where indicated**

Please send a copy of this document to Equalities@wiltshire.gov.uk

Completed by:		
Date		
Signed off by:		
Date		
To be reviewed by:		
Review date:		
For Corporate Equality Use only	Compliance sign off date:	

Wiltshire Council

Environment Select Committee

3 September 2019

Final Report of the Homelessness Strategy Task Group

Purpose of the report

1. To present the findings and recommendations of the Task Group for endorsement by the committee and referral to the Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment for a response.

Background

2. On 4 October 2018, the Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment, Cllr Richard Clewer, met with the former Chairman of the Environment Select Committee, Cllr Matthew Dean, to discuss Overview and Scrutiny (OS) involvement in helping the Cabinet to draft a Homelessness Strategy.
3. The Cllrs agreed that OS input could help to add value to the development and shaping of the Council's homelessness policies, through the work around the Council's Homelessness Strategy. Following this discussion, the Environment Select Committee endorsed the establishment of a Homelessness Strategy Task Group at their meeting on [6 November 2018](#).
4. During November 2018's meeting, the committee felt that the Task Group's remit should focus on how the Council can take preventative measures to reduce homelessness through:
 - Providing for the needs of Wiltshire's most vulnerable groups, who are most at risk of homelessness
 - The availability of a range of accommodation options
 - Projections of homelessness in the county and how the Council can forward plan to meet such demand.
5. The above bullet points link to the Council's Business Plan 2017-27 priority of 'Protecting the most vulnerable' and within this, the headings of: 'Early Intervention' and 'Empowering and Safeguarding Families and Individuals'.

Terms of reference

6. The following terms of reference for the task group were endorsed by the Environment Select Committee on [8 January 2019](#).

Terms of Reference:

1. To support the development of a Homelessness Strategy, which aims to prevent and reduce homelessness in Wiltshire by considering:
 - a) Partnership working arrangements - which can help to facilitate a holistic response to the causes of homelessness and the accessibility of advice and information around homelessness and housing options
 - b) Projections of homelessness in the county
 - c) The availability of suitable and appropriate accommodation
 - d) Provision for the needs of vulnerable groups deemed as most at risk of homelessness
 - e) The reasons why individuals become either at risk of or homeless.
2. To meet every 8 weeks or on an ad-hoc basis as appropriate, until the conclusion of the Cabinet's work in in drafting a Homelessness Strategy in September 2019.

Membership

7. The task group comprised the following membership:

- Cllr David Halik
- Cllr Deborah Halik
- Cllr Gordon King
- Cllr Pip Ridout
- Cllr Tom Rounds
- Cllr Graham Wright (Chairman)

Cllrs Matthew Dean and John Walsh were originally members of the Task Group, but later stood down, due to other commitments.

Methodology

8. The Task Group decided that in order to successfully work through each of their Terms of Reference, it would be fundamental to speak to the partners that the Council's housing service work with, as well as independent private sector landlords.
9. As set out in the table below (and not including private sector landlords), the Task Group spoke to 23 witnesses in total: approximately 65 per cent of these witnesses were internal to Wiltshire Council and 35 per cent came from external organisations.
10. The Task Group is grateful to the following witnesses for providing them with evidence:

Cllr Richard Clewer	Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment
Cllr Ashley O'Neill	Portfolio Holder for Housing and Electoral Review

Martyn Adrey	Homeless Prevention Officer, Wiltshire Council
Sam Brand	Homelessness Advice and Prevention Manager, Wiltshire Council
Ian P Brown	Head of Revenues and Benefits, Wiltshire Council
Verena Buchanan	Housing Director, Selwood Housing
Ashley Byers & Housing Options Team	Wiltshire Council Housing Options North, Team Leader
Heidi Clarke	The Big Life Group, Liverpool
Sally Cook	Employer and Partnership Manager, Department for Work and Pensions
Sue Cox & Housing Options Team	Wiltshire Council Housing Options South, Team Leader
Louise Davis	Project Leader, Salisbury Trust for the Homeless
Revd Barrie Dearlove	Breakthrough Trowbridge
Simon Hendey	Director of Housing and Commercial Development, Wiltshire Council
James Hudson	Private Sector Housing Manager, Wiltshire Council
Ollie LeCluse & Housing Options Team	Wiltshire Council Housing Options West, Team Leader
Jan Morse	Neighbourhood Operations Manager, Greensquare
Hayley Mortimer	Public Health Consultant, Wiltshire Council
Louis Shortall	Wiltshire Council Rough Sleeper Outreach Team, Team Leader
Nicole Smith	Head of Housing, Wiltshire Council
Louise Streater	Revenues and Benefits Operations Manager, Wiltshire Council
Gemma Syrett	Housing Income Manager, Wiltshire Council
Louise Thorpe	Head of Housing, Aster
Naomi Webb	Service Manager, Alabaré
Suzanne Wigmore	Chief Executive, Citizens Advice Bureau

The Members of the Task Group also conducted independent interviews with private landlords and some homeless people in their division. In the interests of confidentiality, these witnesses will not be listed; notwithstanding, the Task Group is grateful for the input from private landlords and homeless individuals in the following areas:

- Calne
- Salisbury
- Trowbridge
- Warminster
- Westbury

11. Alongside interviewing those listed above, the Task Group considered a range of sources of information. This related to:
- Desktop Review: Homelessness Application Process in other Local Authorities (Bath & North East Somerset, Devon, Dorset, South Gloucestershire, Swindon and Wiltshire)
 - Desktop Review: Homelessness Outreach in other Local Authorities (Bath & North East Somerset, Devon, Dorset, South Gloucestershire, Swindon and Wiltshire)
 - [Homelessness Reduction Act](#), 2017
 - Housing Income: Number of Evictions and Arrears from 2013 to Jan 2019 for Wiltshire Council's Housing Stock
 - [Government's Code of Guidance for Local Authorities: Homelessness Strategy](#)
 - [Government's Rough Sleeper Delivery Plan](#)
 - Wiltshire Council's Homeless Data Review, December 2018
 - Wiltshire Council: Homelessness Health Needs Assessment
 - Wiltshire Council: Homelessness Strategy 2019
 - Wiltshire Council: Reconnection Protocol
 - Wiltshire Council: Rough Sleeper Policy
12. The Task Group met nine times between December 2018 and September 2019. This report and its recommendations have been discussed with the Executive and Officers.

Evidence

Reasons for Homelessness

13. The Task Group looked at those individuals most at risk of homelessness. When it comes to social housing evictions, both in Wiltshire and across the whole of England, rent arrears is one of the main reasons behind why an individual/household becomes homeless and the Task Group saw how the transition to universal credit had exacerbated tenants building up rent arrears. Significantly, in the majority of cases, those with rent arrears also had Council Tax arrears and were in receipt of a range of social security benefits.
14. Although appropriate partner bodies such as Alabaré, Aster Housing, Greensquare Housing, Selwood Housing and White Horse Housing were part of the Wiltshire Information Sharing Charter, the Task Group were informed that it was not possible for the Council to capitalise on this agreement and share data with partners for those with Council Tax arrears and in receipt of Housing Benefit. The Task Group felt that this information could help highlight to partners those individuals most at risk of homelessness, so that preventative strategies could be put in place. However, due to Housing Benefit legislation, the Council is unable to provide details to partners of those in receipt of the benefit.

Accommodation

15. On average, the Council lets 1500 social rented properties to individuals who have completed a housing application for housing. All of Wiltshire's social housing providers offer their properties through the Homes4Wiltshire scheme. Accommodation can also be sourced from the private rented sector. Despite all of these options, the Task Group were informed that demand for housing outstrips supply and that there is a lack of one-bedroom properties in the county.
16. When it comes to providing housing to those approaching the Council for support and assistance, Housing noted that two-bed flats and bungalows are in very low demand, however, offering a single individual a two-bedroom property can be problematic; because a reduction to the person's Universal Credit payment will be applied via the Spare Room Subsidy. This would often make the property unaffordable, so it couldn't be offered to the client. Alongside this, some accommodation is hard to let and unsuitable, because it is based in a rural location with poor transport links; which does not support the tenant(s) in securing and maintaining employment which, again, contributes to homelessness.
17. On the whole, private landlords reported that they did not want to let their properties to Wiltshire Council clients because, historically, some of the Council's clients were known to not look after properties adequately. This often resulted in the landlord incurring additional and unforeseen expenses at the end of a tenancy. The Task Group was encouraged to hear that Housing were aware of these issues and actively working to build positive and strong relationships with the private rented sector.
18. Additionally, some private landlords stated that they were disinclined to let their properties to Wiltshire Council clients because of a lack of tenant history. For example, some landlords explained that they always like to collect references for any potential tenants and, often, the Council's clients were unable to provide such documentation. The Task Group felt that Housing needed to establish a process whereby the Council could vouch for a tenant and thus, provide the tenant with a reference, when they are seeking to move on. This could be facilitated by Housing keeping a record of how the individual took care of their accommodation whilst in Temporary or Emergency Accommodation.
19. Largely, private landlords reported that they felt the duty to prevent and reduce homelessness rested with Wiltshire Council. This was one reason why many landlords only chose to accept tenants who were not in receipt of benefits.

Emergency Accommodation and the Rough Sleeper Outreach Team

20. When it came to Emergency Accommodation, the Task Group was pleased to learn that Wiltshire has not had to rely on hotels or B&Bs for temporary accommodation provision. This is a significant achievement, with many local authorities across the country relying heavily on such options. That being said, Wiltshire's funding from Central Government for several emergency accommodation placements and the Rough Sleeper Outreach Team was only guaranteed for two years (until 2020).

21. At present, Wiltshire currently has rough sleeper emergency accommodation in Trowbridge, Chippenham and Salisbury. Temporary Accommodation is available in Amesbury, Bemerton Heath, Chippenham, Durrington, Melksham, Salisbury, Trowbridge, Warminster and Westbury.
22. Both the work of the Rough Sleeper Outreach Team and increasing the amount of emergency accommodation units, helped to ensure that rough sleepers across Wiltshire had options to come off the streets and the Council was able to adhere to the Government's 'No Second Night Out' policy, which formed part of the Government's Rough Sleeper Strategy 2011. This policy is designed to reduce rough sleeping, by ensuring that no individual has to spend a second night sleeping on the street.
23. Since the Rough Sleeper Outreach Team became operational, rough sleeping had decreased by 52 per cent across the county. The Task Group learnt that this team was integral in helping those rough sleepers who traditionally chose not to engage with Housing, to transition out of homelessness.

Projections of Homelessness

24. The Task Group were informed that homeless applications had been increasing from veterans in the South of the County and there was concern among Housing Options that this would further grow, as the Army Rebasing 2020 Scheme is completed.

Accessibility of Advice and Information

25. When considering the accessibility of advice and information for those facing homelessness, local authorities differed in how they publicised their information, as well as the information provided. Although not fully investigated, the Task Group considered whether the Councils whose information was harder to access and more limited had higher levels of homelessness. Devon County Council was seen as an example of good practise in this area. The Executive stated that making homeless advice and information readily accessible from the Council's website was a priority.

Conclusions

Reasons for Homelessness

26. As the Council holds all the data for council tenants, including which households have rent arrears and Council Tax arrears, as well as the details of those tenants in receipt of welfare benefits, the Task Group felt that it would be a 'quick win' for the Council to use this data to design an enhanced preventative process. The Task Group agreed that the Council's preventative homelessness service was already operating well and this activity could help to further enhance the service.
27. One way in which the Task Group felt that the current process could be improved, is if Revenues and Benefits and Housing met together regularly, to discuss vulnerable households. This could be facilitated similarly to how the MAPPA

(Multi-Agency Public Protection Arrangements) meetings are carried out; these meetings are used to inform Housing of any offenders due to leave prison, who would require assistance in securing accommodation. MAPPA effectively reduces the likelihood of an ex-offender becoming homeless and a similar set-up between Revenues and Benefits and Housing, could help to further prevent homelessness in Wiltshire.

28. As touched on above in paragraph 14, the Task Group wanted to include a recommendation for the data of those with Council Tax arrears and those in receipt of Housing Benefit to be shared with partners. The aim of this recommendation is to help facilitate further preventative work, so that those most at risk of homelessness (and living in non-Wiltshire housing stock) could be identified earlier. Unfortunately, due to Housing Benefit legislation, it would not be possible for the Council to share the details of those in receipt of this benefit with partners.

Accommodation

29. The Task Group were concerned that Wiltshire's accommodation options were limited because private landlords often chose not to rent to those in receipt of welfare benefits. Also, the Homelessness Strategy spoke of relying on the private sector to help combat homelessness, yet, many landlords stated that the responsibility to reduce homelessness fell solely on the Council.
30. Therefore, the Task Group concluded that it would be beneficial if Housing could make it more attractive for private sector landlords to let their properties to Wiltshire Council clients. Furthermore, Housing could play a central role: working with both these landlords and their tenants, to facilitate smoother tenancies.

Emergency Accommodation and the Rough Sleeper Outreach Team

31. The Task Group concluded that both Emergency Accommodation and the Rough Sleeper Outreach Team were vital components in the Council's work in combatting homelessness. Interestingly, desktop research demonstrated that having in-house rough sleeper outreach hugely improved the support provided to rough sleepers/non-engagers and, in this respect, Wiltshire appeared to be following delivering best practise.
32. The Rough Sleeper Outreach Team also acted as the focal point for integrating and joining-up services, such as Public Health, Social Care and Housing. The Task Group felt this was an innovative approach, which should continue to be capitalised on going forwards.
33. The Task Group's concern was that funding for both elements (Emergency Accommodation and the Rough Sleeper Outreach Team) was not guaranteed from 2020 and this needed to be addressed; as without these two entities, the Council's outstanding work would slip backwards. The Task Group felt that the continuation of overnight shelter in each area where need has been proven was

fundamental. As noted above, this provision formed part of the Council's on-going social care role.

Homelessness Strategy

34. Overall, the Task Group supported the content of the Homelessness Strategy. Throughout the scrutiny review, the Executive had been forthcoming in sharing information and discussing contentious matters. As a result, the Task Group were able to conduct a comprehensive piece of work, yielding a suite of evidenced-based recommendations.
35. Finally, despite the challenges that the service area faces, the Task Group was impressed with the work of the council's Housing team. From management to Revenues and Benefits to Housing Options and the Rough Sleeper Outreach Team, officers demonstrated an outstanding level of dedication, knowledge and enthusiasm for supporting the needs of those most vulnerable to homelessness. With such committed individuals, the Task Group is confident that the priorities set out within the Homelessness Strategy can be implemented successfully.

Proposal

36. To endorse the report of the Task Group and refer it to the Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment for response at the committee's next meeting.

Recommendations

That the Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and Environment implements the following recommendations:

- 1. For the Environment Select Committee to welcome the positive and proactive engagement from the Executive throughout this important review.**
- 2. In order to ensure that intervention takes place at the earliest possible stage and that vulnerable clients have the best chance of maintaining appropriate accommodation, to consider implementing a "Passport to Housing" scheme, whereby the following are undertaken:**
 - a) Internal Data Matching: those on welfare benefits, those who have Council Tax arrears and rent arrears have their details centralised. This information to then be discussed, so that all appropriate Council departments are aware of the individuals/households most at risk of homelessness; leading to a process of earlier intervention**
 - b) Wiltshire Council's Departments, Wiltshire's main Social Housing providers, private landlords and the third sector forge a partnership working arrangement, so that housing stock is better co-ordinated and different agencies become more aware and responsive to the needs of Wiltshire's tenants.**

3. The council to consider all the ways of encouraging and supporting private landlords to rent their properties to those in receipt of welfare benefits and wider use of the 'Discretionary Housing Payment', in order to increase the housing options available to this group and reduce their vulnerability to homelessness.
 4. In order to ensure that Wiltshire Council can continue its positive work reducing homelessness in the county, to prioritise sustaining both the Emergency Accommodation provision (in each town where need has been proven) and Rough Sleeper Outreach Team for a significant period of time through, for example:
 - a) Regularly recording data that evidences the need for, and impact of, the Emergency Accommodation provision and the Rough Sleeper Outreach Team
 - b) Continually seeking funding opportunities to help maintain these services.
 5. In light of the Army Rebasing 2020 Scheme and to help manage the workload of Housing Options South, to consider establishing a "prevention partnership" network with the Ministry of Defence and appropriate partners, which would enhance the housing support offered to those leaving the armed forces.
 6. For the Council's homelessness webpages to be better publicised and more easily accessible from the Council's homepage, so that those who are homeless, or at risk of homelessness, can more easily remotely access the support and advice that they need.
 7. For the Environment Select Committee to consider a report in 12 months' time, updating on how the Executive have implemented the recommendations set out above. *(This report would only relate to recommendations that the Executive accepted, as detailed in the 'Executive Response to the Homelessness Strategy Task Group's final report' – due to be received on [5 November 2019](#)).*
-

Cllr Graham Wright, Chairman of the Homelessness Strategy Task Group

Report author: Natalie Heritage, Senior Scrutiny Officer, 01225 718062, Natalie.Heritage@wiltshire.gov.uk

Appendices

None

Background documents

Links are listed within the report to non-confidential material. Paragraph 11 of the report's 'Methodology' section also sets out a list of background documents.

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Wiltshire Council

Full Council

26 November 2019

Subject: Household Waste Management Strategy

Cabinet Member: Councillor Bridget Wayman Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Executive Summary

In 2017 the council carried out a county-wide consultation to help develop a new household waste management strategy. The waste management service engaged with Environment Select Committee to propose a draft Household Waste Management Strategy and the format for annual performance reports and annual action plans. The current drafts of these documents are appended to this report.

This report confirms that the waste hierarchy upon which the strategy is based continues to remain central to environmental legislation and prioritises those waste management practices which are more environmentally sustainable than sending waste to landfill, which is the option of last resort.

Reference in the report (paragraphs 9 to 13) is made to the government consultations which commenced in February 2019 and the government responses to the results of the consultations which were published in July 2019 on the following:

- a) Reforming the UK packaging producer responsibility system
- b) Consistency in household and business recycling collections in England
- c) Introducing a deposit return scheme in England, Wales and Northern Ireland
- d) Introduction of a plastic packaging tax.

This report also refers to the publication by government of the Environment Bill on 15 October 2019 and highlights the requirement to collect food waste at least once a week. Proposals will be subject to further consultation.

During 2018-19 recycling performance fell to 42.63% compared to performance in 2017-18 which was a consequence of the dry summer resulting in a fall of garden waste composted by 2,100 tonnes. This was despite an increase in the number of tonnes of dry recyclable materials collected of more than 700 tonnes. The end use register for 2018-19 showing the destination of all the materials collected has been published and is appended to this report.

Other key performance indicators for 2018-19 are:

- a) the council sent less than 16% of the waste it collects to landfill
- b) 86% of Wiltshire's roads were predominantly free of litter and 80% free of detritus
- c) Reports of fly tipping fell from a high point of 3,167 in 2017-18 to 2,822 in 2018-19.

The annual action plan for 2019-20 refers to introducing changes to the kerbside collection of recyclable materials. There will be a full communications programme to ensure residents are aware of the changes.

The report confirms engagement with Overview and Scrutiny and the changes made, as requested by Environment Select Committee, to include an update on the action plan from the previous year. It also notes the encouragement from Environment Select Committee to work towards providing a food waste collection service for the county.

Cabinet will consider this report on 19 November, and the minutes of that meeting will be available [here](#).

Proposal(s)

That Council approves the Household Waste Management strategy as part of the Council's Policy Framework.

Reason for Proposal(s)

There are significant changes anticipated in the legislative framework which governs the delivery of waste management services which would result in the council having to make decisions about the services it delivers in order to remain compliant with statutory requirements. This could impact on the waste and recycling services delivered to all Wiltshire households. It is therefore appropriate that the strategy be approved by full Council to ensure that all aspects of the council abide by the strategy with any proposed deviations having to be approved by a majority of full Council.

Alistair Cunningham OBE
Executive Director Growth, Investment and Place

Wiltshire Council

Cabinet

19 November 2019

Subject: Household Waste Management Strategy

Cabinet Member: Councillor Bridget Wayman Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Purpose of Report

1. To:
 - a) Provide an updated draft of the Household Waste Management Strategy 2017-27 for comment
 - b) Report on performance of the waste management service during 2018-19
 - c) Propose an action plan for the waste management service for 2019-20for comment by members of Cabinet prior to referral to full Council for approval.

Relevance to the Council's Business Plan

2. A key priority is strong communities. We want people in Wiltshire to be encouraged to take responsibility for their well-being, build positive relationships and to get involved, influence and take action on what's best for their own communities. One of the council's goals is high recycling rates and reduced litter. Supporting local communities on issues such as fly tipping and littering, which are costly to address, is also important. We will support community initiatives such as litter picks and activities that reduce waste.

Background

3. In 2017 the council carried out a county-wide consultation to help develop a new household waste management strategy. A report was presented to Environment Select Committee at its meeting held on 18 January 2018 which set out that 3,875 responses had been received to the consultation. The report gave an overview of the results of the survey and the key themes emerging from the consultation.
4. A report was presented to Environment Select Committee at its meeting held on 26 June 2018. Appended to the report was a draft strategy, an annual performance review 2017-18 and an annual action plan 2018-19. The committee resolved to endorse the draft strategy.
5. The Government (via the Department for Environment, Food and Rural Affairs (Defra) published a resources and waste strategy on 18 December 2018 along

with notification of a number of consultations which Defra intended to carry out in 2019.

6. The consultations commenced in February 2019 and ran for 12 weeks. The council submitted individual responses and engaged with Association of Directors of Environment, Economy, Planning and Transport and the National Association of Waste Disposal Officers to inform their responses. The consultations were
 - a) Reforming the UK packaging producer responsibility system
 - b) Consistency in household and business recycling collections in England
 - c) Introducing a deposit return scheme in England, Wales and Northern Ireland.

At the same time HM Treasury published a consultation on the introduction of a plastic packaging tax.

7. The government responses to the results of the consultations were published in July 2019.

Main Considerations for the Council

8. The service reviewed the government responses to the results of the consultation documents and at present sees no reason to recommend changes to the vision and priorities outlined in the council's strategy. The waste hierarchy upon which the strategy is based continues to remain central to environmental legislation and prioritises those waste management practices which are more environmentally sustainable than sending waste to landfill, which is the option of last resort. The section of the draft household waste management strategy on national policy and legislation has been updated to reflect the government responses see appendix 1. Key points and next steps are set out below.

Reforming the UK packaging producer responsibility system

9. Government intends to introduce an extended producer responsibility scheme for packaging in 2023. Defra has taken primary powers in the Environment Bill to enable them to implement new extended producer responsibility (EPR) systems. They plan to bring forward detailed proposals on the specific nature of an EPR system for packaging and associated secondary legislation for consultation in 2020. This should lead to an increased demand for recyclable materials to be used in the production of new packaging.

Consistency in household and business recycling collections in England

10. Government will work with local authorities and other stakeholders to develop more detailed regulations and guidance to implement consistency in recycling. Defra anticipate bringing forward more detailed proposals early in 2020 and implementing the necessary changes to achieve greater consistency in household and business recycling as soon as possible thereafter. The target year for measures to come into effect from is 2023. The key impacts for Wiltshire Council would be the proposal to mandate weekly collections of food waste and

the consideration being given to the provision of fortnightly free of charge garden waste collections.

Introducing a deposit return scheme in England, Wales and Northern Ireland

11. Government also intends to introduce a deposit return scheme in 2023. The expectation is that there will be a further consultation on the detail of the scheme in early 2020. The key impact for Wiltshire Council would be the loss of plastic bottles, steel and aluminium cans and glass bottles from the collection of dry recyclable materials.

Introduction of a plastic packaging tax

12. For all areas of the plastic packaging tax design, government will continue to consider which approaches will best support the objectives of the tax, are most administratively feasible and do not have a disproportionate impact on business. HM Treasury will also continue to work closely with Defra to ensure that the plastic packaging tax complements the reforms to the packaging producer responsibility regulations and proposals for consistent collection of waste in England and a potential deposit return scheme for drinks containers. The government had intended to set out the next steps at Budget 2019. HMRC will publish a technical consultation on the detail of the tax design at a later date, and publish draft legislation for consultation in 2020.
13. Wiltshire Council will continue to engage with government on the further development and subsequent consultations on these proposals. Once there is certainty on the detail of implementation the council will need to review and amend its household waste management strategy and services to ensure compliance with any new legislation.

Publication of the Environment Bill

14. The Environment Bill was introduced to Parliament on 15 October 2019. The bill establishes a regulatory body, the Office for Environmental Protection, to hold the government and public bodies to account and to set legally binding environmental improvement targets.
15. The bill aims to transform the way we manage our waste through providing powers to ensure that producers take responsibility for the waste they create, introducing a consistent approach to recycling, tackling waste crime, introducing bottle deposit return schemes and more effective litter enforcement. Powers to introduce new charges will minimise the use and impacts of single use plastics. It remains government's intention that measures come into effect in 2023 as outlined in the paragraphs above.
16. The bill requires local authorities to collect the following recyclable household waste separately:
 - a) Glass
 - b) Metal
 - c) Plastic
 - d) Paper and card

- e) Food waste and
- f) Garden waste.

17. In addition, recyclable household waste which is food waste should be collected at least once a week. The explanatory notes to the bill state that the circumstances in which it is not technically or economically practicable to separate waste streams, or it would have no significant environmental benefit, will be set out in statutory guidance and subject to consultation.

Annual Performance Review 2018-19

18. Since 30 July 2018 residents have been able to recycle plastic pots, tubs and trays and food and drink cartons from the kerbside by adding these materials to the blue lidded bin. The tonnes of dry recyclable materials collected from the kerbside in 2018-19 increased by more than 700 tonnes to over 40,400. Although the cartons are a lightweight material the council has collected over five million to date since the service was introduced.

19. Alongside the increase in the tonnes of dry recyclable materials collected, there was a decrease in the tonnes of garden waste collected at the kerbside in 2018-19. This reduced by over 2,100 tonnes compared to 2017-18 with fewer tonnes collected month by month from July to October last year. The reduction contributed to a fall in recycling performance to 42.63% in 2018-19.

20. The council published the end use register for the first time for 2017-18 showing the destination of all the waste and recyclable materials collected that year. The end use register for 2018-19 has now been published. This is attached at appendix 3.

21. A strategic aim for the council is to reduce the waste sent to landfill as this is widely recognised as being the least environmentally sustainable way of managing waste. All the waste services and contracts the council has in place are designed to ensure that the amount of waste sent to landfill is reduced. Through improvements to waste prevention information and recycling services and diverting a significant proportion of non-recyclable household waste to energy from waste plants, the council now sends less than 16% of Wiltshire Council's collected waste to landfill each year. This is a significant reduction compared to previous years.

22. In 2018-19 there was a significant improvement in the percentage of Wiltshire roads which were predominantly free of litter and detritus, with 86% being predominantly free of litter and 80% being free of detritus. Reports of fly tipping fell for the first time in some years to 2,822 compared to a high point of 3,167 in 2017-18.

Annual Action Plan 2019-20

23. The annual action plan 2019-20 is attached at appendix 4. This action plan documents priorities and activities for the waste service team for the coming year. It also outlines how the service will develop within the next year to meet the strategic aims and priorities within the overarching strategy. Some of the actions from 2018-19 continue in 2019-20 as they are part of longer term programmes to

improve services for residents and to enable the council to achieve its vision of working towards zero avoidable household waste in Wiltshire.

24. A key action for 2019-20 is to introduce changes to the kerbside collection of recycling, including introduction of a comingled collection service with paper, cardboard, plastic bottles, pots, tubs and trays, cans and food and drink cartons collected from the blue lidded bin and glass from the black box. To achieve this the service will effectively communicate the changes in collection services and collection dates to residents, ensuring that they are aware of the changes and the importance of collecting high quality recycling. There will be renewed focus on working with community area boards, the corporate communications team, customer services and other key stakeholders to achieve this.

Overview and Scrutiny Engagement

25. At its meeting held on 3 September 2019 Environment Select Committee considered an update report on the draft Household Waste Management Strategy. The committee supported the report, subject to future reports including an update on progress made against the action plan in previous years. Appendix 2 now includes a review of the action plan for 2018-19 setting out progress against each of the actions identified. The committee also encouraged the Executive to work towards providing a food waste collection service for the county.

Safeguarding Implications

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

Public Health Implications

27. There are no public health implications arising from this report.

Procurement Implications

28. There are no procurement implications arising from this report.

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

30. There are no specific environmental and climate change considerations arising from this report. The council's household waste management strategy continues to prioritise reducing the waste sent to landfill as landfill is widely recognised as being the least environmentally sustainable way of managing waste.

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

31. The strategy provides a framework within which decisions about the waste management service will be made. If the decision to adopt the strategy is not

taken the council would still need to make decisions to enable it to comply with its statutory duties as a waste disposal authority and waste collection authority.

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

32. There are no risks arising from the decision to adopt the strategy.

Financial Implications

33. There are no financial implications arising from this report. Actions identified are subject to separate decisions and should be delivered in accordance with allocated budgets.

Legal Implications

34. The Council operates under a Budget and Policy Framework as set out in Part 3 of its constitution.
35. The effect of having a policy, strategy or plan approved by Council means that all aspects of the Council (i.e. Council committees, Cabinet, Cabinet committees, Cabinet members and officers) are obliged to abide by that policy, strategy or plan and if any part of the Council wished to deviate from that policy, strategy or plan they would have to have that deviation approved by a majority of full Council.

Workforce Implications

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

Options Considered

37. a) Not to adopt a strategy for the management of household waste
 b) To adopt a strategy for the management of household waste but not to refer it to full Council for approval
 c) For Cabinet to approve the draft strategy and refer it to full Council for approval.
38. There is no statutory requirement to adopt a strategy. However, there are significant changes anticipated in the legislative framework which governs the delivery of waste management services which will result in the council having to make decisions about the services it delivers in order to remain compliant with statutory requirements. This could impact on the services delivered to all Wiltshire households. It is therefore appropriate that the strategy be approved by full Council to ensure that all aspects of the council abide by the strategy with any proposed deviations having to be approved by a majority of full Council.

Conclusions

39. The report sets out key considerations for reviewing the council's household waste management strategy, including government's response to the results of consultations carried out in 2019 and the publication by government of the

Environment Bill. The report contains a draft Household Waste Management Strategy, including a performance report for 2018-19 and an action plan for 2019-20 for approval by Cabinet and referral to full Council for final approval and adoption.

Parvis Khansari (Director - Highways and Environment)

Report Author: Tracy Carter, Interim Waste Transition and Carbon Reduction
Lead Officer tracy.carter@wiltshire.gov.uk Tel: 01225 713258

October 2019

Appendices

Appendix 1: Draft Household Waste Management Strategy

Appendix 2: Draft Annual Performance Report 2018-19

Appendix 3: End Use Register 2017-18

Appendix 4: Draft Annual Action Plan 2019-20

Background Papers

None

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Wiltshire Council

Household Waste Management Strategy: Forward Thinking Towards Zero Avoidable Waste

2017-2027

Update 2019

Foreword

To follow

DRAFT

Executive Summary

To follow

DRAFT

Supporting Documents

Wiltshire Council's Household Waste Management Strategy 2017-2027 is made up of three individual documents.

1. The overarching strategy which presents the council's aims, goals and priorities for waste management services in Wiltshire for the ten year period 2017-27, updated to reflect the national legislative and policy framework for 2019.
2. An annual performance review which evaluates the council's performance against the priorities shown within the overarching strategy and the actions agreed for the previous year.
3. An annual action plan which documents the goals and priorities for the service to deliver for the coming year. This action plan will review the national and local context and clearly outline how the service will develop within the next year to meet the strategic aims and priorities documents within the overarching strategy.

The strategy will be updated and a performance review and an action plan will be produced annually and presented to the council's Environment Select Committee for consideration and comment.

Contents

1. Introduction
2. Setting the scene
 - 2.1 National policy and legislation
 - 2.2 Local drivers
- 3 Vision and priorities
- 4 Goals and outcomes

DRAFT

1. Introduction

Wiltshire is a thriving county with a strong community spirit. The council's vision set out in the business plan is to create strong communities in Wiltshire. This will be at the heart of the vision for the household waste management strategy. The waste strategy is an aspirational strategy which acknowledges the challenges faced by the council's waste management service whilst exploring new approaches and opportunities for managing Wiltshire's household waste over the next 10 years and beyond.

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

This vision cannot be achieved by action from the council alone. In line with the council's business plan, it is essential that we work collaboratively with national, regional and local groups as well as our communities. Avoidable in this context means when a reusable or recyclable alternative could have been used instead, the household waste could have been reused or recycled, or when it could have been composted or biodegraded in the open environment.

The waste and recycling which we collect derives from the choices that residents make at home. We will work with residents to encourage them to take responsibility for managing their waste. The council must support local people so they feel informed and empowered to tackle local environmental issues within their neighbourhoods. The strategy will focus on delivering the business plan goal to achieve high recycling rates and reduce litter.

The council has a statutory duty to collect and manage waste produced by those resident within the council's administrative area and we will continue to offer a wide range of waste and recycling services for residents to access. We need to work with partners and residents in Wiltshire to help people to reduce the waste they produce. Where it is not possible to prevent waste being created, we will work with residents to encourage them to reuse and repair as much waste as possible. Wherever possible waste should be separated for recycling if it cannot be reused or repaired and it has reached the end of its life. In line with the waste hierarchy, it is the council's view that energy should be recovered from waste should it not be recycled or reused. Landfilling of waste is the least environmentally preferred option and should be further reduced to a minimum in Wiltshire.

2. Setting the scene

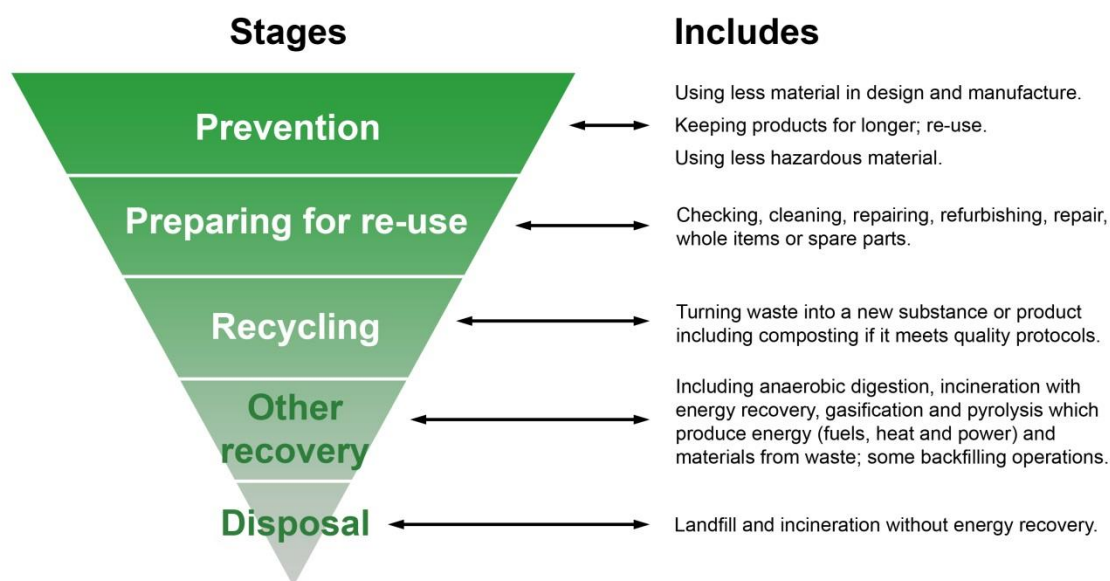
2.1 National policy and legislation

The EU Waste Framework Directive (revised 2008) obliges member states to manage waste in a way that does not have a negative impact on the environment or human health and to apply the waste hierarchy. In addition, the Waste Regulations (England and Wales) 2011, as amended in 2012, set out the requirement for local authorities to manage all waste in accordance with the principles of the waste hierarchy and identify measures for continuous improvement.

2.1.1 The waste hierarchy

The waste hierarchy ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place by refusing items which become waste or reducing the amount of waste we produce. When waste is created, the second priority is to prepare it for re-use, but if it has reached the end of its useful life the third priority is recycling. If waste cannot be managed in accordance with these priorities then energy should be recovered from it, and if all else fails it should be disposed of (i.e. to landfill). Departure from the hierarchy is permissible when the measures that would be required would not be reasonable in the circumstances or when departure will achieve the best overall environmental outcome in respect of that waste.

The Waste Hierarchy



2.1.2 Environmental Protection Act 1990

As determined by the Environmental Protection Act (1990), the responsibility for household waste management in England lies with local authorities.

Under the Environmental Protection Act (1990) unitary authorities have a statutory duty to collect household waste which includes the collection of recycling from their local authority area and are responsible for the safe disposal and treatment of household waste collected.

Section 45 of the EPA states that local authorities shall

- Arrange for the collection of household waste in its area except waste:
 - i. which is situated at a place which in the opinion of the authority is so isolated or inaccessible that the cost of collecting it would be unreasonably high, and
 - ii. as to which the authority is satisfied that adequate arrangements for its disposal have been or can reasonably be expected to be made by a person who controls the waste
- If requested by the occupier of premises in its area to collect any commercial waste from the premises, to arrange for the collection of the waste.
- No charge shall be made for the collection of household waste except in cases prescribed in regulations made by the Secretary of State; and in any of those cases the authority may recover a reasonable charge for the collection of the waste from the person who made the request.

Section 46 of the EPA states that where an authority has a duty to arrange for the collection of household waste, the authority may require the occupier to place the waste for collection in receptacles of a kind and number specified. The kind and number of the receptacles required shall be reasonable but this may include separate receptacles for waste which is to be recycled and waste which is not.

In reference to the receptacles, under section 46 of the act the authority may specify

- the size, construction and maintenance of the receptacles;
- the placing of the receptacles for the purpose of facilitating the emptying of them, and access to the receptacles for that purpose;
- the waste which may or may not be put into the receptacles and the precautions to be taken where particular substances or articles are put into them; and
- the steps to be taken by occupiers of premises to facilitate the collection of waste from the receptacles.

Section 51 of the EPA states that it is the duty of each waste disposal authority to arrange

- for the disposal of the controlled waste collected in its area by the waste collection authorities (in our case the unitary authority); and
- for places to be provided at which persons resident in its area may deposit their household waste.

In providing places for residents to deposit their household waste, the council must ensure that each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area, is available for the deposit of waste at all reasonable times and is available for the deposit of household waste free of charge by persons resident in the area.

2.1.3 High quality recycling

The EU Waste Framework Directive also recommends member states take measures to promote high quality recycling and, to this end, set up and maintain separate collections of at least the following materials from the household waste stream: paper, metal, plastic and glass to meet the necessary quality standards for the relevant recycling sectors, but only where doing so is technically, environmentally and economically practicable (“TEEP”). This requirement has been transposed into UK waste policy through the Waste Regulations (England and Wales) 2011 as amended in 2012.

2.1.4 25 Year Environment Plan

In January 2018 the Department for Environment, Food and Rural Affairs (Defra) published a 25 Year Environment Plan which sets out government action to help the natural world regain

and retain good health. This plan sets out a wide range of ambitious proposals in order to tackle growing issues associated with waste management.

There are over thirty action points highlighted within the plan, half of which specifically relate to tackling plastic waste. Three action points relate to tackling waste food, a further two relate to reducing the amount and impact of litter and there are seven action points on recycling in general.

2.1.5 Resource and Waste Strategy for England

In December 2018 Department for Environment, Food and Rural Affairs published *Our Waste, Our Resources: A Strategy for England*. The strategy sets out how government proposes to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. Resources should be kept in use for as long as possible and maximum value should be extracted from them. Products and materials should be re-used, regenerated, recycled and recovered to prolong their life.

Government also aims to minimise the damage caused to our natural environment by reducing and managing waste safely and carefully and by tackling waste crime. The strategy gives a longer-term policy direction in line with the 25 Year Environment Plan aiming to eliminate avoidable plastic waste over the lifetime of the 25 Year Environment Plan and eliminating avoidable waste of all kinds by 2050. Where existing legislation does not match government ambitions, new powers will be introduced to strengthen it.

2.1.6 Government Consultations

In February 2019 Department for Environment, Food and Rural Affairs published three consultations:

- Reforming the UK packaging producer responsibility system
- Consistency in household and business recycling collections in England
- Introducing a deposit return scheme in England, Wales and Northern Ireland.

At the same time HM Treasury published a consultation on the introduction of a plastic packaging tax.

The government responses to the results of the consultations were published in July 2019. Key points are set out in the paragraphs below.

Government intends to introduce an extended producer responsibility scheme for packaging in 2023. Department for Environment, Food and Rural Affairs has now taken primary powers in the Environment Bill to enable them to implement new extended producer responsibility (EPR) systems. They will bring forward detailed proposals on the specific nature of an EPR system for packaging and associated secondary legislation for consultation in 2020. This should lead to an increased demand for recyclable materials to be used in the production of new packaging.

In respect of consistency, government will work with local authorities and other stakeholders to develop more detailed regulations and guidance to implement consistency in recycling. Department for Environment, Food and Rural Affairs anticipate bringing forward more detailed proposals early in 2020 and implementing the necessary changes to achieve greater consistency in household and business recycling as soon as possible thereafter. The target year for measures to come into effect from is 2023. The key impacts for Wiltshire Council would be the proposal to mandate weekly collections of food waste and the consideration being given to the provision of fortnightly free of charge garden waste collections.

Government also intends to introduce a deposit return scheme in 2023. The expectation is that there will be a further consultation on the detail of the scheme in early 2020. The key impact for Wiltshire Council would be the loss of plastic bottles, steel and aluminium cans and glass bottles from the collection of dry recyclable materials.

For all areas of the plastic packaging tax design, government will continue to consider which approaches will best support the objectives of the tax, are most administratively feasible and do not have a disproportionate impact on business. HM Treasury will also continue to work closely with Defra to ensure that the plastic packaging tax complements the reforms to the packaging producer responsibility regulations and proposals for consistent collection of waste in England and a potential deposit return scheme for drinks containers. The government had proposed to set out the next steps at Budget 2019. HMRC will publish a technical consultation on the detail of the tax design at a later date, and publish draft legislation for consultation in 2020.

2.1.7 Environment Bill

The Environment Bill was introduced to Parliament on 15 October 2019. The bill establishes a regulatory body, the Office for Environmental Protection, to hold the government and public bodies to account and to set legally binding environmental improvement targets.

The bill aims to transform the way we manage our waste through providing powers to ensure that producers take responsibility for the waste they create, introducing a consistent approach to recycling, tackling waste crime, introducing bottle deposit return schemes and more effective litter enforcement. Powers to introduce new charges will minimise the use and impacts of single use plastics. It remains government's intention that measures come into effect in 2023.

The bill requires local authorities to collect the following recyclable household waste separately:

- a) Glass
- b) Metal
- c) Plastic
- d) Paper and card
- e) Food waste and
- f) Garden waste.

In addition, recyclable household waste which is food waste should be collected at least once a week. The explanatory notes to the bill state that the circumstances in which it is not technically or economically practicable to separate waste streams, or it would have no significant environmental benefit, will be set out in statutory guidance and subject to consultation.

Wiltshire Council will continue to engage with government on the further development and subsequent consultations on these proposals. Once there is certainty on the detail of implementation the council will review and amend its household waste management strategy and services to ensure compliance with new legislation.

2.1.8 Targets

The UK is currently working towards a target of 50% recycling by 2020, as required by the EU Waste Framework Directive. Wiltshire Council aims to achieve 50% recycling of household waste by 2020 in accordance with this target. The EU Landfill Directive has a target for the UK to by 2020 send to landfill no more than 35% of the biodegradable municipal waste landfilled in 1995. Wiltshire Council has developed a target of landfilling less than 25% of waste collected to enable us to achieve this target locally and so be within this national target. The EU commission have adopted a range of new targets for

consultation with member states including a common EU target for recycling 65% of municipal waste by 2030, a common EU target for recycling 75% of packaging waste by 2030 and a binding landfill target to reduce landfill to a maximum of 10% of municipal waste by 2030.

We do not yet know whether EU targets on recycling or the circular economy would be transposed into UK policy as they are unlikely to be adopted in advance of the UK leaving the EU. As an alternative to a traditional make, use and dispose linear economy, a circular economy is much more in line with the principles of the waste hierarchy and focuses on keeping resources in use for longer to extract maximum value from them whilst in use, then to recover and regenerate products and materials at the end of life.

2.1.9 UK's Exit from the EU

The core legislation which acts as the driver for sustainable waste management activities in England is derived from EU directives. These include The EU Waste Framework Directive, the EU Landfill Directive and the Waste Electrical and Electronic Equipment Directive. These directives have been transposed into UK law and informed UK waste policy which has been updated to reflect the requirements on member states within these directives. Should the UK decide not to adopt future EU targets into UK law, the UK must review waste policy and set objectives accordingly. Timescales are unknown for this work.

The government's Resources and Waste Strategy is a key element in the government's environmental policy following the publication of the 25 year Environment Plan and the Clean Growth strategy. The Environment Bill was introduced to Parliament on 15 October 2019 which confirmed government's commitment to introducing a series of measures following the public consultations carried out earlier in 2019.

The council's future annual performance reports and action plans will reflect any changes in legislation which the council needs to plan to comply with.

2.2 Local Policy Drivers

The council will endeavour to meet residents' expectations and requirements while aiming to achieve the goals set out in the council's business plan within the resources available. In addition we must work collaboratively with other council departments to meet a wider range of aims and objectives set out within the council's business plan. A key area will be making the most efficient and effective use of the council's digital platforms for communication with our residents.

The waste management strategy needs to reflect the wider priorities of the council including growing the economy, developing stronger communities and protecting the vulnerable.

Residents' expectations reflect their knowledge of new products, services and waste streams. In addition, overall demand on waste management services will increase as the population and housing stock grows. Over time, an ageing population may increase demand for assisted waste and recycling collection services and clinical waste collection services.

2.2.1 Financial Drivers

The council faces ongoing financial pressure. The substantial funding challenge will almost certainly continue into the near future and for the term of this strategy. The targets and actions agreed therefore must be affordable and reflect the need to make optimum use of the financial resources available.

In addition to the increasing service demand outlined above, future landfill tax rates beyond 2020 are not yet known. The landfill tax element of the costs of disposing of waste to landfill will increase until 2020 even if the tonnage of waste disposed of to landfill remains constant.

These demands reinforce the need for a strategy highlighting the waste management approach to dealing with these pressures, whilst ensuring we do not compromise performance against statutory targets and business plan goals.

2.2.2 Social and Environmental Drivers

Wiltshire Council's budget has been reduced and the number of households in Wiltshire has risen and will continue to rise. Projected future housing delivery is detailed in the council's Local Plan Core Strategy. This directly impacts on the amount of waste produced in Wiltshire and the demand on the council's waste services.

There is increasing media coverage of the impact of waste on the environment, which is reflected in resident's knowledge and awareness of the issues we are seeking to address. The social message regarding the importance of recycling is clearly informing residents' behaviour which shows in our current recycling performance and residents' attitudes and opinions expressed in response to the council's consultation carried out in 2017-18. We therefore have evidence that the majority of our residents would welcome a strategy for Wiltshire which would see all household waste managed in accordance with the hierarchy and diverted from landfill.

3. Vision and Priorities

3.1 Vision

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

We will work together to manage household waste in accordance with the waste hierarchy.

3.2 Priorities

To achieve our vision the council has identified a number of priorities based on the requirements of the waste hierarchy. Waste is a resource for us to utilise and we should aim to extract as much environmental and economic value from it as possible. Disposal to landfill should be our last resort as this is the least sustainable option for the vast majority of wastes.

Our first priority should be to prevent waste from being generated. Where we cannot prevent, we should repair and reuse, where reuse is not possible we should recycle and compost more. Any waste that cannot be reused, recycled or composted should be treated to recover any potential value, such as energy.

3.2.1 Priority 1 - Waste Prevention

The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.

We recognise that the household waste that residents produce is to some extent generated by packaging producers and retailers. This opinion is shared by our residents and elected members who echoed this sentiment during workshops and when responding to our consultation. Many commented that they felt that they were unable to buy goods without packaging, or in fully recyclable packaging. However those residents who have participated in waste reduction activities such as 'Waste Free February', a project focussed on waste prevention, have demonstrated that it is often possible to reduce the amount of non-recyclable waste that they create.

The council will need to work with partners and community groups to help to inform people about the importance of managing their waste in accordance with the waste hierarchy and offering practical advice on how they do this.

There is public support for the council to work with town and parish councils through area boards to deliver local information, events or workshops. This demonstrates that our residents are keen for the council to focus on providing information to help them to move their waste further up the waste hierarchy.

In addition there was support from residents for the council to continue to work with schools and pre-schools to deliver workshops and assemblies with a focus on waste issues as residents and members all feel it is important to work with people from a very young age.

By working with area boards, town and parish councils and schools we hope to engage a wider cross section of Wiltshire residents. A significant proportion of avoidable household waste is food waste which residents could reduce. We will work with residents to identify ways of reducing this waste and will continue to subsidise the purchase of food waste composters. These food waste composters are capable of composting all food waste generated by residents at home, without the need for the council to incur the significant cost of collecting and managing this waste separately.

3.2.2 Priority 2 – Repair and Reuse

The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused.

The council will continue to work with national partners and manufacturers to promote sustainable design so that items can be easily repaired rather than having to be replaced.

We will continue to work with local communities to host 'Repair Cafes' where residents learn from local volunteers how to repair a range of items, for example clothing, electrical items and bikes. We are aware that there is a proportion of clothing in the non-recyclable waste bins which could have been repaired or reused and so is avoidable household waste. Some items which are deposited at the council's household recycling centres or collected via the bulky household waste collection service may also have the potential to be repaired for reuse and we will work with our contractors to identify these opportunities.

Repair and reuse should be prioritised ahead of recycling or disposal. To do this we will need to work closely with contractors and partners to ensure that reuse is built into the council's services. In addition we have a role in working with our residents to ensure that reuse and repair are convenient options for them to choose.

3.2.3 Priority 3 - Recycling and Composting

The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible. The council will continue to review the potential for expanding the range of items collected for recycling and composting where it is environmentally and economically practical to do so.

In July 2018 we increased the range of materials collected for recycling. This included the introduction of kerbside collections of plastic pots, tubs and trays, food cartons and drink cartons. We anticipated that this would increase our household waste recycling rate but have to recognise that these are lightweight materials so the impact may not be significant.

The council currently offers a chargeable kerbside collection service for garden waste. This is not a statutory requirement but Wiltshire has a high participation rate and it is a service valued by residents. The amount of garden waste composted makes a significant contribution to the council's household waste recycling performance.

Reprocessors of recyclable materials require high quality recycling to be delivered in order that they can produce high quality recycled material. We will encourage residents to purchase recycled items where possible to generate a sustainable market for these materials. We will work with residents to ensure that they only put materials which can be recycled out for recycling collections. We will work with government to encourage requirements for minimum quantities of recycled materials in the manufacture of new products and packaging.

The council will continue to work with national partners to promote design so that items and packaging can be easily recycled.

The council collects a wider range of recyclable materials, including garden waste, at its household recycling centres. The council will work with residents to encourage them to separate as many recyclable materials as possible when visiting the sites.

3.2.4 Priority 4 – Energy from Waste

Recovering energy from waste which cannot be reused or recycled remains strategically important for the council. The council will manage non-recycled household waste as a resource by delivering this to energy from waste facilities, rather than sending this waste to landfill. The council will continue to review the feasibility of constructing small scale energy from waste plants within Wiltshire.

3.2.5 Priority 5 – Litter and Fly Tipping

Two of the most visible forms of avoidable waste are litter and fly tipped wastes. In its Business Plan the council recognises that to continue sustainable growth in our communities we need clean, safe and attractive environments.

There were over 2,800 incidents of fly tipping on land for which the council is responsible in 2018-19 and the council responded with over 3,300 enforcement actions ranging from initial investigation to prosecution of offenders. We will continue to use all the tools available to us to tackle this criminal activity.

We will continue to respond to reports of litter. This activity cost the council in excess of £2.5m in 2018-19 – money spent on clearing entirely avoidable waste which could have been better invested in delivering the council's priorities. We will support community initiatives such as litter picks and work with the council's Communications team to build on the success of the Clean up Wiltshire campaign.

4. Goals and Outcomes

An action plan will be developed each year setting out goals and outcomes for the council to work towards in order to deliver the priorities within the overarching strategy.

The action plan will guide the implementation of the priorities set out in this strategy and will be subject to annual monitoring and review. The action plan will provide the council with an opportunity to review changes in national and local drivers as well as other changes in circumstances that may become apparent throughout the strategy period.

The annual performance report will enable the council to review what has been achieved against the priorities based on completion of the targets set out in the action plan for the previous year.

The action plan for the coming year will be developed based on the financial and staffing resource available to the council within the coming year in order to ensure that the goals and outcomes are achievable given the resources available. This will provide the council with the opportunity to review its priorities, goals and outcomes in line with changing drivers.

This strategy outlines the priorities that the council will work to achieve in order to deliver the vision of working towards zero avoidable household waste in Wiltshire by managing household waste in accordance with the waste hierarchy, reducing litter and taking a zero tolerance approach to the criminal act of fly tipping.

Waste Management Strategy 2017-2027

Annual Performance Review 2018-19 Including an update on Performance Against Annual Action Plan 2018-2019

Contents

1. Introduction
2. Waste prevention performance
3. Reuse and repair performance
4. Recycling performance
 - 4.1 Kerbside collection services
 - 4.2 Household recycling centres
5. Energy from waste performance
6. Less waste to landfill
7. Litter
8. Fly-tipping

Performance against annual action plan 2018-19

1. Introduction

This annual performance review sits within Wiltshire Council's Household Waste Management Strategy 2017-2027.

This document provides a summary of waste management performance against the priorities set within the waste management strategy during the period of April 2018 to March 2019.

Reviewing waste management performance against the priorities within the strategy is an essential step in the development of the annual action plan, which sets out goals and outcomes for the next year of service delivery in the context of changing local and national circumstances and the resources available.

This document aims to explain the key waste management performance statistics and trends during the period, whilst offering some commentary on how the council's actions may have affected residents' behaviours and performance of the council.

The document will consider each of the priority areas in turn.

2. Waste prevention performance

Reducing the total amount of waste produced by residents in Wiltshire is a performance measure that is regularly monitored.

Overall the total amount of household waste produced in Wiltshire has been declining since a peak in 2014/15. The total amount produced is impacted by a large number of local and national influences, including how much disposable income people have to spend, shifts in consumer behaviour, product design and changes in the use packaging.

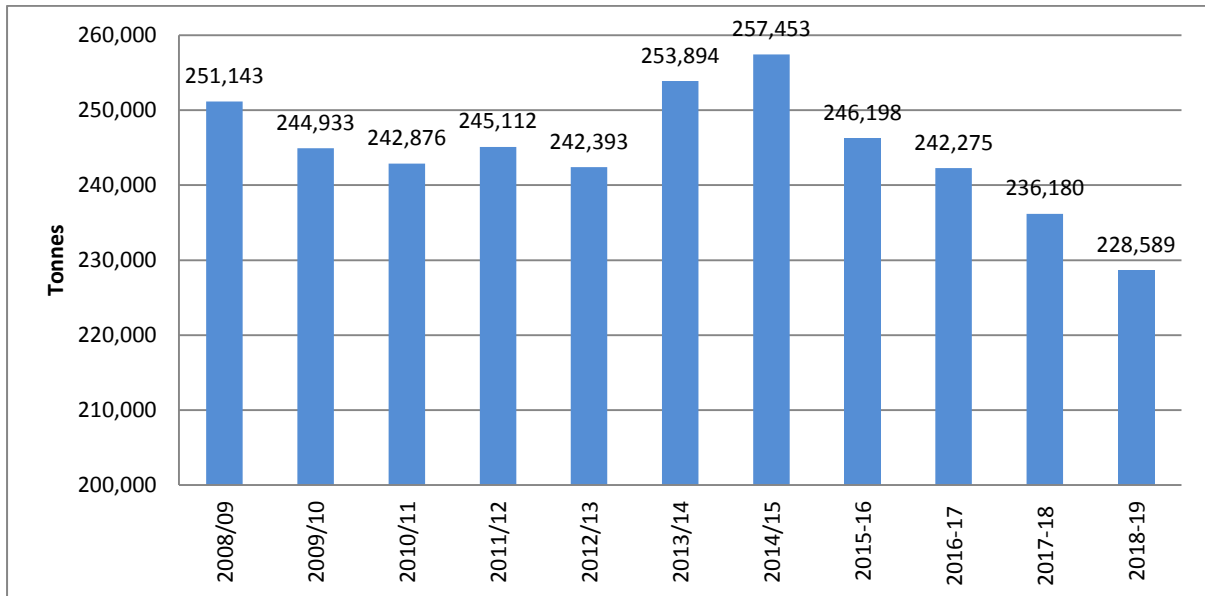


Figure 1: Total local authority collected waste in Wiltshire, 2008-2019.

Recent trends have shown a general reduction in the amount of non-recycled waste produced per household (after recycling), although a slight increase last year:

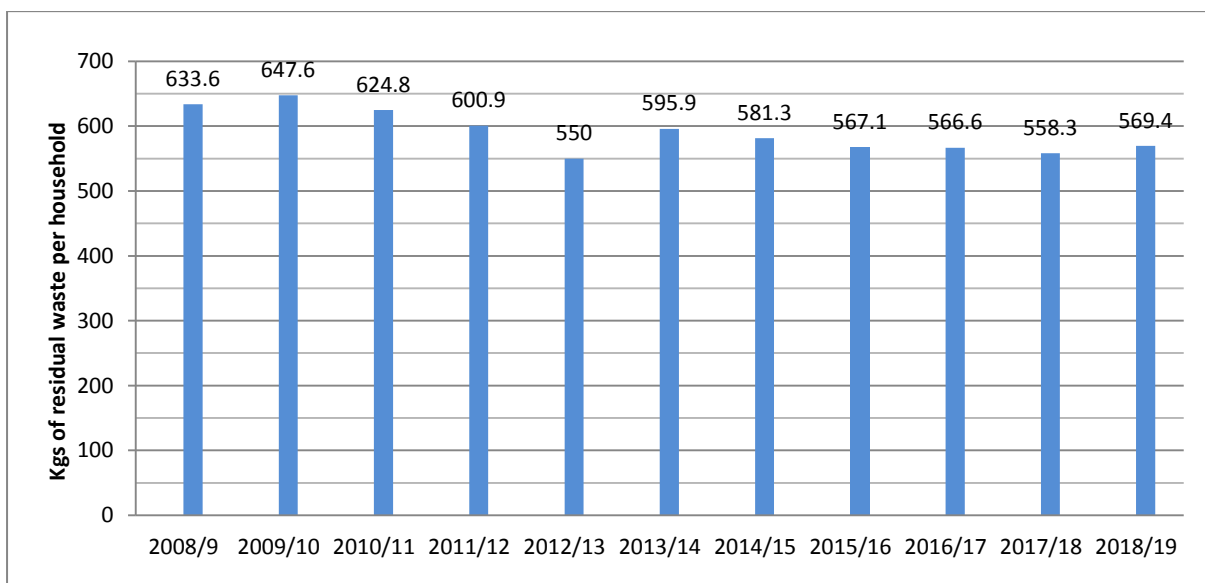


Figure 2: Residual household waste (after recycling) - kgs per household, 2008-2019

The following changes had been introduced by the council and its partners in order to reduce the waste created in Wiltshire.

- Providing wheeled bins for non-recyclable waste and enforcing a no side-waste policy, which encourages residents to make full use of the kerbside recycling services and manage their waste better.
- Providing larger bins only in extenuating circumstances, such as:
 - a large number of residents (six or more);
 - a family of five including one or more in nappies; or
 - a medical need which creates large volumes of unrecyclable waste.
- Limiting the amount of non-recyclable waste which residents who are unable to store a bin on their property may put out for collection in bags.
- Working in partnership with the Wiltshire Wildlife Trust to provide waste prevention, reuse and recycling information to Wiltshire residents (with 2018-19 being the final year of the agreement).
- Introducing van and trailer permits at household recycling centres to help limit businesses illegally disposing of their commercial waste at the sites.
- Subsidising the price for food waste composters for residents who wish to compost their food and garden waste at home.
- Introducing a charge for the collection of garden waste which, for some residents, would encourage composting at home.

3. Repair and Reuse Performance

The amount of household waste repaired or reused in Wiltshire is difficult to measure as much of this activity happens within communities and the voluntary and charity sector, without the direct involvement of the council.

Repair and reuse performance is therefore not currently measured and reported.

The council will be working with its contractors and partners to implement a system whereby reuse activities in Wiltshire can be successfully measured and reported.

Initiatives that the council delivered in 2018-19 included the following.

- Final year of working in partnership with the Wiltshire Wildlife Trust. The trust work with local communities and residents to promote the repair and reuse of items rather than disposing of them. This includes working with communities to run 'give and take' events, repair workshops, reuse shops, as well as the promotion of reuse networks within the community.
- Encouraging residents to prioritise reuse of large items rather than requesting a large item collection from the council via information on the council's website and customer services scripting.
- Promoting reuse organisations in Wiltshire through the council's website.

4. Recycling Performance

The total amount of household waste which is sent for recycling and composting in Wiltshire has decreased recently following a peak of 46.42% in 2014/15.

Recycling is collected from kerbside collection services and household recycling centres.

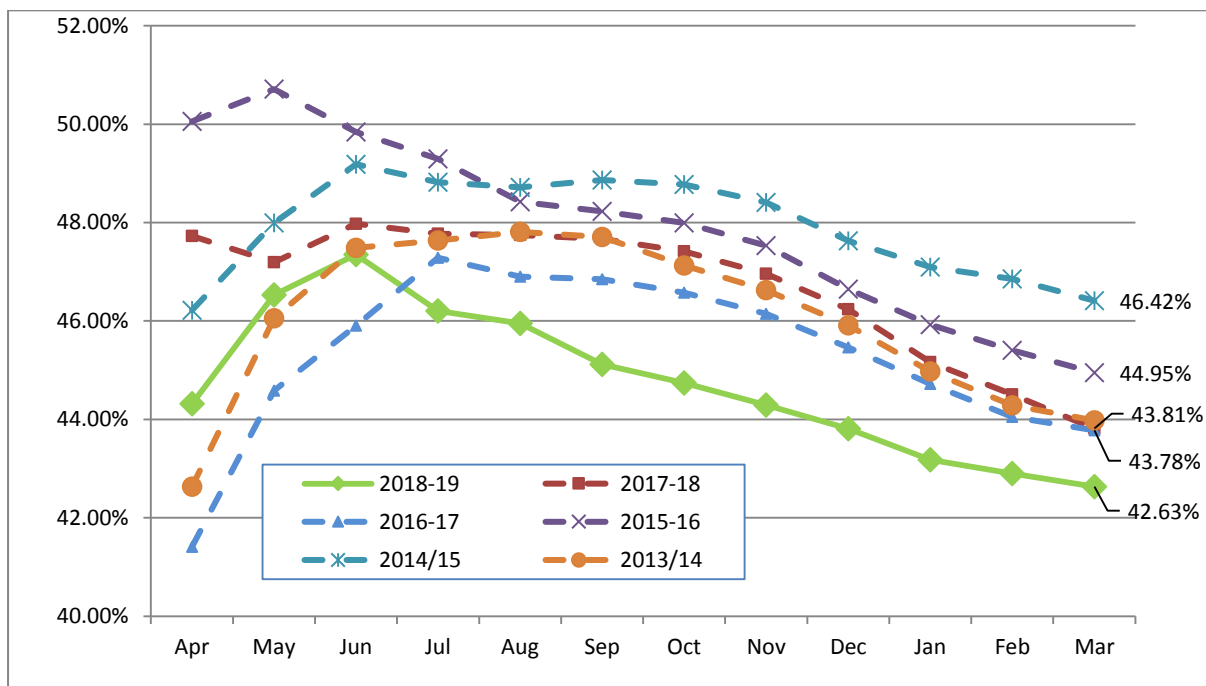


Figure 3. Recycling and composting as percentage of household waste, 2013-2019

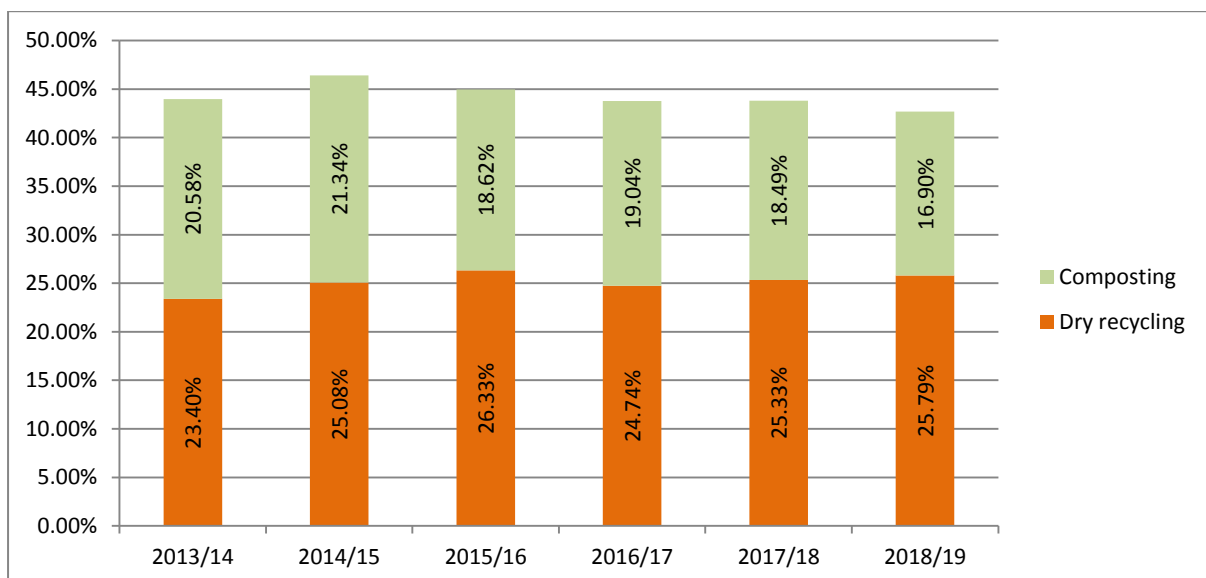


Figure 4: Recycling and composting as percentage of household waste, 2013-2019

4.1 Kerbside Recycling Collections

The council collects paper, glass, cans, aerosols, foil, textiles, plastic bottles, pots, tubs and trays, cardboard, food and drink cartons and garden waste from the kerbside.

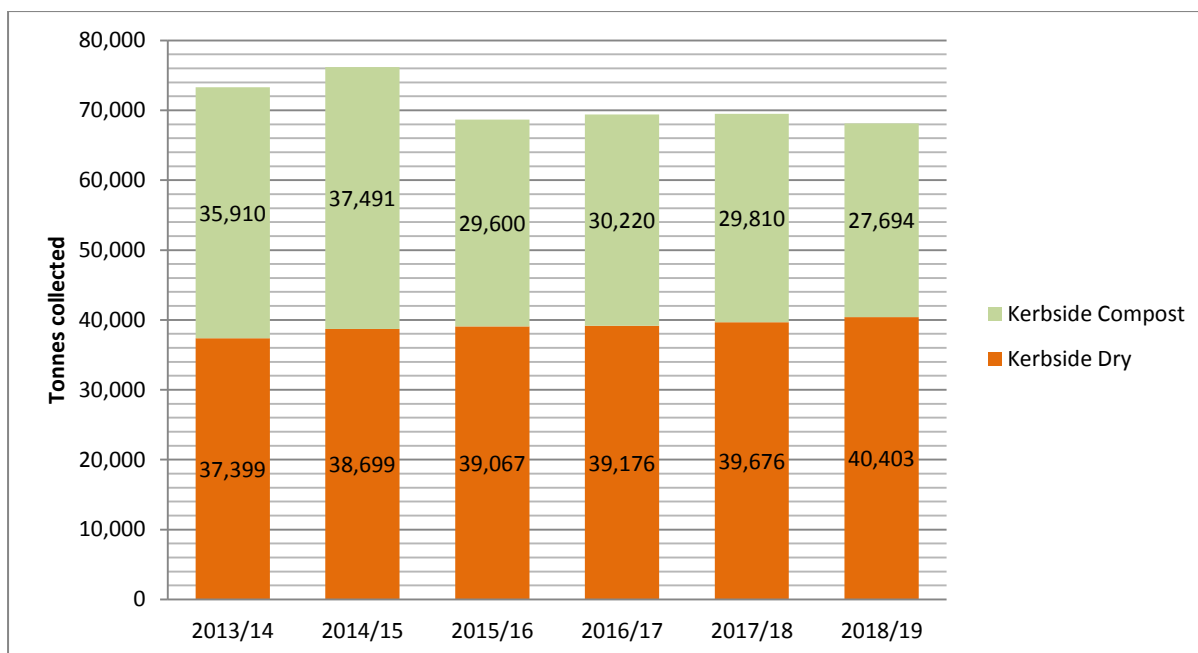


Figure 5: Tonnes of kerbside recycling, 2013-2019

The amount of recycling and garden waste collected at the kerbside has decreased since a peak in 2014/15. The reduction in garden waste between 2014-15 and 2015-16 can be explained by the introduction of chargeable kerbside collections of garden waste. Fewer people are now using this service compared to when the service was free of charge and therefore less garden waste is being collected.

There has been a small but steady increase in the tonnes of dry recycling collected each year despite manufacturers using less materials in packaging in a drive to reduce the weight of items. For example, some glass bottles are being replaced with plastic bottles, while some cans and plastic bottles are made using less material and so weigh less. There continue to be changes in consumer buying habits and generally people buy less newspapers and magazines than in previous years. This may have been compensated for by an increase in online shopping and the additional packaging used to protect items in transit.

Waste composition research undertaken in Wiltshire in 2012 shows that 35% of material in residents' non-recyclable waste bins could have been recycled using the council's kerbside collection services.

	Average % of material in residual waste which could have been recycled at the kerbside
Paper and card	15.68%
Plastic bottles	8.48%
Textiles	5.50%
Glass	3.83%
Tins and cans	2.99%
Total:	36.46%

Figure 6: Percentage of recyclable waste found in non-recyclable waste bins.

4.2 Household Recycling Centres

Wiltshire Council has a statutory duty (under section 51 of the Environmental Protection Act 1990) to provide places where persons resident in its area may deposit their household waste, free of charge. The council currently operates a network of 10 sites, located across the county where residents are able to dispose of their general waste as well as recycle many other items.

The number of visitors to the sites and the amount of each waste stream collected is monitored and reported. The number of residents visiting the site varies depending on the site capacity, layout and the density of the population surrounding the site.

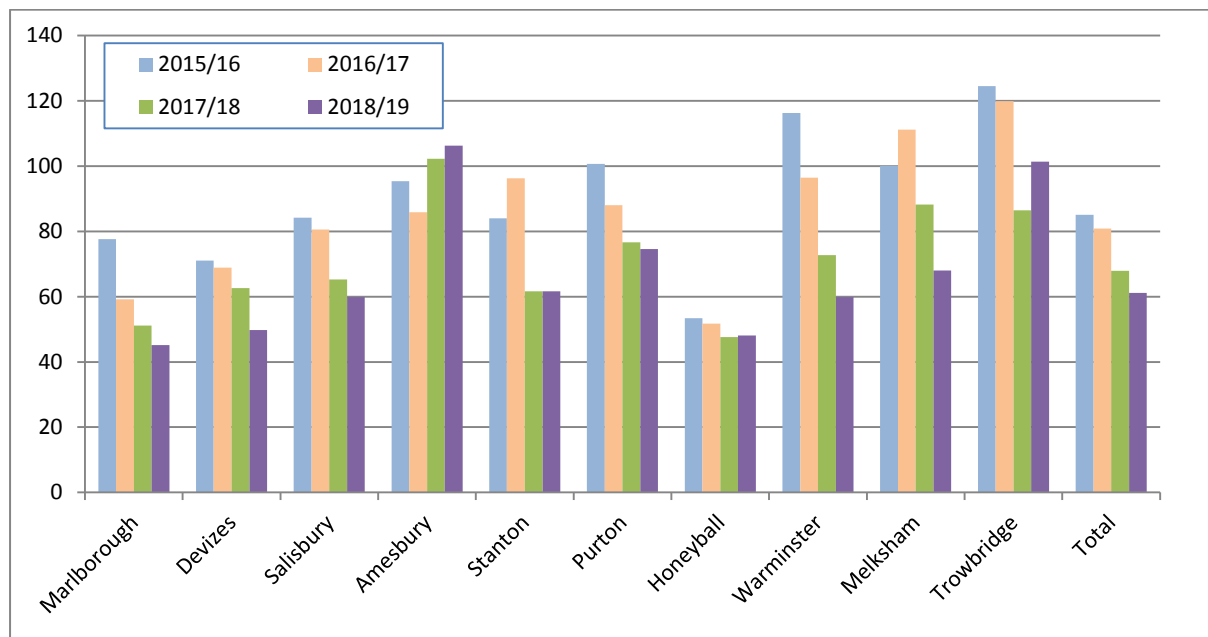


Figure 7. HRC visitors per hour by site, per annum (July 2015 – June 2019).

Visitor numbers to the recycling centres have decreased in recent times. This may be due to:

- The reduction of opening hours and days which came into place in 2015-16;
- The introduction of a van and trailer permit system at household recycling centres to help limit traders illegally bringing commercial waste to the sites;
- Asking visitors who are suspected of bringing commercial waste to the sites to complete a disclaimer form in order to limit the illegal use of the sites
- Checking visitors' proof of address to ensure those using the sites are Wiltshire residents.

Whilst it is important to monitor the number of visitors to the site, from a waste management point of view it is more important to understand how visitors manage their waste while on site. The service aims to increase the amount of waste which is brought to the site being diverted from landfill.

HRC	July 2018 - June 2019		
	Total waste (tonnes)	Total waste diverted from landfill (tonnes)	Landfill Diversion rate
Trowbridge	8,046	6,645	83%
Marlborough	3,450	2,885	84%
Melksham	5,930	4,902	83%
Warminster	6,046	4,976	82%
Stanton	7,066	5,732	81%
Purton*	2,888	2,247	78%
Devizes	4,164	3,396	82%
Salisbury	6,682	5,487	82%
Lower Compton, Calne*	2,880	2,081	72%
Amesbury	4,905	3,937	80%
TOTAL	52,057	42,289	81%

Figure 8. Waste taken to household recycling centres which is diverted from landfill. (Note: * Tonnes of soil and rubble which are used as landfill cover are excluded from these figures to produce a realistic comparison between sites.)

5. Energy from waste performance

Much of the non-recyclable household waste collected on behalf of Wiltshire Council is sent to plants which use the waste to generate energy and divert waste from landfill.

The council has a 25 year contract to send 60,000 tonnes of non-recyclable waste to Northacre Resource Recovery Centre in Westbury, Wiltshire. At this plant the waste is dried and shredded to create a fuel. The contract year runs from November to November and 2018/19 is year 6 of the contract.

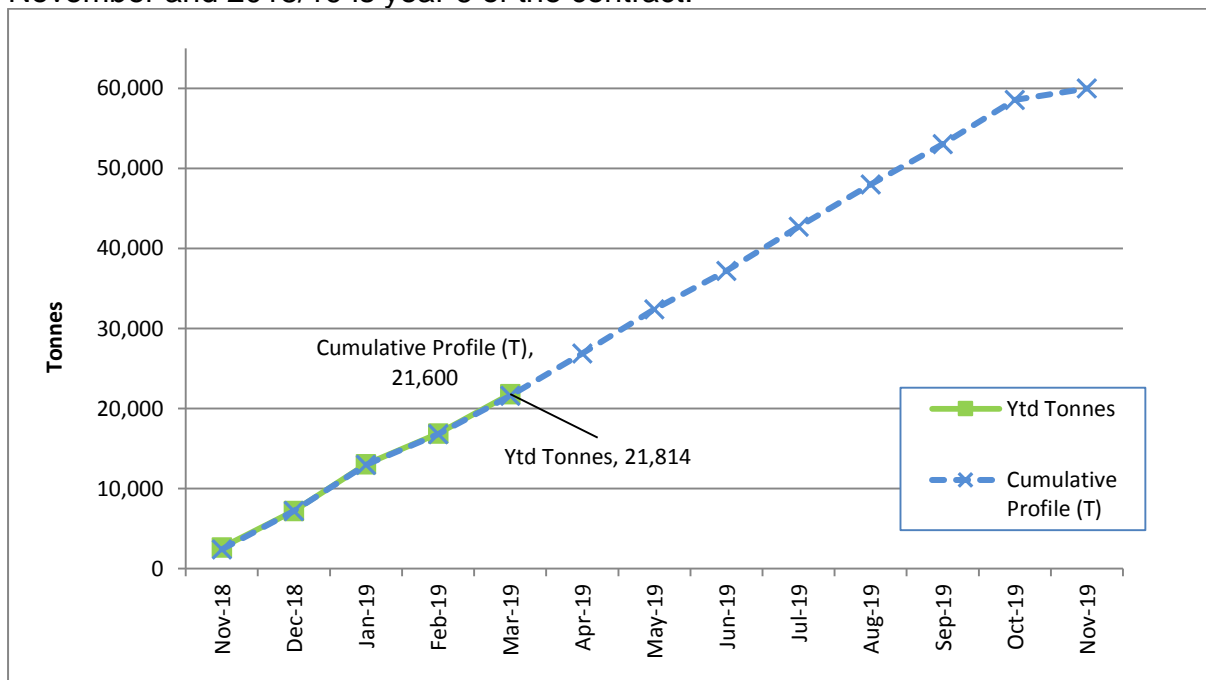


Figure 9: Tonnes of waste sent to Northacre Resource Recovery Centre, 2018/19.

The council also has a 25 year contract to send 50,000 tonnes of non-recyclable waste to Lakeside Energy from Waste Plant, Slough. At this plant the waste is incinerated to generate power. 2018/19 is year 10 of the 25 year contract.

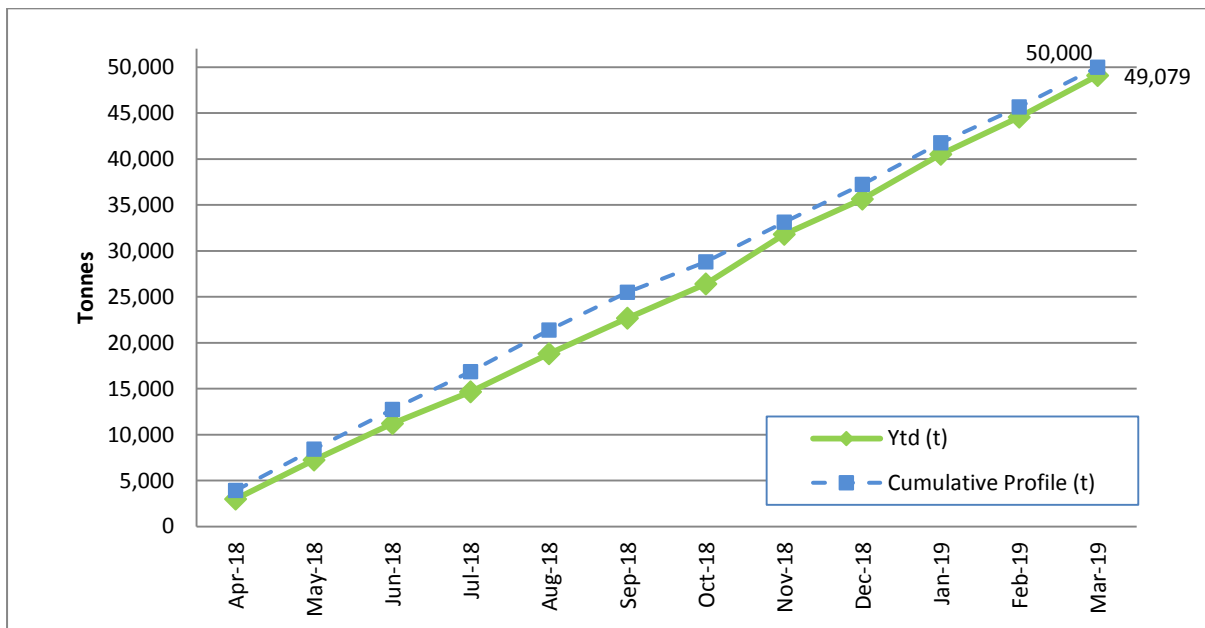


Figure 10: Tonnes of waste sent to Lakeside Energy from Waste Plant, 2018/19.

6. Less waste to landfill

A strategic aim for the council is to reduce the waste sent to landfill as this is widely recognised as being the least environmentally sustainable way of managing waste. All the waste services and contracts the council has in place are designed to ensure that the amount of waste sent to landfill is reduced.

Through improvements to waste prevention information and recycling services and diverting a significant proportion of non-recyclable household waste to energy from waste plants, the council now sends less than 16% of Wiltshire Council's collected waste to landfill each year. This is a significant reduction compared to previous years.

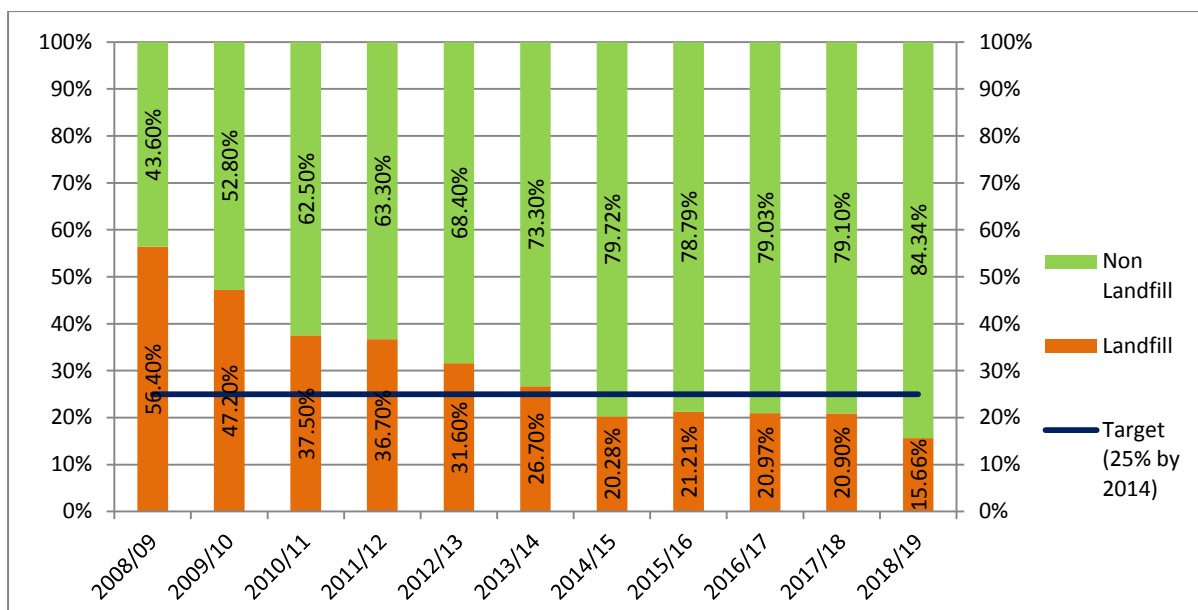


Figure 11: Percentage of waste sent to landfill in Wiltshire, 2008-2019.

7. Litter

Litter includes mainly synthetic materials, often associated with smoking, eating and drinking, that are improperly discarded by members of the public. Detritus comprises dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, fragments of twigs and leaf and blossom falls.

Over the four year period from 2014-15 to 2018-19 there was a significant improvement in the percentage of Wiltshire roads which were predominantly free of litter and detritus.

The reduction in standard of roads predominantly free of litter in 2017/18 was due to more litter being deposited. The council increased spending on this to address the issue in 2018/19.

The reduction in standard of roads predominantly free of detritus in 2014-15 and 2015-16 was due to the reduction in the number of sweepers. We now have six sweepers (five Ringway road sweepers and one Idverde pavement sweeper) compared to a total of 21 sweepers in 2013/14. We amended the schedules for sweeping to focus on rural roads and away from residential areas again in 2018/19, to address the problem with detritus.

Annual Indicators	14/15	15/16	16/17	17/18	18/19
% Wiltshire roads predominantly free of litter	68%	75%	86%	81%	86%
% Wiltshire roads predominantly free of detritus	60%	59%	87%	69%	80%

8. Fly-tipping

Over the last year reports of fly-tipping have fallen in contrast to the trend in previous years. Figure 12 below compares the cumulative fly tip report totals between April 2015 and July 2019. When we compare total reports year on year for the period April

to July we received 988 reports in 2018/19 compared to 893 in 2019/20, this represents a 10% fall in reports. Of the 893 reports received, 217 (24%) have been on private land or were not the responsibility of Wiltshire Council. 2018/19 saw overall reports fall 11% when compared to 2017/18.

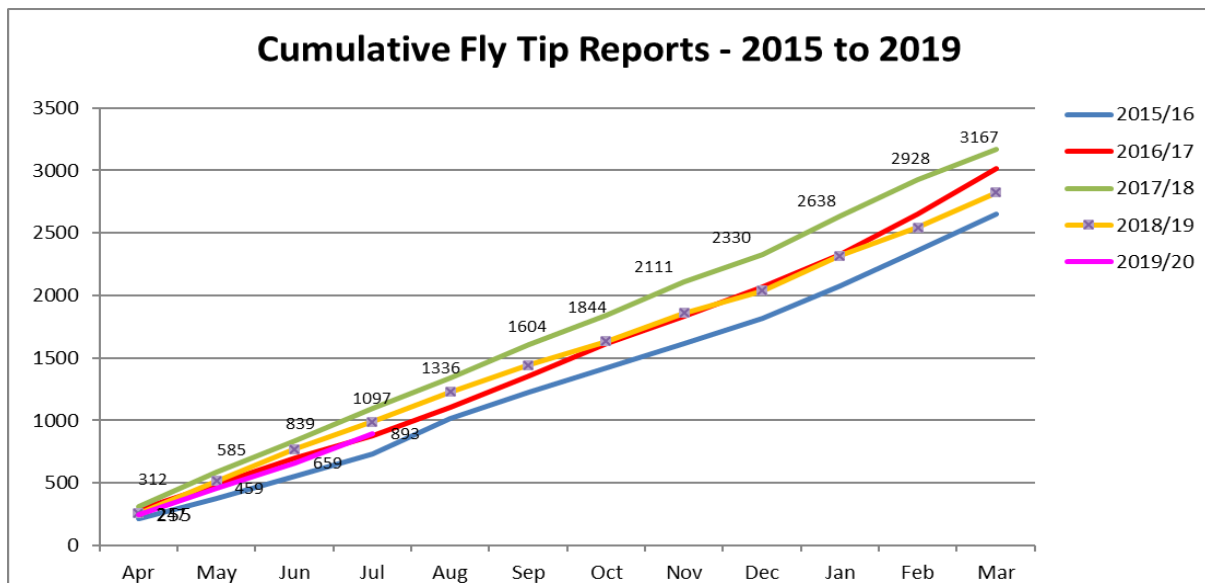


Figure 12: Number of fly-tipping incidents reported, 2015-2019.

Report levels for a county the size of Wiltshire remain relatively low with on average six reports per thousand residents in 2017/18. This is based on the latest data set released by Defra. Figure 13 below details the comparisons made between reports in Wiltshire Council's administrative area and those in other local authority areas that are close geographically, based on data submitted to Defra for the 2017/18 return.

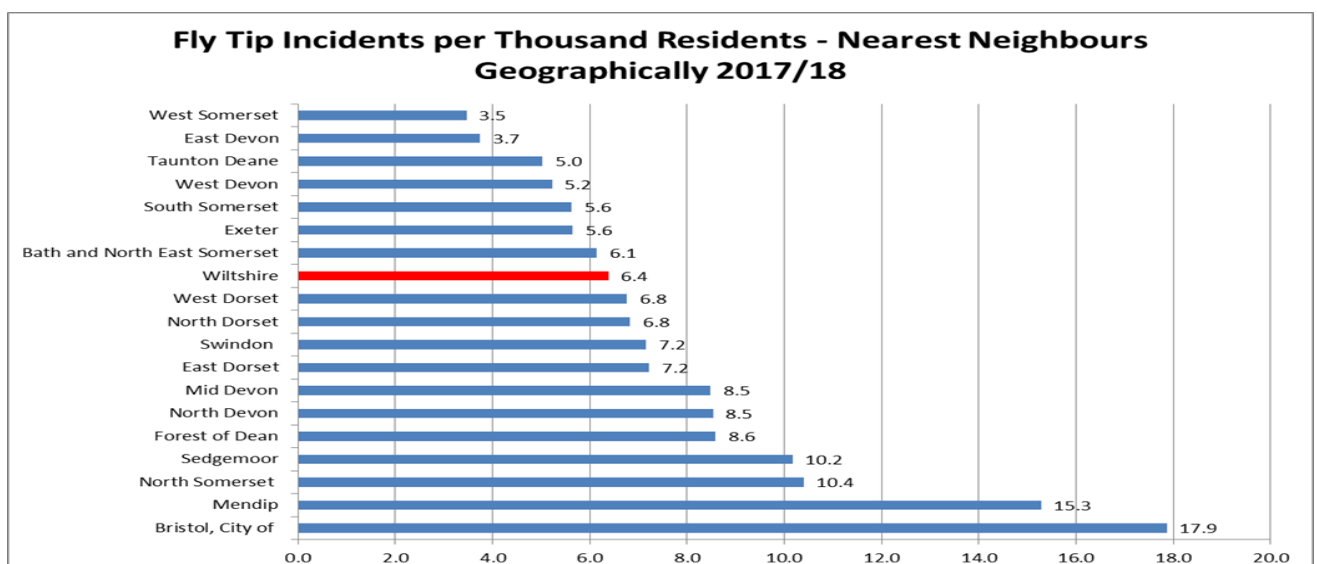


Fig 13.

Wiltshire Council

DRAFT

**Household Waste Management Strategy: Forward Thinking
Towards Zero Avoidable Waste**

2017 – 2027

Performance Against Annual Action Plan 2018-2019

1. Introduction

This annual action plan documented priorities and activities for the waste service team for 2018-19. This action plan outlined how the service would develop during 2018-19 to meet the strategic aims and priorities documents within the overarching strategy. This performance report sets out progress made against each of the actions.

2. Vision and priorities

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

We will work together to manage household waste in accordance with the waste hierarchy.

Priority 1 - Waste Prevention

The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.

Priority 2 – Repair and Reuse

The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused. The council will continue to work with national partners and manufacturers to promote sustainable design so that items can be easily repaired rather than having to be replaced.

Priority 3 - Recycling and Composting

The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible. The council will continue to review the potential for expanding the range of items collected for recycling and composting where it is environmentally and economically practical to do so.

Priority 4 – Energy from Waste

Recovering energy from waste which cannot be reused or recycled remains strategically important for the council as it prevents this waste from going to landfill. The council will continue to review the feasibility of constructing small scale energy from waste plants within Wiltshire.

Priority 5 – Litter and Flytipping

The council will continue to respond to incidents of fly tipping on land for which the council is responsible with enforcement actions ranging from initial investigation to prosecution of offenders. We will continue to use all the tools available to us to tackle this criminal activity. We will continue to respond to reports of litter. This activity cost the council in excess of £2.5m in 2018-19 – money which could have been better invested in delivering the council’s priorities spent on clearing entirely avoidable waste.

3. Actions and updates

Priority 1 – Waste Prevention		
	Action details	Resources required
Action A	<p>Introduce a residents-only scheme (proof of address) at Wiltshire Council’s household recycling centres to make the sites better available to those residents within the Wiltshire council area.</p> <p>Update A residents’ proof of address scheme was implemented at all household recycling centres in April 2018.</p>	<p>Waste management team Communications team Waste contractors</p>
Action B	<p>To coincide with the new kerbside recycling collection service we will increase recycling and reduce waste collected and sent to landfill. This will include standardising the size of residual waste bins across the county.</p> <p>Update From 30 July 2018 kerbside recycling services were extended to include the collection of plastic pots, tubs and trays and food and drinks cartons with the existing plastic bottles and cardboard collections in the blue-lidded bin. The implementation of new kerbside recycling services has been delayed and should coincide with the completion of a new materials recovery facility at Sands Farm, Calne.</p>	<p>Waste management team Communications team Waste contractors</p>

<p>Action C</p>	<p>Introduce charges for non-household waste deposited at household recycling centres.</p> <p>Update This continues to be reviewed in the context of national waste management policy on charging for materials collected at household recycling centres. Charging would require a parallel ICT development project to enable payment, which would add pressure to the existing waste services ICT development programme. Further work is required to assess how other councils have implemented similar schemes and the results that these have achieved.</p>	<p>Waste management team Communications team ICT team Waste contractors</p>
<p>Action D</p>	<p>Work with the Wiltshire Wildlife Trust to deliver a wide-ranging and effective communications plan. This will include promoting and encouraging area boards and elected members to deliver ongoing, joined up waste prevention campaigns with those residents and organisations within community areas, including schools.</p> <p>Update In 2018-19 the decision was made that in 2019-20 the annual payment to Wiltshire Wildlife Trust (WWT) from the waste service would cease as part of budget saving measures. The service will continue to work with the WWT where possible on waste and environmental matters, but this will be achieved without direct funding of posts within WWT. An exit report is being produced by WWT to set out what has been achieved.</p>	<p>Waste management team Wiltshire wildlife trust Councillors and area boards</p>
<p>Action E</p>	<p>Along with the Wiltshire Wildlife Trust provide advice, guidance and training to community and environmental groups and schools in Wiltshire to encourage community led activities.</p> <p>Update See Action D above.</p>	<p>Waste management team Wiltshire Wildlife Trust</p>

<p>Action F</p>	<p>Actively engage with governmental organisations in the development of waste management policy changes, including contributing to consultations and attending national and regional forums. This will include the latest government initiatives to reduce the amount of plastic waste produced.</p> <p>Update The waste service submitted responses to the national Resources and Waste Strategy consultations in May 2019. These consultations included:</p> <ul style="list-style-type: none"> • making businesses and manufacturers pay the full cost of recycling or disposing of their packaging waste; • introducing a consistent set of recyclable materials collected from all households and businesses, and consistent labelling on packaging so consumers know what they can recycle including separate weekly food waste collections for every household in England and which could include free garden waste collections for households with gardens; • introducing a deposit return scheme for cans and bottles; • introducing a world-leading tax on plastic packaging. <p>Publication of the Environment Bill suggests that the government intends to implement proposals, but this is subject to further consultation on the detail.</p> <p>Implementation of service changes in Wiltshire will be dependent on the detail of the legislation and whether Government funding is made available to deliver the changes or to fund changes to existing contracts that are due to run until 2026.</p>	<p>Waste management team</p>
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<p>Action G</p>	<p>Continue to subsidise and promote the use of food waste composters as an effective method of managing food waste in Wiltshire. Work with the provider of the composters to ensure that they are promoted throughout the county.</p> <p>Update: Since March 2015 over 2,500 food waste composters have been sold to Wiltshire residents. Sales figures show an increase in sales each April, coinciding with the garden growing season and reminders to residents about the council's chargeable garden waste collection service.</p> <p>Although funding of Wiltshire Wildlife Trust by the waste service which provided staff resources to support this project has ended, capital funding for composters is in place for 2019/20 and will be sought for future years to continue some level of financial subsidy for residents buying these units.</p>	<p>Waste management team Wiltshire Wildlife Trust Great Green Systems</p>
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Priority 2 – Repair and Reuse		
	Action details	Resources required
<p>Action A</p>	<p>Work with contractors and local voluntary, community and social enterprise (VCSE) organisations to introduce a scheme whereby reusable items which are taken to Wiltshire Council's household recycling centres can be separated for reuse rather than recycling or disposal.</p> <p>Update Both providers of the household recycling centres (HRCs) services are required to have VCSE reuse projects. The results from a recent HRC customer satisfaction survey undertaken over a four week period across all ten sites showed that residents wanted to see an increase in the</p>	<p>Waste management team Communications team VCSE organisations Waste contractors</p>

	<p>opportunities for items taken to the HRCs to be made available for reuse. Both HRC providers have been tasked with drawing up plans to focus on this aspect of the service to improve the reuse opportunities and increase the levels of customer satisfaction, which will be re-assessed each year.</p>	
Action B	<p>Work with the council's waste collection contractor to investigate the potential of separating waste collected from the bulky household waste collection service for reuse rather than recycling or landfill.</p> <p>Update This action will be progressed with contractors once the full tendered solution for the bulky household waste collection service is implemented in 2020.</p>	<p>Waste management team VCSE organisations Waste contractors</p>
Action C	<p>Work with the Wiltshire Wildlife Trust to promote and encourage area boards and councillors to deliver ongoing, joined up repair and reuse campaigns with those resident within community areas.</p> <p>Update The annual payment to Wiltshire Wildlife Trust (WWT) from the waste service ceased as part of budget saving measures. As part of the restructure of the waste services team, officers have each been allocated specific community area boards and will work directly with them to provide support and information about existing and new services, including re-use. The waste and recycling toolkits developed by the WWT will be used and shared with communities to continue to support local repair and reuse campaigns.</p>	<p>Waste management team Wiltshire wildlife trust Councillors and area boards</p>

Action D	<p>Along with the Wiltshire Wildlife Trust, work with communities to host a network of repair cafés and workshops to encourage residents to repair items.</p> <p>Update See update on Action C above.</p>	<p>Waste management team Wiltshire Wildlife Trust Councillors and area boards VCSE organisations</p>
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Priority 3 – Recycling and Composting		
	Action details	Resources required
Action A	<p>Introduce changes to the kerbside collection of recycling, including introduction of a comingled collection services with the addition of a recycling service for plastic pots, tubs and trays, food cartons and drink cartons.</p> <p>Update From 30 July 2018 kerbside recycling services were extended to include the collection of plastic pots, tubs and trays and food and drinks cartons with the existing plastic bottles and cardboard collections in the blue-lidded bin. The implementation of new kerbside recycling services has been delayed and should coincide with the completion of a new materials recycling facility (MRF) at Sands Farm, Calne, which is designed to sort the co-mingled recycling. A project to enable residents to request a larger bin for mixed recycling is also underway.</p>	<p>Waste management team Waste contractors Customer services team</p>
Action B	<p>Manage the introduction of a contract to build and commission a new materials recovery facility to separate the collected comingled recyclable materials, ensuring that the quality of materials sent to reprocessors is maximised.</p>	<p>Waste management team Waste contractors</p>

	<p>Update A new materials recovery facility is currently under construction at Sands Farm, Calne and scheduled to be commissioned and ready for use early in 2020.</p>	
Action C	<p>Review and make efficiencies in waste collection rounds following the introduction of new collection services.</p> <p>Update Modelling of new recycling collection rounds is underway to support new kerbside recycling collections. The new collection rounds will collect all dry recyclables on one vehicle, in the majority of cases, instead of the current two vehicle system and the aged fleet of black box recycling vehicles will be disposed of.</p>	<p>Waste management team Waste contractors</p>
Action D	<p>Effectively communicate the changes in collection services and collection dates to residents, ensuring that they are aware of the changes and the importance of collecting high quality recycling.</p> <p>Update: A communications programme to publicise the introduction of plastic pots, tubs and trays and drink and food cartons was delivered in advance of the service change from 30 July 2018. A new communications programme has been designed in support of the implementation of new kerbside recycling services and any associated collection day changes and will include:</p> <ul style="list-style-type: none"> • Leaflets and bin hangers; • Information banners at household recycling centres and at council buildings; • Presentations to community area boards, town and parish councils and other groups; • Attendance at public roadshow events; 	<p>Waste management team Waste contractors Customer services team Communications team</p>

	<ul style="list-style-type: none"> • Advertising in local press; • Digital advertising in libraries and council offices; • Social media updates. <p>A project to enable residents to request a larger bin for mixed recycling is also underway.</p>	
Action E	<p>Transfer the commercial waste service to the private sector by April 2018.</p> <p>Update Action completed in April 2018. In 2017/18 236,200 tonnes of waste were collected by the council. This included 10,100 tonnes of commercial waste. In 2018/19 total waste collected by the council reduced to 228,600 tonnes, reflecting the shift of commercial waste to the private sector. It is possible that some of the commercial waste previously collected by the council from small businesses is being collected within the remaining household waste.</p>	<p>Waste management team Waste contractors Finance team</p>
Action F	<p>Renegotiate waste management disposal contracts regarding the disposal of commercial waste following the reduction of this service.</p> <p>Update The council and contractor continue to work together to supplement the council's landfill diversion contracts (Lakeside energy from waste plant and Westbury mechanical biological treatment plant) with the commercial and industrial waste that is collected by the council's waste and recycling collection contractor.</p>	<p>Waste management team Finance team Legal team</p>
Action G	<p>Arrange for the renewal of existing garden waste service subscriptions from 1 April 2018 for the next years' service, increasing the price to £48 per bin per year.</p>	<p>Waste management team Customer services team Finance team ICT team</p>

	<p>Update: Action completed. In 2018/19 81,931 customers registered and paid for the chargeable garden waste collection service, The number of customers has remained relatively constant since the chargeable service was introduced in 2016 at approximately 82,000 per year. Chargeable garden waste sign ups in 2019/20 are on track to reach similar numbers again, generating a forecast income of nearly £4,000,000.</p> <p>The waste service is working with ICT to improve the online subscription and payment systems for 2020/21.</p>	
Action H	<p>Investigate the potential to charge for delivery for replacement waste bins</p> <p>Update This project remains under review. As with the proposed action to implement charging for certain materials at household recycling centres, this action would require additional ICT project support in developing systems to implement this, including development for on line payments.</p>	<p>Waste management team Customer services team Finance team ICT team</p>
Action I	<p>Manage the contracts which provide household recycling centres to ensure that the contractors are maximising the amount of waste which is being diverted from landfill. Ensure that all sites offered by the council are operated efficiently and in line with the council's specification.</p> <p>Update On average over 76% of the waste taken to the council's network of ten household recycling centres was diverted from landfill in 2018/19. Proposals to provide a container at the sites to separately collect 'black bag' waste for diversion from landfill have been received and the cost benefits are to be assessed.</p>	<p>Waste management team Waste contractors</p>

<p>Action J</p>	<p>Continue to provide accessible and appropriate collection services to vulnerable residents within the community and those residents who have difficulties in accessing the council's waste and recycling services.</p> <p>Update Over 30,000 assisted waste and recycling collections are completed each month from residents who are not able to present their bins at the kerbside and have requested this service. Latest collection data shows that over 99.6% of these are being successfully completed, which is exceeding the required level of contract performance. The council also provides a clinical waste collection service for those residents who produce medical waste at home and request this. At the network of household recycling centres where residents may experience difficulty accessing waste and recycling containers via steps, a recent customer satisfaction survey undertaken across the network of ten sites resulted in a high level of overall satisfaction with the sites and services provided, with the highest level of satisfaction reported for the helpfulness of site staff and their engagement with customers.</p>	<p>Waste management team Waste contractors</p>
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Priority 4 – Energy from Waste		
	Action details	Resources required
<p>Action A</p>	<p>Manage the council's landfill diversion (energy from waste) contracts to ensure that the contracts and facilities are performing efficiently.</p> <p>Update: In 2018/19 the gate fees for the council's two landfill diversion contracts, Lakeside energy from waste plant and Westbury mechanical biological treatment (MBT) plant, both demonstrated a cost saving when compared with the gate fee for landfill under the previous waste management contract. Until all the financial models for the full tendered</p>	<p>Waste management team Waste contractors</p>

	<p>waste and recycling services are finalised a direct comparison of the latest gate fees is not available, but will be included in the next update of the Action Plan.</p> <p>Work to improve the efficiency of Westbury MBT plant has been completed, with the biofilter at the facility replaced in 2018. This has produced an increase in moisture loss within the facility and positively impacts on the overall contract costs. UK based facilities for accepting some of the fuel produced at the MBT are also being explored to reduce the costs and risks associated with exporting fuel to other European countries.</p>	
<p>Action B</p>	<p>Work with the council's waste contractors to review the wastes which are currently sent to landfill for their suitability for diversion including sending to energy from waste to further reduce the waste sent to landfill.</p> <p>Update: The providers of the household recycling centre services have submitted proposals to the council for separately collecting 'black bag' residual waste (of a similar nature to residual waste collected at the kerbside) at the recycling centres and providing this waste for disposal via one of the council's two landfill diversion contracts (Lakeside energy from waste plant and Westbury mechanical biological treatment plant). Currently this waste is co-mingled with bulky residual waste that would not be suitable for either of the landfill diversion contracts. The cost benefit of these proposals is to be assessed.</p>	<p>Waste management team Waste contractors</p>

Priority 5 – Litter and Flytipping		
	Action details	Resources required
Action A	<p>Litter We will continue to work with local communities and partners to support the schemes to reduce litter.</p> <p>Update</p> <ul style="list-style-type: none"> • Great British Spring Clean - completed • Clean Up Wilts - completed • Best Kept Villages – ongoing project • Britain in Bloom and other national campaigns – ongoing project. <p>Live updates on litter collections and community clean ups can be found on the council's website at: http://www.wiltshire.gov.uk/highways-streetscene-enhanced-services</p>	<p>Local highways and streetscene team Waste management team Communications team Community partners</p>
Action B	<p>Litter The council will provide litter picking equipment, hoops, vests and graffiti removal kits to community volunteers to help collect waste within their local area. We will support these communities by collecting the waste from local litter picks throughout the year.</p> <p>Update Support provided for community self-help schemes using trained town and parish council staff and volunteers to undertake the following activities:</p> <ul style="list-style-type: none"> • Litter collection and litter bin emptying • Pavement sweeping • Grass cutting • Sign cleaning 	<p>Local highways and streetscene team Communications team Community partners</p>

	<ul style="list-style-type: none"> • Wildflower meadow implementation • Fingerpost cleaning, painting and repair • Tree pruning and branch removal • Shrub and hedge cutting and pruning • Siding out of footways, or paths (removing encroaching grass and weeds) • Weed killing and weed removal • Developing verge reserves. <p>29 community events were completed in March and April 2019 under this scheme.</p>	
<p>Action C</p>	<p>Flytipping The council will continue to promote use of the My Wiltshire system as a user friendly application to enable reporting of fly-tipping incidents by members of the public. This also doubles as our management system which allows us to monitor fly-tipping reports across various categories (identifying hotspots and areas for enhanced enforcement activity).</p> <p>Update In 2018/19 2,822 reports of fly-tipping were received by the council. This represents a decrease of 11% on the previous year when 3,167 reports were received. Reports received to date in 2019/20 show a continued reduction in fly-tipping reports of a further 7%. Reports for all Wiltshire community areas in 2018/19 show that all 18 community areas recorded levels of fly-tipping below the national average of 15 reports per thousand residents annually or 1.25 per month.</p> <p>The size of reported fly tips within Wiltshire suggests that most of are a commercial nature e.g. man with a van who clears waste for cash, as the most common size of fly tip is small van which make up 38% of 2018/19 reports.</p>	<p>Local highways and streetscene team Enforcement team ICT team</p>

<p>Action D</p>	<p>Flytipping Focus on informing residents and businesses on the lawful management of their waste and work to minimise transfer of waste to unlicensed collectors. Widely publicise formal actions (fixed penalty notices and prosecutions) to further enhance the deterrent effect of this illegal activity.</p> <p>Update Campaigns have been undertaken with the Communications team, such as 'We're Targeting Fly-tippers'. Work to further enhance and develop the effective use of social media has been undertaken to advise residents and businesses about unlawful waste operations and to deter online advertising of these operations.</p>	<p>Enforcement team Communications team Community partners</p>
<p>Action E</p>	<p>Flytipping Maintain and continue the proactive approach to apprehending fly-tippers by utilising covert camera systems at known hotspots in line with relevant regulations and legislation.</p> <p>Update Ongoing</p>	<p>Enforcement team Local policing teams</p>
<p>Action F</p>	<p>Flytipping Further develop joint working with partner agencies to reduce fly-tipping involving intelligence sharing (Rural Crime Policing and Joint Intelligence Committee). This will involve investigating and developing an intelligence sharing system across internal enforcement departments and external partner agencies. Increase cross-border working with other local authorities and share best practice to tackle fly-tipping</p> <p>Update The council has been contributing to cross-agency training opportunities to increase the partnership approach to eradicating environmental crime.</p>	<p>Enforcement team Partner agencies Surrounding local authorities</p>

Action G	Flytipping Increase stop and search operations with partner agencies both nationally and at a local level. Such operations aim to apprehend illegal waste transportation and increase further deterrents to offenders. Update Ongoing	Enforcement team Partner agencies Surrounding local authorities
Action H	Flytipping Continued work with the council's contractor to remove fly-tipping in a timely manner which will ensure that waste does not attract further tipping. Update Ongoing	Local highways and streetscene team Community partners Enforcement team

Waste Management Strategy 2017-2027

End Use Register 2018-19

<http://www.wiltshire.gov.uk/what-happens-to-recycling>

Wiltshire End Use Register 2018-19

Document last edited - 31.10.2019

Publication Version 1

Recycling and Re-use

Material	Re-processor	Quarter 1 Tonnage	Quarter 2 Tonnage	Quarter 3 Tonnage	Quarter 4 Tonnage	End of Year Total	Exported Abroad	If 'Yes' Country	End use
Recycling									
Paper	UPM Shotton, Deeside, Flintshire	2,826	2,221	2,287	2,403	9,737	No	-	Recycled into paper for newsprint
	Casapak Recycling, Leicester	173	181	164	173	691	Yes	EU	Sorted and baled, and supplied to papermills in UK (20%) and Europe (80%), for use in newsprint.
	Peute Recycling, Dordecht, Netherlands	3,095	806	418	49	4,368	Yes	Netherlands	Mixed Carboard processed into packaging material, used in packaging industry
	Smurfit Kappa, Salfley, Birmingham	73	611	1,108	1,646	3,438	No	-	Mixed Carboard processed into packaging material, used in packaging industry
	DS Smith, Kent	-	443	564	761	1,768	No	-	Mixed Carboard processed into packaging material, used in packaging industry
Cardboard	Clearpoint Recycling Ltd/ Sortiva Papier en Kunststoffen BV, Netherlands	-	411	389	193	993	Yes	Netherlands	Mixed Carboard processed into packaging material, used in packaging industry
	Cyclenlink UK, Basildon, Essex	-	-	-	832	832	Yes	Germany	Mixed Carboard processed into packaging material, used in packaging industry
	Kemsley Paper Mill, Sittingbourne, Kent	65	106	55	87	312	No	-	Mixed Carboard processed into packaging material and lightweight paper, used in packaging industry.
	Nine Dragons Paper Industries (Taicang) Co Ltd, Jiangsu, China	295	272	310	308	1,184	Yes	China	Mixed Carboard sorted and baled, then sent for processing into packaging material, used in packaging industry in China.
Glass (collected mixed and then sent separately: Green, Clear and Brown)	URM (UK) Limited (Berrymans), South Kirkby, West Yorkshire	2,775	3,170	3,134	3,125	12,204	No	-	Reprocessed into new bottles and jars
Cans (steel)	Tata Steel, Port Talbot, South Wales	372	417	410	406	1,605	No	-	Used in new steel products
Cans (aluminium)	Novelis UK, Latchford Locks Works, Warrington	93	104	102	92	391	No	-	Used to produce new cans
Plastics (bottles)	J&A Young, Loughborough	124	309	183	312	929	No	-	Optical sorted, segregated and baled by polymer type and colour. This sorted material is then granulated, washed and pelletized.
	Viridor, Medway, Kent	52	-	74	440	566	No	-	Sorted and baled. Then sent to three UK sites to be graded, washed and granulated.
	Lovell Recycling Ltd, Telford, Shropshire	412	534	808	257	2,010	Yes	Global	Sorted, baled and exported for recycling
	Biffa Waste Services Ltd, Biff Polymers, Redcar	-	-	-	48	48	No	-	Sorted into polymers, washed and granulated. HDPE is used to produce rHDPE at Biffa Polymers. PET is sent to Cleantech, Lincolnshire, to produce rPET.
Mixed Plastics	Regenthill Ltd, Andover, Hampshire	65	52	-	-	116	Yes	Hong Kong	Sorted, graded and shredded. 95% then exported to Hong Kong
	European Polymers, Nottingham	320	-	-	-	320	Yes	Global	Sorted, baled and exported for recycling
	Van Werven UK Ltd, Selby, North Yorkshire	-	298	212	278	788	No	-	Sorted, washed, mechanically ground and subjected to float-sink methods and infrared sorting techniques, before they are ultimately turned into almost 100%-pure secondary raw materials.
Metals (scrap metal from Household recycling centres, including cans from 9 council owned household recycling centres)	Williams Metal Recycling, Pewsey, Wiltshire	48	66	59	66	240	No	-	Separated into metal types and recycled
	J. W Ransomes & Son, Trowbridge, Wiltshire	93	54	45	46	238	No	-	Separated into metal types and recycled
	Grist Environmental Ltd, Devizes, Wiltshire	872	757	558	642	2,829	No	-	Separated into metal types and sent to multiple site sites in the UK to be melted and recycled
Car Batteries	H. J. Enthoven Ltd, Derbyshire	43	28	24	38	133	No	-	Lead is recycled and used in the lead industry. Metal and plastic recycled.
Mineral Oil	Slicker Recycling, Stourpourt on Severn, Worcestershire	18	23	15	13	69	No	-	Processed to create a reusable fuel, for energy from waste
Tyres	B & G Tyre Rubber Recycling/Wiltshire Plastics UK Ltd, Westbury, Wiltshire	48	-	-	-	48	No	-	Shredded and used to make equestrian surfaces
	Tyre Renewals, Castle Cary, Somerset	-	5	3	5	13	No	-	Shredded and used to make equestrian surfaces
	Credentia Environmental Ltd, West Midlands	6	43	32	43	124	No	-	Shredded and used to make tyre derived products, used for civil engineering applications
WEEE (A) - Large Household Appliances	Computer Salvage Specialists Ltd, Newbury, Berkshire	256	252	175	213	896	No	-	Separated into components for recycling
WEEE (C) - TVs/PC monitors		97	98	78	110	383	No	-	
WEEE (E) - Small Domestic Appliances		383	394	290	368	1,435	No	-	
WEEE (B) - Fridges/Freezers	European Metal Recycling, Warrington	49	51	42	40	182	No	-	Degassed and broken up into separate components for recycling
	Sims Group UK, Avonmouth, Bristol	117	117	106	117	457	No	-	Degassed and broken up into separate components for recycling
WEEE (D) - Gas Discharge Lamps	Wiser Recycling Ltd, St. Ives, Cambridgeshire	2	3	1	0	6	No	-	Separated into components for recycling
	Balkan Engineering Ltd, Horncastle, Lincolnshire	6	4	2	4	14	No	-	Separated into components for recycling
Food and drink cartons	Sonoco Recycling, Halifax, West Yorkshire	1	1	57	1	59	No	-	Separated into components; 75% of tetra is fibre which is used to produce coreboard and sold into manufacturing industry, 21% is PE and 4% Alu which is sent to EFW at Envirofuel in Burnley.
Plasterboard	Mid-UK Recycling Ltd, Market Deeping, Lincolnshire	54	23	-	-	76	No	-	Recycled into other gypsum products
	Plasterboard Recycling Solutions, Thruxton, Hampshire	-	10	38	32	80	No	-	Recycled into other gypsum products
	New West Gypsum UK Ltd, Bristol	236	207	172	211	827	No	-	Recycled into other gypsum products
Household Batteries	Ecosurety, Aztec West, Almondsbury, Bristol	-	5	4	-	9	Yes	EU	Exported to Europe for recycling
	Mercury Recycling Limited, Trafford Park, Manchester	6	5	13	6	30	Yes	EU	Exported to Europe for recycling
Cooking Oil	Living Fuels, Freedom Farm, Thetford, Norfolk	-	2	5	-	7	No	-	Processed into bioliquid, which is used to generate electricity
	Chemtech Waste Management Ltd, Brownhills, West Midlands	6	7	4	5	21	No	-	Treated or recovered dependant on waste type
Paint	FCC Recycling (UK) Limited, Blackburn Meadows Waste Management Centre, Sheffield	53	40	31	44	168	No	-	Treated or recovered dependant on waste type
Composting									
Garden Waste	Hills Waste Solutions Ltd, Parkgate Farm, Purton, Wiltshire	11,685	7,693	5,817	3,958	29,152	No	-	Composted to PAS100 standard
	Hill Rodney, Newbourne Farm Composting, Rockbourne, Hampshire	2,520	1,740	1,922	1,318	7,500	No	-	Composted to PAS100 standard
Reuse									
Gas Bottles	Synergy Recycling, Canterbury	23	25	20	14	82	No	-	Reuse - sent to Brookside, Calor Gas or Handygas etc
Bicycles	Julian House, Trowbridge, Wiltshire	0	0	0	0	0	No	-	Reuse
Mixed Reuse Items	Andover Auctions	9	9	12	12	42	No	-	Mostly sold at auction as Reuse
Ink Cartridges	Easy Recycling, Poulton-Le-Fylde, Lancashire	-	0	0	0	0	No	-	Reuse
Spectacles	Charity	0	-	-	-	0	No	-	Reuse
Textiles	Devizes Textiles, Devizes, Wiltshire	203	207	183	11	604	Yes	Europe and Africa	Sorted and graded in Wiltshire and exported to Eastern Europe and Africa
	JMP Wilcox & Co Ltd, Bilston, West Midlands	-	-	-	207	207	Yes	Europe and Africa	Sorted and graded, with 90% exported to Eastern Europe and Africa
WEEE (E) - Mobile Phones	Sh P Limited, White Lund Industrial Est, Morecambe, Lancashire	1	0	0	0	1	No	-	Reuse
Rubble/ Soil	Grist Environmental Ltd, Devizes, Wiltshire	4,080	3,289	1,999	2,099	11,467	No	-	Reuse / land restoration

Page 307

Landfill Diversion and Energy Recovery

Material	Re-processor	Quarter 1 Tonnage	Quarter 2 Tonnage	Quarter 3 Tonnage	Quarter 4 Tonnage	End of Year Total	Exported Abroad	If 'Yes' Country	End use
Energy Recovery									
Residual Waste	Lakeside Energy From Waste Limited, Slough, Berkshire	10,205	10,474	11,963	12,455	45,097	No	-	Sent to Lakeside for energy from waste recovery
	Hills Waste Solutions Ltd, Wiltshire	433	357	-	-	790	Yes	Germany	Sent to Energy from waste site in Germany for energy recovery
Timber/Chipboard/MDF	Hills Waste Solutions Ltd, Wiltshire	-	-	310	331	641	No	-	Sent to three Energy from waste sites in the UK (Veolia Ltd, Bristol / Shotton Paper Mill, Deeside / AW Jenkinson (Woodwaste) Ltd, Cumbria) for energy recovery
	Crappier & Sons Landfill Ltd, Royal Wootton Bassett, Wiltshire	2,395	2,194	1,620	1,907	8,116	No	-	Sent onto multiple energy from waste sites, all within the UK for energy recovery

Landfill and other treatments

Material	Re-processor	Quarter 1 Tonnage	Quarter 2 Tonnage	Quarter 3 Tonnage	Quarter 4 Tonnage	End of Year Total	Exported Abroad	If 'Yes' Country	End use
Landfill									
Landfill (Hazardous)	Hills Waste Solutions Ltd, Purton Landfill Site, Purton, Wiltshire	431	356	210	195	1,192	No	-	The majority of this tonnage is soil and rubble used for landfill cover at hazardous landfill. With a small tonnage of Asbestos included.
Landfill (Non Hazardous)	Hills Waste Solutions Ltd, Lower Compton Landfill Site, Calne, Wiltshire	5,196	4,288	3,963	4,164	17,611	No	-	Not inc Street sweepings or MBT residual
Mechanical Biological Treatment									
Residual waste	Northacre Resource Recovery Centre, Hills Waste Solutions, Westbury, Wiltshire	6,617	5,423	4,766	5,762	22,569	Yes	Germany and the Netherlands	Tonnage diverted = amount of REFUSE DERIVED FUEL produced and exported to Germany and The Netherlands
		6	6	24	22	57	No	-	Tonnage recycled = metals recovered from the MBT process. Sent for recycling at E J Shanley & Sons, Wiltshire
		5,419	3,731	3,688	4,151	16,989	No	-	Tonnage disposed = Reject material, landfilled tonnage. Sent to Hills Waste Solutions Ltd, Lower Compton Landfill, Wiltshire
		2,242	3,402	2,883	1,811	10,339	No	-	Tonnage diverted = moisture loss
Treatment, Reclamation and Composting									
Street Sweepings	Hills Waste Solutions, Lower Compton. (then onto Eco Sustainable Solutions, Dorset)	60	49	58	47	215	No	-	Tonnage diverted = dewatering/moisture loss
		814	920	1,084	889	3,708	No	-	Tonnage reused = amount of aggregates recovered.
		217	245	289	237	989	No	-	Tonnage composted= Compost like output or CLO.
		11	12	14	12	49	No	-	Tonnage disposed = Reject material, landfilled tonnage
Incineration without Energy Recovery									
Clinical (LA collected)	Grundon Waste Management Ltd, Slough	2	1	2	2	8	No	-	Incineration without recovery
		5	2	8	6	21	No	-	Autoclave- treated and end product reused

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DRAFT
**Household Waste Management Strategy: Forward Thinking
Towards Zero Avoidable Waste**

2017 – 2027

Annual Action Plan 2019-20

1. Introduction

This annual action plan documents priorities and activities for the waste service team for the current year. This action plan outlines how the service will develop over the year to meet the strategic aims and priorities within the overarching strategy.

In addition to this action plan, an annual performance review has been developed to report performance against the strategic priorities over the past year.

2. Vision and priorities

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

We will work together to manage household waste in accordance with the waste hierarchy.

Priority 1 - Waste Prevention

The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.

Priority 2 – Repair and Reuse

The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused. The council will continue to work with national partners and manufacturers to promote sustainable design so that items can be easily repaired rather than having to be replaced.

Priority 3 - Recycling and Composting

The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible. The council will continue to review the potential for expanding the range of items collected for recycling and composting where it is environmentally and economically practical to do so.

Priority 4 – Energy from Waste

Recovering energy from waste which cannot be reused or recycled remains strategically important for the council as it prevents this waste from going to landfill. The council will continue to review the feasibility of constructing small scale energy from waste plants within Wiltshire.

Priority 5 – Litter and Fly-tipping

The council will continue to respond to incidents of fly tipping on land for which the council is responsible with enforcement actions ranging from initial investigation to prosecution of offenders. We will continue to use all the tools available to us to tackle this criminal activity. We will continue to respond to reports of litter. This activity cost the council in excess of £2.5m in 2018-19 – money which could have been better invested in delivering the council’s priorities spent on clearing entirely avoidable waste.

3. Actions

Priority 1 – Waste Prevention		
	Action details	Resources required
Action A	Monitor the implementation of a residents only scheme (proof of address) at Wiltshire Council’s household recycling centres to make the sites better available to those residents within the Wiltshire council area, and avoid the management of waste from outside the county and the associated costs.	Waste management team Communications team Waste contractors
Action B	To coincide with the introduction of the new kerbside recycling collection service we will increase recycling and reduce waste collected and sent to landfill.	Waste management team Communications team Waste contractors
Action C	Work with the council’s ICT team to develop an online payment system to enable the council to introduce charges for non-household waste deposited at household recycling centres.	Waste management team Communications team ICT team Waste contractors

Action D	Work with community area boards to deliver a wide-ranging and effective communications plan. This will include promoting and encouraging area boards and elected members to deliver ongoing, joined up waste prevention campaigns with those residents and organisations, including schools, within their community areas.	Waste management team Councillors and area boards Communications team
Action E	Work with community area boards to provide advice, guidance and training to community and environmental groups and schools in Wiltshire to encourage community led activities.	Waste management team Community area boards Local partners and volunteer networks
Action F	Actively engage with government in the development of waste management policy changes, including contributing to consultations and attending national and regional forums. These will include the latest government proposals to reduce the amount of plastic waste produced and to introduce standard waste and recycling collection services.	Waste management team
Action G	Continue to subsidise and promote the use of food waste composters as an effective method of managing food waste in Wiltshire. Work with the provider of the composters to ensure that they are promoted throughout the county.	Waste management team Specialist product suppliers Communications team Community area boards

Priority 2 – Repair and Reuse		
	Action details	Resources required
Action A	Work with contractors and local voluntary, community and social enterprise (VCSE) organisations to introduce a scheme whereby reusable items which are taken to Wiltshire Council's household recycling centres can be separated for reuse rather than recycling or disposal.	Waste management team Communications team VCSE organisations Waste contractors
Action B	Work with the council's waste collection contractor to investigate the potential of separating waste collected from the bulky household waste collection service for reuse rather than recycling or landfill.	Waste management team VCSE organisations Waste contractors

Action C	Work with community area boards and councillors to deliver ongoing, joined up repair and reuse campaigns with those resident within their community areas.	Waste management team Councillors and area boards
Action D	Work with communities to provide sufficient information for them to host a network of repair cafés and workshops to encourage residents to repair items.	Waste management team Councillors and area boards VCSE organisations

Priority 3 – Recycling and Composting		
	Action details	Resources required
Action A	Introduce changes to the kerbside collection of recycling, including introduction of a comingled collection service with paper, cardboard, plastic bottles, pots, tubs and trays, cans and food and drink cartons collected from the blue lidded bin and glass from the black box.	Waste management team Waste contractors Customer services team
Action B	Manage the introduction of a contract to build and commission a new materials recovery facility to separate the collected comingled recyclable materials, ensuring that the quality of materials sent to reprocessors is of the highest level.	Waste management team Waste contractors
Action C	Review and make efficiencies in waste collection rounds following the introduction of new collection services.	Waste management team Waste contractors
Action D	Effectively communicate the changes in collection services and collection dates to residents, ensuring that they are aware of the changes and the importance of collecting high quality recycling.	Waste management team Waste contractors Customer services team Communications team Community area boards
Action E	Arrange for the renewal of existing garden waste service subscriptions from 1 April for the 2019-20 service, increasing the price to £50 per bin per year.	Waste management team Customer services team Finance team ICT team

Action F	Investigate the potential to charge for delivery for replacement waste bins	Waste management team Customer services team Finance team ICT team
Action G	Manage the contracts which provide household recycling centres to ensure that the contractors are maximising the amount of waste which is being diverted from landfill. Ensure that all sites offered by the council are operated efficiently and in line with the council's specification.	Waste management team Waste contractors
Action H	Continue to provide accessible and appropriate collection services to vulnerable residents within the community and those residents who have difficulties in accessing the council's waste and recycling services.	Waste management team Waste contractors
Action I	Continue to publish our Waste End Destination Register, as part of the council's commitment as a voluntary signatory to the Resource Association's End Destination Charter. This shows the destination of waste materials collected for recycling or treatment and is intended to provide increased public confidence that the waste they sort for recycling is diverted from landfill.	Waste management team Waste contractors

Priority 4 – Energy from Waste		
	Action details	Resources required
Action A	Manage the council's landfill diversion (energy from waste) contracts to ensure that the contracts and facilities are performing efficiently.	Waste management team Waste contractors
Action B	Work with the council's waste contractors to review the wastes which are currently sent to landfill for their suitability for diversion including sending to energy from waste in order to further reduce the waste sent to landfill.	Waste management team Waste contractors

Priority 5 – Litter and Fly Tipping		
	Action details	Resources required
Action A	<p>Litter Continue to work with local communities and partners to support the following schemes in order to work to reduce litter:</p> <ul style="list-style-type: none"> • Great British Spring Clean • Clean Up Wilts • Best Kept Villages, • Britain in Bloom and other national campaigns. 	<p>Local highways and streetscene team Waste management team Communications team Community partners</p>
Action B	<p>Litter Provide litter picking equipment, hoops, vests and graffiti removal kits to community volunteers to help collect waste within their local area. We will support these communities by collecting the waste from local litter picks throughout the year.</p>	<p>Local highways and streetscene team Communications team Community partners</p>
Action C	<p>Fly-tipping Continue to promote use of the council's online reporting system as a user-friendly application to enable reporting of fly-tipping incidents by members of the public. This also doubles as our management system which allows us to monitor fly-tipping reports across various categories (identifying hotspots and areas for enhanced enforcement activity).</p>	<p>Local highways and streetscene team Enforcement team ICT team</p>
Action D	<p>Fly-tipping Focus on informing residents and businesses regarding the lawful management of their waste and work to minimise transfer of waste to unlicensed collectors through carrying out preventative campaigns and using social media. Widely publicise use of formal actions (fixed penalty notices and prosecutions) to further enhance the deterrent effect of these measures on this illegal activity.</p>	<p>Enforcement team Communications team Community partners</p>

Action E	Fly-tipping Maintain and continue the proactive approach to apprehending fly-tippers by utilising covert camera systems at known hotspots in line with relevant regulations and legislation.	Enforcement team Local policing teams
Action F	Fly-tipping Further develop joint working with partner agencies to reduce fly-tipping involving intelligence sharing (Rural Crime Policing and Joint Intelligence Committee). This will involve investigating and developing an intelligence sharing system across internal enforcement departments and external partner agencies. Increase cross-border working with other local authorities and share best practice to tackle fly-tipping.	Enforcement team Partner agencies Surrounding local authorities
Action G	Fly-tipping Increase stop and search operations with partner agencies both nationally and at a local level. Such operations aim to apprehend illegal waste transportation and act as further deterrents to offenders.	Enforcement team Partner agencies Surrounding local authorities
Action H	Fly-tipping Continue to work with the council's contractor to remove fly-tipping in a timely manner which will ensure that waste does not attract further tipping.	Local highways and streetscene team Community partners Enforcement team

Wiltshire Council

Full Council

26 November 2019

Subject: Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22

Cabinet Member: Councillor Richard Clewer - Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: Key

Executive Summary

As a public body, Wiltshire Council is required to demonstrate its compliance with the Public Sector Equality Duty (PSED) (Equality Act 2010).

Since 2014, the council has published an annual equality and inclusion report. This provides evidence and case studies to demonstrate how the council meets its PSED each year. The Annual Report 2019 highlights the council's achievements in the last 12 months.

The annual report should be read alongside the 2017-18 Statutory Workforce Report, again published annually, which is ratified by the council's Staffing Policy Committee.

Wiltshire Council must also prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty. This needed to be done for the first time by 6 April 2012 and at least every four years thereafter.

The previous objectives were published in 2015, therefore five new objectives for 2019-22 have been developed. These are:

- Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's [equality vision](#) and [statutory duties](#)
- Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME* people.
- Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future

- Ensure equality considerations are built into the council's approach to customer access which will ensure that our Services are fully accessible for all our diverse communities and customers
- Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people

*For the purposes of this action plan, when we refer to BME (Black and Minority Ethnic) residents, we have included Gypsy, Roma and Travellers and people of different religions who may experience discrimination.

The report was considered by the Cabinet at its meeting held on 17 September 2019. The minutes of this meeting are available [here](#).

Proposals

That Council adopt the Equality & Inclusion Objectives (The Corporate Equality Plan).

Reason for Proposals

Wiltshire Council has a statutory duty to comply with the Equality Act 2010 and the Public Sector Equality Duty. The proposal ensures that Cabinet are aware of the work being done to achieve compliance and are in agreement with the direction of travel.

Terence Herbert - Executive Director, Children and Education

Wiltshire Council

Full Council

26 November 2019

Subject: Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22

Cabinet Member: Councillor Richard Clewer - Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: Key

Purpose of Report

1. This report provides evidence to Cabinet that Wiltshire Council is meeting its obligations under the Public Sector Equality duty (through the Annual Report 2019).
2. This report also shows Cabinet what Wiltshire Council needs to achieve to further the aims of the PSED (through the Objectives and Action Plan 2019-22).
3. This report asks Cabinet to note the achievements demonstrated in the Annual Report, and to recommend the new Equality Objectives 2019-22 to Full Council.
4. This report recommends to Cabinet that it encourages all elected members complete the Equality and Diversity e-learning module that is currently mandatory for staff.

Relevance to the Council's Business Plan

5. Protecting the vulnerable – the council's compliance with the Equality Act 2010 ensures that it pays due regard to eliminating discrimination of those who share any of the nine protected characteristics, who are by their very nature some of the most vulnerable in our communities.
6. Strong Communities – the new action plan puts an emphasis on the council understanding its communities and engaging with those who are traditionally difficult to engage with.
7. An innovative and effective council – the new action plan aims to improve understanding (training of staff and members), systems (Equality Impact Assessments) and relationships (collaboration with partners) to further the aims of the PSED.

Background

8. Paragraph 1.1 of Part 3 of the Constitution reserves to full Council adopting the *Corporate Equality Plan, pursuant to the Public Sector Equality Duty under s149 of the Equality Act 2010.*

9. As a public body, Wiltshire Council is required to demonstrate its compliance with the Public Sector Equality Duty (PSED) (Equality Act 2010).

10. The PSED places a **general duty** on the council to have due regard to:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations between people

11. And a specific duty on the council to;

A. Publish information to demonstrate its compliance with the general equality duty. This information must include, in particular, information relating to people who share a protected characteristic who are:

- Its employees, and
- People affected by its policies and practices.

(Since 2014, Wiltshire council has published an annual equality and inclusion report. This provides evidence and case studies to demonstrate how the council complies with the PSED with regard to people affected by its policies and practices. This report should be read alongside the 2017-18 Statutory Workforce Report, again published annually, which is ratified by the council's Staffing Policy Committee)

And:

B. prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty. This needed to be done for the first time by 6 April 2012 and at least every four years thereafter.

(The previous objectives were published in 2015, therefore new objectives for 2019-22 have been developed.)

Main Considerations for the Council

Annual Report 2019

12. Since 2014, Wiltshire council has published an annual equality and inclusion report. This provides evidence and case studies to demonstrate how the council meets its Public Sector Equality Duty each year.

13. The format for the Annual Report 2019 (attached as appendix 1) has been refreshed to put the focus more on achievements over the last 12 months, as opposed to demographics and statistics, which have remained static since the 2011 National Census.

14. The report demonstrates good practice across a range of council services.

15. The Annual Report 2019 is aimed at the general public and will be published on the council's website.

Objectives and Action Plan 2019-22

16. Under the PSED, Wiltshire Council must identify and publish at least one objective that it thinks it needs to achieve to further any aims of the general equality duty.

17. To determine what the objectives should be, a self-assessment was carried out against the [Equality Framework for Local Government](#) (EFLG). This has five performance areas:

- Knowing your communities
- Leadership, partnership and organisational commitment
- Involving your communities
- Responsive services and customer care
- A skilled and committed workforce.

18. In addition, it has three levels of achievement, namely:

- 'Developing'
- 'Achieving'
- 'Excellent'

19. As the council is striving for excellence; five equality objectives have been identified based on areas where the council was assessed to be at the “developing” or “achieving” stage. The objectives are:

- Equality considerations are embedded in the council’s leadership, partnership and organisational commitment and complement the council’s [equality vision](#) and [statutory duties](#);
- Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME people;
- Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future;
- Ensure equality considerations are built into the council’s approach to customer access which will ensure that our Services are fully accessible for all our diverse communities and customers;
- Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people.

20. The five objectives are underpinned by an action plan, the actions falling into three broad themes:

- Communities
- Service Users
- Staff

21. To deliver the plan there are three groups, each focused on one of the themes. Membership of these groups includes officers with appropriate influence and

knowledge to be able to implement the actions they are responsible for and represent a range of services across the organisation.

22. The Equality & Inclusion Objectives and Action Plan 2019-22 are attached to the report at appendix 2.
23. Priorities for year one of the plan are centred on Wiltshire council understanding its staff and communities, identifying the scale and scope of any gaps in meeting our PSED, and improving the knowledge of staff and members concerning their responsibilities regarding the Equality Act 2010.
24. To date, 4390 staff have completed the (mandatory) Equality and Diversity e-learning, and approximately one third of members have completed the same module. The e-learning is not mandatory for councilors.

Overview and Scrutiny Engagement

25. This report was discussed at the Overview and Scrutiny Management Committee meeting on 16 July 2019.
26. The full resolutions were:
 - 1) To note the contents of the annual report
 - 2) To note the action plan and the direction of travel for the council's equality and inclusion agenda.
 - 3) To note that Cabinet will consider whether to recommend:
 - a) the adoption of the Equality & Inclusion Objectives (The Corporate Equality Plan) by Full Council; and
 - b) that all elected members complete the Equality and Diversity e-learning module that is currently mandatory for staff.
 - 4) To ask officers and Cabinet to consider whether there is evidence to support the second equality objective (bullet 2, page 17) *specifically* emphasising building resilient communities that represent the voices and diversity of Lesbian, Gay, Bisexual, BME and Trans communities in Wiltshire.
27. In response to resolution 4; the rationale for the focus on LGBT and BME communities lies in the knowledge that these groups do not have the same level of advocacy, support or activism as other groups in Wiltshire (e.g, through CIL, WSUN, Age UK, Wiltshire Parent Carer Council etc). As such, it is felt that there needs to be more of a focus on engaging these groups to ensure their voice is heard. Objective 2 has been reworded to clarify that no minority group is being excluded.
28. It should also be noted that for the purposes of the action plan, "BME" refers to Black and Minority Ethnic people including Gypsies, Roma and Travellers and people who may be discriminated against on the grounds of their religion.

Safeguarding Implications

29. There are no specific safeguarding implications as a result of this report

Public Health Implications

30. There are no specific Public Health implications as a result of this report

Procurement Implications

31. No procurement is expected as a result of this proposal

Equalities Impact of the Proposal

32. The purpose of this report is to help the council to achieve compliance with the public sector equality duty.

Environmental and Climate Change Considerations

33. There are no direct Environmental or Climate Change considerations as a result of this proposal.

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

34. If the related work is not taken then the council will be at risk of legal challenge under the Equality Act 2010 for non-compliance with the PSED.

35. Without clear objectives the council may be at risk of damaging its reputation if unable to be able to state how it is working to improve equality and inclusion.

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

36. The council may still be at risk of challenge or damage to reputation unless all service areas buy in to the overarching objectives.

37. The action plan aims to mitigate this with continued training of staff and members, and increased awareness of equality and inclusion issues.

Financial Implications

38. No financial implications are expected as a result of this proposal – there is no identified budget for Equality and Inclusion.

Legal Implications

39. As previously stated, the proposal aims to ensure the council complies with the Equality Act 2010 and the related Public Sector Equality Duty.

Workforce Implications

40. The proposal includes additional training for staff to ensure their understanding of their responsibilities under the PSED.

41. The proposal aims to ensure equality of opportunity for staff who have one or more of the protected characteristics in the Equality Act 2010.

42. The demand for equality work in HR&OD has brought about the need to create capacity in other roles which has impacted on other work. The department are looking to formalise this by creating additional capacity that is wholly focused on Equality, Diversity & Inclusion. A Policy, Diversity and Inclusion Officer role is in the process of recruitment.

Options Considered

43. No other options considered, it is a legal requirement for the council to have a published set of equality objectives

Conclusions

44. The adoption of new equality and inclusion objectives is necessary to maintain compliance with the specific duties of the PSED.

Terence Herbert - Executive Director, Children and Education

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Date of report 17 September 2019

Appendices

E&I Annual Report 2019
E&I Objectives and Action Plan 2019-22

Background Papers

None

Appendix 1 Council
26 Nov 19



The Corporate Equality Plan

Annual Report

June 2019

Page 325

Wiltshire Council
Where everybody matters

At Wiltshire Council we take the approach that equality and inclusion should be part of our mainstream work, we challenge issues where we find them and provide support and education.

Elected members and staff need to work together to ensure that Wiltshire Council, as a major employer, leads the way in providing employment and services which are inclusive and fit for purpose.

Our **Equality statement** outlines how we are firmly committed to the principles of equality and inclusion in both employment and the delivery of services. We are keen to celebrate the diversity of people who live and work in Wiltshire.

This report provides detailed examples and case studies of how Wiltshire Council is applying the three strands of our Public Sector Equality Duty.



Allison Bucknell,
Lead Councillor
for Equality



Robin Townsend,
Director,
Corporate Services
and Digital
and Wiltshire
Council Equality
Champion

At
Wiltshire Council,
equality and inclusion
is embedded into
everything
we do.

Contents

Introduction	2
The Equality Act 2010	3
What is our Public Sector Equality Duty?	4
Putting our Duties into Action	
– Achievements in 2018	5-7
Service Provision	8
Education and Learning	9
Health	10-11
Young People	12
Housing	13
Community Engagement	14
Next Steps	15
– Wiltshire Council Equality Objectives 2019-22	15
Appendix 1 Our Organisational	16
Appendix 2 Who we serve	
– a summary of information on protected characteristics in Wiltshire	17-18
Appendix 3 Further information available to you	19



The Equality Act 2010

The Equality Act 2010 came into effect on 1 October 2010 and it legally protects people from discrimination in the workplace and in wider society.

It brought together many different bits of equality legislation, replacing previous anti-discrimination laws with a single act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

The act contains three general duties:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between people

The act protects people from discrimination based on 'protected characteristics'* in the receipt of services and in employment. These are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race, ethnic or national origin
- Religion or belief
- Sex (female/male)
- Sexual orientation

*Carers and the military are protected under the Equality Act by 'association' and/or 'perception' but are not a protected characteristic in their own right.

Our Public Sector Equality Duty

On 5 April 2011, a new Public Sector Equality Duty (PSED) was introduced as part of the Equality Act. There are two 'specific duties' that are part of our PSED

The **first requirement** (starting 31st January 2012 for most public bodies, 6th April 2012 for schools) is to publish on an annual basis, relevant, proportionate information relating to:

- **Employees who share protected characteristics** (for public bodies with 150 or more employees); this will be updated in March 2019.
- People who are affected by the public body's policies and practices who share protected characteristics (for example, service users)

This report provides information on the second of these.

The second duty requires public bodies to prepare and publish one or more specific and measurable equality objectives which will help them to further the three general duties. This requirement came into effect on the 6th April 2012 and is required to be reviewed and re-published every four years.

Our Equality objectives have been reviewed for 2019 – 22. A summary of these are provided later in this document.

Where everybody matters





Putting our duties into action – Achievements in 2018

The overall aim of this report is to give a high-level picture of how the council is tackling inequality and what action it is taking to make improvements. We have deliberately decided not to publish lots of statistics, facts and figures. Our approach is to provide examples and case studies including links wherever possible to reports and summaries of data and to show how data and information is being used in the decisions we made or planned services for a range of diverse groups (e.g. disabled people, Black and Minority Ethnic, older people, younger people etc.)

Organisation

Employment

Wiltshire Council is firmly committed to the principles of equality and inclusion in both employment and the delivery of services. Examples include:

- Under 25s workforce work (positive action)
- Apprentices - <https://workwiltshire.co.uk/>
- Membership of the employers' network for equality and inclusion (ENEI)
- Reasonable adjustment budget of £10,000 per annum for disabled staff and applicants
- An accessible careers **website** with links to information for disabled applicants
- Introduction of e-learning for all staff on equality and diversity.
- Supporting equality events and raising awareness about specific disabilities e.g. autism training
- Volunteers
- Flexible working and time off for carers' responsibilities
- We are part of the Disability Confident scheme and adopt the Disability Confident Employer badge. The scheme reaffirms the commitments made under the previous 'two ticks' scheme and also sets some new expectations in relation to how we attract, recruit and support people with disabilities. We are delighted to have been awarded the Disability Confident employer (level 2) status for a further two years until September 2019



Putting our duties into action – Achievements in 2018

Further evidence includes:

- **Wiltshire Strategic Economic Assessment**
- Volunteer Strategy
- Transgender guidance – transitioning at work produced and made available to managers and staff through HR portal
- Signing the “Working for Carers” Charter - Our commitment to creating a carer-aware workplace (Jan 2017)

Staff Voices

Equality and inclusion underpin all the council’s business and are integral to Wiltshire Council’s Business Plan. Embedding equality and inclusion throughout the council’s business is critical to achieving our overall vision.

Internally, Wiltshire Council has developed a “Staff Voices” network. This followed a review of the existing three staff forums, which was carried out to ensure staff representation remained effective and relevant. We still maintain three groups representing some of the protected characteristics. These are the **Black and Minority Ethnic network (BME)**, **employees who are Carers and Disabled network**, and a **Lesbian, Gay, Bisexual and Trans (LGBT+)** Network whose membership is extended to those working in any public sector organisation across Wiltshire and Swindon, including Wiltshire Police.

Staff voices was launched formally in October 2017 with a seminar attended by members, staff and senior managers. The event highlighted the importance of inclusive leadership and management through story-telling from members of the staff network. A further event took place in May 2018

with a focus on unconscious bias. In addition to specific work that each of these networks will continue to do, the Staff Voices network will open up the issue of equality and diversity to all staff, with the aim of promoting inclusion across the organisation. Regular consultation and engagement will continue to take place with the network and they will be supported by the Corporate Office Team.

Equality Impact Assessments

The Public Sector Equality Duty requires the council and organisations carrying out services on our behalf (e.g. our contractors and our delivery partners) to have to consider the needs of individuals in their day to day work. The way that Wiltshire Council demonstrates this is by completing individual Equality Impact Assessments (EIAs) on the delivery plans for the respective budget decisions at the stage when plans for implementation are drawn up. These are reviewed and updated with the latest information and made available during the decision-making process so that the full equality implications of proposals are understood, inform final decisions and due regard is paid to the Equality Duty.

EIAs are public documents and can be requested if not available on our website.

You will also find the outcomes from EIAs within all our committee papers to ensure our elected councillors understand the impact of decisions we make on different groups.

In 2018/19 as part of the council’s budget setting process, all heads of service completed equality impact assessments on their savings proposals.



Celebrating LGBT+ History Month

On February 4, 2019, the LGBT rainbow flag was raised at county hall for the fifth year in a row. To show their support for our LGBT staff and residents, senior managers and politicians, including our three corporate directors, wore rainbow lanyards throughout LGBT history month. There was also a public display of information in the Atrium at county hall.



Executive Directors Alistair Cunningham, Terence Herbert and Carlton Brand celebrating LGBT+ History Month

Partnership working

Wiltshire Council is also a proactive member of the South West Equalities Network (of local authorities). There is a clear focus amongst practitioners within the south west to share information and to draw upon professional expertise nationally and locally to improve working practices. Activity in 2018 included a transgender workshop held at Bristol City Council in September.

Partners worked together at the Wiltshire Hate Crime conference in October 2018. The conference is organised by West Wiltshire Multi Faith Forum

(WWMFF) in partnership with Wiltshire Islamic Cultural Centre and was supported by Wiltshire Council through the local Community Engagement Manager and was attended by officers and councilors.

Officers from Wiltshire Council have been working with Wiltshire Police to identify areas of potential collaboration and sharing of resources, in addition to looking at wider collaboration with other public sector organisations in Wiltshire. Wiltshire's Chief constable, Kier Pritchard was also a speaker at the council's BME Staff Forum in February 2019. (Pictured below).



Vulnerable Persons Relocation Scheme

2018 saw the third anniversary since the first refugee families settled in Wiltshire.

Refugee families are finding jobs and gaining independence as they settle into local communities in Wiltshire.

Wiltshire has welcomed more than 100 individuals and families since the first group of Syrian refugees arrived in December 2015 and 11 babies have now been born in the county.

They were part of the government's Vulnerable Person's Relocation Scheme to help people leave the war-torn country. Wiltshire Council was one of the first local authorities to welcome the families after the scheme was announced.

The council has worked with partners including Wiltshire Police, health colleagues and the Department

for Work and Pensions to ensure the refugees have all they need to settle quickly into their new homes.

Charities, faith groups, community groups and volunteers have been key to the project as they have also provided support to help the refugees adapt.

Many of the refugees are now working in Wiltshire. Some examples include two who are now working for a tailor, another works in a baker and another has qualified as a forklift driver. Another two have started their own food delivery business. One was also successful in securing employment with Wiltshire Council, as a health trainer in the Public Health department.

Some of them work as volunteers helping in charity shops, local community groups and build a bike schemes to name a few.



Baroness Jane Scott, Leader of Wiltshire Council (centre), with Syrian refugee families and members of the council's VPRS team.

Library Service

Customers unable to visit a local library due to disability, long term illness or with mobility issues can access library services through our **home service** which is delivered by volunteers.

The public mobile library service visits rural communities across the county and provides reading and learning opportunities for all. A mobile library also visits care homes and sheltered dwellings delivering deposit collections of books.

The mobile library **timetables** can be found on the Wiltshire Council website.

Membership concessions are available for those customers requiring support in using the library service, for example, carers, visually impaired customers and those needing more assistance from friends and family to visit the library.

Additional services that tackle inequality include:

Rhyme times for pre-school children (including a Polish rhyme time at Trowbridge library)

Bookstart packs for pre-school children with books in alternative languages available.

Talking book reading group for people with sight loss at Trowbridge Library

Library Memory Groups aimed at people with memory loss, dementia and their carers at Salisbury, Trowbridge and Royal Wootton Bassett libraries.

Providing additional resources for specific occasions, such as Holocaust Memorial Day and LGBT+ History month, such as topic-specific reading lists and



Users of the mobile library service

signposting to support organisations

Books in alternative formats – talking books, large print books, eBooks and audiobooks.

Bag books - multi-sensory stories for children with additional needs.

Comprehensive collections of books to support a wide range of health and well-being and information needs including autism, dyslexia, dementia and mental health.

We monitor the effectiveness of our libraries through the customer satisfaction performance reports

Wiltshire council is committed to working towards reducing health inequalities. Examples of initiatives we are involved in include:



Wiltshire Council engages with this national initiative in order to spread the principles of Kick It Out as well as to target young people at an age when their participation in sport and physical activity is most likely to diminish. This programme has also proven successful at engaging young people from areas known to have high levels of deprivation.

The project also supports leadership pathways for young people to develop skills and the ability to take on the role of managing a team of young people throughout the competitions.

Wiltshire Council in partnership with Swindon Town Football in the Community and the national charity StreetGames, delivered Kick It Out events in Trowbridge and Tidworth during October half term 2018 for young people aged 10 to 19. These events included Street Skillz activities, tournaments for 14 to 16 year-olds and the Ability Sports programme for young people aged 9-18 years with a disability.

Wiltshire Council first delivered this programme in 2012 and 843 young people have now taken part in this annual series of events.



helping you 
to help yourself





Participants in one of the Kick It Out events in 2018

- Street Games offer and Doorstep Sports Clubs Disabled sports. In addition there is the volunteer academy, Wiltshire Skate Series, Fit and Fed and Club1, all of which aim to tackle inequality: <http://wiltshire.gov.uk/leisure-activities-for-young-people>
- Disability Sports - for more information visit <http://wiltshire.gov.uk/leisure-ability-sports>
- Concessionary schemes to access leisure services www.wiltshire.gov.uk/leisure-memberships. We also offer a 50% discount to the cost of attending a school holiday sports camps if families are in receipt of certain benefits.
- Walking Sports – People are less likely to be physical active as they get older. Walking sports provides a vehicle for individuals to remain active by offering slower paced versions of traditional sports including football and netball: <http://wiltshire.gov.uk/leisure-returning-to-sport>
- This Girl Can – Women are less likely to be physically active than men especially if they reside in an area with high levels of inequality in terms of deprivation. Wiltshire Council are piloting a scheme in Melksham that offers female only physical activity sessions in the heart of an estate known to suffer from levels of inequality <http://wiltshire.gov.uk/leisure-returning-to-sport>
- **Health Fairs**
- **Joint Health and Wellbeing Strategy 2015 – 2018**
- Wiltshire Council also offers a free Health Trainer Service which is available for people aged 18 and over. Health trainers can support people to achieve and maintain their lifestyle goals including eating better, losing weight, stopping smoking, drinking less and moving more. Through one to one sessions, health trainers help boost motivation, increase confidence and provide the tools needed to enable people to achieve healthier lifestyles.
- New Domestic Abuse and Sexual Violence service
The new service models focuses on reducing inequalities, including the new 'places of safety' element of the contract which includes both the traditional refuge provision, as well 10 self-contained units – which will help accommodate high risk victims of DA fleeing with larger families, families that have teenage boys, families with pets, male victims, as well as those victims with multiple complexities, who perhaps would not be suitable to shared living. In addition, there is also a dedicated Independent Sexual Violence Support Advisor (ISVA) to work with male victims of sexual violence.



Wiltshire Council has made a **promise** to young people living in care:

- A choice of home where you can stay until you are ready to move on from care
- To keep you together with brothers and sisters whenever we can, and to help you stay in close contact with your family if that is what is right for you
- To listen to your views, act on them when we can and be honest when we cannot
- That your social worker will work hard for you to solve problems
- To tell you what your rights are and what you are entitled to
- That you will be involved in decisions taken during your looked after child review
- To involve you in decisions about school and to help you get to school so that your education can continue
- To arrange transport for you that is reliable, gets you to school, important meetings, and on time
- To invite you to group activities with other children living in care, and those leaving care, to help you feel more confident
- That we will deal with bullying quickly and efficiently
- To support you when you need help with school, leaving school and preparing for employment and training

And for young people leaving care the council has promised to support them on their next steps.

Following changes introduced through the Children and Social Work Act 2017, care leavers can ask for support from their Personal Adviser up to the age of 25, whether they are in education or training or not.

The council also has nominated care leaver champions from staff across the organization. Their role is:

- To help provide a range of opportunities for care experienced people across the county. It may be work experience or shadowing opportunities, training, mentoring, improved access to services or accommodation or a combination of all these things.
- Be the first point of contact for a young person who might need some direct help, support or advice about a particular issue which is affecting them; it could be legal or consumer advice, tax or benefit advice or someone to talk to about housing.

Wiltshire Council is committed to providing excellent housing services. One of our key priorities is to make best use of existing stock and that, working with our partners, we increase the supply of decent **new affordable homes** in Wiltshire. The aims and priorities for strategic housing in Wiltshire over the next five years have been developed through consultation with our customers, our community and our partners.

Housing and Financial Inclusion

➔ **Tenancy Sustainment:** This service provides a comprehensive in-house support to tenants who would otherwise be at risk of failing in their tenancies. Officers work with tenants, who may have:

- Financial worries,
- Debt issues,
- Vulnerabilities.

They will help people to sustain their tenancies and to encourage and facilitate their independence. We are accessible to tenants by offering home visits to try and increase tenant engagement. We will also be setting up drop-in sessions in conjunction with this throughout the county to give tenants the opportunity of accessing services in their own community.

➔ **Rental Exchange:** The Big Issue in partnership with Experian helped us to implement the Rental Exchange in March 2016 which continues to be used.

The Rental Exchange helps tenants to:

- Create an online proof of identity - increasingly important when applying for goods or services.
- Build a positive credit history to help increase access to mainstream credit.

It aims to tackle the financial, digital and social exclusion challenges faced by rental tenants in the UK. We believe that people should get credit for paying their rent on time. The Rental Exchange incorporates a tenant's payment history in their credit file in a secure and compliant way, with no cost to either the housing provider or tenant. The Rental Exchange is a way to enhance a person's credit report without needing to take on new credit agreements.

Key benefits include:

- Proof of financial reliability,
- Access to cheaper credit and automated evidence of ID and proof of address,
- Inclusion in the digital society and a system that is seen as "fairer" for social tenants, and more in line with other forms of tenure."

We are further supporting the most vulnerable in our communities through initiatives such as adapted bungalows, the New Tenancy Sustainment Service, the **Wiltshire Core Strategy Topic Paper: Gypsy and Travellers** and the **Allocation Policy 2015**.



Community Engagement

Understanding how our services affect the community is paramount to effective decision making. To ensure we are able to take into consideration the views of the community, Wiltshire Council undertakes a process of equality analysis. Equality analysis involves considering how decisions made and services delivered affect people who share protected characteristics. This can include identifying the potential to impact positively on equality by reducing or removing inequalities and barriers that exist. It can also include identifying negative impact and considering how this can be minimised.

There are various routes in which the council engages and listens to communities. Some of these ways include:

- 18 Area Boards with devolved funding to support local initiatives
- Wiltshire Learning Disability Partnership Board
- Local Youth Networks (LYNs) supported by their own Local Youth Facilitators designed to support young people and their communities to come together to offer a range of activities for those aged 13-19. LYN is active in all 18 community areas and a local youth officer will be the “go to” person for youth issues and developing activities. Marlborough LYN has supported two new youth clubs that help to support young people from the town’s more deprived areas.
- Development of health and wellbeing centres and specific consultation carried out with particular community groups in their design
- Following earlier work commissioned by Wiltshire Council to identify barriers to engagement with BME and LGBT residents, the council has been working with the West Wiltshire Multi Faith Forum to devise a roadshow which gets out into communities and enables them to engage with the council in a familiar setting.
- Commission specific support services for those identified at risk or vulnerable. For example, Wiltshire Parent Carer Council, Age UK, memory cafes with the Alzheimer’s Society, social clubs for those with a sight impairment, learning disabilities, mental health etc.
- Dementia Friends
- Have your Say which details the many ways in which our communities can speak up about the decisions the council is making
- People’s Voice (Wiltshire’s Citizen Panel)
- Local Housing panels / Older People’s Panels
- Mental Health Service User group (FOTP)
- Out Community Matters website <https://ocm.wiltshire.gov.uk/>
- Classes for non-English speakers in Melksham
- Youth focused area board meetings
- Older peoples events through Area Boards
- Multi- cultural carer awareness events
- Wiltshire Voices: A series of short films providing an insight into the lives and experiences of communities with a protected characteristic and beyond. The films were used to inform strategy development including the “before I forget” campaign which has led to Dementia Friendly towns
- Wiltshire Council’s staff survey 2018
- #EPIC – staff engagement initiative
- Winter weather scheme – a programme run by volunteers to help with gritting local roads and pavements to keep services open/allow access in extreme weather

General evidence basis

Equality Impact Assessments

Equalities research

Community Area profiles

Community Area Joint Strategic Assessments

Learning Disability Partnership Board

What next?

Wiltshire Council has been looking towards the future and thinking about what can be done to support the most vulnerable in our communities. The action plan is a working document to ensure equality and inclusion is embedded in policies and strategies to be inclusive for everyone in our workforce and communities.



Wiltshire Council Equality Objectives 2019-22

As part of the Public Sector Equality Duty, we are required to review and publish our Equality Objectives every 4 years. In 2019 we have developed a new set of objectives, following a self-assessment against the **Equality Framework for local Government**.

Our new objectives are:

Objective 1

Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's **equality vision** and **statutory** duties.

Objective 2

Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME* people.

Objective 3

Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future.

Objective 4

Ensure equality considerations are built into the council's approach to customer access and service delivery which will ensure that our Services are fully accessible for all our communities and customers.

Objective 5

Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people

There is an underlying action plan which is broken down into three themes – staff, service users and communities – and the actions are owned by our three corresponding working groups.

Our organizational approach to delivering equality is explained in appendix 1.

Our organisational approach to delivering equality

The external pressures that will have an impact on future demand, identified during the service planning process, are reviewed while preparing the council's budget for the following year in order that the council can plan to minimise the impact of required savings on vulnerable groups.

Complementary to this is the council's Behaviours Framework. This **Behaviours Framework** underpins the principles set out within the business plan which guides the way we carry out business. This is a set of positive behaviours which applies to all employees and describes how staff are expected to carry out their work for Wiltshire Council.

The Behaviours Framework is embedded throughout the organisation – from job descriptions, during recruitment and interview, appraisal stages and performance management. Links are made with corporate learning and development opportunities. Explicit to the framework is 'Trust and Respect' which articulates the need to '...promote the values of diversity.'

Wiltshire Council Corporate Diversity and Inclusion Steering groups:

The first Diversity and Inclusion steering group was set up to support Wiltshire Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities.

Following a review in 2018, it was agreed that a fresh approach to governance would help to focus on achieving the outcomes.

We now have three groups, each focusing on a different audience:

- Staff
- Service Users
- Communities

Each group has responsibility for delivering their theme in the new action plan, in addition to:

- Facilitating communication, debate and dialogue at a strategic and service level relating to equality and diversity issues
- Identifying improvements needed to achieve the council's aspirations and obligations in relation to equality and diversity and to monitor progress made
- Using the expertise within the group to find practical solutions to any barriers that may present themselves in delivering the council's aspirations and obligations around equality and diversity
- Identifying and communicating examples of good practice and support continuous improvement
- Sharing and exchanging information, expertise, advice and guidance across the council from which all can learn and develop
- Promoting the need for fairness, justice and equality of access to services for all The group consists of representation from all areas across the council.

Appendix 2 Who we serve

A summary of information by protected characteristic groups¹

- Wiltshire Council is a unitary authority created in 2009 from the former county council and four district councils. The council delivers services across 20 community areas and with 4,539 employees (excluding schools)
- Wiltshire has a total population of 471,000 persons, making it the fifth largest authority in the south west. Over the period Census 2001 to Census 2011, Wiltshire's population growth was 8.8%, higher than England's at 7.9% and higher still than the south west's growth at 7.3%.
- The percentages of men and women in Wiltshire are roughly equal (49.2% and 50.8%) although more women feature in the older (85+) age ranges (see below)

Age: The Census 2011 estimates show that:

Category	Wiltshire	South West	England
*Retirement age and above	21.15%	23.1%	17.4%
*Working age (15-65)	60.4%		29%
*Under 15 years old	18.0%		

Wiltshire's population is set to increase by just over 10.4%. The fastest population increase has been, and will continue to be, in the number of people aged 85 years and over. There are currently more than twice as many females as males in this population group.

Unpaid care:

Carers' health – bad or very bad*	Ratio women men – providing	Carers from BME
5%	3:2	5.9%

Those providing unpaid care constitute just over 10% of the general population.

¹All data, unless quoted otherwise, taken from analysis of the census 2011

*There is little % difference in 'bad/very bad' health status between men and women.

Ethnicity:

2001 census – White population	
Wiltshire	96.2%
England and Wales	80.5%

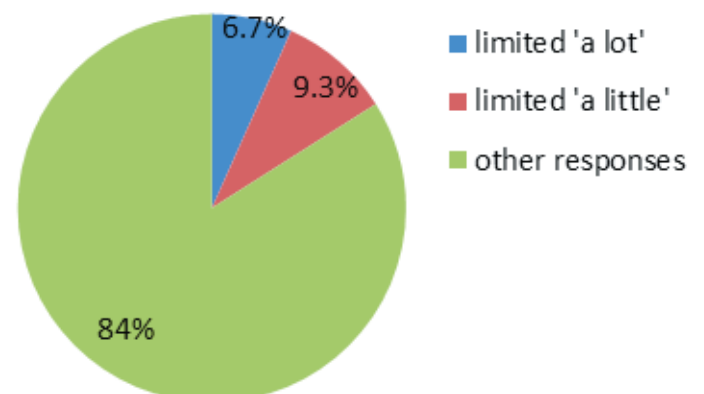
2011 census – White population	
Wiltshire	93.4%
England and Wales	80.5%

'Other White' was the second highest group with 12,108 people (2.57%); the nature of Wiltshire's minority ethnic population has changed from a largely Asian or Asian British grouping since 2001 to an Eastern European grouping where Polish migrants feature prominently

The number of those classifying themselves as from a 'mixed' background increased by just over 0.5% from 2001-2011 with the Black African population growing significantly over this period also. There is a long history of some minority communities in Wiltshire – for example, Polish in Westbury, Moroccan in Trowbridge and Gypsy, Roma and Traveller communities across the county. We also know that 2.5% of those aged three and over do not have English as a first language (see Schools Equality Information Report for further breakdown of languages spoken).

Health:

There are 75,000 people in Wiltshire who are limited in daily activities because of a health problem or disability:



The figures above are below the England and south west averages.

Appendix 2 Who we serve continued...

Sexual orientation and gender:

Data around sexual orientation (heterosexual, lesbian, gay, bisexual) and gender reassignment was not collected as part of the Census 2011. However, there are a number of national pieces of research which can help Wiltshire understand potential population statistics:

- Data from the Office for National Statistics² shows in 2016, just over 1 million (2.0%) of the UK population aged 16 and over identified themselves as lesbian, gay or bisexual (LGB).
- GIRES (the Gender Identity Research and Education Society) puts the number of people living with some form of 'gender variance' in the UK as approximately 1%

If applied to the general population figures for Wiltshire, this would mean that just over 5,000 people would identify themselves as Gay or Lesbian with nearly 2000 identifying as Bisexual and 4,700 as Trans* (across a wide spectrum of gender variance). The **workforce report** also extrapolates these national figures for estimating numbers of staff who could be Lesbian, Gay, Bisexual or Trans*

Religion and belief:

The predominant religion in Wiltshire is Christian (64%) followed by 'other religions' (0.5%) and Muslim (0.4%). There are active Muslim community groups and religious bases in Trowbridge and Salisbury.

Marriage and Civil Partnership:

A very small percentage (0.1%) of those 16 years and over in Wiltshire are in a civil partnership. 43% of those aged 16 years and over are married which is slightly higher than the south west and England averages.

Military:

Military personnel constitute around 3.5% of the total population and the total number of military personnel and their dependents is estimated to be around 30,000 (6.4%). There is a strong link between population concentrations of Gurkha (Nepalese) and Black African- Caribbean and the military bases in Wiltshire. Wiltshire has the highest concentration of Polynesian residents outside of London and again, this is linked to Wiltshire's military presence. There will also be an increase in military personnel as a result of the Army Basing Programme which will bring approximately 7,600 additional service personnel and their families to Wiltshire.

Deprivation:

While Wiltshire is generally less deprived than England as a whole, the county has seen an increase in relative deprivation and in 2010, for the first time, had one Lower Super Output Area (LSOA) in the 10% most deprived in England: Salisbury St Martin Central.

For further information, please see: Wiltshire's Joint Strategic Assessment which brings together key evidence and analysis by theme and the Equality in Wiltshire sections of the Intelligence website.

²ONS statistical bulletin – Sexual identity, UK:2016

Appendix 3 Further information:

To view specific equalities information about our **workforce only**

National Guidance available on the **Equality and Human Rights Commission (EHRC) website**

Equality Act guidance from the Government Equalities Office

The Equality and Human Rights plans for monitoring and enforcing the Public Sector Equality Duty

Publishing equality information: commitment, engagement and transparency
(EHRC publication)





Wiltshire Council

Where everybody matters

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The Diversity and Inclusion Action Plan

Meeting our Public Sector
Equality Duty



Summary

This is Wiltshire Council's Diversity and Inclusion Action Plan 2019-2022. It sets out our equality objectives for the next three years, which we are required to do under the Public Sector Equality Duty.

The objectives and action plan show how Wiltshire Council will meet its duties under the PSED and are based on locally identified priorities, following a self-assessment against the Local Government Framework for Equality.

The objectives are:

1. Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's **equality vision** and **statutory duties**
2. Build a resilient community that represents the voices and diversity of Wiltshire, specifically in respect of Lesbian, Gay, Bisexual, BME and Trans communities
3. Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future
4. Ensure equality considerations are built into the council's approach to customer access which will ensure that our Services are fully accessible for all our diverse communities and customers
5. Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people.



Equality matters

Delivery

The actions in the plan fall into three broad themes:

- Communities
- Service Users
- Staff

In delivering the actions, there will be three groups, each focussed on one of the themes. Membership of these groups will include officers with appropriate influence and knowledge to be able to implement the actions they are responsible for and will represent a range of services across the organisation.

There will be a core group of people who attend all three groups, and there will be representation from Staff Voices (the three staff networks) on each group.

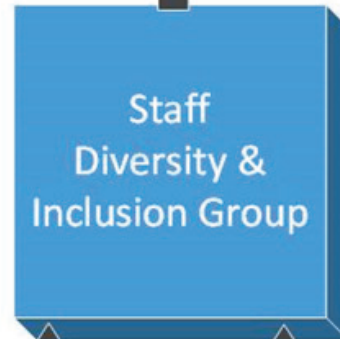
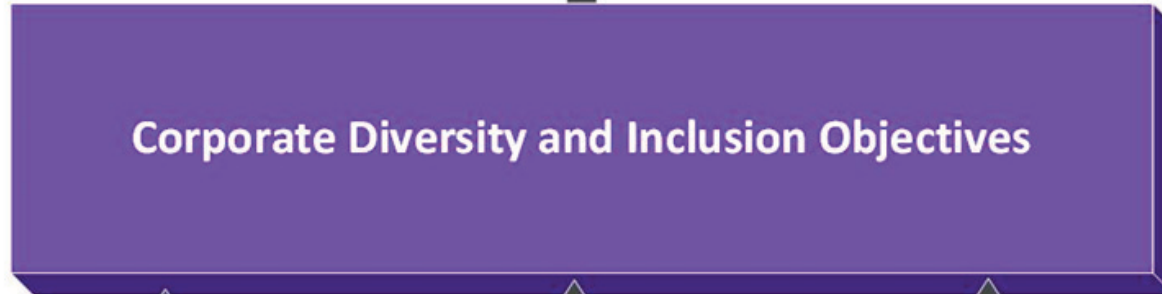
The diagram below summarises the strategic context and relationships involved in delivering this action plan.

Council

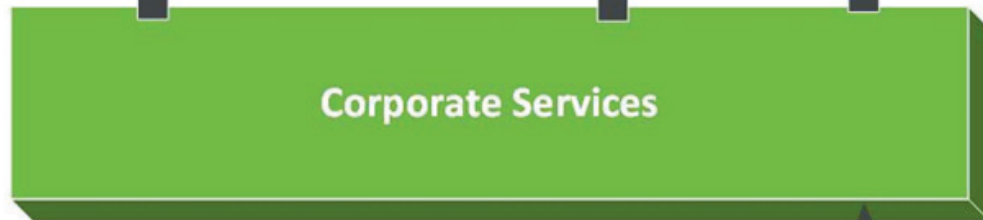
Strategy

Delivery
Page 347

Support



Wiltshire Council Diversity & Inclusion Plan



Wiltshire Council Equality Objective 1

Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's equality **vision** and **statutory duties**. Link to Business Plan: An Innovative and Effective Council.

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
Equality analysis/ impact assessment is integrated systematically into planning and decision making across the organisation.	Improve the EIA template to make it easier to use and find.	Service delivery	Emily Higson	29/03/2019	Revised EIA template & guidance published. Monitor EIA's received and look at the quality to identify if there are any training needs.
	Review and re-publish guidance. Publicise refreshed template and guidance regularly.	Service delivery	Emily Higson	March 2019	Number of new EIAs
	Create publicly accessible library of completed EIAs (include retrospective "amnesty" of EIAs from last 12 months' key decisions).	Service delivery	Emily Higson	September 2019	Number of EIAs in library
	Review role of Procurement in meeting equality priorities to ensure fit for purpose	Service delivery	Emily Higson	June 2019	Corporate representation at appropriate procurement activity.
Staff and councillors understand their responsibility with regard to equality and inclusion and can access support and knowledge when they need it	Develop e-learning resources, including mandatory induction and refresher modules for all staff and elected members.	Staff Communities (members)	Marie Lewis Catherine Coombs Libby Johnstone	December 2019 December 2019	E-learning live – number of completions
	Set up Equality & Inclusion knowledge hub resource on intranet/GROW.	Staff	Emily Higson	October 2019	Number of active users and requests for support
	Reconfigure steering group to 3 theme groups, each with terms of reference and an action plan.	Staff Communities Service Delivery	Emily Higson David Harris	December 2019	3 theme groups established with terms of references and regular meetings and defined outcomes. Each group can demonstrate successful outcomes achieved within year 1.
	Carry out good practice review against similar councils and other public sector organisations	Staff Service Delivery	Emily Higson	October 2019	Review completed
Senior leaders and politicians challenge inequality and show public commitment to equality and inclusion	Carry out good practice review against similar councils and other public sector organisations	Service Delivery	Nicky Dyer	January 2020	Annual Report 2020
	Overview & Scrutiny to review the corporate E&D plan	Service Delivery	Emily Higson Henry Powell	September 2019	O&S review and report with recommendations
	Request Audit of E&D	Service Delivery	Liz Creedy	March 2020	Audit report with recommendations

Wiltshire Council Equality Objective 2

Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME* people. Link to Business Plan: Strong Communities.

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
Wiltshire Council can demonstrate success in working with partners in the public, private, community and voluntary sectors to address equality priorities, which are reviewed on a regular basis	Liaise with partners including police, Army, Health and Fire & Rescue to share resources, good practice and better understand our communities.	Communities	Emily Higson Nicky Dyer	September 2019	Areas for collaboration identified Number of joint/collaborative projects and events
	Re-establish the Wiltshire Lead Officers (Equality) Group				
	Using the "There's No Place Like Home" research report as a starting point: Use current data to understand better the experience of LGBT tenants in social housing in Wiltshire	Service Users	Housing Management Eammon McClelland	October 2019	Qualitative evidence of any issues for tenants identified
	Carry out training on LGBT awareness for staff and contractors visiting homes	Staff	OD & Training	March 2020	Specific training delivered
	Encourage registered providers (housing associations) in Wiltshire to agree to a pledge to be more proactive and visible in supporting LGBT tenants	Service Users	Housing Management	June 2020	Pledge signed
	Review and widen to other protected characteristics	Service Users	Housing Management	December 2020	To be identified
Wiltshire council has a good reputation in the community for effective engagement	Carry out an exercise to gather evidence for Wiltshire Council's reputation in the community and put in place a plan to address any gaps				
	Identify good practice already taking place in community areas	Communities	David Redfern Rhys Schell	December 2019	Project Bank/repository for successful projects
	Identify hard-to-engage groups and specific needs to improve engagement	Communities	Rhys Schell	December 2019	Each community area has a profile of groups with identified needs
Area boards know and understand all sections of their communities	Attendance at areas boards to present on PSED in communities	Communities	Libby Johnstone	December 2019	All Area Boards have PSED on agenda in 2019
	Community Area Boards, CEMs and VCSE groups work together to continually improve engagement	Communities	David Redfern	June 2020	Measures of satisfaction and social impact show improved engagement

*For the purposes of this action plan, when we refer to BME (Black and Minority Ethnic) residents, we have included Gypsy, Roma and Travellers and people of different religions who may experience discrimination.

Wiltshire Council Equality Objective 3

Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future.

Business Plan Link: An Innovative and Effective Council

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
A more robust workforce profile which informs our People Strategy and supports the Council in meeting the Public Sector Equality Duty	Equalities monitoring questionnaire which explains the reason why data needs to be collated sent to all staff to increase the range of information collected on the protected characteristics and improve existing information held (data cleanse).	Staff	Catherine Coombs	Annual	Increase in the range of data collected on the protected characteristics and a decrease in the rates of 'unknowns' for BME and disability.
	To amend the confidential equality and diversity section of the application form..	Staff	Catherine Coombs	October 2019	Form amended
Improve our understanding about the Council's workforce to deliver improved outcomes for our customers.	To upload data in to SAP	Staff	Catherine Coombs	March 2020	Upload complete
	To include this information in the annual equality and diversity workforce report.	Staff	Catherine Coombs	March 2020	Workforce Report ratified by Staffing Policy Committee
A reduction in the number of staff with protected characteristics saying they have been a victim of bullying and/or harassment	E-learning on bullying and harassment rolled out E-learning on unconscious bias rolled out	Staff	Catherine Coombs	March 2019	Number of completions of training Number of staff reporting bullying and harassment from protected characteristics
A more representative workforce which supports our succession planning	Continue to promote schemes to employ younger people, working in partnership with other service areas e.g. economy and enterprise.	Staff	Catherine Coombs	SMarch 2021	An increase in the percentage of under 25's in the council workforce. Numbers of apprenticeships, traineeships, volunteers and work experience students increases
	Actively try to attract a diverse range of councillors by promoting the allowance, carers allowance, and maternity/paternity arrangements in advance of the next election.	Communities	Libby Johnstone	June 2020 – May 2021	Democratic Services rep on groups.
Staff with protected characteristics feel more supported, recognised and the Council is seen as an 'employer of choice' in relation to equality, diversity and inclusion	Stonewall Workplace Equality Index rating 2020 Complete self-assessment and anonymous surveys to staff	Staff	Catherine Coombs LGBT+ Staff Network	September 2019	Realistic assessment of current position in relation to other organisations
	Develop and implement action plan based on gaps identified	Staff	Catherine Coombs LGBT+ Staff Network	September 2021	An improved rating in Stonewall 2022 index
	Staff voices events to promote understanding, acceptance and inclusion	Staff	Staff Network Chairs Emily Higson Nicky Dyer Catherine Coombs	October 2019 May 2020	2 events per year
	Staff Networks Day event at Salisbury Foundation Trust	Staff	Catherine Coombs Staff Network Chairs	May 2019	Attendance at event
	Each staff network has a work plan for the year Chairs of staff networks have a formal agreement with the council regarding time allowed for equality work (aligned with Union staff)	Staff Staff	Staff Network Chairs HR	April 2019 To be agreed	Plan agreed Agreement in place

Wiltshire Council Equality Objective 4

Ensure equality considerations are built into the council's approach to customer access and service delivery which will ensure that our Services are fully accessible for all our communities and customers. Business Plan Link: Protecting the Vulnerable, An Innovative and Effective Council, Strong Communities.

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
A greater voice and influence for those less likely to be heard within the work of Wiltshire Council (and other statutory partners)	Act on feedback from Staff networks	Service Delivery	Emily Higson	Continuous	To be identified
	Maximise the opportunities to improve access and engagement through Wiltshire Council's Digital Programme	Service Delivery	Emily Higson Matthew Tobin	March 2021	
Staff and customers are supported to have equal access to buildings and facilities	Building audit to assess accessibility to those including: Physical disabilities Sensory Impairment Learning Disabilities (including Autism) Mental Health Older People Young people People with dementia Religious/cultural needs (To be prioritised)	Service Delivery Staff Communities	Emily Higson Facilities Management (to be identified)	March 2020	Audit report
Ensure no discrimination towards transgender staff and customers	Review Stonewall guidance and develop trans-inclusion action plan for Wiltshire	Service Delivery Staff	LGBT Staff Network Catherine Coombs Emily Higson	Review October 2019 Action plan implemented by 2022	Action plan complete
	Introduce option of using gender neutral pronouns for staff and service users	Service Delivery Staff	Emily Higson Catherine Coombs	April 2020	
	Research gender neutral toilet facilities	Service Delivery Staff	Emily Higson Facilities Management	April 2020	
All frontline staff, whether they are office based or working in the community, understand their role in Equalities and Inclusion	Create and implement an annual communications plan for diversity and inclusion	Staff	Emily Higson Ceri Tocock	May 2019	

Wiltshire Council Equality Objective 5

Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people. Business

Plan Link: Strong Communities, Protecting the Vulnerable

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
<p>A better understanding of the issues for young people (e.g. underlying causes of bullying)</p> <p>Communities feel empowered to support and/or challenge schools in meeting their equality duties</p> <p>Children and young people feel safe and respected by their peers</p>	Robust equalities guidance and support will be readily available for schools from the LA	Service Delivery	Pamela Carroll	March 2020	To be agreed
Schools and Youth organisations produce citizens who promote tolerance and inclusion	Understand and promote equalities work within schools and youth groups	Communities Service Delivery	Pamela Carroll Britt Sawyer	September 2019	To be agreed
Increased awareness in communities of equality duties on schools	Material will also be made readily available to area boards and communities to enable them to see what schools need to be doing	Communities	David Redfern Pamela Carroll	March 2020	To be agreed
All frontline staff, whether they are office based or working in the community, understand their role in Equalities and Inclusion	Create and implement an annual communications plan for diversity and inclusion	Communities	Pamela Carroll	September 2020	To be agreed



The Diversity and Inclusion Action Plan

Wiltshire Council
Where everybody matters

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Wiltshire Council

Full Council

26 November 2019

Licensing Act 2003 - Statement of Licensing Policy 2019 – 2024

Summary

This report describes the work undertaken to develop a revised statement of licensing policy (2019-2024) for Wiltshire Council.

Following the Licensing Committee's consideration of the revised licensing policy on 2 September 2019, the committee approved the policy and referred it on to Council for approval. The minutes of that meeting are available [here](#).

Proposal

It is recommended:

That Council approves the Statement of Licensing Policy (2019 -2024) (Appendix 1) under Licensing Act 2003.

Reason for Proposal

The Council must review its Licensing Policy every five years. The Policy is due for review and must be consulted on and approved by full Council prior to it being published and coming into force.

Alistair Cunningham OBE

Executive Director, Growth, Investment and Place

Licensing Act 2003 - Statement of Licensing Policy

Purpose of Report

1. The Council must review its Licensing Policy every five years. The Policy is due for review and must be consulted on and approved by full Council prior to being published and coming into force. Following amendments considered by the Licensing Committee on 2 September 2019 a final draft version of the Licensing Policy is submitted to Full Council for approval.

Relevance to the Council's Business Plan

2. "People are protected from harm as possible and feel safe"
3. "People in Wiltshire work together to solve problems locally and participate in decisions that affect them".

Main Considerations for the Council

4. It is a statutory requirement that, at least every five years, the Council, as Licensing Authority must produce a Statement of Licensing Policy. This policy must be approved by Council as this is not a function that can be delegated to the Licensing Committee.

Background

5. Wiltshire Council is the Licensing Authority, and is required to discharge its responsibilities under the Act with a view to promoting four licensing objectives, namely:
 - The prevention of crime and disorder
 - Public Safety
 - The prevention of public nuisance, and
 - The protection of children from harm.
6. The Licensing Act 2003 was designed to be light touch legislation covering a number of "licensable activities". Such activities are defined within the Act and broadly relate to the sale of alcohol, provision of regulated entertainment and provision of late-night refreshment. This Policy provides the local implementation framework and outlines how the Licensing Authority fulfils the Licensing Act 2003 and ensures that the licensing objectives are met.
7. In order for the Licensing Authority to discharge its licensing functions it is required to draw up and publish a Licensing Policy or Statement of Licensing Policy under the Licensing Act. This policy is to be reviewed every five years and be the subject of a full consultation process.

8. A report of 11 March 2019 sought the Licensing Committee's support for the draft Licensing Policy for consultation. Section 7 of the Act provides that functions in relation to the five-year Licensing Policy cannot be delegated but must be approved by full Council.
9. There were 17 responses received from the public consultation. Generally, comments received related to updates in legislation. Suggestions were made with regards to information that could be included in the policy, for example an explanation on the use of "shadow licences" and the information expected to be found on plans accompanying a premises licence application. There were several comments regarding the relationship between planning and licensing and how it would be appreciated if these worked more closely together. The planning authority is a statutory consultee for all new applications and variations; however, there is an expectation by respondents that these should work hand in hand as opposed to being two separate pieces of legislation. Comments were also made with regards to the style and language of the policy and requested that it was more robust as opposed to permissive. Respondents would like more detail on enforcement action to be taken by the licensing authority to ensure licence holders are upholding the licensing objectives.
10. Subsequent amendments were made to the Council's draft Licensing Policy before being considered by the Licensing Committee on 2 September 2019. At that meeting the committee approved the revised policy and referred it on to Council for approval, the minutes of that meeting are available [here](#) .
11. The Licensing Policy is a document setting out the Council's proposals to ensure a balanced approach towards the licensing of premises which sell/supply alcohol or provide regulated forms of entertainment. The revised Policy has been based on the requirements of the Act and includes changes as a result of either new or amended legislation, regulations or guidance issued by the Secretary of State.

Safeguarding Implications

12. One of the key objectives of, the Licensing Act 2003 is 'The Protection of Children from Harm'. Wiltshire Council's Child Protection Team are a Responsible Authority under the Licensing Act 2003. In this capacity they are required to ensure that decisions about licensing are taken with due regard to the need to safeguard and promote the welfare of children.

Public Health Implications

13. The inclusion of the health service as a responsible authority under the Licensing Act 2003, which occurred in 2012, enables health bodies to have a say in alcohol licensing. As a responsible authority Public Health receives all new and variation applications and has opportunity to comment under the licensing objectives" The

Licensing and Public Health teams work together within the council to ensure that the health impacts of alcohol licensing are considered.

Environmental and Climate Change Considerations

14. There is minimal environmental impact of these proposals. Successful application of the licensing functions should reduce the impact of licensable activities on local communities i.e. noise and public disorder

Equalities Impact of the Proposal

15. The impact of these proposals is assessed as 'low' against the Council statutory responsibilities. There are potential implications with respect to human rights.

Risk Assessment

16. Licensing is a statutory undertaking. Should the proposals in this report not be adopted it would leave Wiltshire Council in a position of being unable to undertake its statutory responsibilities and functions under the Act.

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

17. Criticism of the Council and compromise the reputation of the Wiltshire Council.

Financial Implications

18. There are no additional financial implications of the proposals contained within this report.

Legal Implications

19. Under the Licensing Act 2003, the Council is required determine its policy with respect to the exercise of its licensing functions and to publish a statement of that policy. This must be done for each five-year period and the current policy is due to expire at the end of this year. The Council must, therefore, now adopt a new policy. The Licensing Act requires the Council to specifically consult various organisations before adopting a new policy, in addition to more general consultation. This consultation has taken place and the views of consultees considered in the revised draft.

20. The Statement of Licensing Policy sets out the approach that the Council will take to the exercise of its licensing functions. The Council is required, by section 4 of the Act, to have regard to its policy, when exercising any of its licensing functions. This includes the determination of applications for new licences and reviews of existing licences.

Conclusions

21. The adoption of a revised Statement of Licensing Policy by December 2019 is a statutory requirement.

Proposal

22. That Council approves the Statement of Licensing Policy (2019 -2024) (Appendix 1) under Licensing Act 2003, to come into effect from November 2019.

Jessica Gibbons

Director of Communities and Neighbourhoods

Report Author: Carla Adkins, Public Protection Officer - Licensing

5 November 2019

Background Papers

Licensing Act 2003

Home Office Guidance: Section 182

Appendix

Statement of Licensing Policy 2019-2024

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Statement of Licensing Policy

The Licensing Act 2003 2019 – 2024 (Draft)

Please read this document carefully and retain it for future reference

Contents

1.0 Introduction

- 1.1 Purpose and scope
- 1.2 Key aims
- 1.3 Consultation
- 1.4 Licensing function
- 1.5 Licensing objectives

2.0 Prevention of crime and disorder

- 2.1 Toughened/safety Glass
- 2.2 Pubwatch
- 2.3 Information sharing and reporting incidents
- 2.4 Door supervisors/stewards
- 2.5 Dispersal policy
- 2.6 Drugs in premises
- 2.7 Immigration and modern slavery

3.0 Promotion of public safety

- 3.1 CCTV
- 3.2 Alcohol consumption
- 3.3 Alcohol harm reduction
- 3.4 Public health
- 3.5 Health and safety
- 3.6 Occupancy limits
- 3.7 Positive campaigns to promote public safety

4.0 Prevention of public nuisance

- 4.1 Odour
- 4.2 Lighting

4.3 Waste/litter

4.4 Noise

4.5 Entertainment

4.6 Disturbance from customers

4.7 Plant and equipment

4.8 Servicing

4.9 Fly posting, flyers and graffiti

5.0 Protection of children from harm

5.1 Age verification/underage sales on/off premises

5.2 Proxy Sales

5.3 Children and cinemas/theatres

5.4 Child Sexual Exploitation in Licensed Premises

6.0 Licensing process

6.1 Application for premise licence and club premises certificates

6.2 Licensing conditions

6.2a Shadow Licences

6.3 Licensing hours

6.4 Permitted temporary activities

6.5 Large scale events

6.6 Delegation of decision making

6.7 Application for personal licences

6.8 Delegation of premises supervisors

7.0 Enforcement

7.1 Inspection of Licensed premises

7.2 Complaints regarding licensed premises

7.3 Reviews of licences

7.4 Other powers and legislation

8.0 Other licensing authority powers

8.1 Cumulative impact policy

8.2 Late night levy

8.3 Early morning restriction order

9.0 Links to strategies and plans

10.0 Further advice and guidance

11.0 Appendices

Appendix A – Premises Licence/Club Premises Certificate – New Applications

Appendix B – Premise Licence/Club Premises Certificate – Variations

Appendix Ba- Premises Licence/Club Premises Certificate – Minor variations

Appendix C – Temporary Event Notice

Appendix D – Personal Licences

Appendix E - Review Process for Licensed Premises and Club Premises Certificates

Appendix F – De-regulation Order

Appendix G – Live Music Act 2012

Appendix H - Glossary

1.1 Introduction

This statement has been prepared having regard to the guidance issued by the Secretary of State for Culture, Media and Sport under Section 182 of the Licensing Act 2003 ('the Act') and as required of the licensing authority under Section 5 of the Act.

This statement of licensing policy will be kept under review throughout its period of validity and amended as considered necessary. Any amendments will be subject to consultation.

This statement takes effect from 1 November 2019 and will be scheduled for review in 2024

The licensing regime implemented by the Act and operated by Wiltshire Council as licensing authority is about the appropriate control of licensed premises, qualifying clubs and temporary events. It also covers the people who manage these premises or hold personal licences within the terms of the Act. Applications covered by the Act and relevant to this statement include:

- personal licences
- premises licences – including provisional statements
- variations
- transfers
- interim authorities
- temporary events
- club premises certificates
- designated premises supervisors
- reviews.

1.1 Purpose and Scope

This statement sets out the policy of the licensing authority with respect to carrying out its licensing functions under the Licensing Act. These include policy formulation, administration, monitoring, and enforcement activities. The latter will include working with and sharing permitted data with other regulatory and enforcement agencies.

The following will also be relevant to the way in which the licensing authority exercises its functions under the Act:

- Each application will be determined on its own merits having regard to the licensing objectives; relevant guidance including that issued under Section 182 of the Licensing Act 2003, and local criteria.
- The solicitor to the council will ensure that the Committee in its role as a quasi-judicial Committee acts in accordance with the rules of 'natural justice' and ensure the Committee acts and appears to act fairly and approaches all matters before the Committee with an open mind during hearings or reviews.

- The statutory right of any responsible authority or other person to make appropriate representations to an application or to seek a review in respect of a granted authorisation where appropriate is accepted.
- The impact of the activities taking, or proposed to take, place at a licensed premises on businesses or individuals who are likely to be affected by it.
- The licensing authority, on behalf of the council, may notify parties they consider appropriate such as divisional councillors, town and parish councils of relevant applications.
- There is no presumption that any application for a licence under the Licensing Act will be granted.

1.2 Key Aims

The key aims of this statement of licensing policy are for the council as the licensing authority to:

- Promote and give precedence to the licensing objectives.
- Recognise the need to assist in building a fair, vibrant, and prosperous society in Wiltshire that properly balances the rights of residential communities, the business sector and other relevant parties.
- Secure the safety and amenity of residential communities whilst facilitating a sustainable, diverse, entertainment and hospitality sector in Wiltshire.
- Integrate its aims and objectives with other initiatives that will:
 - create an attractive and vibrant area, which has a positive effect on employment
 - reduce local crime, disorder and anti-social behaviour
 - reduce alcohol harm
 - reduce the supply and use of illegal drugs in licensed premises
 - encourage the self-sufficiency of local communities
 - reduce the burden of unnecessary regulation on businesses and promote self-help
 - reduce the health impacts of alcohol misuse and dependence; reduce the impact of alcohol related incidences on Emergency Services
 - continue its commitment to working in partnership with other agencies and organisations through both formal and informal arrangements towards the promotion and achievement of the objectives set out in this policy
 - endeavour to reflect the diversity of Wiltshire through its blend of urban and

rural settlements

- give direction to applicants, so that they can make informed decisions in respect of their own ventures.

1.3 Consultation

In reviewing this statement the licensing authority consulted widely with all necessary bodies and relevant stakeholders. A list of those consulted is available from the licensing authority on request. The consultation process was conducted between April 2019 and August 2019 by way of an email to those identified and also via publication on the council's website. Responses received were listed on a matrix document and each point made was given due consideration.

1.4 Licensing function

The licensing authority recognises that the provision of entertainment is a major contributor to the economy of the council's area. It makes for a vibrant and attractive area, which subsequently has a positive effect on employment. The licensing authority also recognises that owners and occupiers of commercial premises have a legitimate expectation of an environment that makes and keeps their businesses sustainable.

The licensing authority welcomes the opportunity to encourage the development of the cultural, artistic, leisure and hospitality sectors in Wiltshire. It will assist all applicants in endeavouring to meet their aspirations within the law.

The licensing authority also has regard to wider considerations affecting the residential population and the amenity of any area. These include dropping litter and street fouling, noise and street crime. It is, however, recognised that the licence holder has limited control over individuals once they are away from the premises.

The licensing authority recognises that the diverse range of licensed premises throughout Wiltshire makes a major contribution to attracting both initial and repeat visitors to both the historic localities, and diverse venues.

The licensing authority acknowledges that circuses can fall on the edge of the licensing regime depending on the nature of their show. The Legislative Reform (Entertainment Licensing) Order 2014 removed the requirement for the need of circuses to be licensed between 08.00 and 23.00, providing that the circus is of a traditional nature, i.e. it is a travelling circus which takes place within a moveable structure.

1.5 Licensing objectives

The council will carry out its statutory duties under the Licensing Act 2003 as the licensing authority and have due regard to the licensing objectives.

It is important to note that all objectives have equal importance in the implementation of this policy.

The Licensing objectives are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance and;
- the protection of children from harm

The licensing authority expects individual applicants to address the licensing objectives in their operating schedule having regard to the type of premises, the licensable activities to be provided, the nature of the location and the impact on the local community.

Where there are no relevant representations, or they have been withdrawn at or before a hearing, the application will be granted as requested subject only to conditions which reflect the operating schedule and any mandatory conditions. Most premises do and will operate without any significant concerns to the licensing objectives. However, where there is a relevant representation, the application will usually proceed to a hearing, following which the licensing authority may take such steps as are necessary to promote the licensing objectives, as provided for in the Act.

The following sections set out the licensing authority's policy relating to the four licensing objectives. It is emphasized that these objectives are the only matters which can be taken into account by the Licensing Committee and they will pay particular attention to them at a hearing, when determining applications and applying any conditions. A hearing must be called when relevant and valid representations are made by any person or responsible authority, based upon the four licensing objectives.

2.0 Prevention of crime and disorder

The council acting as the licensing authority has a duty to act solely or with its partners to reduce crime and disorder throughout Wiltshire, consistent with its statutory duty under section 76 of the Anti-Social Behaviour, Crime & Policing Act 2014. The council as a member of the Wiltshire Community Safety Partnership will work with relevant partners to utilise legislation as required to prevent crime and disorder issues.

Applicants are required by law to set out in their operating schedule the steps they propose to promote the prevention of crime and disorder. Responsible applicants will ensure proper regard in their operating schedule to the location, character and condition of the premises, the nature and extent of the proposed use and the persons likely to be attracted to the premises.

The council expects the premises licence, or club certificate holder to take steps to control excessive consumption and drunkenness on their premises. This will reduce the risk of anti-social behaviour and violent crime occurring both on the premises and elsewhere after customers have departed. Licence holders are expected to be able to demonstrate a general duty of care to customers using their premises and others affected by their activities. The licensing authority expects all applicants to consider a number of key conditions, where relevant to the type of licensable activity being proposed:

2.1 Toughened/safety glasses

Standard annealed glass bottles and drinking containers used in the leisure and hospitality sectors to supply alcoholic and non-alcoholic drinks may be used as weapons inflicting serious harm during incidents of disorder. Police evidence indicates that incidents are particularly likely in or within the immediate vicinity of a pub, club or nightclub. It is suggested that where the application relates to the sale of alcohol on the premises, the applicant considers measures to prevent glass bottles or glasses being taken off the premises.

In particular this is expected in premises considered to be high volume vertical drinking establishments and those premises open beyond 11pm. Possible exceptions would be facilities for hotel residents and their guests or a restaurant where the bar is primarily provided for restaurant customers.

Outside licensed premises, glass containers, as well as being potential weapons, add to street debris, pose risks to street cleaners and pedestrians and generally undermine the objective to minimise public nuisance. Therefore the policy also applies to any premises where outside areas are provided for consumption of alcohol, particularly where the outside area is in or adjacent to a public place.

The licensing authority believes that the use of safer alternatives to annealed glass i.e. polycarbonate “glasses” will help promote public safety and the prevention of crime and disorder in licensed venues.

2.2 Pubwatch

The licensing authority recognises the value of Pubwatch schemes and will therefore play a supportive role and attend meetings as appropriate. Where such a scheme is active in the locality of a premise, the applicant is strongly encouraged to become an active member of Pubwatch. As well as traditional pubs and entertainment venues, this includes premises that are licensed solely for the sale of alcohol for consumption off the premises. Pubwatch provides a forum for sharing information, disseminating best practice and meeting with representatives of the licensing authority, the police and other responsible authorities. The licensing authority encourages all licensees to actively participate in their local Pubwatch scheme and is keen to support the development of more schemes where there is a demand.

2.3 Information sharing and reporting incidents

As well as sharing information through formalised Pubwatch schemes, licensees are encouraged to share and report incidents to relevant agencies as and when appropriate, rather than waiting for the next meeting. Licensed Premises are often favoured for criminal activities such as child sexual exploitation, modern slavery, human trafficking, drug dealing and violence. Any issues of crime and disorder should be reported as soon as possible to Wiltshire Police. If persons or property are in danger then this should be done through calling '999', alternatively the '101' number should be used. Incidents that occur on licensed premises should be recorded and made available to Wiltshire Police and other agencies. Wiltshire Police and Wiltshire Council work in partnership to target those individuals who cause crime and disorder. Drink Banning Orders (sec 1-14 Violent Crime Act 2006), Exclusion Orders (sec 1 Licensed Premises Act 1980), Public Space Protection Orders (sec 59-68 Anti-Social Behaviour, Crime and Policing Act 2014) and any replacement powers will be utilised to assist in the perception of crime and disorder. Information about relevant orders against persons will be shared with premises. Licence holders are also expected to assist in preventing crime and disorder by notifying Wiltshire Police of any persons who breach orders relevant to their premises.

2.4 Door supervisors/stewards

Any person engaged at licensed premises to carry out security activities including the prevention of access to or the physical ejection of a person from the same premises on behalf of the licensee must hold and display a valid current licence issued by the Security Industry Authority (SIA) or any successor system.

The licensing authority will consider representations that indicate that specific premises require door supervision for the purpose of meeting the crime and disorder or public safety licensing objectives. In such cases, the licensing authority may impose a condition that an agreed number or ratio of licensed door supervisors must be employed at the premises

either at all times, or at such times as certain licensable activities are taking place.

In certain circumstances it may be appropriate to use trained stewards to provide a satisfactory level of customer care and general safety awareness. These individuals must not carry out security activities, and would not be required to hold an SIA licence. If they were employed to undertake duties involving children then the applicant should consider whether the relevant level of disclosure check is appropriate.

Front line staff should receive relevant training in conflict management and basic first aid training.

The applicant may find it beneficial in developing the operating schedule for a premises licence or certificate to have undertaken a security risk assessment in order to determine the resources necessary to meet the licensing objectives.

2.5 Dispersal policy

Every venue whether a pub, club or bar should prepare and implement a dispersal policy working in partnership with other venues within the vicinity through mechanisms such as Pubwatch. Applicants should consider how the venue will minimise the potential for disorder and disturbance as customers leave the premises. This should be prepared in consultation with the licensing authority and police and reviewed regularly and staff should be trained in how to implement this policy.

2.6 Drugs in premises

The licensing authority recognises that the supply and use of illegal drugs by individuals is not relevant to all licensed premises but it is recognised that conditions may need to be attached to the premises licences for certain venues if representations are received. The aim will be to endeavour to reduce the availability, sale, and consumption of illegal drugs and to create a safer environment for those who may have taken them. Any conditions will take into account the relevant guidance and advice from appropriate bodies.

The licensing authority expects licensees to permit the access and use of drug dogs within the public and staff areas of the premises upon request of the licensing authority and/or police involved in such an initiative.

The licensing authority expects licensees to permit access for drugs analysis equipment and staff so that random drug tests can be carried out on the skin of persons wishing to have access to the licensed premises, in addition to the staff and contractors employed at the premises.

Psychoactive substances are those intended for human consumption that is capable of producing a psychoactive effect. These substances prior to May 2016 were more commonly known as “legal highs” and included items such as Nitrous Oxide (NOS), Spice and Black Mamba amongst others. It is a criminal offence to produce, supply or sell

psychoactive substances. The Psychoactive Substances Act 2016 amends the Licensing Act 2003, creating new powers of entry relating to any of the offences mentioned above. These offences are also considered “relevant offences” in relation to Personal licences.

It is expected that licensees have a written drugs policy for their premises or event which staff are fully trained in.

2.7 Immigration and modern slavery

Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, and abuse of vulnerability, deception or other means for the purpose of exploitation. Individuals may be trafficked into, out of or within the UK, and they may be trafficked for a number of reasons including sexual exploitation, forced labour, domestic servitude and organ harvesting

Forced labour is a situation in which victims are forced to work against their own will under the threat of violence or some other form of punishment. Labour exploitation is placing a worker under extremely poor conditions such as very low wages, being forced to work long hours, having their movements supervised, living in very poor conditions and having their identification documents taken away to prevent them from leaving.

As of April 2017, the Immigration Act 2016 introduced a “Right to Work” test for personal licence and individual premises licence holders (where the licence permits alcohol sales and late night refreshment). The Home Office Immigration Enforcement department became a responsible authority of the Licensing Act 2003.

Premises licence holders, as employers, have a duty to ensure that their employees have a right to work in the UK. The Licensing Authority will work with Immigration Enforcement to ensure that people are not illegally brought into the UK to be exploited as cheap labour in licensed premises.

Any offences committed under the Immigration Act are considered relevant offences for the purposes of a personal licence and are notifiable to the Home Office in the same way that other relevant offences are notifiable to the Police.

3.0 Promotion of public safety

The public safety objective is concerned with the physical safety of the people performing in and staff and customers using the relevant premises. Applicants should carefully consider how they intend to promote the public safety objective in their operating schedule.

Where applicants consider that the public safety objective could be compromised by their intended activities, they are encouraged to contact the Wiltshire Council’s Health and Safety Section and/or Dorset and Wiltshire Fire and Rescue Service as the most relevant responsible authorities for guidance. Other organisations such as the Event Safety

Advisory Group will be able to offer advice. Contact details for these authorities/groups are available from the licensing authority.

Wiltshire Council promotes the use of community initiatives such as Purple Flag which has been awarded to Salisbury and Chippenham. Wiltshire Council aspires to support similar schemes across the county.

3.1 CCTV

CCTV has a role to play in stopping and deterring crime and anti-social behaviour in certain hotspots and is also used as an evidence and detection tool. However, surveillance cameras should only be used if necessary and proportionate, in addition:

- When considering the use of surveillance camera systems, either as part of the conditions attached to a licence or certificate, or within an operating schedule the licensing authority or applicant must in particular have regard to Code of Practice on CCTV published by the Information Commissioner's Office. Any proposed blanket requirement to attach surveillance camera conditions to a licence or certificate is likely to give rise to concerns about the proportionality of such an approach and will require an appropriately strong justification and must be kept under regular review.
- Applications in relation to licensed premises must take into account the circumstances surrounding that application and whether a requirement to have a surveillance camera system is appropriate in any particular case. For example, it is unlikely that a surveillance camera condition would be justified for a trouble-free community pub. Where a licence or certificate is granted subject to surveillance camera system conditions, it is the responsibility of the licensee to comply with any data protection considerations that may arise from the use of such a system.
- The public must have confidence that surveillance is appropriate and proportionate, and that those who operate the camera systems, or use the images and information they capture, demonstrate integrity in doing so and can be held to account.
- CCTV recordings should be kept for a minimum of 31 days and shared with the licensing authority and Wiltshire Police upon request.

3.2 Alcohol consumption

The council expects all premises licence holders to take all necessary steps to control excessive consumption and drunkenness on their respective alcohol licensed premises. This will reduce the risk of anti-social behaviour and violent crime occurring both on and away from the premises after customers have departed. Premises licence holders are expected to be able to demonstrate a general duty of care to customers using their premises and others affected by their activities. The premises licence holders must also be aware of the dangers of over consumption of alcohol and the risk of vulnerability to their customers.

3.3 Alcohol harm reduction

Communities, agencies and businesses are ultimately best placed to identify and deal with alcohol-related problems in their area. It is important to maximise the benefits of partnership working, focusing and co-ordinating the efforts of local agencies, industry and the voluntary sector in tackling alcohol-related problems. Budgets and expertise can be pooled, providing the right services at the right time, making town centres safer and in doing so encourage more people to enjoy a night out, thus promoting economic growth.

Information is a powerful tool in tackling alcohol-related problems. It is vital to strengthen data sharing within local partnerships, in particular between crime and health agencies and licensing authorities.

The licensing authority will continue to work alongside their partners on a countywide and local level. Groups such as licensing tasking will continue to formulate the basis of partnership work and will have clear aims and objectives to ensure they are fit for purpose. This group will sit within the governance of Wiltshire Community Safety Partnership and will feed into local initiatives such as Pubwatch, Purple Flag, and other new schemes as and when required.

3.4 Public health

The inclusion of the health service as a responsible authority under the Licensing Act 2003, which occurred in 2012, enables health bodies to have a say in alcohol licensing. The Licensing and Public Health teams work together within the council to ensure that the health impacts of alcohol licensing are considered.

As there is not a specific licensing objective related directly to health within the current legislation, health bodies, when making a representation, are most likely to relate such representations to the objectives on public safety and protecting children from harm. This is likely to include the prevention of accidents, injuries and other immediate harms that can result from alcohol consumption, such as unconsciousness or alcohol poisoning. Anonymised data can be collected about incidents relating to specific premises or areas when representations are made.

Health bodies hold valuable information which may not be recorded by other agencies, including analysis of data on attendance at emergency departments and the use of ambulance services following alcohol related incidents. Sometimes it may be possible to link ambulance callouts and attendance to irresponsible practices at specific premises.

The Director of Public Health is responsible for making representations and observations on applications on behalf of health bodies.

3.5 Health and safety

By law the applicant or operating company must have a health and safety policy when five or more persons are employed. This policy must be brought to the attention of those employees.

Employers must also record the results of risk assessments and ensure a robust tailor made health and safety action plan, is in place for both staff and customers. Applicants should have these documents available at the request of licensing authority or any other responsible authority.

3.6 Occupancy limits

It is recommended that the applicant or operating company assess and set occupancy limits following a risk assessment of the planned activities being carried out at the premises. The licensing authority may set an occupant capacity following representations received in order to meet the licensing objectives. It is recommended that premises assess and set limits appropriate to their premises/event.

3.7 Positive campaigns to promote public safety

The Licensing Authority will actively promote campaigns which help to reduce or remove risks to vulnerable people who visit or work in licensed premises. Examples of this would be the “Ask for Angela” scheme. The scheme aims to reduce sexual violence and vulnerability by providing customers with a non-descript phrase they can use to get the attention of staff members who can help separate them from the company of someone with whom they feel unsafe due to that person's actions, words or behavior.

Licensing Officers seek to work closely with landlords to encourage positive engagement with such campaigns and to help promote and explain the importance of keeping the public safe.

4.0 Prevention of public nuisance

Public nuisance is a broad concept, which concerns how the activity of one person (or business) affects the rights of others, for example, how noise from playing music interferes with another person's right to sleep.

The Act requires, and the licensing authority expects, applicants to demonstrate within their operating schedule how they intend to prevent public nuisance arising. This will be of particular importance where there are residential properties in the vicinity of the licensed premises.

When appropriate on application or review the licensing authority will consider the adequacy of proposed measures to remove or effectively manage the potential for public nuisance, anti-social behaviour and other crime which may impact on the promotion of the licensing objectives.

When an operating schedule does not sufficiently address the prevention of public nuisance the licensing authority will consider all reasonable conditions recommended by responsible authorities to prevent public nuisance. In some locations it may be necessary to limit opening hours or the times of other licensable activities.

Where considerations apply to late night refreshment premises, they shall only be taken to apply to their operation between the hours of 11pm and 5am when a premises licence would be required.

Applicants should carefully consider how they intend to promote the prevention of public nuisance objective in their operating schedule. This can include several considerations:

4.1 Odour

The applicant should consider any odour that maybe emitted from the premises. This can include the generation of odour from food preparation, waste, bottle storage and/or from smoking areas. Steps should be taken or proposed to be taken by the applicant to prevent odour from the premises causing nuisance.

Most commercial kitchens will require a mechanical extraction system, and the type and size will depend on the size of the cooking facility, type of food prepared and type of cooking appliances used. The applicant may need to get advice from specialist air handling engineers about controlling odour from kitchen air extraction systems.

Controlling odour from waste and bottle storage areas is entirely down to good management practice which involves using sealed waste bins big enough to hold all waste, which can be thoroughly cleaned and are regularly emptied.

When designating a smoking area outside it is important to consider who will be affected by the smoke, the possible number of persons using the area and ensuring a facility to safely dispose of lit cigarettes.

4.2 Lighting

Outdoor artificial lighting is used for a number of reasons, including work, recreation, security, safety, advertising, display and to create a pleasant atmosphere where people gather socially. As many of the premises operating under the Licensing Act will use outdoor lighting late at night, it is important to ensure that it does not become a nuisance to others. Light 'spilling over' onto other property can cause annoyance, distraction and discomfort and may cause driving problems by glaring into drivers' eyes or competing with signs and other traffic signals.

4.3 Waste/litter

Licensed premises of all types can potentially cause public nuisance from litter and waste.

There are a number of laws relating to proper waste collection and disposal, not least of which is the “duty of care” to ensure any waste is properly contained and controlled while in the operator’s possession, and that it is collected by a reputable waste carrier. The Licensing Act does not duplicate these laws, but licence holders will need to apply good waste management practice in order to prevent public nuisance.

Uncontrolled litter, waste and street fouling is unsightly and can lead to a negative image of the area. It can cause offensive odour, may attract rats and insects and therefore be a public health risk, it may cause people to slip, trip and injure themselves, and it may harm the reputation of the licence holder’s business.

Typical examples of litter, waste and street fouling that may cause problems include take-away packaging and food dropped by customers, wind-blown waste and litter from refuse storage areas, discarded and broken bottles, glasses and cans, promotional leaflets (flyers) and posters, cigarette ends and chewing gum discarded by customers and people who have consumed too much alcohol urinating and vomiting in the street.

4.4 Noise

Noise can come either directly or indirectly from licensed premises. Direct noise, such as that from entertainment activity, will be under the premises’ direct control. Indirect noise, such as that from vehicles and customers coming to and from the premises may not be under direct control, but the premises can strongly influence it. Both direct and indirect noise will be of greater importance between 11pm and 7am. Specific types of noise each need different consideration when reducing their impact on public nuisance.

Small outdoor multiday music festivals (often where camping is also involved) can quickly become a source of public nuisance, organisers of such events are advised to contact the public protection noise team at an early stage. Organisers are encouraged to employ event management techniques similar to larger scale events to avoid public nuisance, these can include considering the suitability of the location, the geography, limiting amplifier output, duration or direction.

4.5 Entertainment

Appropriate control measures are needed for premises that operate late at night (after 11pm) and/or have regular entertainment or when the entertainment takes place in the open air or within a marquee. Steps should be taken or proposed to be taken to prevent noise and vibration from entertainment causing nuisance. This may include noise from music, human voices and other forms of entertainment whether amplified or not. Consideration should also be given to ensure noise is not audible at sensitive locations such as dwellings, hospitals, hotels and other business premises. Any noise should also not cause unreasonable disturbance to the wider public, such as passers-by and people using public facilities.

4.6 Disturbance from customers

Appropriate steps must be taken or proposed to be taken to prevent noise and disturbance from customers causing nuisance and anti-social behaviour. This may include noise and disturbance from customers on the premises and customers in outdoor areas such as terraces, beer gardens and smoking areas. It will also include noise, disturbance and obstruction from customers in the vicinity of the premises including customers congregating outside premises to smoke or drink, customers arriving, leaving or queuing outside a premises.

Particular consideration now has to be given to the potential for public nuisance arising from outside areas following the implementation of smoke free laws in July 2007. It must be noted that there is no legal requirement for licensed premises to provide an outdoor smoking area. However, Wiltshire Council encourages premises where practical to do so to minimise congestion on pavements.

Noise and disturbance from people outside can cause public nuisance even when those people are not behaving badly. This will be of more significance in areas with residential accommodation and will usually, but not exclusively, be of greater importance between 11pm and 7am. However it must be noted that noise and disturbance from customers outdoors can cause public nuisance outside of these times.

4.7 Plant and equipment

Steps should be taken or proposed to be taken to prevent noise and vibration from plant or equipment causing nuisance. This includes noise and vibration from ventilation, air conditioning and refrigeration equipment.

4.8 Servicing

Steps should be taken or proposed to be taken to prevent noise from servicing of the premises causing nuisance. This may include noise from deliveries, collections and the onsite disposal of bottles and other waste or recyclable materials.

4.9 Fly posting, flyers and graffiti

Steps should be taken to prevent fly posting and litter problems arising from the distribution of flyers advertising the premises or events at the premises. The applicant should endeavour to reduce the use of promotional leaflets and only hand flyers directly to the public. Flyers should not be left on vehicle windscreens. Ensure a litter bin is near to the distribution point and clear discarded flyers afterwards. The applicant should also remove any graffiti and fly posting from their surfaces as soon as it appears.

5.0 Protection of children from harm

For the purposes of this policy the licensing authority considers anyone less than 18 years of age to be a child or young person unless otherwise agreed.

The policy aims to work alongside the principles set out in the Wiltshire Safeguarding Children Board and Wiltshire Children and Young People's Trust revised Multi-Agency Thresholds for Safeguarding Children (can be found by following this link: <http://www.wiltshirepathways.org.uk>).

The licensing authority expects that, whether or not alcohol is supplied or proposed to be supplied on or in the vicinity of the premises, operating schedules will identify:

- the extent to which it is proposed that children be admitted to the premises;
- whether it is proposed that unaccompanied children will be admitted;
- if they are, the type of regulated entertainment provided whilst children are present;
- The specific steps undertaken to ensure the safety of children and to further ensure that no products or services are sold to children that are not appropriate for their use or consumption.
- That an unaccompanied young person (i.e. somebody under the age of 16 who is not accompanied by a person over the age of 18) must not be allowed into any premises which are "exclusively or primarily used for the supply of alcohol for consumption on the premises".
- That staff are aware of their responsibility to ensure that an adult should not become over intoxicated if accompanied by a young person or child as to inhibit their ability to safeguard that young person.

Whether or not premises with a mixed use are "exclusively or primarily used" is a matter of judgment and will depend upon the particular circumstances of the case. The guidance makes it clear that this does not mean that where the supply of alcohol is not the exclusive or primary use then young people should automatically be given access.

Where it is appropriate and permissible within the law the Licensing Committee should impose conditions that restrict young people from entering all or part of any premises licensed to supply alcohol:

- at certain times of the day and/or;
- when certain licensable activities are taking place and/or;
- where there is an age limitation (over 18);
- unless accompanied by an adult
- where there is a history of crime and disorder

- where the premises are in a high risk area e.g. close to school; in an area with a history of underage sales; in an area with anti-social and criminal behaviour linked to persons under 18.

Applicants, who propose to admit children, particularly where they would not require them to be accompanied by a responsible adult, should be especially careful in ensuring they meet the requirement that their schedule fully and clearly sets out the nature of the activities for which permission is sought. Further, the schedule should specify in sufficient detail the measures and management controls proposed to protect children from harm.

The licensing authority expects that staff are trained and aware of their responsibility for ensuring that customers are old enough to purchase alcohol. This requirement is particularly relevant for bar staff working at premises where door supervisors control entry to a premise. Particular care and appropriate measures should be in place for venues that, due to the nature of the events, attract both over and under 18 year-old patrons.

5.1 Age verification underage sales on/off premises

There is now a mandatory condition on all premises licenses (in the case of alcohol supply) to have adequate age verification systems in place. This could be through the use of a Challenge scheme i.e. “challenging anyone who looks under 25 to prove their age by use of an approved means of identification”; such a scheme to be advertised and enforced on the premises.

The licensing authority supports and may condition an appropriate age policy in licensed premises. Licensees will need to demonstrate that their staff receive regular and adequate training on the law and practice relating to age restricted sales (including challenging purchasers and checking identification). The training provided should be properly documented so that there is an adequate audit trail and records are available for inspection.

The following are examples of identification used:

- Passport
- Photo-card driving licence
- PASS card
- Official identity card issued by HM forces

Details of training provided to members of staff to prevent underage sales should be recorded in a log. Additionally, when a retailer does refuse the sale of alcohol this should be recorded in a ‘refused sales log’. These documents should be kept available for inspection by a police officer or authorised officer of the licensing authority.

5.2 Proxy sales

Adequate procedures must be in place to ensure that all members of staff working at

the premises are routinely trained and regularly reminded of their responsibilities in relation to the issue of proxy sales of alcohol, and shall ensure that all reasonable steps and procedures are in place and implemented to prevent adults purchasing alcohol for those underage.

Steps must be in place to ensure that any designated premises supervisors and members of staff involved with the delivery of alcohol to residential addresses are made fully aware of their responsibilities to ensure that no alcohol is sold to persons underage

5.3 Children and cinemas/theatres

The licensing authority will expect licensees or clubs to include in their operating schedules their arrangements for restricting children from viewing age restricted films according to the recommendations of the British Board of Film Classification (BBFC) or the licensing authority itself. In the event that the licensing authority is asked to stipulate an age category for a film, video etc. that has not been dealt with by the BBFC, the licensing sub-committee or its delegated officers may view the film etc. and use the BBFC published guidelines on categorisation as a 'bench mark' in reaching their decision, which will then become a condition.

In considering any application, the licensing authority will take into account any evidence that age restrictions for cinema exhibitions are not being properly observed.

Where performances are for unaccompanied children in theatres and cinemas and relevant representations are received in response to an application/review, the licensing authority may impose conditions requiring an adequate ratio of adult attendants (over 18 years and relevant criminal record check).

5.4 Child Sexual Exploitation (CSE)

Licensed Premises are often used as a place to exploit and abuse victims of CSE. They provide an ideal environment for the grooming and sexual exploitation of children and young people. As part of the grooming process adults may meet young people or take them to licensed premises, to develop a relationship of trust and make them feel special by giving them 'treats' such as meals or alcohol, or by involving them in adult parties. A premise could be misused for this kind of activity by the people who are socialising or working there.

Under the Licensing Act 2003, premises licence holders and designated premises supervisors have a legal responsibility to make sure that children and young people are protected from harm at their premises.

It is expected that licence holders will take all reasonable steps to promote safeguarding from CSE in their premises. Such steps may include but are not limited to; having a written children and young person's risk assessment to be used in conjunction with the premises operating schedule. It is important for staff to be mindful of areas that are not always supervised or covered by CCTV, for example toilets, beer gardens and play areas.

For premises that provide a delivery service (e.g. a takeaway under a licence for late night refreshment), licence holders should enforce a code of conduct to promote safeguarding

when deliveries are made to unaccompanied children.

Staff should be trained on how to recognise indicators of CSE and be confident in their knowledge on how and what to report to the Police.

It is expected that any incidents or suspicions are also recorded by the licence holder or their managers in the premises' incident book if appropriate to do so.

It should be noted that not all exploitation of children in licensed premises is of a sexual nature and children and young people may also be exploited criminally, which could involve children being coerced or manipulated into criminal activity such as drug dealing. Licence holders can find more information regarding child exploitation in Wiltshire Community Safety Partnership's "Child Exploitation and Missing Children Strategy for 2019-2021"

6.0 Licensing process

A licensing committee, sub-committee, or licensing officers acting under delegated authority, may carry out the powers of the licensing authority under the Act, in accordance with the council's scheme of delegation.

Many of the licensing procedures are largely administrative with no perceived areas of contention. In the interests of efficiency and effectiveness licensing officers generally carry these out.

The licensing authority ensures that all officers and members who deal with applications have received adequate training for their role under the Licensing Act 2003.

A sub-committee of the licensing authority deals with applications and the review of a licence, where there are relevant representations.

When determining applications the licensing authority has regard to any guidance issued by the relevant government department. In particular, account is taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole. If representations are made concerning the potential for limited disturbance in a particular neighbourhood, the licensing authority's consideration will be balanced against the wider benefits to the community e.g. single or multiple day events at outdoor event arenas in Wiltshire. Any conditions imposed on licences do not seek to discourage such entertainment, but are aimed solely at promoting the licensing objectives.

6.1 Application for premises licences and club premises certificates

The licensing authority will expect individual applicants to address the licensing objectives in their operating schedule having regard to the location and type of premises, the licensable activities to be provided, and the operational procedures.

Applicants should make themselves aware of the council's statement of licensing policy, in particular the issues that will need to be addressed in formulating the operating schedule.

Applicants will be encouraged to make themselves aware of any relevant planning policies, tourism, cultural or local crime prevention, alcohol reduction strategies; and to have taken them into account, where appropriate, when formulating their operating schedule.

When determining applications the licensing authority will have regard to Section 182 (of the act) and other relevant guidance issued.

Prospective holders of new premises licences and those seeking variations to existing premises licences are advised to consult with the council's licensing team and the various responsible authorities early in the planning stages in order to reduce the risk of confusion and disputes arising. The licensing authority will endeavour to work in full co-operation with licensees and applicants to minimise the number of disputes that may otherwise arise in this area.

The Section 182 guidance 8.35-8.37 makes reference to outdoor spaces and whether they are used for off sales or on sales. There is no requirement to show consumption areas for off sales on the plan of the premises, but consumption areas for off sales must be made clear on the application form. For consideration by all parties it is recommended that all areas of consumption are marked on the plans. Areas used but not marked on the plans could have the potential for undermining the prevention of public nuisance.

6.2 Licence conditions

Licensing relates to the control of licensed premises, and other events within the terms of the Act. As part of this control, conditions may be attached to licences, and the various other permissions, which focus on matters falling within the control of individual licence holders.

Any conditions will relate to the premises and other places being used for licensable activities, and the impact of those activities in the vicinity. In this regard the licensing authority primarily focuses on the direct impact of any activities taking place on those living, working, or otherwise engaged, in the area concerned.

The licensing function is not a mechanism for the control of anti-social behaviour by individuals once they are beyond the direct control of the licence holder of any premises concerned. Conditions attached to licences must only seek to impact on the behaviour of customers on, or in the immediate vicinity of the premises as they seek to enter or leave.

The licensing authority may impose conditions following a hearing. These conditions must not be disproportionate or over burdensome. The licensing authority does not implement any standard conditions. Conditions may be attached as appropriate given the circumstances of each individual case. Conditions will not be attached where adequate legislative control exists.

6.2 a "Shadow" Licences

6.2a “Shadow” Licences

Nothing within the 2003 Act prevents two or more authorisations having effect concurrently in respect of the whole or a part of the same premises or in respect of the same person. (section 2, Licensing Act 2003). The s.182 Guidance further provides at paragraph 8.19, “There is nothing in the 2003 Act which prevents an application being made for a premises licence at premises where a premises licence is already held.”

Shadow Licences may occur where for example a Landlord seeks to protect the Premises Licence by creating a ‘shadow licence’ where the licensed premises is operated by a tenant. Shadow licences are usually created on the same terms as the existing premises licence.

When granting a licence on a premises that already holds a premises licence, the responsible authorities may seek to add conditions to the additional licence, that mirror the current premises licence or may seek to impose a ‘cooling off’ period before trading can begin. Responsible authorities are also able to review the shadow licence whenever the original licence is under review. It must always be clear to the responsible authorities as to which licence is in operation to avoid two individuals trading within the same licensed area at the same time under a different premises licence.

6.3 Licensing hours

The licensing authority deals with the issue of licensing hours on the individual merits of each application. However, when issuing a licence with hours extending beyond 11pm, higher standards of control generally need to be included in operating schedules in order to promote the licensing objectives, especially for premises, which are situated in, or near, residential areas or in areas where crime and / or anti-social behaviour takes place. There is no presumption within the legislation for longer opening hours.

In considering all licence applications, the licensing authority takes into account the adequacy of the measures proposed to deal with the potential for nuisance and/or public disorder and has regard to all the circumstances of the case.

Where no representations are received an application is approved as applied for. Where a hearing or a review takes place the licensing authority may set an earlier terminal hour where it considers this is appropriate to the nature of the activities and the amenity of the area. In addition the licensing authority may in the case of an application refuse to grant a licence and at a review, revoke an existing licence. Throughout the application process consultation with relevant partners is welcomed and encouraged.

The licensing authority recognises that having fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when large numbers of people leave licensed premises at the same time. The licensing authority

aims, through the promotion of the licensing objectives, to reduce the potential for concentrations of people and thus achieve a slower dispersal of people from licensed premises through longer opening times when appropriate.

The licensing authority does not seek to adopt fixed terminal hours in designated areas (known as “zoning”), as this can lead to the significant movement of people across boundaries in search of premises opening later.

Shops, stores and supermarkets are generally permitted to sell alcohol for consumption off the premises during their normal trading hours, unless there are exceptional reasons relating to the licensing objectives, in particular the prevention of crime and disorder and public nuisance.

6.4 Permitted temporary activities (TENS)

The Licensing Act 2003 provides for certain occasions when small-scale events (where no more than 499 people at a time attend and last for up to 168 hours) do not need a licence if advance notice (temporary events notice) is given and no relevant objections are received.

The licensing authority recommends that at least one month’s notice be given to hold these events to allow it to help organisers plan their events safely. Any significantly longer period than this may mean that organisers do not have all the details available at the time of submitting the notice. Any lesser time means that planning may be rushed and haphazard. The minimum legal timescale may be less than this period.

Event organisers are encouraged to make contact for advice at the earliest opportunity when planning their community events. Persons intending to use premises under a TEN are encouraged to discuss their proposals with the community that may be affected before submission.

The police or environmental health may issue an Objection Notice where they consider that any of licensing objectives may be undermined. In such circumstances, the Licensing Sub-Committee will consider the objection by way of a hearing. If the objection notice relates to a “late TENS” a Counter Notice will be issued making the TENS notice invalid.

6.5 Large scale events

These are events that are temporary but more than 499 people are expected to attend. Much larger crowds may be attracted to large-scale events and the risk to public safety and to crime and disorder, as well as public nuisance, may be considerable. The licensing authority and all other statutory consultees, should be given at the earliest opportunity, notice of such major events to discuss operating schedules with the organiser, prior to a formal application being submitted. It is the responsibility of the event organizer / applicant to provide the licensing authority and all other statutory consultees, at the earliest opportunity, notice of such major events. This will enable discussion about operating schedules prior to a formal application being submitted.

It is expected that the applicant will consider how their event will take place safely and how it will impact on the surrounding area. For large events such as festivals the licensing authority will expect to receive an event management plan to be submitted with their application for a licence. An event management plan should be a working document to include information which outlines how the premises will be run during the event. Details should be provided of (although not limited to):

- Roles and responsibilities of the event organiser
- Crowd management
- Contractor management
- Electrical, gas and water supply
- Temporary structures
- Fire safety
- Medical and first aid provision
- Site accessibility
- Traffic Management (including blue routes)
- Security staff/stewards/marshals
- Incident management
- Health and Safety management for members of the public
- Welfare provision for members of the public

The licensing authority requires they are given at least six months' notice to allow for a sufficient lead in time. Failure to consult in sufficient time may result in an objection on the grounds that insufficient time has been allowed to properly assess and consult to ensure that, in particular, public safety is not undermined.

Wiltshire Council has an established Events Safety Advisory Group (ESAG). This includes relevant council officers, representatives of the emergency services and the voluntary first aid sector. ESAG's aim is to advise on safety at public events held throughout Wiltshire, regardless of whether or not a premises licence or a temporary event notice is required. Event organisers are encouraged to make contact with the Licensing team for advice at the earliest opportunity when planning their community events.

6.6 Delegation of decision making

One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure efficient and cost effective service delivery.

The Act itself requires that applications be granted unless a representation or objection is raised. Where a function is delegated to an officer they will be responsible for liaising with the applicant, interested parties and the responsible authorities to ensure that any licence granted is subject to proportionate and necessary conditions. Where objections/representations are made, the officer will liaise with the applicant, those making the representation and the responsible authorities to see if a settlement is

possible to overcome the representations without the need for the matter to go before the licensing subcommittee. Only where issues are raised which cannot be agreed will the application be referred through to the licensing sub-committee for determination.

Whilst contested licensing applications are quasi-judicial in nature, the licensing subcommittee will try to keep the proceedings as informal as possible. However, some degree of formality is needed to ensure that all parties receive a fair hearing. The procedures are designed to ensure that all parties are able to express their views openly and fairly. The procedure is inquisitorial rather than adversarial and, whilst applicants, individuals and businesses who may be affected, and responsible authorities are entitled to bring legal representation with them if they wish, this is not a requirement.

Whilst the licensing sub-committee usually meets in public, it does have power to hear certain applications in private and to receive legal advice similarly. A decision is made publicly when the matter has been determined.

The licensing sub-committee will determine each case on its individual merits whilst taking into consideration the terms of this policy document. Where the licensing subcommittee determines that it is appropriate to attach conditions to a licence or certificate it will ensure that those conditions are focused on the direct impact of the activities taking place at the premises concerned. Such conditions will be proportionate to the activity to be controlled and will only be imposed in the interests of the licensing objectives.

The licensing authority will expect the applicant to have had due regard to the contents of this policy and the attached appendices that provide guidance only.

A decision of the licensing authority can be the subject of an appeal at the magistrates' court. As a consequence the licensing authority will record full reasons for any decision(s) made. The refusal of an application does not prevent a further application being made, but the licensing authority would expect the applicant to carefully consider the issues of concern before doing so.

6.7 Application for personal licences

The Police and Home Office Immigration will have the right to object to a person applying for a personal licence if that person has a relevant unspent conviction (at the time of application) or if they obtain a relevant conviction during the application period of their licence.

An individual may seek a personal licence regardless of whether or not they have current employment or business interests associated with the use of the licence. Applications cannot be made in the name of a corporate body.

The licensing authority must grant a personal licence if the applicant:

- is aged 18 years or over
- is in possession of a relevant licensing qualification or is a person of a prescribed description
- has not forfeited a personal licence in the previous five years, beginning with the day the application was made
- has not been convicted of any relevant offence under Schedule 4 of the Act, or a foreign offence
- has the right to work in the UK
- has paid the appropriate fee to the licensing authority

Applicants with unspent criminal convictions for the relevant offences set out in the Licensing Act 2003 are encouraged to first discuss their intended application with the police and licensing authority before making an application.

In order to substantiate whether or not an applicant has a conviction for an unspent relevant offence, applicants will be required to produce a relevant criminal record office basic disclosure certificate, with the application form, together with a signed disclosure form by them.

The licensing authority and police may arrange a joint interview with a prospective personal licence holder(s) to discuss the circumstances surrounding their conviction(s). Ultimately, the police may be minded to object to the grant of the personal licence. In these circumstances, the applicant is entitled to a hearing before the licensing sub-committee. The application will be refused, based on the police's objection, if the licensing authority considers it appropriate for the crime prevention objective to do so.

Wiltshire licensing authority will be the 'relevant licensing authority' for all personal licences, regardless of the subsequent place of residence of the holder. It will maintain all notified changes of address on its database.

The Policing and Crime Act 2017 amended the Licensing Act 2003 to allow the Licensing Authority to suspend, for up to 6 months, or revoke a Personal Licence upon a Personal Licence Holder being convicted of a Relevant Offence.

6.8 Delegation to premises supervisors

The designated premises supervisor need not be physically on the premises at all times when there is a supply or sale of alcohol but the licensing authority expects that there will be an appropriate authorisation system in place in line with the Section 182 (or other) guidance regarding the sale of alcohol at the licensed premises.

Where a designated premises supervisor is to be newly specified, the premises licence holder will apply to the licensing authority (including an application for immediate effect) and show that the individual concerned consents to taking on this responsible role, and

notify the police of the application.

The police are able to object to the designation of a new premises supervisor where in exceptional circumstances, they believe the appointment would undermine the crime prevention objective. Similarly, the police are able to object where a designated premises supervisor is first appointed or transfers to a particular premises, and this combination gives rise to exceptional concerns; such as where a personal licence holder who has been allowed by the courts to retain their licence, despite convictions for selling alcohol to minors transfers to premises which has a degree of notoriety for underage drinking.

The Act provides that the applicant may apply for the individual to take up the post of designated premises supervisor immediately, and in such cases the issue would be whether the individual should be removed. The licensing sub-committee considering the matter must confine their consideration to the issue of crime and disorder. They will give comprehensive reasons for their decision and either party would be entitled to appeal if their argument is rejected.

7.0 Enforcement

The licensing authority will seek to work actively with the police in enforcing licensing legislation. It expects the police (subject to public interest immunity) to share relevant information about licensees and licensed premises under the Crime and Disorder Act 1998 and its common law powers, and to consult closely with the licensing authority when any enforcement action may be required. A joint enforcement protocol is in place with the police and other statutory agencies. These protocols provide for the targeting of agreed problem and high risk premises, but with a lighter touch being applied to those premises which are shown to be well managed and maintained.

The licensing authority have a well-established licensing forum 'Licensing Tasking' for the representatives of relevant organisations to meet on a regular basis to discuss licensing matters related to the four licensing objectives.

The licensing authority recognises that balancing the interests of owners, employees, customers and neighbours of pubs, clubs and off-licences will not always be straightforward, but it will always have regard to the licensing objectives.

The licensing authority will promote 'good practice' in relation to the operation of licensed premises. It will work closely with stakeholders so as to achieve on-going improvements in standards over reasonable periods of time, in the belief that this is in the long term interests of owners, operators, employees, customers and neighbours alike.

In general, action is taken in accordance with agreed enforcement principles and in line with the enforcement policies of the licensing authority and all responsible authorities. The key principles of consistency, transparency and proportionality are acknowledged. Any government advice or requirement in relation to enforcement will be taken into account.

A graduated response is affected where there is evidence of contravention of licensing legislation or licence conditions. Whilst an isolated or minor breach might be dealt with by way of an oral or written warning, more serious breaches and consistent lower level pattern of continued problems are likely to attract prosecution and/or a review of the licence.

Where contraventions or concerns as to compliance with regulations enforced by other agencies are identified during enforcement activities, these matters will be reported to the relevant agency. Complaints against licensed premises, allegations of unlicensed activities, and the breach of licence conditions will be investigated by Public Protection Officers

The licensing authority will refer to the Public Protection Enforcement Policy when considering enforcement. This policy is reviewed every two years and can be found on the council's website: www.wiltshire.gov.uk.

Under the Licensing Act 2003 as amended by the Police Reform and Social Responsibility

Act 2011 the licensing authority must suspend a premises licence or club premises certificate if the holder has failed to pay the authority the annual fee. This does not apply if the failure to pay the fee when it was due was because of administrative error or the holder informed the authority in writing at or before the fee was due that they were disputing liability.

7.1 Inspection of licensed premises

The licensing authority aim to inspect premises on a risk based approach to secure compliance with the Licensing Act and to promote the licensing objectives.

Authorised officers will have the discretion as to which premises require a 'during performance' inspection and the frequency when they are undertaken. Where appropriate, joint visits will take place encompassing a number of relevant agencies.

Licensed premises will be risk-rated by the licensing authority so as to develop a proportionate and targeted inspection program.

7.2 Complaints regarding licensed premises

The licensing authority will investigate or refer to other relevant agencies/council services complaints received against licensed premises where appropriate, normally providing that the complainant's personal details and the nature of the issue(s) must be provided from the outset. For certain matters the complainant may be encouraged to raise the issue of concern directly with the licensee.

In exceptional circumstances the personal details referred to above may not be required, whilst the facts of the complaint are referred onto the police.

7.3 Reviews of licences

The Act sets out the arrangements to enable a review of a premises licence where it is alleged that the licensing objectives are not being promoted. This arrangement will follow an application from a responsible authority or any other person. The Section 182 guidance will be used to ensure that all matters for review are considered appropriately. The process shall not be subject to abuse by disaffected parties. Matters for consideration must be relevant, and not vexatious, frivolous or repetitious. However, matters involving the following may be considered as serious shortcomings by the licensing sub-committee at their hearings:

- use of licensed premises for the sale and distribution of Class A drugs and/or the laundering of the proceeds of drug crimes
- use of licensed premises for the sale and/or distribution of firearms
- evasion of copyright in respect of "pirated" films and music
- underage purchase and/or consumption of alcohol
- use of licensed premises for prostitution or the sale of unlawful pornography

- use of licensed premises for unlawful gaming
- use of licensed premises as a base for organised criminal activity
- the closure of the premises by a senior police officer, or an environmental health officer due to noise nuisance
- use of licensed premises for the organisation of racist, homophobic or sexual abuse or attacks
- use of licensed premises for the sale of smuggled tobacco or goods
- the use of licensed premises for the sale of stolen goods
- where the police are frequently called to attend to incidents of disorder
- prolonged and/or repeated instances of public nuisance
- where serious risks to public safety have been identified, and the management is unable or unwilling to correct those
- where serious risks to children have been identified e.g. repeat underage sales
- significant or repetitive breaches of licence conditions/licensing law
- failure to act on previous warnings/advice/uncooperative attitude towards authorised officers.

In a hearing to determine an application for a licence or consider a review application, the overriding principle adopted by the licensing authority is that each application will be considered on its own individual merits. Licence conditions applied at such a hearing will be tailored to the individual premises and activities and only those necessary to meet the licensing objectives will be applied.

Upon review of a premises licence, the licensing authority must, having regard to the application for review and any relevant representations, take such steps as it considers necessary for the promotion of the licensing objectives. Such steps might be:

- the modification of the conditions of the licence
- the exclusion of a licensable activity from the scope of the licence
- the removal of the designated premises supervisor
- the suspension of the licence for a period not exceeding three months
- the revocation of the licence.

7.4 Other powers and legislation

A senior police officer, of the rank of superintendent or higher, or an inspector of weights and measures, may issue a closure notice where there is evidence that a person has committed the new offence of persistently selling alcohol to children at the premises in question, and he considers that the evidence is such that there would be a realistic prospect of conviction if the offender was prosecuted for it. A closure notice will prohibit sales of alcohol at the premises in question for a period not exceeding 48 hours; and will offer the opportunity to discharge all criminal liability in respect of the alleged offence by the acceptance of the prohibition proposed in the notice. The premises licence holder will have fourteen days to decide whether or not to accept the proposed prohibition or to elect to be tried for the offence. Where the licence holder decides to accept the prohibition, it must

take effect not less than fourteen days after the date on which the notice was served at a time specified in the closure notice. Closure notices may be served by police officers, trading standards officers and community support officers.

Anti- Social Behaviour, Crime and Policing Act 2014 permits an authorised officer acting on behalf of the council, to require the immediate closure, for a period of up to 24 hours of any licensed premises if it is considered that noise emanating from within its curtilage is causing a public noise nuisance. The 'test' is a lesser one than required to determine a statutory noise nuisance and the statutory defence of 'best practicable means' is not available.

The licensing authority also recognises that there are other tools and powers at their, and their partner agencies', disposal. All powers are subject to change and amendments, in particular by the Anti-Social Behaviour, Crime and Policing Act 2014. More details can be made available on request to the licensing authority.

Other statutory requirements and opportunities for control, for example relating to planning, building regulations, fire safety, nuisance and health and safety, may apply to the provision of any regulated activities at a premises and the responsibility for compliance lies with the licence holder. Advice may be obtained from the appropriate enforcing authority or from the licensing authority's Licensing Officers.

In general, premises referred to in an application for a licence or certificate should have planning permission granted for that use and be compliant with, or have arrangements in place to be compliant with any conditions attached to the planning permission. It is however recognised that licensing applications should not be a re- run of a planning application and the two regimes are entirely separate.

The licensing team will liaise with the relevant planning authority as appropriate.

The Immigration Act 2016 amends the Licensing Act 2003 to provide Immigration Officers enforcement powers. An Immigration Officer will be able to issue an "illegal working closure notice" for up to 48 hours if he or she is satisfied, on reasonable grounds, that an employer operating at the premises is employing a person who does not have the correct work status.

The closure notice prohibits access to the premises unless authorised in writing by the immigration officer.

An application to the Court for a compliance order must be made by the immigration officer and heard within 48hrs after service of the closure notice. The Court may issue the compliance order if satisfied, on the balance of probabilities, that an illegal worker was working on the premises and that it is necessary to make the order to prevent the employer at the premises from employing illegal workers.

The Court can make an order which includes, prohibiting the access to the premises; requiring right to work checks to be carried out; requiring right to work documents to be produced and specifying times for an immigration officer to enter the premises. A compliance order can have effect for a maximum of 12 months, but the immigration officer may apply for this to be extended.

The Court will notify the licensing authority of the order and the licensing authority must then review the premises licence.

If an offence is committed in relation to the compliance order, the court can impose a prison sentence for up to 51 weeks or a fine.

The licensing authority will have regard to the European Convention on Human Rights particularly:

- Article 6- entitlement to a fair and public hearing within a reasonable time by an independent and impartial tribunal and
- Article 8 - the right to respect for home and private life; and
- Article 1 of the First Protocol - that every person is entitled to the peaceful enjoyment of their possessions, as they may interface with the licensing objectives.

8.0 Other licensing authority powers

8.1 Cumulative impact policy

In the Secretary of State's Section 182 guidance on the Licensing Act 2003, 'Cumulative Impact' is defined as 'the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area'. The number, type and density of licensed premises within an area may be such as to give rise to serious problems of crime, disorder and/or public nuisance.

The locality within which licensed premises are, or may be, located is a major consideration in determining whether a licence should be granted and what conditions should be attached to it. Primary consideration will be given to the direct impact of the licensed activity on those living, working or enjoying the local environment.

Licensing law is not a mechanism for the general control of any anti-social behaviour being displayed by patrons once they have left the curtilage of the licensed premises. Other more specific legislation should be used. However when issues can be linked to customers from a particular premise or area then the licensing authority may consider it relevant to the licensing framework.

In some areas there may be concentrated numbers of licensed premises that can lead to problems with the licensing objectives in the area itself or even some distance away. In such circumstances the impact of those premises when taken as a whole can be far greater than that arising from individual premises. It may not be possible to distinguish individual premises as being the sole cause, or even a major contributory factor to, a particular problem; it is the cumulative impact of all the premises that causes problems for a wider area.

All applications will be considered on their own merits, and no restriction of numbers will be imposed by this policy.

However the licensing authority may receive representations from a responsible authority or an interested party that the cumulative impact of the existing licensed premises or the granting of new licences will lead to an area becoming 'saturated' to the detriment of the locality because of impact on the licensing objectives over and above the impact of the individual premises. In these circumstances the licensing authority may consider that it needs to have a special policy in place.

8.2 Late night levy

Following the introduction of the Police Reform and Social Responsibility Act 2011 the licensing authority may introduce a late night levy. The levy would relate to a late night supply period which begins at or after midnight and ends at or before 6am. Any premises which are not subject to an exemption who supply alcohol during the supply period on any

night of the year would be required to pay the late night levy, the level of which is based on rateable value.

After a night out, members of the public will often migrate to premises offering late night refreshment on their way home. The culmination of over-intoxicated people in a small space often leads to public nuisance from people fighting, shouting and dropping litter. Under the Policing and Crime Act 2017, the government can implement legislation to bring late night food venues into the scope of late night levies. Late night levies are a means through which local councils and police forces can raise funds to help pay for additional enforcement required to deal with increased public nuisance around these premises.

The late night levy will not be introduced without the required consultation as detailed in the legislation and accompanying guidance.

8.3 Early morning restriction order (EMRO)

Following the introduction of the Police Reform and Social Responsibility Act 2011, if the licensing authority considers it appropriate for the promotion of the licensing objectives they can make an early morning alcohol restriction order.

An order would mean that any premises licence, club premises certificate or temporary event notice that authorises the sale of alcohol during the period specified in the order would not have effect. The period specified must begin no earlier than midnight and end no later than 6am.

9.0 Links to strategies and plans

The Wiltshire Community Safety Partnership is a statutory partnership, which includes a number of local partners. Together the partnership oversees the development of various Wiltshire strategies, in particular:

- Wiltshire Drugs and Alcohol Strategy
- Health and Wellbeing Strategy
- Joint Strategic Needs Assessment
- Strategy to prevent and tackle serious violence
- Wiltshire Domestic Abuse Strategy.

To obtain a copy of any of these documents please contact the licensing authority.

10.0 Further advice and guidance

Can be obtained from Wiltshire Council's Licensing Team and on the licensing pages of the council's website.

www.wiltshire.gov.uk

Government information on the Licensing Act 2003 and other relevant legislation is available on:

www.gov.uk/government/organisations/home-office

NHS guidance on Units of alcohol and recommended drinking levels:

<http://www.nhs.uk/Livewell/alcohol/Pages/Alcoholhome.aspx>

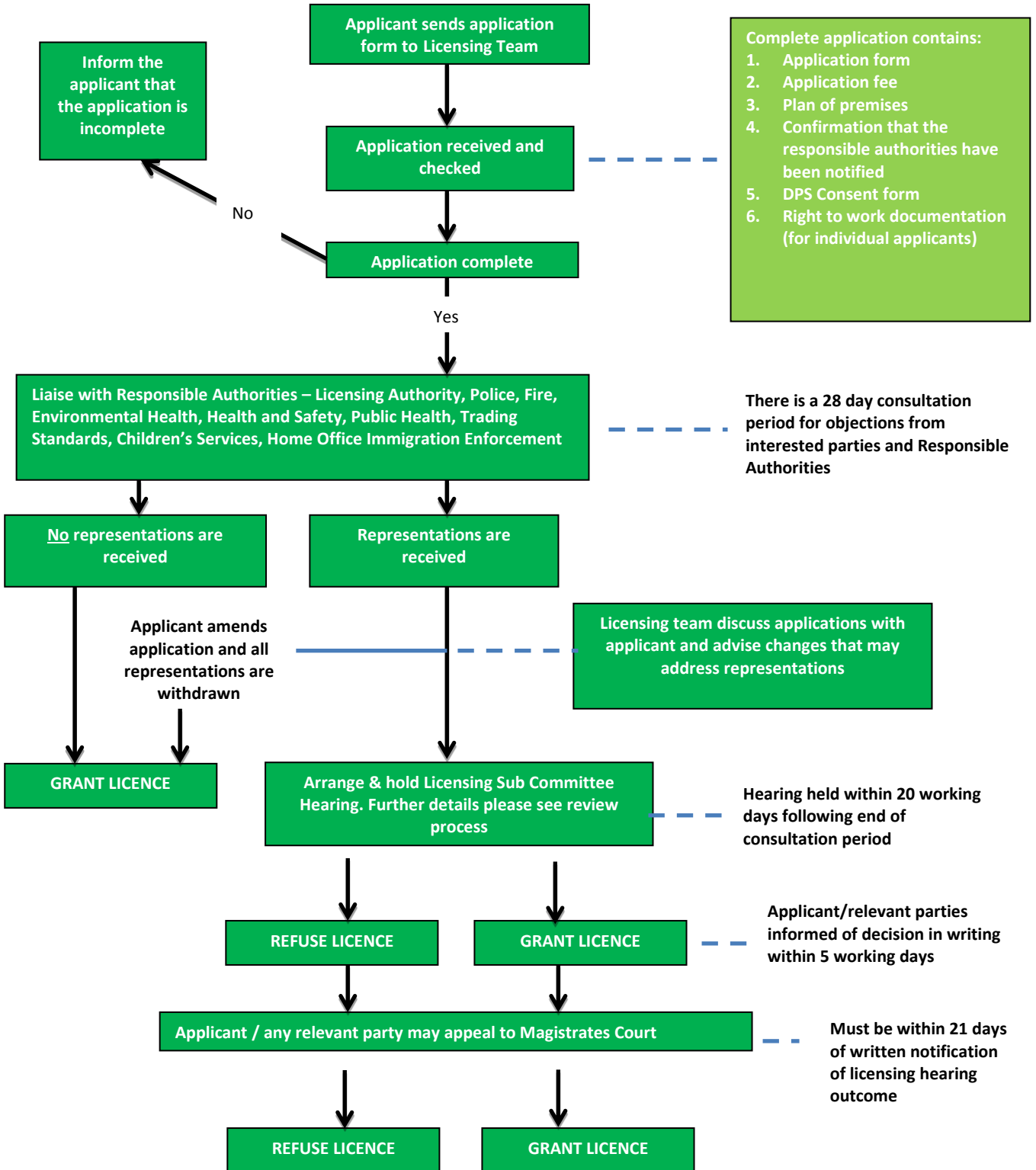
<https://digital.nhs.uk/data-and-information/publications/statistical/statistics-on-alcohol/2019>

<http://www.wiltshire.gov.uk/community-safety-safer-communities>

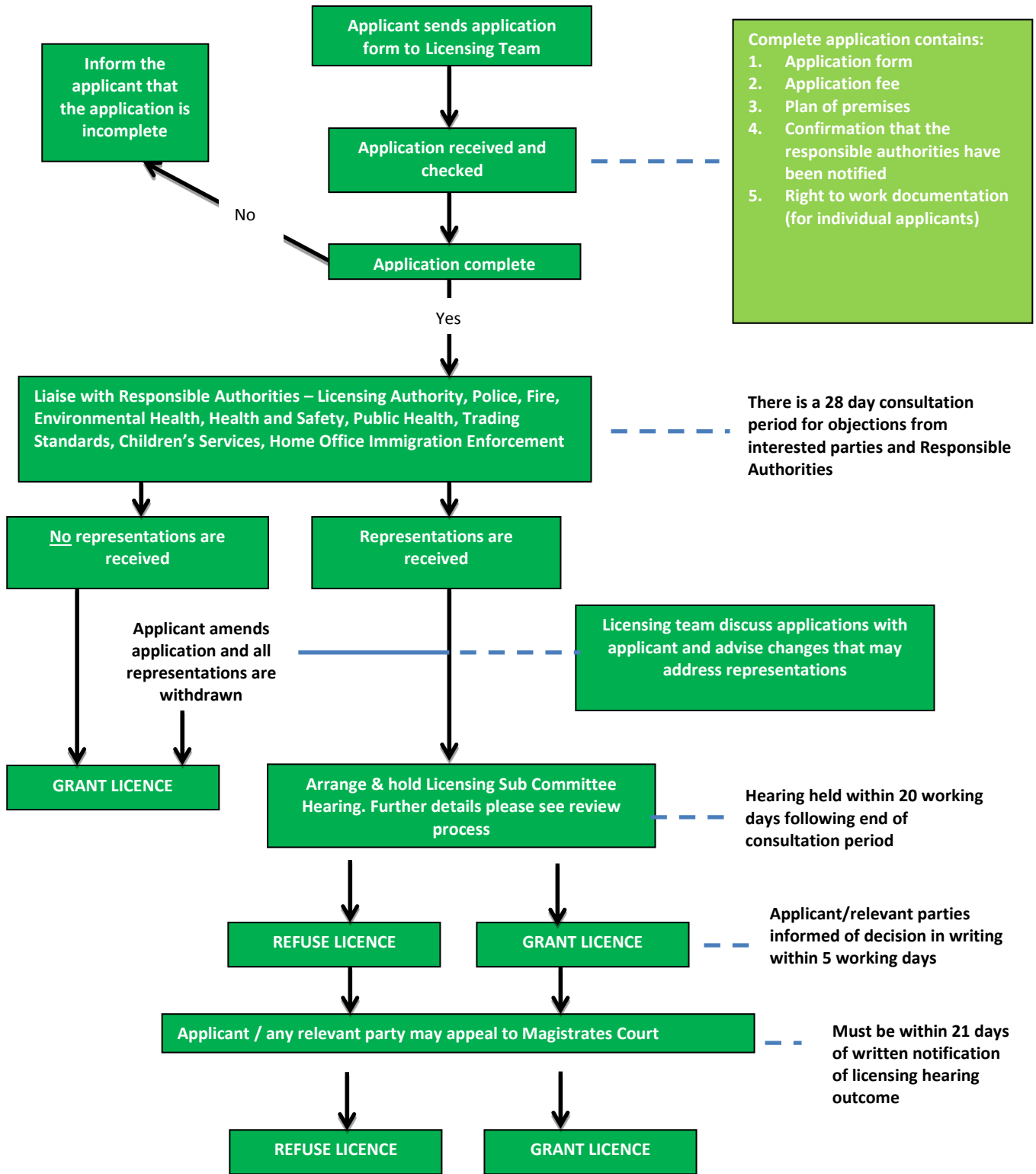
<http://www.wiltshirescb.org.uk/child-sexual-exploitation-professionals/>

11.0 Appendices

APPENDIX A – Premises Licence/Club Premises Certificate – New Applications

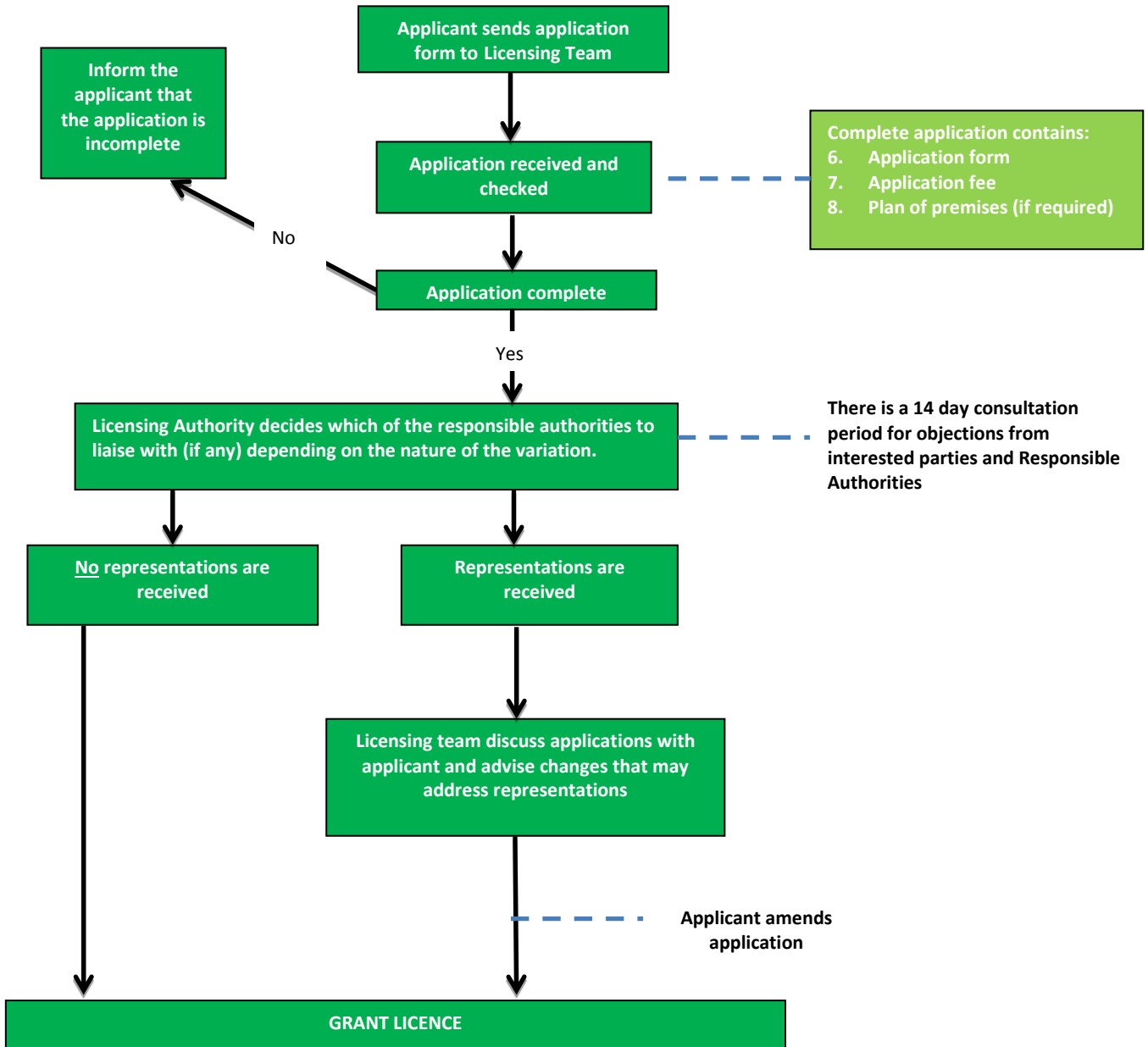


APPENDIX B – Premises Licence/Club Premises Certificate – Variations



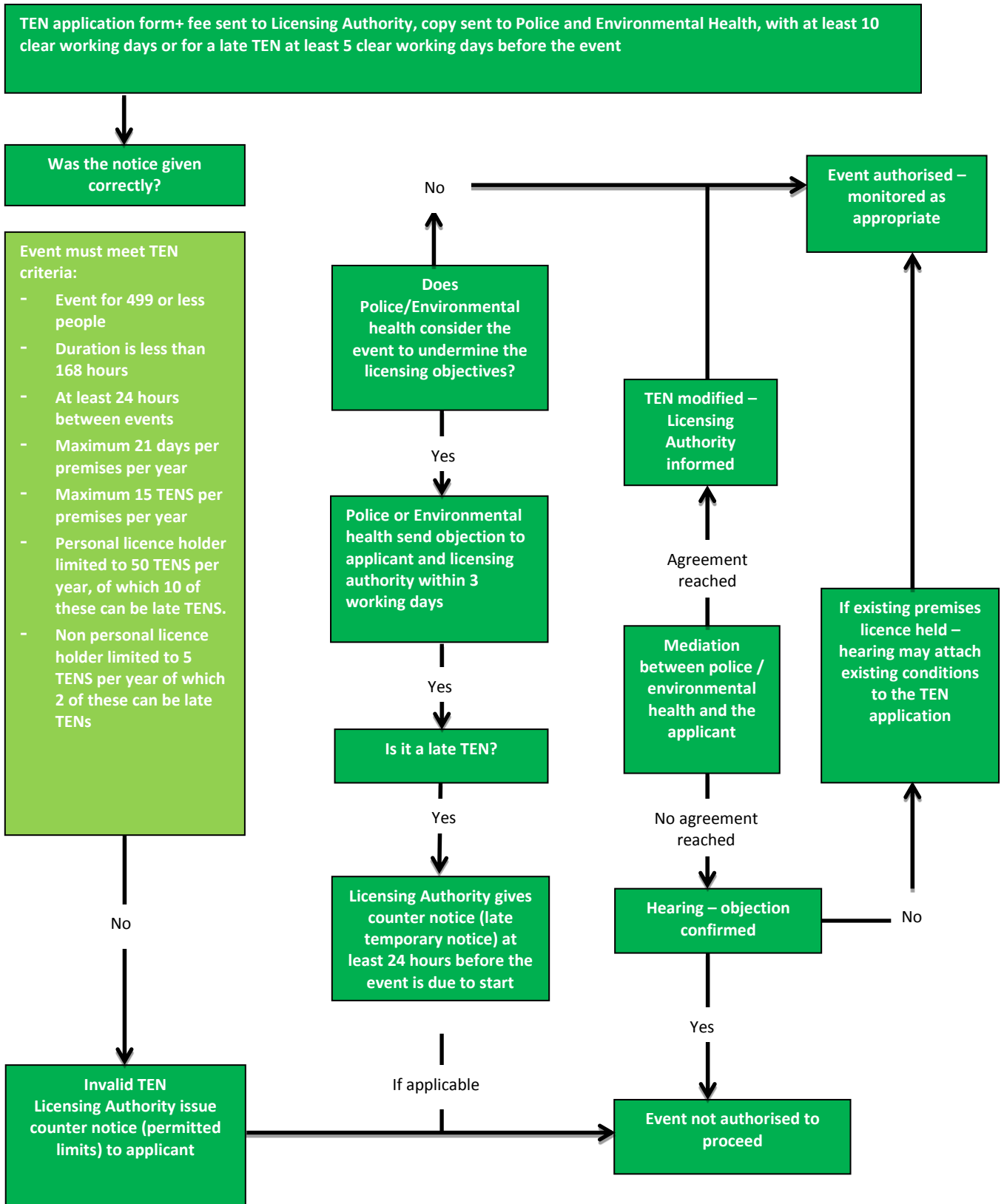
If the request is to substantially change the original licence – a new application must be submitted. Variations of name, address or DPS are covered by a separate process.

APPENDIX Ba – Premises Licence/Club Premises Certificate – Minor Variations

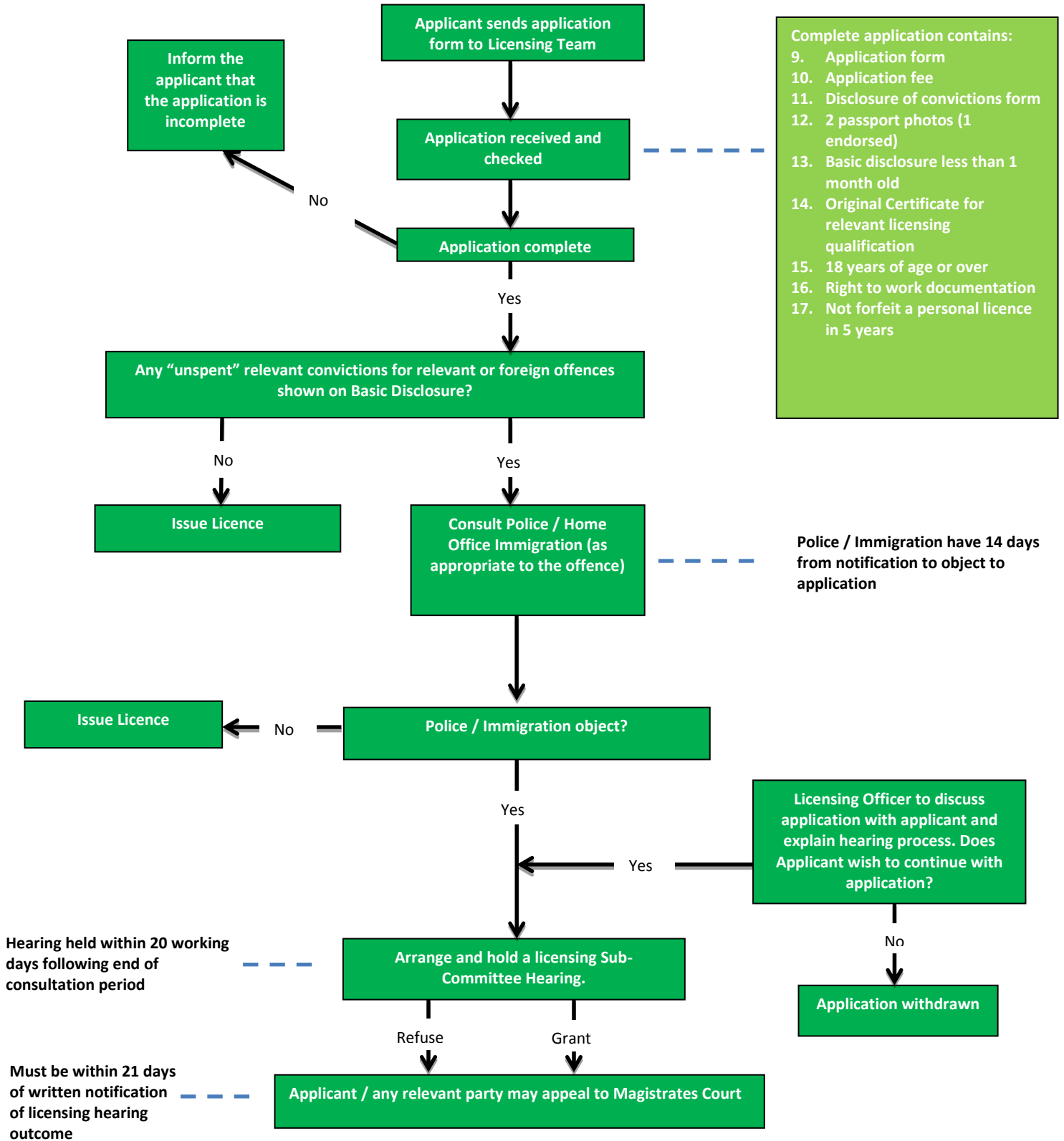


It is important to note that there is no hearing process for minor variations; however Licensing Officers should give regard to any representations received.

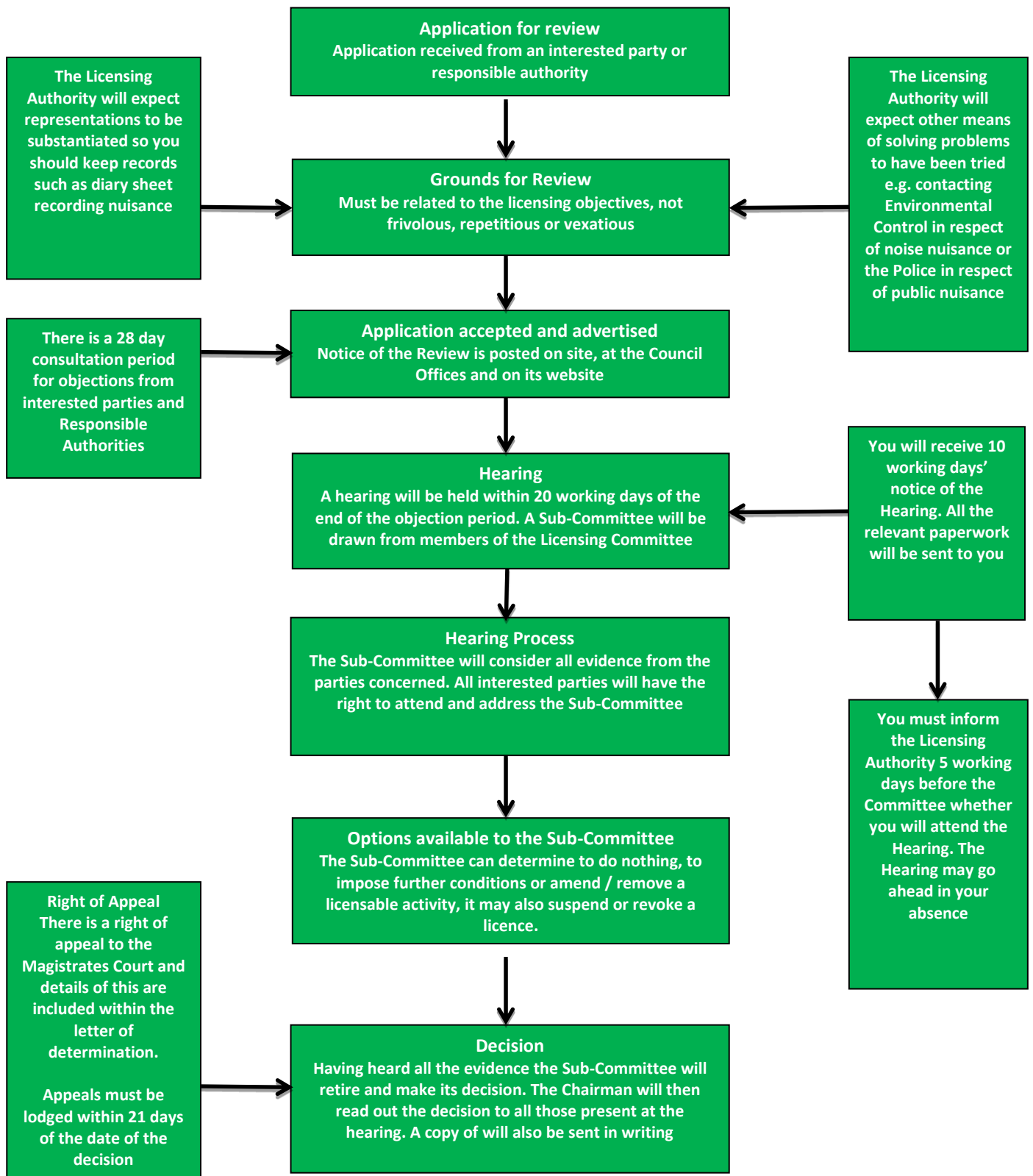
APPENDIX C – Temporary Event Notice



APPENDIX D – Personal Licence – New Applications



APPENDIX E – Review Process for Licensed Premises and Club Premises Certificates



APPENDIX F – The Legislation Reform (Entertainment Licensing) Order 2014

In April 2015 the Legislation Reform Order was introduced to remove the regulatory burden of the Licensing Act 2003 so that certain entertainment activities in defined circumstances no longer require a licensing authority to have granted an authorisation before they can take place. As such the Licensing Act 2003 was amended to deregulate the following entertainment:

Live music in relevant alcohol licensed premises and workplaces

The audience limit for a performance of live amplified music in relevant alcohol licensed premises or in a workplace between 08.00-23.00 on the same day will be raised from 200 to 500.

Recorded music in relevant alcohol licensed premises

Any playing of recorded music in relevant alcohol licensed premises will be deregulated (on a conditional basis) when it takes place between 08:00-23:00 on the same day for audiences of up to 500.

Live and recorded music exemptions

- Local authorities, health care providers and schools will be exempt from entertainment licensing when making their own defined premises available to third parties for live and recorded music activities between 08:00-23:00 on the same day for audiences of up to 500.
- Community premises not licensed to supply alcohol will be exempt from entertainment licensing requirements for live and recorded music between 08:00-23:00 on the same day for audiences of up to 500

Travelling circuses

Travelling circuses will be exempt from entertainment licensing in respect of all descriptions of entertainment, except an exhibition of a film or a boxing or wrestling entertainment, where the entertainment or sport takes place between 08:00-23:00 on the same day, with no audience limit.

Greco-Roman and freestyle wrestling

Greco-Roman and freestyle wrestling will be deregulated between 08:00-23:00 for audiences of up to 1000 people.

Cross-activity exemption

The provision of regulated entertainment by or on behalf of local authorities, health care providers, or schools on their own defined premises will be exempt from entertainment licensing between 08.00-23.00 on the same day, with no audience limit.

A licence to sell or supply alcohol would still be required, and any controls in place in relation to the alcohol licence would remain. Furthermore, the exemptions will not extend to adult entertainment. The background and policy position on adult entertainment was set out in the 2011 consultation, and there was a strong consensus in the consultation responses that existing restrictions on sexual entertainment should be maintained.

APPENDIX G – Live Music Act 2012

The Live Music Act took effect from 1 October 2012, and since 6th April 2015 now applies to recorded music, and covers larger audiences.

The Act disapplies live music related conditions if the following criteria are satisfied:

- There is a premises licence or club premises certificate in place permitting 'on sales';
- The premises are open for the sale or supply of alcohol for consumption on the premises;
- Live or recorded music is taking place between 8am and 11pm;
- If the live music is amplified or recorded, the audience consists of no more than 200 people

Live music also ceases to be classed as regulated entertainment under the Licensing Act 2003 if the above criteria are satisfied.

"Live Music" includes vocal and instrumental music and also karaoke singing. Pre-recorded videos played on karaoke machines are likely to require authorisation for "Films" but if only the words to the song are displayed then no authorisation is required.

The Act also creates a general exemption that live unamplified music provided anywhere shall not be regarded as the provision of regulated entertainment under the Licensing Act 2003 if it takes place between 8am and 11pm, regardless of the number of people in the audience.

There are a number of mechanisms for the protection of residents and these are:

- Upon a review of the premises licence the Licensing Authority can determine that conditions on the premises licence relating to live or recorded music will apply even between 8am and 11pm;
- If the Premises Licence doesn't presently authorise live or recorded music the Licensing Authority can add conditions to the Premises Licence as though the live or recorded music were regulated entertainment authorised by that Premises Licence, again to apply between 8am and 11pm
- The Licensing Authority can determine that live or recorded music at the premises is a licensable activity and live or recorded music can no longer be provided without permission on the Premises Licence or a Temporary Event Notice
- Other noise legislation, for example in the Environmental Protection Act 1990, will continue to apply. The Live Music Act does not allow licensed premises to cause a noise nuisance

The Live Music Act removed the need to licence entertainment facilities completely - regardless of time or audience size. This means that dance floors, microphone stands, pianos made available for use by the public etc. will not be licensable once the Act comes into effect. Health & safety law will of course continue to apply.

The Live Music Act does not remove the requirement for permission to play live and recorded music from PPL PPR.

APPENDIX H – Glossary

The following comprises a glossary of terminology used within the statement of licensing policy. Terms defined at length within the Licensing Act 2003 have generally not been included.

Alcohol harm reduction strategy

A strategy issued by the Government aimed at identifying initiatives and priorities, which may help in the promotion of the licensing objectives.

Appropriate representations

See 'Relevant Representation'.

Basic disclosure check

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks. A DBS check may be needed for certain jobs or voluntary work particularly when working with children.

Club premises certificate

A certificate authorising the use of premises by a qualifying club for one or more club activities.

Crime and Disorder Reduction Partnership-Community Safety Partnership

A partnership comprising relevant sections of the council, the police and other interested parties, established to develop a strategy for the reduction of crime and disorder in the area.

Cumulative impact

The potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.

Designated premises supervisor

The individual specified in the premises licence as the premises supervisor.

High volume vertical drinking establishments

A licensed premise that targets, persons wishing to consume a number of drinks, often with minimal seating to maximise room for customers.

LACORS/TSI code of best practice on test purchasing

The Code of Best Practice on Test Purchasing issued by the Local Authorities Co-ordinators of Regulatory Services (LACORS) and the Trading Standards Institute (TSI). The code gives guidance as to the test purchasing of alcohol by trading standards officers.

Licensing committee

The committee established by the licensing authority to discharge the licensing functions of the

authority.

Licensing hours

The hours during which authorised licensable activities, take place.

Licensing tasking

A Wiltshire based multi-agency meeting where premises causing issues are raised, discussed and actions decided.

Natural justice

In English Law this is the technical term for a rule against bias and the right to a fair hearing.

Operating schedule

A prescribed document which must accompany any application for a premises licence or a club premises certificate, setting out the nature of the proposed licensable activities, the proposed trading hours, and the steps envisaged promoting the licensing objectives, amongst other things.

Personal licence

A licence which authorises an individual to supply or authorise the supply of alcohol in accordance with the premises licence.

Premises licence

A licence authorising premises to be used for one or more licensable activities.

Proportionality

The principle under which, in the licensing context, only appropriate conditions can be imposed on licensable activities, taking specific account of the size, style, and characteristics of such activities taking place at the premises concerned.

Pubwatch scheme

An agreement reached by a group of licence-holders in a particular locality to counter, on a collective basis, those who threaten damage, disorder, and violence or use or deal in drugs in their premises. Normally, action consists of agreeing not to admit or serve individuals who cause such problems.

Purple Flag

Purple Flag is the “gold standard” for town centres at night, it aims to raise standards and improve the quality of our towns and cities between 5pm and 5am.

Qualification approved by DCMS

A licensing qualification accredited by the Secretary of State.

Quasi-judicial

Is an entity or a function, generally of a public administrative agency, which has powers and procedures resembling those of a court of law or judge, and which is obligated to objectively determine facts and draw conclusions from them so as to provide the basis of an official action.

Relevant offence

Any offence listed in Schedule 4 of the Licensing Act 2003.

Relevant representation

A representation regarding the likely effect of the grant of a licence on the promotion of one or more of the licensing objectives.

Responsible authorities

The public bodies that must be fully notified of applications and that are entitled to make relevant representations to the licensing authority in relation to the grant, variation or review of a premises licence. ~~These include as at 1 April 2014:~~ 1 April 2019:

- the chief officer of police
- the local fire and rescue authority
- the local authority with responsibility for public health
- the local enforcement agency for the Health and Safety at Work etc. Act 1974
- the local authority with responsibility for environmental health
- the local planning authority
- a body that represents those who are responsible for or interested in matters relating to the protection of children from harm
- the local weights and measures authority (trading standards)
- the Home Office Immigration Service
- the relevant licensing authority and any other licensing authority, in whose area part of the premises are situated.

Safer clubbing

Guidance issued by the Home Office giving advice to nightclub owners, dance event promoters and local authority licensing departments on how to ensure the health and safety of persons attending dance events.

Special policy

A policy setting up a rebuttable presumption that applications for new premises licences or club premises certificates will normally be refused whenever relevant representations are received as to the cumulative impact on the licensing objectives.

Terminal hours

The times at which authorised licensable activities should cease.

Zoning

The adoption of fixed terminal hours in designated areas.

February 2019

Wiltshire Council

Full Council

26 November 2019

Subject: Wiltshire Air Quality Strategy

Cabinet Member: Councillor Laura Mayes Cabinet Member for Adult Social Care, Public Health and Public Protection

Key Decision: Key

Executive Summary

- I. Local authorities have a duty to monitor air quality within their areas having regard to national air quality objectives and standards and report this information to Department for Environment Food and Rural Affairs (Defra) annually.
- II. As part of the development of the revised Wiltshire Air Quality Strategy views and comments have previously been sought from the Environment Select Committee and the Health and Wellbeing Board. The strategy was considered and approved by Cabinet on 8 October at the minutes for this meeting can be found [here](#) .

Proposals

It is recommended that Council notes and approves the Air Quality Strategy.

Reasons for Proposals

- I. The Environment Act 1995 Part IV places a duty on Wiltshire Council to monitor and achieve the Air Quality Objectives contained in the National Air Quality Strategy and regulations. The strategy contributes to discharging this duty and improving air quality in Wiltshire.
- II. To refresh the original Wiltshire strategy on how the council will work collaboratively with other parties to improve air quality.

Alistair Cunningham OBE
Executive Director, Growth, Investment and Place

Wiltshire Council

Full Council

26 November 2019

Subject: Wiltshire Air Quality Strategy

Cabinet Member: Councillor Laura Mayes Cabinet Member for Adult Social Care, Public Health and Public Protection

Key Decision: Key

Purpose of Report

1. To seek the approval of Council for the Air Quality Strategy.

Relevance to the Council's Business Plan

2. The Wiltshire Council Business Plan 2017- 2027 sets out the vision to create strong communities, with priorities for growing the economy, strong communities and protecting the vulnerable. As part of strong communities, the council recognises the need to work with community groups to build engagement and to work together to support a healthier population.

Background

3. The draft Air Quality Strategy was considered by Environment Select Committee at its meeting on 23 April 2019. Comments made by the Committee have been incorporated in to the attached draft. The Health and Wellbeing Board also reviewed the strategy on 23 May 2019.
4. Despite some limited improvements in national air quality the targets imposed by EU legislation have been missed and as a result the UK Government has been taken to the High Court on several occasions. In response to these legal challenges the Government published the Air Quality plan for nitrogen dioxide (NO₂) in UK (2017) in July. The plan was designed to reduce the impact of diesel vehicles and accelerate the move to cleaner transport, and resulted in additional funding being made available to a small number of local authorities to support their plans to tackle poor air quality. No financial support was given Wiltshire Council.
5. The existing Wiltshire Air Quality Strategy needs to be refreshed as it was originally published in 2011. In the first three months of 2019 a number of significant national publications relating to air quality were issued and these have been referred to in the revised strategy. These documents include a national Clean Air Strategy issued by the Department for Environment, Food and Rural Affairs (Defra), Outdoor air quality and health issued by the National Institute for Health and Care Excellence (NICE), and a Review of interventions to improve outdoor air quality and public health published by Public Health England.

Main Considerations for the Council

6. Wiltshire enjoys very good air quality in the vast majority of its town and villages. This is perhaps unsurprising given the rural nature of much of county. The areas of concern are very localised and involve a small number of specific streets affected by road traffic.
7. Local authorities are required to review and assess local air quality in accordance with the statutory Local Air Quality Management guidance under Part IV of the Environment Act 1995. Specifically, local councils have a duty to review and assess the air quality in their area against specific pollutants focusing on locations where members of the public are likely to be exposed over the averaging period for the pollutant objectives. There are currently eight Air Quality Management Areas (AQMAs) in Wiltshire which have been declared in respect of the annual mean objective for nitrogen dioxide (Bradford on Avon, Calne, Devizes, Marlborough, Salisbury (3) and Westbury). The AQMA in Bradford on Avon was also declared in respect of PM₁₀. Work has been ongoing with local air quality groups in the affected towns and reporting through the Area Boards to start to address the issues in these areas.
8. The Air Quality Strategy provides high level guidance to inform policy and direction across a range of council services with the aim of improving air quality and reducing NO₂ and PM₁₀ levels below the national trigger levels. Improvements in air quality are generally difficult to achieve as they rely on individuals, businesses and communities changing their travel behaviour. Given this, the strategy recognises that improving areas of poor air quality can only be achieved by working collaboratively across the council, and with local communities and other relevant organisations and agencies.
9. The Air Quality Strategy does not contain details of specific local actions, but these are included in the more detailed Air Quality Action Plan (AQAP) which provides further information and includes local community area action plans in relation to the eight Air Quality Management Areas within Wiltshire. The AQAP has been developed with local members and community involvement.
10. Cabinet approved the strategy at its meeting on 8 October and referred it to Council for approval.

Overview and Scrutiny Engagement

11. The Environment Select Committee considered the draft Air Quality Strategy on 23 April 2019. The Committee supported the Strategy and discussed the challenge of improving air quality across Wiltshire. In order to be successful, the Committee felt that a holistic response is required where all sectors are committed and engaged in the process.

Safeguarding Implications

12. None

Public Health Implications

13. The issue of air pollution is a major public health concern, and poor air quality is recognised as the largest environmental risk to public health in the UK and results in an estimated 40,000 premature deaths a year. Work to improve traffic related air pollution would contribute to improving the health of the local population.

Procurement Implications

14. The procurement implications over the life of this strategy (i.e. up to 2024) include the replacement of the current contract for the supply and associated analysis of NO₂ diffusion tubes, and the contract for the maintenance of the air quality real-time monitors. Beyond 2024 developing technology may negate the requirement for such contracts but that is yet to be determined.

Equalities Impact of the Proposal

15. Improvements to local air quality will benefit all Wiltshire residents and visitors to the county including all segments of the public.

Environmental and Climate Change Considerations

16. The Air Quality Strategy forms part of the council's wider response to climate change and supports reductions in local air pollution levels.

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

17. If the strategy is not revised it will become more out of date and risks not delivering the desired improvements to air quality in the county.

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

18. Approving the new strategy will provide an up to date basis on which to tackle air quality issues on the county.

Financial Implications

19. The costs associated with production and publication of the Air Quality Strategy are met within the service budget. There may be an opportunity to lobby Defra for additional funding to deliver local improvements. Any future costs associated with the implementation of this strategy will be assessed by the relevant departments as and when necessary and form part of their budget proposals.

Legal Implications

20. Part IV of the Environment Act 1995 places a duty on the local authority to monitor air quality in its areas and report to Defra on an annual basis.

21. The Development of this up to date Strategy provides for a framework for future action to improve air quality within Wiltshire which permits flexible implementation within broad outlines.
22. It is consistent with national guidelines and will assist the Council to achieve its objective of improving the air quality within Wiltshire to help to better the environment and the health and well-being of all residents and visitors to its area.

Workforce Implications

23. Implementing the strategy will have staffing implications across a range of services including public protection, transport planning, community engagement and planning for delivering the relevant outcomes.

Options Considered

24. The Environment Act 1995 places a duty on the local authority to monitor air quality in its areas. Whilst producing an air quality strategy, on its own does not fulfil this statutory duty, it provides a focus to this work. The option not to update the existing strategy was considered, however this would have both reputational and service delivery consequences and would result in criticism of the council by Defra.

Conclusions

25. The revised air quality strategy will provide an up to date strategic approach which aligns to other recent reports and reviews published by central government and other non-governmental agencies.

Proposals

26. Approval of Council is sought to adopt the Air Quality Strategy as a formal strategy of the Council to form part of the Budget and Policy framework.

Reasons for Proposals

27. The Environment Act 1995 Part IV places a duty on Wiltshire Council to monitor and achieve the Air Quality Objectives contained in the National Air Quality Strategy and regulations. The strategy contributes to discharging this duty and improving air quality in Wiltshire.
28. To refresh the original Wiltshire strategy on how the council will work collaboratively with other parties to improve air quality.

Alistair Cunningham OBE, Executive Director, Growth Investment and Place

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Appendices

Appendix 1 Air Quality Strategy for Wiltshire.

Background Papers

None

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Air Quality Strategy for Wiltshire

2019-2024



Contents

Section 1: Introduction	3
Section 2: Defining air quality	4
Defining the air quality challenge	4
The costs of air pollution	4
Pollutants of concern in Wiltshire	4
National picture	5
Air pollution and climate change	5
What has the Air Quality Strategy 2011-2015 achieved?	6
The challenges we face and next steps	6
Section 3: Wiltshire’s air quality strategy	7
Section 4: Strategic targets and actions	8
European Directive on Air Quality	8
Local air quality management	8
Public Health Outcomes Framework	8
Objectives	9
Section 5: Delivering good air quality – responsibilities	10
National and EU	10
Wiltshire Council	10
Communities and individuals	10
Section 6: Strategic priorities	11
Strategic priority 1: Secure air quality objectives in the eight AQMAs	11
Strategic priority 2: Maintaining good air quality across the county	11
Strategic priority 3: Wiltshire Council’s own actions	12
Strategic priority 4: Communication and information dissemination	12
Section 7: Implementation	13
Section 8: Governance	13
Section 9: References and resource	13
Appendix 1: Wiltshire Air Quality Strategy 2011–2015 achievements	14
Appendix 2: Air quality objectives	14
Appendix 3: NO2 monitoring using diffusion tubes	15
Appendix 4: Air quality info-graphic	16

Section 1: Introduction

Our objective is to improve the air we breathe and to better our environment, health and wellbeing.

Since the first Wiltshire Air Quality Strategy was published in 2011, issues around air quality and health have moved on considerably both nationally and locally. In Wiltshire we prioritised the development of core policy 55, working with the spatial planners to get it accepted as part of the Wiltshire Core Strategy. We drafted initial guidance on air quality for developers and worked with the area boards to establish community air quality working groups. The details of our community based approach and local actions are contained in the Wiltshire Air Quality Action Plan (AQAP) and not in this strategy document. The Action Plan focuses on the areas where air quality levels are currently being exceeded.

This updated air quality strategy seeks to maintain progress with the improvement of air quality across all communities in Wiltshire, and reflects the national **Clean Air Strategy 2019** issued by Defra in January 2019.

I am pleased to commend this strategy as a key step in continuing the progress already made towards improving air quality to help safeguard the health of those who live and work in Wiltshire.



Councillor Laura Mayes
Cabinet Member for
Adult Social Care,
Public Health & Public
Protection

Section 2: Defining air quality

Defining the air quality challenge



The air we breathe is made up of a complex mix of gases and fine particulates. Some of these are beneficial, some are harmful pollutants and others, such as pollen, that have both benefits and detrimental effects. Pollutants that affect our air quality come from both natural and manmade sources.

Wiltshire Council monitors certain pollutants using a network of nitrogen dioxide passive diffusion tubes, four real time monitoring stations and two Osiris indicative fine particulate monitors. It has developed a dedicated website for air quality which allows individuals to interrogate monitoring data, view reports, sign up for text alerts and view community action planning information.

The costs of air pollution

Human

Poor air quality has consequences for people's health and wellbeing as well as for our surrounding natural and built environment. The health consequences of polluted air are well documented, and were ably demonstrated by the London smogs of the late 19th and early 20th century. The worst of these events was shown to be responsible for many thousands of excess deaths. These historic smogs were caused by the large scale burning of

coal and wood and were a highly visible example of air pollution and its health effects.

Many of the pollutants of concern today are invisible to the eye but act as respiratory irritants, which are particularly problematic if individuals have pre-existing medical conditions or other vulnerabilities. While significant improvements have been made, air pollution remains a real challenge for some communities in Wiltshire.

The Committee on Medical Effects of Air Pollution (COMEAP) found that the burden of manmade particulate air pollution on mortality in 2008 was equivalent to nearly 29,000 deaths in the UK at typical ages and an associated loss of total of population life of 340,000 life-years. The Royal College of Physicians' report "Every breath we take: the lifelong impact of air pollution" has recently put the figure at 40,000 deaths per year and the cost to health services and business at more than £20 billion.

Economic

The economic costs of air pollution are not immediately apparent. There are wide ranging indirect costs to the economy such as loss of income to individuals and to businesses through sickness absence and loss of productivity; traffic congestion as transport is delayed; repairs to infrastructure due to physical damage such as that caused to buildings by acidic rain and wider burdens associated with climate variation such as flooding.

Health care

The contribution of air pollution to the severity of illness and to the costs for health services and wider society are not yet well understood by the medical and scientific community. In 2010 the House of Commons Environment Audit Committee estimated the health costs of air pollution in the UK as being in the region of £8-£20 billion per year. It is often those at the lower end of the equality spectrum that live in the poorest housing, in areas where traffic is heavier and so experience less positive health and wellbeing outcomes. In tackling air quality we need to consider health inequalities and ensure these do not widen by working closely with public health professionals.

Pollutants of concern in Wiltshire

The air quality in Wiltshire is predominantly very good, with the majority of the county having clean, unpolluted air. There are, however, a small number of locations where the combination of traffic, road layout and topography result in pollutants being trapped so that concentrations increase to unacceptable levels.

Two pollutants cause most concern within Wiltshire: nitrogen dioxide (NO₂) and particulate matter (PM₁₀) primarily from motor vehicles.

The relatively few locations where air quality may fail to meet the national standards have to be investigated and sampled in order to determine the true extent of the problem. If significant pollution is identified the council has to declare an Air Quality Management Area (AQMA) and put plans in place to seek to improve the air quality.

There are currently eight AQMAs in Bradford on Avon, Calne, Devizes, Marlborough, Westbury and three in Salisbury. The specific actions being taken in these towns is detailed in

Wiltshire's Air Quality Action Plan.

This strategy focuses on improving air quality across Wiltshire, seeks to prevent any further deterioration and encourage interventions that will reduce concentrations of nitrogen dioxide and fine particulates across the county.



Nitrogen oxides (NO_x) are comprised mainly of two pollutants; nitric oxide (NO) and nitrogen dioxide (NO₂) which are products of combustion of fossil fuels. Nitrogen oxides readily convert to nitrogen dioxide in the air, so to reduce concentrations of nitrogen dioxide it is essential to control emissions of NO_x.

High levels of nitrogen dioxide causes inflammation of the airways and long-term exposure can affect lung function and respiratory symptoms. It can also increase asthma symptoms. The health impacts of nitrogen dioxide are, however, less well understood than those of particulate matter.

Particulate matter (PM) is a complex mixture of non-gaseous materials of varied chemical composition. It is categorised by the size of the

particles. For example, PM₁₀ is particles with a diameter of less than 10 microns. Most PM emissions are caused by road traffic, with engine emissions and tyre and brake wear being the main sources. Construction sites, are also potential sources of local particulate pollution, along with accidental fires and burning of waste. However, a large proportion of particulate comes from natural sources, such as sea salt, forest fires and Saharan dust, as well as from sources outside Wiltshire caused by human activity. Small particles tend to be long-lived in the atmosphere and can be transported great distances.

Particulates aggravate respiratory and cardiovascular conditions. Research shows that particles with a diameter of 10 microns or less (PM₁₀) are likely to be inhaled deep into the lungs.

National picture

Levels of PM₁₀ declined in the UK in the 1990s though the rate of improvement has been slower in the last decade. Similarly, nationally levels of NO₂ fell until 2002 and have been relatively unchanged ever since. Locally it is a mixed picture; levels of nitrogen dioxide and particulates have reduced in many locations or plateaued in others. However, it should be borne in mind that the locations we monitor are those where levels are known to be elevated and represent a worst case scenario. These locations are very limited in number.

Recently concerns have emerged with respect to emissions from new road vehicles. A study by the Department for Transport (DfT) found significant differences between laboratory based emission performance and on the road real world emission levels. The government has indicated real world emission testing will be used in the future.

Air pollution and climate change

Improving air quality can also help address climate change. Ozone, which is formed by pollutants such as NO_x and volatile organic compounds (VOCs) reacting in sunlight is a powerful greenhouse gas that contributes to global warming directly and by reducing carbon uptake by vegetation. Black carbon, which is part of the overall mass of particulate matter emitted by diesel engines through incomplete combustion, contributes to climate change by absorbing heat. By making vehicles, homes and workplaces more energy efficient, this strategy will also contribute to achieving the objectives of the council's policies and strategies with respect to climate change.

Climate change will also have an impact on air quality. Longer, hotter summers could increase the frequency and severity of summer smogs, though wetter winters may reduce emission concentrations

What has the Air Quality Strategy 2011 – 2015 achieved?

Improving local air quality requires changes to be made by everyone. Working collaboratively with communities, Wiltshire Council will seek to maintain the good air quality in the county and work to deliver improvements in areas where air quality fails national objectives in order to protect public health and the environment. Since the first strategy in 2011, a range of actions have been delivered. These include the provision of a dedicated air quality website providing real time data, a text alert service to warn of poor air quality, the setting up of community air quality action plan groups in areas with AQMAs, a countywide air quality action plan, draft supplementary planning guidance and an air quality policy in the Wiltshire Core Strategy.

Many of the measures contained within the strategic action plan have been implemented and are detailed in appendix 1.

The challenges we face and next steps

With new developments being built there is potential to increase the number of people living and working in areas with poor air quality and it is important that Wiltshire Council takes steps, to manage this situation to minimise or eliminate possible harm.

The challenge of maintaining and improving air quality in some of Wiltshire's market towns is considerable. These stem from:

- A requirement for new housing and essential economic development across the county.
- The layout of our historic towns, which often attract visitors from all over the world. Their narrow streets create canyon effects that can inhibit pollutant dispersal.
- Being a large rural county with a higher than average car ownership.
- The economic climate including the viability of rural public transport.
- Some towns not having a train station or public transport infrastructure.
- The county being a popular tourist destination.
- The A36 trunk road running through the south and west of the county, and is the main cross county road for commercial traffic between Bristol and Southampton.
- An aging population susceptible to chronic conditions that increase vulnerability to poor air quality.

The challenge we face is not just one for Wiltshire Council, but requires considerable effort on the part of all layers of government, businesses, communities and individuals.



Section 3: Wiltshire's air quality strategy

This strategy is supported by the local air quality management framework, the National Air Quality Strategy, the EU Air Quality Directive and the Public Health Outcomes Framework.

Our vision is to create an environment where people have healthy, active lives for a healthier population. In doing so it will reduce the human and financial cost of air quality to individuals, families, communities, public services and the wider economy. How we define and measure success is explained in section four.

This strategy supports the **Wiltshire Council Business Plan**, the **Joint Strategic Needs Assessment** and wider strategies including; **Local Transport Plan 3**, **Wiltshire Core Strategy**, **Climate Change Adaptation**, **Minerals and Waste Core Strategy** and the **Health and Wellbeing Strategy**.

The strategy helps inform the prioritisation of local needs and provides the link between the evidence base and development of policy.

It also sets out how we will encourage and work collaboratively across council services, schools, the business community, local communities and individuals to take action to improve air quality in Wiltshire by implementing this strategy and the Wiltshire Air Quality Action Plan (AQAP).

The Wiltshire AQAP is specific to the towns and city where an AQMA has been declared. The strategy does not set out replicate these actions but seeks to provide the link between the wider strategies of the council and the evidence base necessary for bringing about wider improvements in health and inequalities in Wiltshire that are influenced by air quality.

The council will provide strategic leadership and support action at a local level. This strategy also serves to bring communities together to enable them to solve problems locally and participate in decisions that affect them, so ensuring everyone lives in a high quality environment. This can be achieved by supporting local air pollution action groups.

The strategy's priorities are evidence led and have been shaped by the local health priorities, national and EU legislation and key government documents. The National Institute for Health and Care Excellence (NICE) published **Air Pollution: outdoor air quality and health ((QS181))** in February 2019 identifies four quality standards in relation to air quality, which are:

1. Local authorities identify in the Local Plan, local transport plan and other key strategies how they

will address air pollution, including enabling zero- and low-emission travel and developing buildings and spaces to reduce exposure to air pollution.

2. Local planning authorities assess proposals to minimise and mitigate road-traffic related air pollution in planning applications for major developments.
3. Public sector organisations reduce emissions from their vehicle fleets to address air pollution.
4. Children, young people and adults with chronic respiratory or cardiovascular conditions are given advice at routine health appointments on what to do when outdoor air quality is poor.

In addition, Public Health England published a report entitled "**Review of interventions to improve outdoor air quality and public health**" in March 2019 which supports interventions at both national and local levels to reduce air pollution, and identified 5 areas where action is needed:

- Vehicles and fuels
- Spatial planning
- Industry
- Agriculture
- Behavioural change

Air pollution from industrial sources has a potential impact of the LAQM regime. An additional system of Integrated Pollution Prevention Control introduces specific controls for a range of the most polluting industries. This system is regulated by the Environment Agency and Local Authorities depending on the type and scale of the industry. Permit conditions are based on the use of Best Available Techniques (BAT).

Section 4: Strategic targets

Wiltshire Council is committed to working towards the achievement of local air quality objectives where exceedances have been identified and to reducing air pollution.

There are several formal frameworks which set targets for improving air quality. These are shaped by the World Health Organisation (WHO) guidelines for air quality. This chapter seeks to bring some clarity to these and details our strategic targets.

European Directive on Air Quality

EU limit values are legally binding parameters that must not be exceeded. Limit values are set for individual pollutants and are made up of a concentration value, an averaging time over which it is to be measured, the number of exceedances allowed per year, if any, and a date by which it must be achieved. Some pollutants have more than one limit value covering different endpoints or averaging times.

Pollutant	Air Quality Objective	
	Concentration	Measured as
Nitrogen dioxide	200 µg/m ³ not to be exceeded more than 18 times a year	1 hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM10) (gravimetric)	50 µg/m ³ , not to be exceeded more than 35 times a year	24 hour mean

A full list of national and local objectives is contained in Appendix 2.

Public Health Outcomes Framework

Public Health and Public Protection work closely with respect to air quality. The aim of the Public Health Outcomes Framework (PHOF) is to improve and protect the nation's health and wellbeing, and improve the health of the poorest fastest.

The framework details four domains for health improvement with a range of indicators. The Health Protection domain includes air quality as an indicator.

Levels of PM2.5 are monitored using the Automatic Urban and Rural Network (AURN) and modelled background data is published on a 1km x 1km grid square basis by DEFRA. We also have two Osiris monitors that are deployed as needs are identified which, are capable of providing indicative monitoring of PM2.5.

These limit values are targets to be achieved by national governments and data is gathered and reported annually to the EU by DEFRA. The UK action plan for nitrogen dioxide for tackling exceedances of the EU objective was published in January 2016 and the Wiltshire action plan measures are included in the plan for the Southwest area.

Local air quality management

The Environment Act 1995 places responsibilities on local councils to monitor seven air pollutants. Two of these have proved particularly challenging; nitrogen dioxide (NO₂) and fine particulates (PM10).

Recent Government action plans have blurred the boundaries between national and local responsibilities, placing greater emphasis on local councils to develop innovative solutions to improve air quality.

Objectives

Our objectives are:

- To meet the annual average and hourly mean LAQM objective and EU limit for nitrogen dioxide.
- To meet the annual average and 24 hour mean LAQM objectives and EU limits for Fine Particulates (PM10).

Achieving these targets will result in:

- Reduced use of private cars
- Better informed strategic planning
- Increased use of public transport
- More people being active
- Provision of increased infrastructure for cycling and walking
- Increase use of alternatives to fossil fuels
- Increased active travel
- Fewer people dying from respiratory and cardiovascular disease and cancer
- Improve the wellbeing of those who suffer from respiratory and cardiovascular disease
- Contribute to climate change reduction
- More sustainable development
- A reduction in health inequalities

The success of the strategy will be measured against trends in our monitoring data, (both real-time and diffusion tubes) and revocation of existing air quality management areas. Progress will be monitored and reported via in the Annual Status Report, which the council submits to DEFRA each year and via the Health & Wellbeing Board.

Section 5: Delivering good air quality - responsibilities



Tackling air pollution is a complex national challenge. The sources of pollution are intimately bound up in our day to day lives and our use of private vehicles. No one individual service, group or partner has the ability to bring about improvements in air quality and therefore the following points have been identified as key priorities for achieving the objectives of this strategy.

Our approach is a county wide one, and is based upon maintaining and preventing the deterioration of air quality across the county. It does not focus solely on those areas where AQMAs have already been declared or where levels of pollutants are elevated. Prevention not only requires commitment from the Council but from communities and individuals.

Action is required at the following levels:

National and EU:

The Government has submitted national air quality action plans to the EU detailing how they propose to meet the EU limit values for nitrogen dioxide and small particulates. This includes proposals for new Clean Air Zones in areas with exceedences of EU limit levels. The Local Authority Air Quality Action Plans are included in the regional plans which form part of this. The EU have also set emission standards for vehicles. These standards need to be met in the real world as well as under laboratory test conditions if meaningful improvements in air quality are to be achieved.

Wiltshire Council

We will continue to work collaboratively with, sustainable transport, strategic planning, development control and economic development teams to ensure that air quality is properly

considered and incorporated into decision making to maintain and improve the built environment and infrastructure. This will also support the council's aim to meet its climate change objectives. We will continue to monitor and report on air quality in accordance with the requirements of Local Air Quality Management regime.

Communities and individuals

The choices we all make can have an impact on reducing air pollution. The following list offers some simple actions.

- Reduce the number of car trips
- Walk or cycle for short journeys
- Use public transport or car share
- Use the Home Run app (school travel app.)
- Reduce burning at home (mulch or compost garden waste instead of bonfires)
- Get involved with local community air quality action group
- Support community tree planting schemes
- Ensure car is properly maintained with correct tyre pressures
- Avoid excessive idling of your car
- Re-route your commute

Section 6: Strategic priorities and actions

The strategic objectives draw upon and build on the themes developed in the Air Quality Action Plan for Wiltshire. They apply across the whole county and seek to address increasing concern about the public health effects of exposure to vehicle fumes.

Strategic priority 1: Secure air quality objectives in the eight Air Quality Management Areas (AQMA)

The poorest areas of air quality have been identified and Wiltshire Council is committed to working with communities, partner agencies and other services to secure the necessary improvements within the Local Air Quality Management Framework.

What we will do:

- The tools by which this will be achieved are contained in the Air Quality Action Plan for Wiltshire, which includes local Community Air Quality Action Plans. Progress with the Action Plan will be reported in the Annual Status Report which is submitted to DEFRA in June each year and will be published on the council's air quality website.
 - Continue to facilitate joint working with Area Boards to develop local action plans and initiatives at community level.
 - Require air quality impact assessments for planning applications in respect of standby generator farms used to supplement demand on the National Grid require mitigation where appropriate to minimise the impact of exhaust fumes. Proposals within an AQMA or that may impact on an AQMA may be recommended for refusal.
 - Require new development to adhere to the principles, objectives and spirit of this strategy and to require adherence to core policy 55
- We will work with Spatial Planning on refreshing core policy 55 and to promote greater consistency between policies on air quality, sustainable development, transport and climate change.
 - We will work with Development Control and Developers to ensure development does not lead to future air quality problems. This may be through design and layout or through financial contributions to specific projects that promote better air quality.
 - Working with planners we want to ensure that new development helps reduce the need to travel particularly by private car, and will encourage the sustainable, safe and efficient movement of people and goods within Wiltshire through measures such as the creation of cycle ways, green travel plans and that otherwise promote and enhance individuals' ability to use alternatives to the private motor car and encourage tree planting schemes to help improve air quality.
 - We are committed to maintaining air quality monitoring across the county to address local concerns where they arise and to provide that information on a public platform
 - We will work with Transport Planners and ensure that air quality is a consideration in transport strategies and plans and seek funding for air quality improvements.
 - We will work with teams engaged in economic development and regeneration to facilitate the Government's ambition of a low carbon, low emission economy, to ensure improvements are ongoing and sustainable, support future development and decouple local growth from air pollution and carbon emissions.
 - Ensure air quality continues to be embedded into the thinking and decision process of the council.
 - We will support and encourage local communities to facilitate alternatives to the private car for local journeys
 - We will encourage local communities to work with schools and businesses to promote the use of travel plans
 - Through the planning process we will require electric vehicle charging points on new residential and commercial developments

Strategic priority 2: Maintaining good air quality across the county

Preventing the deterioration of air quality in the first place is the most cost effective strategy to ensure a vibrant local economy, and that Wiltshire is a place where people wish to live, work and visit.

What will we do:

- Work in partnership with Spatial Planning and Development Control to ensure air quality continues to be integrated into the planning system. To facilitate this we will work toward the formal adoption of Supplementary Planning Document on air quality.
- We will require air quality impact assessments of new residential and commercial development in

Strategic priority 3: Wiltshire Council's own actions

The council recognises that in improving air quality, it has its own role to play in reducing emissions and also has the ability to influence policies that will contribute to an improvement in air quality.

What will we do:

- We will engage with taxi licensing team to explore how we can encourage promotion of low emission vehicles for private hire and taxi use.
- Build on and support wider work of the council with regard to renewable energy, district heating systems and climate adaptation.
- Support the promotion of sustainable travel and active travel to work by staff, contractors and partners.
- We will work in partnership with the council's fleet management team to explore how the council can promote and embrace use of low emission vehicles in its own business and reduce business mileage.
- We will work with the passenger transport teams to promote sustainable public transport and transport to schools.
- We will encourage low carbon, low pollution considerations to be included in procurement.
- Work with bus companies and other partners to support bids to the Office for Low Emission Vehicles (OLEV) to secure improvements to emissions from public transport.
- Explore the development of a Low Emissions Strategy in partnership with the Eco Board.
- Seek to work with Wiltshire Council partner organisations to reduce their emissions and carbon footprint.
- Work with the school travel adviser to promote and facilitate sustainable and active travel to school by school children and parents.
- Pilot and support initiative and projects in and around new development to facilitate sustainable and active travel, such as 'Home Run' and 'Beat the Street through S106 funding.
- Secure funding through S106 contributions for infrastructure and other environmental improvements such as tree planting that will contribute towards improving air quality.
- Investigate the introduction of no idling zones particularly around schools

Strategic priority 4: Communication and information dissemination

Good communication and information dissemination are key to shaping policy and plans, keeping communities informed, and assisting those professionals tasked with planning new development.

What will we do:

- We will provide tailored, clear, accurate and consistent messages about the benefits of good air quality, utilising the Wiltshire air quality website as a platform to inform and educate.
- We will identify people who are at risk from poor air quality and promote a text alert system.
- A text alert system will be embedded into other services offered by the council which cater for 'at risk' groups such as Warm and Safe.
- We will work with communities where air quality is identified as a local priority in the Community Area Joint Strategic Assessment.
- Advise local groups on siting and analysis of NO2 monitoring tubes (see Appendix 3).
- We will support events such as Clean Air Day and work to engage with local communities to raise awareness of measures they and individuals can take to reduce air pollution in their towns & villages.

Section 7: Implementation

Implementation, development and evaluation of the Air Quality Strategy will be driven by Health & Wellbeing Board. The group includes members from Wiltshire Council, the Environment Agency, PHE, NHS Wiltshire CCG and key partners. We will continue to build on existing work to implement change through the community air quality working groups.

Section 8: Governance

This strategy is governed by the Health & Wellbeing Board.

Not all actions are contained within the air quality strategy. Progress on the Air Quality Action Plan will be reported to Defra and local air quality action plans will be reported on to the Area Boards and Defra. This strategy forms an overarching policy document that seeks to maintain and improve air quality across the county. Further actions are contained in the Air Quality Action Plan and Community Action Plans. These will be published on the **Wiltshire Air Quality** web page and reported on to Defra and the relevant area board.

Section 9: References and resources

1. Air Quality Plan for Nitrogen Dioxide in UK (2017) DEFRA
2. Clean Air Strategy (2019) DEFRA
3. Review of Interventions to improve outdoor air quality and Public Health
4. Air Pollution: Outdoor air quality and health (2019) NICE
5. Public Health Outcomes Framework
6. Wiltshire Air Quality Website
7. Wiltshire Know & Respond Text Alert Service
8. Defra guidance on siting of diffusion tubes

Appendix 1: First Wiltshire Air Quality Strategy achievements

Summary of Measures implemented from Air Quality Strategy 2011 – 2015

- Smarter travel initiatives to encourage a shift to greener modes of transport.
- Funding and supporting car clubs.
- Smoothing traffic.
- Development of electric vehicle infrastructure.
- Bus emissions programme, so that older buses have been fitted with particulate traps and diesel-electric hybrid buses are introduced as quickly as possible.
- Publication of air quality action plan.
- Inclusion of core policy 55 in the Wiltshire Core Strategy.
- Draft Air Quality Supplementary Planning Document.
- Wiltshire Air Quality website.
- Establishment of community air quality action plan groups in areas with AQMAs.
- Text alert system for poor air quality: Know and Respond.
- Beat the Street – Public Health joint project with local AQ groups.
- Wiltshire Council – Reduced business miles, remote working, electric pool cars, electric charging points, waste contract.
- Electric charging points in public car parks and train stations.

Appendix 2: Air quality objectives

Pollutant	Air quality objective		Date to be achieved by
	Concentration	Measured as	
Benzene	16.25µg/m ³	Running annual mean	31.12.2003
	5.00µg/m ³	Running annual mean	31.12.2010
1,3-Butadiene	2.25µg/m ³	Running annual mean	31.12.2003
Carbon monoxide	10.0mg/m ³	Running 8 hour mean	31.12.2003
Lead	0.5µg/m ³	Annual mean	31.12.2004
	0.25µg/m ³	Annual mean	31.12.2008
Nitrogen dioxide	200µg/m ³ not to be exceeded more than 18 times a year	1 hour mean	31.12.2005
	40µg/m ³	Annual mean	31.12.2005
Particles (PM ₁₀) (gravimetric)	50µg/m ³ , not to be exceeded more than 35 times a year	24 hour mean	31.12.2004
	40µg/m ³	Annual mean	31.12.2004
Sulphur dioxide	350µg/m ³ , not to be exceeded more than 24 times a year	1 hour mean	31.12.2004
	125µg/m ³ , not to be exceeded more than 3 times a year	24 hour mean	31.12.2004
	266µg/m ³ , not to be exceeded more than 35 times a year	15 minute mean	31.12.2005

Appendix 3: NO₂ monitoring using diffusions tubes

Diffusion tubes are inexpensive and many can be installed over a geographical area. The low cost per tube permits sampling at a number of points in the area of interest; which is useful in highlighting “hotspots” of high concentrations, such as alongside major roads. They are less useful for monitoring around point sources or near to industrial locations where greater temporal resolution is required for particular objectives. They are useful both for annual monitoring as well as short term monitoring projects. They can be placed in many different locations, though are typically placed on building facades in heavily trafficked areas, and in urban background locations.

Diffusion tubes sample the air over a period of a month. As such they are useful for assessing the annual objective of 40µg/m³, but cannot be used to assess the number of hours greater than 200µg/m³. As they are not the reference method, and passive diffusion typically results in a low accuracy, it is necessary to bias correct the results based upon local or national collocation studies with chemiluminescent analysers. It is also necessary to calculate the data capture, and if this is less than 75%, the results should be annualised.

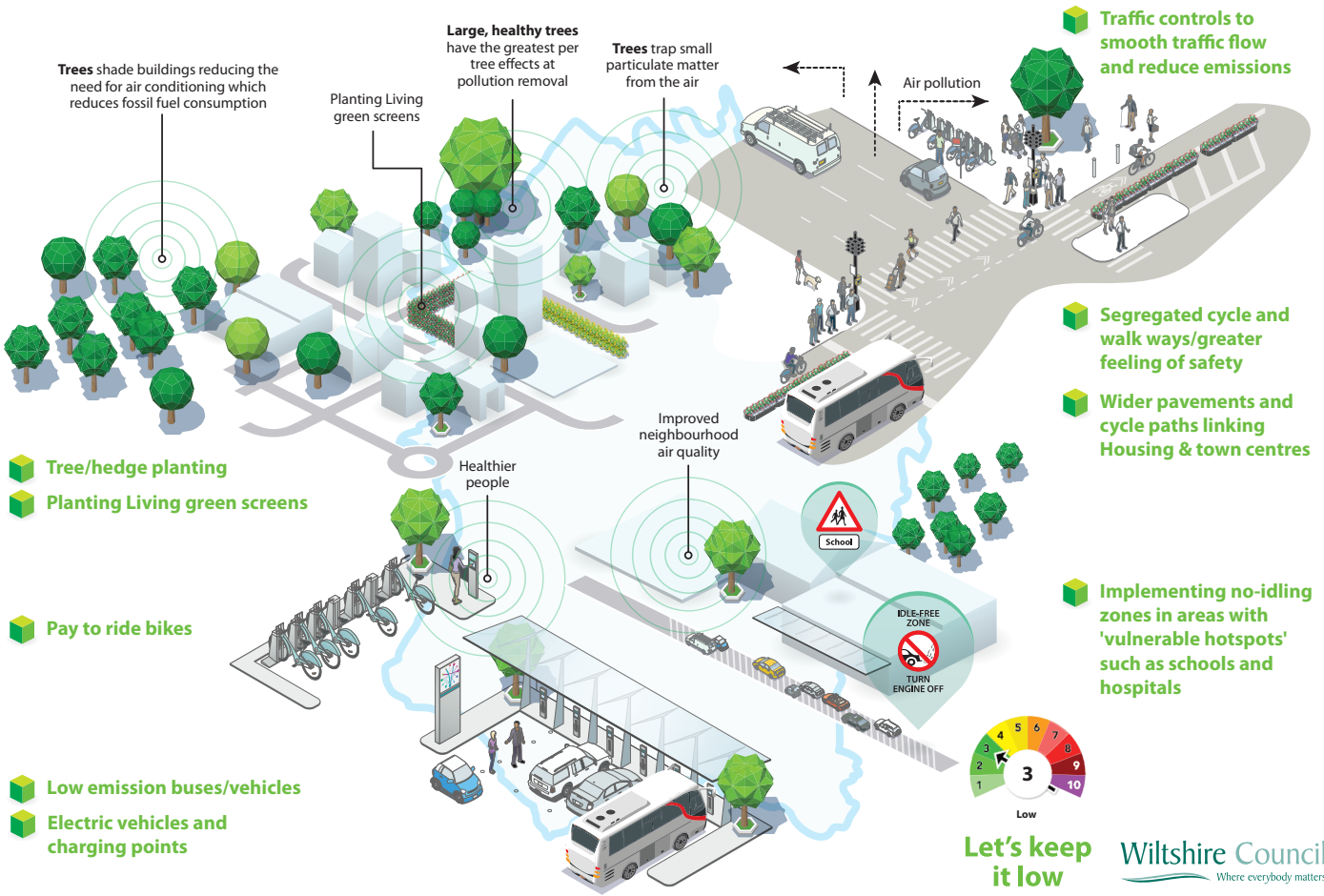
The site should be open to the sky, with no overhanging vegetation or buildings. Ideally, samplers would be placed at breathing height, but in order to reduce theft of tubes, it is recommended that tubes are placed at a height of 2-4 m. It is important to place diffusion tubes where there is free circulation of air around the tube, but the opposite extreme should also be avoided, i.e. areas of higher than usual turbulence. For this reason, the tube should not be located on the corner of a building. Care should be taken to avoid any very localised sources, sinks of NO₂, or disturbances to the airflow. For example, tubes should be mounted more than 10m from the following:

- Heater flues (particularly low level balanced flues);
- Bushes or trees overhanging or surrounding the tube location;
- Air conditioning outlets;
- Extractor vents; or
- Underground ventilation shafts.

More detailed guidance on the siting of diffusion tubes is given in section 3 of the report produced for Defra in February 2008 entitled “Diffusion Tubes for Ambient NO₂ Monitoring: Practical Guidance”

https://uk-air.defra.gov.uk/assets/documents/reports/cat05/0802141004_NO2_WG_PracticalGuidance_Issue1a.pdf

Local actions to improve air quality



Wiltshire Council

Full Council

26 November 2019

**Subject: Wiltshire Council Carbon Reduction
Update on Council's Response to the Climate Emergency**

**Cabinet Member: Councillor Richard Clewer - Deputy Leader and Cabinet
Member for Corporate Services, Heritage, Arts, Tourism,
Housing and MCI**

Key Decision: No

Executive Summary

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

This report provides updates on actions the council is taking to reduce carbon generation in Wiltshire in the following areas:

Renewable energy generation, energy use and efficiency

Planning

Transport and air quality

Waste

Land use

Business and industry

The council's greenhouse gas emissions

Carbon audit and renewables audit

Working with partners to deliver this goal.

Proposals

That Council notes the actions taken in response to the climate emergency including Cabinet's commitment to make Wiltshire Council carbon neutral by 2030.

Reason for Proposals

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

**Alistair Cunningham OBE
Executive Director - Growth, Investment and Place**

Wiltshire Council

Full Council

26 November 2019

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

Cabinet Member: Councillor Richard Clewer - Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: No

Purpose of Report

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

Relevance to the Council's Business Plan

2. The programme of work to seek to make the county of Wiltshire carbon neutral by 2030 will contribute to the business plan goals of:
 - (i) Housing and Environment (Sustainable Development)
I live in a good home I can afford
Development where it is needed
Reaffirm our commitment to continue delivering our policies on the environment and carbon reduction
 - (ii) Working with our partners as an innovative and effective council
We recognise that there is a need to work innovatively and effectively with partners to get maximum value for public sector spend in Wiltshire and also reaffirm our commitment to continue working within our policies on the environment and carbon reduction.
One Wiltshire Estate
We take a strategic approach to reducing the carbon footprint of Wiltshire Council, including considering renewable and energy efficient opportunities for our facilities when appropriate.

Background

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

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

The council resolved to acknowledge that there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030. The minutes of the meeting are available via this link

<https://cms.wiltshire.gov.uk/documents/g11678/Public%20minutes%2026th-Feb->

[2019%2010.30%20Council.pdf?T=11](#) see pages 21 to 24. Cabinet has also pledged to make Wiltshire Council carbon neutral by 2030.

4. A Global Warming and Climate Emergency Task Group has been established by Environment Select Committee, chaired by Councillor Graham Wright and made up of nine councillors. The task group will develop recommendations and a plan to seek to achieve the target of making the county of Wiltshire net carbon neutral by 2030. The areas they are investigating are:
 - Renewable energy generation, energy use and efficiency
 - Planning
 - Transport and air quality
 - Waste
 - Land use
 - Business and industry.
5. The task group will undertake a carbon audit and a renewables audit to establish baselines for Wiltshire. The cabinet member and portfolio holder will agree parameters with the task group that represent the council's impact on the climate that can be accurately reported to council on a regular basis.
6. Updates on the task group's work are reported to each meeting of Environment Select Committee. The most recent update was presented on 5 November 2019 and is available via this link:
https://cms.wiltshire.gov.uk/documents/s169523/Task_Group_Updates.pdf

Main Considerations for the Council

Renewable energy generation, energy use and efficiency

7. There is a report to Council at its meeting on 26 November 2019 on the Corporate Property Energy Efficiency and Generation Programme Phase 1 which sets out proposals to increase renewable energy generation and energy efficiency within the council's estate.

Planning

8. The Wiltshire Core Strategy 2015 contains a number of policies which should contribute to the achievement of the goal of seeking to make the county of Wiltshire carbon neutral by 2030. This strategy offers a significant opportunity to influence greenhouse gas emissions and has an important role in shaping communities that are resilient to the predicted impacts of climate change such as higher temperatures and increased flood risk.
9. Officers are currently reviewing policies to determine their effectiveness and whether changes are required to improve conformity of the Wiltshire Core Strategy with the National Planning Policy Framework and associated Planning Practice Guidance. This may lead to the need to commission additional evidence. A best practice review is also underway which will focus in particular on those policies, adopted by other councils, that have been prepared more recently than the Wiltshire Core Strategy. Once this exercise is complete the information obtained will inform discussions held by a councillor and officer focus group which will debate and propose any policy changes which are required.

Transport and Air Quality

10. The Wiltshire Local Transport Plan (LTP) sets out the council's objectives, plans and indicators for transport in Wiltshire. As a document developed through partnership working and extensive consultation, the LTP also provides the framework for all other organisations with an involvement in transport in Wiltshire. The current plan is Wiltshire's third local transport plan (LTP3) and covers the period from March 2011 to March 2026.
11. Work on the fourth LTP (LTP4) has now commenced with a draft evidence base having been prepared which includes the existing position on carbon generation. Once the evidence base has been reviewed discussion will take place with relevant Cabinet members and nominated members of the task group on options for policies based on the evidence. LTP4 is being prepared in parallel with the review of the Local Plan referred to in paragraph 8 above which will enable the council to ensure that policies in both plans support and complement each other in achieving the council's objectives.
12. Local authorities are responsible for monitoring local air quality and implementing action plans to improve air quality where this is necessary. The majority of air quality action plans concern road transport emissions. Good cooperation between transport planning, air quality and spatial planning, as well as with partner organisations, is essential to ensure a strategic approach to improve quality of life for those living near busy roads and junctions. There is a report to Council at its meeting on 26 November 2019 on the Wiltshire Air Quality Strategy asking that Council approves the strategy.

Waste

13. There is a report to Council at its meeting on 26 November 2019 on the Wiltshire Household Waste Management Strategy asking that Council approves the strategy. The waste hierarchy upon which the strategy is based continues to remain central to environmental legislation and prioritises those waste management practices which are more environmentally sustainable than sending waste to landfill, which is the option of last resort.

Land Use

14. Land use planning will be addressed through the work on the Wiltshire Core Strategy outlined in paragraph 8 above. As Wiltshire is a large rural county there may be opportunities for biomass production, reforestation and tree planting.
15. A meeting has taken place between NFU Mutual and members of the Global Warming and Climate Emergency Task Group to discuss climate change and agriculture in Wiltshire. The NFU has recently published a report entitled Achieving Net Zero: Farming's 2040 Goal. The NFU intends working in partnership with government and other stakeholders to improve efficiency to reduce emissions, improve land management and change land use to capture more carbon, and to increase renewable energy and bio-energy. This may contribute to achievement of Wiltshire Council's policy of protecting and enhancing Wiltshire's green infrastructure and should contribute to the target of seeking to make the county of Wiltshire carbon neutral by 2030.

Business and Industry

16. There was a report to Cabinet at its meeting on 17 September 2019 reporting progress made by the Swindon and Wiltshire Local Economic Partnership in preparing the Local Industrial Strategy (LIS). The report stated that the strategy includes commitments to improving the strategic energy infrastructure, decarbonising our economy and helping to deliver the national climate change targets. The LIS focuses on the development of clean, flexible and resilient power systems, exploring hydrogen uses in various applications and new energy vehicles. It also addresses decarbonisation and digital connectivity.
17. The LIS has been informed by an energy strategy which builds on the area's strengths to grow the low carbon economy. One of the energy strategy's objectives is to make a contribution towards our national climate change commitments, ensuring Swindon and Wiltshire help meet the carbon target.

Greenhouse Gas Emissions Report 2018-19

18. The council publishes an annual report on the greenhouse gas (GHG) emissions arising from its own estate and operations as requested by government. Emissions included arise from council owned or controlled estate or buildings, council operational fleet, streetlights and business travel. The figures exclude emissions from schools and academies, social housing and outsourced operations. In 2014-15 total gross emissions were 26,438 tonnes of CO₂ equivalent and in 2018-19 were 15,869 tCO_{2e}. The council's GHG emissions fluctuate from year to year due to acquisition and divestment of buildings, change of use of buildings, seasonal weather conditions which affect the need for heating and cooling buildings, and improvements to energy efficiency made during the year.
19. The council is engaged in a range of work to deliver savings in emissions and costs. Examples include rationalisation and improvement of the council's property portfolio, investment in energy efficiency measures within the remaining estate such as lighting and heating equipment upgrades, investment in appropriate renewable energy technologies and the replacement of street lighting units with LED lights which use considerably less energy.

Carbon Audit and Renewables Audit

20. The council is able to report on its current baseline for GHG emissions as set out in paragraph 17 above. In terms of renewable energy, the council currently owns 31 photovoltaic systems installed on its buildings which, on average, generate 294,992 kWh of electricity per annum and saves 89.92 tCO_{2e} per annum. There are a further 94 installations on domestic homes owned by the council which generate an estimated 168,000 kWh per annum.
21. The capacity of renewable energy and heating generators within the county of Wiltshire is currently 685 MW based on work done to prepare the Swindon and Wiltshire Local Economic Partnership's Local Energy Strategy, updated to reflect more recent data published by Department for Business, Energy and Industrial Strategy.

22. A local authority focussed emissions tool, SCATTER, has been accessed to produce a greenhouse gas report for the county of Wiltshire. As the acronym suggests (Setting City Area Targets and Trajectories for Emissions Reduction) this tool was developed for use in city areas. The Wiltshire report suggests that the highest levels of carbon emissions are produced by on-road transport and residential buildings. The total level of emissions is 3,465k tCO_{2e}. Based on a population of 498,000 this gives emissions per head of 7 tCO_{2e}.
23. There are significant challenges in establishing robust, credible renewable and carbon baselines for the county of Wiltshire. The council is in contact with local universities and the organisation which developed the SCATTER tool to try to progress this. While further work is done to try to achieve this it is essential that the council continues to focus on its work to reduce carbon emissions, improve energy efficiency and deliver renewable energy capacity.

Working with partners to deliver this goal

24. While the council is able to plan to ensure it is carbon neutral by 2030, in seeking to make the county of Wiltshire carbon neutral we will need to work with national government, other local authorities, other public sector bodies, private sector organisations, the voluntary and community sector and residents of the county.
25. The Local Government Association (LGA) has recently declared a climate emergency as have many other councils. The LGA has published a briefing on the next steps that councils which have declared a climate emergency could consider. One of the key points is the importance of engaging residents in considering the impact they have on climate change.
26. The Chair of the Global Warming and Climate Emergency Task Group attended a recent meeting of the chairs of Wiltshire Council's community area boards (CAB) to talk to them about arranging meetings, workshops or other events to address the climate emergency, ensuring that they engage with those groups and individuals across the county who are knowledgeable on this area of work. Bradford on Avon CAB and Salisbury CAB have already held successful meetings and several other CABs are in the process of planning similar events. The Community Engagement Managers are compiling lists of relevant organisations within their community areas which the council will seek to engage with.
27. The council will work with Swindon and Wiltshire Local Economic Partnership to engage with businesses and industry in Wiltshire. The Wiltshire Public Service Board brings together key, public sector organisations so would provide a forum to discuss all members' carbon reduction plans. The Wiltshire Assembly has organisations from the public, private and voluntary sectors and Wiltshire's communities working together on key priorities for the county, one of which is clearly the acknowledgement of a climate emergency and the goal of seeking to make the county of Wiltshire carbon neutral by 2030.

Overview and Scrutiny Engagement

28. As set out in paragraph 4 of this report, a Global Warming and Climate Emergency Task Group has been established, chaired by Councillor Graham Wright and made up of nine councillors. The members of the task group are working on the areas set out under Main Considerations for the

Safeguarding Implications

29. This report provides an update for members to note. There are no safeguarding implications arising.

Public Health Implications

30. As this is an update report there are no direct public health implications arising from the report itself. Some of the actions we are taking (for example on air quality) will, however, have potential to have a positive impact on the health of the population.

Procurement Implications

31. There are no procurement implications arising from this report.

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

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

34. The paper is for Council to note and does not require a decision to be made.

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

35. The paper is for Council to note and does not require a decision to be made.

Financial Implications

36. The paper is for Council to note and there are no financial implications arising from this report.

Legal Implications

37. The paper is for Council to note and there are no legal implications arising from this report.

Workforce Implications

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

Options Considered

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

Conclusions

40. Since Full Council resolved to acknowledge that there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030 a number of areas of work have been progressed. This report provides an update as set out in paragraphs 6 to 26 above.

Alistair Cunningham OBE, Executive Director - Growth, Investment and Place

Report Author: Tracy Carter, Interim Waste Transition and Carbon Reduction Lead Officer

tracy.carter@wiltshire.gov.uk, Tel: 01225 713258

Date of report: November 2019

Appendices

None

Background Papers

None

Wiltshire Council

Full Council

26 November 2019

**Proposed Changes to the Constitution: Protocol 4 of the Constitution
(Planning Code of Good Practice)**

Summary

This report sets out proposed changes to Protocol 4 of the Constitution, following reconsideration by the Standards Committee.

Proposals

That Full Council approve the proposed changes to Protocol 4 of the Constitution.

Reason for Proposals

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

Ian Gibbons, Monitoring Officer

**Proposed Changes to the Constitution: Protocol 4 of the Constitution
(Planning Code of Good Practice)**

Purpose of Report

1. This report asks Full Council to consider recommendations of the Standards Committee in relation to Protocol 4 of the Constitution (Planning Code of Good Practice).

Background

2. The Standards Committee has responsibility for oversight of the Council's constitution. It has established a cross party working group, known as the Constitution Focus Group, to advise and assist in carrying out this function
3. Following meetings of the Constitution Focus Group on [5 September 2018](#), [24 May 2019](#) and [14 June 2019](#), the latter two of which the Chairmen of all planning committees were invited along with the relevant Cabinet Member, the Standards Committee at its meeting on [26 June 2019](#) recommended a series of revisions to Protocol 4 of the Constitution.
4. Following a briefing for Members on [2 July 2019](#) the proposals were considered at Full Council on 9 July 2019 ([Report](#), [Schedule of Changes](#), [Webcast](#) and [Minutes](#)). Following debate, the Protocol was referred back to Standards Committee for reconsideration.
5. Concerns raised in debate focused primarily upon restrictions on how long local Members could speak at Committee, the requirement to require planning reasons when calling-in an application, the timescales for call-in and paragraph 12.6 of the revised Protocol, which relates to call-in of applications by a neighbouring Member against the wishes of the local Member.
6. All Members were emailed on 29 July 2019, 9 August 2019 and 28 August 2019 requesting details of any concerns in respect of any part of Protocol 4 of the Constitution, to assist the Focus Group on behalf of Standards Committee in reconsidering the proposals.
7. The Focus Group considered the responses received and the concerns raised by Full Council at its meeting on 2 September 2019. The notes of that meeting are attached at **Appendix A**. Further amendments were suggested in relation to Member request for call-in.
8. Standards Committee then considered the amended Protocol 4 at its meeting on 14 November 2019. The minutes of that meeting are attached at **Appendix B**.

Main Considerations

9. The existing wording of the Protocol in relation to overruling the local members' views on call-in is as follows:

9.3 While there is a strong presumption that the Division Member's views on call in should prevail, if another Member (i.e. one from a neighbouring division which is affected by the development) thinks an application should go to committee and this is contrary to the view of the local Division Member, it will be open to that member to discuss the application with the Chairman of the committee.

Having discussed the application and considered the possible impacts the Chairman will then have the ability to ask for the application to proceed to committee for determination. In the rare event that the application is in the Chairman's own division, the adjoining member can discuss the application with the Director of the service.

10. The proposed revision to this section as previously recommended by the Standards Committee was as follows:

12.6 While there is a strong presumption that the Division Member's views on call in should prevail, if another Member (i.e. one from a neighbouring division which is affected by the development) thinks an application should go to committee and this is contrary to the view of the local Division Member, it will be open to that member to discuss the application with the ~~Chairman of the committee~~Head of Development Management.

~~Having discussed the application and considered the possible impacts the Chairman will then have the ability to ask for the application to proceed to committee for determination. In the rare event that the application is in the Chairman's own division, the adjoining member can discuss the application with the Director of the service.~~

11. A concern raised at Full Council was the possibility of officers rejecting the call-in of a local member. In practice, officers are not aware of any examples of a local members' call-in request being rejected. However, the wording of Protocol 4 has no impact upon the requirements of the Scheme of Delegation in respect of call-in.

Legal Position

12. Determining planning applications is a council function which is delegated to the five planning committees and officers. Approximately 96% of applications are determined by officers under delegated powers.
13. Whilst the determination of the merits of a planning application is a Council function and is determined by a collective decision of a committee of the Council or under officer delegated authority based on the Council's functions and responsibilities, the decision whether a matter should be determined by a planning Committee or officer delegated decision making is administrative in nature and related to the day to day operation of the Council and is therefore an executive function actioned by officers overseen by Cabinet.

14. It is not permissible in law to delegate such an administrative, executive function to an individual member and it would not be consistent with the Council's constitution and in particular Part 3D which sets out the scheme of delegation adopted by the Council.
15. The Scheme of Delegation recognises this legal position in Part 3D(4) Para 1.2, by stating '*Divisions Members can request in writing/email that a planning application, or an application for Permission in Principle for Minor Residential Development, within their Division proceed to determination by way of an Area Planning Committee*'.
16. This is not intended to place a barrier before a division member calling-in a planning application to committee, but simply states the legal position that the existing position which has been utilised by members since the establishment of the council in 2009, is that an officer makes the decision to call-in an application, following the request of the division member. The wording of Protocol 4 proposed at Full Council on 9 July 2019 placed no additional obligations on members nor provided additional authority to officers.
17. The core aim of Part 3D referring to Members 'can request' a Call-in is not for officers to control members' right to call in but rather to ensure that any call-in is based on and accompanied by adequate planning reasons. If the call-in is not based on adequate planning reasons and a committee was to overturn officer's decision it may provide a strong ground for a successful legal challenge on the basis that the call in was exercised for non-planning reasons. Any decision by an officer must be exercised reasonably and this is reflected in the following:
- Members considering a call-in are encouraged to speak to planning officers before exercising their right to request a call-in to ensure that as far as possible all the planning considerations for the call-in are identified.
 - Since 2009 no request by a member for call has been refused by officers for other than justified time limitation reasons.

Neighbouring divisions

18. Paragraph 1.2 of Part 3D(4) only permits a call-in request from a member regarding applications '*within their division*'. However, it has been recognised that there are occasions where an application site may be located in one division, but the impacts from that application will disproportionately or entirely impact another division.
19. Paragraph 9.3 of Protocol 4, renumbered as Paragraph 12.6 in the revised document, is intended to explain to Members how they might request an item be determined by committee even if it lies outside their division. As established in preceding paragraphs, the legal position is that officers must exercise the administrative, executive function of determining which items proceed to committee, any member who wishes to see an item outside their division would need to make that request to the appropriate officer. This was why the wording was amended to remove reference to the Chairman and other following text for simplicity, in order to reflect the actual legal position.

20. Under Part 3B para 1.3 of the Constitution, the Director of Economic Development and Planning, and through them the Head of Development Management, may bring to Committee 'Any application where the Director for Economic Development and Planning considers it inappropriate to exercise delegated powers having regard to the public representations received and consultee responses'. This power was used most recently at Northern Area Planning Committee on 7 August 2019.
21. Therefore, although the Scheme of Delegation only explicitly states that Members may request a call-in for matters within their division, any Member may request any item be determined by Committee, and if compelling reasons are given the request may be and is likely to be granted.

Revision

22. Standards Committee considered the legal position, and the concerns expressed by Full Council, and as such agreed proposed amended wording as follows:

*12.6 While there is a strong presumption that the Division Member's ~~views on request for~~ call-in should prevail, if another Member (i.e. one from a neighbouring division which is **materially**-affected by the development) thinks an application should go to committee ~~and this is contrary to the view of the local Division Member~~, it will be open to that member to discuss the application with the ~~Chairman of the committee~~ they can make that request in the same way as a request within their own division .*

23. This wording is consistent with the Scheme of Delegation, is clearer about the neighbouring member being materially affected in order for their request to carry additional weight if there is disagreement, without imposing additional procedures on members who wish to request a call-in of an application.
24. Standards Committee also agreed that all references to call-in of applications should be listed as 'request for call-in'. As noted previously it was accepted that such requests made within the timeframes required by the scheme of delegation, had not been rejected and given the system had been in operation for 10 years this would not be expected to change, however Standards considered there was confusion as to the actual processes as a result of the current wording and therefore has suggested an appropriate change to remove any such risk.

Other comments

25. The Standards Committee noted the successful amendment at Full Council relating to there being no five-minute limit for local members to present their views to the relevant Committee, and that this should be incorporated within the revised document. They also accepted a change to Paragraph 4.3.5 that members withdraw when an item is debated, rather than considered.
26. Other comments had been received regarding members speaking as a member of the public where they have an interest, planning reasons for call-in, and clarity over the need to register interests.

27. The Constitution Focus Group considered all comments and considered that the wording of the document sufficiently addressed the concerns, setting out the members must withdraw in their capacity as a member if they have a disclosable interest but retained speaking rights as a member of the public, that the Scheme of Delegation required planning reasons for call-in but that in any case no call-in requests had been rejected, and that references to material interests clarified that not every communication or discussion with objectors or supporters required a disclosure. Standards Committee accepted that reasoning.
28. In relation to a public query to include wording stating Members must not act as planning agents on an application, even if they were not involved in the decision-making process, the Standards Committee did not consider that such a blanket provision restricting Members' employment was appropriate or proportionate.
29. The Protocol numbering and formatting, if approved, would be made consistent with other sections of the Constitution.

Proposal

30. That Protocol 4 be amended by Full Council as detailed at **Appendix C**.

Ian Gibbons, Monitoring Officer

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

Appendices

Appendix A – Notes of the Constitution Focus Group meeting on 2 September 2019

Appendix B – Minutes of the Standards Committee 14 November 2019

Appendix C – Revised Protocol 4

Background Papers

None

Appendix A

CONSTITUTION FOCUS GROUP

MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 2 SEPTEMBER 2019 AT SALISBURY ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Richard Clewer (Chairman), Cllr Richard Britton, Cllr Jon Hubbard, Cllr Stuart Wheeler and Mr Michael Lockhart

41 Apologies

An apology was received from Councillor Graham Wright.

42 Notes of the Previous Meeting

The notes of the meeting held on 14 June 2019 were received and it was,

Resolved:

To approve and sign the notes as a true and correct record.

43 Protocol 4 of the Constitution: Planning Code of Good Practice

At Full Council on 9 July 2019 it was determined to refer the revised Protocol 4 back to Standards Committee for further consideration. Full Council had also voted in favour of an amendment removing the five-minute time limit for local members to present to a planning committee. All Members had been contacted on three occasions to enquire over any aspects of the proposed revised protocol they had concerns with. All comments received by the meeting had been circulated to the Focus Group.

The main point of concern that had been raised at Full Council was in relation to a Member request for call-in of a planning application. The Focus Group had proposed a slight change to existing wording to recognise that the Chairman of a planning committee held no delegated authority to call-in an application, but that the Head of Development Management did, and therefore if a Member wished to bring an item not within their division to a committee could put that request.

There had been concerns expressed by Members that this amounted to an officer being able to reject a call-in by a Member. The Focus Group noted those

concerns, however it was explained that all call-in requests were legally just requests, as it was not legally permissible for an elected Member to be delegated such authority. This was because while the decision on a planning application was a council decision, the decision on whether an application should be dealt with under delegated powers or not was an executive decision. As such, all Member call-ins were in fact Member requests for call-in, and the scheme of delegation reflected this.

The Focus Group was assured that officers were not aware of a situation where a Member request for call-in had ever been rejected. Noting this, and the legal situation around call-in requests, the Focus Group suggested amended wording to make the situation clearer to all Members, and that all references to call-in be replaced with 'member request for call-in'. This was not to make it more difficult for members to call-in applications, or apply a stricter standard for officers to accept such requests, but simply to recognise the legal position.

Resolved:

That Standards recommend the revised Protocol 4 to Full Council accordingly.

44 **Part 4A of the Constitution: Petitions Scheme**

The Focus Group considered a revised Part 4A of the Constitution in relation to a council Petitions Scheme, incorporating changes proposed at their meeting on 10 April 2019.

The Focus Group supported the proposed scheme as simpler and clearer, along with additional changes to clarify procedures around debates and receipt of petitions. After discussion they supported a threshold of 5000 signatories for a debate to be held at full council, and a limit of three minutes for speeches by members, while doubling the length of debate. For Area Boards they agreed there should be no lower limit of signatures for a debate, but felt that if at least 50 signatures had been received on a valid petition it should require a debate if requested.

It was also agreed that a request for review of the petition process by a petition to Overview and Scrutiny was not appropriate, and any concerns around administrative processes could be referred to the council's corporate complaints procedure.

Resolved:

That Standards recommend Full Council adopt the revised Petitions Scheme.

45 **Future Items**

The Focus Group noted further items for potential review including Part 3 and Part 8 in relation to decision making processes, and the protocol on individual Cabinet Member decisions.

46 **Date of Next Meeting**

The scheduled meeting on 17 September 2019 was cancelled. Further dates would be provided in due course.

47 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1500 - 1620)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 14 NOVEMBER 2019 AT THE COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Andrew Bryant, Cllr Ernie Clark, Cllr Peter Evans, Cllr Peter Fuller, Cllr Howard Greenman (Vice-Chairman), Cllr Bob Jones MBE, Cllr Paul Oatway QPM (Chairman), Cllr Fred Westmoreland), Cllr Stuart Wheeler

Also Present:

Cllr Gordon King

31 **Apologies**

Apologies were received from Councillors Derek Brown OBE and Ruth Hopkinson.

32 **Minutes**

The minutes of the meeting held on 26 June 2019 were presented for consideration and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

33 **Declarations**

There were no declarations.

34 **Chairman's Announcements**

There were no announcements.

35 **Public Participation**

There were no statements or questions submitted.

36 **Status report on Code of Conduct Complaints**

A report from the Monitoring Officer (via the Deputy Monitoring Officer) was presented on the current status of Code of Conduct complaints. It was noted that the number of complaints was reduced from the previous year and the overall average number of complaints per annum. It was also noted that a further four complaints had been submitted since publication of the agenda.

Resolved:

To note the update on Code of Conduct complaints.

37 Recommendations from the Constitution Focus Group: Protocol 4 (Planning Code of Good Practice)

A report from the Monitoring Officer (via the Deputy Monitoring Officer) on recommendations from the Constitution Focus Group was presented. It was detailed that following Full Council on 9 July 2019 referring the previously recommended changes to Protocol 4 back to the Standards Committee, all Members of the Council had been contacted for comments and those comments considered by the Focus Group. At its meeting on 2 September 2019 the Focus Group had made further changes in response to those comments to address concerns regarding wording relating to Member requests for call-in of planning applications.

As detailed in the report it was explained that the wording did not place additional obligations on Members when making a call-in request, nor provide additional authority to officers, but was a reflection of the legal and administrative position in relation to an executive action of which items would be considered by Committee. This was stated as necessary in part because if a call-in were made without acceptable planning reasons, this could form the basis of a legal challenge should it be approved or rejected against officer recommendation, and that therefore an audit trail was required explaining any such decision. Additionally, it was confirmed officers were unaware of any call-in requests submitted within required timeframes which had been rejected other than for reasons of timing.

The Committee were also made aware as detailed in the agenda supplement of a representation received requesting inclusion of a clause prohibiting members from acting as planning agents for an application, even if they were not involved in decision-making. It was considered that such a prohibition was not required in law and would be an inappropriate and disproportionate restriction of Members' rights, and that existing rules on declaration of interests were appropriate.

The Committee discussed the updated Protocol from the Focus Group and agreed that the changes addressed the significant concern raised by Full Council. Therefore, it was,

Resolved:

That Protocol 4 be amended by Full Council as detailed at Appendix B of the report.

Councillor Stuart Wheeler arrived at 1212.

38 Recommendations from the Constitution Focus Group: Part 4A (Petitions Scheme)

A report from the Monitoring Officer (via the Deputy Monitoring Officer) on recommendations from the Constitution Focus Group was presented. It was detailed

that the Constitution Focus Group were proposing amendment to the Petitions Scheme in order to provide greater clarity and openness. Changes included the length of a debate on a petition at Full Council was proposed to be doubled, with clarification that Cabinet Member and Group Leader responses would not contribute to that time limit of 30 minutes, as well as additional clarification on how those debates were to be structured and when a petition should be submitted.

The Committee was informed that recommendations that the threshold for signatures for a debate at Full Council be 5000, and that Member contributions be limited to 3 minutes each, had been majority not unanimous recommendations by the Focus Group. During debate the Committee noted the substantial increase in time for a debate overall, and the benefit of maximising the number of contributions within that increased time limit, and so resolved to accept the recommendation, as well as the principle of a set threshold limit of 5000. There was also clarification sought on thresholds for debate at area boards, with Chairmen to have discretion for petitions over 10 signatures, but only required to debate a valid petition if over 50 signatures.

At the conclusion of discussion, it was,

Resolved:

That Part 4A be amended by Full Council as detailed at Appendix C.

39 New Standards Procedures and Appointment of Standards Assessment Sub-Committee

A report from the Monitoring Officer on implementation of new procedures and appointment of the Standards Assessment Sub-Committee was presented. It was noted the new Sub-Committee would come into being on 1 January 2020, and updates were being prepared for the website, appeal forms and internal processes. An example officer report for the Sub-Committee was provided, and the updated procedure notes, which it was stated would include further amendment to emphasise the need to consult with the Independent person. In response to queries it was also confirmed the new procedure would include more robust screening of complaints against the criteria.

The membership of the sub-committee was agreed, but it was felt appropriate that the Sub-Committee appoint its own Chairman and Vice-Chairman at its first meeting. At the end of discussion, it was,

Resolved:

- 1) To note the preparations for the new Standards procedures coming into effect on 1 January 2020.**
- 2) To appoint the following membership of the Standards Assessment Sub-Committee, also to come into effect on 1 January 2020:**

**Cllr Richard Britton
Cllr Ernie Clark
Cllr Ruth Hopkinson
Cllr Fred Westmoreland
Cllr Stuart Wheeler**

- 3) To delegate the appointment of a Chairman and Vice-Chairman of the Standards Assessment Sub-Committee to the Standards Assessment Sub-Committee.**

40 Date of Next Meeting

The date of the next meeting was confirmed as 29 January 2020.

41 Urgent Items

There were no urgent items.

(Duration of meeting: 12.00 - 12.45pm)

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Protocol 4 – Schedule of proposed amendments – Amended by Constitution Focus Group 2 September 2019 following Full Council on 9 July 2019

Original Wording	Proposed Wording	Comment
<p>1. Why a 'Code of Good Practice' is required</p> <p>1.1. As a local councillor you will inevitably be involved in planning matters; as a councillor representing your division's constituents; as a councillor responsible for overseeing the planning framework for Wiltshire, or as a councillor responsible for deciding planning applications at an area or strategic planning committee. You will have a crucial role to play in both making the planning system work and ensuring the best possible outcomes for the community, both now and in the future.</p> <p>1.2. The key purpose of planning is to manage development in the public interest. However, concerns are sometimes expressed about the probity of councillors meeting developers, applicants and interest groups and then taking decisions on an impartial basis. The aim of</p>	<p>1. The purpose of this Code of Good Practice is to give advice to Members that will preserve the integrity of the Planning system as open and fair to all parties, whilst avoiding rigid and overbearing procedural rules</p>	<p>Excess wording removed to make the point more succinct</p>

<p>this code of good practice is to ensure that in the planning process in Wiltshire there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way. Your role as a member of the council is to make planning decisions openly, impartially, with sound judgement and for justifiable reasons. This Code of Good Practice has been prepared to help and guide you in this task.</p> <p>2. When the Code of Good Practice applies</p> <p>2.1. This code applies to councillors at all times when involving themselves in the planning process. This includes not just the taking part in the planning committee meetings of the council, but on less formal occasions, such as meetings with officers, the public, parish/town/city councils and preapplication and consultation meetings. It applies equally to planning enforcement matters or site-specific policy issues as it does to planning applications.</p>	<p>2. When the Code of Good Practice applies</p> <p>2.1 This code applies at all times when Members are involved in the planning process, including</p> <ul style="list-style-type: none"> • As a Member representing your division's constituents • As a Member responsible for overseeing the planning framework 	<p>Bullet points added for ease of reference</p>
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<p>2.2. If you have any doubts about the application of this Code or Wiltshire Council’s Code of Conduct for Members to your own circumstances, and in particular where you may have a disclosable pecuniary interest in any planning matter, you should seek advice early, from the Monitoring Officer or one of his/her staff, and preferably well before any meeting takes place.</p> <p>2.3. This code is based upon the ‘Model Members Planning Code’ adopted by the Association of Council Secretaries and Solicitors in 2003 (updated in 2007). The Model Code was produced following consultation with the Standards for England, the Local Government Ombudsman and the Audit Commission but has been updated to take account of the clarification of the predetermination rules and the new standards regime introduced by the Localism Act 2011.</p> <p>3. Relationship to Wiltshire Council’s Members Code of Conduct</p>	<p>for Wiltshire; or</p> <ul style="list-style-type: none"> • As a Member responsible for deciding planning applications at an area or strategic planning committee • Planning enforcement matters • Involvement in local and neighbourhood plans • Occasional involvement in appeals <p>https://www.local.gov.uk/Pas-probity-planning</p>	<p>Link added for ease of reference</p>
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<p>3.1. The Members' Code of Conduct must be complied with at all times when you are acting in your capacity as a member or co-opted member. This Planning Code of Good Practice seeks to explain and supplement the Members' Code of Conduct for the purposes of planning. It provides helpful guidance for members. However, you are advised that if you do not abide by this Code of Good Practice, you may put the council at risk of proceedings on the legality of the related decision or a complaint of maladministration to the Local Government Ombudsman, and yourself at risk of a complaint under the Members' Code of Conduct.</p> <p>3.2. In the event of a conflict between this Planning Code of Good Practice and the Members' Code of Conduct the latter will prevail.</p>	<p>3. Relationship to Wiltshire Council's Members' Code of Conduct</p> <p>3.1 The Members' Code of Conduct must be complied with at all times when you are acting in your capacity as a Member. This Planning Code of Good Practice constitutes guidance for Members of Planning Committees. However, you are advised that if you do not abide by this Code of Good Practice, you may put the Council at risk of proceedings on the legality of any related decision or a complaint of maladministration to the Local Government Ombudsman, and yourself at risk of a complaint under the Members' Code of Conduct. http://www.wiltshire.gov.uk/complaints-members-code-of-conduct</p> <p>3.2 In the event of a conflict between this Planning Code of Good Practice and the Members' Code of Conduct the latter will prevail.</p> <p>If you have any doubts about</p>	<p>Emphasis on guidance status of protocol rather than a supplement to the code of conduct</p> <p>Link added for ease of reference</p>
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	<p>the application of this Code or Wiltshire Council’s Code of Conduct for Members to your own circumstances, and in particular where you may have a disclosable pecuniary interest in any planning matter, you should seek advice early from the Monitoring Officer or one of his/her staff, and preferably well before any meeting takes place.</p> <p>https://www.local.gov.uk/sites/default/files/documents/members-interests-bias-an-533.pdf</p>	<p>Note re advice from Monitoring Officer. Link to note from PAS on member interests</p>
<p>4. Development proposals and interests under the Members' Code of Conduct</p> <p>4.1. It is a fundamental point of principle that those who have a significant interest in the outcome of a planning decision should not take part in the decision making process, for example, Members may wish to make their own planning proposals, such as extending their own property. Members should disclose the existence and nature of their</p>	<p>4. Development proposals and interests under the Members' Code of Conduct</p> <p>4.1 It is a fundamental point of principle that those who have a material interest in the outcome of a planning decision should not take part in the decision-making process. Members should disclose the existence and nature of their interest at any relevant meeting, including informal meetings or discussions with officers and other Members.</p>	<p>Wording about members’ own planning applications removed as this is inserted at 4.4 below</p>

<p>interest at any relevant meeting, including informal meetings or discussions with officers and other members. Such interests should be declared at the start of the meeting.</p> <p>4.2 The requirements for the registration and declaration of interests are set out in Wiltshire Council’s Members’ Code of Conduct and in the underlying legislation contained in the Localism Act 2011, and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should be aware that failure to comply with the requirements relating to disclosable pecuniary interests without reasonable excuse could result in prosecution.</p> <p>4.3 If you have a disclosable pecuniary interest in any planning matter you must not participate in any discussion of the matter or vote on it at the meeting of the Committee unless you have obtained a dispensation from the Standards Dispensation Sub-Committee. In addition you should:</p>	<p>Such interests should also be declared at the start of the meeting.</p> <p>In the event of a member having any material interest or the application concerns a property in the vicinity of their own property then the member should seek guidance from the Monitoring Officer</p> <p>4.2 The requirements for the registration and declaration of interests are set out in Wiltshire Council’s Members’ Code of Conduct and in the underlying legislation contained in the Localism Act 2011, and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. http://www.legislation.gov.uk/uksi/2012/1464/made</p> <p>4.3 If you have a disclosable pecuniary interest in any planning matter you must not participate in any discussion of the matter or vote on it at the meeting of the Committee unless you have obtained a</p>	<p>Link to DPI regulations. Note that interests also apply to spouses, civil partners and people living together a husband and wife. In addition WC’s own guidance in 3D of the Constitution goes further than the DPI regulations by also including other family members</p>
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<ul style="list-style-type: none"> • Consider employing an agent to act on your behalf in dealing with officers and any public speaking at Committee (although you may participate as and to the same extent as a member of the public); • Ask another elected member to represent division views1; • Not participate in the processing of the application or the making of any decision on the matter by the Council; • Not seek or accept any preferential treatment, or place yourself in a position that could lead the public to think you are receiving preferential treatment because of your position as a councillor • Withdraw from the meeting in your capacity as a councillor when business relating to your interest is being considered. <p>Your proposal will not be dealt with by officers under delegated powers if a valid planning objection to it is received. Where this happens it will</p>	<p>dispensation from the Standards Dispensation Sub-Committee. In addition, you should:</p> <p>4.3.1 Consider employing an agent to act on your behalf in dealing with officers and any public speaking at Committee (although you may participate as and to the same extent as a member of the public);</p> <p>4.3.2 Ask another elected member to represent division views;</p> <p>4.3.3 Not participate in the processing of the application or the making of any decision on the matter by the Council;</p> <p>4.3.4 Not seek or accept any preferential treatment or place yourself in a position that could lead the public to think you are receiving preferential treatment because of your position as a Member.</p> <p>4.3.5 Withdraw from the meeting in your capacity as a Member when business relating to your interest is being debated.</p>	<p>Points reordered</p>
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<p>be reported to a committee for a decision.</p> <p>1 It is acceptable for councillors to nominate a substitute(s) to undertake their planning responsibilities, including application 'call-in', if they have a conflict of interest or during periods of absence such as holidays or illness. In the case of death, the Chairman will nominate a stand in.</p>	<p>http://www.wiltshire.gov.uk/part_03_c_-_scheme_of_delegation_planning_.pdf</p> <p>4.4 It is acceptable for councillors to nominate an alternative member to undertake their planning responsibilities, including application 'member request for call-in', if they have a conflict of interest or during periods of absence such as holidays or illness. In the case of death or incapacity the group leader will nominate a stand in in consultation with the relevant Chairman.</p> <p>5. Your role as a Member of the Planning Authority [NB taken from para 1.2 of the existing code]</p> <p>5.1 To ensure that planning decisions are made openly, impartially, with sound judgment and for justifiable planning reasons.</p>	<p>Link attached for ease of reference</p> <p>Moved from a footnote.</p>
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		<p>Added as a standalone para</p>
<p>5. Bias and Predetermination [NB this has been moved to Section 9 in the amended document]</p> <p>5.1 A planning decision may be challenged and ruled unlawful on the ground of bias. The test is whether a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the member was biased. In particular, under the Council's Code of</p>	<p>6. The purpose of the Planning system [NB this is a new para]</p> <p>6.1 Planning has a positive and proactive role to play at the heart of local government in Wiltshire:</p> <ul style="list-style-type: none"> • It helps the Council to stimulate growth whilst looking after important environmental assets. 	<p>Added as a standalone para</p>

<p>Conduct for Members, bias would occur if you place yourself under a financial or other obligation to third parties that might seek to influence you in the performance of your official duties.</p> <p>5.2 The integrity of and public support for the planning process relies on members of planning committees making decisions that are open, transparent and above board. To participate in decision-making on planning matters, it is essential that you do not have a closed mind and that you make your final decision only when you have seen and heard all the evidence and arguments presented, including the Officer's report and representations on both sides. The Localism Act has helpfully clarified the rules on predetermination. Predetermination occurs where someone has a closed mind so that they are unable to apply their judgment fully and properly to the issue requiring a decision. This can lead to legal challenges and decisions being set aside.</p>	<ul style="list-style-type: none"> • It can help translate goals into action • It balances social, economic and environmental needs to achieve sustainable development. <p>6.2 Planning decisions are based on balancing many competing interests and making an informed judgement against a local policy (ie local plan and neighbourhood plan) and national policy framework. The decision-making process is open and transparent. Decisions can be controversial. The risk of controversy and conflict are heightened by:</p> <ul style="list-style-type: none"> • the openness of a system which invites public opinion before taking decisions and • the legal nature of the development plan and decision notices. <p>In other words, members have to take into account</p>	
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<p>The Act makes it clear that a member is not deemed to have had a closed mind on an issue just because they have indicated what view they have taken or may take before the issue is decided. A member is not, for example, prevented from participating in discussion of an issue or voting on it if they have campaigned on the issue or made public statements about their approach to it.</p> <p>The general position, however, remains that, whatever their views, members must approach their decision-making with an open mind in the sense that they must have regard to all material considerations and must be prepared to change their views if persuaded that they should.</p> <p>5.3 If you are a member of a Wiltshire Council planning committee and also a member of a parish, town or city council, you can still take part in debates on planning proposals at parish/town/city council meetings, provided that:</p>	<p>not only relevant planning policy when making decisions but they also have to be aware of the legal framework in which the planning system operates.</p> <p>7. How the Planning system works [NB this is a new para]</p> <ul style="list-style-type: none"> - Planning applications registered by the Council are uploaded to the planning pages of the Council’s web site, including details of the plans and reports submitted by applicants; representations received by the Council and consultation responses. - Each week, a list of applications that have been registered by the Council in the week leading up to publication (‘the weekly list’) is sent to members. This contains a description of the 	<p>Brief rundown of procedure</p>
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<ul style="list-style-type: none"> • You make it clear at the meeting that any views you express are based on the limited information before you only and that you will not in any way commit yourself as to how you or others may vote when the proposal comes before the Wiltshire Council Planning Committee; • You make it clear that you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that parish, as and when it comes before the Committee and you hear all of the relevant information; • When the development proposal comes up for consideration at a Wiltshire Council Planning Committee, you should disclose your interest regarding your membership or role at the town/city or parish council. <p>6. Contact with applicants, developers and objectors [NB see paragraph 10 of the amended document]</p>	<p>proposal, including its location and the name of the Planning Officer handling the application.</p> <ul style="list-style-type: none"> - The Council receives over 5,000 planning applications each year. To deal with this workload as efficiently and effectively as possible, the vast majority of these are dealt with by planning officers under delegated powers. <p>The Scheme of Delegation to Officers (Part D3 of the Constitution) http://www.wiltshire.gov.uk/p_art_03_c_-_scheme_of_delegation_planning_.pdf is part of the Council's Constitution and sets out the remits of the Strategic Planning Committee and Area Planning Committees and the rules relating to referring applications to a planning committee.</p> <ul style="list-style-type: none"> - However, as a Member, you can request that a 	
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<p>6.1. As a community leader and local representative you will want to be involved in relevant public meetings, pre-application discussions and policy development. You can involve yourself as a councillor in discussions with developers and others about planning matters provided you keep to the following guidelines:</p> <ul style="list-style-type: none"> • Where developers organise a public exhibition or display of their proposals, it is acceptable for you to visit to examine the proposals and ask questions of the developers to ensure that you are fully informed of the nature of the proposals. You may feed in your own and your local community's concerns and issues and engage in discussion. However, irrespective of any position adopted in advance of a planning meeting you must have and be seen to have an open mind at the point of decision-making and base your decision on the information available at that time. 	<p>planning application in your division be referred to a planning committee and not be dealt with under delegated powers. This is known as a 'member request for call-in' and is dealt with in Section 12.2 – 12.6 below. There are a few exceptions, such as tree applications, that cannot be called-in and these are set out the scheme of Delegation [link]</p> <p>8. Procedure if the application is decided at committee [link to committee procedure]</p> <p>9. Bias and Predetermination [NB this is para 5 in the existing protocol]</p> <p>9.1 Members of a planning committee need to avoid any appearance of bias or of having predetermined their views before taking a decision on a planning application. This is because a planning decision may be challenged and ruled unlawful on the ground of bias. The test is</p>	<p>Link to list of applications that can't be called in</p> <p>Rundown of order of procedure at committee,</p>
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<ul style="list-style-type: none"> • Pre-application meetings with developers or prospective applicants may be a positive way of engaging the developer to seek to ensure that community needs are met. However, if approached, you should refer any requests for such a meeting to an officer of the Development Service. The officer(s) will then organise the meeting and ensure that those present are advised from the start that the discussions will not bind the authority to any particular course of action and that the meeting is properly recorded. • Refer those who approach you for planning, procedural or technical advice to officers; • Advise those looking for policy guidance to examine the policies in adopted local plans and the Local Development Framework; • Avoid meeting developers alone or putting yourself in a position where you appear to favour a person, company or group. <p>7. Lobbying and councillors [NB see para 11 of proposed amendment]</p>	<p><i>whether a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the Member was biased.</i></p> <p>In particular, under the Council’s Code of Conduct for Members, bias would occur if you place yourself under a financial or other obligation to third parties that might seek to influence you in the performance of your official duties.</p> <p>9.2 The integrity of and public support for the planning process relies on members of planning committees making decisions that are open, transparent and above board. To participate in decision-making on planning matters, it is essential that you do not have a closed mind and that you make your final decision only when you have seen and heard all the evidence and arguments presented, including the Officer’s report and representations on both sides.</p>	<p>Link to Section 25 Localism</p>
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<p>7.1. Lobbying is recognised as a normal and proper part of the political process. However, it is important for members to protect their impartiality and integrity in planning matters. You will not breach this Code of Good Practice by listening to or receiving viewpoints from residents or other interested parties provided that you make it clear that your final position will be determined at the end of the planning process when you are aware of all of the material considerations. Councillor’s attention is drawn to the following advice:</p> <ul style="list-style-type: none"> • Do not place yourself under a financial or other obligation to any person involved or affected by a planning proposal; • Pass a copy of any lobbying correspondence that you receive to the relevant Development Control Area Team Manager or the case officer at the earliest opportunity; • Do not pressurise or lobby officers for a particular recommendation; 	<p>9.3 The Localism Act sets out the rules on predetermination. http://www.legislation.gov.uk/ukpga/2011/20/section/25/enacted</p> <p>Predetermination occurs where someone has a closed mind so that they are unable to apply their judgment fully and properly to the issue requiring a decision. This could, for example, occur where a member clearly expresses an intention to vote in a particular way before a meeting. This can lead to legal challenges and planning decisions being set aside.</p> <p>9.4 The Act makes it clear that a member is not deemed to have had a closed mind on an issue where they make it clear that they are willing to listen to all considerations presented at the committee before deciding on how to vote. A member may not, for example, be automatically prevented from participating in discussion of an issue or voting on it if they have made public statements about their approach to it. Advice should be sought</p>	<p>Act 2011</p>
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<ul style="list-style-type: none"> • Promptly refer to the Development Control Area Team Manager any offers made to you of planning gain or constraint of development, through a Section 106 Planning Obligation or otherwise; • Inform the Monitoring Officer where you feel that you have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality) who will in turn advise the appropriate officers to follow the matter up. • Political Groups should never dictate how Members should vote on a planning issue and members should not excessively lobby fellow councillors regarding concerns or views, nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken. <p>7.2. Can I remain a member of an amenity society when it makes representations on planning</p>	<p>from the Monitoring Officer in these circumstances.</p> <p>9.5 The general position, however, remains that, whatever their views, Members must approach their decision-making with an open mind in the sense that they must have regard to all material considerations (a summary of these can be found at https://www.planningportal.co.uk/faq/4/what-are-material-considerations and must be prepared to change their views in light of all the information presented at the meeting if persuaded that they should.</p> <p>9.6 If you are a Member of a Wiltshire Council planning committee and also a Member of a parish, town or city council, you can still take part in debates on planning proposals at parish/town/city council meetings, provided that:</p> <p>9.6.1 You make it clear at the</p>	<p>Link to short summary of what constitutes a material consideration</p>
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<p>matters? [NB – please see para 11.3 of the proposed guidance]</p> <p>There are many general interest groups who concentrate on issues beyond particular planning proposals. These include bodies such as the National Trust; CPRE; Wiltshire Archaeology and Natural History Society; Ramblers Association; local civic societies. It is acceptable to be members of these societies, provided that an interest is declared when that organisation has made representations on a particular proposal and you make it clear that you have reserved judgement and the independence to make up your own mind on each separate proposal. However, if you become a member of or lead or represent an organisation whose primary purpose is to lobby to promote or oppose planning proposals, you will have to ensure that you still have an open mind and will again have regard to all material considerations at the time any decision is made.</p>	<p>parish/town or city council meeting that any views you express are based on the limited information before you only and that you will not in any way commit yourself as to how you or others may vote when the proposal comes before a Wiltshire Council planning committee;</p> <p>9.6.2 You make it clear that you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that parish, as and when it comes before the Committee and you hear all of the relevant information;</p> <p>9.6.3 When the development proposal comes up for consideration at a Wiltshire Council</p>	
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<p>8. The role of officers [NB – see para 14 of amended document]</p> <p>8.1. Officers and members work together to deliver the outcomes that seek to deliver the outcomes that seek to deliver the right development at the right place at the right time, whilst protecting the built and natural environment. It is therefore essential that there is mutual trust and understanding between officers and members. Officers will advise and assist members in their formulation of planning advice and the determination of applications and will provide:</p> <ul style="list-style-type: none"> • Impartial and professional advice; • Committee reports that include a clear and accurate analysis of the issues <p>in the context of the relevant development plan and other material considerations; the substance of the representations and views of those who have been consulted and a clear recommendation of action.</p>	<p>Planning Committee, you should disclose your interest regarding your membership or role at the town/city or parish council.</p> <p>10. Discussions and contact with applicants, developers and objectors [NB this is para 6 of the existing protocol]</p> <p>10.1 Discussions between a potential applicant and the Council can benefit both parties and are encouraged as a way of gathering information. They are not to be seen as a means of influencing members. Whilst potential applicants may seek the professional advice of planning officers in relation to relevant planning policies and material planning considerations, on major applications (sites of ten houses or developments of above 1000 square metres floorspace) officers will always encourage potential applicants to discuss their proposals with the local parish, town or city council before submitting a planning application. Members have an</p>	
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<p>Officers will process and determine applications in accordance with the council's code of Conduct for Officers and the Royal Town Planning Institute's Code of Professional Conduct.</p> <p>9. Decision making [NB – see para 12 of amended document]</p> <p>9.1 By law, the council has to make decisions in accordance with the Development Plan unless material planning considerations indicate otherwise. The National Planning Policy Framework is a material planning consideration.</p> <p>9.2. As a member, you can request that the relevant planning committee considers a planning application in your division and not be dealt with under delegated powers (although there are a few exceptions, such as tree applications, set out in the Scheme of Delegation). To call-in an application, you need to do this in writing, (an electronic proforma is available for electronic submission),and send it to the</p>	<p>important role to play in such pre-application discussions, bringing your local knowledge and expertise along with an understanding of community views.</p> <p>10.2 As a community leader and local representative, you may want to be involved in relevant public meetings and discussions to help make sure that issues of local concern don't come to light for the first time at a planning committee meeting. You can involve yourself as a Member in discussions with developers and others about planning matters provided you keep to the following guidelines, which also apply to officers:</p> <p>10.2.1 Where developers organise a public exhibition, or display of their proposals, or arrange a meeting with a parish, town or city council to which you are invited</p> <p>You can:</p> <ul style="list-style-type: none"> • visit/attend to examine 	
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<p>relevant area team manager or case officer handling the application. Requests must be received within 21 days of the circulation of the weekly list (but there are some exceptions set out in detail in the Scheme of Delegation to Officers – Part 3B of the Constitution). The proforma must record planning reasons why the committee should deal with the application. (It would be helpful if councillors would contact the case officer prior to call-in to discuss the planning issues involved and whether a call-in is necessary.) Following receipt of a request, officers will confirm the action to be taken and keep the member informed when they are ready to make a recommendation.</p> <p>9.3. While there is a strong presumption that the Division Member’s views on call in should prevail, if another Member (i.e. one from a neighbouring division which is affected by the development) thinks an application should go to committee and this is contrary to the view of the local Division Member, it will be open to that</p>	<p>the proposals</p> <ul style="list-style-type: none"> • ask questions of the developers to ensure that you are fully informed of the nature of the proposals. • feed in your own and your local community's concerns and issues • engage in discussion <i>provided that you always make it clear that any views you express are personal and provisional and will not bind the Council to making a particular decision if an application is subsequently submitted.</i> <p>Irrespective of any position adopted in advance of a planning committee meeting you must have and be seen to have an open mind at the point of decision-making and base your decision on the information available at that time</p> <p>10.2.2 Where developers or</p>	
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<p>member to discuss the application with the Chairman of the committee. Having discussed the application and considered the possible impacts the Chairman will then have the ability to ask for the application to proceed to committee for determination. In the rare event that the application is in the Chairman's own division, the adjoining member can discuss the application with the Director of the service.</p> <p>9.4 Councillors should arrive at meeting with an open mind and make a decision only after due consideration of all the information reasonably required to make that decision including any matters reported at the meeting. If you feel that there is insufficient information before you, you should request that further information. If necessary, defer or, if the grounds are adequate, refuse the proposal.</p> <p>9.5 Site Visits – Councillors will be expected to be familiar with the site and issues surrounding the decision when they arrive at a committee meeting. It is acceptable</p>	<p>prospective applicants approach you for an individual meeting.</p> <p>You can attend an informal meeting subject to the following caveats:</p> <ul style="list-style-type: none"> • avoid giving separate advice on the development plan or material considerations • avoid being drawn into negotiations; • refer those who approach you for planning, procedural or technical advice to officers; • Advise those looking for policy guidance to examine the policies in adopted local plans, Neighbourhood Plans and the Local Development Framework. These are all available on the Council's website http://www.wiltshire.gov.uk/planning-policy • Avoid putting yourself in a position where you appear to favour a person, company or group. 	<p>Link to Council planning policy</p>
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<p>to visit the site and, if necessary, surrounding properties that may be affected by the proposal, as an individual councillor before the meeting, although councillors should not enter onto a site without the consent of the owner. On no account should councillors express a view on the merits of the application to anyone, including the applicant, owner or any third party. With regard to the Strategic Committee, for major and controversial applications arrangements will exceptionally be made for organised site visits where these are considered necessary.</p> <p>The committee reports and officer presentations should provide ample information for councillors to determine applications. Very exceptionally, councillors at a committee may feel that a site visit is appropriate to assess the implications of the development. In these cases, reasons for the site visit will be provided and consideration of the application should be deferred pending the visit. (The site visit will be arranged by officers and although the</p>	<p>11 Lobbying and Members [NB – this is para 7 of the existing protocol]</p> <p>11.1 Lobbying is a normal and proper part of the political process. Those who may be affected by a planning decision will often seek to influence it through an approach to their Division Member or to a member of the planning committee. However, it is important for Members to protect their impartiality and integrity in planning matters. This Code of Good Practice recognises the value of listening to or receiving viewpoints from residents or other interested parties provided that you make it clear that your final position will be determined at the end of the planning process when you are aware of all of the material considerations.</p> <p>11.2 Members' attention is drawn to the following advice:</p> <ul style="list-style-type: none"> • Do not place yourself under a financial or other obligation to any person involved or affected by a planning proposal. 	
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<p>owner’s permission will be required, there should be no dialogue with members of the public or applicant/owner during the visit.) The application will then be re-listed on the following agenda.</p> <p>9.6. Public Speaking at Meetings [NB see para 12.11 of amended document]</p> <p>The council has an established procedure in respect of public participation at planning meetings. This should be complied with. In particular, it is not permissible during meetings for members of the public to communicate with councillors debating the proposal either orally or in writing, as this may give the appearance of bias.</p> <p>Consultees and members of the public who wish to speak at a planning meeting, either in favour of or against an application will be asked to register with Democratic Services. Notification can be given in advance of the meeting, but not before the agenda has been published, by contacting the Democratic Services Officer</p>	<ul style="list-style-type: none"> • Consider referring any correspondence that you receive to the relevant Development Management Team Leader or the case officer at the earliest opportunity; <ul style="list-style-type: none"> • Do not put pressure on or lobby officers for a particular recommendation or decision • Do not do anything which compromises or is likely to compromise the officer’s impartiality or professional integrity; • Do promptly refer to the relevant Development Management Area Team Leader any offers made to you of planning gain or constraint of development, through a Section 106 Planning Obligation or otherwise; <ul style="list-style-type: none"> • https://www.gov.uk/guidance/planning-obligations • Do Inform the Monitoring Officer where you feel that you have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality) who will in turn 	<p>Link to planning obligations section in National Planning Policy Guidance</p>
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<p>identified on the agenda. However it should be noted that the Democratic Services Officer must receive registrations in person at least ten minutes prior to the meeting; registration will take place on a first come first served basis and if someone fails to register in person the opportunity to speak will be offered to someone else if appropriate. If a large number of speakers wish to speak on an application, Democratic Services will advise them to coordinate their speakers.</p> <p>Town/parish/city councils will have an individual four minute representation slot should they wish to speak. Only one representative per council should speak and it is important that the spokesperson expresses the formal views of their council, and not their own individual thoughts. If an application is near the boundary with an adjacent parish, each affected council will have a four minute slot. Any additional time will be at the committee chairman's discretion.</p>	<p>advise the appropriate officers to follow the matter up.</p> <ul style="list-style-type: none"> • Planning decisions cannot be made on a party political basis. Political groups should never dictate how Members should vote on a planning issue and Members should not excessively lobby fellow Members regarding concerns or views, nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken. <p>Can I remain a member of an amenity society when it makes representations on planning matters? [NB – this is 7.2 of the existing protocol]</p> <p>11.3 There are many general interest groups who concentrate on issues beyond particular planning proposals. These include bodies such as the National Trust; CPRE; Wiltshire Archaeology and Natural History Society; Ramblers Association; local civic societies. It is acceptable to be members of these societies, provided that:</p>	
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<p>There will be a maximum of three members of the public permitted to speak in objection to an application and three members of the public permitted to speak in support of an application. Where a committee member with a disclosable pecuniary interest wants to participate in their private capacity as a member of the public (as they are entitled to do) they will need to secure one of the ‘public slots’.</p> <p>Each speaker will be allotted 3 minutes to address the committee and an audible 30 second warning may sometimes be given before the end of the three minutes.</p> <p>In the case of particularly controversial or large scale applications the chairman of the committee will have discretion over these timings and will be able to allow more speakers. It is imperative, however, in the interests of natural justice that any increase in time allowance is applied equally between those speaking for and against.</p>	<p>- an interest is declared when that organisation has made representations on a particular proposal</p> <p>- you make it clear that you have reserved judgement and the independence to make up your own mind on each separate proposal</p> <p>However, if you lead or represent an organisation whose primary purpose is to lobby to promote or oppose planning proposals, you should seek the advice of the Monitoring Officer about any decisions to be made affecting that organisation.</p> <p>12 Decision making</p> <p>12.1 By law, the council has to make decisions in accordance with the Development Plan unless material planning considerations indicate otherwise. The Development Plan includes the Wiltshire Core Strategy and any made Neighbourhood Plans. The National Planning Policy</p>	<p>Difference between membership of an amenity group and leadership/representation of lobby group</p> <p>Link to NPPF</p>
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<p>9.7 Decisions Contrary to Officer Recommendation</p> <p>There will be occasions when councillors wish to make a decision that conflicts with the planning officer's recommendation. In these circumstances, members proposing, seconding or supporting such a decision must clearly identify and understand the planning reasons leading to this decision and must give the planning officer an opportunity to explain the implications of it. The reasons for the decision must be given prior to the vote and be recorded. If an application is to be approved, councillors should set out any particular conditions they would like imposed which will be in addition to the 'standard' conditions for that type of development which will be added by officers. An opportunity must be given to the planning officer to comment on conditions suggested by members and if necessary, the application should be deferred to the next available meeting to enable proper consideration to be given to the wording needed to achieve</p>	<p>Framework (NPPF) sets out Government planning policy and is also a material planning consideration. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Member request for Call-in 12.2 The Council receives over 5,000 planning applications each year. To deal with this workload as efficiently and effectively as possible, the vast majority of these are dealt with by Planning Officers under delegated powers. However, as a Member, you can request that a planning application in your division be referred to a planning committee and not be dealt with under delegated powers. This is known as a 'member request for call-in'. There are a few exceptions, such as tree applications, that cannot be called-in and these are set out in the Scheme of Delegation (Part 3D of the Constitution). http://www.wiltshire.gov.uk/part_03_c_-_scheme_of_delegation_planning</p>	<p>link to scheme of delegation NB check 3D</p>
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<p>members' objectives or members may delegate to the officers the imposition of suitable conditions.</p> <p>Reasons for refusal against officer advice must be planning related, clear and convincing. Be aware that you may have to justify the resulting decision by giving evidence in the event of any challenge or appeal. Where councillors think they could have concerns about any given recommendation at committee, officers will be happy to discuss the application beforehand to explore the options which may be open to the Members.</p> <p>In cases where councillors have overturned a recommendation and the applicant lodges an appeal with the Planning Inspectorate which will be dealt with by way of hearing or public inquiry, Members should be prepared to defend that decision. This defence should be made in person or, at the Member's discretion in writing. Where Members attend and give evidence as part of the council's 'official team,' e.g., they are supported by</p>	<p>.pdf</p> <p>12.3 Before deciding whether to request call-in of any application, you should seek to discuss the matter with the Planning Officer handling the application, or in their absence, with one of the Area Team Leaders overseeing applications in your division. If you are in agreement with their likely course of action, it will seldom be necessary for the application to be placed before a planning committee. If you are not in agreement, then you will need to activate the member request for call-in procedure. While you may be requested by an agent, applicant or parish council to call an application to committee, it is important to carefully consider each request on its planning merits and discuss with the planning officer before agreeing to request a call-in.</p> <p>12.4 To request call-in of an application, you need to complete the on-line call-in request form http://thewire.wiltshire.council/inde</p>	<p>Link to call-in form</p>
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<p>counsel (as opposed to turning up to speak on an individual basis,) a Rule 6 statement will be required which usually has to be submitted nine weeks before the appeal hearing/inquiry. (Members may of course also be called upon to support the council’s case on appeal where the decision has been made in line with the officer recommendation.)</p> <p>10. Training [NB See para 13 of the amended document]</p> <p>Planning is a complex area, but one that generates a great deal of interest amongst local residents and is at the heart of much of the activity of the council. Great care needs to be taken over procedural matters and to ensure that consideration of applications takes place in a clear and open manner and that decisions are based on sound planning principles. For these reasons, it is mandatory for all elected councillors of Wiltshire Council to have training in planning matters prior to sitting on a planning committee. All elected</p>	<p>x/councillors-area/planning-app-to-be-considered-by-committee.htm</p> <p>The proforma must record the planning reasons why the committee should deal with the application.</p> <p>12.5 Requests to call-in an application must be received within 21 days of the circulation of the weekly list on which the application is recorded, although there are some very limited exceptions to this time limit detailed in the Scheme of Delegation, for example the time limit is 15 days for applications for Permissions in Principle [link]. The reason for this is that the Government lays down strict time limits for the determination of planning applications, and if these are exceeded applicants may appeal to the Secretary of State, taking the matter out of the hands of the Council. As applications may be amended during the consultation process, often dealing with issues that have been raised, Members may</p>	
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<p>councillors will be able to attend this training and it will be arranged immediately after each election. For those elected at by-elections, similar training will be made available.</p> <p>11. The order of events at committee meetings</p> <p>Meetings will normally commence at 6 p.m. and the applications will be determined in the order in which they appear in the agenda unless the chairman has valid reasons for changing the order. Officer will try and ensure that applications which are likely to attract large numbers of the public appear early in the agendas. If the order is changed, this will be announced at the start of each meeting.</p> <p>The usual procedure will be:</p> <p>a) The planning officer will introduce each item and set out any representations, amended plans or material considerations which have been received or come to light in the period between the publication</p>	<p>withdraw their requested call-in at any time up until a committee agenda is published containing a report on the called-in application. Once a report on an application has been published on a committee agenda, the committee will proceed to determine the application (unless the application is withdrawn by the applicant or their agent before the meeting takes place). Members can request to be kept advised as to the date when the application will be put before a planning committee for determination.</p> <p>12.6 While there is a strong presumption that the Division Member's request for call in should prevail, if another Member (i.e. one from a neighbouring division which is materially affected by the development) thinks an application should go to committee they can make that request in the same way as a request within their own division.</p> <p>12.7 Members should arrive at meeting with an open mind and make a decision only after due</p>	
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<p>of the agenda and the committee meeting.</p> <p>b) Committee Members will then ask the officer to clarify any points/ask technical questions.</p> <p>c) Members of the public who wish to make representations opposing the application will then be invited to do so. (up to 3 minutes each)</p> <p>d) Members of the public/applicant/agent (in this order) who wish to make representations in support of the application will then be invited to do so.</p> <p>e) Consultees who wish to make representations will be invited to do so. (up to 3 minutes each)</p> <p>f) The town/city or parish council representative, if present, will then be invited to make representations. (up to 4 minutes each)</p> <p>g) The division member will be invited to make representations².</p>	<p>consideration of all the information reasonably required to make that decision including any matters reported at the meeting.</p> <p>12.8 Members should expect to receive officer reports that are accurate and include the substance of any objections and consultation responses. The reports should contain a clear assessment of the proposal against the relevant policies of the development plan and any other material planning considerations, with a written recommendation for a decision to be made. If the report's recommendation is contrary to the provisions of the development plan, the material considerations that justify the departure must be clearly stated. If you feel that there is insufficient information before you to make an informed decision, you should request such further information. In the absence of such further information it may be necessary for the application to be deferred or even refused.</p>	
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<p>h) The planning officer will then have an opportunity to respond to comments or provide clarification of any points raised.</p> <p>i) The chairman will then normally ask if anyone is prepared to move the officer recommendation or propose an alternative motion. Once a motion has been seconded it will be open to the councillors to debate it and ask further questions of officers if required and determine the issue. The rules of debate as detailed in Part 4 of the Constitution will apply.</p> <p>2 Any division member, be they a member of the committee or not is welcome to attend committee meetings and make representations on any application within their division. Councillors who are part of the committee will have voting rights but those who are not can speak, but are not eligible to vote. Division members who are not on the committee may be invited to participate in any debate at the chairman's discretion.</p>	<p><u>Site Visits (see Appendix 1 – Wiltshire Council Planning Site Visit Protocol)</u></p> <p>12.9 Members will be expected to be familiar with the site and the issues surrounding the application when they arrive at a committee meeting. It is acceptable to visit the site and surrounding properties that may be affected by the proposal, as an individual Member before the meeting, although Members should not enter onto a site without the consent of the owner. On no account should Members express a view on the merits of the application to anyone, including the applicant, owner or any third party. The Head of Development Management may, after consultation with the chairman of the relevant committee, arrange for an organised site visit before the committee meeting by the committee where this is considered necessary for major and/or controversial applications, or other exceptional circumstances.</p>	
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	<p>12.10 The committee reports and officer presentations should provide ample information for Members to determine applications. If there has been no organised site visit prior to the meeting, Members at a committee may, exceptionally, feel that a site visit is appropriate to assess the implications of the development. In these cases, Members must give reasons for the site visit before consideration of the application for deferral pending the visit. The site visit will be arranged by officers and although the owner’s permission will be required, there should be no dialogue with members of the public or applicant/owner during the visit. The application will then be re-listed on the following agenda.</p> <p>Public Speaking at Meetings</p> <p>https://cms.wiltshire.gov.uk/documents/s134074/Public%20Participation%20FAQ.pdf</p> <p>12.11 The council has an</p>	
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	<p>established procedure in respect of public participation at planning meetings. This should be complied with in the interests of equity. In particular, it is not permissible during meetings for members of the public to communicate with members either orally or in writing once debate has commenced, as it could be seen as seeking to influence a member improperly and may give the appearance of bias.</p> <p>Decisions Contrary to Officer Recommendation</p> <p>12.12 Planning committees can, and often do, make a decision which is different from the officer recommendation. Sometimes this will relate to conditions, or sometimes it will change the outcome, from an approval to a refusal or vice versa. This will usually reflect a difference in the assessment of how a policy has been complied with, or different weight ascribed to material considerations.</p>	
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	<p>12.13 If a member is concerned about an officer recommendation, it may be helpful to discuss their areas of difference and the reasons for that with officers in advance of the committee meeting. A better mutual understanding of each other's reasons may avoid misunderstandings at the meeting.</p> <p>12.14 In circumstances where members are proposing a decision contrary to the officer recommendation, members should be prepared to give a full explanation of their planning reasons, including reference to relevant policies, for not agreeing with the officer's recommendation. This is because the applicant and members of the public should be clear about why a decision has been made. The reasons for the decision must be given prior to the vote and be recorded in the minutes.</p> <p>12.15 The Planning Officer should also be given an opportunity to explain the implications of any</p>	
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	<p>contrary decision, including an assessment of any reasons put forward for refusal, or conditions suggested for approval. Where a refusal is proposed, this may include an assessment of a likely appeal outcome and chances of a successful award of costs against the Council, should one be made. In exceptional circumstances, the application may be deferred to the next available meeting to enable proper consideration to be given to the wording needed to achieve members' objectives or members may delegate to the officers the imposition of suitable conditions. Reasons for refusal against officer advice must be:</p> <ul style="list-style-type: none">• planning related,• clear• evidence based. <p>This is because at any subsequent appeal, should one be lodged, a Planning Inspector will carefully scrutinise the reasons and the evidence relied upon.</p> <p>12.16 In cases where members have overturned a recommendation</p>	
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	<p>and the applicant lodges an appeal, most appeals will be defended by the Planning Officers employed by the Council. However, there may be rare cases at hearings or public inquiries where planning officers are unable to defend the reasons put forward by members and no external professional can be called upon. In these circumstances, members may be required to defend that decision, appearing as the Council's witness. Officers will assist and support but may not be able to give evidence. This is because if they have taken a different stance on the application leading up to the decision, cross examination of them as witnesses at any subsequent appeal will weaken the Council's case.</p> <p>13 Training [NB this is para 10 of the existing protocol]</p> <p>13.1 Planning is a complex area, but one that generates a great deal of interest amongst local residents and is at the heart of much of the activity of the Council. Great care needs to be taken over procedural matters</p>	
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	<p>and to ensure that consideration of applications takes place in a clear and open manner and that decisions are based on sound planning principles.</p> <p>13.2 For these reasons, it is mandatory for all elected members of Wiltshire Council to undergo training in planning matters prior to sitting on a planning committee. All elected members will be able to attend this training and it will be arranged immediately after each election. For those elected at by-elections, similar training will be made available.</p> <p>13.3 The legislation surrounding planning matters is often subject to change. Officers will provide ongoing training, which is also mandatory, including updates through written briefings, e-learning and training events and will be happy to answer questions that members may raise on planning matters</p> <p>14 The role of officers [NB this is para 8 of the existing protocol]</p>	
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	<p>14.1 Officers and members work together to deliver the right development at the right place at the right time, whilst protecting the built and natural environment. It is therefore essential that there is mutual trust and understanding between officers and members. Officers will advise and assist members in their formulation of planning advice and the determination of applications and will provide:</p> <ul style="list-style-type: none">• Impartial and professional advice;• Committee reports that include a clear and accurate analysis of the issues in the context of the relevant development plan and other material considerations• Details of the representations and views of those who have	
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	<p>been consulted and</p> <ul style="list-style-type: none">• a clear recommendation of action.	
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APPENDIX 1 – SITE VISIT PROTOCOL

Appendix 1 to Protocol 4

Wiltshire Council Planning Site Visit Protocol – NB updated in accordance with current best practice

1. Arranging the visit

1.1 When members have decided in committee that they would like to visit a site, they will be asked to agree a time and date at the end of the meeting. If this is not possible, a schedule for the visit will be agreed between the chairman and officers.

- 1.2 Democratic services will then notify the applicant or their agent of the time and date of the site visit and seek authority for councillors and officers to visit the site. Where the application site is on private land, the applicant or agent will be requested to be in attendance only to facilitate access.
- 1.3 All members of the relevant committee (including any substitutes) will be invited to attend the site visit as will the local division member should he or she not be on the committee. Where a proposal would have a significant impact on an adjoining division, the adjoining division member will similarly be invited to attend.
- 1.4 On occasion, officers of other services such as highways or drainage may be invited (by the Head of Development Management or the relevant Area Team Leader) to attend a site visit to clarify factual matters.
- 1.5 Councillors are reminded that they have no right of entry to private land except by permission of the owner and that they and officers should not enter a private site until all are present and an officer has made contact with the landowner/operator/applicant.
- 1.6 In the unlikely event that the landowner will not give permission to enter a private site, the site will have to be viewed from public highway.

2. Conduct of the visit

- 2.1 The purpose of the site visit is to enable councillors to familiarise themselves with the site and its surroundings in order to understand the planning issues related to the proposal more clearly when considering the application at committee.
- 2.2 While it may be necessary for an applicant or his agent to be present on the site (e.g. to provide access or for safety reasons), discussions between members and the applicant or their agent or any third party should be avoided and they will be advised that lobbying of councillors is unacceptable.
- 2.3 At the request of the chairman, and after taking a note of the members present for the site visit, the planning officer will describe the proposal to councillors and will display and/or circulate appropriate plans or drawings of the proposal. (It is expected that councillors will already be familiar with the planning officer's report) The planning officer will indicate matters of fact in relation to the proposal and surrounding land which councillors should take into account when the application is brought back before them for determination.
- 2.4 Questions by councillors should be addressed to the planning officer and be of a factual nature, for example, distances to adjoining or objectors' properties; the landscape features to be retained; the status of any nearby heritage assets. If it is necessary to seek information from the applicant or agent on site this will be done by an officer.
- 2.5 At no time during the site visit should councillors debate or comment on the planning merits or otherwise of a proposal. The application will be debated in public at a subsequent planning committee meeting.

2.6 On occasion, it may be helpful to members to view the site from a neighbouring property. This should only be done where consent has been obtained by officers from the landowner concerned and again, at no time should councillors debate or comment on the planning merits of the proposal.

2.7 The role of the local division member at the site visit will be limited to drawing attention to features of the site and its surroundings that he/she considers relevant to the committee's understanding of the site, its surroundings and the proposal. The local member will not be permitted to make representations on the merits or otherwise of the application.

3. General

3.1 Councillors should avoid being separated; it is essential that they should not allow themselves to be lobbied at the site visit or enter into a debate about the application with any third party, including applicant, agent, supporters or objectors, as this could create a perception of bias.

3.2 Councillors should ensure that they have seen all aspects of the site suggested by the accompanying officer or the chairman during the visit.

3.3 Councillors will not make any decision at the site visit and individual members should keep an open mind about the merits or otherwise of the proposal to which the site visit relates.

3.4 The application will usually be the first item on the agenda of the following Planning Committee meeting where the decision will be made.

4. Record of the visit

4.1 A record of the visit will be retained on the planning application file. The record will include the timetable for the meeting, attendees and what matters were viewed on site.

5. Notes

5.1 Officers will identify relevant health and safety issues for all site visits. All health and safety instructions, as issued by the site owner/operator must be strictly followed.

5.2 Where appropriate, protective clothing e.g. visibility jackets, hard hats will be provided for councillors on arrival at the site. Councillors should, however, be aware of the need to wear appropriate footwear.

5.3 In the interests of sustainability and highway safety, it is recommended that car- sharing opportunities be used where practical to minimise travelling and parking.

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Planning Committee Meeting Procedure and Public Speaking

Agenda Order

1. Applications will be determined in the order they appear on the agenda unless the Chairman, with the agreement of the Committee, has valid reasons for changing the order.
2. Officers will seek to ensure that applications which are likely to attract large numbers of attendees appear earlier in the agenda.
3. If the order is changed, this will be announced at the start of the meeting.

Meeting Procedure

4. In the interests of fairness, consistency and transparency, the procedure below should be complied with by each planning committee. Members of the public in particular should note that it is not permissible during meetings to communicate with members debating the proposal either orally or in writing, as this may give the appearance of bias. Any participation in the meeting should be as set out below.
5. For each application the planning officer will introduce the application and the key issues involved, as well as the reasoning behind the recommendation as set out in their report. They will also set out any representations, amended plans or material considerations which have been received or come to light in the period between the publication of the agenda and the committee meeting.
6. Committee Members may then ask the officer to clarify any points/ask technical questions.
7. Members of the public who wish to make representations opposing the application will then be invited to do so. Up to three speakers will be invited for up to three minutes each.
8. Members of the public who wish to make representations in support of the application will then be invited to do so. This section includes the applicant, the agent, and any other professionals employed by the applicant. Up to three speakers will be invited for up to three minutes each.
9. Statutory Consultees who wish to make representations will then be invited to do so for up to three minutes each, whether in support or in objection to the application.

10. The parish council representative for the area in which the applications sits, if present, will then be invited to make a representation of up to four minutes. This must be the formal view of the parish council, not an individual representation. If the application is on the edge of several parishes which are directly affected, the Chairman may allow other parishes, to a maximum of three total, to speak for up to four minutes each. Other members of a parish council may register to speak, but would need to utilise a public speaking slot.
11. The unitary division member for the application will then be invited to make a representation. The Chairman may allow a neighbouring or any other member of the council to make a representation at this time if they consider it appropriate.
12. The planning officer will then have an opportunity to respond to comments or provide clarification of any points raised by the public or members.
13. The Committee will then debate the application. The first member to speak will be expected to move a proposal for deliberation. The rules of debate as detailed in Part 4 of the Constitution will apply.

General Public Participation

14. In the case of all public speaking categories, speakers must register with Democratic Services no later than 10 minutes before the start of the meeting. Public are encouraged to contact Democratic Services sooner in order to register, but not prior to the publication of the agenda.
15. If more than three persons wish to speak on an application, they will be listed on a first come first served basis, and if at the registration deadline a speaker does not confirm their attendance in person, the opportunity to speak will be offered to someone else if appropriate. Prior to the meeting speakers will be advised to coordinate themselves and, regardless of order of registration, if they are in agreement any chosen three may speak in whichever order they wish. In the absence of agreement, the Chairman will take the speakers in the order as registered.
16. While the Chairman of a committee has discretion over the timings and number of speakers in the case of controversial or large-scale applications, in the interests of natural justice it is imperative that any increase is applied equally between those speaking for and against the application.
17. No contributions from the public will be accepted outside the public speaking slots detailed above.

Questions and Petitions

18. Submitted questions and petitions on non-determined planning applications are excluded from the usual council procedures at Part 4 of the Constitution. This means that any questions or petitions in relation to an agenda item at a meeting will be logged by planning officers as a representation and addressed in their introduction of the item.

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Wiltshire Council

Full Council

26 November 2019

Proposed Changes to the Constitution: Part 4A (Petitions Scheme)

Summary

This report sets out proposed changes to Part 4A of the Constitution, following reconsideration by the Standards Committee.

Proposals

That Full Council approve the proposed changes to Part4A of the Constitution.

Reason for Proposals

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

Ian Gibbons, Monitoring Officer

Proposed Changes to the Constitution: Part 4A of the Constitution (Petitions Scheme)

Purpose of Report

1. This report asks the Standards Committee to consider recommendations of the Constitution Focus Group in relation to Part 4A of the Constitution (Petitions Scheme).

Background

2. The Standards Committee has responsibility for oversight of the Council's constitution. It has established a cross party working group, known as the Constitution Focus Group, to advise and assist in carrying out this function.
3. The Focus Group met on 10 April 2019 and 2 September 2019 to review sections of the Constitution, including those as detailed in paragraph 1. The Standards Committee considered proposed amendments at its meeting on 14 November 2019.
4. The relevant notes of the Focus Group meeting listed in paragraph 3 can be found at **Appendix A**. The relevant minutes of the Standards Committee can be found at **Appendix B**.

Main Considerations

5. The Council is not required to establish a petitions scheme but has chosen to establish a discretionary petitions scheme at Part 4A of the Constitution.
6. The Standards Committee agreed with the conclusion of the Focus Group that the existing scheme, as detailed at **Appendix C**, was lacking in clarity in respect of certain procedures, was not laid out in a clear fashion, and that it was appropriate to recommend amendment to sections in relation to thresholds to trigger council debates and the length of any debate that was triggered.
7. The Standards Committee has therefore recommended a series of changes intended to enhance the role of members of the public, and provide greater clarity around thresholds, expectations on petition organisers, and council procedures when a debate has been triggered by a petition.
8. The proposed changes, set out in **Appendix D**, include:
 - Increasing the length of a debate at Full Council on a petition from 15 minutes to 30 minutes.
 - That 30 minutes would not include the representation from the Petitions organiser, response of the Cabinet Member or the response of group leaders.

Accordingly, to maximise the number of contributions from Members, for such debates only the contributions for Members would be for three minutes.

- Clarifying details that should/should not be included in a petition, and timescales for a response.
 - Requiring submission of a petition at least 10 clear working days before a council meeting, in line with rules for motions on notice, to allow the petition details to be verified.
 - That rather than a 1% of council area population threshold for triggering a council debate, if requested, there be a target number set at the beginning of each council term. That threshold to be set at 5000 people.
 - For Area Boards, to remove the threshold for a petition to be debated. With more than 10 signatures it would be for the Chairman to accept a debate on the subject. For greater than 50 signatures a debate would be required, if requested by the petition organiser, and if the petition is within the remit and powers of the Area Board.
 - That complaints about how petitions are dealt with be directed to the council's complaints service rather than Overview and Scrutiny.
9. It was acknowledged that some Members would not support a restriction in the length of time for speaking during a Petition debate. However, the Standards Committee considered that the proposals ensured that the length of time for debate had been greatly extended, and ensured that that time was not taken up by responses by Group Leaders or the responsible Cabinet Member, and that considering also the need for appropriate time for Council business, maximising the number of contributions within an upper limit of 30 minutes in such a fashion, was appropriate.

Safeguarding Implications

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

Equalities Impact of the Proposal

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

Risk Assessment

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

Financial Implications

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

Legal Implications

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

Public Health Impact of the Proposals

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

Environmental Impact of the Proposals

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

Proposal

17. **That Full Council approve the revisions to Part4A of the Constitution as detailed in Appendix D.**

Ian Gibbons, Monitoring Officer

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

Appendices

Appendix A - Notes of the Constitution Focus Group: 10 April 2019 and 2 September 2019

Appendix B – Minutes of the Standards Committee 14 November 2019

Appendix C – Existing Part 4A

Appendix D – Revised Part 4A

Background Papers

[Part 4 of the Constitution](#)

Appendix A

CONSTITUTION FOCUS GROUP

MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 10 APRIL 2019 AT SALISBURY ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Richard Clewer (Chairman), Cllr Richard Britton and Cllr Stuart Wheeler

Also Present:

Cllr Tony Jackson

14 **Apologies**

Apologies were received from Councillors Jon Hubbard and Graham Wright.

15 **Minutes of the Previous Meeting**

The notes of the meeting held on 20 March 2019 were received and it was,

Resolved:

To approve and sign as a true and correct record the notes of the meeting held on 20 March 2019.

16 **Assessment Sub-Committees**

The Focus Group discussed proposals raised at the last meeting to replace the existing review sub-committee procedure with assessment sub-committees, which would determine all code of conduct complaints after receiving and considering a recommendation from the Monitoring Officer, rather than the Monitoring Officer making the decision, which could be reviewed.

The Focus Group discussed potential aspects to the new procedure with a view to receiving revised drafts of all relevant documentation at its next meeting. Issues discussed involved pre-assessment management and screening of complaints against jurisdictional matters outlined in the arrangements such as a complaint being out of time, how these should be reported to the Assessment Sub-Committee for decision, and the stages and time frames for any investigation.

It was agreed that complainants and subject members should receive the opportunity to make a statement at any Assessment Sub-Committee on initial assessment, but that they should not when the Sub-Committee received the outcome of an investigation report upheld by the Monitoring Officer, on the grounds that all parties at that point had received ample opportunity for comment.

Other matters agreed were that Independent Persons would attend the Sub-Committee and not be required to consult with the Monitoring Officer as the latter formed their recommendation, that the membership of the Sub-Committee would be appointed by the Standards Committee and that timeframes for responses to various stages should be adhered to as rigidly as was practicable and reasonable.

Resolved:

To receive draft revisions to appropriate documentation implementing the proposed changes at the next meeting.

17 **Petitions Scheme**

The Focus Group considered information relating to the petitions schemes of other authorities and made a series of proposals to form the basis of a redrafted petitions scheme to be considered at the next meeting.

It was confirmed that the Focus Group believed the period for debate on a petition at Council should be extended to 30 minutes and members limited to contributions of 3 minutes each, and that this time should not include the response of the Cabinet Member or group leaders. It was considered that permitting three public speakers for any petition being presented was reasonable, and that a deadline for submission of any petition for presentation or debate be set to coincide with the deadline for motions on notice to Council.

The Focus Group considered that thresholds for petitions to be debated at area boards were unnecessary and that this should be at the Chairman's discretion, as was already the case should a petition not meet the threshold. Additionally, the threshold for a debate at Full Council should be a set number agreed at the beginning of each Council term in line with the present number, but without the need to reassess it as a percentage of the council area population.

The Focus Group also discussed further details and clarifications that could be included in any scheme, such as the chairman moving a motion for debate on any petition, guidance for members and the public on what actions could be taken with petitions on particular subjects depending on the decision maker and status of the matter in question, and expectations for petition organisers.

Resolved:

To receive a draft revised petitions scheme at the next meeting.

18 **Part 10: Procurement and Contract Regulations**

The Focus Group received details of proposed changes to Part 10 of the Constitution, correcting out of date information and seeking to simplify and clarify the processes for procurement within the Council alongside work to improve the existing procurement manual for officers.

Details were sought on the level of responsibility the wording placed on the Head of Procurement rather than the defunct Procurement Board, how procurement and other risks were being identified, reported and actioned between the procurement team and the services and the existing rules in relation to extraordinary exemptions. In particular it was requested that additional drafting be considered if necessary to ensure processes in relation to extraordinary exemption were sufficient.

Resolved:

Taking account of the comments made at the meeting, that the Standards Committee recommend Council approve the proposed changes.

19 **Protocol Updates**

The Focus Group noted that the Audit Committee would be considering proposals in relation to partnership working and corporate governance, which would replace Protocol 8 and update Protocol 10 respectively.

Resolved:

Subject to the decision of the Audit Committee, that the Standards Committee recommend Council remove Protocol 8 of the Constitution and update the number of other protocols accordingly, and approve the changes to Protocol 10.

20 **Urgent Items**

There were no urgent items.

(Duration of meeting: 12.30 - 2.15 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic & Members' Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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Appendix A

CONSTITUTION FOCUS GROUP

MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 2 SEPTEMBER 2019 AT SALISBURY ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Richard Clewer (Chairman), Cllr Richard Britton, Cllr Jon Hubbard, Cllr Stuart Wheeler and Mr Michael Lockhart

41 Apologies

An apology was received from Councillor Graham Wright.

42 Notes of the Previous Meeting

The notes of the meeting held on 14 June 2019 were received and it was,

Resolved:

To approve and sign the notes as a true and correct record.

43 Protocol 4 of the Constitution: Planning Code of Good Practice

At Full Council on 9 July 2019 it was determined to refer the revised Protocol 4 back to Standards Committee for further consideration. Full Council had also voted in favour of an amendment removing the five-minute time limit for local members to present to a planning committee. All Members had been contacted on three occasions to enquire over any aspects of the proposed revised protocol they had concerns with. All comments received by the meeting had been circulated to the Focus Group.

The main point of concern that had been raised at Full Council was in relation to a Member request for call-in of a planning application. The Focus Group had proposed a slight change to existing wording to recognise that the Chairman of a planning committee held no delegated authority to call-in an application, but that the Head of Development Management did, and therefore if a Member wished to bring an item not within their division to a committee could put that request.

There had been concerns expressed by Members that this amounted to an officer being able to reject a call-in by a Member. The Focus Group noted those

concerns, however it was explained that all call-in requests were legally just requests, as it was not legally permissible for an elected Member to be delegated such authority. This was because while the decision on a planning application was a council decision, the decision on whether an application should be dealt with under delegated powers or not was an executive decision. As such, all Member call-ins were in fact Member requests for call-in, and the scheme of delegation reflected this.

The Focus Group was assured that officers were not aware of a situation where a Member request for call-in had ever been rejected. Noting this, and the legal situation around call-in requests, the Focus Group suggested amended wording to make the situation clearer to all Members, and that all references to call-in be replaced with 'member request for call-in'. This was not to make it more difficult for members to call-in applications, or apply a stricter standard for officers to accept such requests, but simply to recognise the legal position.

Resolved:

That Standards recommend the revised Protocol 4 to Full Council accordingly.

44 **Part 4A of the Constitution: Petitions Scheme**

The Focus Group considered a revised Part 4A of the Constitution in relation to a council Petitions Scheme, incorporating changes proposed at their meeting on 10 April 2019.

The Focus Group supported the proposed scheme as simpler and clearer, along with additional changes to clarify procedures around debates and receipt of petitions. After discussion they supported a threshold of 5000 signatories for a debate to be held at full council, and a limit of three minutes for speeches by members, while doubling the length of debate. For Area Boards they agreed there should be no lower limit of signatures for a debate, but felt that if at least 50 signatures had been received on a valid petition it should require a debate if requested.

It was also agreed that a request for review of the petition process by a petition to Overview and Scrutiny was not appropriate, and any concerns around administrative processes could be referred to the council's corporate complaints procedure.

Resolved:

That Standards recommend Full Council adopt the revised Petitions Scheme.

45 **Future Items**

The Focus Group noted further items for potential review including Part 3 and Part 8 in relation to decision making processes, and the protocol on individual Cabinet Member decisions.

46 **Date of Next Meeting**

The scheduled meeting on 17 September 2019 was cancelled. Further dates would be provided in due course.

47 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1500 - 1620)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 14 NOVEMBER 2019 AT THE COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Andrew Bryant, Cllr Ernie Clark, Cllr Peter Evans, Cllr Peter Fuller, Cllr Howard Greenman (Vice-Chairman), Cllr Bob Jones MBE, Cllr Paul Oatway QPM (Chairman), Cllr Fred Westmoreland), Cllr Stuart Wheeler

Also Present:

Cllr Gordon King

31 **Apologies**

Apologies were received from Councillors Derek Brown OBE and Ruth Hopkinson.

32 **Minutes**

The minutes of the meeting held on 26 June 2019 were presented for consideration and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

33 **Declarations**

There were no declarations.

34 **Chairman's Announcements**

There were no announcements.

35 **Public Participation**

There were no statements or questions submitted.

36 **Status report on Code of Conduct Complaints**

A report from the Monitoring Officer (via the Deputy Monitoring Officer) was presented on the current status of Code of Conduct complaints. It was noted that the number of complaints was reduced from the previous year and the overall average number of complaints per annum. It was also noted that a further four complaints had been submitted since publication of the agenda.

Resolved:

To note the update on Code of Conduct complaints.

37 Recommendations from the Constitution Focus Group: Protocol 4 (Planning Code of Good Practice)

A report from the Monitoring Officer (via the Deputy Monitoring Officer) on recommendations from the Constitution Focus Group was presented. It was detailed that following Full Council on 9 July 2019 referring the previously recommended changes to Protocol 4 back to the Standards Committee, all Members of the Council had been contacted for comments and those comments considered by the Focus Group. At its meeting on 2 September 2019 the Focus Group had made further changes in response to those comments to address concerns regarding wording relating to Member requests for call-in of planning applications.

As detailed in the report it was explained that the wording did not place additional obligations on Members when making a call-in request, nor provide additional authority to officers, but was a reflection of the legal and administrative position in relation to an executive action of which items would be considered by Committee. This was stated as necessary in part because if a call-in were made without acceptable planning reasons, this could form the basis of a legal challenge should it be approved or rejected against officer recommendation, and that therefore an audit trail was required explaining any such decision. Additionally, it was confirmed officers were unaware of any call-in requests submitted within required timeframes which had been rejected other than for reasons of timing.

The Committee were also made aware as detailed in the agenda supplement of a representation received requesting inclusion of a clause prohibiting members from acting as planning agents for an application, even if they were not involved in decision-making. It was considered that such a prohibition was not required in law and would be an inappropriate and disproportionate restriction of Members' rights, and that existing rules on declaration of interests were appropriate.

The Committee discussed the updated Protocol from the Focus Group and agreed that the changes addressed the significant concern raised by Full Council. Therefore, it was,

Resolved:

That Protocol 4 be amended by Full Council as detailed at Appendix B of the report.

Councillor Stuart Wheeler arrived at 1212.

38 Recommendations from the Constitution Focus Group: Part 4A (Petitions Scheme)

A report from the Monitoring Officer (via the Deputy Monitoring Officer) on recommendations from the Constitution Focus Group was presented. It was detailed

that the Constitution Focus Group were proposing amendment to the Petitions Scheme in order to provide greater clarity and openness. Changes included the length of a debate on a petition at Full Council was proposed to be doubled, with clarification that Cabinet Member and Group Leader responses would not contribute to that time limit of 30 minutes, as well as additional clarification on how those debates were to be structured and when a petition should be submitted.

The Committee was informed that recommendations that the threshold for signatures for a debate at Full Council be 5000, and that Member contributions be limited to 3 minutes each, had been majority not unanimous recommendations by the Focus Group. During debate the Committee noted the substantial increase in time for a debate overall, and the benefit of maximising the number of contributions within that increased time limit, and so resolved to accept the recommendation, as well as the principle of a set threshold limit of 5000. There was also clarification sought on thresholds for debate at area boards, with Chairmen to have discretion for petitions over 10 signatures, but only required to debate a valid petition if over 50 signatures.

At the conclusion of discussion, it was,

Resolved:

That Part 4A be amended by Full Council as detailed at Appendix C.

39 New Standards Procedures and Appointment of Standards Assessment Sub-Committee

A report from the Monitoring Officer on implementation of new procedures and appointment of the Standards Assessment Sub-Committee was presented. It was noted the new Sub-Committee would come into being on 1 January 2020, and updates were being prepared for the website, appeal forms and internal processes. An example officer report for the Sub-Committee was provided, and the updated procedure notes, which it was stated would include further amendment to emphasise the need to consult with the Independent person. In response to queries it was also confirmed the new procedure would include more robust screening of complaints against the criteria.

The membership of the sub-committee was agreed, but it was felt appropriate that the Sub-Committee appoint its own Chairman and Vice-Chairman at its first meeting. At the end of discussion, it was,

Resolved:

- 1) To note the preparations for the new Standards procedures coming into effect on 1 January 2020.**
- 2) To appoint the following membership of the Standards Assessment Sub-Committee, also to come into effect on 1 January 2020:**

**Cllr Richard Britton
Cllr Ernie Clark
Cllr Ruth Hopkinson
Cllr Fred Westmoreland
Cllr Stuart Wheeler**

- 3) To delegate the appointment of a Chairman and Vice-Chairman of the Standards Assessment Sub-Committee to the Standards Assessment Sub-Committee.**

40 Date of Next Meeting

The date of the next meeting was confirmed as 29 January 2020.

41 Urgent Items

There were no urgent items.

(Duration of meeting: 12.00 - 12.45pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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Schedule 1 – Part 4A Wiltshire Council Petitions Scheme

1. **Petitions**
- 1.1 The council recognises that petitions are one way in which the people can let it know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council **within 10 working days of receipt**.
- 1.2 Anyone who signs a petition must meet the following eligibility requirements:
 - 1.2.1 For a petition to be presented to **Full Council**, signatories must be **aged 13 or above, live, work or study in Wiltshire**, or have a **direct connection to the service which is the subject of the petition**. For the petition to be noted at Full Council it requires a **minimum of 25 signatures**.
 - 1.2.2 For a petition to be presented to an **Area Board**, signatories must be **aged 13 or above, live, work or study within the relevant community area**. For the petition to be noted at a meeting of an Area Board, it requires a **minimum of 10 signatures**.
- 1.3 Any acknowledgement will set out what the council plans to do with the petition. The council will treat something as a petition if it is identified as such, or it seems that it is intended to be a petition.
- 1.4 Paper petitions can be sent to: **Democratic Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN**.
- 1.5 Wiltshire Council welcomes petitions submitted electronically. To aid this process an e-Petitions facility is available at <https://cms.wiltshire.gov.uk/mgEPetitionListDisplay.aspx> or by following a link from the [Petitions Homepage](#).
- 1.6 This facility allows e-Petitions to be created, signed and submitted only by registering with the council, using a valid email address. Electronic petitions hosted via other websites can be sent to committee@wiltshire.gov.uk for consideration by Democratic Services.
- 1.7 **If your petition has been signed by a number equivalent to at least 1% (approximately 4,700 people) of the total population of Wiltshire it will also be scheduled for a Council debate** (more information is contained in the section below on [How will the council respond to petitions?](#))
- 1.8 If this is the case the council will let you know the date of the meeting when it will be heard. These meetings take place at least four times a year. Dates and times can be found [here](#).

- 1.9 If you would like to present your petition to the council, or would like your local Member or someone else to present it on your behalf, please contact Democratic Services on 01225 718214/01722 434560, or committee@wiltshire.gov.uk, at least ten working days before the meeting and an officer will talk you through the process.
- 1.10 Alternatively, if your petition does not have sufficient signatures to trigger a debate at Full Council you may wish to discuss what other options are available or refer the petition to a select committee. Please contact Democratic Services and they will talk you through your options.
- 1.11 Or if your issue is a local one and falls within the remit and powers of the Area Boards you may wish to present your petition at an Area Board. See Part 3 Section 4 of Wiltshire Council's Constitution, for more information on the remit and powers of Area Boards. **The council has set a nominal threshold of 1% of the total population of the area covered by the area board to trigger a formal debate at an Area Board.** However, any petition received for an Area Board will be discussed with the appropriate Chairman and the appropriate action taken.
- 1.12 A map showing Area Board Petition Thresholds is available at Part 4 Schedule 2 of the Constitution
- 1.13 So, no matter the nature or number of signatories to your petition, you will be kept informed of how the council proposes to deal with it and the action to be taken. The council remains convinced of the need for local discretion and flexibility in the way petitions are managed. Petitions that trigger the thresholds will be referred to Full Council or to an Area Board as appropriate.
- 1.14 There will, however, be local discretion and flexibility in dealing with any other petitions. Discussions will take place with the relevant Cabinet member or appropriate Area Board Chairman to determine the most appropriate way of dealing with the petition. The options may include referring the matter to the Cabinet or the appropriate Area Board, or any of those options listed in the section below on How will the council respond to Petitions?

2. What are the Guidelines for Submitting a Petition?

- 2.1 Petitions submitted to the council must include:
 - 2.1.1 a clear and concise statement covering the subject of the Petition. It should state what action the petitions wish to take; and
 - 2.1.2 the name, address and signature of any person supporting the petition.
- 2.2 Petitions should be accompanied by contact details, including an address of the Petition organiser. This is the person the council will contact to explain how they will respond to the petition.
- 2.3 The contact details of the petition organiser will not be placed on the council's website. If the petition does not identify a petition organiser, the council will contact the first named signatory to the petition to agree who should act as the petition organiser.

- 2.4 For further information see the [What information should my Petition contain?](#) and [What is not suitable for a Petition?](#) information pages on Wiltshire Council's website.
- 2.5 Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before and after an election or referendum the council may need to deal with your petition differently – if this is the case the council will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, they will write to you to explain the reasons.

3. What will the Council do when it receives my Petition?

- 3.1 An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition. It will let them know what the council plan to do with the petition and when they can expect to hear from them again. It will also be published on the council's website.
- 3.2 If the council can do what your petition asks for, the acknowledgement may confirm that the council has taken the action requested and the petition will be closed.
- 3.3 If the petition has enough signatures to trigger a debate, then it will be referred to a meeting of Full Council or an Area Board and the acknowledgement will confirm this and tell you when and where the meeting will take place.
- 3.4 If the petition is dealt with in a different way or if the petition needs more investigation, the council will tell you the steps they plan to take.
- 3.5 If the petition applies to a [planning](#) or [licensing](#) application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as [Council Tax Banding](#) and [Non-Domestic Rates](#), other procedures apply.
- 3.6 Further information on all these procedures and how you can express your views is available through the links above and [Wiltshire Council's Website](#).
- 3.7 To ensure that people know what the council is doing in response to petitions received, the details of all petitions submitted will be published on the council's website, except in cases where this would be inappropriate. Whenever possible the council will also publish all correspondence relating to the petition (all personal details will be removed).
- 3.8 When you sign an e-petition you can elect to receive this information by email. The council will not send you anything that is not relevant to the e-petition you have signed, unless you choose to receive other emails from us. You can change what information you receive and keep in touch with the progress of a petition at any time by contacting Democratic Services on 01225 718214/ 01722 434560, or committee@wiltshire.gov.uk.

4. How will the Council respond to Petitions?

- 4.1 The council's response to a petition will depend on what a petition asks for and how many people have signed it, but many include one or more of the following:
- 4.1.1 taking the action requested in the petition;
 - 4.1.2 considering the petition at a Full Council meeting;
 - 4.1.3 holding an inquiry into the matter;
 - 4.1.4 undertaking research into the matter;
 - 4.1.5 holding a public meeting;
 - 4.1.6 holding a consultation;
 - 4.1.7 holding a meeting with the petitioners;
 - 4.1.8 referring the petition for consideration by one of the council's select committees*
 - 4.1.9 calling a referendum
 - 4.1.10 writing to the petition organiser setting out the council's views about the request in the petition

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

- 4.2 In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in the petition.
- 4.3 If your petition is about something over which the council has no direct control (for example the local railway or hospital) the council will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners and where possible will work with these partners to respond to your petition. See the [Wiltshire Family of Partnerships](#) page for more details on our partnership working arrangements.
- 4.4 If the council is not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then they will set out the reasons for this in writing. If the petition is of a sufficient size to trigger a debate at a Full Council meeting then a representative of the partner organisation will be invited to attend the meeting to assist with the debate.
- 4.5 You can find more information on the services for which the council is responsible for on the Council's Website. If your petition is about something that a different council is responsible for the council will consider what the best method for responding is. This might consist of simply forwarding the petition on to the relevant council, but could involve other steps. In any event the council will always notify you of the action they have taken.

5. Full Council Debates

- 5.1 If the petition is of sufficient size to trigger a debate at Full Council the issue raised in the petition will be discussed at a meeting which all Members can attend. The

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

- 5.2 The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by the Members for a maximum of 15 minutes. In addition to your petition the council may also consider the view of Cabinet or Cabinet Member. If you would like you also have the opportunity to answer questions or clarify issues for the Members.
- 5.3 The council will decide how to respond to the petition at this meeting. The council may decide to take the action the petition requests, not to take the action requested for reason put forward in the debate or to commission further investigations into the matter, for example by a relevant committee.
- 5.4 Where the issue is one on which the Council's Cabinet are required to make the final decision, the council will decide whether to make recommendations to inform that decision.
- 5.5 The petition organiser will receive written confirmation of the decision. This confirmation will also be published on the council's website.
- 5.6 Alternatively, and if timing permits, the petition may be referred to the Cabinet for its views so that at the Full Council meeting those views can be considered alongside the petition and a final decision made.

6. E-Petitions

- 6.1 Wiltshire Council welcomes petitions submitted electronically. To aid this process the council has developed an e-Petitions facility which is available at <https://cms.wiltshire.gov.uk/mqEPetitionListDisplay.aspx> or by following a link from the Petitions Homepage.
- 6.2 This facility allows e-Petitions to be created, signed and submitted only by registering with the council, using a valid email address.
- 6.3 Electronic petitions hosted via other websites can be sent to committee@wiltshire.gov.uk for consideration by Democratic Services.
- 6.4 e-Petitions are subject to the same guidelines as paper petitions. The petition organiser will need to provide the council with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of twelve months.
- 6.5 When you create an e-petition, it may take up to five working days before it is published online. This is because the council must check that the content of your petition is suitable before it is made available for signature.

- 6.6 If the council feels they cannot publish your petition for some reason, they will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within ten working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 6.7 When an e-petition has closed for signature, it will automatically be submitted to Democratic Services. In the same way as a paper submission, you will receive an acknowledgement within ten working days.
- 6.8 If you would like to represent your e-petition to a meeting of Full Council, please contact Democratic Services on 01225 718214/ 01722 434560, or committee@wiltshire.gov.uk within ten working days of receipt of the acknowledgement.
- 6.9 A petition acknowledgment and responses will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.
- 6.10 Petitions submitted electronically but not through the e-petition facility will be dealt with in accordance with the provisions for paper petitions.

7. How do I 'sign' an E-Petitions

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

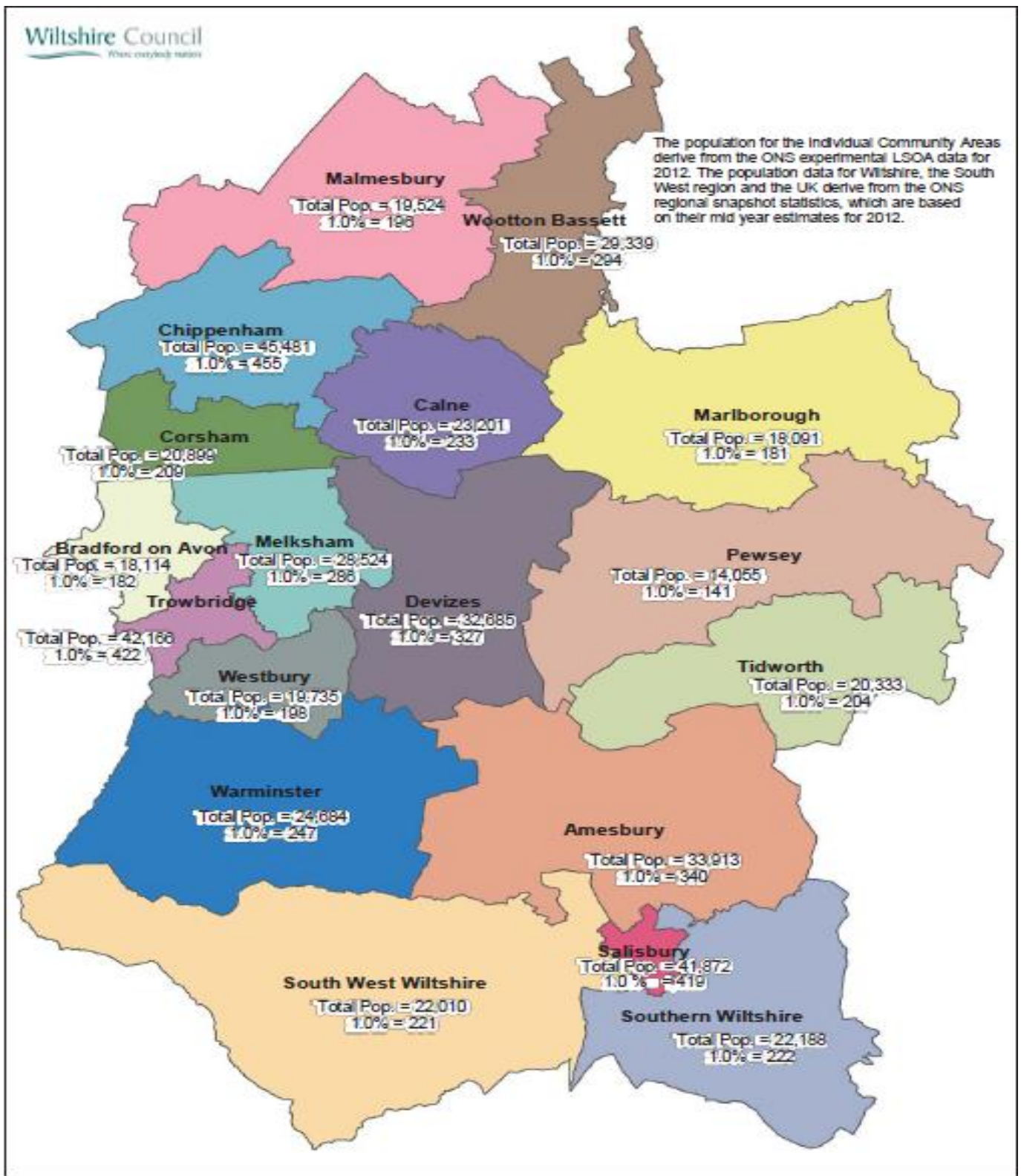
8. What can I do if I feel that my petition has not been dealt with properly?

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

- 8.3 It is important to emphasise here that the review process is concerned with whether the steps taken by the council in its response to the petition were adequate – that is, did the council follow the correct procedure to reach its decision, not it is not the response wanted.
- 8.4 The committee will endeavour to consider you request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting.
- 8.5 Should the committee determine that the council has not dealt with you petition adequately, it may use any of its powers to deal with the matter. These powers include an investigation, making recommendations to Cabinet and arranging for the matter to be considered at a Full Council meeting.
- 8.6 If the select committee feels that it may have a conflict of interest by virtue of any previous involvement in the petition in question, the council can arrange for a different committee to deal with your request.
- 8.7 Once the appeal has been considered the petition organiser will be informed of the results within five working days. The results will also be published on the council's website.

EXISTING PETITIONS SCHEME

Schedule 2 – Part 4B Area Board Petition Thresholds



Schedule 1 - Part 4A Wiltshire Council Petitions Scheme

1. Petitions

- 1.1 A petition is any communication which is signed by or sent to the Council on behalf of a number of people. This includes both written and electronic petitions (“e-petitions”).
- 1.2 The Council has set up a [Petitions Homepage](#) to provide further information and guidance to Members and the public.

2. Receipt and Registration

- 2.1 In order to be received all petitions must:
- 2.1.1 contain the name and contact details of the petition organiser. Only the name of the organiser will be published;
 - 2.1.2 contain a clear and concise statement of the concern, and what action the petitioners wish the Council to take;
 - 2.1.3 be relevant to the role and responsibility of the Council;
 - 2.1.4 contain at least ten names or signatures, or at least 25 names or signatures to be reported or presented to Full Council;
 - 2.1.5 those names to be accompanied by a postcode and house number for paper petitions, and full address and email address for electronic petitions. Only the name and postcode will be displayed in any Council report;
 - 2.1.6 Not be defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
 - 2.1.7 Not name or identify individual service users, members of staff or members of staff of partner agencies
- 2.2 Anyone who signs a petition must meet the following eligibility requirements:
- 2.2.1 For a petition to be presented to Full Council, signatories must be aged 13 or above, live, work or study in Wiltshire, or have a direct connection to the service which is the subject of the petition. For the petition to be noted at Full Council it requires a minimum of 25 signatures.
 - 2.2.2 For a petition to be presented to an Area Board, signatories must be aged 13 or above, live, work or study within the relevant community area. For the petition to be noted at a meeting of an Area Board, it requires a minimum of 10 signatures.
- 2.3 Petitions in respect of non-determined planning or licensing applications will not be covered by this petitions scheme, and will be referred to the relevant service as formal representations. Petitions in respect of statutory petitions or on matters with existing right of appeal such as Council tax banding and non-domestic rates, are covered by other procedures.

3. Submission and Acknowledgement

- 3.1 Paper petitions can be sent to: Democratic Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN.
- 3.2 A Wiltshire Council e-Petitions facility to allow the creating, signing and submission of e-petitions is available at [this link](#). This requires registration with the Council using a valid email address. The Council will review the content of the petition and approve it to go live within five working days.
- 3.3 The Council will accept e-petitions hosted on other sites, which can be sent to committee@wiltshire.gov.uk for consideration. The same eligibility requirements will apply.
- 3.4 All petitions provided to the Council will receive an acknowledgement within 2 working days of receipt, and a substantive response of how the Council will respond to the petition within 15 working days of receipt. If that is not possible, an explanation will be given as to the reason for the delay, what action is being taken, and when a response will be sent.
- 3.5 Any response will set out what the Council plans to do with the petition. The Council will treat something as a petition if it is identified as such, or it seems that it is intended to be a petition.
- 3.6 The local Members will be informed of any petition and response for a petition relating to matters within their Area Board.

4. Council Response

- 4.1 The Council's response to a petition will depend on what it asks for and how many people have signed it, but may include one or more of the following:
- 4.1.1 taking the action requested in the petition;
 - 4.1.2 referring the petition to the relevant Council department for consideration in consultation with the relevant cabinet member and/or local member;
 - 4.1.3 referring the petition to the relevant Area Board Chairman;
 - 4.1.4 referring the petition to Full Council, a Committee or the Cabinet;
 - 4.1.5 consider the petition as a consultation response if received during a consultation period;
 - 4.1.6 holding an inquiry into the matter;
 - 4.1.7 undertaking research into the matter;
 - 4.1.8 holding a public meeting;
 - 4.1.9 holding a consultation;
 - 4.1.10 holding a meeting with petitioners;
 - 4.1.11 calling a referendum;
 - 4.1.12 writing to the petition organiser setting out the Council's views about the request in the petition;
 - 4.1.13 other suitable action.

Appendix D

- 4.2 If more than one petition is received on a similar subject matter the Chairman may determine that they be considered by the Council as a single matter and taken together.
- 4.3 A petition will not normally be considered for presentation or debate where it is received within six months of another petition being considered by the Council on the same matter. In exceptional circumstances the Chairman, after consultation with the Monitoring Officer, may determine that the context of the matter has materially changed since the initial consideration and agree to reconsider the matter for presentation or debate.
- 4.4 If a petition is received immediately before an election or referendum it may be necessary to deal with the petition differently, in which case the petition organiser will be contacted to discuss the course of action.
- 4.5 Actions taken on any validly received petition will be reported to Full Council to note.

5. Presentation of Petitions

- 4.1 Petitions may be presented to Full Council provided they have received 25 signatures, if requested by the petition organiser.
- 4.2 Petitions may be presented to Cabinet or to a Committee, including Area Boards, if they have received ten signatures and are relevant to the remit of the Committee, and if requested by the petition organiser.
- 4.3 The petition organiser should submit their petition to Democratic Services at least ten clear working days before a meeting to ensure the petition is relevant to the remit of Council, or a Committee and to be registered.
- 4.4 Petitions submitted without notice at any meeting will be received by the Democratic Services Officer present to be registered and dealt with at the next meeting, if appropriate.
- 4.5 In these instances, the petition organiser will have up to three minutes to speak and the matter would not be debated. The petition will be taken as a public statement and recorded. Up to two other public speakers will be invited to speak for up to three minutes each.

6. Full Council Debates

- 6.1 If a petition has been signed by at least 5000 people and is validly received, upon request of the petition organiser it will also be scheduled for a Council debate.
- 6.2 Any petition which is to be debated must be submitted and acknowledged at least ten working days before the Full Council meeting at which it will be debated.
- 6.3 The petition organiser will be invited to speak for up to five minutes. Up to two other public speakers will be invited to speak for up to three minutes each.
- 6.4 The relevant Cabinet Member will then respond to the petition.

Appendix D

- 6.5 The Chairman of the Council will then move a motion relating to the petition for Full Council to debate.
- 6.6 The period for debate on any petition or grouped series of petitions will normally be 30 minutes, not including the contribution of the Cabinet Member in response or Group Leaders.
- 6.7 Members will be limited to contributions of three minutes each during a Full Council debate on a petition.

7. Area Board Debates

- 7.1 If relevant to the remit and powers of an Area Board a petition may be presented or debated at that Area Board.
- 7.2 Any petition with more than ten signatures may be considered for debate at an Area Board. This would be granted at the discretion of the Chairman of the Area Board if submitted and acknowledged at least ten working days before the meeting. Any valid petition with more than 50 signatures submitted and acknowledged at least ten working days before a meeting will be granted a debate if requested by a petition organiser.
- 7.3 The arrangements for a debate will be at the discretion of the Chairman of the Area Board, subject to consultation with the Monitoring Officer or their representatives and considering the remit and powers of the Area Board.

8. Complaints

- 8.1 If a petition organiser considers that their petition has not been dealt with properly, they may submit a complaint to the council's Complaints Service.
- 8.2 Any complaint should be made within twenty working days from the Council response to the petition organiser.
- 8.3 Any complaint must set out in what way it is considered that the petition has not been dealt with properly. Any review undertaken would consider whether the steps taken by the Council in response to the petition were adequate, not whether the decision on how to respond to the petition was correct.

Wiltshire Council

Full Council

26 November 2019

Polling District and Polling Place Review 2019

Summary

This report sets out recommendations from the Electoral Review Committee for the Polling District and Polling Place Review conducted in 2019, and for arrangements for future Polling District and Polling Place Reviews.

Proposals

That Full Council approve the recommendations from the Electoral Review Committee for adjustments to polling stations, polling places and polling districts as set out in the Appendices to the report.

That Full Council approve the proposed changes to the Terms of Reference of the Electoral Review Committee to delegate approval of future Polling District and Polling Place Reviews to the Committee.

Reason for Proposals

To meet the requirements of the Electoral Registration and Administration Act.

Dr Carlton Brand

Executive Director, Adult Social Care, Public Health and Digital (and Electoral Registration Officer)

Polling District and Polling Place Review 2019

Purpose

1. To consider the recommendation to Council from the Electoral Review Committee in response to the consultation on the current Polling District and Polling Place scheme on the following matters:
 - Appendix A – Consultation responses – actions for consideration
 - Appendix B – Consultation responses – no action
 - Appendix C – Alternative sought – no responses
 - Appendix D – No Change – no responses
2. To consider the recommendation to Council from the Electoral Review Committee that approval of future Polling District and Polling Place Reviews be delegated to the Committee.

Background

3. The Council is required by the Electoral Registration and Administration Act 2013 to undertake a compulsory review of UK Parliamentary polling districts and polling places which must be started and completed between 1 October 2018 and 31 January 2020 (inclusive).
4. The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 to require the Council to undertake regular reviews of both polling districts and polling places within its area. The differences between a district, place and station are:
 - A **polling district** is a geographical sub-division of an electoral area, (an electoral area being a UK Parliamentary constituency, a European Parliamentary electoral region, a parish, parish ward or an electoral division).
 - A **polling place** is the building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
 - A **polling station** is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allocate the electors to those polling stations in such manner as he or she thinks the most convenient.

5. The purpose of such a review is ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled. The review will need to be completed by 31 January 2020.
6. The Act requires the Council to publish notice of a Polling District and Polling Place review and to consult both the Acting Returning Officer (ARO) for Parliamentary elections and persons whom the Council considers have particular expertise in relation to access to premises or facilities for persons who have disabilities. In addition, anyone may comment on the review.
7. On 21 October 2019 the Electoral Review Committee was updated on actions taken by the ARO and recommended action following analysis of the consultation responses.

Main Considerations

8. In relation to the 1 October 2018 – 31 January 2020 period, (Acting) Returning Officers will need to consider the following:

The annual canvass

Conducted between July and December 2019

Publication of the register

Revised electoral register scheduled to be published on 1 December 2019

Elections during the review period

There are no scheduled elections in 2019, and the programme of work should reflect the ability to be flexible with the dates in the event of a national poll.

Scheduling approval of the proposals

Implementation of any amendments to polling districts to co-ordinate with the publication of the revised register in December 2019.

Proposals to be submitted to Full Council in good time for approval prior to publication.

Changes to electoral boundaries

Anomalies created by previous Community Governance Reviews can be adjusted where possible to reduce the number of very small polling districts

As the polling district and polling place review is to be carried out before the new electoral boundaries are fully in force, it will need to be based on the current electoral boundaries. A further review will be undertaken prior to the unitary and parish elections in 2021 to reflect the new boundaries.

Preliminary review

9. The local authority should undertake a preliminary review of the current polling districts and polling places with a view to establishing their suitability, and identify any potential alternatives where required. This may be done before the start of the specified review period.

10. There is no requirement to change any of the polling districts and polling places if they are suitable, but any 'no change' decision must be fully justified as part of the overall proposals.

Formal review process

11. The Electoral Commission's guidance is attached at **Appendix E** which provides more detailed requirements on the Formal Review Process (para 4.5) and Considering Accessibility Issues (para 4.6).

12. In accordance with the guidance, when carrying out the review, local authorities must:

- publish a notice of the holding of a review
- consult the ARO for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an ARO within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the AROs.
- on completion of a review, give reasons for its decisions and publish:
 - a. all correspondence sent to an (Acting) Returning Officer in connection with the review
 - b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
 - c. all representations made by any person in connection with the review
 - d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
 - e. details of the designation of polling districts and polling places within the local authority area as a result of the review
 - f. details of the places where the results of the review have been published

13. The Electoral Review Committee determined a pattern of activity (formal meetings and workshops) for itself in order to achieve the deadline of the publication of the revised register (1 December 2019). Following the announcement of the European Parliamentary election and the change to the date of Full Council, the timetable was adjusted

14. The adjusted timetable is below:

Activity	Adjusted date
Preliminary review commenced	December 2018
Information was gathered from:	December 2018

<ul style="list-style-type: none"> • Polling station venues • External reviews • Visiting Officers on 23 May 2019 	
Information was provided to all Area Boards	January / February 2019
Gather and analyse evidence, including representations from Area Boards and electoral forecasts.	January to July 2019
Report to the Committee on the outcome of the preliminary review, including boundary maps and electorates	8 July 2019
Publish a notice of the holding of the review	10 July 2019
Publish ARO representation	10 July 2019
Consultation period	12 July 2019 to 9 September 2019
Consultation materials forwarded for comment to key stakeholders including: <ul style="list-style-type: none"> • Wiltshire disability groups • Wiltshire Carers groups • Elected representatives and • Parish Councils 	15 July 2019
Committee to consider draft recommendations	21 October 2019
Full Council to consider recommendation from Committee	26 November 2019
Revised register	1 December 2019

Consultation responses

15. There were 74 responses in total, 19 relating to the use of Redland School as a polling station and 50 from Parish and Town Councils.

16. For each polling district a summary of any response received and recommended action is contained in the Appendices A – D. Recommendations are made for each polling district in Wiltshire.

Appendix A

17. The impact of the LGBCE boundary changes will significantly impact some of the response as the polling district boundaries will change, possibly providing an alternative solution within the new polling district or enable the redrawing of boundaries closer to existing polling districts.

18. Therefore, the Committee recommended to minimize alterations to current arrangement which may possibly only be in place for one year.

19. These included:

- 5 which are recommended to reviewed at the 2020 Polling District and Polling Places Review due to the LGBCE unitary changes which will impact on a wider

area that the response covers

- 9 changes to a different established polling venue are recommended
- 8 changes are recommended to designate the polling place as the polling district and for the ARO to identify suitable venues for the 2020 Polling District and Polling Place Review. This recommendation provides additional time for the ARO to investigate suitability and availability of alternatives and consider the cost and sites for temporary polling stations.

Redland School

20. The consultation received nineteen responses detailing the negative impact on the schoolchildren, staff and the families affected. The unscheduled European Parliamentary Election in May 2019 caused significant challenges booking available polling stations. The LRO, unfortunately had to use the school as a polling station with very little notice to all concerned.
21. There are two polling districts, QF3 and QF4 totaling 1626 electors, currently designated to Redland School. The two districts could be aligned with two alternatives to reduce the increase in electorate for an existing venue, and this was recommended by the Committee.
22. Further detail from Appendix A is included on the next page:

Table from Appendix A

Map No	Polling district	Description of area	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
1	ZE1	Wilcot East Ward (Oare)	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	No designated disabled parking.	No Change	Alternate polling places between Wilcot and Oare	An expression of interest in a Community Governance Review has been received for this Parish. Recommend: that the polling district boundaries are reviewed in 2020 together with the polling station(s) for the electors.
1	ZE2	Huish	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	No designated disabled parking.	No Change		
1	ZF1	Wilcot West Ward (Wilcot)	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	No designated disabled parking.	No Change		
2	EJ1	Bradford on Avon (South Ward) Part 1	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	Accessible.	No Change	Not satisfied with current arrangements. Small car park. Not all residents can get there. An additional site should be considered I.E St Aldelms Court to help the elderly and infirm.	Polling district EJ2 will be impacted by the LGBCE changes. Recommend: that all polling districts boundaries in Bradford on Avon South are reviewed in the Polling District and Polling Place Review 2020
2	EJ3	Bradford on Avon (South Ward) Part 3	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	Accessible.	No Change		
2	EJ4	Bradford on Avon (South Ward) Part 4	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	Accessible.	No Change		
3	MO1	Calne (Calne Central Ward) Part 1	Calne Corn Exchange, Town Hall, The Strand, SN11 0EN	Accessible.	No Change	I would like to suggest that it would be helpful to redraw the polling district boundaries in Calne Central. There are currently two polling districts and two polling stations. One of the polling stations is at the Town Hall. Some residents live across the road from the town but have to vote some way, away at the Colmans Farm community centre. I would like to suggest that residents in Carnegie Mews, Bank Row, Church Street, Kerry Crescent, The Green, Kingsbury Street, and Horsebrook should be moved into the polling station at the town hall	The LGBCE Unitary boundary changes will impact on this area. Recommended that the polling district boundaries are redrawn once the Order has been passed and in readiness for the Unitary and Parish Council elections in 2021.
3	MO2	Calne (Calne Central Ward) Part 2	Coleman`s Farm Learning & Community Centre, 15 & 16 Angell Close, SN11 8PF	No designated disabled parking. No level entrance.	Seek accessible alternative		
3	MO3	Calne (Calne Central Ward) Part 3	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	Accessible.	Polling district to be adjusted after LGBCE Review. No Change		
4	XC2	Tidworth (Perham Down Ward)	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	Accessible.	No Change	1)I would like the voters of Perham Down to vote in Tidworth for both the County and Town Council elections. Perham Down is part of Tidworth but residents presently vote for the Town Council representatives in Ludgershall as it is presently part of the Ludgershall and Perham Down seat. Under the new arrangements they should vote for the East Tidworth and South Ludgershall seat in Tidworth. South Ludgershall should vote in Ludgershall. 2) Residents of Perham Down should vote in Tidworth for both their Town Councillors and the new Wilts Council seat that will include Perham, South Tidworth and South Ludgershall.	There is significant housing development in the Ludgershall and Tidworth areas. The number of electors allocated to just 2 polling places will be 10,500 by 2024. The LGBCE Unitary boundary changes will impact on this area. Recommend that the polling district boundaries are redrawn and additional polling venues are identified to reduce the number of electors allocated to these venues in readiness for the Unitary and Parish Council elections in 2021.

	Polling district	Description of area	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
2	EJ2	Bradford on Avon (South Ward) Part 2	The Swan Hotel, The Coach House, 1 Church Street, BA15 1LN	No disabled access.	Seek accessible alternative	Barton Close, Midland Close and Courtside Terrace, Bradford on Avon are split between polling districts, despite being part of the same cul-de-sac. It would make more sense from a polling district perspective, if they were consolidated into polling district EJ3, with the rest of the street (Frome Road) into which they disgorge.	Polling district EJ2 will be impacted by the LGBCE changes. Recommend: that all polling districts boundaries in Bradford on Avon South are reviewed in the Polling District and Polling Place Review 2020
5	FM4	Melksham (Melksham South Ward) Part 4	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Regarding residents on the East Melksham Estate it was felt the Assembly Hall in the centre of town was too far. Asked if a closer alternative could be found.	Recommend: that the polling place and polling station is changed to Queensway Hall, Queensway, Melksham, SN12 7LE
5	FR6	Melksham (Melksham Central Ward) Part 6	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Regarding residents on the East Melksham Estate it was felt the Assembly Hall in the centre of town was too far. Asked if a closer alternative could be found.	Recommend: that the polling place and polling station is changed to Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF
6	FW1	Melksham Without (Blackmore Ward) Part 1	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Residents in the current Blackmore Ward and in the potential two new wards to cover the 100 dwellings at Sandridge Place and the 450 dwellings being built as the extension to the East of Melksham should be able to vote in the new community building being provided by the S106 for the 450 houses (14/10461/OUT). However, until this is constructed it is suggested that Forest & Sandridge School or the Skills Centre at St. Andrews Church is used so that parishioners do not have to go into the town to vote.	The changes which will come into force from the LGBCE Unitary boundary impact upon this area. However, an interim proposal to alter the polling station could be effective. Recommend: that until the construction of the community building that the polling place and polling station is changed to the Skills Centre.
	6	FW2	Melksham Without (Blackmore Ward) Part 2	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.		
7	GR	Tisbury	Hinton Hall, Church Street, SP3 6NH	No designated disabled parking.	Request for Nadder Centre to be considered for future elections	Request for Nadder Centre to be considered for future elections	The venues are within 0.5 mile of each other. Hinton Hall is more central to the two polling districts. The Nadder Centre has better parking facilities. S Recommend: That the Nadder centre is used at the next scheduled election (PCC elections in 2020) and a review of the change is provided for the Polling District and Polling Place Review 2020.
7	IO	West Tisbury	Hinton Hall, Church Street, SP3 6NH	No designated disabled parking.	Request for Nadder Centre to be considered for future elections		
6	FZ1	Melksham Without (Berryfield Ward)	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Residents of Berryfield should be able to vote in the new village hall being provided by the S106 Agreement for the 150 dwellings on Semington Road (16/00497/OUT). However, until this is constructed it is suggested that the current village hall is used, and if this is deemed unsuitable that Canberra or the lounge area of Thornbank Sheltered Housing could be used.	Recommend: that the polling place and polling station is changed to The Canberra centre until the community building is constructed
8	HC3	Trowbridge (Trowbridge Central Ward) Part 3	St Johns Parish Centre, Wingfield Road, BA14 9EA	Accessible.	No Change	Advised St Johns Parish Centre no longer available for a polling station suggested alternative is Wesley Road Methodist Church	Recommend: that the polling place and polling station for HL3 is changed to Wesley Road Methodist Church

	Polling district	Description of area	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
9	HL3	Trowbridge (Trowbridge Lambrok Ward) Part 3	The Poplars Inn, Shop Lane, BA14 9LN	Accessible.	No Change	At a meeting of the Policy and resources Committee of Trowbridge Town Council on 3rd September 2019 it was RESOLVED: That voters in HL3 which is the part of the Broadmead estate which transferred from Wingfield to Trowbridge but is currently still in the Winsley and Westwood Division, but is expected to become part of the Trowbridge Lambrok Division, should have their polling station at Studley Green Community Centre and not at the Plough in Wingfield.	Recommend: that the polling place and polling station for HL3 is changed to Studley Green Community Centre
10	BF2	Landford Part 3	Nomansland Reading Room, North Lane, Nomansland, SP5 2BU	No wheelchair access.	Seek accessible alternative	The Parish Council is aware of Nomansland Reading Room restrictions and actions are planned in coming years to improve disabled access. In the meantime could Nomansland Methodist Chapel on Forest Road be approached as an alternative polling station, if needed.	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue within the polling district for the 2020 Polling District and polling place review.
11	QF3	Chippenham (Cepen Park and Redlands) Part 3	Redlands School, Brook Street, SN14 0JE	Request for alternative to prevent disruption to school	To find suitable long term solution	Nineteen responses were received detailing the issues using this school presents to the community. Alternatives suggested: a) Scout Hut, Derriads Lane b) Audrey road scout hut, sir Audrey arms c) Barnardos Children's Centre Brook Street, Chippenham d) Chippenham Sports Club Church on woodlands road e) Chippenham evangelical church f) Ladyfield Evangelical Church g) a community hall h) Even putting a temporary building on the green outside Redland would be more suitable than closing the school i) The church on Hungerdown lane, the church on Woodlands rd. The Sir Audley Arms pub	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
Page 537	QF4	Chippenham (Cepen Park and Redlands) Part 4	Redlands School, Brook Street, SN14 0JE	Request for alternative to prevent disruption to school	To find suitable long term solution		
12	GB1	Monkton Farleigh	St Peters Church, The Street, Monkton Farleigh	No designated disabled parking.	No Change	Would like the village hall to be used	Both venues are within the polling district and a very short distance of each other. Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
13	QD3	Chippenham (Cepen Park and Derriads) Part 3	The Back Bar, The Pheasant, SN14 0AE	No level entrance.	Representation has been received asking to seek accessible alternative as electors have to go through a Public House	1) Previously at the Pheasant Pub there was separate Hall but for a number of years the polling station has been in a corner of the Bar and meant voters having to mix with clients. In my view this is not acceptable and would ask that a new location be provided. I hope that a review will incorporate this request to look at either possible locations or a mobile unit at Sainsburys car park or at other nearby locations. 2) Satisfied with arrangements at The Pheasant Pub.	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
13	QD4	Chippenham (Cepen Park and Derriads) Part 4	The Back Bar, The Pheasant, SN14 0AE	No level entrance.	Representation has been received asking to seek accessible alternative as electors have to go through a Public House		

	Polling district	Description of area	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
14	DI	Wilton Part 1	Wilton Community Centre, West Street, SP2 0DJ	Accessible.	No Change	<p>One polling station for whole town, which is therefore congested. Wilton has three distinct areas of settlement –</p> <ul style="list-style-type: none"> • the old Town, • Bulbridge to the South • the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units) <p>Wilton Town Council would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).</p>	Recommended: No change to current arrangements
14	DP	Wilton Part 2	Wilton Community Centre, West Street, SP2 0DJ	Accessible.	No Change	<p>One polling station for whole town, which is therefore congested. Wilton has three distinct areas of settlement –</p> <ul style="list-style-type: none"> • the old Town, • Bulbridge to the South • the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units) <p>Wilton Town Council would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).</p>	The use of schools as polling places can cause significant challenges for the school and families if separate accommodation cannot be provided for polling purposes. Recommended: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue within the polling district for the 2020 Polling District and polling place review.
14	DQ	Wilton Part 3	Wilton Community Centre, West Street, SP2 0DJ	Accessible.	No Change	<p>One polling station for whole town, which is therefore congested. Wilton has three distinct areas of settlement –</p> <ul style="list-style-type: none"> • the old Town, • Bulbridge to the South • the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units) <p>Wilton Town Council would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).</p>	Recommended: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue within the polling district for the 2020 Polling District and polling place review.

23. Appendix B

The table contains the summary of positive responses to the current polling arrangements. The following four comments are highlighted to the Committee:

Polling Districts	Parish	Polling Station
NY1	Grittleton	Grittleton Village Hall, Grittleton, SN14 6AP
Comment		Recommendation
Village Hall committee have informed the Parish council that Disabled Parking signs have been purchased to designate an Accessible Parking Space.		No Change

Polling Districts	Parish	Polling Station
PV1	Royal Wootton Bassett (North Ward) Part 1	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG
PV2	Royal Wootton Bassett (North Ward) Part 2	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG
PX1	Royal Wootton Bassett (East Ward)	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG
Comment		Recommendation
Satisfied with the arrangements at Lime Kiln Leisure Centre. The main double door and internal double door are not wheelchair friendly. They open manually and should be either on automatic sensor or press button to open. Wheelchair bound people and people with pushchair won't be able to open the door at the same time pushing the wheelchair.		No Change

Polling Districts	Parish	Polling Station
PU1	Royal Wootton Bassett (South Ward) Part 1	Royal Wootton Bassett Memorial Hall, Station Road, SN4 8EN
PU2	Royal Wootton Bassett (South Ward) Part 2	Royal Wootton Bassett Memorial Hall, Station Road, SN4 8EN
Comment		Recommendation
Satisfied with RWB South - Memorial Hall. The internal double door is operated manually. People with pushchairs and wheelchair users will find it difficult to open door and push the chairs at the same time. The internal door should be operated with sensor or with push button to open it		No Change

Polling Districts	Parish	Polling Station
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Districts		
HA3	Trowbridge (Trowbridge Adcroft Ward) Part 3	St Thomas' Church Hall, St Thomas Road, Off Timbrell Street, BA14 8PT
HA4	Trowbridge (Trowbridge Adcroft Ward) Part 4	St Thomas' Church Hall, St Thomas Road, Off Timbrell Street, BA14 8PT
Comment		Recommendation
I want to make a general point about all Polling stations: They should provide simple but suitable arrangements for Tellers. Telling is a legitimate activity, but expecting Tellers (in many cases) to site outside a building is unreasonable. As our weather conditions become more extreme, expecting people to sit outside in very hot or very cold conditions is unreasonable. Buildings should have a suitable, entrance, lobby of separate room from the election room.		No Change

24. Appendix C

The table lists the polling district where an alternative is sought but the consultation provided no responses. The Committee recommended that the current arrangements remain in place with the caveats:

- for those venues without disabled access that enquiries are made into the feasibility of temporary measures to facilitate access, and
- the remaining venues are reviewed again during the 2020 Polling District and Polling Place Review

25. Appendix D

The table lists the polling arrangements in place where the ARO has recommended no change and there have been no responses to the contrary. The Committee recommended the current arrangements remain in place.

Role of Committee in Future Reviews

26. Unlike an Electoral Review of Wiltshire Council which is undertaken by the Local Government Boundary Commission for England, and unlike a Community Governance Review which is undertaken by Wiltshire Council and is a reserved responsibility of the Full Council to determine, a Polling District and Polling Place Review could be determined by the Electoral Review Committee if Full Council wished to delegate this responsibility.

27. At its meeting on 21 October 2019, and owing to the technical nature of the process and that, moving forward, it was intended to undertake annual reviews as a result of the establishment of the Committee by Full Council, the Electoral Review Committee resolved to recommend that it be provided authority from Full Council to determine any Polling District and Polling Place Review. The Terms of Reference of the Committee would be amended as detailed in **Appendix G**. All Unitary Members would continue to be kept informed of any review or proposed decisions.

Safeguarding Implications

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

Equalities Impact of the Proposal

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

Risk Assessment

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

Financial Implications

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

Legal Implications

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

Public Health Impact of the Proposals

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

Environmental Impact of the Proposals

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

Proposal

35. The Committee is asked to:

36. That Full Council approve the recommendations from the Electoral Review Committee for adjustments to polling stations, polling places and polling districts as set out in the Appendices to the report.

37. That Full Council approve the proposed changes to the Terms of Reference of the Electoral Review Committee to delegate approval of future Polling District and Polling Place Reviews to the Committee as detailed at **Appendix G**.

Ian Gibbons, Director of Legal, Electoral and Registration Services (and Monitoring Officer)

Report Author: Maggie Mulhall, maggie.mulhall@wiltshire.gov.uk

Appendices

Appendix A – Consultation responses – actions for consideration

Appendix B – Consultation responses – no action

Appendix C – Alternative sought – no responses

Appendix D – No Change – no responses

Appendix E – Electoral Commission; Guidance on the review of polling districts and

polling places

Appendix F – Maps

Appendix G – Terms of Reference amendment

APPENDIX A

Polling district	Description of area	Parish	Parish ward	Unitary Division	Parliamentary Constituency	Polling Place	Electorate 2018	Projected Electorate 2024	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
						(The Electoral Commission recommend the identification of a building or environs of a building rather than a Parish or polling district)	(LGBCE Review figures incl postal voters)	(LGBCE Review figures incl postal voters)		(venue or polling staff responses)	(The LGBCE boundary review will affect the Division and Town polling district boundaries. As this has been delayed, the suggestion is to retain the current scheme and to consider the alteration of this polling district in light of any subsequent changes made by the LGBCE)		
BF2	Landford Part 3	Landford		Redlynch and Landford	Salisbury	Nomansland Reading Room, North Lane, Nomansland, SP5 2BU	499	519	Nomansland Reading Room, North Lane, Nomansland, SP5 2BU	No wheelchair access.	Seek accessible alternative	The Parish Council is aware of Nomansland Reading Room restrictions and actions are planned in coming years to improve disabled access. In the meantime could Nomansland Methodist Chapel on Forest Road be approached as an alternative polling station, if needed.	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue within the polling district for the 2020 Polling District and polling place review.
DI	Wilton Part 1	Wilton		Wilton and Lower Wylye Valley	Salisbury	Wilton Community Centre, West Street, SP2 0DJ	1629	1996	Wilton Community Centre, West Street, SP2 0DJ	Accessible.	No Change	One polling station for whole town, which is therefore congested. Wilton has three distinct areas of settlement – • the old Town • Bulbridge to the South • the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units) Wilton Town Council would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).	Recommended: No change to current arrangements
DP	Wilton Part 2	Wilton		Wilton and Lower Wylye Valley	Salisbury	Wilton Community Centre, West Street, SP2 0DJ	929	1062	Wilton Community Centre, West Street, SP2 0DJ	Accessible.	No Change	One polling station for whole town, which is therefore congested. Wilton has three distinct areas of settlement – • the old Town, • Bulbridge to the South • the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units) Wilton Town Council would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).	The use of schools as polling places can cause significant challenges for the school and families if separate accommodation cannot be provided for polling purposes. Recommended: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue within the polling district for the 2020 Polling District and polling place review.
DQ	Wilton Part 3	Wilton		Wilton and Lower Wylye Valley	Salisbury	Wilton Community Centre, West Street, SP2 0DJ	597	621	Wilton Community Centre, West Street, SP2 0DJ	Accessible.	No Change	One polling station for whole town, which is therefore congested. Wilton has three distinct areas of settlement – • the old Town, • Bulbridge to the South • the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units) Wilton Town Council would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).	Recommended: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue within the polling district for the 2020 Polling District and polling place review.
EJ1	Bradford on Avon (South Ward) Part 1	Bradford on Avon	Bradford on Avon (South Ward)	Bradford-on-Avon South	Chippenham	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	936	973	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	Accessible.	No Change	Not satisfied with current arrangements. Small car park. Not all residents can get there. An additional site should be considered I.E St Aeldems Court to help the elderly and infirm.	Polling district EJ2 will be impacted by the LGBCE changes. Recommend: that all polling districts boundaries in Bradford on Avon South are reviewed in the Polling District and Polling Place Review 2020
EJ2	Bradford on Avon (South Ward) Part 2	Bradford on Avon	Bradford on Avon (South Ward)	Bradford-on-Avon South	Chippenham	The Swan Hotel, The Coach House, 1 Church Street, BA15 1LN	1165	1216	The Swan Hotel, The Coach House, 1 Church Street, BA15 1LN	No disabled access.	Seek accessible alternative	Barton Close, Midland Close and Courtside Terrace, Bradford on Avon are split between polling districts, despite being part of the same cul-de-sac. It would make more sense from a polling district perspective, if they were consolidated into polling district EJ3, with the rest of the street (Frome Road) into which they disgorge.	Polling district EJ2 will be impacted by the LGBCE changes. Recommend: that all polling districts boundaries in Bradford on Avon South are reviewed in the Polling District and Polling Place Review 2020
EJ3	Bradford on Avon (South Ward) Part 3	Bradford on Avon	Bradford on Avon (South Ward)	Bradford-on-Avon South	Chippenham	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	675	705	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	Accessible.	No Change	Not satisfied with current arrangements. Small car park. Not all residents can get there. An additional site should be considered I.E St Aeldems Court to help the elderly and infirm.	Polling district EJ2 will be impacted by the LGBCE changes. Recommend: that all polling districts boundaries in Bradford on Avon South are reviewed in the Polling District and Polling Place Review 2020
EJ4	Bradford on Avon (South Ward) Part 4	Bradford on Avon	Bradford on Avon (South Ward)	Bradford-on-Avon South	Chippenham	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	1315	1365	Bradford on Avon Youth Development Centre, Frome Road, BA15 1LE	Accessible.	No Change	Not satisfied with current arrangements. Small car park. Not all residents can get there. An additional site should be considered I.E St Aeldems Court to help the elderly and infirm.	Polling district EJ2 will be impacted by the LGBCE changes. Recommend: that all polling districts boundaries in Bradford on Avon South are reviewed in the Polling District and Polling Place Review 2020
FM4	Melksham (Melksham South Ward) Part 4	Melksham	Melksham South Ward	Melksham Without South	Chippenham	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	326	338	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Regarding residents on the East Melksham Estate it was felt the Assembly Hall in the centre of town was too far. Asked if a closer alternative could be found.	Recommend: that the polling place and polling station is changed to Queensway Hall, Queensway, Melksham, SN12 7LE
FR6	Melksham (Melksham Central Ward) Part 6	Melksham	Melksham Central Ward	Melksham Without North	Chippenham	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	1018	1090	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Regarding residents on the East Melksham Estate it was felt the Assembly Hall in the centre of town was too far. Asked if a closer alternative could be found.	Recommend: that the polling place and polling station is changed to Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF
FW1	Melksham Without (Blackmore Ward) Part 1	Melksham Without	Blackmore Ward	Melksham Without North	Chippenham	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	308	515	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Residents in the current Blackmore Ward and in the potential two new wards to cover the 100 dwellings at Sandridge Place and the 450 dwellings being built as the extension to the East of Melksham should be able to vote in the new community building being provided by the S106 for the 450 houses (14/10461/OUT). However, until this is constructed it is suggested that Forest & Sandridge School or the Skills Centre at St. Andrews Church is used so that parishioners do not have to go into the town to vote.	The changes which will come into force from the LGBCE Unitary boundary impact upon this area. However, an interim proposal to alter the polling station could be effective. Recommend: that until the construction of the community building that the polling place and polling station is changed to the Skills Centre.
FW2	Melksham Without (Blackmore Ward) Part 2	Melksham Without	Blackmore Ward	Melksham Without South	Chippenham	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	156	1036	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Residents in the current Blackmore Ward and in the potential two new wards to cover the 100 dwellings at Sandridge Place and the 450 dwellings being built as the extension to the East of Melksham should be able to vote in the new community building being provided by the S106 for the 450 houses (14/10461/OUT). However, until this is constructed it is suggested that Forest & Sandridge School or the Skills Centre at St. Andrews Church is used so that parishioners do not have to go into the town to vote.	The changes which will come into force from the LGBCE Unitary boundary impact upon this area. However, an interim proposal to alter the polling station could be effective. Recommend: that until the construction of the community building that the polling place and polling station is changed to the Skills Centre.
FZ1	Melksham Without (Berryfield Ward)	Melksham Without	Berryfield Ward	Melksham Without South	Chippenham	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	654	982	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	Residents of Berryfield should be able to vote in the new village hall being provided by the S106 Agreement for the 150 dwellings on Semington Road (16/00497/OUT). However, until this is constructed it is suggested that the current village hall is used, and if this is deemed unsuitable that Canberra or the lounge area of Thornbank Sheltered Housing could be used.	Recommend: that the polling place and polling station is changed to The Canberra centre until the community building is constructed
GB1	Monkton Farleigh	Monkton Farleigh		Holt and Staverton	Chippenham	St Peters Church, The Street, Monkton Farleigh	348	365	St Peters Church, The Street, Monkton Farleigh	No designated disabled parking.	No Change	Would like the village hall to be used	Both venues are within the polling district and a very short distance of each other. Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
GR	Tisbury	Tisbury		Tisbury	South West Wiltshire	Hinton Hall, Church Street, SP3 6NH	1922	2004	Hinton Hall, Church Street, SP3 6NH	No designated disabled parking.	Request for Nadder Centre to be considered for future elections	Request for Nadder Centre to be considered for future elections	The venues are within 0.5 mile of each other. Hinton Hall is more central to the two polling districts. The Nadder Centre has better parking facilities. S Recommend: That the Nadder centre is used at the next scheduled election (PCC elections in 2020) and a review of the change is provided for the Polling District and Polling Place Review 2020.
HC3	Trowbridge (Trowbridge Central Ward) Part 3	Trowbridge	Trowbridge Central Ward	Trowbridge Central	South West Wiltshire	St Johns Parish Centre, Wingfield Road, BA14 9EA	1387	1457	St Johns Parish Centre, Wingfield Road, BA14 9EA	Accessible.	No Change	Advised St Johns Parish Centre no longer available for a polling station suggested alternative is Wesley Road Methodist Church	Recommend: that the polling place and polling station for HL3 is changed to Wesley Road Methodist Church
HL3	Trowbridge (Trowbridge Lambrok Ward) Part 3	Trowbridge	Trowbridge Lambrok Ward	Winsley and Westwood	South West Wiltshire	The Poplars Inn, Shop Lane, BA14 9LN	62	64	The Poplars Inn, Shop Lane, BA14 9LN	Accessible.	No Change	At a meeting of the Policy and resources Committee of Trowbridge Town Council on 3rd September 2019 it was RESOLVED. That voters in HL3 which is the part of the Broadmead estate which transferred from Wingfield to Trowbridge but is currently still in the Winsley and Westwood Division, but is expected to become part of the Trowbridge Lambrok Division, should have their polling station at Studley Green Community Centre and not at the Plough in Wingfield.	Recommend: that the polling place and polling station for HL3 is changed to Studley Green Community Centre
IO	West Tisbury	West Tisbury		Tisbury	South West Wiltshire	Hinton Hall, Church Street, SP3 6NH	497	518	Hinton Hall, Church Street, SP3 6NH	No designated disabled parking.	Request for Nadder Centre to be considered for future elections	Request for Nadder Centre to be considered for future elections	The venues are within 0.5 mile of each other. Hinton Hall is more central to the two polling districts. The Nadder Centre has better parking facilities. S Recommend: That the Nadder centre is used at the next scheduled election (PCC elections in 2020) and a review of the change is provided for the Polling District and Polling Place Review 2020.

MO1	Calne (Calne Central Ward) Part 1	Calne	Calne Central Ward	Calne Central	North Wiltshire	Calne Corn Exchange, Town Hall, The Strand, SN11 0EN	1639	1707	Calne Corn Exchange, Town Hall, The Strand, SN11 0EN	Accessible.	No Change	I would like to suggest that it would be helpful to redraw the polling district boundaries in Calne Central. There are currently two polling districts and two polling stations. One of the polling stations is at the Town Hall. Some residents live across the road from the town but have to vote some way, away at the Colmans Farm community centre. I would like to suggest that residents in Carnegie Mews, Bank Row, Church Street, Kerry Crescent, The Green, Kingsbury Street, and Horsebrook should be moved into the polling station at the town hall	The LGBCE Unitary boundary changes will impact on this area. Recommended that the polling district boundaries are redrawn once the Order has been passed and in readiness for the Unitary and Parish Council elections in 2021.
MO2	Calne (Calne Central Ward) Part 2	Calne	Calne Central Ward	Calne Central	North Wiltshire	Coleman's Farm Learning & Community Centre, 15 & 16 Angell Close, SN11 8PF	1799	2295	Coleman's Farm Learning & Community Centre, 15 & 16 Angell Close, SN11 8PF	No designated disabled parking. No level entrance.	Seek accessible alternative	I would like to suggest that it would be helpful to redraw the polling district boundaries in Calne Central. There are currently two polling districts and two polling stations. One of the polling stations is at the Town Hall. Some residents live across the road from the town but have to vote some way, away at the Colmans Farm community centre. I would like to suggest that residents in Carnegie Mews, Bank Row, Church Street, Kerry Crescent, The Green, Kingsbury Street, and Horsebrook should be moved into the polling station at the town hall	The LGBCE Unitary boundary changes will impact on this area. Recommended that the polling district boundaries are redrawn once the Order has been passed and in readiness for the Unitary and Parish Council elections in 2021.
MO3	Calne (Calne Central Ward) Part 3	Calne	Calne Central Ward	Calne Rural	North Wiltshire	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	0	0	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	Accessible.	Polling district to be adjusted after LGBCE Review. No Change	I would like to suggest that it would be helpful to redraw the polling district boundaries in Calne Central. There are currently two polling districts and two polling stations. One of the polling stations is at the Town Hall. Some residents live across the road from the town but have to vote some way, away at the Colmans Farm community centre. I would like to suggest that residents in Carnegie Mews, Bank Row, Church Street, Kerry Crescent, The Green, Kingsbury Street, and Horsebrook should be moved into the polling station at the town hall	The LGBCE Unitary boundary changes will impact on this area. Recommend that the polling district boundaries are redrawn once the Order has been passed and in readiness for the Unitary and Parish Council elections in 2021.
QD3	Chippenham (Cepen Park and Derrids) Part 3	Chippenham	Chippenham (Cepen Park and Derrids)	Chippenham Cepen Park and Derrids	Chippenham	The Back Bar, The Pheasant, SN14 0AE	1203	1249	The Back Bar, The Pheasant, SN14 0AE	No level entrance.	Representation has been received asking to seek accessible alternative as electors have to go through a Public House	1) Previously at the Pheasant Pub there was separate Hall but for a number of years the polling station has been in a corner of the Bar and meant voters having to mix with clients. In my view this is not acceptable and would ask that a new location be provided. I hope that a review will incorporate this request to look at either possible locations or a mobile unit at Sainsburys car park or at other near by locations. 2) Satisfied with arrangements at The Pheasant Pub.	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
QD4	Chippenham (Cepen Park and Derrids) Part 4	Chippenham	Chippenham (Cepen Park and Derrids)	Corsham Town	Chippenham	The Back Bar, The Pheasant, SN14 0AE	10	960	The Back Bar, The Pheasant, SN14 0AE	No level entrance.	Representation has been received asking to seek accessible alternative as electors have to go through a Public House	1) Previously at the Pheasant Pub there was separate Hall but for a number of years the polling station has been in a corner of the Bar and meant voters having to mix with clients. In my view this is not acceptable and would ask that a new location be provided. I hope that a review will incorporate this request to look at either possible locations or a mobile unit at Sainsburys car park or at other near by locations. 2) Satisfied with arrangements at The Pheasant Pub.	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
QF3	Chippenham (Cepen Park and Redlands) Part 3	Chippenham	Chippenham (Cepen Park and Redlands)	Chippenham Cepen Park and Redlands	Chippenham	Redlands School, Brook Street, SN14 0JE	754	783	Redlands School, Brook Street, SN14 0JE	Request for alternative to prevent disruption to school	To find suitable long term solution	Alternatives suggested: a) Scout Hut, Derrids Lane b) Audrey road scout hut, sir Audrey arms c) Barnardos Children's Centre Brook Street, Chippenham d) Chippenham Sports Club Church on woodlands road e) Chippenham evangelical church f) Ladyfield Evangelical Church g) a community hall h) Even putting a temporary building on the green outside Redland would be more suitable than closing the school i) The church on Hungerdown lane, the church on Woodlands rd. The Sir Audley Arms pub	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
QF4	Chippenham (Cepen Park and Redlands) Part 4	Chippenham	Chippenham (Cepen Park and Redlands)	Chippenham Cepen Park and Redlands	Chippenham	Redlands School, Brook Street, SN14 0JE	872	1053	Redlands School, Brook Street, SN14 0JE	Request for alternative to prevent disruption to school	To find suitable long term solution	Alternatives suggested: a) Scout Hut, Derrids Lane b) Audrey road scout hut, sir Audrey arms c) Barnardos Children's Centre Brook Street, Chippenham d) Chippenham Sports Club Church on woodlands road e) Chippenham evangelical church f) Ladyfield Evangelical Church g) a community hall h) Even putting a temporary building on the green outside Redland would be more suitable than closing the school i) The church on Hungerdown lane, the church on Woodlands rd. The Sir Audley Arms pub	Recommend: the polling place is designated as the polling district. The (A)RO is requested to identify suitable venue for the polling district during the 2020 Polling District and polling place review.
XC2	Tidworth (Perham Down Ward)	Tidworth	Tidworth (Perham Down Ward)	Ludgershall and Perham Down	Devizes	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	544	565	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	Accessible.	No Change	1) I would like the voters of Perham Down to vote in Tidworth for both the County and Town Council elections. Perham Down is part of Tidworth but residents presently vote for the Town Council representatives in Ludgershall as it is presently part of the Ludgershall and Perham Down seat. Under the new arrangements they should vote for the East Tidworth and South Ludgershall seat in Tidworth. South Ludgershall should vote in Ludgershall. 2) Residents of Perham Down should vote in Tidworth for both their Town Councillors and the new Wilts Council seat that will include Perham, South Tidworth and South Ludgershall.	There is significant housing development in the Ludgershall and Tidworth areas. The number of electors allocated to just 2 polling places will be 10,500 by 2024. The LGBCE Unitary boundary changes will impact on this area. Recommend that the polling district boundaries are redrawn and additional polling venues are identified to reduce the number of electors allocated to these venues in readiness for the Unitary and Parish Council elections in 2021.
ZE1	Wilcot East Ward (Oare)	Wilcot	Wilcot East Ward (Oare)	Pewsey Vale	Devizes	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	232	242	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	No designated disabled parking.	No Change	Alternate pollingplaces between Wilcot and Oare	An expression of interest in a Community Governance Review has been received for this Parish. Recommend: that the polling district boundaries are reviewed in 2020 together with the polling station(s) for the electors.
ZE2	Huish	Wilcot	Wilcot West Ward (Wilcot)	Pewsey Vale	Devizes	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	35	36	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	No designated disabled parking.	No Change	Alternate pollingplaces between Wilcot and Oare	An expression of interest in a Community Governance Review has been received for this Parish. Recommend: that the polling district boundaries are reviewed in 2020 together with the polling station(s) for the electors.
ZF1	Wilcot West Ward (Wilcot)	Wilcot	Wilcot West Ward (Wilcot)	Pewsey Vale	Devizes	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	194	202	Oare Village Hall, Rudge Lane, Oare, SN8 4JH	No designated disabled parking.	No Change	Alternate pollingplaces between Wilcot and Oare	An expression of interest in a Community Governance Review has been received for this Parish. Recommend: that the polling district boundaries are reviewed in 2020 together with the polling station(s) for the electors.

APPENDIX B

Polling district	Description of area	Parish	Parish ward	Unitary Division	Parliamentary Constituency	Polling Place	Electorate 2018	Projected Electorate 2024	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
						(The Electoral Commission recommend the identification of a building or environs of a building rather than a Parish or polling district)	(LGBCE Review figures incl postal voters)	(LGBCE Review figures incl postal voters)		(venue or polling staff responses)	(The LGBCE boundary review will affect the Division and Town polling district boundaries. As this has been delayed, the suggestion is to retain the current scheme and to consider the alteration of this polling district in light of any subsequent changes made by the LGBCE)		
NY1	Grittleton	Grittleton		By Brook	North Wiltshire	Grittleton Village Hall, Grittleton, SN14 6AP	423	442	Grittleton Village Hall, Grittleton, SN14 6AP	Accessible.	No Change	Village Hall committee have informed the Parish council that Disabled Parking signs have been purchased to designate an Accessible Parking Space.	No change
PV1	Royal Wootton Bassett (North Ward) Part 1	Royal Wootton Bassett	Royal Wootton Bassett (North Ward)	Royal Wootton Bassett North	North Wiltshire	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG	1424	1479	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG	No designated disabled parking.	No Change	Satisfied with the arrangements at Lime Kiln Leisure Centre. The main double door and internal double door are not wheelchair friendly. They open manually and should be either on automatic sensor or press button to open. Wheelchair bound people and people with pushchair won't be able to open the door at the same time pushing the wheelchair.	No change
PV2	Royal Wootton Bassett (North Ward) Part 2	Royal Wootton Bassett	Royal Wootton Bassett (North Ward)	Royal Wootton Bassett North	North Wiltshire	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG	2218	2348	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG	No designated disabled parking.	No Change	Satisfied with the arrangements at Lime Kiln Leisure Centre. The main double door and internal double door are not wheelchair friendly. They open manually and should be either on automatic sensor or press button to open. Wheelchair bound people and people with pushchair won't be able to open the door at the same time pushing the wheelchair.	No change
PX1	Royal Wootton Bassett (East Ward)	Royal Wootton Bassett	Royal Wootton Bassett (East Ward)	Royal Wootton Bassett East	North Wiltshire	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG	1603	1664	Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG	No designated disabled parking.	No Change	Satisfied with the arrangements at Lime Kiln Leisure Centre. The main double door and internal double door are not wheelchair friendly. They open manually and should be either on automatic sensor or press button to open. Wheelchair bound people and people with pushchair won't be able to open the door at the same time pushing the wheelchair.	No change
PU1	Royal Wootton Bassett (South Ward) Part 1	Royal Wootton Bassett	Royal Wootton Bassett (South Ward)	Royal Wootton Bassett South	North Wiltshire	Royal Wootton Bassett Memorial Hall, Station Road, SN4 8EN	2401	2550	Royal Wootton Bassett Memorial Hall, Station Road, SN4 8EN	Accessible.	Increase in electorate to be monitored. No Change	Satisfied with RWB South - Memorial Hall. The internal double door is operated manually. People with pushchairs and wheelchair users will find it difficult to open door and push the chairs at the same time. The internal door should be operated with sensor or with push button to open it.	No change
PU2	Royal Wootton Bassett (South Ward) Part 2	Royal Wootton Bassett	Royal Wootton Bassett (South Ward)	Royal Wootton Bassett South	North Wiltshire	Royal Wootton Bassett Memorial Hall, Station Road, SN4 8EN	2543	2843	Royal Wootton Bassett Memorial Hall, Station Road, SN4 8EN	Accessible.	Two polling stations to be provided. No Change	Satisfied with RWB South - Memorial Hall. The internal double door is operated manually. People with pushchairs and wheelchair users will find it difficult to open door and push the chairs at the same time. The internal door should be operated with sensor or with push button to open it.	No change
HA3	Trowbridge (Trowbridge Adcroft Ward) Part 3	Trowbridge	Trowbridge Adcroft Ward	Trowbridge Adcroft	South West Wiltshire	St Thomas' Church Hall, St Thomas Road, Off Timbrell Street, BA14 8PT	879	917	St Thomas' Church Hall, St Thomas Road, Off Timbrell Street, BA14 8PT	Accessible.	No Change	I want to make a general point about all Polling stations: They should provide simple but suitable arrangements for Tellers. Telling is a legitimate activity, but expecting Tellers (in many cases) to sit outside a building is unreasonable. As our weather conditions become more extreme, expecting people to sit outside in very hot or very cold conditions is unreasonable. Buildings should have a suitable, entrance, lobby of separate room from the election room.	No change
HA4	Trowbridge (Trowbridge Adcroft Ward) Part 4	Trowbridge	Trowbridge Adcroft Ward	Trowbridge Adcroft	South West Wiltshire	St Thomas' Church Hall, St Thomas Road, Off Timbrell Street, BA14 8PT	560	588	St Thomas' Church Hall, St Thomas Road, Off Timbrell Street, BA14 8PT	Accessible.	No Change	I want to make a general point about all Polling stations: They should provide simple but suitable arrangements for Tellers. Telling is a legitimate activity, but expecting Tellers (in many cases) to sit outside a building is unreasonable. As our weather conditions become more extreme, expecting people to sit outside in very hot or very cold conditions is unreasonable. Buildings should have a suitable, entrance, lobby of separate room from the election room.	No change
OO1	Luckington Part 1	Luckington		Sherston	North Wiltshire	Alderton Village Hall, The Street, SN14 6NL	81	84	Alderton Village Hall, The Street, SN14 6NL	No designated disabled parking.	No Change	It was agreed that these are sufficient for the needs of the Parish and no changes are needed. Any reduction in the existing provision is both undesirable and detrimental to the needs of the local community.	No change
EE6	Bishopstrow Part 1	Bishopstrow		Warminster Copheap and Wyke	South West Wiltshire	Bishopstrow Village Hall, Bishopstrow, BA12 9HN	108	112	Bishopstrow Village Hall, Bishopstrow, BA12 9HN	No designated parking.	Seek accessible alternative	Bishopstrow Village Hall - although the village hall does not have any dedicated parking there is sufficient on street parking for those who vote there if required. The hall is within easy walking distance of the voting population within the village.	No change
QC1	Chippenham (Marstonbury Ward) Part 4	Chippenham	Chippenham (Marstonbury Ward)	Chippenham	Chippenham	Bowls Pavilion, John Coles Park, Ricardo Road, SN15 1PA	2249	2368	Bowls Pavilion, John Coles Park, Ricardo Road, SN15 1PA	Accessible.	No Change	Satisfied with the arrangements at John Coles Park Bowles Pavilion.	No change
OS1	Lyneham and Bradenstoke Part 1	Lyneham and Bradenstoke		Lyneham	North Wiltshire	Bradenstoke Village Hall, Bradenstoke, SN15 4ES	707	736	Bradenstoke Village Hall, Bradenstoke, SN15 4ES	Accessible.	No Change	Only 2 accessible venues in Lyneham	No change
EM6	Bulkington	Bulkington		Summerham and Seend	South West Wiltshire	Bulkington Village Hall, Bulkington, SN10 1SW	223	231	Bulkington Village Hall, Bulkington, SN10 1SW	No designated disabled parking.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
TD1	Chute	Chute		The Collingbournes	Devizes	Chute Village Hall, Malthouse Lane, Chute Standen, SP11 9EE	281	292	Chute Village Hall, Malthouse Lane, Chute Standen, SP11 9EE	No designated disabled parking.	No Change	Satisfied with Chute village hall - equidistance for all Chute Villages	No change
NN1	Corsham (Corsham Town Ward) Part 1	Corsham	Corsham (Corsham Town Ward)	Corsham Town	Chippenham	Corsham Cricket Club, Station Road, SN13 9EU	1870	1941	Corsham Cricket Club, Station Road, SN13 9EU	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
AR	Dinton	Dinton		Nadder and East Knoyle	South West Wiltshire	Dinton Village Hall, Bratch Lane, Dinton, SP3 5EB	556	580	Dinton Village Hall, Bratch Lane, Dinton, SP3 5EB	Accessible.	No Change	There is external lighting at current venue, details provided (in response to ARO comment)	No change
EZ	Fonthill Gifford	Fonthill Gifford		Nadder and East Knoyle	Wiltshire	Fonthill Gifford Recreation Hut, Fonthill Gifford, SP3 6QP	93	98	Fonthill Gifford Recreation Hut, Fonthill Gifford, SP3 6QP	No designated disabled parking.	No Change	Fonthill Gifford recreation Hut - very happy with current arrangements.	No change
NR1	Corsham (Corsham Gastard Ward)	Corsham	Corsham (Corsham Gastard Ward)	Corsham Without and Box Hill	Chippenham	Gastard Village Hall, Velley Hill, SN13 9PU	408	424	Gastard Village Hall, Velley Hill, SN13 9PU	Accessible.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
FE6	Great Hinton	Great Hinton		Summerham and Seend	South West Wiltshire	Great Hinton Village Hall, Great Hinton, BA14 6BY	161	167	Great Hinton Village Hall, Great Hinton, BA14 6BY	No designated disabled parking.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
FC1	Hilperton Part 1	Hilperton		Hilperton	Chippenham	Hilperton Village Hall, Whaddon Lane, BA14 7RN	1077	1515	Hilperton Village Hall, Whaddon Lane, BA14 7RN	Accessible.	No Change	Satisfied with Hilperton Village Hall	No change
FC3	Hilperton Part 3	Hilperton		Hilperton	Chippenham	Hilperton Village Hall, Whaddon Lane, BA14 7RN	819	850	Hilperton Village Hall, Whaddon Lane, BA14 7RN	Accessible.	No Change	Satisfied with the arrangements at Hullavington Village Hall. Hullavington Parish Council considers the village hall meets all the requirements and is pleased there is no change.	No change
OD1	Hullavington	Hullavington		By Brook	North Wiltshire	Hullavington Village Hall, Hill Hayes Lane, SN14 6EB	946	1081	Hullavington Village Hall, Hill Hayes Lane, SN14 6EB	Accessible.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
YB1	Seend	Seend		Summerham and Seend	Devizes	Irene Usher Hall, Rusty Lane, SN12 6NR	901	935	Irene Usher Hall (Main Hall), Rusty Lane, SN12 6NR	No designated disabled parking.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
FH1	Keevil	Keevil		Summerham and Seend	South West Wiltshire	Keevil Village Hall, Martins Road, BA14 6NB	371	385	Keevil Village Hall, Martins Road, BA14 6NB	No designated disabled parking.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
BF	Landford Part 1	Landford		Redlynch and Landford	Salisbury	Landford Village Hall Foyer, Landford, SP5 2EW	788	818	Landford Village Hall Foyer, Landford, SP5 2EW	Accessible.	No Change	The Parish Council would like to highlight that the Landford Village Hall arrangements are adequate. 2)Satisfied with the arrangements at Landford Village Hall. 3) Satisfied with the arrangements at Landford Village Hall - This is an excellent location for a Polling Station. Nowhere within the village would provide sufficient parking and ease of access.	No change
BF1	Landford Part 2	Landford		Redlynch and Landford	Salisbury	Landford Village Hall Foyer, Landford, SP5 2EW	187	196	Landford Village Hall Foyer, Landford, SP5 2EW	Accessible.	No Change	The Parish Council would like to highlight that the Landford Village Hall arrangements are adequate. 2)Satisfied with the arrangements at Landford Village Hall. 3) Satisfied with the arrangements at Landford Village Hall - This is an excellent location for a Polling Station. Nowhere within the village would provide sufficient parking and ease of access.	No change
BF3	Landford Part 4	Landford		Redlynch and Landford	Salisbury	Landford Village Hall Foyer, Landford, SP5 2EW	92	95	Landford Village Hall Foyer, Landford, SP5 2EW	Accessible.	No Change	The Parish Council would like to highlight that the Landford Village Hall arrangements are adequate. 2)Satisfied with the arrangements at Landford Village Hall. 3) Satisfied with the arrangements at Landford Village Hall - This is an excellent location for a Polling Station. Nowhere within the village would provide sufficient parking and ease of access.	No change
DD	Steeple Langford	Steeple Langford		Till and Wylve Valley	Salisbury	Langford Parish Hall, Hanging Langford, SP3 4PA	433	449	Langford Parish Hall, Hanging Langford, SP3 4PA	No designated parking.	Seek accessible alternative	The Parish Council very strongly believes that Langford Parish Hall remains the local polling station	No change
NQ1	Corsham (Corsham West Ward) Part 1	Corsham	Corsham (Corsham West Ward)	Corsham Without and Box Hill	North Wiltshire	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	353	891	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NQ2	Corsham (Corsham West Ward) Part 2	Corsham	Corsham (Corsham West Ward)	Corsham Without and Box Hill	Chippenham	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	156	162	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
OP1	Luckington Part 2	Luckington		Sherston	North Wiltshire	Luckington Village Hall, Luckington, SN14 6NP	427	444	Luckington Village Hall, Luckington, SN14 6NP	No designated disabled parking.	No Change	It was agreed that these are sufficient for the needs of the Parish and no changes are needed. Any reduction in the existing provision is both undesirable and detrimental to the needs of the local community.	No change
WL1	Market Lavington	Market Lavington		THE LAVINGTONS and Fledstone	Devizes	Market Lavington Community Hall, St Marys Road, SN10 4DG	1627	1849	Market Lavington Community Hall, St Marys Road, SN10 4DG	Accessible.	No Change	Satisfied with The Community Hall, Market Lavington	No change
YA1	Savernake	Savernake		West Selkley	Devizes	Marlborough Town Hall, 5 High Street, SN8 1AA	211	220	Marlborough Town Hall, 5 High Street, SN8 1AA	No designated parking.	Seek accessible alternative	Marlborough Town Hall - satisfied apart from parking - Parking can be difficult when the High Street is busy, perhaps Wiltshire Council could consider some short stay parking just for those voting on election days. Whilst not perfect and not within the Parish at present we feel that this is the most convenient location.	No change

Page 5 of 15

FM2	Melksham (Melksham South Ward) Part 2	Melksham	Melksham (Melksham South Ward)	Melksham South	Chippenham	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	897	931	Melksham Assembly Hall, Market Place, Melksham, SN12 6ES	No external lighting.	Assess external lighting. No Change	External emergency lighting provided at by election in Oct 2019	No change
OY1	Nettleton	Nettleton		By Brook	North Wiltshire	Mount Zion Baptist Chapel, West Kington, SN14 7JQ	553	576	Mount Zion Baptist Chapel, West Kington, SN14 7JQ	No level entrance.	Seek accessible alternative	Nettleton parish council do not require any more they are happy with the number they have got.	No change
NS1	Corsham (Corsham Neston Ward) Part 1	Corsham	Corsham (Corsham Neston Ward)	Corsham Without and Box Hill	Chippenham	Neston Memorial Hall, Pool Green, SN13 9SN	1098	1306	Neston Memorial Hall, Pool Green, SN13 9SN	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NS2	Corsham (Corsham Neston Ward) Part 2	Corsham	Corsham (Corsham Neston Ward)	Box and Colerne	North Wiltshire	Neston Memorial Hall, Pool Green, SN13 9SN	60	62	Neston Memorial Hall, Pool Green, SN13 9SN	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NS3	Corsham (Corsham Neston Ward) Part 3	Corsham	Corsham (Corsham Neston Ward)	Corsham Without and Box Hill	North Wiltshire	Neston Memorial Hall, Pool Green, SN13 9SN	0	0	Neston Memorial Hall, Pool Green, SN13 9SN	No designated disabled parking.	Polling district to be adjusted after LGBCE Review. No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NN3	Corsham (Corsham Town Ward) Part 3	Corsham	Corsham (Corsham Town Ward)	Corsham Town	Chippenham	Potley Community Centre, Pockeridge Road, SN13 9SB	234	243	Potley Community Centre, Pockeridge Road, SN13 9SB	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
XG1	Potterne	Potterne		Bromham Rowwe and Potterne	Devizes	Potterne Village Hall, Potterne, SN10 5ND	1255	1334	Potterne Village Hall, Potterne, SN10 5ND	Accessible.	No Change	Satisfied (polling station name not given)	No change
XH1	Poulshot	Poulshot		Summerham and Seend	Devizes	Poulshot Parish Hall, Poulshot, SN10 1RT	293	313	Poulshot Parish Hall, Poulshot, SN10 1RT	No designated disabled parking.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
GC1	North Bradley	North Bradley		Southwick	South West Wiltshire	Progressive Hall, Woodmarsh, BA14 0SB	1426	4231	Progressive Hall, Woodmarsh, BA14 0SB	Accessible.	Increase in electorate to be monitored. No Change	Satisfied with the arrangements at North Bradley Peace Memorial Hall	No change
NP1	Corsham (Corsham Pickwick Ward) Part 1	Corsham	Corsham (Corsham Pickwick Ward)	Corsham Pickwick	Chippenham	Scout and Guide Centre, The Laggar, SN13 0DE	1630	1699	Scout and Guide Centre, The Laggar, SN13 0DE	No designated disabled parking.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
GF1	Semington	Semington		Summerham and Seend	Chippenham	Semington Village Hall, High Street, BA14 6JR	763	839	Semington Village Hall, High Street, BA14 6JR	Accessible.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
DB	South Newton	South Newton		Wilton and Lower Wyke Valley	Salisbury	South Newton & Great Wishford Village Hall, South Newton, SP2 0PJ	544	566	South Newton & Great Wishford Village Hall, South Newton, SP2 0PJ	No level entrance.	Seek accessible alternative	Satisfied with current arrangements at South Newton and Wishford Village Hall, Stoford	No change
NN2	Corsham (Corsham Town Ward) Part 2	Corsham	Corsham (Corsham Town Ward)	Corsham Town	Chippenham	Springfield Campus, Beechfield Road, SN13 9DN	1667	1855	Springfield Campus, Beechfield Road, SN13 9DN	Accessible.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NP2	Corsham (Corsham Pickwick Ward) Part 2	Corsham	Corsham (Corsham Pickwick Ward)	Corsham Pickwick	Chippenham	Springfield Campus, Beechfield Road, SN13 9DN	1308	1358	Springfield Campus, Beechfield Road, SN13 9DN	Accessible.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NP3	Corsham (Corsham Pickwick Ward) Part 3	Corsham	Corsham (Corsham Pickwick Ward)	Corsham Pickwick	Chippenham	Springfield Campus, Beechfield Road, SN13 9DN	756	1081	Springfield Campus, Beechfield Road, SN13 9DN	Accessible.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
NP4	Corsham (Corsham Pickwick Ward) Part 4	Corsham	Corsham (Corsham Pickwick Ward)	Corsham Pickwick	Chippenham	Springfield Campus, Beechfield Road, SN13 9DN	73	76	Springfield Campus, Beechfield Road, SN13 9DN	Accessible.	No Change	Satisfied with current arrangements - Corsham Town Council does not raise any objection to the location of the Polling Station for Corsham West Ward being in Box parish, although it is not ideal.	No change
WN1	Marlborough (Marlborough East Ward) Part 1	Marlborough	Marlborough (Marlborough East)	Marlborough East	Devizes	St Margaret's Mead Youth Centre, 30a St Margaret's Mead, SN8 4BA	1884	2013	St Margaret's Mead Youth Centre, 30a St Margaret's Mead, SN8 4BA	No designated disabled parking.	No Change	Requests Youth Centre continue to be used	No change
OT1	Lyneham and Bradenstoke Part 2	Lyneham and Bradenstoke		Lyneham	North Wiltshire	St Michael & All Angels Church Hall, Calne Road, SN15 4PR	2152	2288	St Michael & All Angels Church Hall, Calne Road, SN15 4PR	No designated disabled parking.	No Change	Only 2 accessible venues in Lyneham	No change
QD1	Chippenham (Cepen Park and Redlands) Part 1	Chippenham	Chippenham (Cepen Park and Redlands)	Chippenham Cepen Park and Redlands	Chippenham	St Peters Church Hall, Lords Mead, SN14 0LL	1251	1299	St Peters Church Hall, Lords Mead, SN14 0LL	Accessible.	No Change	1) Satisfied with the arrangements at Lords Mead. 2) St Peter Church Hall suitable, has acceptable access and parking is adequate.	No change
QF1	Chippenham (Cepen Park and Redlands) Part 1	Chippenham	Chippenham (Cepen Park and Redlands)	Chippenham Cepen Park and Redlands	Chippenham	St Peters Church Hall, Lords Mead, SN14 0LL	598	623	St Peters Church Hall, Lords Mead, SN14 0LL	Accessible.	No Change	1) Satisfied with the arrangements at Lords Mead. 2) St Peter Church Hall suitable, has acceptable access and parking is adequate.	No change
QF2	Chippenham (Cepen Park and Redlands) Part 2	Chippenham	Chippenham (Cepen Park and Redlands)	Chippenham Cepen Park and Redlands	Chippenham	St Peters Church Hall, Lords Mead, SN14 0LL	1330	1382	St Peters Church Hall, Lords Mead, SN14 0LL	Accessible.	No Change	1) Satisfied with the arrangements at Lords Mead. 2) St Peter Church Hall suitable, has acceptable access and parking is adequate.	No change
GK1	Steeple Ashton	Steeple Ashton		Summerham and Seend	South West Wiltshire	Steeple Ashton Village Hall, Church Street, BA14 6EW	750	780	Steeple Ashton Village Hall, Church Street, BA14 6EW	No designated disabled parking.	No Change	they wish to retain their own polling stations and any attempt at "efficiencies" or in other words amalgamation of village polling stations would be resisted and regarded as an assault on local democracy. This is because many less mobile villagers are fiercely independent and whilst they can get to the current polling station in their village these individuals are unlikely to be able to get to neighbouring villages to vote	No change
YO1	Upavon	Upavon		Pewsey Vale	Devizes	Upavon Village Hall, Andover Road, SN9 6EB	877	998	Upavon Village Hall, Andover Road, SN9 6EB	No designated parking.	Seek accessible alternative	Satisfied with the arrangements at Village Hall Andover Road Upavon	No change
IJ2	Westbury (Westbury East Ward) Part 2	Westbury	Westbury East Ward	Westbury East	South West Wiltshire	Westbury Leigh Community Hall, Westbury Leigh, BA13 3SQ	817	849	Westbury Leigh Community Hall, Westbury Leigh, BA13 3SQ	No designated disabled parking.	No Change	The current situation, the polling stations are in the right place. We acknowledge that West Wiltshire Westbury Leigh Community Hall, Westbury Leigh, has no disabled car parking but fee one off parking provision could be made to accommodate disabled drivers. Each polling station could deliver a service for more than one box in their polling district. Voters should be registered to vote in the polling place physically closest to their residence.	No change
FI	Kilmington	Kilmington		Mere	South West Wiltshire	Whitesheet Primary School, Butts Lane, Kilmington, BA12 6RB	224	233	Whitesheet Primary School, Butts Lane, Kilmington, BA12 6RB	Accessible.	No Change	Provided the main school hall of Whitesheet Primary School is used for the casting of votes, there is a level entrance, there is more than sufficient parking albeit not specifically marked up for the disabled and no change of Polling Station is needed for this parish.	No change
ZK1	Wootton Rivers	Wootton Rivers		Pewsey	Devizes	Wootton Rivers Village Hall, Wootton Rivers, SN8 4NH	208	216	Wootton Rivers Village Hall, Wootton Rivers, SN8 4NH	No designated disabled parking.	No Change	Satisfied with the arrangements are Village Hall, Wootton Rivers. You note that there is no designated disabled parking space which is a correct statement as there are no spaces of any sort marked out. I would advise however that there is ample parking available close to the access ramp which would be more than adequate in any foreseeable circumstances.	No change
DG1	Whiteparish Part 1	Whiteparish		Alderbury and Whiteparish	Salisbury	Whiteparish Memorial Centre, Common Road, SP5 2SU	1178	1232	Whiteparish Memorial Centre, Common Road, SP5 2SU	No external lighting.	Assess external lighting. No Change	WHITEPARISH PARISH COUNCIL RESOLVED to comment that we are still happy that the Memorial Centre is used as the areas Polling Station.	No change
DG2	Whiteparish Part 2	Whiteparish		Alderbury and Whiteparish	Salisbury	Whiteparish Memorial Centre, Common Road, SP5 2SU	33	34	Whiteparish Memorial Centre, Common Road, SP5 2SU	No external lighting.	Assess external lighting. No Change	WHITEPARISH PARISH COUNCIL RESOLVED to comment that we are still happy that the Memorial Centre is used as the areas Polling Station.	No change

Page 6 of 6

APPENDIX C

Polling district	Description of area	Parish	Parish ward	Unitary Division	Parliamentary Constituency	Polling Place (The Electoral Commission recommend the identification of a building or environs of a building rather than a Parish or polling district)	Electorate 2018 (LGBCE Review figures incl postal voters)	Projected Electorate 2024 (LGBCE Review figures incl postal voters)	Polling Station	Accessibility survey responses (venue or polling staff responses)	(Acting) Returning Officer's representation (The LGBCE boundary review will affect the Division and Town polling district boundaries. As this has been delayed, the suggestion is to retain the current scheme and to consider the alteration of this polling district in light of any subsequent changes made by the LGBCE)	Summary of consultation response	Recommendation for Committee
EC1	Atworth	Atworth		Melksham Without North	Chippenham	Atworth Youth Club, Studley Farm Lane, SN12 8JW	945	981	Atworth Youth Club, Studley Farm Lane, (Off Bath Road), SN12 8JW	Poor disabled access.	Seek accessible alternative	No response	Retain current arrangements. Investigate if temporary measures to improve access are feasible.
FB1	Heywood (Heywood Storridge Ward)	Heywood	Heywood Storridge Ward	Westbury North	South West Wiltshire	The Railway Inn, Function Room, Station Road, BA13 4HW	262	272	The Railway Inn, Function Room, Station Road, BA13 4HW	No disabled access.	Seek accessible alternative	No response	Retain current arrangements. Investigate if temporary measures to improve access are feasible.
IP1	Westwood	Westwood		Winsley and Westwood	Chippenham	Westwood Social Club, Orchard Close, Lower Westwood, BA15 2AP	935	972	Westwood Social Club, Orchard Close, Lower Westwood, BA15 2AP	No disabled access.	Seek accessible alternative	No response	Retain current arrangements. Investigate if temporary measures to improve access are feasible.
MZ1	Cherhill (Yatesbury Ward)	Cherhill	Cherhill (Yatesbury Ward)	Calne South and Cherhill	North Wiltshire	John Stewart Hall, Yatesbury, SN11 8YE	114	208	John Stewart Hall, Yatesbury, SN11 8YE	No disabled access. No level access.	Seek accessible alternative	No response	Retain current arrangements. Investigate if temporary measures to improve access are feasible.
SE1	Baydon	Baydon		Aldbourn and Ramsbury	Devizes	Baydon Young Peoples Hall, Baydon	526	553	Baydon Young Peoples Hall, Baydon	Poor disabled access.	Seek accessible alternative	No response	Retain current arrangements. Investigate if temporary measures to improve access are feasible.
VE1	Etchilhampton	Etchilhampton		Urchfont and The Cannings	Devizes	Etchilhampton Village Hall, Etchilhampton, SN10 3JY	116	120	Etchilhampton Village Hall, Etchilhampton, SN10 3JY	No disabled access.	Seek accessible alternative	No response	Retain current arrangements. Investigate if temporary measures to improve access are feasible.
AC	Allington	Allington		Bulford Allington and Figheldean	Salisbury	Boscombe & District Social Club, Tidworth Road, Boscombe Village, SP4 0AB	397	460	Boscombe & District Social Club, Tidworth Road, Boscombe Village, SP4 0AB	Narrow doorway.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
AG	Berwick St James	Berwick St James		Till and Wylde Valley	Salisbury	The Reading Room, Berwick St.James, SP3 4TN	128	133	The Reading Room, Berwick St.James, SP3 4TN	No designated parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
AN	Burcombe	Burcombe		Nadder and East Knoyle	Salisbury	Burcombe Parish Hall, Burcombe	110	114	Burcombe Parish Hall, Burcombe	No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
AO	Cholderton	Cholderton		Bulford Allington and Figheldean	Salisbury	Cholderton Village Hall, Cholderton, SP4 0DW	178	186	Cholderton Village Hall, Cholderton, SP4 0DW	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
AP	Compton Chamberlayne	Compton Chamberlayne		Fovant & Chalke Valley	South West Wiltshire	Compton Chamberlayne Village Hall, Compton Chamberlayne	73	76	Compton Chamberlayne Village Hall, Compton Chamberlayne	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
AZ	Fovant	Fovant		Fovant & Chalke Valley	South West Wiltshire	Fovant Village Hall, Tisbury Road, SP3 5JL	544	567	Fovant Village Hall, Tisbury Road, SP3 5JL	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
BA	Great Wishford	Great Wishford		Till and Wylde Valley	Salisbury	South Newton & Great Wishford Village Hall, South Newton, SP2 0PJ	263	273	South Newton & Great Wishford Village Hall, South Newton, SP2 0PJ	No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
BK	Odstock	Odstock		Downton and Ebble Valley	Salisbury	The Barker Room, Nunton, SP5 4HP	440	457	The Barker Room, (near Nunton Church), Nunton, SP5 4HP	Uneven pathway (gravel)	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
BP2	Redlynch Part 2	Redlynch		Redlynch and Landford	Salisbury	Redlynch Village Hall, Vicarage Road, Lover, SP5 2PG	699	726	Redlynch Village Hall, Vicarage Road, Lover, SP5 2PG	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
DF	West Dean	West Dean		Winterslow	Salisbury	King Georges Hall, West Dean, SP5 1JA	195	204	King Georges Hall, West Dean, SP5 1JA	No designated disabled parking. Narrow doorway.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
EH5	Bradford on Avon (North Ward) Part 5	Bradford on Avon	Bradford on Avon (North Ward)	Bradford-on-Avon North	Chippenham	Bearfield Church, Huntingdon Street, BA15 1RE	936	973	Bearfield Church, Huntingdon Street, BA15 1RE	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
EO	Chilmark	Chilmark		Nadder and East Knoyle	South West Wiltshire	Chilmark Reading Room, Becketts Lane, Chilmark, SP3 5BD	414	430	Chilmark Reading Room, Becketts Lane, Chilmark, SP3 5BD	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
ES1	Dilton Marsh	Dilton Marsh		Ethandune	South West Wiltshire	Dilton Marsh Memorial Hall, High Street, BA13 4DW	1527	1591	Dilton Marsh Memorial Hall, High Street, BA13 4DW	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
ET	Donhead St Andrew	Donhead St Andrew		Tisbury	South West Wiltshire	Forester Pub, Lower Street, SP7 9EE	344	358	Room At the Forester Pub, Lower Street, SP7 9EE	Internal steps.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
FD	Hindon	Hindon		Nadder and East Knoyle	South West Wiltshire	Hindon Village Hall, Hindon, SP3 6ED	394	409	Hindon Village Hall, Hindon, SP3 6ED	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
GD6	Norton Bavant	Norton Bavant		Waminster Copheap and Wylde	South West Wiltshire	Norton Bavant Village Hall, Norton Bavant, BA12 7BB	102	106	Norton Bavant Village Hall, Norton Bavant, BA12 7BB	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
GN	Sutton Mandeville	Sutton Mandeville		Fovant & Chalke Valley	South West Wiltshire	The Lancens Guest House, Sutton Mandeville, SP3 5NL	206	216	The Lancens Guest House, Sutton Mandeville (A30), SP3 5NL	No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
GS	Tollard Royal	Tollard Royal		Fovant & Chalke Valley	South West Wiltshire	The Old Cart Shed, Tollard Royal, SP5 5PP	102	106	The Old Cart Shed, Tollard Royal, SP5 5PP	No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
HP1	Trowbridge (Trowbridge Paxcroft Ward) Part 1	Trowbridge	Trowbridge Paxcroft Ward	Trowbridge Paxcroft	South West Wiltshire	The Studio, Fieldways Hotel, Hilperton Road, BA14 7JP	693	772	The Studio, Fieldways Hotel, Hilperton Road, BA14 7JP	Internal step	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
HP4	Trowbridge (Trowbridge Paxcroft Ward) Part 4	Trowbridge	Trowbridge Paxcroft Ward	Hilperton	Chippenham	The Studio, Fieldways Hotel, Hilperton Road, BA14 7JP	19	20	The Studio, Fieldways Hotel, Hilperton Road, BA14 7JP	Internal step	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
IU	Chicklade	Chicklade		Nadder and East Knoyle	South West Wiltshire	Hindon Village Hall, Hindon, SP3 6ED	70	73	Hindon Village Hall, Hindon, SP3 6ED	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
MK1	Brokenborough	Brokenborough		Sherston	North Wiltshire	Old Post Office, Main Street, SN16 0HZ	157	163	Old Post Office, Main Street, SN16 0HZ	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
NJ1	Christian Malford	Christian Malford		Kington	North Wiltshire	Christian Malford Village Hall, Christian Malford, SN15 4BG	630	664	Christian Malford Village Hall, Christian Malford, SN15 4BG	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
NW1	Easton Grey	Easton Grey		Sherston	North Wiltshire	Sherston Village Hall, High Street, SN16 0LH	68	71	Sherston Village Hall, High Street, SN16 0LH	No designated disabled parking, no level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
OH1	Lacock	Lacock		Corsham Without and Box Hill	Chippenham	Lacock Village Hall, East Street, SN15 2LF	828	1640	Lacock Village Hall, East Street, SN15 2LF	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
OJ1	Langley Burrell Without	Langley Burrell Without		Kington	North Wiltshire	Langley Burrell Village Hall, Manor Farm Lane, SN15 4LL	336	2329	Langley Burrell Village Hall, Manor Farm Lane, SN15 4LL	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
PC1	Norton & Foxley	Norton & Foxley		Sherston	North Wiltshire	Sherston Village Hall, High Street, SN16 0LH	100	104	Sherston Village Hall, High Street, SN16 0LH	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
PK1	St Paul Malmesbury Without (St Paul Ward) Part 1	St Paul Malmesbury Without	St Paul Malmesbury Without (St Paul Ward)	Sherston	North Wiltshire	Corston & Rodbourne Reading Room, The Street	479	548	Corston & Rodbourne Reading Room, The Street	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
PO1	Sherston	Sherston		Sherston	North Wiltshire	Sherston Village Hall, High Street, SN16 0LH	1285	1339	Sherston Village Hall, High Street, SN16 0LH	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
PT1	Tockenham	Tockenham		Lyneham	North Wiltshire	Tockenham Village Hall, Orchard Lane, SN4 7PJ	208	216	Tockenham Village Hall, Orchard Lane, SN4 7PJ	No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
PW1	Yatton Keynell	Yatton Keynell		By Brook	North Wiltshire	The Barn Function Room, The Bell Inn, The Street, SN14 7BG	636	718	The Barn Function Room, The Bell Inn, The Street, SN14 7BG	Internal step.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
QA1	Chippenham (Lowden and Rowden) Part 1	Chippenham	Chippenham (Lowden and Rowden)	Chippenham Lowden and Rowden	Chippenham	Scout Hut, Audley Road, SN14 0EN	2109	2197	Scout Hut, Audley Road, SN14 0EN	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
QD2	Chippenham (Cepen Park and Derriads) Part 2	Chippenham	Chippenham (Cepen Park and Derriads)	Chippenham Cepen Park and Derriads	Chippenham	3rd Chippenham Scouts Hut, Derriads Lane, SN14 0QP	936	973	3rd Chippenham Scouts Hut, Derriads Lane, SN14 0QP	No designated disabled parking. No level entrance.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
SC1	Alton	Alton		Pewsey Vale	Devizes	Coronation Hall, Alton Barnes, SN8 4LB	197	208	Coronation Hall, Alton Barnes, SN8 4LB	No designated disabled parking. No pavement. No external lighting.	Seek accessible alternative. Assess external lighting	No response	Retain current arrangements. Review arrangements at next PD&PPR
SF1	Beechingstoke	Beechingstoke		Pewsey Vale	Devizes	Woodborough Parish Rooms, Woodborough, SN9 5PH	128	136	Woodborough Parish Rooms, Woodborough, SN9 5PH	Uneven pathway (rural)	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
WM2	Marlborough (Marlborough West Ward) Part 2	Marlborough	Marlborough (Marlborough West Ward)	Marlborough West	Devizes	Marlborough Town Hall, 5 High Street, SN8 1AA	1833	2347	Marlborough Town Hall, 5 High Street, SN8 1AA	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
WN2	Marlborough (Marlborough East Ward) Part 2	Marlborough	Marlborough (Marlborough East Ward)	Marlborough East	Devizes	Marlborough Town Hall, 5 High Street, SN8 1AA	1385	1528	Marlborough Town Hall, 5 High Street, SN8 1AA	No designated parking.	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR
ZJ1	Woodborough	Woodborough		Pewsey Vale	Devizes	Woodborough Parish Rooms, Woodborough, SN9 5PH	239	248	Woodborough Parish Rooms, Woodborough, SN9 5PH	Uneven pathway (rural)	Seek accessible alternative	No response	Retain current arrangements. Review arrangements at next PD&PPR

APPENDIX D

Polling district	Description of area	Parish	Parish ward	Unitary Division	Parliamentary Constituency	Polling Place	Electorate 2018	Projected Electorate 2024	Polling Station	Accessibility survey responses	(Acting) Returning Officer's representation	Summary of consultation response	Recommendations for Committee
						(The Electoral Commission recommend the identification of a building or environs of a building rather than a Parish or polling district)	(LGBCE Review figures incl postal voters)	(LGBCE Review figures incl postal voters)		(venue or polling staff responses)	(The LGBCE boundary review will affect the Division and Town polling district boundaries. As this has been delayed, the suggestion is to retain the current scheme and to consider the alteration of this polling district in light of any subsequent changes made by the LGBCE)		
CE1	Salisbury St Pauls Part 1	Salisbury	Salisbury St Pauls	Salisbury St Pauls	Salisbury	Elim Church, Church Lounge, Elm Centre, SP2 7SN	1951	3062	Elim Church, Church Lounge, Elm Centre, SP2 7SN	No external lighting.	Assess external lighting. Increase in electorate to be monitored. No Change	No Response	No change
CH2	Salisbury Hamham Part 2	Salisbury	Salisbury Hamham	Salisbury Hamham	Salisbury	Community Lounge, Norfolk Road, Hamham, SP2 8HG	1655	1721	Community Lounge, Norfolk Road, Hamham, SP2 8HG	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
CH4	Salisbury Hamham Part 4	Salisbury	Salisbury Hamham	Fovant & Chalke Valley	Salisbury	Community Lounge, Norfolk Road, Hamham, SP2 8HG	220	228	Community Lounge, Norfolk Road, Hamham, SP2 8HG	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
EN1	Chapmanslade	Chapmanslade	Warminster Without	Warminster Without	South West Wiltshire	Chapmanslade Village Hall, Chapmanslade, BA13 4AN	532	624	Chapmanslade Village Hall, Chapmanslade, BA13 4AN	No external lighting.	Assess external lighting. No Change	No Response	No change
FL1	Longbridge Deverill	Longbridge Deverill	Warminster Without	Warminster Without	South West Wiltshire	Longbridge Deverill Parish Hall, Longbridge Deverill Hall, Church Street, BA12 7DJ	696	726	Longbridge Deverill Parish Hall, Longbridge Deverill Hall, Church Street, BA12 7DJ	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
GP	Swallowcliffe	Swallowcliffe	Fovant & Chalke Valley	Fovant & Chalke Valley	South West Wiltshire	Swallowcliffe Village Hall, Swallowcliffe, SP3 5PA	157	166	Swallowcliffe Village Hall, Swallowcliffe, SP3 5PA	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
IA6	Upton Lovell	Upton Lovell	Warminster Copheap and Wylve	Warminster Copheap and Wylve	South West Wiltshire	Upton Lovell Village Hall, Up Street, BA12 0JW	130	135	Upton Lovell Village Hall, Up Street, BA12 0JW	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
NK1	Clyffe Pypard	Clyffe Pypard	Lyneham	Lyneham	North Wiltshire	Clyffe Pypard and Bushton Village Hall, Bushton, SN4 7PX	239	251	Clyffe Pypard and Bushton Village Hall, Bushton, SN4 7PX	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
PP1	Sopworth	Sopworth	Sherston	Sherston	North Wiltshire	Sopworth Village Hall, Sopworth, SN14 6PR	95	101	Sopworth Village Hall, Sopworth, SN14 6PR	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
SA1	Aldbourn	Aldbourn	Aldbourn and Ramsbury	Aldbourn and Ramsbury	Devizes	Methodist Church, Lottage Road, Aldbourn, SN8 2DL	1436	1493	Methodist Church, Lottage Road, Aldbourn, SN8 2DL	No designated disabled parking. No external lighting.	Assess external lighting. No Change	No Response	No change
VA1	Easterton	Easterton	Urchfont and The Cannings	Urchfont and The Cannings	Devizes	Easterton Village Hall, Easterton	458	528	Easterton Village Hall, Easterton	No external lighting.	Assess external lighting. No Change	No Response	No change
AS	Downton (Downton Ward)	Downton	Downton	Downton and Ebble Valley	Salisbury	Memorial Hall, Downton, SP5 3PD	2337	2630	Memorial Hall, Downton, SP5 3PD	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
AV	Durrington Part 1	Durrington	Durrington	Durrington and Larkhill	Devizes	Durrington Village Hall, High Street, SP4 8AD	1915	3478	Durrington Village Hall, High Street, SP4 8AD	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
BG2	Laverstock (Ford Old Sarum and Longhedge Ward)	Laverstock	Ford Old Sarum and Longhedge	Laverstock Ford and Old Sarum	Salisbury	Old Sarum Community Centre, Pheasant Drive, SP4 6GH	2023	3136	Old Sarum Community Centre, (Opposite School), Pheasant Drive, SP4 6GH	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
CH1	Salisbury Hamham Part 1	Salisbury	Salisbury Hamham	Salisbury Hamham	Salisbury	Hamham Free Church, 15-16 Hawksridge, Ridings Mead, SP2 8ER	2499	2788	Hamham Free Church, 15-16 Hawksridge, Ridings Mead, SP2 8ER	No designated disabled parking.	Increase in electorate to be monitored. No Change	No Response	No change
GA	Mere	Mere	Mere	Mere	South West Wiltshire	Lecture Hall, Salisbury Street, Mere, BA12 6HA	2383	2743	Lecture Hall, Salisbury Street, Mere, BA12 6HA	No designated disabled parking.	Increase in electorate to be monitored. No Change	No Response	No change
IJ1	Westbury (Westbury East Ward) Part 1	Westbury	Westbury East Ward	Westbury East	South West Wiltshire	Laverton Hall, Bratton Road, BA13 3EN	2399	3087	Laverton Hall, Bratton Road, BA13 3EN	No designated disabled parking.	Increase in electorate to be monitored. No Change	No Response	No change
PJ2	Purton Part 2	Purton	Purton	Purton	North Wiltshire	Purton Village Hall, Station Road, SN5 4AJ	2315	3222	Purton Village Hall, Station Road, SN5 4AJ	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
QA2	Chippenham (Lowden and Rowden) Part 2	Chippenham	Chippenham (Lowden and Rowden)	Chippenham Lowden and Rowden	Chippenham	The Need Hall, Town Hall, High Street, SN15 3ER	1582	2785	The Need Hall (Main Hall), Town Hall, High Street, SN15 3ER	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
QH2	Chippenham (Monkton) Part 2	Chippenham	Chippenham (Monkton)	Chippenham Monkton	Chippenham	Wiltshire & Swindon History Centre, Cocklebury Road, SN15 3QN	2392	2631	Wiltshire & Swindon History Centre, Cocklebury Road, SN15 3QN	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
WI1	Ludgershall (North Ward)	Ludgershall	Ludgershall (North Ward)	Ludgershall and Perham Down	Devizes	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	2260	2932	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
FM	Maiden Bradley with Yarnfield	Maiden Bradley with Yarnfield	Warminster Without	Warminster Without	South West Wiltshire	Maiden Bradley Village Hall, Maiden Bradley, BA12 7JG	279	290	Maiden Bradley Village Hall, Maiden Bradley, BA12 7JG	Accessible.	No Change	No Response	No change
AA	Alderbury Part 1	Alderbury	Alderbury and Whiteparish	Alderbury and Whiteparish	Salisbury	Alderbury Village Hall, Rectory Road, SP5 3AD	684	713	Alderbury Village Hall, Rectory Road, SP5 3AD	Accessible.	No Change	No Response	No change
AB	Alderbury Part 2	Alderbury	Alderbury and Whiteparish	Alderbury and Whiteparish	Salisbury	Alderbury Village Hall, Rectory Road, SP5 3AD	1038	1138	Alderbury Village Hall, Rectory Road, SP5 3AD	Accessible.	No Change	No Response	No change
AD1	Amesbury (Amesbury West Ward) Part 1	Amesbury	Amesbury West	Amesbury West	Salisbury	Antrobus House, 39 Salisbury Road, Amesbury, SP4 7HH	1694	1790	Antrobus House, 39 Salisbury Road, Amesbury, SP4 7HH	Accessible.	No Change	No Response	No change
AD2	Amesbury (Amesbury West Ward) Part 2	Amesbury	Amesbury West	Amesbury West	Salisbury	Antrobus House, 39 Salisbury Road, Amesbury, SP4 7HH	2015	2118	Antrobus House, 39 Salisbury Road, Amesbury, SP4 7HH	Accessible.	No Change	No Response	No change
AE1	Amesbury (Amesbury East Ward) Part 1	Amesbury	Amesbury East	Amesbury East	Salisbury	Amesbury Baptist Centre, Butterfield Drive, SP4 7SN	2117	2202	Amesbury Baptist Centre, Butterfield Drive, SP4 7SN	Accessible.	No Change	No Response	No change
AF	Barford St Martin	Barford St Martin	Nadder and East Knoyle	Nadder and East Knoyle	South West Wiltshire	Barford Countryside Unit, Dairy Lane, Barford St Martin, SP3 4AT	441	458	Barford Countryside Unit, Dairy Lane, Barford St Martin, SP3 4AT	No designated disabled parking.	No Change	No Response	No change
AH	Bishopstone	Bishopstone	Fovant & Chalke Valley	Fovant & Chalke Valley	Salisbury	Bishopstone Village Hall, Bishopstone, SP5 4DD	513	541	Bishopstone Village Hall, Bishopstone, SP5 4DD	Accessible.	No Change	No Response	No change
AI	Bowerchalke	Bowerchalke	Fovant & Chalke Valley	Fovant & Chalke Valley	Salisbury	Bowerchalke Village Hall, Church Street, SP5 5BE	328	341	Bowerchalke Village Hall, Church Street, SP5 5BE	No designated disabled parking.	No Change	No Response	No change
AJ	Britford	Britford	Downton and Ebble Valley	Downton and Ebble Valley	Salisbury	Britford Memorial Hall, Britford, SP5 4DS	289	300	Britford Memorial Hall, Britford, SP5 4DS	Accessible.	No Change	No Response	No change
AK	Broadchalke	Broadchalke	Fovant & Chalke Valley	Fovant & Chalke Valley	Salisbury	Broad Chalke Village Hall, Gur+G14:G404stn Room, SP5 5DH	533	556	Broad Chalke Village Hall, Gurston Room, SP5 5DH	No designated disabled parking.	No Change	No Response	No change
AL	Bufford Part 1	Bufford	Bufford Allington and Figheldean	Bufford Allington and Figheldean	Devizes	Bufford Village Hall, Watergate Lane, SP4 9DY	1490	1547	Bufford Village Hall, Watergate Lane, SP4 9DY	No designated disabled parking.	No Change	No Response	No change
AM	Bufford Part 2	Bufford	Bufford Allington and Figheldean	Bufford Allington and Figheldean	Devizes	Bufford Village Hall, Watergate Lane, SP4 9DY	1061	1542	Bufford Village Hall, Watergate Lane, SP4 9DY	No designated disabled parking.	No Change	No Response	No change
AQ	Coombe Bissett	Coombe Bissett	Downton and Ebble Valley	Downton and Ebble Valley	Salisbury	Coombe Bissett & Homington Village Hall, Shutts Lane, SP5 4LU	571	600	Coombe Bissett & Homington Village Hall, Shutts Lane, SP5 4LU	Accessible.	No Change	No Response	No change
AT	Downton (Charlton Ward)	Downton	Charlton	Downton and Ebble Valley	Salisbury	Memorial Hall, Downton, SP5 3PD	159	165	Memorial Hall, Downton, SP5 3PD	Accessible.	No Change	No Response	No change
AU	Durnford	Durnford	Bourne and Woodford Valley	Bourne and Woodford Valley	Salisbury	Lake Estate Club, Wisford Cum Lake, SP4 7BN	276	286	Lake Estate Club, Wisford Cum Lake, SP4 7BN	Accessible.	No Change	No Response	No change
AV1	Durrington Part 2	Durrington	Durrington and Larkhill	Durrington and Larkhill	Devizes	Durrington Village Hall, High Street, SP4 8AD	1724	1825	Durrington Village Hall, High Street, SP4 8AD	Accessible.	No Change	No Response	No change
AW	Durrington Part 3	Durrington	Durrington and Larkhill	Durrington and Larkhill	Devizes	Community Centre, Willoughby Road, Larkhill, SP4 8DG	1208	1255	Community Centre, Willoughby Road, Larkhill, SP4 8DG	Accessible.	No Change	No Response	No change
AX	Ebbsbourne Wake	Ebbsbourne Wake	Fovant & Chalke Valley	Fovant & Chalke Valley	Salisbury	Ebbsbourne Wake Village Hall, Pound Street, SP5 5JE	181	189	Ebbsbourne Wake Village Hall, Pound Street, SP5 5JE	No designated disabled parking.	No Change	No Response	No change
AY	Figheldean	Figheldean	Bufford Allington and Figheldean	Bufford Allington and Figheldean	Devizes	Figheldean Village Hall, Figheldean, SP4 8JR	460	477	Figheldean Village Hall, Figheldean, SP4 8JR	Accessible.	No Change	No Response	No change
BB1	Grimstead (East Grimstead Ward)	Grimstead	East Grimstead	Alderbury and Whiteparish	Salisbury	East Grimstead Reading Room, East Grimstead, SP5 3RT	145	151	East Grimstead Reading Room, East Grimstead, SP5 3RT	No designated disabled parking.	No Change	No Response	No change
BB2	Grimstead (West Grimstead Ward)	Grimstead	West Grimstead	Alderbury and Whiteparish	Salisbury	West Grimstead Village Hall, Church Street, SP5 3RE	311	326	West Grimstead Village Hall, Church Street, SP5 3RE	No designated disabled parking.	No Change	No Response	No change
BC	Idmiston Part 1	Idmiston	Bourne and Woodford Valley	Bourne and Woodford Valley	Salisbury	Idmiston Parish Memorial Hall, Porton, SP4 0LD	606	629	Idmiston Parish Memorial Hall, Porton, SP4 0LD	Hillside location means steep pathways.	No Change	No Response	No change
BD	Idmiston Part 2	Idmiston	Bourne and Woodford Valley	Bourne and Woodford Valley	Salisbury	Idmiston Parish Memorial Hall, Porton, SP4 0LD	261	272	Idmiston Parish Memorial Hall, Porton, SP4 0LD	Hillside location means steep pathways.	No Change	No Response	No change
BE	Idmiston Part 3	Idmiston	Bourne and Woodford Valley	Bourne and Woodford Valley	Salisbury	Idmiston Parish Memorial Hall, Porton, SP4 0LD	802	873	Idmiston Parish Memorial Hall, Porton, SP4 0LD	Hillside location means steep pathways.	No Change	No Response	No change
BG1	Laverstock (Laverstock & Milford Ward)	Laverstock	Laverstock & Milford	Laverstock Ford and Old Sarum	Salisbury	Laverstock & Ford Village Hall, Park Road, SP1 1QX	2085	2164	Laverstock & Ford Village Hall, Park Road, (off Duck Lane), SP1 1QX	Accessible.	No Change	No Response	No change
BH	Milston	Milston	Bufford Allington and Figheldean	Bufford Allington and Figheldean	Devizes	Brigmerston Village Hall, Brigmerston, SP4 8JA	106	110	Brigmerston Village Hall, Brigmerston, SP4 8JA	No designated disabled parking.	No Change	No Response	No change
BI	Netherhampton	Netherhampton	Fovant & Chalke Valley	Fovant & Chalke Valley	Salisbury	Salisbury Auction Centre, Stockman's Lounge, Netherhampton, SP2 8RH	114	896	Salisbury Auction Centre, Stockman's Lounge, Netherhampton, SP2 8RH	No designated disabled parking.	No Change	No Response	No change
BJ	Newton Tony	Newton Tony	Bufford Allington and Figheldean	Bufford Allington and Figheldean	Salisbury	Newton Tony Memorial Hall, Newton Tony, SP4 0HF	317	328	Newton Tony Memorial Hall, Newton Tony, SP4 0HF	No designated disabled parking.	No Change	No Response	No change
BL	Orcheston	Orcheston	Till and Wylve Valley	Till and Wylve Valley	Salisbury	Orcheston Village Hall, Orcheston	207	218	Orcheston Village Hall, Orcheston	No designated disabled parking.	No Change	No Response	No change
BM1	Pitton and Farley (Farley Ward)	Pitton & Farley	Farley	Winterslow	Salisbury	Farley Village Hall, Church Road, Farley	262	277	Farley Village Hall, Church Road, Farley	No designated disabled parking.	No Change	No Response	No change
BM2	Pitton and Farley (Pitton Ward)	Pitton & Farley	Pitton	Winterslow	Salisbury	Pitton Village Hall, Pitton, SP5 1DY	364	380	Pitton Village Hall, Pitton, SP5 1DY	No designated disabled parking.	No Change	No Response	No change
BN	Quidhampton Part 1	Quidhampton	Wilton and Lower Wylve Valley	Wilton and Lower Wylve Valley	Salisbury	Quidhampton Village Hall, Lower Road, SP2 9AR	304	317	Quidhampton Village Hall, Lower Road, SP2 9AR	No designated disabled parking.	No Change	No Response	No change
BN1	Quidhampton Part 2	Quidhampton	Salisbury Fisherton and Bemerton Village	Salisbury Fisherton and Bemerton Village	Salisbury	Quidhampton Village Hall, Lower Road, SP2 9AR	6	6	Quidhampton Village Hall, Lower Road, SP2 9AR	No designated disabled parking.	No Change	No Response	No change
BP1	Redlynch Part 1	Redlynch	Redlynch and Landford	Redlynch and Landford	Salisbury	Morgans Vale & Woodfalls Village Hall, The Ridge, Woodfalls, SP5 2LD	1459	1522	Morgans Vale & Woodfalls Village Hall, The Ridge, Woodfalls, SP5 2LD	No designated disabled parking.	No Change	No Response	No change
BS1	Laverstock (Bishopdown Farm Ward) Part 1	Laverstock	Bishopdown Farm	Salisbury St Marks and Bishopdown	Salisbury	The Pavilion, Ash Crescent, SP1 3GY	1618	1862	The Pavilion, (Community Centre), Ash Crescent, SP1 3GY	Accessible.	No Change	No Response	No change
BS2	Laverstock (Bishopdown Farm Ward) Part 2	Laverstock	Bishopdown Farm	Salisbury St Marks and Bishopdown	Salisbury	The Pavilion, Ash Crescent, SP1 3GY	609	632	The Pavilion, (Community Centre), Ash Crescent, SP1 3GY	Accessible.	No Change	No Response	No change
CA1	Salisbury Bemerton Part 1	Salisbury	Salisbury Bemerton	Salisbury Bemerton	Salisbury	St Michael's Community Centre, St Michael's Road, SP2 9LE	533	2319	St Michael's Community Centre, St Michael's Road, SP2 9LE	Accessible.	No Change	No Response	No change
CA2	Salisbury Bemerton Part 2	Salisbury	Salisbury Bemerton	Salisbury Bemerton	Salisbury	Bemerton Heath Neighbourhood Centre, 58-60 Pinewood Way, SP2 9HU	1565	1624	Bemerton Heath Neighbourhood Centre, 58-60 Pinewood Way, SP2 9HU	No designated disabled parking.	No Change	No Response	No change
CA3	Salisbury Bemerton Part 3	Salisbury	Salisbury Bemerton	Salisbury Bemerton	Salisbury	St Michael's Community Centre, St Michael's Road, SP2 9LE	2310	2398	St Michael's Community Centre, St Michael's Road, SP2 9LE	Accessible.	No Change	No Response	No change
CB1	Salisbury St Francis and Stratford Part 1	Salisbury	Salisbury St Francis and Stratford	Salisbury St Francis and Stratford	Salisbury	Salisbury Scout Hut (23rd Salisbury), 67 Stratford Road, SP1 3JR	1452	1628	Salisbury Scout Hut (23rd Salisbury), 67 Stratford Road, SP1 3JR	No designated disabled parking.	No Change	No Response	No change
CC1	Salisbury St Marks and Bishopdown Part 1	Salisbury	Salisbury St Marks and Bishopdown	Salisbury St Marks and Bishopdown	Salisbury	Barrington Centre, 64 Barrington Road, SP1 3JD	1089	1130	Barrington Centre, 64 Barrington Road, SP1 3JD	No designated disabled parking.	No Change	No Response	No change
CC2	Salisbury St Marks and Bishopdown Part 2	Salisbury	Salisbury St Marks and Bishopdown	Salisbury St Marks and Bishopdown	Salisbury	The Pavilion, Ash Crescent, SP1 3GY	48	50	The Pavilion, (Community Centre), Ash Crescent, SP1 3GY	Accessible.	No Change	No Response	No change
CC3	Salisbury St Marks and Bishopdown Part 3	Salisbury	Salisbury St Marks and Bishopdown	Salisbury St Marks and Bishopdown	Salisbury	Barrington Centre, 64 Barrington Road, SP1 3JD	755	784	Barrington Centre, 64 Barrington Road, SP1 3JD	No designated disabled parking.	No Change	No Response	No change
CD1	Salisbury Fisherton and Bemerton Village Part 1	Salisbury	Salisbury Fisherton and Bemerton Village	Salisbury Fisherton and Bemerton Village	Salisbury	Methodist Church Hall, Roman Road, SP2 9BH	1862	1939	Methodist Church Hall, Roman Road, SP2 9BH	No designated disabled parking.	No Change	No Response	No change
CD2	Salisbury Fisherton and Bemerton Village Part 2	Salisbury	Salisbury Fisherton and Bemerton Village	Salisbury Fisherton and Bemerton Village	Salisbury	Methodist Church Hall, Roman Road, SP2 9BH	1562	1622	Methodist Church Hall, Roman Road, SP2 9BH	No designated disabled parking.	No Change	No Response	No change
CE2	Salisbury St Pauls Part 2	Salisbury	Salisbury St Pauls	Salisbury St Pauls	Salisbury	Dennis Marsh House, Westminster Road, SP2 7DG	1819	1902	Dennis Marsh House, (The Scout Hut), Westminster Road, SP2 7DG	No designated disabled parking.	No Change	No Response	No change
CF2	Salisbury St Edmund and Milford Part 2	Salisbury	Salisbury St Edmund and Milford	Salisbury St Edmund and Milford	Salisbury	Salisbury Methodist Church Hall, St Edmunds Church Street, SP1 1EF	1068	1110	Salisbury Methodist Church Hall, St Edmunds Church Street, SP1 1EF	No designated disabled parking.	No Change	No Response	No change
CG1	Salisbury St Martins and Cathedral Part 1	Salisbury	Salisbury St Martins and Cathedral	Salisbury St Martins and Cathedral	Salisbury	St Elizabeth Hall, Exeter Street, SP1 2SG	2136	2228	St Elizabeth Hall, Exeter Street, SP1 2SG	No designated disabled parking.	No Change	No Response	No change

CG2	Salisbury St Martins and Cathedral Part 2	Salisbury	Salisbury St Martins and Cathedral	Salisbury St Martins and Cathedral	Salisbury	Sarum St Martin Church Hall, St Martins Church Street, SP1 2HY	1311	1362	Sarum St Martin Church Hall, Church of Sarum St Martin, St Martins Church Street, SP1 2HY	Accessible.	No Change	No Response	No change
CG3	Salisbury St Martins and Cathedral Part 3	Salisbury	Salisbury St Martins and Cathedral	Salisbury St Martins and Cathedral	Salisbury	Harnham Parish Hall, Lower Street, SP2 8EY	730	759	Harnham Parish Hall, Lower Street, SP2 8EY	Accessible.	No Change	No Response	No change
CH3	Salisbury Harnham Part 3	Salisbury	Salisbury Harnham	Downton and Ebble Valley	Salisbury	Harnham Free Church, 15-16 Hawksridge, Ridings Mead, SP2 8ER	34	35	Harnham Free Church, 15-16 Hawksridge, Ridings Mead, SP2 8ER	No designated disabled parking.	No Change	No Response	No change
DA	Shrewton	Shrewton		Till and Wylve Valley	Salisbury	Maddington Church Room, Shrewton, SP3 4JE	1553	1622	Maddington Church Room, Shrewton, SP3 4JE	No designated disabled parking.	No Change	No Response	No change
DC	Stapleford	Stapleford		Till and Wylve Valley	Salisbury	Stapleford Village Hall, Benwick Road, SP3 4LJ	235	248	Stapleford Village Hall, Benwick Road, SP3 4LJ	Accessible.	No Change	No Response	No change
DE	Tilthead	Tilthead		Till and Wylve Valley	Salisbury	Tilthead Village Hall, Tilthead, SP3 4RZ	279	291	Tilthead Village Hall, Tilthead, SP3 4RZ	No designated disabled parking.	No Change	No Response	No change
DH	Wilsford Cum Lake	Wilsford Cum Lake		Bourne and Woodford Valley	Salisbury	Lake Estate Club, Wilsford Cum Lake, SP4 7BN	86	90	Lake Estate Club, Wilsford Cum Lake, SP4 7BN	Accessible.	No Change	No Response	No change
DJ	Winterbourne	Winterbourne		Bourne and Woodford Valley	Salisbury	Glebe Hall, Vicarage Drive, Winterbourne Earls, SP4 6HA	1000	1040	Glebe Hall, Vicarage Drive, Winterbourne Earls, SP4 6HA	Accessible.	No Change	No Response	No change
DK	Firsdown	Firsdown		Winterslow	Salisbury	The Pavilion, Recreation Ground, SP5 1RD	489	508	The Pavilion, Recreation Ground, SP5 1RD	Accessible.	No Change	No Response	No change
DL	Winterbourne Stoke	Winterbourne Stoke		Till and Wylve Valley	Salisbury	The Bell Inn, High Street, Winterbourne Stoke, SP3 4SZ	165	172	The Bell Inn, High Street, Winterbourne Stoke, SP3 4SZ	Accessible.	No Change	No Response	No change
DM1	Winterslow Part 1	Winterslow		The Pavilion, Recreation Ground, SP5 1RD	Salisbury	The Pavilion, Recreation Ground, SP5 1RD	646	701	The Pavilion, Recreation Ground, SP5 1RD	Accessible.	No Change	No Response	No change
DM2	Winterslow Part 2	Winterslow		Winterslow	Salisbury	Winterslow Village Hall, Middleton Road, Winterslow, SP5 1PQ	1009	1051	Winterslow Village Hall, Middleton Road, Winterslow, SP5 1PQ	Accessible.	No Change	No Response	No change
DN	Woodford	Woodford		Bourne and Woodford Valley	Salisbury	Middle Woodford Village Hall, Middle Woodford, SP4 6NP	394	409	Middle Woodford Village Hall, Middle Woodford, SP4 6NP	No designated disabled parking.	No Change	No Response	No change
DO	Wylve	Wylve		Till and Wylve Valley	Salisbury	Wyvern Village Hall, High Street, Wylve, BA12 0QP	363	378	Wyvern Village Hall, High Street, Wylve, BA12 0QP	Accessible.	No Change	No Response	No change
DS	Stratford Tony	Stratford Tony		Fovant & Chalke Valley	Salisbury	Bishopstone Village Hall, Bishopstone, SP5 4DD	53	56	Bishopstone Village Hall, Bishopstone, SP5 4DD	Accessible.	No Change	No Response	No change
EA	Clarendon Park	Clarendon Park		Winterslow	Salisbury	Alderbury Village Hall, Rectory Road, SP5 3AD	193	210	Alderbury Village Hall, Rectory Road, SP5 3AD	Accessible.	No Change	No Response	No change
EB	Alvediston	Alvediston		Fovant & Chalke Valley	South West Wiltshire	Berwick St John Memorial Hall, Berwick St John, SP7 0HS	79	82	Berwick St John Memorial Hall, Berwick St John, SP7 0HS	No designated disabled parking.	No Change	No Response	No change
EB	Ansty	Ansty		Fovant & Chalke Valley	South West Wiltshire	Ansty PYO and Farm Shop, Ansty, SP3 5PX	105	112	Ansty PYO and Farm Shop, Ansty, SP3 5PX	No designated disabled parking.	No Change	No Response	No change
ED	Berwick St John	Berwick St John		Fovant & Chalke Valley	South West Wiltshire	Berwick St John Memorial Hall, Berwick St John, SP7 0HS	215	224	Berwick St John Memorial Hall, Berwick St John, SP7 0HS	No designated disabled parking.	No Change	No Response	No change
EE7	Bishopstrow Part 2	Bishopstrow		Wamminster Without	South West Wiltshire	Sutton Veny Village Hall, High Street, BA12 7AP	4	5	Sutton Veny Village Hall, High Street, BA12 7AP	Accessible.	No Change	No Response	No change
EE8	Bishopstrow Part 3	Bishopstrow		Wamminster East	South West Wiltshire	St George's RC Church Hall, 31 Boreham Road, BA12 9JP	8	8	St George's RC Church Hall, 31 Boreham Road, BA12 9JP	Accessible.	No Change	No Response	No change
EF6	Boyton	Boyton		Wamminster Copheap and Wylve	South West Wiltshire	Fane Hall, Corton, BA12 0SZ	143	148	Fane Hall, Corton, BA12 0SZ	No designated disabled parking.	No Change	No Response	No change
EH1	Bradford on Avon (North Ward) Part 1	Bradford on Avon	Bradford on Avon (North Ward)	Bradford-on-Avon North	Chippenham	Mount Pleasant Centre, 1A Mount Pleasant, BA15 1SJ	1101	1147	Mount Pleasant Centre, 1A Mount Pleasant, BA15 1SJ	No designated disabled parking.	No Change	No Response	No change
EH2	Bradford on Avon (North Ward) Part 2	Bradford on Avon	Bradford on Avon (North Ward)	Bradford-on-Avon North	Chippenham	Mount Pleasant Centre, 1A Mount Pleasant, BA15 1SJ	636	784	Mount Pleasant Centre, 1A Mount Pleasant, BA15 1SJ	No designated disabled parking.	No Change	No Response	No change
EH3	Bradford on Avon (North Ward) Part 3	Bradford on Avon	Bradford on Avon (North Ward)	Bradford-on-Avon North	Chippenham	Wiltshire Music Centre, Ashley Road, BA15 1DZ	957	995	Wiltshire Music Centre, Ashley Road, BA15 1DZ	Accessible.	No Change	No Response	No change
EH4	Bradford on Avon (North Ward) Part 4	Bradford on Avon	Bradford on Avon (North Ward)	Bradford-on-Avon North	Chippenham	Mount Pleasant Centre, 1A Mount Pleasant, BA15 1SJ	226	500	Mount Pleasant Centre, 1A Mount Pleasant, BA15 1SJ	No designated disabled parking.	No Change	No Response	No change
EK1	Bratton	Bratton		Ethandune	South West Wiltshire	Jubilee Hall, Bratton, Westbury, BA13 4RW	979	1095	Jubilee Hall, Bratton, Westbury, BA13 4RW	No designated disabled parking.	No Change	No Response	No change
EL1	Broughton Gifford	Broughton Gifford		Melksham Without North	Chippenham	Broughton Gifford Village Hall, The Street, Broughton Gifford, SN12 8PR	667	692	Broughton Gifford Village Hall, The Street, Broughton Gifford, SN12 8PR	No designated disabled parking.	No Change	No Response	No change
EP1	Chitterne (Chitterne All Saints Ward)	Chitterne	Chitterne All Saints Ward	Wamminster Copheap and Wylve	South West Wiltshire	Chitterne Village Hall, Chitterne, Wamminster, BA12 0LG	174	181	Chitterne Village Hall, Chitterne, Wamminster, BA12 0LG	No designated disabled parking.	No Change	No Response	No change
EP7	Chitterne (Chitterne St Mary Ward)	Chitterne	Chitterne St Mary Ward	Wamminster Copheap and Wylve	South West Wiltshire	Chitterne Village Hall, Chitterne, Wamminster, BA12 0LG	66	70	Chitterne Village Hall, Chitterne, Wamminster, BA12 0LG	No designated disabled parking.	No Change	No Response	No change
EQ1	Codford	Codford		Wamminster Copheap and Wylve	South West Wiltshire	Codford Village Hall, Broadleaze, BA12 0PP	683	716	Codford Village Hall, Broadleaze, BA12 0PP	Accessible.	No Change	No Response	No change
EQ7	Sherrington	Sherrington		Wamminster Copheap and Wylve	South West Wiltshire	Codford Village Hall, Broadleaze, BA12 0PP	43	45	Codford Village Hall, Broadleaze, BA12 0PP	Accessible.	No Change	No Response	No change
ER1	Corsley	Corsley		Wamminster Without	South West Wiltshire	Corsley Reading Rooms, Corsley Heath, BA12 7PR	563	588	Corsley Reading Rooms, Corsley Heath, BA12 7PR	Accessible.	No Change	No Response	No change
EU	Donhead St.Mary	Donhead St. Mary		Tisbury	South West Wiltshire	New Remembrance Hall, Remembrance Field, Charlton, SP7 0PL	838	869	New Remembrance Hall, Remembrance Field, Charlton, SP7 0PL	No designated disabled parking.	No Change	No Response	No change
EV6	Coulston	Coulston		Ethandune	South West Wiltshire	Coulston Village Hall, Coulston, BA13 4NY	137	142	Coulston Village Hall, Coulston, BA13 4NY	No designated disabled parking.	No Change	No Response	No change
EW	East Knoyle	East Knoyle		Nadder and East Knoyle	South West Wiltshire	East Knoyle Village Hall, East Knoyle, SP3 6AE	584	610	East Knoyle Village Hall, East Knoyle, SP3 6AE	Accessible.	No Change	No Response	No change
EX1	Edington	Edington		Ethandune	South West Wiltshire	Edington Parish Hall, Edington	572	596	Edington Parish Hall, Edington	No designated disabled parking.	No Change	No Response	No change
EY	Fonthill Bishop	Fonthill Bishop		Nadder and East Knoyle	South West Wiltshire	Fonthill Bishop Reading Room, The Ring, Fonthill Bishop, SP3 5SF	81	88	Fonthill Bishop Reading Room, The Ring, Fonthill Bishop, SP3 5SF	No designated disabled parking.	No Change	No Response	No change
FA1	Heytesbury	Heytesbury		Wamminster Copheap and Wylve	South West Wiltshire	The Red Lion, Heytesbury, BA12 0EA	611	635	The Red Lion, Heytesbury, BA12 0EA	Accessible.	No Change	No Response	No change
FA7	Knook	Knook		Wamminster Copheap and Wylve	South West Wiltshire	The Red Lion, Heytesbury, BA12 0EA	68	71	The Red Lion, Heytesbury, BA12 0EA	Accessible.	No Change	No Response	No change
FB2	Heywood (Heywood Village Ward)	Heywood	Heywood Village Ward	Ethandune	South West Wiltshire	Heywood/Hawkeridge Village Hall, Church Road, BA13 4LP	392	411	Heywood/Hawkeridge Village Hall, Church Road, BA13 4LP	No designated disabled parking.	No Change	No Response	No change
FC2	Hilpert	Hilpert		Hilpert	Chippenham	St Marys Church Hall, Horse Road, BA14 7PD	1517	1576	St Marys Church Hall, Horse Road, BA14 7PD	No designated disabled parking.	No Change	No Response	No change
FF1	Holt	Holt		Holt and Staverton	Chippenham	United Reformed Church Hall, United Reformed Church, The Street, BA14 6RS	1394	1575	United Reformed Church Hall, United Reformed Church, The Street, BA14 6RS	No designated disabled parking.	No Change	No Response	No change
FG1	Horningsham	Horningsham		Wamminster Without	South West Wiltshire	Horningsham Village Hall, Water Lane, BA12 7LL	246	255	Horningsham Village Hall, Water Lane, BA12 7LL	No designated disabled parking.	No Change	No Response	No change
FJ6	Kingston Deverill	Kingston Deverill		Wamminster Without	South West Wiltshire	Upper Deverills Village Hall, Kingston Deverill, BA12 7HG	226	235	Upper Deverills Village Hall, Kingston Deverill, BA12 7HG	No designated disabled parking.	No Change	No Response	No change
FJ7	Kingston Deverill	Brixton Deverill		Wamminster Without	South West Wiltshire	Upper Deverills Village Hall, Kingston Deverill, BA12 7HG	70	73	Upper Deverills Village Hall, Kingston Deverill, BA12 7HG	No designated disabled parking.	No Change	No Response	No change
FK1	Limpley Stoke	Limpley Stoke		Winsley and Westwood	Chippenham	Limpley Stoke Village Hall, Middle Stoke, BA2 7GF	446	463	Limpley Stoke Village Hall, Middle Stoke, BA2 7GF	No designated disabled parking.	No Change	No Response	No change
FM1	Melksham (Melksham South Ward) Part 1	Melksham	Melksham South Ward	Melksham South	Chippenham	The Canberra Centre, 56 Spa Road, SN12 7NY	1721	1843	The Canberra Centre, (To The Rear of The Front Building), 56 Spa Road, SN12 7NY	No designated disabled parking.	No Change	No Response	No change
FM3	Melksham (Melksham South Ward) Part 3	Melksham	Melksham South Ward	Melksham South	Chippenham	Queensway Hall, Queensway, Melksham, SN12 7LE	1377	1429	Queensway Hall, Queensway, Melksham, SN12 7LE	No designated disabled parking.	No Change	No Response	No change
FN1	Melksham (Melksham North Ward) Part 1	Melksham	Melksham North Ward	Melksham North	Chippenham	Baptist Church Schoolroom, Old Broughton Road, SN12	684	941	Baptist Church Schoolroom, Old Broughton Road, SN12	No designated disabled parking.	No Change	No Response	No change
FN2	Melksham (Melksham North Ward) Part 2	Melksham	Melksham North Ward	Melksham North	Chippenham	Baptist Church Schoolroom, Old Broughton Road, SN12 8BX	1101	1144	Baptist Church Schoolroom, Old Broughton Road, SN12 8BX	No designated disabled parking.	No Change	No Response	No change
FN3	Melksham (Melksham North Ward) Part 3	Melksham	Melksham North Ward	Melksham North	Chippenham	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	969	1008	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	Accessible.	No Change	No Response	No change
FN4	Melksham (Melksham North Ward) Part 4	Melksham	Melksham North Ward	Melksham North	Chippenham	Melksham Skills Centre, SN12 7EF	739	767	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
FN5	Melksham (Melksham North Ward) Part 5	Melksham	Melksham North Ward	Melksham Without North	Chippenham	Baptist Church Schoolroom, Old Broughton Road, SN12	35	217	Baptist Church Schoolroom, Old Broughton Road, SN12	No designated disabled parking.	No Change	No Response	No change
FR1	Melksham (Melksham Central Ward) Part 1	Melksham	Melksham Central Ward	Melksham Central	Chippenham	Melksham Town Hall, Market Place, SN12 6ES	431	454	Melksham Town Hall, Market Place, SN12 6ES	Accessible.	No Change	No Response	No change
FR2	Melksham (Melksham Central Ward) Part 2	Melksham	Melksham Central Ward	Melksham Central	Chippenham	Melksham Skills Centre, SN12 7EF	674	702	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
FR3	Melksham (Melksham Central Ward) Part 3	Melksham	Melksham Central Ward	Melksham Central	Chippenham	Melksham Town Hall, Market Place, SN12 6ES	39	40	Melksham Town Hall, Market Place, SN12 6ES	Accessible.	No Change	No Response	No change
FR4	Melksham (Melksham Central Ward) Part 4	Melksham	Melksham Central Ward	Melksham Central	Chippenham	Melksham Skills Centre, SN12 7EF	1183	1228	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
FR5	Melksham (Melksham Central Ward) Part 5	Melksham	Melksham Central Ward	Melksham Central	Chippenham	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	648	711	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	Accessible.	No Change	No Response	No change
FX1	Melk Without (Beanacre Shaw & Whitley Ward) Part 1	Melksham Without	Beanacre Shaw & Whitley Ward	Melksham Without North	Chippenham	Whitley Reading Rooms, Middle Lane, SN12 8QR	1094	1141	Whitley Reading Rooms, Middle Lane, SN12 8QR	Accessible.	No Change	No Response	No change
FX2	Melk Without (Beanacre Shaw & Whitley Ward) Part 2	Melksham Without	Beanacre Shaw & Whitley Ward	Melksham Without North	Chippenham	Beanacre Church Schoolroom, Beanacre, SN12	279	290	Beanacre Church Schoolroom, Beanacre, SN12	No designated disabled parking.	No Change	No Response	No change
FY1	Melksham Without (Bowerhill Ward) Part 1	Melksham Without	Bowerhill Ward	Melksham Without South	Chippenham	Bowerhill Village Hall, Halifax Road, Bowerhill, SN12 6SN	1484	1998	Bowerhill Village Hall, Halifax Road, Bowerhill, SN12 6SN	Accessible.	No Change	No Response	No change
FY2	Melksham Without (Bowerhill Ward) Part 2	Melksham Without	Bowerhill Ward	Melksham Without South	Chippenham	Bowerhill Village Hall, Halifax Road, Bowerhill, SN12 6SN	1423	1477	Bowerhill Village Hall, Halifax Road, Bowerhill, SN12 6SN	Accessible.	No Change	No Response	No change
GE1	Sedgehill	Sedgehill		Nadder and East Knoyle	South West Wiltshire	Sedgehill Village Hall, Sedgehill, SP7 9JQ	98	103	Sedgehill Village Hall, Sedgehill, SP7 9JQ	No designated disabled parking.	No Change	No Response	No change
GE2	Semley	Semley		Nadder and East Knoyle	South West Wiltshire	Semley Village Hall, Semley, SP7 9AP	404	420	Semley Village Hall, Semley, SP7 9AP	No designated disabled parking.	No Change	No Response	No change
GH1	Southwick	Southwick		Southwick	South West Wiltshire	Southwick Village Hall, Frome Road, BA14 9QN	1606	1983	Southwick Village Hall, Frome Road, BA14 9QN	Accessible.	No Change	No Response	No change
G11	South Wraxall	South Wraxall		Holt and Staverton	Chippenham	South Wraxall Village Hall, South Wraxall, BA15 2SE	377	395	South Wraxall Village Hall, South Wraxall, BA15 2SE	No designated disabled parking.	No Change	No Response	No change
GJ1	Staverton	Staverton		Holt and Staverton	Chippenham	Staverton Club, Staverton, BA14 6PA	1372	1424	Staverton Club, Staverton, BA14 6PA	No designated disabled parking.	No Change	No Response	No change
GL6	Stockton	Stockton		Wamminster Copheap and Wylve	South West Wiltshire	Manor Farm, Stockton, BA12 0SQ	142	147	Manor Farm, Stockton, BA12 0SQ	Accessible.	No Change	No Response	No change
GM	Stourton	Stourton		Mere	South West Wiltshire	Stourton Memorial Hall, Stourton, BA12 6QE	164	174	Stourton Memorial Hall, Stourton, BA12 6QE	Accessible.	No Change	No Response	No change
GO1	Sutton Veny	Sutton Veny		Wamminster Without	South West Wiltshire	Sutton Veny Village Hall, High Street, BA12 7AP	566	596	Sutton Veny Village Hall, High Street, BA12 7AP	Accessible.	No Change	No Response	No change
GQ	Teffont	Teffont		Nadder and East Knoyle	South West Wiltshire	Teffont Village Hall, Hindon Road, SP3 5QU	231	241	Teffont Village Hall, Hindon Road, SP3 5QU	No designated disabled parking.	No Change	No Response	No change
HA1	Trowbridge (Trowbridge Adcroft Ward) Part 1	Trowbridge	Trowbridge Adcroft Ward	Trowbridge Adcroft	South West Wiltshire	Cricketer Club Pavilion, Lower Court, BA14 8PX	1248	1315	Cricketer Club Pavilion, Lower Court, BA14 8PX	Accessible.	No Change	No Response	No change
HA2	Trowbridge (Trowbridge Adcroft Ward) Part 2	Trowbridge	Trowbridge Adcroft Ward	Trowbridge Adcroft	South West Wiltshire	Cricketer Club Pavilion, Lower Court, BA14 8PX	913	949	Cricketer Club Pavilion, Lower Court, BA14 8PX	Accessible.	No Change	No Response	No change
HC1	Trowbridge (Trowbridge Central Ward) Part 1	Trowbridge	Trowbridge Central Ward	Trowbridge Central	South West Wiltshire	Civic Centre, Usher Room, BA14 8AH	821	894	Civic Centre, Usher Room, BA14 8AH	No designated disabled parking.	No Change	No Response	No change
HC2	Trowbridge (Trowbridge Central Ward) Part 2	Trowbridge	Trowbridge Central Ward	Trowbridge Central	South West Wiltshire	Wesley Road Methodist Church, Wesley Road, BA14 0AX	1538	1606	Wesley Road Methodist Church, Wesley Road, BA14 0AX	No designated disabled parking.	No Change	No Response	No change
HD1	Trowbridge (Trowbridge Drynham Ward) Part 1	Trowbridge	Trowbridge Drynham Ward	Trowbridge Drynham	South West Wiltshire	Holbrook School, Zephaniah Class, Holbrook Lane, BA14 0PS	1178	1224	Holbrook School, Zephaniah Class, Holbrook Lane, BA14 0PS	Accessible.	No Change	No Response	No change
HD2	Trowbridge (Trowbridge Drynham Ward) Part 2	Trowbridge	Trowbridge Drynham Ward	Trowbridge Drynham	South West Wiltshire	The Homestead, Ashmead, BA14 0NZ	1119	1165	The Homestead, Ashmead, BA14 0NZ	Accessible.	No Change	No Response	No change
HD3	Trowbridge (Trowbridge Drynham Ward) Part 3	Trowbridge	Trowbridge Drynham Ward	Trowbridge Drynham	South West Wiltshire	Holbrook School, Zephaniah Class, Holbrook Lane, BA14 0PS	879	913	Holbrook School, Zephaniah Class, Holbrook Lane, BA14 0PS	Accessible.	No Change	No Response	No change
HG1	Trowbridge (Trowbridge Grove Ward) Part 1	Trowbridge	Trowbridge Grove Ward	Trowbridge Grove	South West Wiltshire	St Johns Church Hall, Church Lane, BA14 0EH	1896	2096	St Johns Church Hall, Church Lane, BA14 0EH	Accessible.	No Change	No Response	No change
HG2	Trowbridge (Trowbridge Grove Ward) Part 2	Trowbridge	Trowbridge Grove Ward	Trowbridge Grove	South West Wiltshire	St Johns Church Hall, Church Lane, BA14 0EH	1405	1460	St Johns Church Hall, Church Lane, BA14 0EH	Accessible.	No Change	No Response	No change
HL1	Trowbridge (Trowbridge Lambrok Ward) Part 1	Trowbridge	Trowbridge Lambrok Ward	Trowbridge Lambrok	South West Wiltshire	Studley Green Community Centre, Lambrok Road, BA14 9HA	1873	1945	Studley Green Community Centre, Lambrok Road, BA14 9HA	Accessible.	No Change	No Response	No change
HL2	Trowbridge (Trowbridge Lambrok Ward) Part 2	Trowbridge	Trowbridge Lambrok Ward	Trowbridge Lambrok	South West Wiltshire	Studley Green Community Centre, Lambrok Road, BA14 9HA	1793	1862	Studley Green Community Centre, Lambrok Road, BA14 9HA	Accessible.	No Change	No Response	No change
HM1	Trowbridge (Trowbridge Park Ward) Part 1	Trowbridge	Trowbridge Park Ward	Trowbridge Park	South West Wiltshire	Civic Centre, Usher Room, BA14 8AH	1473	1538	Civic Centre, Usher Room, BA14 8AH	No designated disabled parking.	No Change	No Response	No change
HM2	Trowbridge (Trowbridge Park Ward) Part 2	Trowbridge	Trowbridge Park Ward	Trowbridge Park	South West Wiltshire	Longfield Community Centre, Weavers Drive, BA14 7AL	2228	2377	Longfield Community Centre, Weavers Drive, BA14 7AL	Accessible.	No Change	No Response	No change
HM3	Trowbridge (Trowbridge Park Ward) Part 3	Trowbridge	Trowbridge Park Ward	Trowbridge Park	South West Wiltshire	Longfield Community Centre, Weavers Drive, BA14 7AL	175	182	Longfield Community Centre, Weavers Drive, BA14 7AL	Accessible.	No Change	No Response	No change
HP3	Trowbridge (Trowbridge Paxcroft Ward) Part 3	Trowbridge	Trowbridge Paxcroft Ward	Trowbridge Paxcroft									

IC1	Warminster (Warminster Copheap Ward)	Warminster	Warminster Copheap Ward	Warminster Copheap and Wylve	South West Wiltshire	Warminster Garrison, Community Centre, Firbank Crescent, BA12 0BY	1263	1312	Warminster Garrison, Community Centre, Firbank Crescent, BA12 0BY	Accessible.	No Change	No Response	No change
ID1	Warminster (Warminster West Ward) Part 1	Warminster	Warminster West Ward	Warminster West	South West Wiltshire	Warminster Cricket Club, The Pavilion, Sambourne Road, BA12 8LJ	1263	1618	Warminster Cricket Club, The Pavilion, Sambourne Road, BA12 8LJ	No designated disabled parking.	No Change	No Response	No change
IE1	Warminster (Warminster East Ward) Part 1	Warminster	Warminster East Ward	Warminster East	South West Wiltshire	St George's RC Church Hall, 31 Boreham Road, BA12 9JP	1145	1191	St George's RC Church Hall, 31 Boreham Road, BA12 9JP	Accessible.	No Change	No Response	No change
IE2	Warminster (Warminster East Ward) Part 2	Warminster	Warminster East Ward	Warminster East	South West Wiltshire	Warminster Civic Centre, Cleary Room, Sambourne Road, BA12 8LB	1914	2048	Warminster Civic Centre, Cleary Room, Sambourne Road, BA12 8LB	Accessible.	No Change	No Response	No change
IE3	Warminster (Warminster East Ward) Part 3	Warminster	Warminster East Ward	Warminster East	South West Wiltshire	St George's RC Church Hall, 31 Boreham Road, BA12 9JP	1248	1567	St George's RC Church Hall, 31 Boreham Road, BA12 9JP	Accessible.	No Change	No Response	No change
IG1	Upton Scudamore	Upton Scudamore	Warminster Without	Warminster Without	South West Wiltshire	St Marys Church, Upton Scudamore, BA12	254	266	St Marys Church, Upton Scudamore, BA12	No designated disabled parking.	No Change	No Response	No change
IH1	West Ashton	West Ashton		Southwick	South West Wiltshire	West Ashton Village Hall, Bratton Road, West Ashton, BA14 6AZ	371	389	West Ashton Village Hall, Bratton Road, West Ashton, BA14 6AZ	Accessible.	No Change	No Response	No change
IJ3	Westbury (Westbury East Ward) Part 3	Westbury	Westbury East Ward	Westbury East	South West Wiltshire	Westbury United Reformed Church, Church Hall, The Butts, BA13 3EU	549	619	Westbury United Reformed Church, Church Hall, The Butts, BA13 3EU	Accessible.	No Change	No Response	No change
IK1	Westbury (Westbury North Ward) Part 1	Westbury	Westbury North Ward	Westbury North	South West Wiltshire	Bell Orchard, Field Close, BA13 3AR	2055	2495	Bell Orchard, Field Close, BA13 3AR	Accessible.	No Change	No Response	No change
IK2	Westbury (Westbury North Ward) Part 2	Westbury	Westbury North Ward	Westbury North	South West Wiltshire	Westbury Methodist Church, Station Road, BA13 3JL	1342	1595	Westbury Methodist Church, Station Road, BA13 3JL	Accessible.	No Change	No Response	No change
IL1	Westbury (Westbury West Ward) Part 1	Westbury	Westbury West Ward	Westbury West	South West Wiltshire	Leigh Park Community Centre, Leigh Park Way, BA13 3FN	1872	1943	Leigh Park Community Centre, Leigh Park Way, BA13 3FN	Accessible.	No Change	No Response	No change
IL2	Westbury (Westbury West Ward) Part 2	Westbury	Westbury West Ward	Westbury West	South West Wiltshire	Leigh Park Community Centre, Leigh Park Way, BA13 3FN	1085	1721	Leigh Park Community Centre, Leigh Park Way, BA13 3FN	Accessible.	No Change	No Response	No change
IL3	Westbury (Westbury West Ward) Part 3	Westbury	Westbury West Ward	Westbury West	South West Wiltshire	Leigh Park Community Centre, Leigh Park Way, BA13 3FN	952	988	Leigh Park Community Centre, Leigh Park Way, BA13 3FN	Accessible.	No Change	No Response	No change
IN	West Knoyle	West Knoyle		Mere	South West Wiltshire	West Knoyle Village Hall, West Knoyle, BA12 6AE	135	140	West Knoyle Village Hall, West Knoyle, BA12 6AE	No designated disabled parking.	No Change	No Response	No change
IQ1	Wingfield	Wingfield		Winsley and Westwood	South West Wiltshire	The Poplars Inn, Shop Lane, BA14 9LN	283	294	The Poplars Inn, Shop Lane, BA14 9LN	Accessible.	No Change	No Response	No change
IR1	Winsley	Winsley		Winsley and Westwood	Chippenham	St Nicholas Church Hall, Winsley	1562	1623	St Nicholas Church Hall, Winsley	Accessible.	No Change	No Response	No change
IS	Zeals	Zeals		Mere	South West Wiltshire	Zeals Village Hall, Zeals, BA12 6NY	564	585	Zeals Village Hall, Zeals, BA12 6NY	Accessible.	No Change	No Response	No change
IV	Berwick St Leonard	Berwick St Leonard		Nadder and East Knoyle	South West Wiltshire	Fonthill Bishop Reading Room, The Ring, Fonthill Bishop, SP3 5SF	29	30	Fonthill Bishop Reading Room, The Ring, Fonthill Bishop, SP3 5SF	No designated disabled parking.	No Change	No Response	No change
MA1	Ashton Keynes	Ashton Keynes		Minety	North Wiltshire	Ashton Keynes Village Hall, Park Place, SN6 6NT	1110	1178	Ashton Keynes Village Hall, Park Place, SN6 6NT	Accessible.	No Change	No Response	No change
MB1	Biddestone	Biddestone		By Brook	North Wiltshire	Biddestone Village Hall, Yatton Road, SN14 7BZ	424	441	Biddestone Village Hall, Yatton Road, SN14 7BZ	No designated disabled parking.	No Change	No Response	No change
MC1	Box (Box Ward) Part 1	Box	Box Ward	Box and Colerne	North Wiltshire	Selwyn Hall, Valens Terrace, SN13 8NT	1563	1636	Selwyn Hall, Valens Terrace, SN13 8NT	Accessible.	No Change	No Response	No change
MC2	Box (Box Ward) Part 2	Box	Box Ward	Box and Colerne	North Wiltshire	Kingsdown Golf Club, Committee Room, SN13 8BS	314	326	Kingsdown Golf Club, Committee Room, SN13 8BS	Accessible.	No Change	No Response	No change
MD1	Box (Box Hill Ward) Part 1	Box	Box Hill Ward	Corsham Without and Box Hill	North Wiltshire	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	915	1122	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	No designated disabled parking.	No Change	No Response	No change
MD2	Box (Box Hill Ward) Part 2	Box	Box Hill Ward	Corsham Without and Box Hill	North Wiltshire	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	370	396	Leafy Lane Playing Fields Pavilion, Leafy Lane, SN13 0JY	No designated disabled parking.	No Change	No Response	No change
MF1	Bremhill (Bremhill Ward)	Bremhill	Bremhill Ward	Calne Rural	North Wiltshire	Bremhill Village Hall, Bremhill, SN11 9LD	338	352	Bremhill Village Hall, Bremhill, SN11 9LD	Accessible.	No Change	No Response	No change
MG1	Bremhill (East Tytherton Ward)	Bremhill	East Tytherton Ward	Calne Rural	North Wiltshire	Tytherton Village Hall, The Green	159	166	Tytherton Village Hall, The Green	No designated disabled parking.	No Change	No Response	No change
MH1	Bremhill (Foxham Ward)	Bremhill	Foxham Ward	Calne Rural	North Wiltshire	Foxham Reading Room, Village Hall & Free Library, Foxham, SN15 4NH	208	216	Foxham Reading Room, Village Hall & Free Library, Foxham, SN15 4NH	No designated disabled parking.	No Change	No Response	No change
MI1	Brinkworth	Brinkworth		Brinkworth	North Wiltshire	Brinkworth Village Hall, The Street, SN15 5AS	1061	1110	Brinkworth Village Hall (The Reading Room), The Street, SN15 5AS	Accessible.	No Change	No Response	No change
MJ1	Broad Town	Broad Town		Royal Wootton Bassett East	North Wiltshire	Broad Town Village Hall, Broad Town, SN4 7RL	479	501	Broad Town Village Hall, Broad Town, SN4 7RL	No designated disabled parking.	No Change	No Response	No change
MQ1	Calne Without (East Ward) Part 1	Calne Without	Calne Without (East Ward)	Calne South and Cherhill	North Wiltshire	Cherhill Village Hall, The Street, SN11 8XP	596	619	Cherhill Village Hall, The Street, SN11 8XP	No designated disabled parking.	No Change	No Response	No change
MQ2	Calne Without (East Ward) Part 2	Calne Without	Calne Without (East Ward)	Calne Rural	North Wiltshire	Cherhill Village Hall, The Street, SN11 8XP	24	25	Cherhill Village Hall, The Street, SN11 8XP	No designated disabled parking.	No Change	No Response	No change
MT1	Calne Without (Middle Ward) Part 1	Calne Without	Calne Without (Middle Ward)	Calne Rural	North Wiltshire	Charles Willis Hall, Church Road, SN11 0PJ	89	92	Charles Willis Hall, Church Road, SN11 0PJ	Accessible.	No Change	No Response	No change
MT2	Calne Without (Middle Ward) Part 2	Calne Without	Calne Without (Middle Ward)	Calne Rural	North Wiltshire	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	305	670	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	Accessible.	No Change	No Response	No change
MU1	Calne Without (West Ward)	Calne Without	Calne Without (West Ward)	Calne Rural	North Wiltshire	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	998	1090	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	Accessible.	No Change	No Response	No change
MV1	Calne Without (Sandy Lane Ward)	Calne Without	Calne Without (Sandy Lane Ward)	Calne Rural	North Wiltshire	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	62	64	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	Accessible.	No Change	No Response	No change
MW1	Castle Combe	Castle Combe		By Brook	North Wiltshire	Castle Combe Village Hall, Estate Yard, SN14 7HU	272	282	Castle Combe Village Hall, Estate Yard, SN14 7HU	No designated disabled parking.	No Change	No Response	No change
MX1	Charlton	Charlton (nr Malmesbury)		Brinkworth	North Wiltshire	Charlton Recreation Centre, Charlton, SN16 9DL	351	366	Charlton Recreation Centre, Charlton, SN16 9DL	No designated disabled parking.	No Change	No Response	No change
MY1	Cherhill (Cherhill Ward)	Cherhill	Cherhill (Cherhill Ward)	Calne South and Cherhill	North Wiltshire	Cherhill Village Hall, The Street, SN11 8XP	492	513	Cherhill Village Hall, The Street, SN11 8XP	No designated disabled parking.	No Change	No Response	No change
NA1	Bremhill (Tytherton Lucas Ward)	Bremhill	Bremhill (Tytherton Lucas Ward)	Calne Rural	North Wiltshire	Tytherton Village Hall, The Green	98	102	Tytherton Village Hall, The Green	No designated disabled parking.	No Change	No Response	No change
NB1	Calne Without (Pewsham Ward)	Calne Without	Calne Without (Pewsham Ward)	Calne Rural	North Wiltshire	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	216	226	Lansdowne Hall, Petty Lane, Derry Hill, SN11 9QY	Accessible.	No Change	No Response	No change
NI3	Chippenham Without	Chippenham Without		Kington	North Wiltshire	Chippenham Rugby Club, Allington Fields, SN14 0YZ	143	148	Chippenham Rugby Club, Allington Fields, SN14 0YZ	Accessible.	No Change	No Response	No change
NL1	Colerne	Colerne		Box and Colerne	North Wiltshire	Colerne Village Hall, Martins Croft, SN14 8DT	1915	1990	Colerne Village Hall, Martins Croft, SN14 8DT	No designated disabled parking.	No Change	No Response	No change
NM1	Compton Bassett	Compton Bassett		Calne Rural	North Wiltshire	Benson Hall, Compton Bassett, SN11 8RD	170	190	Benson Hall, Compton Bassett, SN11 8RD	No designated disabled parking.	No Change	No Response	No change
NT1	Cricklade Part 1	Cricklade	Cricklade and Latton	Cricklade and Latton	North Wiltshire	Cricklade Town Hall, High Street, SN6 6AE	2080	2210	Cricklade Town Hall, High Street, SN6 6AE	Accessible.	No Change	No Response	No change
NT2	Cricklade Part 2	Cricklade	Cricklade and Latton	Cricklade and Latton	North Wiltshire	Cricklade Town Hall, High Street, SN6 6AE	1205	1393	Cricklade Town Hall, High Street, SN6 6AE	Accessible.	No Change	No Response	No change
NU1	Crudwell	Crudwell		Minety	North Wiltshire	Crudwell Village Hall, Tetbury Lane, SN16 9HD	858	989	Crudwell Village Hall, Tetbury Lane, SN16 9HD	No designated disabled parking.	No Change	No Response	No change
NV1	Dauntsey	Dauntsey		Brinkworth	North Wiltshire	Brinkworth Earl Danby's Primary School, The Green, SN15 4HU	469	491	Brinkworth Earl Danby's Primary School, The Green, SN15 4HU	No designated disabled parking.	No Change	No Response	No change
NX1	Great Somerford	Great Somerford		Brinkworth	North Wiltshire	Walter Powell School, Community Room, Great Somerford, SN15 5HS	629	712	Walter Powell School, Community Room, Great Somerford, SN15 5HS	No designated disabled parking.	No Change	No Response	No change
OA1	Hankerton	Hankerton		Brinkworth	North Wiltshire	Hankerton Church, North Aisle Community Area, Church Lane, SN16 9LF	247	257	Hankerton Church, North Aisle Community Area, Church Lane, SN16 9LF	No designated disabled parking.	No Change	No Response	No change
OB1	Heddington	Heddington		Calne Rural	North Wiltshire	Charles Willis Hall, Church Road, SN11 0PJ	370	385	Charles Willis Hall, Church Road, SN11 0PJ	Accessible.	No Change	No Response	No change
OC1	Hilmarton	Hilmarton		Calne Rural	North Wiltshire	Hilmarton Chapel, Church Lane, SN11 8SE	574	597	Hilmarton Chapel, Church Lane, SN11 8SE	No designated disabled parking.	No Change	No Response	No change
OE1	Kington Langley	Kington Langley		Kington	North Wiltshire	Kington Langley Village Hall, Committee Room, Church Road, SN15 5NJ	652	679	Kington Langley Village Hall, Committee Room, Church Road, SN15 5NJ	No designated disabled parking.	No Change	No Response	No change
OF1	Kington St Michael	Kington St. Michael		Kington	North Wiltshire	Kington St Michael Village Hall, Kington St Michael, SN14 6HX	591	622	Kington St Michael Village Hall, Kington St Michael, SN14 6HX	No designated disabled parking.	No Change	No Response	No change
OK1	Latton	Latton		Cricklade and Latton	North Wiltshire	Latton Village Hall, Croft Lane, Latton, SN6 6DP	431	450	Latton Village Hall, Croft Lane, Latton, SN6 6DP	No designated disabled parking.	No Change	No Response	No change
OL1	Lea & Cleverton (Lea Ward)	Lea & Cleverton	Lea & Cleverton (Lea Ward)	Brinkworth	North Wiltshire	Lea & Garsdon Village Hall, Lea, SN16 9PG	513	535	Lea & Garsdon Village Hall, Lea, SN16 9PG	No designated disabled parking.	No Change	No Response	No change
OL2	Lea & Cleverton (Garsdon & Cleverton Ward)	Lea & Cleverton	Lea & Cleverton (Garsdon & Cleverton Ward)	Brinkworth	North Wiltshire	Lea & Garsdon Village Hall, Lea, SN16 9PG	151	158	Lea & Garsdon Village Hall, Lea, SN16 9PG	No designated disabled parking.	No Change	No Response	No change
OM1	Leigh	Leigh		Minety	North Wiltshire	Ashton Keynes Village Hall, Park Place, SN6 6NT	275	285	Ashton Keynes Village Hall, Park Place, SN6 6NT	Accessible.	No Change	No Response	No change
ON1	Little Somerford	Little Somerford		Brinkworth	North Wiltshire	Little Somerford Village Hall, Committee Room, Little Somerford, SN15 5JW	289	301	Little Somerford Village Hall, Committee Room, Little Somerford, SN15 5JW	Accessible.	No Change	No Response	No change
OQ1	Lydiard Millicent	Lydiard Millicent		Royal Wootton Bassett East	North Wiltshire	Lydiard Millicent Parish Hall, The Street, SN5 3LS	1333	1392	Lydiard Millicent Parish Hall, The Street, SN5 3LS	No designated disabled parking.	No Change	No Response	No change
OR1	Lydiard Tregoz	Lydiard Tregoz		Royal Wootton Bassett East	North Wiltshire	Hook Village Hall, Hook, SN4 8EA	406	423	Hook Village Hall, Hook, SN4 8EA	Accessible.	No Change	No Response	No change
OV1	Malmesbury Part 1	Malmesbury		Malmesbury	North Wiltshire	Malmesbury Town Hall, The Hub, Cross Hayes, SN16 9BZ	781	816	Malmesbury Town Hall, The Hub, Cross Hayes, SN16 9BZ	Accessible.	No Change	No Response	No change
OV2	Malmesbury Part 2	Malmesbury		Malmesbury	North Wiltshire	Activity Zone, Malmesbury Leisure Centre, Bremilham Road, SN16 0DQ	1348	1960	Activity Zone, Malmesbury Leisure Centre, Bremilham Road, SN16 0DQ	Accessible.	No Change	No Response	No change
OV3	Malmesbury Part 3	Malmesbury		Malmesbury	North Wiltshire	Activity Zone, Malmesbury Leisure Centre, Bremilham Road, SN16 0DQ	2035	2262	Activity Zone, Malmesbury Leisure Centre, Bremilham Road, SN16 0DQ	Accessible.	No Change	No Response	No change
OW1	Marston Meysey	Marston Meysey		Cricklade and Latton	North Wiltshire	Marston Meysey Village Hall, Marston Meysey, SN6 6LQ	184	192	Marston Meysey Village Hall, Marston Meysey, SN6 6LQ	No designated disabled parking.	No Change	No Response	No change
OX1	Minety	Minety		Minety	North Wiltshire	Minety Village Hall, Hornbury Hill, SN16 9QH	1164	1211	Minety Village Hall, Hornbury Hill, SN16 9QH	Accessible.	No Change	No Response	No change
PA1	North Wraxall	North Wraxall		By Brook	North Wiltshire	St James Church, North Wraxall, Chippenham, SN14 7AD	341	355	St James Church, North Wraxall, Chippenham, SN14 7AD	No designated disabled parking.	No Change	No Response	No change
PB1	Braydon	Braydon		Purton	North Wiltshire	Purton Village Hall, Station Road, SN5 4AJ	56	58	Purton Village Hall, Station Road, SN5 4AJ	Accessible.	No Change	No Response	No change
PD1	Oaksey	Oaksey		Minety	North Wiltshire	Oaksey Village Hall, The Street, SN16 9TQ	437	454	Oaksey Village Hall, The Street, SN16 9TQ	Accessible.	No Change	No Response	No change
PJ1	Purton Part 1	Purton		Purton	North Wiltshire	Purton & Cricklade YFC Hut, Purton Stoke	257	268	Purton & Cricklade YFC Hut, Purton Stoke	No designated disabled parking.	No Change	No Response	No change
PJ3	Purton Part 3	Purton		Purton	North Wiltshire	Purton Village Hall, Station Road, SN5 4AJ	1705	1773	Purton Village Hall, Station Road, SN5 4AJ	Accessible.	No Change	No Response	No change
PK2	St Paul Malmesbury Without (St Paul Ward) Part 2	St Paul Malmesbury Without	St Paul Malmesbury Without (St Paul Ward)	Sherston	North Wiltshire	Malmesbury Library, Exhibition Room, Cross Hayes, SN16 9BG	1071	1296	Malmesbury Library, Exhibition Room, Cross Hayes, SN16 9BG	Accessible.	No Change	No Response	No change
PN1	St Paul Malmesbury Without (Westport Ward)	St Paul Malmesbury Without	St Paul Malmesbury Without (Westport Ward)	Sherston	North Wiltshire	Malmesbury Library, Exhibition Room, Cross Hayes, SN16 9BG	253	263	Malmesbury Library, Exhibition Room, Cross Hayes, SN16 9BG	Accessible.	No Change	No Response	No change
PQ1	Stanton St Quintin	Stanton St. Quintin		Kington	North Wiltshire	Stanton St Quintin Village Hall, Church Lane, Stanton St Quintin, SN14 6DE	450	467	Stanton St Quintin Village Hall, Church Lane, Stanton St Quintin, SN14 6DE	Accessible.	No Change	No Response	No change
PR1	Seagry	Seagry		Kington	North Wiltshire	Goss Croft Hall, Jubilee Room, SN15 5HD	259	271	Goss Croft Hall, Jubilee Room, SN15 5HD	Accessible.	No Change	No Response	No change
PS1	Sutton Bengier	Sutton Bengier		Kington	North Wiltshire	Sutton Bengier Village Hall, Chestnut Road, Sutton Bengier, SN15 4RP	1002	1071	Sutton Bengier Village Hall, Chestnut Road, Sutton Bengier, SN15 4RP	Accessible.	No Change	No Response	No change
QB1	Chippenham (Pewsham) Part 1	Chippenham	Chippenham (Pewsham)	Chippenham	Chippenham	Pewsham Community Centre Association, 3 Lodge Road, SN15 3SY	1792	1861	Pewsham Community Centre Association, 3 Lodge Road, SN15 3SY	Accessible.	No Change	No Response	No change
QB2	Chippenham (Pewsham) Part 2	Chippenham	Chippenham (Pewsham)	Chippenham	Chippenham	Pewsham Community Centre Association, 3 Lodge Road, SN15 3SY	1633	1695	Pewsham Community Centre Association, 3 Lodge Road, SN15 3SY	Accessible.	No Change	No Response	No change
QC2	Chippenham (Hardenhuish) Part 2	Chippenham	Chippenham (Hardenhuish)	Chippenham	Chippenham	St Paul's Church Hall, Malmesbury Road, SN15 1PS	1242	1662	St Paul's Church Hall, Malmesbury Road, SN15 1PS	Accessible.	No Change	No Response	No change
QE1	Chippenham (Queens and Sheldon) Part 1	Chippenham	Chippenham (Queens and Sheldon)	Chippenham	Chippenham	Kingsley Road Community Hall, Kingsley Road, SN14 0AS	2140	2221	Kingsley Road Community Hall, Kingsley Road, SN14 0AS	No designated disabled parking.	No Change	No Response	No change
QE2	Chippenham (Queens and Sheldon) Part 2	Chippenham	Chippenham (Queens and Sheldon)	Chippenham	Chippenham	Ladyfield Evangelical Church, Hungerdown Lane, SN14 0BA	1140	1184	Ladyfield Evangelical Church, Hungerdown Lane, SN14 0BA	Accessible.	No Change	No Response	No change
QH1	Chippenham (Monkton) Part 1	Chippenham	Chippenham (Monkton)	Chippenham	Chippenham	St Paul's Church Hall, Malmesbury Road, SN15 1PS	653	1512	St Paul's Church Hall, Malmesbury Road, SN15 1PS	Accessible.	No Change	No Response	No change
QJ1	Chippenham (Harden and England) Part 1	Chippenham	Chippenham (Harden and England)	Chippenham	Chippenham	Englands Social Centre, Off Wood Lane, SN15 3EE	1125	1170	Englands Social Centre, Off Wood Lane, SN15 3EE	No designated disabled parking.	No Change	No Response	No change
QJ2	Chippenham (Harden and England) Part 2	Chippenham	Chippenham (Harden and England)	Chippenham	Chippenham	The Needl Hall, Town Hall, High Street, SN15 3ER	1308	1459	The Needl Hall (Main Hall), Town Hall, High Street, SN15 3ER	Accessible.	No Change	No Response	No change
QJ3	Chippenham (Harden and England) Part 3	Chippenham	Chippenham (Harden and England)	Chippenham	Chippenham	Englands Social Centre, Off Wood Lane, SN15 3EE	848	880	Englands Social Centre, Off Wood Lane, SN15 3EE	No designated disabled parking.	No Change	No Response	No change
SB1	All Cannings	All Cannings		Urchfont and The Cannings	Devizes	All Cannings Village Hall, The Street, SN10 3PA	510	533	All Cannings Village Hall, The Street, SN10 3PA	No designated disabled parking.	No Change	No Response	No change
SD1	Avebury	Avebury		West Selkley	Devizes	Avebury Social Centre, High Street, SN8 1RF	412	429	Avebury Social Centre, High Street, SN8 1RF	No designated disabled parking.	No Change	No Response	No change
SG1	Bishop Cannings Part 1	Bishops Cannings		Urchfont and The Cannings	Devizes	Bishops Cannings Village Hall, Bishops Cannings, SN10 2LA	845	1286	Bishops Cannings Village Hall, Bishops Cannings, SN10 2LA	No designated disabled parking.	No Change	No Response	No change

SK1	Bromham	Bromham		Bromham Rowde and Potterne	Devizes	Bromham Social Centre, New Road, SN15 2JB	1554	1619	Bromham Social Centre, New Road, SN15 2JB	Accessible.	No Change	No Response	No change
SL1	Burbage	Burbage		Burbage and The Bedwys	Devizes	All Saints Church Hall, Church Centre, Eastcourt, SN8 3AG	1458	1573	All Saints Church Hall, Church Centre, Eastcourt, SN8 3AG	Accessible.	No Change	No Response	No change
SN1	Cheverell Magna	Cheverell Magna		The Lavingtons and Erlestoke	Devizes	The New Pavilion, Witchoombe Lane, SN10 5TH	494	515	The New Pavilion, Witchoombe Lane, SN10 5TH	Accessible.	No Change	No Response	No change
SO1	Cheverell Parva	Cheverell Parva		The Lavingtons and Erlestoke	Devizes	The New Pavilion, Witchoombe Lane, SN10 5TH	139	144	The New Pavilion, Witchoombe Lane, SN10 5TH	Accessible.	No Change	No Response	No change
TA1	Chilton Foliat			Aldboune and Ramsbury	Devizes	Chilton Foliat Village Hall, Chilton Foliat, RG17 0TF	300	330	Chilton Foliat Village Hall, Chilton Foliat, RG17 0TF	No designated disabled parking.	No Change	No Response	No change
TB1	Chirton			Pewsey Vale	Devizes	Marden Village Hall, Marden, SN10 3RQ	317	330	Marden Village Hall, Marden, SN10 3RQ	No designated disabled parking.	No Change	No Response	No change
TB2	Patney			Pewsey Vale	Devizes	Marden Village Hall, Marden, SN10 3RQ	115	119	Marden Village Hall, Marden, SN10 3RQ	No designated disabled parking.	No Change	No Response	No change
TD2	Chute Forest	Chute Forest		The Collingbournes and Netheravon	Devizes	Chute Village Hall, Malthouse Lane, Chute Standen, SP11 9EE	151	157	Chute Village Hall, Malthouse Lane, Chute Standen, SP11 9EE	No designated disabled parking.	No Change	No Response	No change
TE1	Collingbourne Ducis	Collingbourne Ducis		The Collingbournes and Netheravon	Devizes	Collingbourne Ducis Village Hall, Chicks Lane, SN8 3HH	678	704	Collingbourne Ducis Village Hall, Chicks Lane, SN8 3HH	Accessible.	No Change	No Response	No change
TF1	Collingbourne Kingston	Collingbourne Kingston		The Collingbournes and Netheravon	Devizes	Collingbourne Kingston Village Hall, Collingbourne Kingston, SN8 3SE	415	432	Collingbourne Kingston Village Hall, Collingbourne Kingston, SN8 3SE	No designated disabled parking.	No Change	No Response	No change
UA1	Devizes (Devizes East Ward) Part 1	Devizes	Devizes (Devizes East Ward)	Devizes East	Devizes	Nursteed Centre, Nursteed Road, SN10 3AF	1677	1789	Nursteed Centre, Nursteed Road, SN10 3AF	Accessible.	No Change	No Response	No change
UA2	Devizes (Devizes East Ward) Part 2	Devizes	Devizes (Devizes East Ward)	Devizes East	Devizes	Wyvern Club, 51 Church Walk, SN10 3AA	1387	1440	Wyvern Club, 51 Church Walk, SN10 3AA	Accessible.	No Change	No Response	No change
UB1	Devizes (Devizes North Ward) Part 1	Devizes	Devizes (Devizes North Ward)	Devizes North	Devizes	Cheese Hall, Devizes Town Hall, St Johns Street, SN10 1BN	665	783	Cheese Hall, Devizes Town Hall, St Johns Street, SN10 1BN	Accessible.	No Change	No Response	No change
UB2	Devizes (Devizes North Ward) Part 2	Devizes	Devizes (Devizes North Ward)	Devizes North	Devizes	Cheese Hall, Devizes Town Hall, St Johns Street, SN10 1BN	1008	1211	Cheese Hall, Devizes Town Hall, St Johns Street, SN10 1BN	Accessible.	No Change	No Response	No change
UB3	Devizes (Devizes North Ward) Part 3	Devizes	Devizes (Devizes North Ward)	Devizes North	Devizes	Cheese Hall, Devizes Town Hall, St Johns Street, SN10 1BN	1530	1717	Cheese Hall, Devizes Town Hall, St Johns Street, SN10 1BN	Accessible.	No Change	No Response	No change
UC1	Devizes (Devizes South Ward) Part 1	Devizes	Devizes (Devizes South Ward)	Devizes and Roundway South	Devizes	Park Centre, Hillworth Park, SN10 5HR	1958	2033	Park Centre, Hillworth Park, SN10 5HR	Accessible.	No Change	No Response	No change
UC2	Devizes (Devizes South Ward) Part 2	Devizes	Devizes (Devizes South Ward)	Devizes and Roundway South	Devizes	Park Centre, Hillworth Park, SN10 5HR	951	1090	Park Centre, Hillworth Park, SN10 5HR	Accessible.	No Change	No Response	No change
VB1	Easton	Easton		Pewsey	Devizes	Easton Royal Village Hall, Easton Royal	204	215	Easton Royal Village Hall, Easton Royal	No designated disabled parking.	No Change	No Response	No change
VC1	Enford (Enford South Ward)	Enford	Enford (Enford South Ward)	The Collingbournes and Netheravon	Devizes	Enford Village Hall, Recreation Ground, SN9 6DD	393	408	Enford Village Hall, Recreation Ground, SN9 6DD	Accessible.	No Change	No Response	No change
VC2	Enford (Enford North Ward)	Enford	Enford (Enford North Ward)	The Collingbournes and Netheravon	Devizes	Enford Village Hall, Recreation Ground, SN9 6DD	87	90	Enford Village Hall, Recreation Ground, SN9 6DD	Accessible.	No Change	No Response	No change
VD1	Erlestoke	Erlestoke		The Lavingtons and Erlestoke	Devizes	The New Pavilion, Witchoombe Lane, SN10 5TH	173	180	The New Pavilion, Witchoombe Lane, SN10 5TH	Accessible.	No Change	No Response	No change
VE2	Stert	Stert		Urchfont and The Cannings	Devizes	Urchfont Village Hall, Church Street, Urchfont, SN10 4QT	149	155	Urchfont Village Hall, Church Street, Urchfont, SN10 4QT	Accessible.	No Change	No Response	No change
VF1	Everleigh	Everleigh		The Collingbournes and Netheravon	Devizes	Collingbourne Ducis Village Hall, Chicks Lane, SN8 3HH	167	174	Collingbourne Ducis Village Hall, Chicks Lane, SN8 3HH	Accessible.	No Change	No Response	No change
VG1	Fittleton	Fittleton		The Collingbournes and Netheravon	Devizes	Phoenix Hall, Netheravon, SP4 9PJ	186	193	Phoenix Hall, Netheravon, SP4 9PJ	No designated disabled parking.	No Change	No Response	No change
VH1	Froxfield	Froxfield		Aldboune and Ramsbury	Devizes	Froxfield Memorial Hall, Froxfield, SN8 3LD	293	307	Froxfield Memorial Hall, Froxfield, SN8 3LD	No designated disabled parking.	No Change	No Response	No change
V11	Grafton	Grafton		Burbage and The Bedwys	Devizes	East Grafton Coronation Hall, East Grafton, SN8 3DB	538	564	East Grafton Coronation Hall, East Grafton, SN8 3DB	No designated disabled parking.	No Change	No Response	No change
VJ1	Great Bedwyn	Great Bedwyn		Burbage and The Bedwys	Devizes	Great Bedwyn Cricket Club, Frog Lane, SN8 3PD	1099	1143	Great Bedwyn Cricket Club, Frog Lane, SN8 3PD	Accessible.	No Change	No Response	No change
WA1	Ham	Ham		Burbage and The Bedwys	Devizes	Ham Village Hall, Ham, SN8 3QR	140	145	Ham Village Hall, Ham, SN8 3QR	No designated disabled parking.	No Change	No Response	No change
WA2	Buttermere	Buttermere		Burbage and The Bedwys	Devizes	Ham Village Hall, Ham, SN8 3QR	34	35	Ham Village Hall, Ham, SN8 3QR	No designated disabled parking.	No Change	No Response	No change
WH1	Little Bedwyn	Little Bedwyn		Burbage and The Bedwys	Devizes	Great Bedwyn Cricket Club, Frog Lane, SN8 3PD	200	208	Great Bedwyn Cricket Club, Frog Lane, SN8 3PD	Accessible.	No Change	No Response	No change
W12	Ludgershall (South Ward)	Ludgershall	Ludgershall (South Ward)	Ludgershall and Perham Down	Devizes	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	935	2178	Ludgershall Memorial Hall, Ludgershall, SP11 9LZ	Accessible.	No Change	No Response	No change
WJ1	Manningford	Manningford		Pewsey Vale	Devizes	Manningford Memorial Hall, Manningford Bruce, SN9 6JQ	311	323	Manningford Memorial Hall, Manningford Bruce, SN9 6JQ	No designated disabled parking.	No Change	No Response	No change
WK1	Marden	Marden		Pewsey Vale	Devizes	Marden Village Hall, Marden, SN10 3RQ	98	102	Marden Village Hall, Marden, SN10 3RQ	No designated disabled parking.	No Change	No Response	No change
WM1	Marlborough (Marlborough West Ward) Part 1	Marlborough	Marlborough (Marlborough West Ward)	Marlborough West	Devizes	Marlborough Leisure Centre, Barton Dene, Bath Road, SN8 1PB	1117	1161	Marlborough Leisure Centre, Barton Dene, Bath Road, SN8 1PB	Accessible.	No Change	No Response	No change
WO1	Marston	Marston		The Lavingtons and Erlestoke	Devizes	Worton & Marston Village Hall, Church Lane, SN10 5SH	130	135	Worton & Marston Village Hall, Church Lane, SN10 5SH	No designated disabled parking.	No Change	No Response	No change
WP1	Mildenhall	Mildenhall		West Selkley	Devizes	Mildenhall Village Hall, Mildenhall, SN8 2LR	367	385	Mildenhall Village Hall, Mildenhall, SN8 2LR	No designated disabled parking.	No Change	No Response	No change
WQ1	Milton Lilbourne	Milton Lilbourne		Pewsey	Devizes	Milton Lilbourne Village Hall, Milton Lilbourne, SN9 5LQ	427	446	Milton Lilbourne Village Hall, Milton Lilbourne, SN9 5LQ	Accessible.	No Change	No Response	No change
XA1	Netheravon	Netheravon		The Collingbournes and Netheravon	Devizes	Phoenix Hall, Netheravon, SP4 9PJ	844	876	Phoenix Hall, Netheravon, SP4 9PJ	No designated disabled parking.	No Change	No Response	No change
XB1	North Newton	North Newton		Pewsey Vale	Devizes	Hilcott Village Hall, Hilcott, SN9 6LE	353	371	Hilcott Village Hall, Hilcott, SN9 6LE	No designated disabled parking.	No Change	No Response	No change
XC3	Tidworth (West Ward)	Tidworth	Tidworth (West Ward)	Tidworth	Devizes	Tidworth Community Centre, Wyllye Road, Tidworth, SP9 7QH	2130	2238	Tidworth Community Centre, Wyllye Road, Tidworth, SP9 7QH	Accessible.	No Change	No Response	No change
XD1	Ogbourne St. Andrew	Ogbourne St. Andrew		West Selkley	Devizes	Ogbourne St George Village Hall, Ogbourne St. George	288	303	Ogbourne St George Village Hall, Ogbourne St. George	No designated disabled parking.	No Change	No Response	No change
XE1	Ogbourne St. George	Ogbourne St. George		West Selkley	Devizes	Ogbourne St George Village Hall, Ogbourne St. George	409	429	Ogbourne St George Village Hall, Ogbourne St. George	No designated disabled parking.	No Change	No Response	No change
XF1	Pewsey (North Ward)	Pewsey	Pewsey (North Ward)	Pewsey	Devizes	Bouverie Hall, North Street, SN9 5QE	1617	1837	Bouverie Hall, North Street, SN9 5QE	Accessible.	No Change	No Response	No change
XF2	Pewsey (South Ward)	Pewsey	Pewsey (South Ward)	Pewsey	Devizes	Bouverie Hall, North Street, SN9 5QE	1381	1447	Bouverie Hall, North Street, SN9 5QE	Accessible.	No Change	No Response	No change
XI1	Preshute	Preshute		West Selkley	Devizes	Kennet Valley Hall, Lockeridge, SN8 4EL	119	130	Kennet Valley Hall, Lockeridge, SN8 4EL	Accessible.	No Change	No Response	No change
XJ1	Ramsbury (Ramsbury Ward)	Ramsbury	Ramsbury (Ramsbury Ward)	Aldboune and Ramsbury	Devizes	Ramsbury Memorial Hall, High Street, SN8 2PB	1389	1452	Ramsbury Memorial Hall, High Street, SN8 2PB	Accessible.	No Change	No Response	No change
XK1	Ramsbury (Axford Ward)	Ramsbury	Ramsbury (Axford Ward)	Aldboune and Ramsbury	Devizes	Ramsbury Memorial Hall, High Street, SN8 2PB	110	115	Ramsbury Memorial Hall, High Street, SN8 2PB	Accessible.	No Change	No Response	No change
XL1	Devizes (Devizes Roundway Ward) Part 1	Devizes	Devizes (Devizes Roundway Ward)	Roundway	Devizes	Army Cadet Centre, Le Marchant Barracks, Franklyn Road, SN10 2FE	1413	1594	Army Cadet Centre, Le Marchant Barracks, Franklyn Road, SN10 2FE	No designated disabled parking.	No Change	No Response	No change
XL2	Devizes (Devizes Roundway Ward) Part 2	Devizes	Devizes (Devizes Roundway Ward)	Roundway	Devizes	Nursteed Centre, Nursteed Road, SN10 3AF	903	968	Nursteed Centre, Nursteed Road, SN10 3AF	Accessible.	No Change	No Response	No change
XL3	Devizes (Devizes Roundway Ward) Part 3	Devizes	Devizes (Devizes Roundway Ward)	Devizes and Roundway South	Devizes	Nursteed Centre, Nursteed Road, SN10 3AF	547	568	Nursteed Centre, Nursteed Road, SN10 3AF	Accessible.	No Change	No Response	No change
XL4	Devizes (Devizes Roundway Ward) Part 4	Devizes	Devizes (Devizes Roundway Ward)	Roundway	Devizes	Nursteed Centre, Nursteed Road, SN10 3AF	685	711	Nursteed Centre, Nursteed Road, SN10 3AF	Accessible.	No Change	No Response	No change
XL5	Devizes (Devizes Roundway Ward) Part 5	Devizes	Devizes (Devizes Roundway Ward)	Urchfont and The Cannings	Devizes	Army Cadet Centre, Le Marchant Barracks, Franklyn Road, SN10 2FE	8	8	Army Cadet Centre, Le Marchant Barracks, Franklyn Road, SN10 2FE	No designated disabled parking.	No Change	No Response	No change
XM1	Rowde	Rowde		Bromham Rowde and Potterne	Devizes	Rowde Village Hall, Cock Road, SN10 2PP	1083	1135	Rowde Village Hall, Cock Road, SN10 2PP	No designated disabled parking.	No Change	No Response	No change
XN1	Rushall	Rushall		Pewsey Vale	Devizes	Rushall Village Hall, Rushall, SN9 6EN	115	119	Rushall Village Hall, Rushall, SN9 6EN	Accessible.	No Change	No Response	No change
XN2	Charlton	Charlton & Wilsford		Pewsey Vale	Devizes	Rushall Village Hall, Rushall, SN9 6EN	71	76	Rushall Village Hall, Rushall, SN9 6EN	Accessible.	No Change	No Response	No change
YC1	Shalbourne (Oxenwood)	Shalbourne		Burbage and The Bedwys	Devizes	Shalbourne Village Hall, Shalbourne, SN8 3QH	38	39	Shalbourne Village Hall, Shalbourne, SN8 3QH	No designated disabled parking.	No Change	No Response	No change
YC2	Tidcombe & Fosbury	Tidcombe & Fosbury		The Collingbournes and Netheravon	Devizes	Chute Village Hall, Malthouse Lane, Chute Standen, SP11 9EE	74	77	Chute Village Hall, Malthouse Lane, Chute Standen, SP11 9EE	No designated disabled parking.	No Change	No Response	No change
YD1	Shalbourne (Shalbourne)	Shalbourne		Burbage and The Bedwys	Devizes	Shalbourne Village Hall, Shalbourne, SN8 3QH	437	456	Shalbourne Village Hall, Shalbourne, SN8 3QH	No designated disabled parking.	No Change	No Response	No change
YG1	Stanton St. Bernard	Stanton St. Bernard		Pewsey Vale	Devizes	Stanton St Bernard Village Hall, Stanton St. Bernard, SN8 4LG	160	167	Stanton St Bernard Village Hall, Stanton St. Bernard, SN8 4LG	Accessible.	No Change	No Response	No change
YP1	Urchfont	Urchfont		Urchfont and The Cannings	Devizes	Urchfont Village Hall, Church Street, Urchfont, SN10 4QT	958	1062	Urchfont Village Hall, Church Street, Urchfont, SN10 4QT	Accessible.	No Change	No Response	No change
ZC1	West Lavington	West Lavington		The Lavingtons and Erlestoke	Devizes	West Lavington Village Hall, Sandfield, SN10 4HL	899	941	West Lavington Village Hall, Sandfield, SN10 4HL	Accessible.	No Change	No Response	No change
ZD1	West Overton	West Overton		Kennet Valley Hall, Lockeridge	Devizes	Kennet Valley Hall, Lockeridge, SN8 4EL	515	544	Kennet Valley Hall, Lockeridge, SN8 4EL	Accessible.	No Change	No Response	No change
ZD2	East Kennett	East Kennett		West Selkley	Devizes	Avebury Social Centre, High Street, SN8 1RF	79	83	Avebury Social Centre, High Street, SN8 1RF	No designated disabled parking.	No Change	No Response	No change
ZD3	Fyfield	Fyfield		West Selkley	Devizes	Kennet Valley Hall, Lockeridge, SN8 4EL	163	169	Kennet Valley Hall, Lockeridge, SN8 4EL	Accessible.	No Change	No Response	No change
ZG1	Wilsford	Charlton & Wilsford		Pewsey Vale	Devizes	Rushall Village Hall, Rushall, SN9 6EN	60	62	Rushall Village Hall, Rushall, SN9 6EN	Accessible.	No Change	No Response	No change
ZH1	Winterbourne Bassett	Winterbourne Bassett		West Selkley	Devizes	Broad Hinton Village Hall, Yew Tree Lane, SN4 9RH	137	143	Broad Hinton Village Hall, Yew Tree Lane, SN4 9RH	No designated disabled parking.	No Change	No Response	No change
ZI1	Winterbourne Monkton	Winterbourne Monkton		West Selkley	Devizes	Avebury Social Centre, High Street, SN8 1RF	129	144	Avebury Social Centre, High Street, SN8 1RF	No designated disabled parking.	No Change	No Response	No change
ZI2	Berwick Bassett	Berwick Bassett		West Selkley	Devizes	Avebury Social Centre, High Street, SN8 1RF	44	46	Avebury Social Centre, High Street, SN8 1RF	No designated disabled parking.	No Change	No Response	No change
ZL1	Worton	Worton		The Lavingtons and Erlestoke	Devizes	Worton & Marston Village Hall, Church Lane, SN10 5SH	532	553	Worton & Marston Village Hall, Church Lane, SN10 5SH	No designated disabled parking.	No Change	No Response	No change
ZY1	Melksham (Melksham Central Ward) Part 11	Melksham	Melksham (Melksham Central Ward)	Melksham North	Chippenham	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	2	2	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	Accessible.	No Change	No Response	No change
ZY2	Melksham (Melksham North Ward) Part 7	Melksham	Melksham (Melksham North Ward)	Melksham Central	Chippenham	Melksham Skills Centre, SN12 7EF	4	4	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
ZY3	Melksham (Melksham North Ward) Part 8	Melksham	Melksham (Melksham North Ward)	Melksham Central	Chippenham	Melksham Skills Centre, SN12 7EF	6	6	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
ZZ1	Melksham (Melksham Central Ward) Part 7	Melksham	Melksham (Melksham Central Ward)	Melksham South	Chippenham	Melksham Town Hall, Market Place, SN12 6ES	10	10	Melksham Town Hall, Market Place, SN12 6ES	Accessible.	No Change	No Response	No change
ZZ4	Melksham (Melksham South Ward) Part 5	Melksham	Melksham (Melksham South Ward)	Melksham Central	Chippenham	Melksham Town Hall, Market Place, SN12 6ES	132	137	Melksham Town Hall, Market Place, SN12 6ES	Accessible.	No Change	No Response	No change
ZZ5	Melksham (Melksham South Ward) Part 6	Melksham	Melksham (Melksham South Ward)	Melksham Central	Chippenham	Queensway Hall, Queensway, Melksham, SN12 7LE	536	556	Queensway Hall, Queensway, Melksham, SN12 7LE	No designated disabled parking.	No Change	No Response	No change
ZZ6	Melksham (Melksham Central Ward) Part 9	Melksham	Melksham (Melksham Central Ward)	Melksham North	Chippenham	Melksham Skills Centre, SN12 7EF	191	198	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
ZZ7	Melksham (Melksham North Ward) Part 6	Melksham	Melksham (Melksham North Ward)	Melksham Central	Chippenham	Melksham Skills Centre, SN12 7EF	184	191	Melksham Skills Centre, (Formerly St Andrew's Church Schoolroom), SN12 7EF	No designated disabled parking.	No Change	No Response	No change
BS3	Laverstock (Bishopdown Farm Ward) Part 3	Laverstock	Bishopdown Farm	Salisbury St Marks and Bishopdown	Salisbury	The Pavilion, Ash Crescent, SP1 3GY	0	0	The Pavilion, (Community Centre), Ash Crescent, SP1 3GY	Accessible.	Polling district to be adjusted after LGBCE Review. No Change	No Response	No change
CA4	Salisbury Bemerton Part 4	Salisbury	Salisbury Bemerton	Wilton and Lower Wyllye Valley	Salisbury	St Michael's Community Centre, St.Michael's Road, SP2 9LE	0	0	St Michael's Community Centre, St.Michael's Road, SP2 9LE	Accessible.	Polling district to be adjusted after LGBCE Review. No Change	No Response	No change
HM4	Trowbridge (Trowbridge Park Ward) Part 4	Trowbridge	Trowbridge Park Ward	Southwick	South West Wiltshire	Longfield Community Centre, Weavers Drive, BA14 7AL	0	0	Longfield Community Centre, Weavers Drive, BA14 7AL	Accessible.	Polling district to be adjusted after LGBCE Review. No Change	No Response	No change
ZZ2	Melksham (Melksham Central Ward) Part 8	Melksham	Melksham (Melksham Central Ward)	Melksham South	Chippenham	Melksham Town Hall, Market Place, SN12 6ES	0	0	Melksham Town Hall, Market Place, SN12 6ES	Accessible.	Polling district to be adjusted after LGBCE Review. No Change	No Response	No change

ZZ3	Melksham (Melksham Central Ward) Part 10	Melksham	Melksham (Melksham Central Ward)	Melksham North	Chippenham	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	0	0	Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	Accessible.	Polling district to be adjusted after LGBCCE Review. No Change	No Response	No change
ZZ8	Melksham (Melksham South Ward) Part 7	Melksham	Melksham (Melksham South Ward)	Melksham Central	Chippenham	The Canberra Centre, 56 Spa Road, SN12 7NY	0	0	The Canberra Centre, (To The Rear of The Front Building), 56 Spa Road, SN12 7NY	No designated disabled parking.	Polling district to be adjusted after LGBCCE Review. No Change	No Response	No change
AE2	Amesbury (Amesbury East Ward) Part 2	Amesbury	Amesbury East	Amesbury East	Salisbury	Bowman Centre, Shears Cross, Archers Gate, SP4 7XT	2744	4511	Bowman Centre, Shears Cross, Archers Gate, SP4 7XT	Accessible.	Two polling stations to be provided. No Change	No Response	No change
CB2	Salisbury St Francis and Stratford Part 2	Salisbury	Salisbury St Francis and Stratford	Salisbury St Francis and Stratford	Salisbury	St Francis Church Hall, Beatrice Road, SP1 3PN	2635	2755	St Francis Church Hall, Beatrice Road, SP1 3PN	No designated disabled parking.	Two polling stations to be provided. No Change	No Response	No change
CF1	Salisbury St Edmund and Milford Part 1	Salisbury	Salisbury St Edmund and Milford	Salisbury St Edmund and Milford	Salisbury	Salisbury Methodist Church Hall, St Edmunds Church Street, SP1 1EF	2561	3217	Salisbury Methodist Church Hall, St Edmunds Church Street, SP1 1EF	No designated disabled parking.	Two polling stations to be provided. No Change	No Response	No change
HP2	Trowbridge (Trowbridge Paxcroft Ward) Part 2	Trowbridge	Trowbridge Paxcroft Ward	Trowbridge Paxcroft	South West Wiltshire	Paxcroft Community Centre, 17 Hackett Place, BA14 7GW	3191	3503	Paxcroft Community Centre, 17 Hackett Place, BA14 7GW	Accessible.	Two polling stations to be provided. No Change	No Response	No change
ID2	Warminster (Warminster West Ward) Part 2	Warminster	Warminster West Ward	Warminster West	South West Wiltshire	Warminster Cricket Club, The Pavilion, Sambourne Road, BA12 8LJ	2883	3611	Warminster Cricket Club, The Pavilion, Sambourne Road, BA12 8LJ	No designated disabled parking.	Two polling stations to be provided. No Change	No Response	No change
XC1	Tidworth (East Ward)	Tidworth	Tidworth (East Ward)	Tidworth	Devizes	Tidworth Community Centre, Wylve Road, Tidworth, SP9 7QH	2524	3225	Tidworth Community Centre, Wylve Road, Tidworth, SP9 7QH	Accessible.	Two polling stations to be provided. No Change	No Response	No change
MN1	Calne (Calne North Ward) Part 1	Calne	Calne North Ward	Calne North	North Wiltshire	North Star Club, Bremhill View, Calne, SN11 9EE	2450	3093	North Star Club, Bremhill View, Calne, SN11 9EE	Accessible.	Increase in electorate to be monitored. No Change	No Response	No change
MN2	Calne (Calne North Ward) Part 2	Calne	Calne North Ward	Calne North	North Wiltshire	North Star Club, Bremhill View, Calne, SN11 9EE	911	946	North Star Club, Bremhill View, Calne, SN11 9EE	Accessible.	No Change	No Response	No change
ML1	Calne (Calne Chilvester and Abberd Ward) Part 1	Calne	Calne Chilvester and Abberd Ward	Calne Chilvester and Abberd	North Wiltshire	St Edmunds Catholic Parish Hall, Oxford Road, SN11 8AQ	2377	2470	St Edmunds Catholic Parish Hall, Oxford Road, SN11 8AQ	Accessible.	No Change	No Response	No change
ML2	Calne (Calne Chilvester and Abberd Ward) Part 2	Calne	Calne Chilvester and Abberd Ward	Calne Chilvester and Abberd	North Wiltshire	Fynamore Primary School, School Road, SN11 9UG	1559	1618	Fynamore Primary School, School Road, SN11 9UG	Accessible.	No Change	No Response	No change
MP1	Calne (Calne South Ward) Part 1	Calne	Calne South Ward	Calne South and Cherhill	North Wiltshire	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	660	995	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	Accessible.	No Change	No Response	No change
MP2	Calne (Calne South Ward) Part 2	Calne	Calne South Ward	Calne South and Cherhill	North Wiltshire	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	1873	1974	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	Accessible.	No Change	No Response	No change
MP3	Calne (Calne South Ward) Part 3	Calne	Calne South Ward	Calne Rural	North Wiltshire	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	10	10	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	Accessible.	No Change	No Response	No change
MP4	Calne (Calne South Ward) Part 4	Calne	Calne South Ward	Calne Rural	North Wiltshire	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	0	0	Holy Trinity C of E School, Quemerford, Calne, SN11 0AR	Accessible.	Polling district to be adjusted after LGBCCE Review. No Change	No Response	No change
ML3	Calne (Calne Chilvester and Abberd Ward) Part 3	Calne	Calne Chilvester and Abberd Ward	Calne South and Cherhill	North Wiltshire	Cherhill Village Hall, The Street, SN11 8XP	0	21	Cherhill Village Hall, The Street, SN11 8XP	No designated disabled parking.	Polling district to be adjusted after LGBCCE Review. No Change	No Response	No change

Reviews of polling districts, polling places and polling stations

This guidance provides a staged approach to conducting a review of polling districts, polling places and polling stations according to the relevant legislative requirements. It builds on the guidance we have previously issued, and has benefited from feedback from local authorities on their experiences of carrying out their previous reviews. It also incorporates learning from the Commission's experience of administering the appeals process over the past five years.

1 Timing of compulsory reviews

1.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020 (inclusive).

1.2 Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

1.3 A 'review' is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983). Further information on what these steps are is included [later in this document](#). The review process, from the publication of the notice of the review until the publication of the documents at the end, must take place within the specified period.

1.4 The length of the review process is not prescribed, provided all the steps required by the legislation can be undertaken within it. However, the time allowed for consultation should be sufficient to enable interested persons and groups to read and understand the proposals, gather comments and respond with any alternative arrangements that they may wish to submit. The local authority may wish to have regard to any council guidelines on public consultation when carrying out the review.

1.5 Local authorities will need to decide when to carry out the review within the specified 16-month-period. In practice, (Acting) Returning Officers will often be asked to decide when the review should take place. In reaching their decision on timing, (Acting) Returning Officers will need to consider what

other statutory duties and processes they and their staff will be carrying out in that time and how the review will fit with these.

1.6 In relation to the 1 October 2018 – 31 January 2020 period, (Acting) Returning Officers will need to consider the following:

- **The canvass**

As in England and Wales the Acting Returning Officer is also the Electoral Registration Officer (ERO), any canvass period will be a busy time during which to conduct a review. Consideration will need to be given to resource requirements if the review process is to be started on or shortly after the start of a canvass as there will be some overlap between canvass activity and the review.

In Scotland, as the office of the Returning Officer is separate to that of the Electoral Registration Officer, the conduct of the canvass may have less of an impact on the conduct of the review.

- **Publication of the register**

The potential additional workload resulting from undertaking the review at the same time as carrying out canvass activity needs to be balanced against the benefits of completing a review in time for publication of the revised register. Completing the review in time for publication of the revised register means that any changes can be reflected in it, and that no subsequent alterations to the structure of an already published register will need to be made, thus avoiding the potential need to publish a further revised register.

- **Elections during the review period**

During the review period, there will be scheduled polls and could potentially be unplanned polls. . In each case, consideration will need to be given to how the work on a review would interact with any election/referendum preparations, including when work would need to be completed to avoid an impact on election/referendum processes.

- **Scheduling approval of the proposals**

It is important to factor into the timetable the most likely scheduled date of the council/committee meeting where the detailed review proposals would be formally considered and approved. The review officers should work closely with the lead officer in charge of these meetings to ensure that the date of the meeting and related deadlines can be factored into the review timescale.

- **Changes to electoral boundaries**

A number of local authorities may also have their local electoral boundaries reviewed during the 16-month period. If this is the case, (Acting) Returning Officers will need to consider how the electoral boundary review will fit with the polling district /polling place review and whether it would be possible and desirable to align the two.

Where the polling district/place review is to be carried out before the new electoral boundaries are fully in force, it will need to be based on the current electoral boundaries, but should also take any new boundaries that are not yet in force into account. To avoid having to review the polling districts and polling places again once the new boundaries are fully in force, any parts of existing electoral areas that will be split when the new boundaries come into effect could be made into separate polling districts as part of the review.

Also, until the new boundaries are fully in force, the register will need to be constructed in a way that is capable of reflecting the current and the new boundaries. Again, this can be achieved by making any parts of existing electoral areas that will be split when the new boundaries come into effect into separate polling districts.

For the same reasons where, as a result of a review of one set of electoral boundaries, the boundaries for different elections are no longer co-terminous, those areas that are no longer co-terminous could be also be made into separate polling districts.

2 Roles and responsibilities and definition of terms

Roles and responsibilities

The local authority

2.1 The statutory responsibility for reviewing UK Parliamentary polling districts and places rests with each relevant local authority in Great Britain for so much of any constituency as is situated in its area. A relevant local authority is, in England, the council of a district or London borough, in Scotland, a local authority, and, in Wales, the council of a county or county borough.

2.2 Depending on the structure of the local authority, it may not be the full council which makes the decisions on any changes to polling districts or polling places. Some local authorities may have delegated that function, in which case the decision on polling districts and polling places becomes the responsibility of a committee or sub-committee. This will be set out in the council's constitution.

The Electoral Registration Officer

2.3 Where a local authority makes any alterations to the polling districts within its area, the ERO must amend the register of electors accordingly – either on a notice of alteration or by publishing a revised register. The changes to the register take effect on the date that the ERO publishes a separate notice stating that the alterations have been made, which should be done to coincide with the publication of a notice of alteration/publication of a revised register.

The (Acting) Returning Officer

2.4 The (Acting) Returning Officer must comment during any review of UK Parliamentary polling districts and polling places on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

2.5 The election rules require the (Acting) Returning Officer to decide how many polling stations are required for each polling place and they must allocate electors to the polling stations in such manner as they think most convenient.

The Electoral Commission

2.6 While legislation provides no role for the Commission in the review process, it does provide for a role after the conclusion of the review.

2.7 Once the local authority has published the results of its review, specified interested parties (see paragraph 7.2 below) may make representations to the Commission to reconsider any polling districts and polling places. We may direct the authority to make any alterations to the polling places that we think

necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

Definition of terms

UK Parliamentary constituencies

2.8 The Parliamentary Constituencies Act 1986 states:

‘There shall for the purpose of parliamentary elections be the county and borough constituencies (or in Scotland the county and burgh constituencies), each returning a single member, which are described in Orders in Council made under this Act. [...] In this Act and, except where the context otherwise requires, in any Act passed after the Representation of the People Act 1948, “constituency” means an area having separate representation in the House of Commons.’

2.9 UK Parliamentary constituency boundaries cannot be changed by the review.

Polling district

2.10 A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.

2.11 In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district, unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.

2.12 In Scotland, each electoral ward must be divided into two or more polling districts unless there are special circumstances. Given the size of wards in Scotland, it is difficult to envisage what those special circumstances might be in practice.

2.13 When a parish or community is not a separate polling district or a Scottish electoral ward is not split into two or more polling districts, the special circumstances and the recommendation resulting from these should be clearly set in the review document for the council or relevant committee to consider.

Polling place

2.14 A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

2.15 We are aware that some authorities designate the entire polling district as the polling place. However, Section 18B(4)(e) of the RPA 1983 states that 'the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. We therefore consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).

Polling station

2.16 A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

3 Scope of compulsory reviews

3.1 Polling districts and polling places for other elections are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the local authority area should be taken into consideration as part of the review. This means that although it is the (Acting) Returning Officer who is the primary Returning Officer for the purposes of the review and has a statutory role to participate in it, all Returning Officers within the constituency (if they are not also the (Acting) Returning Officer) should be involved in the review process.

4 Requirements of a review

Overview of the legislative requirements

Designation of polling districts and polling places

4.1 Local authorities must comply with the following legislative requirements regarding the designation of polling districts and polling places:

- each parish in England and community in Wales is to be a separate polling district, unless special circumstances apply
- in Scotland, each electoral ward must be divided into two or more separate polling districts, unless special circumstances apply
- the council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors
- the polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district)

- the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station

Accessibility

4.2 Local authorities must also comply with the following access requirements. As part of the review, they must:

- seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances
- seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled

4.3 The council must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing.

4.4 See also [‘Considering accessibility issues’](#) below.

Formal review process (Schedule A1 steps)

4.5 When carrying out the review, local authorities must:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority’s office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority’s website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).
- on completion of a review, give reasons for its decisions and publish:
 - a. all correspondence sent to an (Acting) Returning Officer in connection with the review
 - b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
 - c. all representations made by any person in connection with the review
 - d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
 - e. details of the designation of polling districts and polling places within the local authority area as a result of the review

- f. details of the places where the results of the review have been published

Considering accessibility issues

4.6 Local authorities have a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters 'so far as is reasonable and practicable'.

4.7 According to the Equalities and Human Rights Commission the duty to make reasonable adjustments comprises three requirements. For service providers and those exercising public functions, these requirements are:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage compared with those who are not disabled, to take reasonable steps to avoid that disadvantage.
- Where a physical feature puts disabled people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function.
- Where not providing an auxiliary aid¹ puts disabled people at a substantial disadvantage compared with people who are not disabled, to provide that auxiliary aid.

4.8 In the Scope 2010 report 'Polls Apart 2010: Opening elections to disabled people' it was made clear that access is still a barrier to some disabled people who want to cast their vote in person.

4.9 Below, are some of the main physical access issues identified by SCOPE, which should be considered as part of a review:

- polling places and stations with steps into the entrance, or otherwise inaccessible
- narrow doorways and corridors
- lack of space within the polling place that did not enable motorised wheelchair manoeuvrability
- lack of space and secrecy for the elector and their companion to discuss the elector's choice of vote
- lack of low level polling booths or booths/tables that didn't provide disabled voters with confidence that they could cast their vote in secrecy as they were positioned close to the polling station staff
- a lack of chairs to enable people to rest
- a lack of a clear display of guidance or aids (such as tactile voting devices) to enable people to feel confident about the process
- inadequate lighting

¹ In the context of a polling station, an auxiliary aid could, for example, be a ramp for wheelchair users.

4.10 These factors, and accessibility issues more generally, will also need to be considered by the Returning Officer as part of their training for polling station staff.

4.11 In [Appendix A](#) of this guidance we provide an accessibility checklist that can be used to assess the suitability of each polling place and polling station which covers these, as well as other issues.

4.12 In addition to writing to those groups or individuals the local authority has identified as having expertise in access issues, the authority should also engage any internal disability access group and/or disability officer as part of the review.

5 Planning the next compulsory review: 1 October 2018 – 31 January 2020 (inclusive)

5.1 Local authorities will need to decide when they are going to conduct the next compulsory review within the timescales provided by the legislation.

5.2 Even though the next compulsory review cannot start before 1 October 2018, local authorities can start planning for the review before then. There are also some preparatory steps, detailed below, which can be taken that fall outside the formal legal requirements of the review.

5.3 For example, local authorities may start compiling statistics and information which may assist them during the review. These may include:

- Electorate figures, broken down to street level within wards and existing polling districts.
- Any local authority or national statistics that estimate population change within the area.
- In England and Wales, a report from the authority's planning section detailing any proposed areas of new development and the approximate number of dwellings and expected population numbers for those areas. In Scotland, this information can be obtained from the Housing Land Audit.
- Detailed up-to-date maps of a scale that will assist in the designation of polling district boundaries.
- Details of current polling places and an indication as to their overall suitability for purpose (including, for example, any surveys, diagrams or photographs completed with the assistance of Presiding Officers or polling station inspectors or as part of a previous review or post-election evaluation). Further guidance can be found under [‘Assessing the current arrangements and proposals for change’](#).
- Any comments or complaints regarding the current arrangements from the public, elected members or other bodies.

- Up-to-date information gained from the existing and possible future polling station venue managers as to continued availability (highlighting, for example, planned renovation work or other future plans).
- Details of potential alternative buildings (public, private or temporary type constructions) that might appear suitable.
- Advice and guidance from local disability groups and disability organisations (such as, for example, SCOPE or Capability Scotland), and any expert help from officers within the council who are responsible for equality schemes.
- Terms of reference and the criteria for assessing the suitability of the current/proposed arrangements

5.4 Local authorities could also set the timetable for conducting the review. This may include booking the date of the council/ executive/committee meeting where the detailed review proposals would be formally considered.

5.5 The documents required to be published or communicated during the review, such as the notice of review and the letters to Returning Officers and those with expertise in disabled access, could also be prepared. However, the notice cannot be published nor the letters sent before 1 October 2018.

5.6 When planning for the review, the local authority will also need to identify who will lead and support the review, drawing personnel not only from electoral services but also from other parts of the authority who may have expertise to assist. Again, this can be done ahead of the start of the compulsory review period.

Carrying out a preliminary review

5.7 The local authority should undertake a preliminary review of the current polling districts and polling places with a view to establishing their suitability, and identify any potential alternatives where required. This may be done before the start of the specified review period.

5.8 There is no requirement to change any of the polling districts and polling places if they are suitable, but any 'no change' decision must be fully justified as part of the overall proposals.

5.9 The review process should be structured, and must be conducted formally with supporting documentation. This will ensure that there is a complete audit trail for all decisions taken and will contribute to the transparency of the process.

5.10 Close liaison with other departments of the council, such as communications, those providing services to disabled residents, and planning will help to increase the efficiency of the overall review process.

5.11 The local authority planning and property services departments, for example, will be able to provide guidance on the availability of locations and

premises and details of any residential developments that might have an impact on future electorate figures.

5.12 Modelling possible options where changes are deemed necessary can be undertaken by using mapping and planning tools available within the local authority, particularly as most authorities will now have access to GIS mapping services which can pull data from a variety of sources.

5.13 Local authorities should determine the most appropriate method of involving relevant local authority staff and other interested groups as appropriate.

Assessing the current arrangements and proposals for change

5.14 The legislation suggests an approach starting with polling districts, followed by choosing polling places and then considering polling stations. In practice, however, it is important that good quality polling places are identified first, which can then be used as part of the process of defining suitable polling district arrangements that comply with the requirements set out in the legislation. [Appendix A](#) provides template checklists to assist with the evaluation of current/proposed polling places and polling stations.

Polling districts

5.15 The following should be considered as part of the assessment of the suitability of polling district boundaries:

- Are the boundaries well-defined? For example, do they follow the natural boundaries of the area? If not, is it clear which properties belong in the polling district?
- Are there suitable transport links within the polling district, and how do they relate to the areas of the polling district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., steep hills, major roads, railway lines, rivers?

Polling places

5.16 There are a number of factors that will need to be considered when reviewing existing polling places or when assessing new polling places, including:

- **Location:** Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
- **Size:** Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place capable of accommodating all voters going into and out of the polling stations, even where there is a high turnout?
- **Availability:** Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development?

- **Accessibility:** Is the building accessible to all those entitled to attend the polling place?

5.17 Ideally, there would be the choice of a range of fully accessible buildings, conveniently located for electors in the area within which to establish polling stations. In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities, etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind the decision.

5.18 Where, because of local circumstances, a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors. Alternatively, the local authority should consider whether it would be appropriate to designate a polling place that falls outside the polling district.

5.19 Part of the decision-making process involves assessing if the polling place is capable of accommodating more than one polling station together with the necessary staff and equipment, particularly in circumstances where the number of electors allocated to a polling place is high. The number of electors allocated to a particular polling station should not exceed 2,500.

5.20 In instances where there may be a higher turnout, such as at a UK Parliamentary election, (Acting) Returning Officers may wish to set up multiple polling stations within the polling place. Consideration will need to be given to whether the size and layout of the area or building can accommodate such arrangements.

Polling stations

5.21 When assessing the suitability of a room or area for use as a polling station, the (Acting) Returning Officer should consider how the size and layout would allow for the most effective throughput of voters, including in those instances where there is a high number of electors in the polling station at any one time on polling day. Each polling station should be designed to provide suitable conditions for the elector to vote in private, for staff to conduct elections in an efficient and effective manner and for those entitled to observe the voting process to do so without compromising the secrecy of the ballot.

Use of schools

5.22 It should be noted that for the purpose of taking the poll in England and Wales, the (Acting) Returning Officer is entitled to use free of charge schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament. This includes academies and free schools. In Scotland, the rooms in schools that can be used free of charge for the taking of the poll are those in schools that are not independent schools within the meaning of the Education (Scotland) Act 1980.

6 The review process

Stage 1 – Notification of the review

6.1 The formal commencement of the review requires the local authority to give notice of the holding of a review. The notice must:

- be displayed at the local authority's office and in at least one conspicuous place within the authority
- be published on the local authority website

6.2 Additionally, the authority could display copies in other public buildings and, in particular, those buildings frequented by disabled residents. The authority's disability officer should be able to give guidance on the most suitable places for reaching disabled residents.

6.3 The content of the notice is not prescribed, but should state:

- that the local authority is conducting a review of polling districts and polling places
- that the (Acting) Returning Officer will make a comment on proposed polling stations, and an indication of when and where the (Acting) Returning Officer's representations will be made available
- that electors within the authority or within a UK Parliamentary constituency which has any part in the authority may make a representation
- that the authority would welcome the views of all residents, particularly disabled residents, on the authority's proposals, the (Acting) Returning Officer's representation or any other matters
- that the authority would welcome any person or body with expertise in access for persons with any type of disability to comment on the authority's proposals, the (Acting) Returning Officer's representation or any other matters
- that persons or bodies making representations should, if possible, give alternative places that may be used as polling places
- the postal address, e-mail address and website address at which documents can be inspected and representations made
- an indication of the timetable of the review and a deadline for representations

6.4 The authority should also send a copy of the notice to interested parties such as elected representatives (Councillors, MPs, MSPs, AMs, MEPs, etc.), political parties, disability groups and other stakeholders. Additionally, the authority could issue a press release and use social media feeds to draw attention to the review and the process.

Stage 2 – Consultation

6.5 The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There are two aspects of this stage:

- A compulsory submission from the (Acting) Returning Officer of the UK Parliamentary constituency or constituencies, which must then be published by the local authority.
- Submissions from electors and other interested persons and bodies, including elected representatives and those with expertise in relation to access to premises or facilities for disabled people.

The (Acting) Returning Officer's submission

6.6 The (Acting) Returning Officer's submission must comment on both the existing polling stations and the polling stations that would likely be used based on any proposed polling places. The (Acting) Returning Officer's report must also contain information as to the location of polling stations within polling places. Completing the templates at [Appendix A](#) may help to form a basis for this report.

6.7 The local authority must publish the (Acting) Returning Officer's comments within 30 calendar days of receipt. The comments should be published at the local authority offices and in at least one conspicuous place within each UK Parliamentary constituency contained wholly or partly in the local authority area. They should also be published on the local authority's website. Additionally, the (Acting) Returning Officer's response could be copied and made available in council offices, libraries, community centres or other places where residents may visit.

Consultees

6.8 The authority should consult widely on the review and should seek out the views of interested groups or bodies, including electors, candidates and agents, political parties and members of the council, as well as other elected representatives (MPs, MSPs, AMs, MEPs, etc.).

6.9 It will be particularly important to consult with those who have specific experience of assessing access for persons with different disabilities. These could include disability sections or occupational health departments within the council, as well as local and national disability groups. The authority should give consideration to the different types of disability which may make voting in person more difficult, and should also consider the council's own policy on disabled access. Consultees should be asked for comment both in general and, if appropriate, about particular buildings or areas within the authority.

6.10 Any persons involved in the consultation have the right to comment on the recommendations proposed by the (Acting) Returning Officer.

6.11 Any elector for a UK Parliamentary constituency either wholly within or partly within the local authority area may comment on any of the recommendations within the whole local authority area.

6.12 Any person or body that makes a comment should be invited to suggest alternative polling districts/polling places and should be encouraged to give a reason for the alternative proposal so that it may be given appropriate consideration. As mentioned above, the notice published by the local authority should provide a deadline for the submission of comments.

Stage 3 – Concluding the review

6.13 After considering all of the representations, the local authority must decide on the most appropriate polling districts and polling places, which must be approved by the council.

6.14 If the review results in the alteration of one or more polling districts, the Electoral Registration Officer must make the necessary alterations to the electoral register. Depending on the timing of the review and the extent of the changes, the ERO has three options to ensure the register reflects the new polling districts:

- update the register on publication of the revised register following the conclusion of the annual canvass
- re-publish a revised register at another point in the year
- publish a notice of alteration

6.15 Where the Electoral Registration Officer has decided to revise their register by republishing it to incorporate the changes, the law requires that the ERO publish a notice 14 calendar days before the publication of the revised version of the register in a local newspaper, at their office and at some other conspicuous place or places in the area. The legislation does not allow for a part publication of the register – a revised register can only be published for the whole of the local authority area.

6.16 Any alteration is effective on the date on which the Electoral Registration Officer publishes a notice stating that the alterations have been made, which should be published at the same time as the register is revised or a notice of alteration published, as appropriate.

Stage 4 – Publishing the conclusions of the review

6.17 Once the council has agreed the proposals, details of the new polling districts and polling places must be made available to the public. These should be made available at the local authority offices, in at least one conspicuous place in the constituency (or constituencies), and on the local authority's website. The reasons for choosing each particular polling district and polling place must be given.

6.18 Along with the reasons for the final decision of the review, the following must also be published:

- all correspondence sent to the (Acting) Returning Officer in connection with the review
- all correspondence sent to any person whom the authority contacted because they had particular expertise in relation to access to premises or facilities for disabled people
- all representations made by any person in connection with the review
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- details of the designation of polling districts and polling places within its area as a result of the review
- details of the places where the results of the review have been published

6.19 It is important that electors are made aware of any changes made to the place they must attend to vote. For example, the poll card for the next election they are entitled to vote at could indicate if their station has changed.

7 The appeals process

7.1 Following the conclusion of the local authority's review, certain persons have a right to make representations to the Commission. If, on receipt of such representations, we find that a local authority's review did not:

- meet the reasonable requirements of the electors in the constituency, or a body of them, or
- take sufficient account of the accessibility for disabled persons of a polling station/ polling stations within a designated polling place

then we may direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

Who is entitled to make representations to the Commission?

7.2 The following may make representations:

- in England, any parish council which is wholly or partly situated within each constituency, or parish meeting where there is no such council
- in Wales, any community council which is wholly or partly situated within each constituency
- thirty or more registered electors in each constituency (although electors registered anonymously cannot make a representation)

- a person (except the (Acting) Returning Officer) who made representations to the authority when the review was being undertaken
- any person who is not an elector in a constituency in the authority's area but who the Commission thinks has sufficient interest in the accessibility of disabled persons to polling places in the area or has particular expertise in relation to the access to premises or facilities of disabled persons

7.3 In addition, the (Acting) Returning Officer may make observations on any representations made to us.

Format for all representations

7.4 All representations must be made in writing, either by post, e-mail or fax. The representation must be as specific as possible and should clearly state the manner in which it is alleged that the local authority has failed to properly conduct the review. There are only two grounds on which a representation may be made. These are:

- the local authority has failed to meet the reasonable requirements of the electors in the constituency
- the local authority has failed to take sufficient account of accessibility to disabled persons of the polling station/ polling stations within a polling place.

7.5 Representations based on any other premise will not be considered.

7.6 The representation should include the location of the polling place and any other relevant information regarding the polling place at issue, stating specifically why it is inaccessible or does not meet the reasonable requirements of the electors.

7.7 A representation may also include for consideration specific proposals for changing the place that has been designated as the polling place.

The decision-making process of the Commission

7.8 Upon receipt of a representation, we will request all relevant documentation from the local authority and will show the authority the representation.

7.9 The (Acting) Returning Officer is entitled to make observations on the representation submitted to us and should give a report on the polling station(s) which would likely be used should the representation be successful.

7.10 The documentation from the local authority, the observations of the (Acting) Returning Officer and any other relevant information will be taken into consideration, in conjunction with the representation.

7.11 We may seek advice from persons with expertise on accessibility issues when making our decision.

7.12 We will set out in writing our conclusions and the reasons for our decision. Our decision will be issued to the person(s) who made the representation, the local authority and the (Acting) Returning Officer. The decision and related documents will also be published on our website. Local authorities are advised to publish the outcome of the appeal in the same way as the results of the review were published.

7.13 We may direct the local authority to consider any alterations to the polling places that we deem necessary under the review. After two months, if the local authority has failed to make the alterations, we can itself make the alterations as if the local authority had implemented them.

7.14 Representations should be sent to:

Legal Counsel
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ
Tel: 020 7271 0500
Fax 020 7271 0505
Email: appeals@electoralcommission.org.uk

7.15 Further information on previous appeals, including the decisions made by the Commission can be found on [our website](#).

8 Making amendments to polling places outside of the compulsory review period and carrying out interim reviews

8.1 If a polling station becomes unavailable, the (Acting) Returning Officer should consider whether another polling station could be designated within the polling place. Changing the polling station within the polling place would not require a review.

8.2 If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision making arrangements. If delegation procedures are in place, for example to a committee of the council, these should be followed as set out in the council's constitution and the person or persons who are entitled to make changes to polling places should be contacted.

8.3 Between compulsory reviews, all polling places and polling stations used should be kept under consideration, and an evaluation of their suitability carried out after each election. If any changes are identified as being

desirable, the same steps should be followed as for conducting the compulsory review.

8.4 The council can carry out an interim review and change some of their polling districts and polling places before the end of the 5-year cycle, but the same processes should be undertaken for the affected areas as for the compulsory review. Without going through these processes, the council will have difficulty evidencing their decision making and explaining how they took into consideration the views of disabled persons and the reasonable requirements of electors.

Appendix A - templates

The following templates have been designed for use in evaluating the suitability of buildings as polling places and polling stations.

Part A – to be completed by the local authority with the details of the current polling places.

Part B – to be completed by the local authority to evaluate external areas' access and facilities both outside the perimeter of the building and within the boundary of the building itself.

Part C – to be completed by the local authority to assess internal access to the polling station, but excluding the polling station itself (i.e. covering the corridors leading to the polling station accommodation, but not the area in which polling will be carried out), and the facilities available within the building. Should the proposed building, room or area to be used as the polling station have direct access to the road/pavement or external parts, Part C can be excluded from this assessment.

Part D – to be completed by the (Acting) Returning Officer with the details of the area that is, or is likely to be, used as the polling station(s).

(If local authorities already have up-to-date detailed information to assist with the completion of Parts B, C and D, this can be inserted into the individual templates together with any diagrams and/or photographs to enable the building to be re-assessed on a site visit. The information should be verified as part of the visit.)

Part E – to be completed by the local authority with any comments or complaints received from stakeholders as part of the consultation exercise. Completion can provide evidence that the review considered the submissions as part of the formal evaluation process.

Any alternative proposals or suggestions put forward for new polling places/stations should be evaluated using the templates, and the results should be collated to facilitate the provision of appropriate feedback.

Date reviewed:

Officer initials:

Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier		
Polling place name		
Polling place address		
Number of electors (If more than one polling station within the polling place, identify split of electors)		
Building availability for future elections/referendums		
Polling place review		
Check	√	Comment
• Are there suitable transport links?		
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?		
• Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?		
• Is the building readily available in the event of any unscheduled elections?		
• Is there any possibility that the building may be demolished as part of a new development?		

Identify any complaints/comments received from stakeholders at previous electoral events

Date reviewed:

Officer initials:

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?		
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?		
• Is the building clearly identifiable?		
• Is additional signage required between street and entrance?		
• Is there the facility to put up the required signage for polling day?		
• Are there parking facilities for disabled people?		
• Are there parking facilities for polling staff?		
• Does the approach to the building have external lighting?		
• Does the building have level access? Yes/No. If no –		
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Does the building require a temporary ramp or is there an alternative disabled access?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?		
• Are the doors light enough for frail/elderly voters to open?		
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?		
• Are there any external security concerns?		
• Can tellers be accommodated outside the building?		


Date reviewed:

Officer initials:

External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Sketch layout; provide photographs as appropriate.



Date reviewed:

Officer initials:

Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?		
• Are there any internal steps or obstructions/hazards?		
• Are any doormats level with the floor?		
• Is the floor covering non-slip (including in wet weather)?		
• Are there any corridors that may cause access problems?		
• Is there adequate lighting in the corridors?		
• Are there toilet facilities?		
• Is there a kitchen that staff can use?		
• Is the area adequately lit for day and night time?		
• Is there adequate space for signage?		
• How many polling stations can the building accommodate?		
• Does the building have a telephone available (land line) in the event of mobile network problems?		

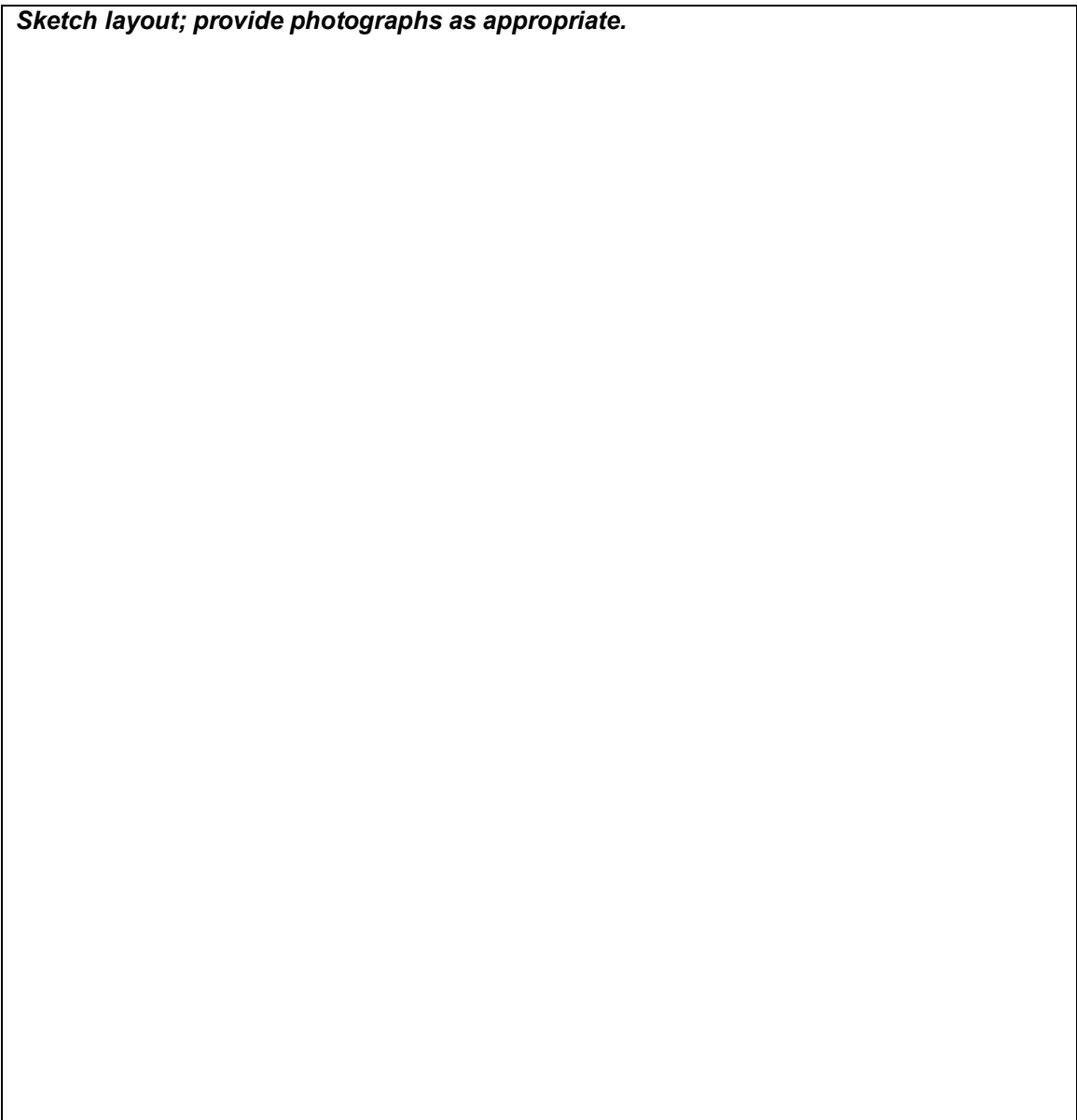
Date reviewed:

Officer initials:

Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

Sketch layout; provide photographs as appropriate.



Date reviewed:

Officer initials:

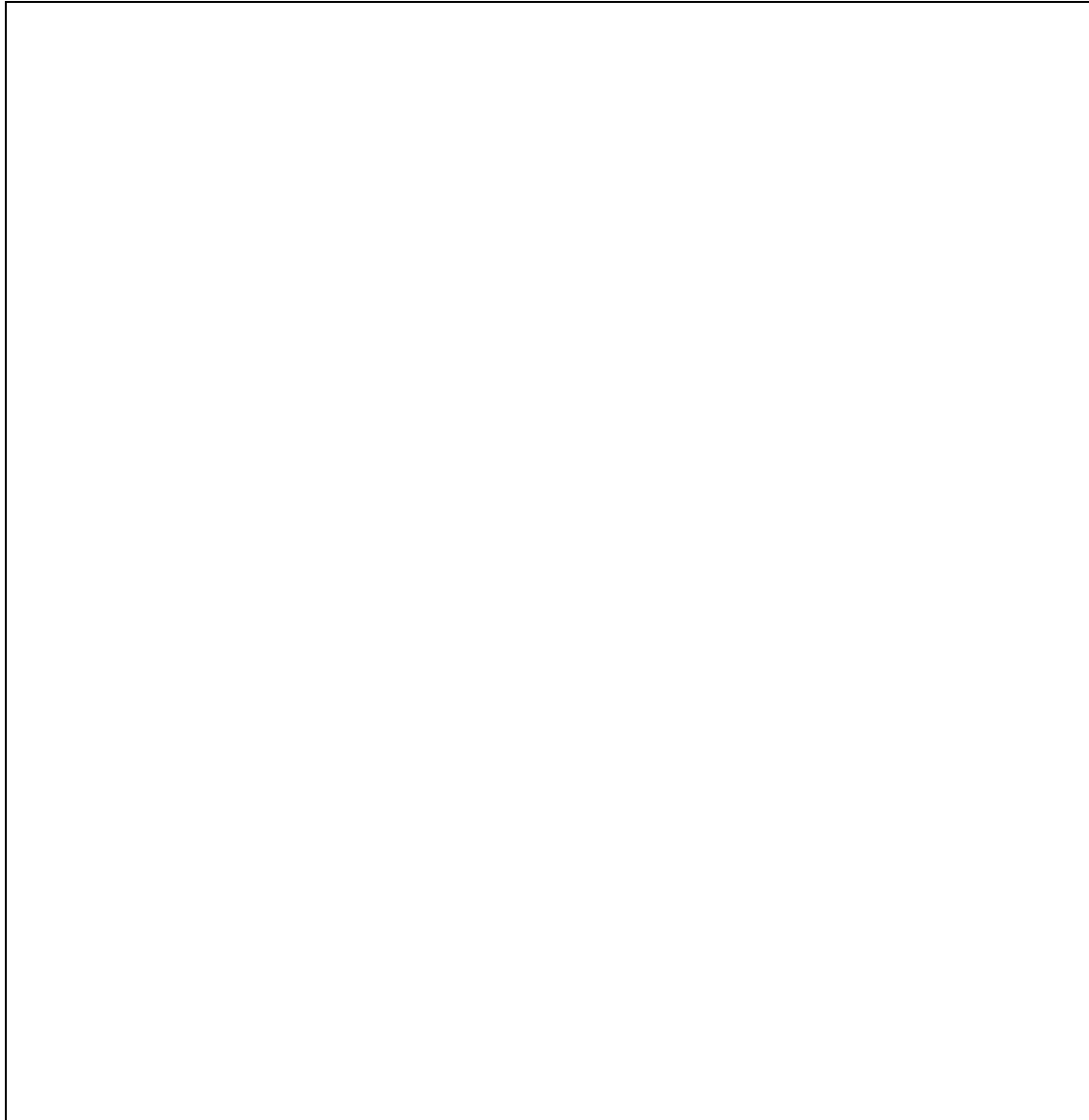
Part D – The polling station(s)		
Check	(√)	Comments
• Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?		
• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?		
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?		
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?		
• Is there adequate lighting for day and night time?		
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?		
• Could motorised wheelchairs be accommodated?		
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?		

Date reviewed:

Officer initials:

Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.

A large, empty rectangular box with a thin black border, intended for a drawing or diagram of the polling station layout.

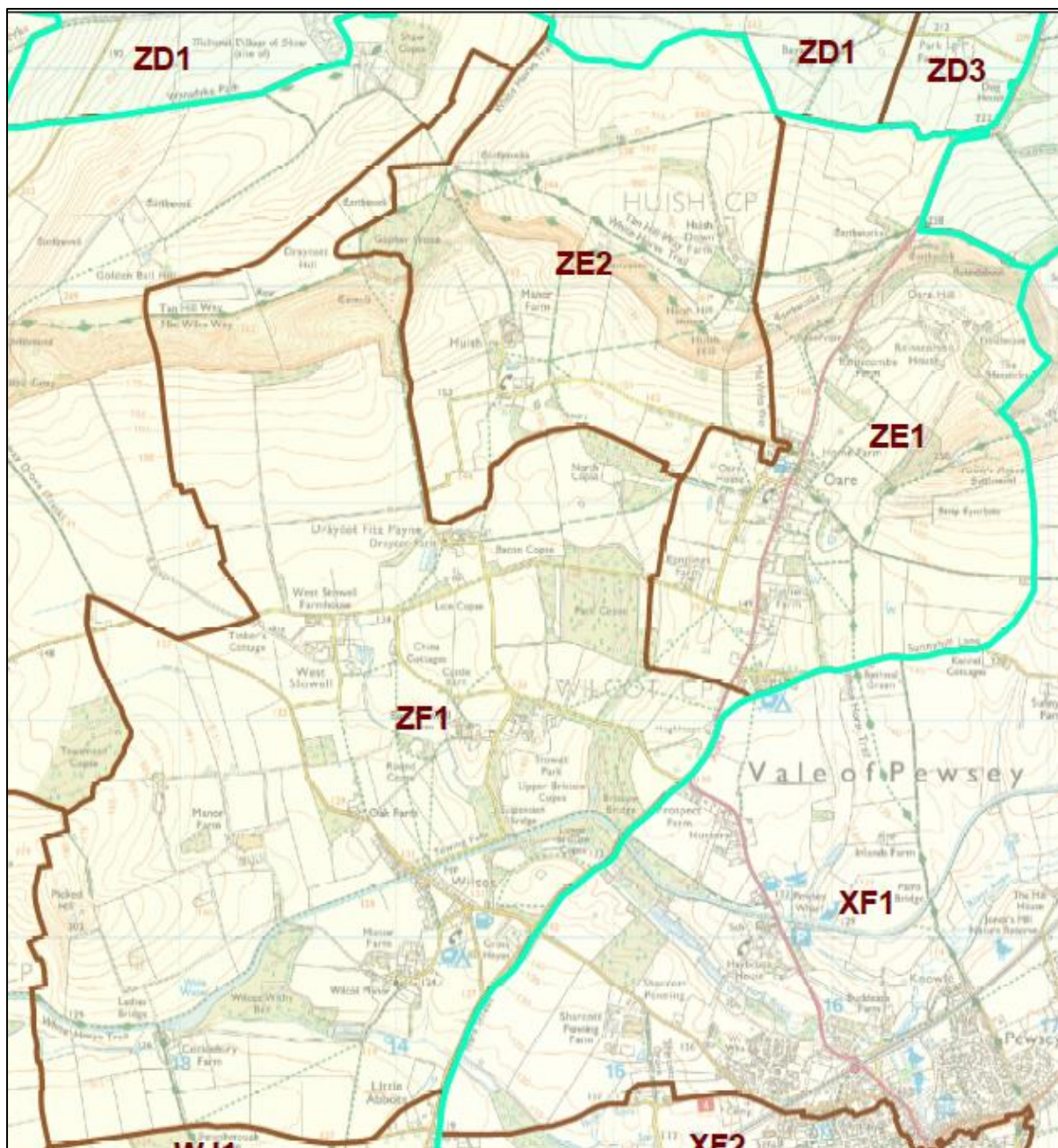
Date reviewed:

Officer initials:

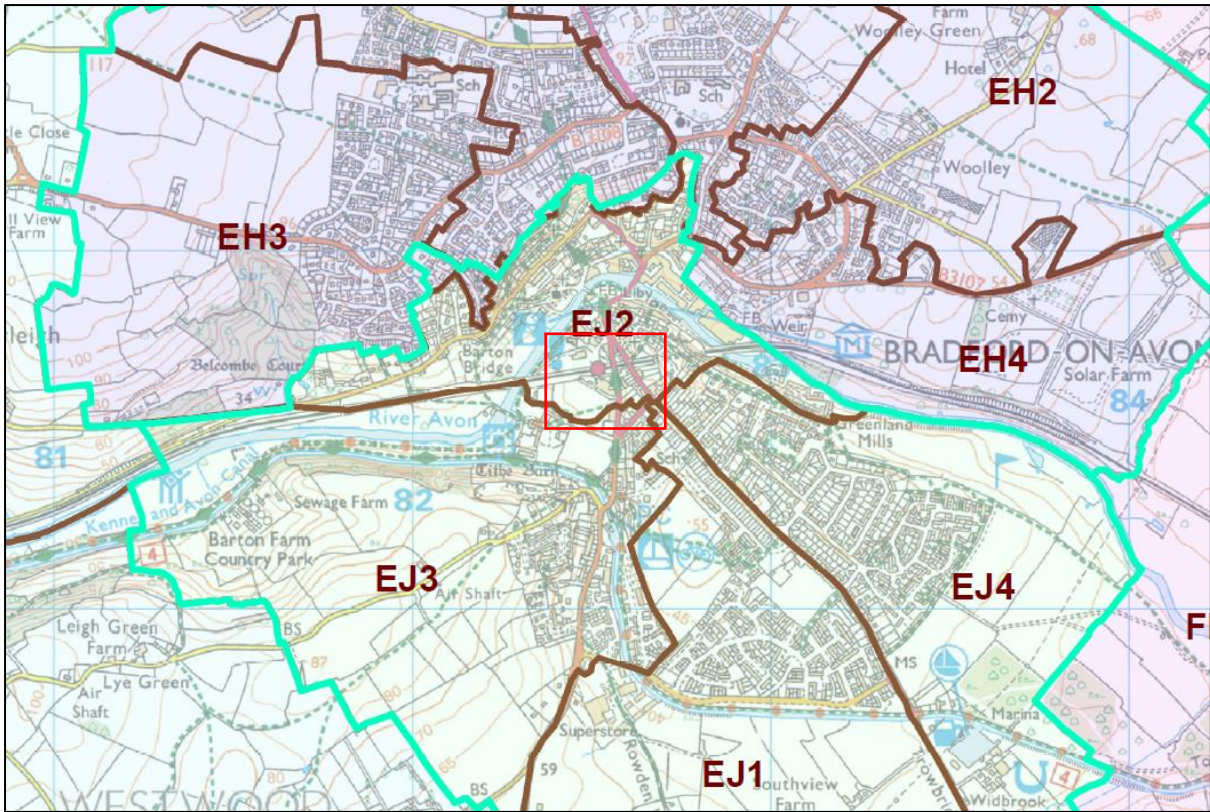
Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

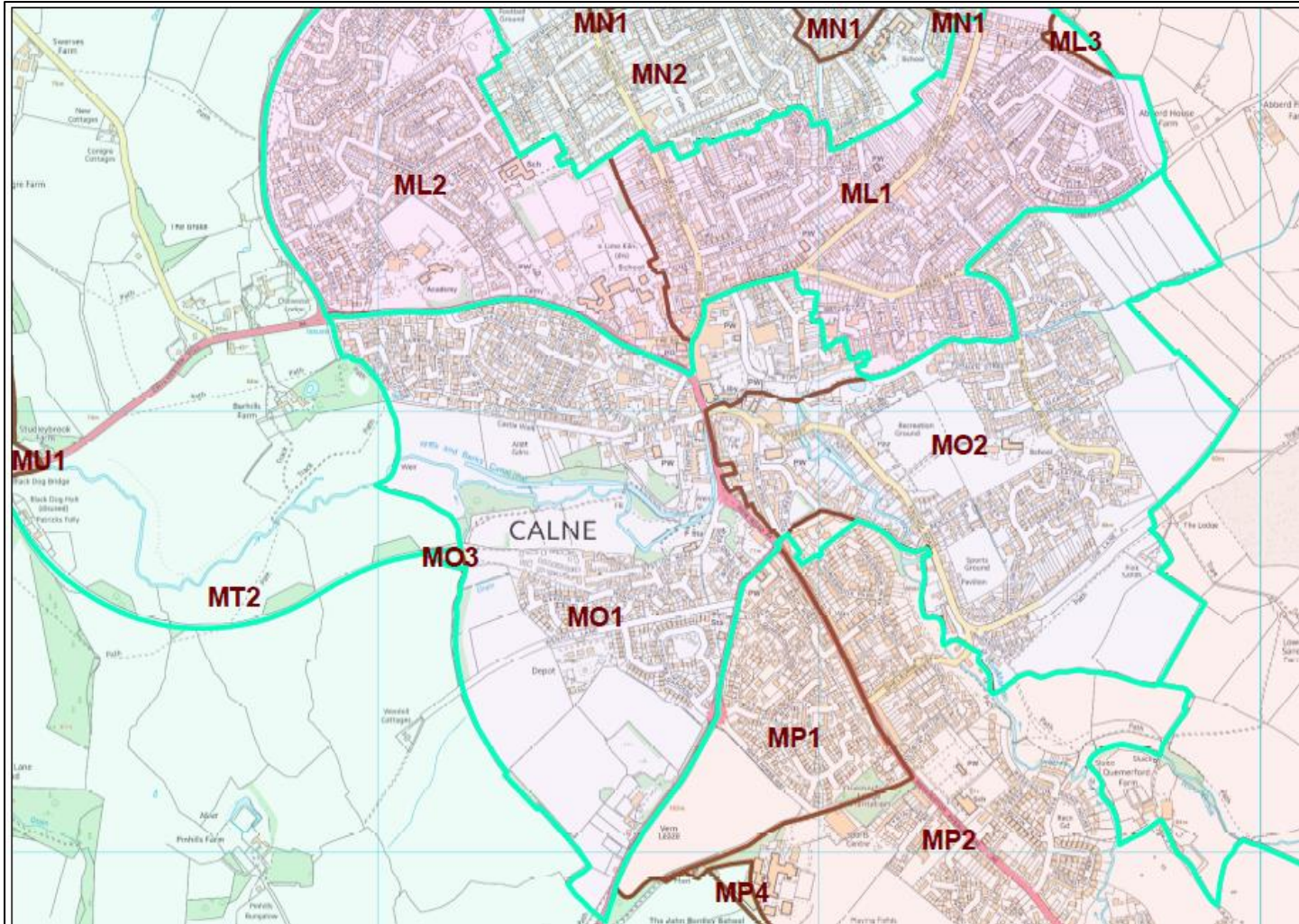
Additional comments from (A)RO



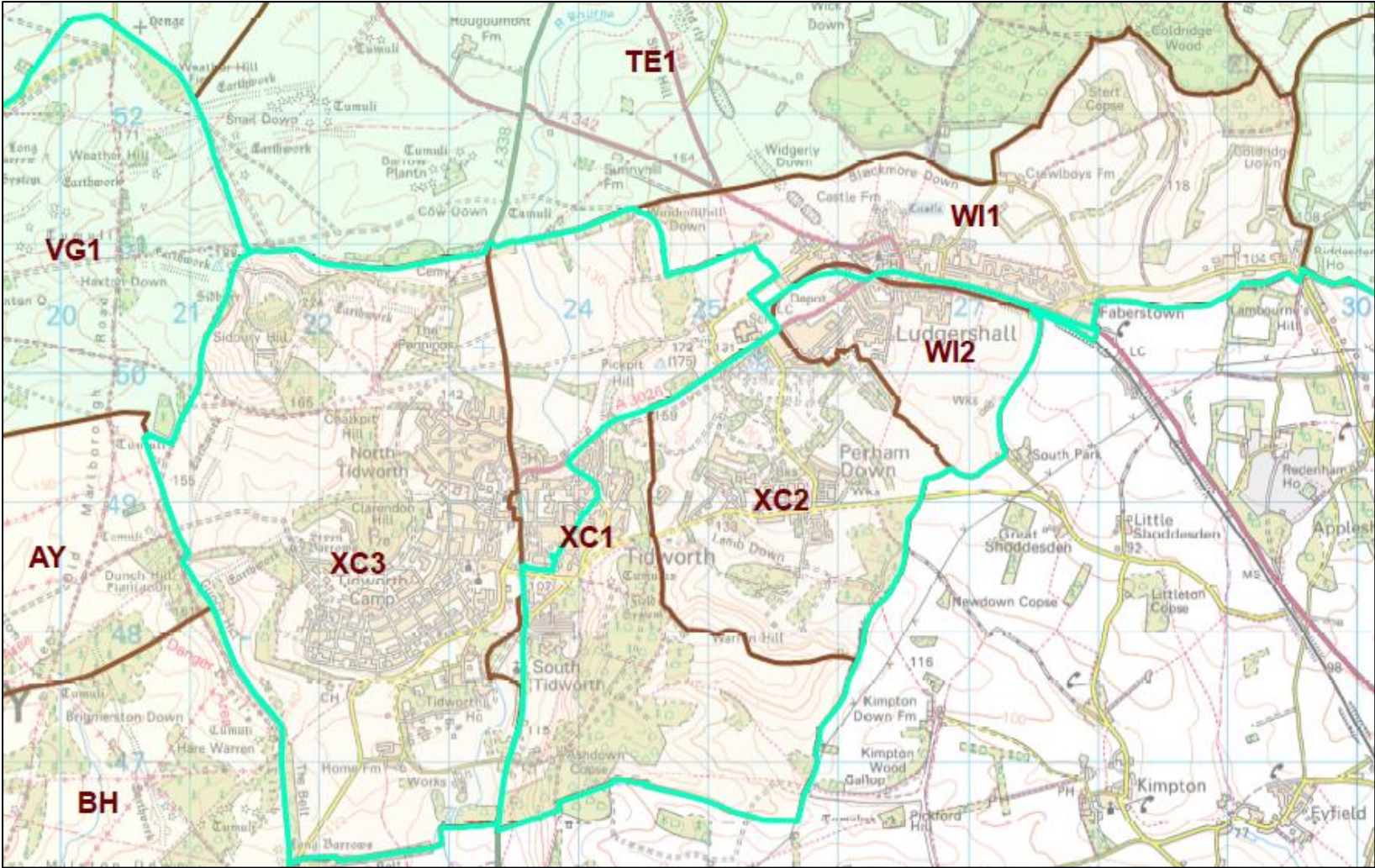
Map 1
Wilcot and Huish Parish areas



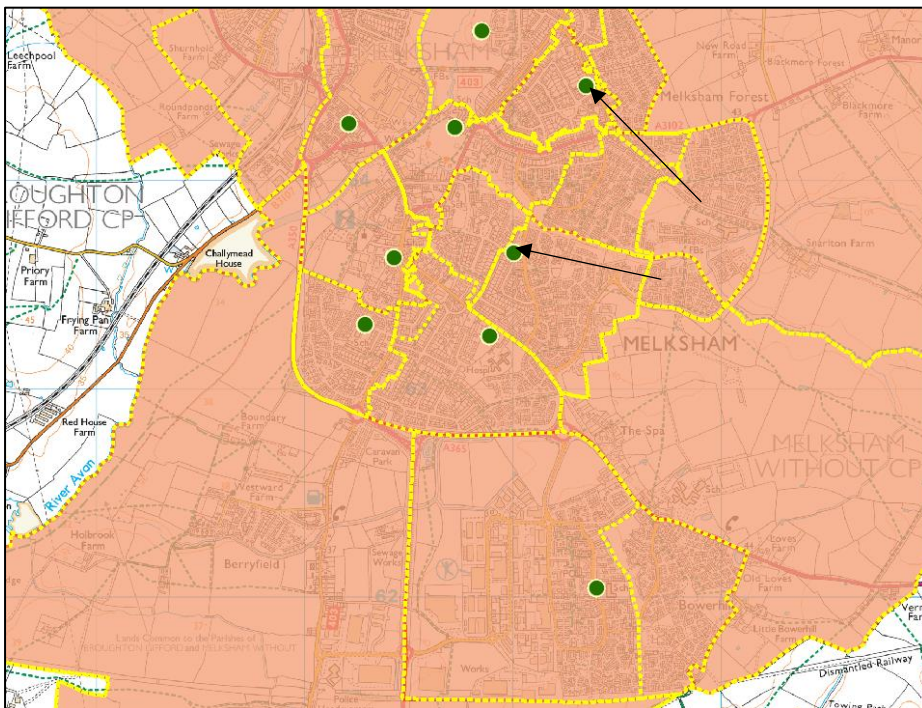
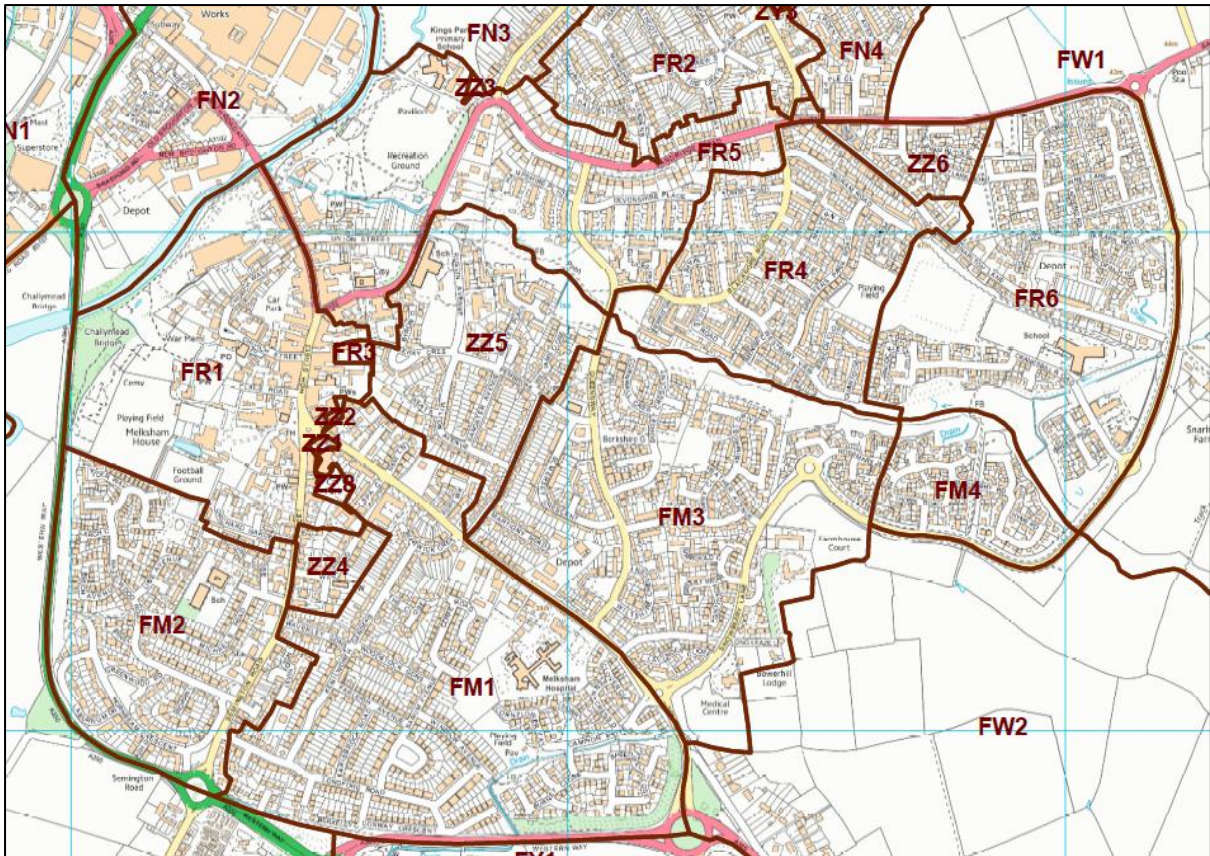
Map 2
Bradford on Avon South



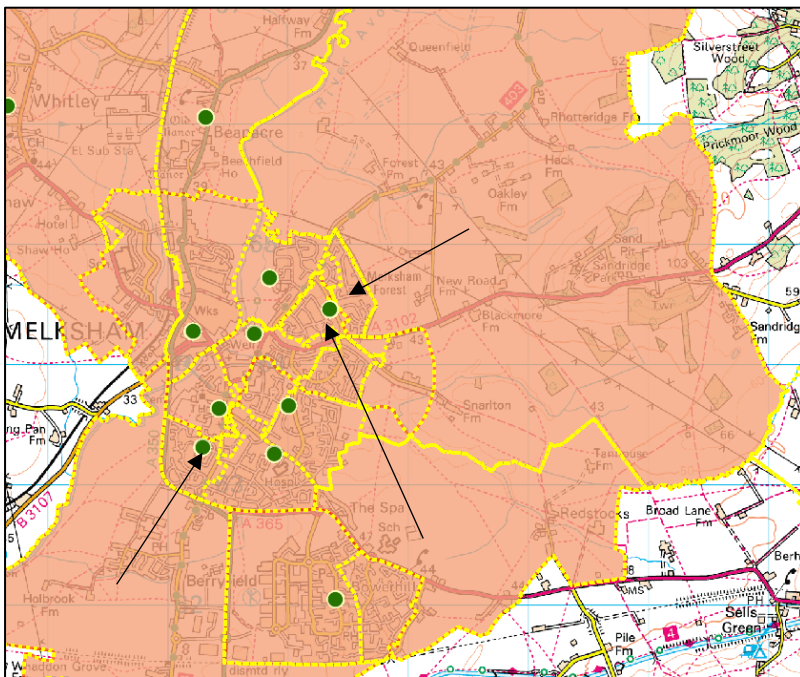
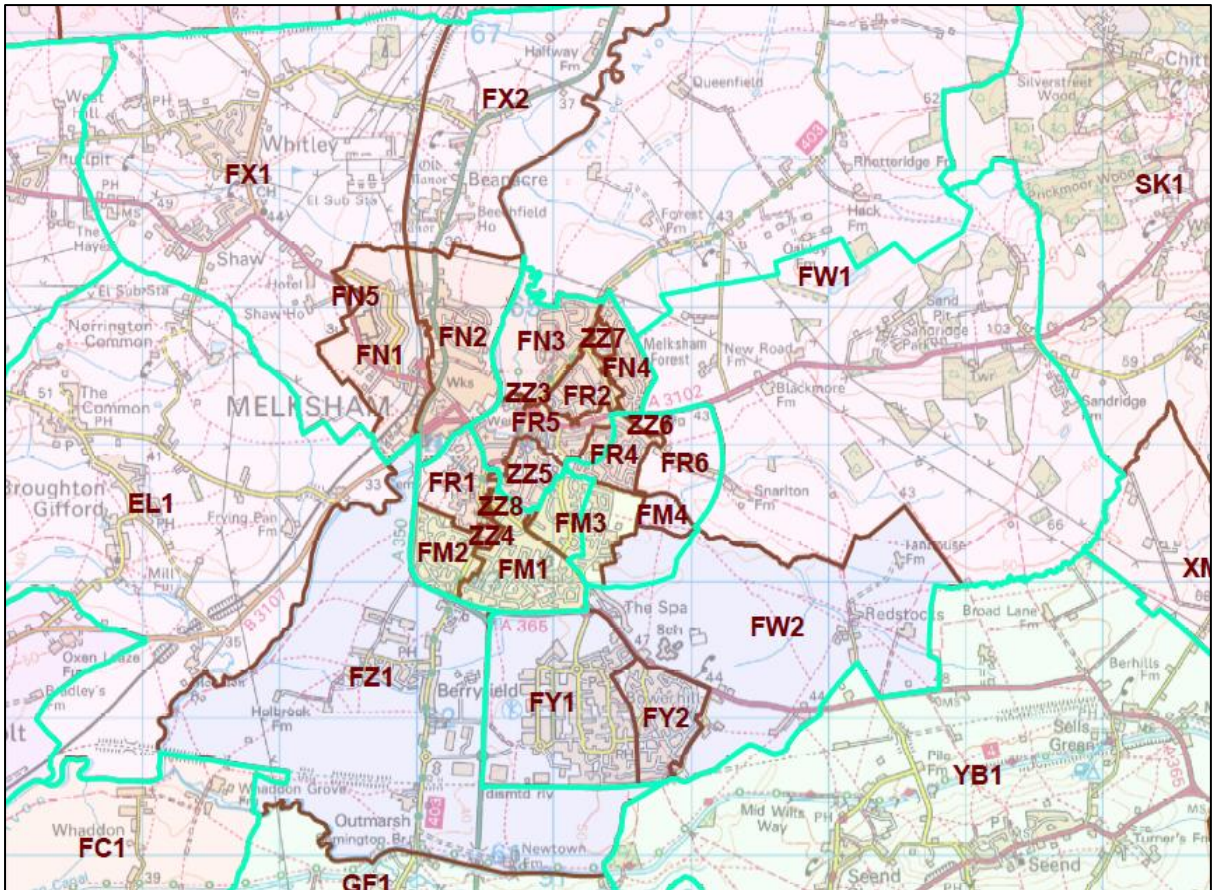
Map 3
Calne Central



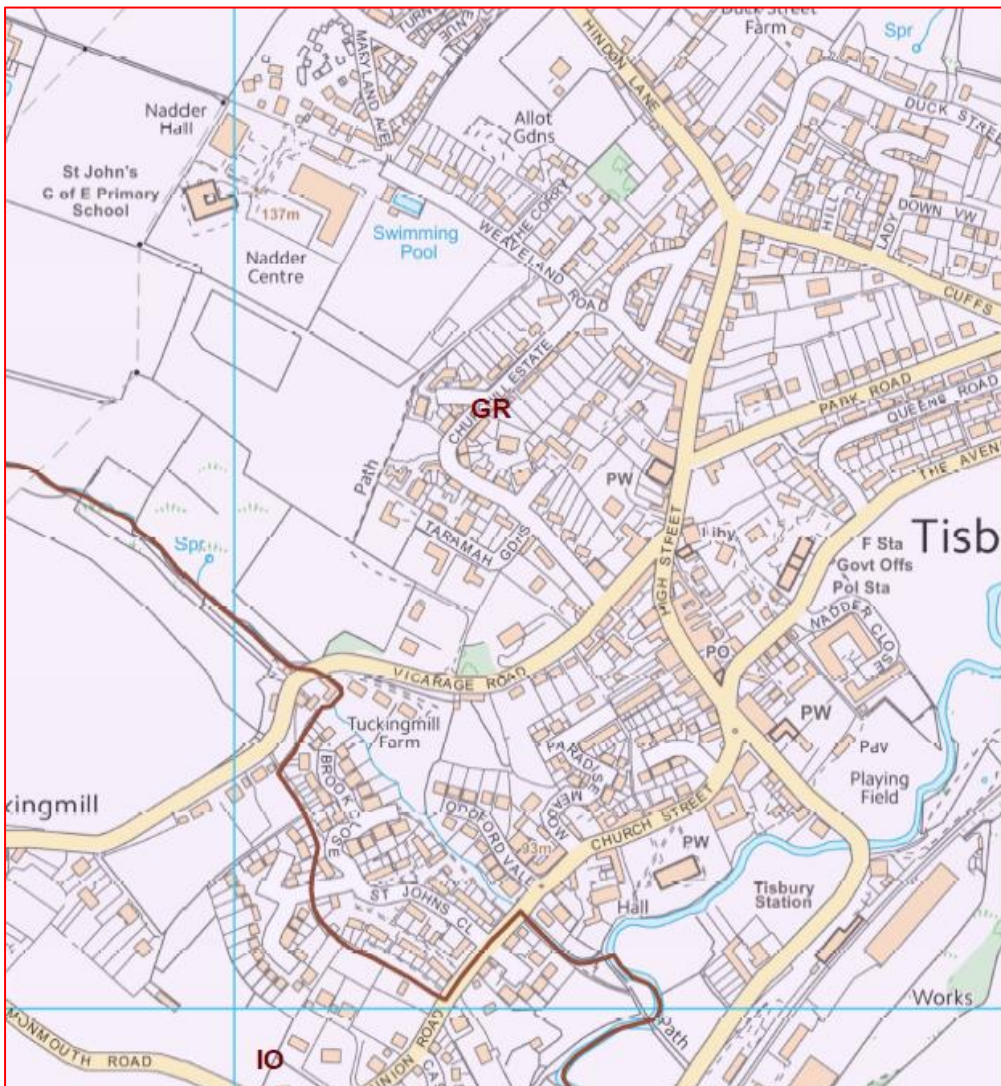
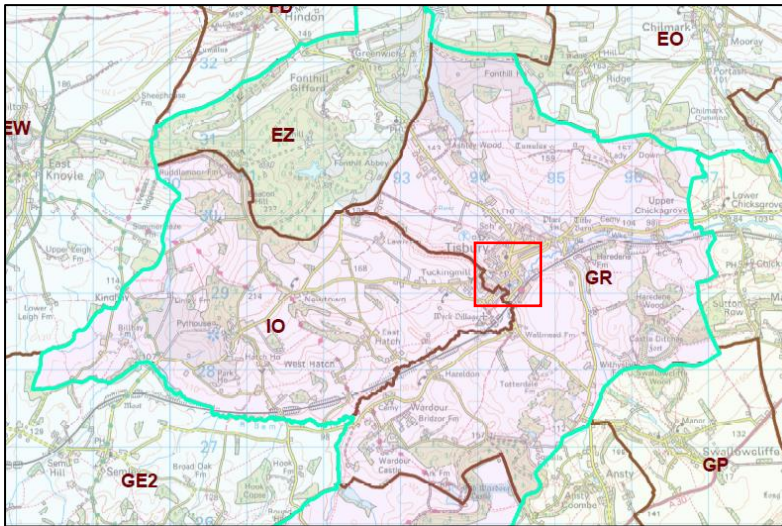
Map 4
Tidworth and Ludgershall



Maps 5
Melksham Town

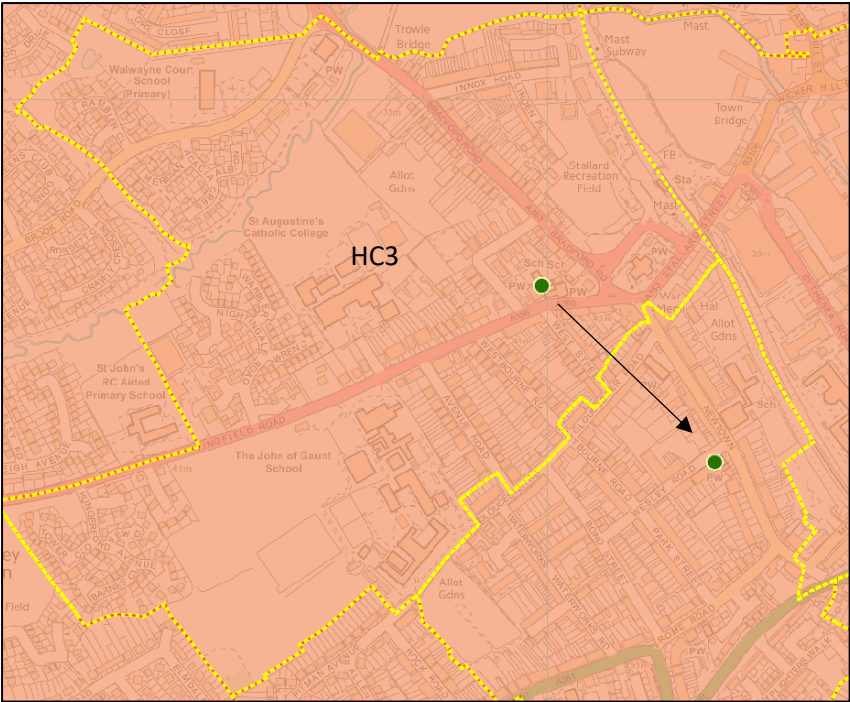


Maps 6
Melksham Without

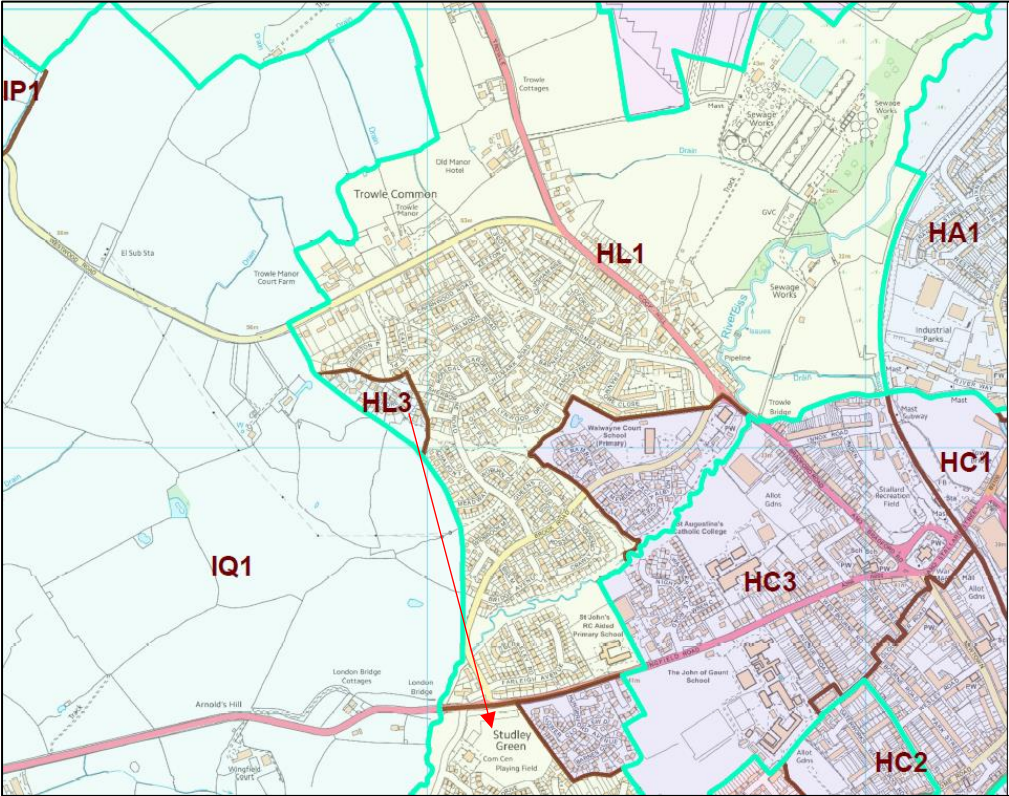


Maps 7

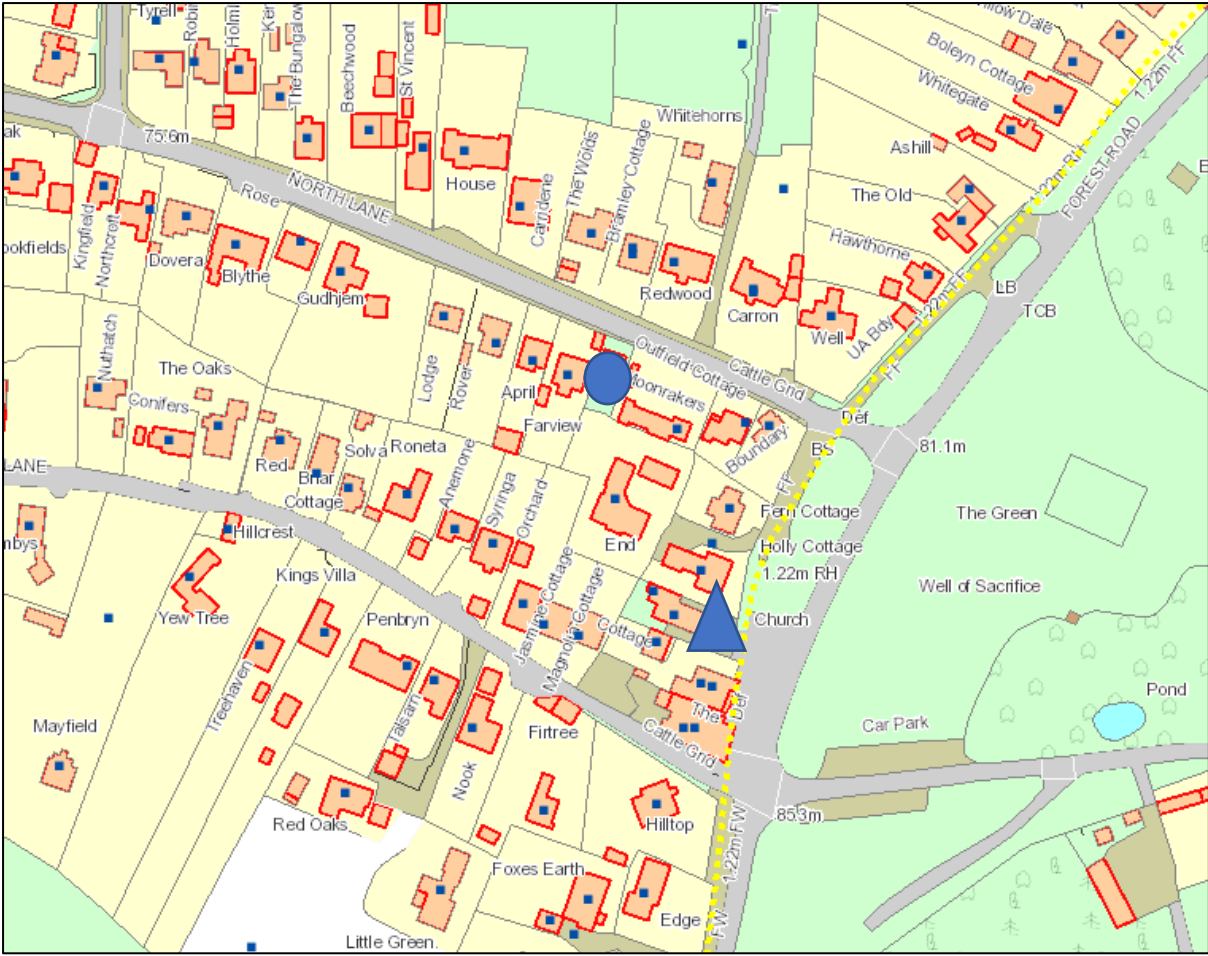
Tisbury and West Tisbury





Map 8 - Polling district HC3

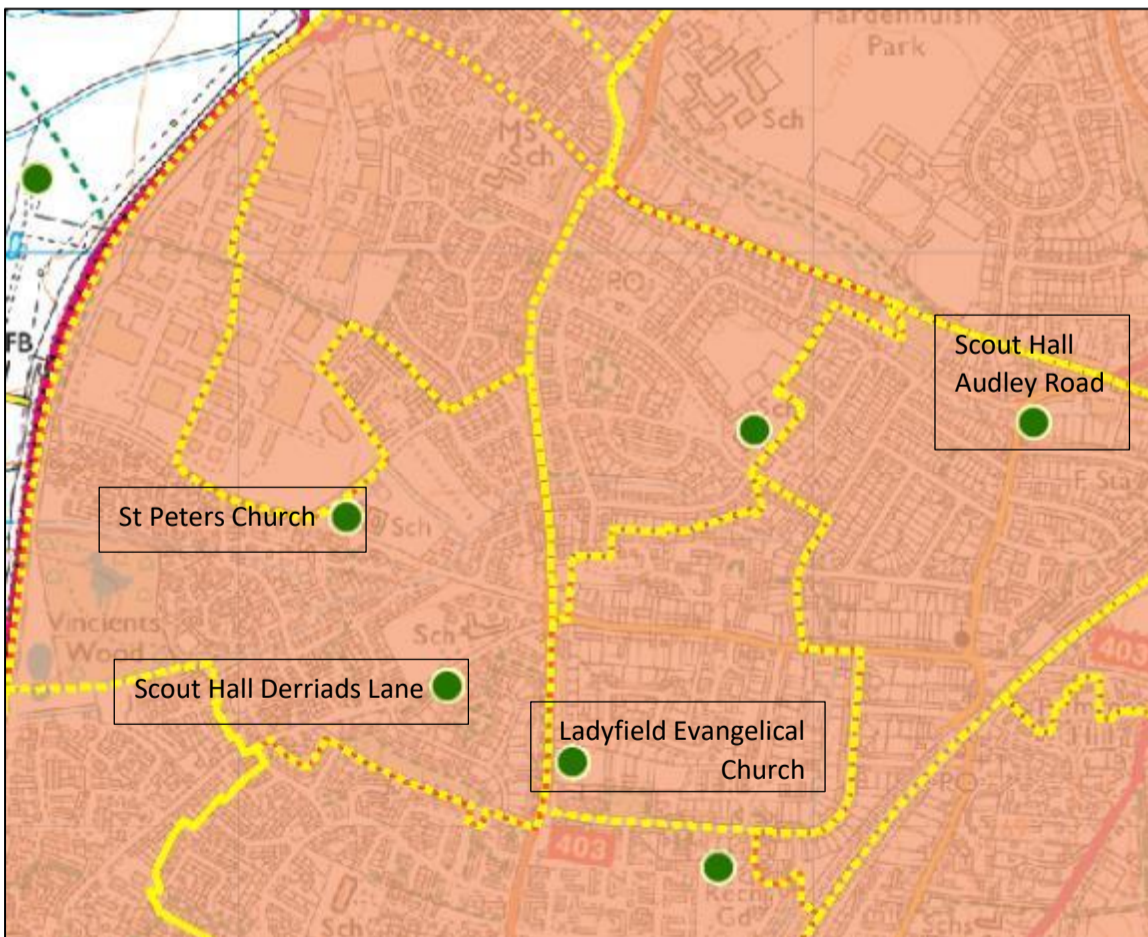
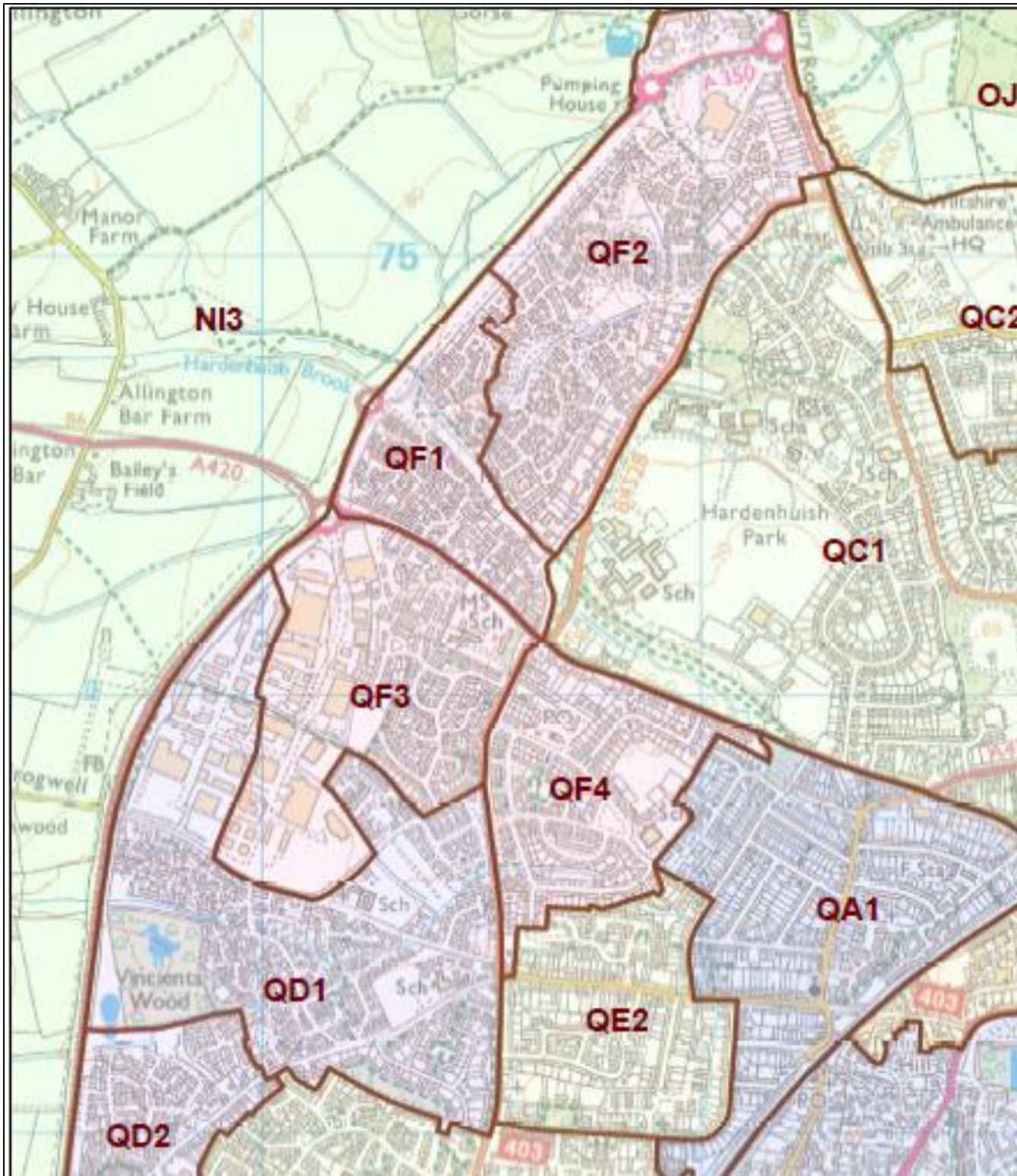


Map 9
Polling district HL3



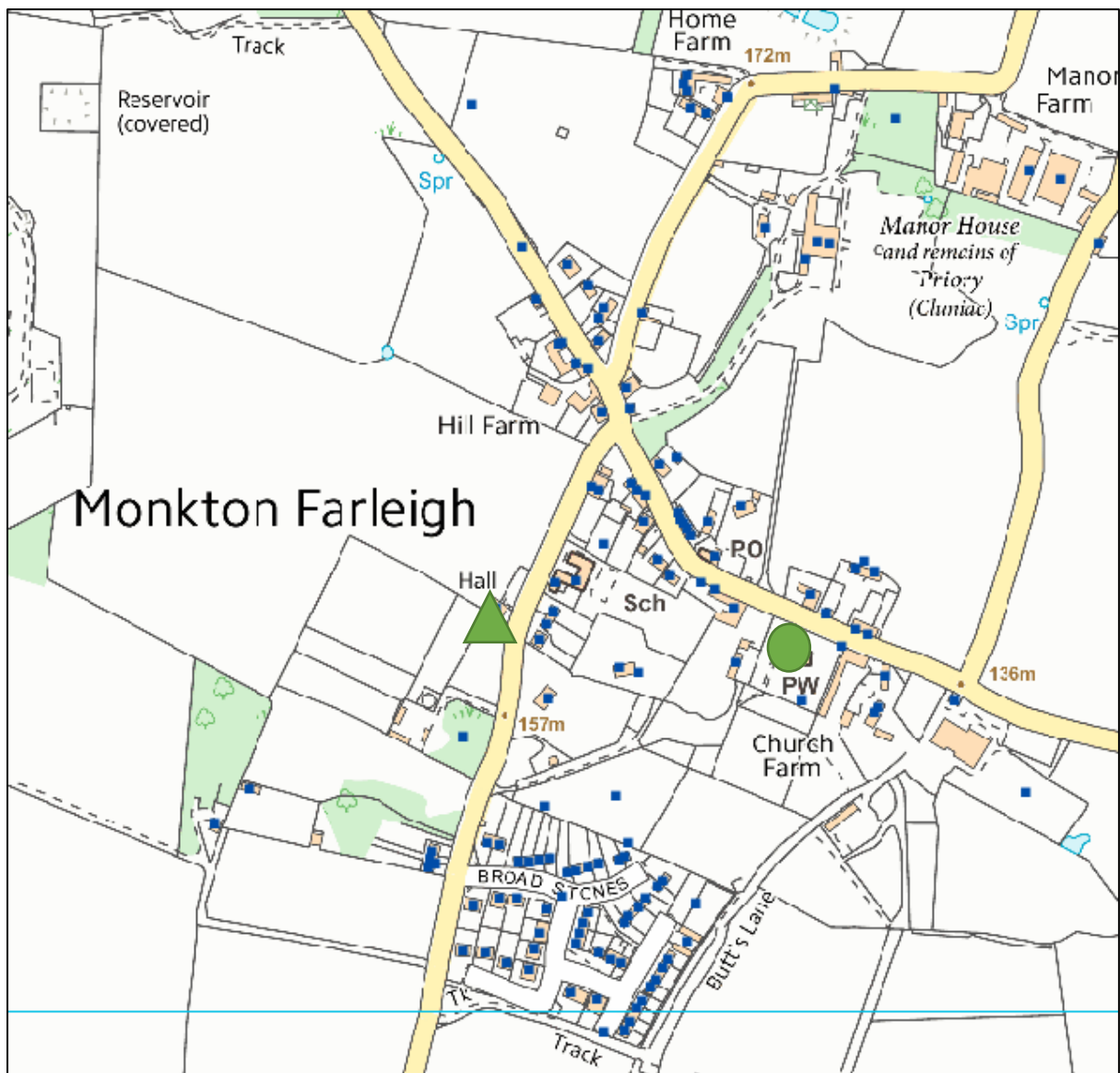
-  **Nomansland Reading Rooms**
-  **Nomansland Methodist Chapel**



Map 10
Landford Part 3



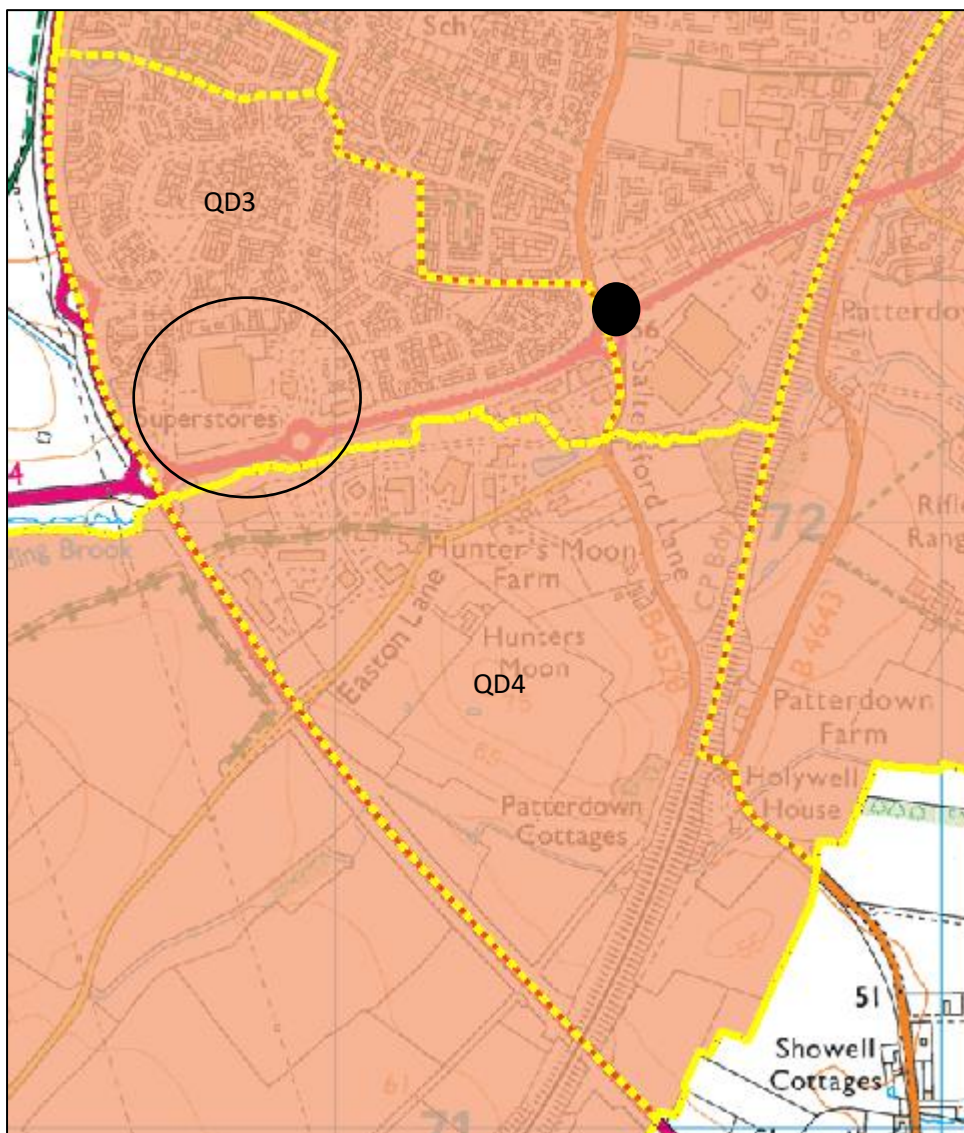
Maps 11B

Redlands School - Polling Districts QF3 and QF4



-  St Peters Church, The Street, Monkton Farleigh
-  Monkton Farleigh Village Hall

Map 12
Monkton Farleigh

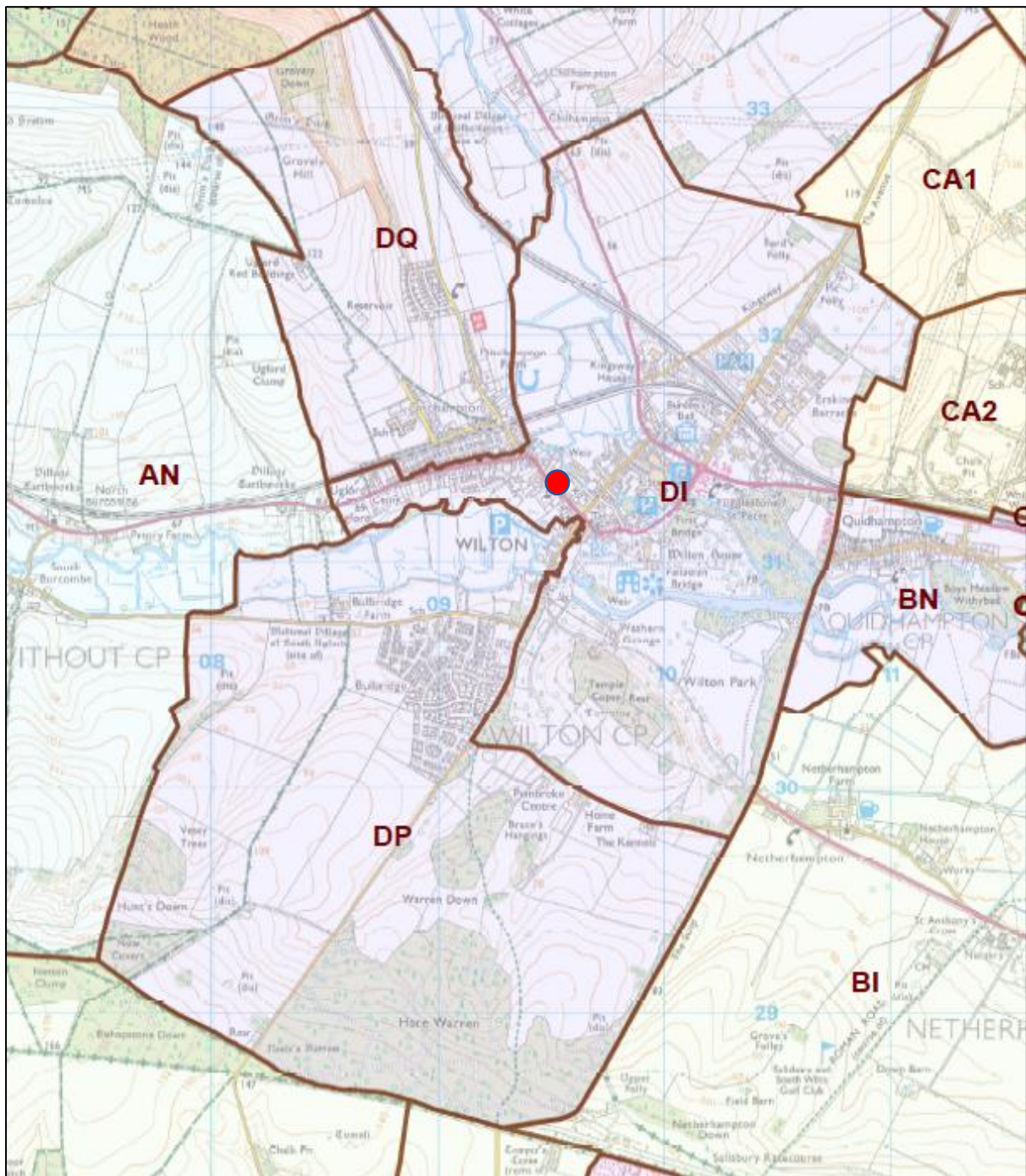


● Pheasant Pub

○ Superstore

Map 13

Chippenham (Cepen Park and Derriards) Part 4



Map 14
Wilton

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Electoral Review Committee Terms of Reference

1) Composition

- a) The Committee shall consist of Ten Members appointed in accordance with the rules on political proportionality.
- b) The Committee shall appoint a Chairman and Vice-Chairman from among its membership.

2) Responsibilities

- a) To oversee the provision of information required by the Local Government Boundary Commission for England (LGBCE) in carrying out any Electoral Review of Wiltshire, including any consultation arrangements with electors or other stakeholders;
- b) To update full Council on the progress of any Electoral Review;
- c) To make recommendations to full Council on proposed submissions to the LGBCE relating to:
 - i) The total number of councillors on Wiltshire Council;
 - ii) The number and boundaries of electoral divisions within Wiltshire Council;
 - iii) The number of councillors to be returned by any electoral division;
 - iv) The name of any electoral division.
- d) To provide such further advice and support as may be requested by the Council related to or impacted upon by any Electoral Review.
- e) To oversee any Community Governance Review of the governance arrangements of all parishes within the Wiltshire Council area, including contacting all parishes for proposals, setting the scope for any review, its methodology and its timescales. The Committee will prepare final recommendations for any changes for consideration by Full Council.
- f) The Committee will consider whether it is appropriate to make, and is empowered to suggest, changes to parish areas and parish electoral arrangements to include:
 - i) the alteration, merging, grouping, creation or abolition of parishes;
 - ii) the naming of parishes and adoption of alternative styles for new parishes;
 - iii) parish council size, number of councillors to be elected, and warding arrangements;

- iv) any other electoral arrangements.
- g) Where it would be appropriate to do so the Committee may recommend that as a result of proposed parish changes a unitary division be amended so that it remains coterminous with that parish. Any such change would need to be agreed by the Local Government Boundary Commission for England if approved by Full Council.
- h) To oversee the provision of information required in carrying out the Polling District and Polling Place Review, including any consultation arrangements with electors or other stakeholders;
- i) To make ~~recommendations to Council decisions on the~~ in respect of proposed Polling Districts and Polling Places ~~Reviews~~.
- j) To receive reports in relation to the operation and delivery of Electoral Services, and make recommendations or decisions as appropriate on Electoral matters not reserved to Full Council.

Wiltshire Council

Full Council

26 November 2019

Annual Report of the Corporate Parenting Panel May 2018 to September 2019

1. Purpose of Report

- 1.1 This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.

2. Background

- 2.1 The role of the Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are Looked After. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are Looked After in Wiltshire.

- 2.2 In Wiltshire Corporate Parents are responsible for 470 (end of Quarter 2 2019/20) children in our care and 228 care leavers (aged 18-25). Of those children in our care, 26% are voluntary accommodated and the remaining children are subject to an interim or full Care Order.

- 2.3 Councillors Pat Aves, Mary Champion, Pauline Church, Jane Davies, (Vice Chair), George Jeans, Laura Mayes (Chair), Stewart Palmen, and Philip Whalley formed the membership of the Panel during the period May 2018 to April 2019. The Lead Officers were Martin Davis (Head of Service – Care, Placements and EDS) who was then replaced by Deborah Barlow (Interim Head of Children in Care and Young People).

- 2.4 In July 2019 the membership altered. Councillor Laura Mayes stepped down from panel having changed Cabinet Member responsibility and she was succeeded by Councillor Pauline Church as the Chair. In September 2019 there were further changes and Councillors Mary Douglas (Portfolio Holder for Skills and Social Mobility) and Bridget Wayman joined in place of Councillors Laura Mayes and Philip Whalley.

- 2.5 The meetings were regularly attended by the following officers and representatives:

Emma (Young Person representative), Sarah Banks (Acting Senior Commissioner), Deborah Barlow (Interim Head of Children in Care and Young People), Martin Davis (Head of Care, Placements and EDS then Head of Service, Quality Assurance), Sally Ellis (Public Health Specialist), Judy Edwards (Senior Commissioning Officer), Sara James (Service Manager – Conference & Reviewing Service) Sarah Heathcote (Head of Child Health

Improvement - no longer in post), Terence Herbert (Executive Director), Dr Cathy Mallet (Designated Doctor for LAC), Claudia Megele (Head of Service – Quality Assurance & Principal Social Worker – no longer in post), Denise Milton (Foster Carer and Wiltshire Fostering Association representative), Lena Pheby (Designated Nurse for Looked After Children), Karen Stokes (Missing Children Co-Ordinator), Matthew Turner (Service Manager – Care and Placement Services), Lucy Townsend (Director Families and Children's Services), Chris Whitfield (Virtual School Head – no longer in post), and Jay Williams (Fostering Services Manager). Other Officers attended as required to present particular reports.

3. Work Programme

- 3.1 The Corporate Parenting Panel (CPP) has discussed a broad range of topics whilst considering the young people's views. A Children in Care Council (CiCC) representative has been invited to attend each Panel meeting and, whilst not able to attend all, they have provided invaluable help and opinion.

The Panel has received the following reports and information:

Performance Data

- National and Local Key Performance Indicators for Children in Care data
- Looked After Children Missing data and commentary
- MOTIV8 (Substance Misuse Service) data

Annual Reports

- Independent Reviewing Officers - 2017/18
- Health of Looked After Children - 2017/18
- Wiltshire's Independent Visitor Scheme - 2017/18
- Update on Disruption Meetings – 2017/18
- Private Fostering - 2017/18
- Virtual School: Headteacher's Report - 2017/18
- Fostering Service – 2018/19
- Private Fostering - 2018/19

Updates

- Children's Placement Budget Management Project
- Looked After Children, Young People and Care Leaver's Improvement Group
- Work of the Children in Care Council
- Adoption West
- Family Fostering Groups
- Councillors Strategic Priorities
- MOTIV8 Referrals
- MOTIV8 Service Update
- Foster Carer Recruitment
- Initial Health Assessment Timeliness

- Virtual School – Provisional examination results 2018/19.

4. Children in Care Council

4.1 The Children in Care Council is a key stake holder group relating to matters included in the Corporate Parenting agenda. There is a mature relationship between CiCC and as a result young people have helped to shape the way in which we undertake our work. Through the Shared Guardianship sessions, they have helped to influence the work and priorities of the CPP.

4.2 Historically, following each meeting of the Panel there was a ‘Shared Guardianship’ session where young people and Councillors met to discuss key themes. While these sessions have largely been successful as evidenced by the ‘You Said, We Did’ audit, following feedback from the young people we changed the format of these meetings, agreeing to hold two business meetings and two social events in the year.

- At the Shared Guardianship session held on 18 September 2018 there was a “check in” on an aspect of The Promise (that was adopted in November 2017). “To involve you in decisions about school and to help you get to school so that your education can continue”. Cllr Phil Whalley as Strategic Priority lead and Portfolio Holder for Education and Skills asked questions of the young people present about their likes and dislikes at school and their understanding and experiences of their Personal Education Plans (PEPs). The young people also gave suggestions of what could be done to improve their education experience and their involvement with pupil premium funding and how it is spent.
- Also, at this session, Lucy Lewis talked with the group about their ideas for the change of use of Aspire House in Melksham to register Aspire as a children’s home through Ofsted as part of the “Stronger Families” project which looks to support children in care/care leavers and those on the edge of care. Lucy had been tasked with providing a young person’s guide providing basic information about Aspire, what to expect, what is expected of them and what their rights are and the group spent time looking at what should and should not be included.
- The Children in Care Council had worked in partnership with Bath University to put together the agenda for the Shared Guardianship session on 19 March 2019. Members of the group wanted the opportunity to feedback some positive and negative experiences of their journey in care. Three students who were currently completing a degree in Social Work from Bath University (along with their tutor) attended and facilitated the session in which the young people were asked to talk about the positives and negatives of their Review Meetings and their current and past placements with suggestions for improvements. The group also discussed Social Workers practice and the strengths and areas requiring improvement. The findings from the session would be shared with other Social Work students and be passed onto the Council so that Managers could share the findings with their Teams.
- For the Shared Guardianship Session on 10 September 2019 the Children in Care Council had asked for a session to include Mental Health and how they

could support the Social, eMotional and mEntal Health service using technOlogy in Wiltshire (SOMEHOW) Project, with a view to their views being captured on what they think works, what could be improved and how it's best to deliver support services to young people. The project is piloting a new approach to identifying and responding to social, emotional and mental health (SEMH) needs in primary school children, making best use of multi-agency working and digital innovation. The aim is to upskill school staff to respond to emerging SEMH challenges, and for specialist services to respond proactively and holistically when further support is required.

- An interactive session was held with the Corporate Parents, Senior Officers and the young people representatives with several group exercises to review current services and give feedback on what works well and what needs to improve.
- 4.3 Membership of CiCC has steadily grown throughout the year however this work will continue throughout 2019-20 and more members of CiCC will be recruited so that the group is as representative of the care population in Wiltshire as possible and includes broad and consistent membership, allowing momentum to be built for the work they take forward. Attached as **Appendix 1** is a copy of the Annual Report of the Children in Care Council for 2018/19.

5. Scrutiny of Performance

- 5.1 There are two aspects to the scrutiny function of the Panel; the receipt of reports relating to the identified priorities (and the resulting analysis and discussion) and the scrutiny of performance data. Over time, a dashboard of performance information has been developed and exception report received at each meeting.
- 5.2 **The Strategy:** The Corporate Parenting Strategy was reviewed in early 2018 and through consultation with the Children in Care Council the same seven priority areas for focus were agreed. These have continued through to July 2019; and at recent Panel meeting there has been discussion about whether the format of future meetings could be improved and decisions around this are planned for later in 2019.

The fundamental aims of this strategy are to ensure that Councillors:

- Understand their roles and responsibilities as Corporate Parents
- 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 for care leavers, scrutinising the quality, effectiveness and performance of the services that support them.

5.3 **The Priorities:** Within this Strategy, there are seven Strategic Priorities. To ensure that strategic oversight and critical challenge is effective, it is agreed that each member of the Panel will have a lead role in relation to delivery of a strategic priority. At each Panel meeting we receive a focused update from one of the Lead Members on their Strategic Priorities and these are detailed below:

5.4 CPP Meeting – 18 September 2018 – Councillor Phil Whalley, Lead Member for *Strategic Priority 5 – “Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county”*.

At the meeting, the following was highlighted:

- That life chances would be improved if a young person had a good education and that Wiltshire Council had a moral and legal responsibility for all Looked After Children;
- There were currently 280 school aged Looked After Children and the Panel noted the Virtual School’s results across all key stage phases for 2017/18. The Panel was asked to note that those children being assessed for additional support is small (e.g. 7 Key Stage 1 children and 18 Key Stage 2 children) and so this can skew the figures;
- There was some improvement for the KS1 and KS2 results for reading, writing and maths compared to last year although the results for KS4 are weak with 20.9% achieving levels 4-9 in English and Maths;
- Issues that impact on education performance to consider are the age at which a child came into care as this is a factor for when they might start to receive enhanced support, how long they have been in care and what disruptions and changes they have experienced;
- The Virtual School always look to place Looked After Children in Good or Outstanding Ofsted rated schools. If a school is then rated as “Requires Improvement” a judgement is made by the Virtual School and Social Worker as to whether it is in the child’s best interest to be moved to a different school;
- Personal Education Plans (PEPs) will be carried out using an electronic process (ePEP), the designated teachers from each school will be able to use the form to overview progress and identify areas of concern;
- The Pupil Premium (PP) allowance for Looked After Children is £2,300 and it was confirmed that there was a robust process for the release of this funding – schools are required to indicate what they intend to spend it on and what improvements and outcomes are expected. Chris Whitfield (Virtual School Head - VSH) has the ultimate say on the PP spend and will reiterate to schools that education must be the priority for young people;
- Every local authority must have a VSH and Wiltshire was in the original pilot scheme in 2007 so this position has been in place for over 10 years;

Chris Whitfield, VSH, reported that the Virtual School would be buying in an ePEP package for next year and that a Governing Body for the Virtual School was well established. Panel members asked to receive an update from the Virtual School Governing Body at a future meeting.

5.5 CPP Meeting – 20 November 2018 – Councillor Jane Davies, Lead Member for *Strategic Priority 2 – “Continue to improve timeliness of permanency for looked after children across the range of permanency options”*

At the meeting, the following was highlighted;

- The Permanence Framework that is for the establishing of emotional permanence (attachment), physical permanence (stability) and legal permanence (the carer has parental responsibility for the child) which gives a child a sense of security, continuity, commitment and identity – a sense of “home” and belonging;
- Social work teams and how they work closely together to achieve permanence for a child;
- Clear planning and review process and how it is undertaken for a child and what this involves;
- Monitoring of progress and outcomes takes place and with whom the data collected is shared and discussed;
- Routes to permanence which include adoption, long term fostering or Orders such as a Special Guardianship Order (SGO) or Child Arrangement Order (CAO) or a return home;

It was confirmed that one of the FACT workstreams is focussing on reunification. When it is the plan that a child will return home, the voice of the child, parents and the views of foster carers on how this might work will be taken into account.

- Wiltshire’s Adoption Scorecard for 2014-17 (for which Wiltshire shows strong results in the three key areas);

During the 2015 Ofsted inspection they positively commented on the adoption results and performance has continued to improve since. It is anticipated that the implementation of Adoption West will help improve things further and members were assured that Wiltshire’s performance would not be negatively impacted by the results of the other authorities who were part of Adoption West (note: subsequent reporting and the Ofsted inspection of 2019 indicated that adoption performance has continued to improve for Wiltshire’s children.)

- Regular monitoring reports are prepared and provided for Cabinet in relation to adoption;

- Definition of a long-term placement is one which is intended to provide for a child until they are 18 plus – if all goes well it is hoped they would ‘stay put’ in foster care. Long term matches with Wiltshire approved foster carers are agreed at Foster Panel. If a child has to be placed with an agency foster carer they can still be long term matched if it is the right plan for the child. In this case, due diligence would apply and requests are approved by the Permanence Panel and then Foster Panel;
- If children are unable to live safely at home with parents, the next best option in terms of outcomes for the child may be a placement with extended family or close family friends for example – this would require a Special Guardianship Order or a Child Arrangement Order;
- In 2015-16, 29 SGOs were granted for Looked After Children (2 broke down). In 2016-17, 21 SGOs (1 broke down) and in 2017-18, 19 SGOs were granted. There is a support group for those holding SGOs and the children are invited to the Christmas party with their carers;
- It should always be considered whether a child can and should return home. Research shows that after leaving care many young adults do return home. So, the question should always be asked whether a return home is viable and safe;
- There is a lot of work going on as part of the FACT programme with the Sufficiency of Placements work stream, Reunification work stream and Kinship (Connected Persons) work stream;
- Placement stability, which can influence permanence, is measured by National Indicator 62 (placement stability: 3 or more placements during the year) which was 7% at end of Q2 (below current target range of 9-12%) and NI 63 (placement stability children whom have been looked after for more than 2 years and a half and have they been in the current placement for the last 2 years is currently 78% (Q2 2019.20) above our statistical neighbours and the national average
- In the Looked After Children review audit completed in January 2017 almost 79% of those children reviewed had a care plan which included a plan for permanence. Those without an up-to-date plan were followed up – this audit is due to be repeated;

The challenges faced are:

- i) Sufficiency of placements around fostering and adoption – *When the Corporate Parenting strategic priorities were reviewed, it was agreed that this priority should remain, transformational work is located within FACT.*
- ii) Assuring the breadth and flexibility of support around complex children – *Stronger Families (previously No Wrong Door) and strong partnership approach will help with this, especially with those children whom are hard to place.*

- iii) The implementation of Adoption West reflecting a period of change – *At the time of the review Adoption West had not gone live, so impact of changes could not be discussed. Ofsted provided positive feedback on outcomes from the adoption work following the inspection in June 2019.*
 - iv) Adoption West will not support Special Guardianship Order work previously held by the Adoption Team, so this work will transfer to the Fostering Team.
- 5.6 CPP Meeting – 29 January 2019 – Councillor Pauline Church, Lead Member for Strategic Priority 6 – *“Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing”*

At the meeting, the following was highlighted:

Blair Keltie had retired in his role as Child Sexual Exploitation (CSE) & Missing Children Service Manager and Andrea Brazier will be taking responsibility for this area of work and supporting Cllr Church with her strategic priority focus;

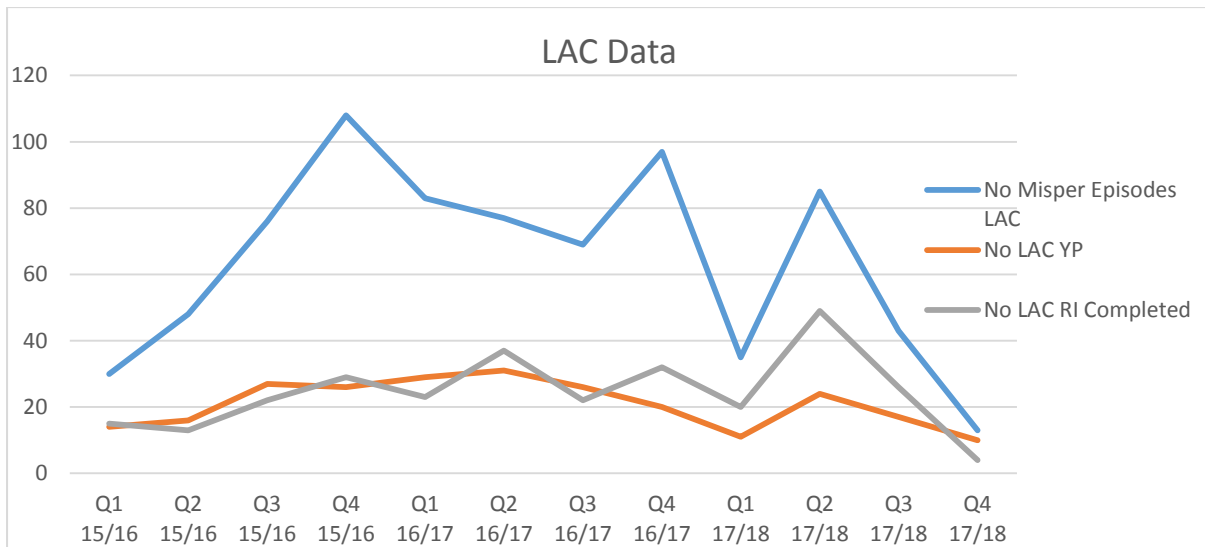
The Ofsted recommendations of what local authorities should do to prevent CSE includes:

- Ensuring that managers oversee all individual CSE cases and that plans are progressing appropriately
- Ensuring that every child returning from a missing episode is given a return interview and that information obtained should be centrally collated and used to inform and improve future operational and strategic activity
- Ensuring that schools and the Local Authority cross-reference absence information with risk assessments for individual Looked After Children and Young People
- Establishing a targeted preventative and self-protection programme on CSE for Looked After Children;

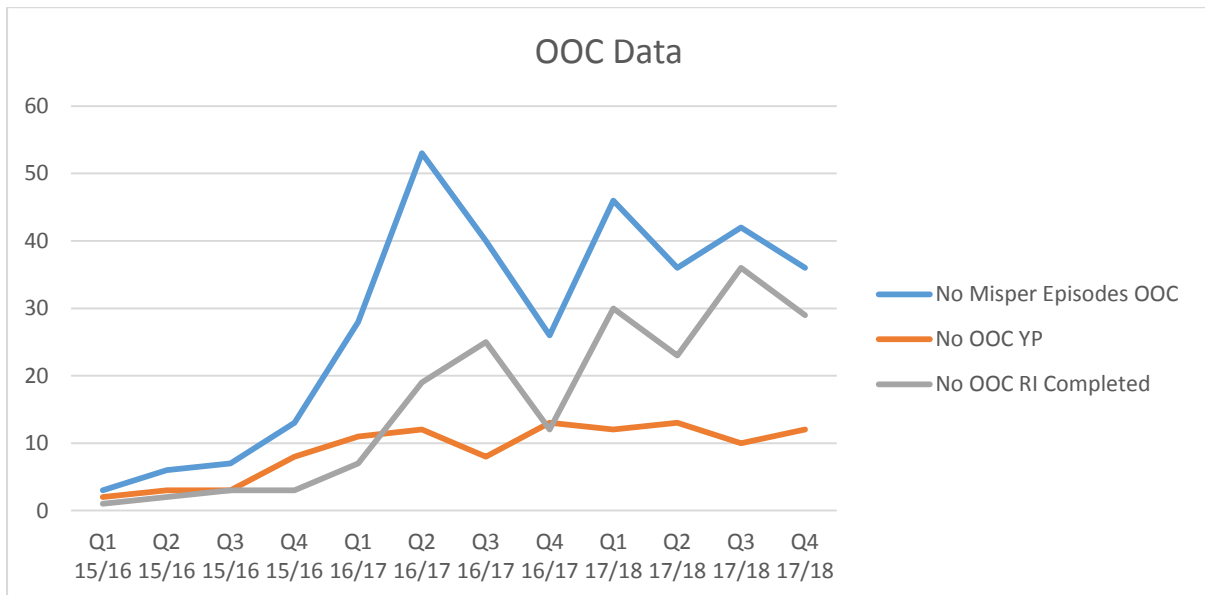
How the Council responds to Looked After Children who go missing includes:

- Robust communication with Wiltshire Police with reports being sent directly to Families and Children Service’s Missing Children Co-Ordinators (Karen Stokes and Mel Gillingham) to manage responses
- Systems of escalation as required
- The Missing Children Co-Ordinators track and monitor completion of Return Interviews
- The performance is monitored by the fortnightly Performance and Outcomes Group (POG)
- The information and data collated is analysed and reported in quarterly reports to the Wiltshire Safeguarding Children Board superseded in 2019 by the Safeguarding Vulnerable People Partnership (SVPP), the Exploitation Sub Group (Of the Community Safety Partnership), senior managers and to the Corporate Parenting Panel;

A graph recording Looked After Children missing episodes from 2015/16 to 2017/18 showed evidence that responses to our children residing in Wiltshire is having a positive (trend) outcome with fewer missing incidents and more Return Interviews completed.



A graph recording our children residing out of county from 2015/16 to 2017/18 shows that our responses are improving but there is further room for improvement as the baseline was low.



Performance in relation to completion of missing return interviews is monitored quarterly. 76% were completed for the 21 young people living within Wiltshire reported missing in Q2 (and decline from 88% in Q1) and 74% for the 14 young people living outside of Wiltshire (an improvement from 48% in Q1).

There are a number of ways we are addressing outcomes for Looked After Children who go missing which include:

- Reviewing and understanding criteria of the most frequently missing children
- A risk-based approach to missing incidents and return interviews (assessing that although a child may not be where they are supposed to be at a certain time and are classed as “missing” it may be due to a missed curfew and it is known where they are, who they are with and if they are “at risk”)
- Police report direct to the Missing Children Co-Ordinators for children placed out of county
- Information is communicated for Looked After Children prior to placement starts and the responses made to the top missing incidents
- The need for standardised procedures – development of practice standards
- An update on national guidance (issued in 2014) to include resolving cross border issues where relevant information is not passed on/received
- The Safeguarding Vulnerable People’s Partnership is looking to map out CSE hotspots in the county
- CSE training for staff and for the dedicated Emerald Team.

Panel Members asked about County Lines – it was reported that there is a list of around 22 children who are thought to be involved with this and they are regularly discussed and monitored, but none of these are Looked After.

Return Interviews can be carried out face to face or online or via skype as appropriate. One of the issues faced is how “missing” is reported/recoded as there is a lack of standardisation of the definition of missing; that is differences between how Police and the Local Authority interpret it. The risk-based approach on deciding whether a Return Interview should be offered and completed is the best way of using the intelligence known.

Work is ongoing to reduce missing incidents and it was confirmed that information is shared with Foster Carers before and during placement and the nature of any risk is discussed (if known) by the carer’s Supervising Social Worker. E-Learning on CSE/Missing children is available for staff and Foster Carers to complete.

Councillor Church had previously suggested that a RAG risk rating be introduced to identify the Looked After Children that are the most vulnerable and Officers had reported that this information would not be easy to achieve and as a result the Panel now received more detailed information in the quarterly Missing Children reports that referred specifically to Looked After Children.

Councillor Church agreed to continue to explore the possibility of RAG risk rating and will liaise with Andrea Brazier about this so that all relevant teams are aware of, and can work together to help, the most vulnerable children and young people.

- 5.7 CPP Meeting – 19 March 2019 - Councillor Stewart Palmen, Lead Member for Strategic Priority 7 “*Ensure that looked after children and care leavers have timely and easy access to mental health services*”

At the meeting, the following was highlighted:

Those who might identify emotional and mental health issues in Looked After children and young people included:

- Foster Carers
- Medical Professionals during regular health assessments and via the completion of Strengths and Difficulties Questionnaires (SDQs)
- School staff
- Social Workers
- Family Support Workers
- Other Agencies that come into contact with the Looked After Children
- Self recognition of issues

Once issues are identified this would lead to an assessment by a CAMHS (Child and Adolescent Mental Health Service) Looked After Children Therapist.

Another channel of entry to support children could come via a GP referral or from an A&E department following a self-harming episode requiring treatment or hospital admission.

The CAMHS Looked After Children Therapist (Roger Duncan) can be used to bridge the gap between services. He has been in post for 2 years and supports Looked After Children in the following ways:

- By meeting with the Looked After Children nurses for a weekly team meeting
- By joining the weekly Emerald Team meetings with Lena Pheby (Looked After Children Nurse) to identify any Looked After Children at risk of CSE
- By joining the monthly Vulnerable Adolescent Contextual Safeguarding Panel (VACS – previously Risk Management Panel) with Lena Pheby to identify any Looked After Children who are considered at risk.

The CAMHS Looked After Children Therapist offers the following:

1. Assessment of Looked After Children's mental health needs and risk
2. Support for referrals to CAMHS
3. Short term therapy work for Looked After Children (10 cases)
4. Short term therapy work for Unaccompanied Young People (2 cases)

If further support is required after a set number of sessions the young person would be referred onto the CAMHS service. Currently there is only one CAMHS Looked After Children's Therapist, so capacity is limited. The CCG is carrying out a review of demand and capacity to identify the commissioning gaps.

It was confirmed that, where appropriate, Roger Duncan does work with young people if their application to CAMHS is declined and if support has been requested by the family.

The CCG reported that there had been less “bounce back” from the young people in the system since the CAMHS Looked After Children Therapist role had been introduced. Other support services are available including Kooth (on-line counselling). Between April 2018 and March 2019, an average of 4.5 referrals of Looked After Children have been accepted in the specialist CAMHS Service – with a range of between 2 and 8 each month. This does not take into account those accessing Services through staff embedded in other teams, such as schools or The Emerald Team.

It was reported that there are many life experiences that can lead to mental health problems and Looked After Children are more likely to have experienced them; and not addressing these issues can lead to mental health issues in the future:

Early Life Experiences or Adverse Childhood Experiences (ACEs)

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Witness to Domestic Violence
- Neglect
- Trauma (unaccompanied young people arising from events in their country of origin) leading to PTSD. Interpreters are often needed to find out about these issues.

There are issues with providing CAMHS support for Looked After Children and Care Experienced young people, as follows:

- CAMHS is a “brand” that some young people may not want to be associated with as there is a stigma attached to the word “mental”
- Family Care Workers offering outreach in other specialist areas are essential to provide support for those who don’t want to see a CAMHS therapist; children cannot be made to have CAMHS support
- Initial Health Assessments (IHAs) can be delayed, more often for children placed out of county
- SDQ scoring is sometimes not completed in a timely manner
- There is no quantitative data available to see how well we are doing.

Cllr Palmen shared his improvement suggestions as follows:

- Improve support for Unaccompanied Young people
 - *I am aware that recently funding has been secured for three levels of training that can support unaccompanied young people;*
- Recognise Adverse Childhood Experiences (ACEs) early on and provide counselling and support quickly
 - *I feel this approach would benefit from multi-agency training and support including school as key front-line agencies.*

- Have quantitative measures of more than time for Initial Health Assessments.
- *This is now being addressed via the Looked After Children Health Board and review of IHA's led by the Clinical Commissioning Group.*
- Improve the CAMHS brand
 - *I am aware that recent changes in the CAMHS structure and establishment of the CAMHS Wiltshire Wellbeing team is currently addressing this.*
- Looking at the Panel's Strategic Priority – do we need to take the focus off “Timely Support” and onto “Preventative measures with correct support?”

Lucy Baker (CCG Commissioning) wished to assure the Panel that the reported issue of timeliness of IHAs had been picked up and work was being undertaken to make improvements. They were talking to colleagues in Islington who are high performers in timeliness of IHAs to find out what they do. Lucy also reported that national funding was coming and that they would be looking to make improvements early on in a young person's pathway.

Performance continues to be monitored and has been reported to the Safeguarding Vulnerable People's Partnership following the recommendation from the recent Ofsted inspection (June 2019) for improvement on:

- *The impact of services on children's health and education when they are in care*

65% of Initial Health assessments were completed within 28 days in Q1 2019/20, an improvement from 49% and 57% (Q1 & Q4 2018/19). Provisional data from Virgin Care indicates IHAs within 28 days is 67% for quarter 2 although this is currently being validated

Lena Pheby reported that they are considerate in the way they address and discuss emotional health issues when they are talking to young people to take away the “mental” stigma.

A Panel Member asked whether young people had to be in a “stable” placement before they could access the CAMHS service. If we are aware of a drug or alcohol issue, then we would recommend a referral for a Motiv8 session with hope that more would be provided.

Lucy Townsend (Director – Families and Children's Services) reported that Tracy Daszkiewicz (Director of Public Health) was leading on the core skills workstream under the FACT project which was looking at support for adverse childhood experiences (ACEs).

A Panel Member asked if counselling should be offered to all children coming into care as standard?

Lucy Baker responded that workshop/play therapy is offered for younger children that come into care, particularly being available in school holidays so

that they can continue to receive support during those times. Outdoor based activities and forest walks and talks are sometimes appropriate for older children. Lucy confirmed that the Wiltshire Wildlife Trust are used for adult support and she offered to see if they would be able to extend their service to young people. Chris Whitfield (Virtual School Head) suggested that she and Lucy Baker could meet to discuss support further and that funding from the top sliced Pupil Premium could be used.

A Panel Member asked if Wiltshire currently use the NSPCC for support work. It was confirmed that they do, but that they carry out specialist work and that they have a long waiting list to access the service.

The Panel requested an update in six months with an update on progress and Councillor Palmen would look to propose new wording for Strategic Priority 7 to cover more than speed of access to CAMHS support.

5.8 CPP Meeting – 23 July 2019 - Councillor Pat Aves, Lead Member for Strategic Priority 3 “Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire”

At the meeting, the following was highlighted:

- Most accommodation for children in care is provided by foster carers (about 75%) and to achieve and maintain this we need to recruit more foster carers for the Council, living within Wiltshire who have suitable accommodation and skills. 47% (Q2 2019/20) of children live with Wiltshire Council approved foster carers. This is a priority focus for the Council and much work is being undertaken to increase foster carer recruitment and retention;
- That she had been thinking about what Councillors can do to help ensure that there are suitable foster carers and accommodation for our looked after children. Councillors need to recognise that we need a diverse range of carers and that it is preferable to have carers within Wiltshire (and approved by Wiltshire Council) so that the Teams don't have to use Independent Fostering Agencies to look after children. The children need to be near enough to their own families for contact and visits from their own Social Worker and to hopefully remain at the same school or college if appropriate to keep in touch with friends;
- The role of the Fostering Panel and that she was currently the only Councillor representative on the Panel and had been for the past 2 years and was obviously not able to attend all the panel meetings. Councillor Aves thought that, although it is not a requirement, it would be beneficial for there to be a Councillor representative at each Panel meeting and this would mean that new representatives would need to be appointed and that to gain greater diversity of membership that maybe male Councillors would be interested. She would continue to seek interest in other Councillor volunteers for this role and suggested that this could be raised at the full Council meeting in October 2019;

- If there were more serving Councillors on the Fostering Panel this would strengthen the insight into the role as a corporate parent and give opportunity to learn about the needs of children and foster carers that you otherwise may not have known about and Councillor Aves felt that it had made her a more useful Member and she had been able to suggest and instigate a few small changes to make improvements such as enhanced Staying Put payments to foster carers until the end of the summer term for young people completing their education at 18+;
- Councillor Aves felt that the retention of foster carers was extremely important and suggested ways in which this could be achieved along with other ideas for improvements:
- A large amount of the Council budget is spent on the care of our looked after children, but it is easily the least talked about at any full Council meeting so we all need to raise the profile of the Families and Children's Service in general and give all Councillors the opportunity to actively demonstrate their commitment to their role as corporate parent. During the last administration period only about 28 of the 98 Councillors completed the online training session on CSE. Councillor Aves felt that this training should be repeated and done as face to face course which would give an opportunity to ask questions which is important, and completion of the course could be highlighted in the Councillor's profile on the website;
- Other ways to encourage members of the public to become Wiltshire foster carers could be by way of continuing to use simple posters and leaflets in Town Halls, Parish Council noticeboards, social clubs, doctors' surgeries which people can think about/take away and consider. This would be alongside other recruitment activity through radio advertising and social media; and
- Another good audience would be via Area Boards with the possibility of Officers attending and giving an update and the need to recruit more foster carers. Not all Area Boards are as well attended as others and obviously Officer time may be an issue, but this could be considered as front-line Officers are usually best placed to get the important messages across. Information about fostering for Wiltshire has previously been provided to Area Boards and this is always worth repeating.

A Panel Member who is also currently a Foster Carer commented that people can be very daunted at Fostering Panel meetings, based upon her experience in another local authority, and due to the numbers of those present in the room it can be quite scary with the feeling that you are being strongly interrogated. Councillor Aves acknowledged that these meetings are formal but that those present do what they can to put the foster carers at ease and explain carefully what is going on. It was planned that in future there would be a short biography of each person present and their role so that this could be read by those attending before they come into the meeting room. Wiltshire Foster Panel asks for feedback from those attending and this reflects that Panel works hard to make applicants and carers feel welcomed.

A Panel Member asked if analysis is carried out as to how potential foster carer contacts are made in light of the ongoing recruitment drive and what is the most effective method. Jay Williams (Kinship and Fostering Team Manager) reported that whilst there was not one answer, word of mouth was important and whilst formal enquiries are coming in for example during June 2019 there were 21 enquiries (with 5 coming via the Global communications campaign) not all had progressed to the assessment stage and it was unlikely that the target of numbers of foster carers for October 2020 would not be met. Foster carers identifying and recommending others was identified as key and, for example as one strategy to try and increase recruitment, there would regular coffee mornings hosted to bring in more potential carers.

Several Panel Members expressed an interest in hosting a Fostering session at their respective Area Board meetings and Jay Williams agreed to investigate this further with this Team. This will be commencing early 2020.

5.9 Performance: Over time, performance reporting has developed to include local authority data alongside comparative data from statistical neighbours and the England average. The most recent data is for Q2 2019/20 (as at 30th September 2019). We are currently reviewing our in-year expected range and targets across all KPI's. Proposals have been drafted by the Performance Team in consultation with Heads of Service and the revised suite of KPI and target ranges were presented to SMT on 6 November and Performance and Outcomes Board on 13 November. The confirmed KPI's will now be incorporated into future iterations of this dataset and will include:

- Data relating to looked after children including social work performance, health and education outcomes, where they are living and placement stability
- Private Fostering data
- Adoption data focusing on outcomes for Wiltshire Council's children.

The full dataset is not repeated here, however, it is relevant to provide the following overview information which connects to the CPP priorities:

Number of children under 18 yrs in the care of Wiltshire local authority between 2012 - 2019 (at 31st March each year)

	2012	2013	2014	2015	2016	2017	2018	2019
Children	416	446	397	404	419	443	444	468

Proportion of children per 10,000 of the under 18 population between 2012 - 2019 (at 31st March each year)

	2012	2013	2014	2015	2016	2017	2018	2019
Wiltshire	40	43	39	39	40	42.6	42.3	44.3
Statistical Neighbour	40	42	43	45.3	48	52	53	n/a
England	59	60	60	60	60	62	64	n/a

Number of children entering care by age

	2018/19		Q1 2019/20		Q2 2019/20	
	Children	%	Children	%	Children	%
Under 1	37	23%	6	12%	12	26%
1 - 4	18	11%	7	14%	14	30%
5 - 9	31	19%	13	27%	4	9%
10 - 15	44	27%	14	29%	12	26%
16+	32	20%	9	18%	5	11%
Total	162	100%	49	100%	47	100%

Number of current looked after children by age (at end of quarter)

	Q3 18/19		Q4 18/19		Q1 19/20		Q2 19/20		England* (2018) %
	Children	%	Children	%	Children	%	Children	%	
Under 1	23	5%	28	6%	15	3%	19	4%	6%
1 - 4	54	11%	40	9%	41	9%	49	10%	13%
5 - 9	65	13%	69	15%	70	15%	62	13%	19%
10 - 15	197	41%	202	43%	202	44%	203	43%	39%
16+	145	30%	129	28%	132	29%	137	29%	23%
Total	484	100%	468	100%	460	100%	470	100%	100%

The recent commentary discussed at the CPP meeting on 12 November 2019 included:

1. Over the last 5 years the number and rate of children in care in Wiltshire has increased from a low base. Despite this, the Wiltshire rate of 44 per 10,000 remains below statistical neighbours (53 per 10,000), other 'good' local authorities (52 per 10,000) and significantly below the England average (64 per 10,000).
2. Given Wiltshire's low levels of deprivation, we would expect the rate of children in care to be below the national average. We have confidence in our threshold and know through external scrutiny (Ofsted 2015 and 2019) that we bring children into care at the right time. However, the growth in numbers of children in care we have seen will likely steadily continue in the future. Modelling forecasts using long-term data across a broad range of indicators (e.g. relationship between referrals and rate of Child in Need (CIN)/Support and conversion into LAC), and national, local and strategic intelligence (including from FACT, Support and Safeguarding Service (SASS) evaluation, POG and POB) suggest we are likely to see our children in care numbers rise annually by 14-17 each year until 2023.
3. The age profile of children in care is in line with the England profile.
4. The placement profile is also in line with the England profile with 77% of children placed with foster carers. However only 46% of these children are

placed with Wiltshire Council carers and currently 36 children (7%) are placed in children's homes. While the percentage of children placed in children's homes is in-line with statistical neighbours this is higher than we would anticipate and does create additional financial pressure. A fostering transformation plan (Fostering Excellence) has been approved by SMT and is now in development. Through a range of measures, we will seek to increase the number of carers, the resilience of foster placements and achieve better outcomes for children.

5. 89% of reviews for children in care were held in timescale and 88% included the views of children. Contemporary benchmarking data is not available, a request has been made via the regional data leads network for south west local authorities to share performance data, once received this can be incorporated into our internal reports. Scrutiny of late reviews shows that a further 6% of reviews were held within timescale but reports were not completed on Liquid Logic in time to count as a positive measure. Exceptions reports are provided to the Service Manager who monitors all late reviews. Participation of children in reviews has been discussed as an issue with Independent Reviewing Officers during their last team meeting, this revealed inconsistent practice. Additional guidance is being written and will lead to greater consistency.
6. Distant placements. The percentage of our children who are placed outside of Wiltshire at 28% is better performance than Statistical Neighbours (SN's) and the England average. However, England averages are skewed by small unitary authorities and London boroughs where children are frequently placed outside the Local Authority boundary but still close to home and for this reason we report on children placed over 20 miles from home. At 37% we are significantly above both SN (26%) and England average (27%). The percentage of children placed at distance is above our end of year target. This reflects the challenges of securing local independent fostering and residential placements while the number of children in care within Wiltshire and across the region continues to grow. In addition to the Fostering Excellence approach described above further work is required to engage more effectively with local providers to improve our access to local placements.
7. Placement stability. Despite limited placement choice our reported placement stability rates are strong across both measures. The number of children experiencing 3+ placements within the last 12 months at 7% is below that of the England average, SN and SN who are 'good'. The number of children who are in secure long-term placements (looked after for at least 2.5 years and in the same placement for at least 2 years) at 78% is also better than the England average, SN and SN 'good'. An audit is currently underway to identify learning where children have experienced multiple moves, this learning will be reported to CPP when available. We are also introducing new checkpoints within Liquid Logic to ensure placement addresses are always up to date, this may impact negatively on reported stability rates in the future if we find incorrect placement addresses recorded.
8. Visits – overall the improvements in the timeliness of visits to our children in care has been maintained throughout Q2 with 92% of visits being in time and

performance is now good. The range across teams is 98% to 84% and so room for improvement does remain and will continue to be a feature examined within Performance and Outcome Groups. Critically Children in Care South had 65 (13%) late visits in Quarter 2, detailed analysis and improvement actions will be examined during the team performance review.

9. Private Fostering - 22 new private fostering notifications were received in the quarter. The majority of these came from language schools and were expected. 21 of the 22 notifications were responded to with a social work visit within 7 days. The one late visit occurred on Day 8, this was the earliest date a visit could be arranged, no concerns were identified on assessment and this child is no longer subject to Private Fostering.
10. Adoption - Numbers adopted and adopted within 12 months of Should Be Placed for Adoption (SBPA) both performed below expectation in Q2. However, numbers of children in this cohort are very small so any change, even small, will have a significant impact on performance. Current half-year performance shows 14 adoptions and pipeline adoptions for the remaining half year are currently at 16. This results in a total of 30 forecasted adoptions for the full year which is comfortably within the expected range.
 - Priorities for the next period include:
 - Managing the number of children in care to slow the increase
 - Improve compliance with the KPI range measures in order to improve outcomes for children
 - Improve placement sufficiency so that more children are looked after by Wiltshire approved foster carers, closer to their homes, schools and communities
 - Maintain recent improvements in visits to, and assessments of, Privately Fostered children
 - Continue to ensure timely adoption for children where it is in their best interest

5.10 Review of Strategic Priorities

At the Panel meeting in September the Chair reported that she had reviewed the Strategic Priorities in advance of the meeting and had suggested that as there are 8 Panel Members that another strategic priority could be added so that each Member was responsible for one each. As there is strong focus on increasing Foster Carers, this should also be a priority for the Panel and that it should be added as priority number 8. It was anticipated that each Member would work with their support Officer to draw up an Action Plan of how they could progress their strategic priority. Councillors could then be invited to attend relevant operational meetings and/or team meetings to gain more insight and understanding.

The Chair also wanted to discuss the Strategic Priorities with the representatives of the Children in Care Council to seek their views and if they had thoughts on a focus of their way forward. This would be arranged and

following this it was likely that the Strategic Priorities would be refreshed and reassigned for the Panel Members to progress.

6. Ofsted Inspection

6.1 Between 3 and 19 June 2019, the Families and Children's Service was inspected by Ofsted. There are four domains that are graded and the outcome for the Service was as follows:

- The impact of leaders on social work practice with children and families – Good
- The experiences and progress of children who need help and protection – Good
- The experiences and progress of children in care and care leavers – Good
- Overall Effectiveness - Good

6.2 This is an endorsement of the effective services that are in place and delivered to children and young people, their families and carers who come from, and are living in, living in Wiltshire. There were five things that were identified as needing to improve:

- Raising awareness of Private Fostering in the community
- The impact of services on children's health and education when they are in care
- The clarity and accuracy of children's records when they are in care
- The availability of suitable placements when children first come into care
- The quality of social work supervision.

6.3 It is important to note that these are areas for improvement, not formal recommendations of which there were none. Some of these areas are general to the Service whilst others are more specific to the work of the CPP. There will be an improvement plan developed following the inspection and it will include actions designed to tackle the factors identified above, with the intention of the local authority being judged as Outstanding when it is next inspected.

6.4 The following extracts are taken from the Ofsted report. Members are encouraged to read the whole document:

- Children in care and care leavers receive a good service in Wiltshire. The vast majority...live in stable, permanent homes that meet their needs. Social workers and Personal Advisors (PAs) know the children and young people well, visit them regularly and build meaningful relationships with them. Tenacious social work and advocacy ensure that children's views are pivotal in plans for their future, and their experience and progress improve once they are in care
- Children are seen and the majority are seen alone by their social workers...have a good relationship with their social workers...
- Children and young people have regular visits with their family and other people who are important to them whenever possible

- The majority of children’s assessments...are of a good quality, with children’s wishes and feelings carefully considered. Some social workers write in the first person. These children’s records are child-friendly...bring the child to life and evidence a real sense of care
- Since the last inspection, meeting children’s health needs has improved...challenges remain in ensuring that all children benefit from a timely...health assessment
- There is careful oversight of children’s journeys to permanence, underpinned by sensitive, child-centred work. A wide range of options are pursued....
- The majority of children in care...live with foster carers on a long term basis. The stability of these placements is good, and most children stay in the same place once they come into care
- The arrangements for finding...adoptive parents are a strength. The new relationship with Adoption West...is working well and has been seamless for both children and carers
- Children who arrive as unaccompanied minors are promptly safeguarded.... specialist social workers...have responded well to the complexities of safeguarding these children
- For care leavers there is tenacious work by Personal Advisers and young people value their support

In providing this flavour of the positive report, it is recognised that there are areas of improvement identified including the consistency of assessment, educational attainment and the consistency of health assessments. However, this inspection is strong evidence of the effectiveness of the Service.

7. Impact and Ambition

7.1 It is clear that this group has received information about a breadth of activity relating to Wiltshire’s children in care and care experienced young people, “our” children. The body of this report indicates areas of impact whilst others are more subtle and are likely to arise because of raised awareness of the issues that most directly affect the lives of this group of children and young people:

- There is an established and still evolving Care Council and Care Leavers Council which ensures that the voices, experiences and opinions of our children and young people are reflected in operational practice development and in new areas of policy.
- Members consider “dashboard” information relating to all responsibilities of the Families and Children’s Service which allows them to question officers about effectiveness, celebrate success and raise awareness across the Council.

- There is scrutiny and challenge regarding the identified priority areas. Mainly through exception reporting and the use of service area Key Performance Indicators, this allows members to understand the effectiveness of the organisation and to ensure that areas for improvement are identified and, where required, appropriate actions are identified and completed. For example, the ePEP process has been introduced and embedded which simplifies the PEP process for children with the aim of improving educational outcomes.
- Return interviews, following missing episodes, are more regularly completed and the learning gained from them is incorporated into service development and our response to children who go missing, including those vulnerable to CSE.
- The risk assessment process associated with missing children has been improved and there is closer working practice with foster carers.
- There are improving responses available from CAMHS for children and young people experiencing mental health difficulties including a reduction of children “returning” to CAMHS for a subsequent time.
- There is engagement with all members, driven by the lead member, of the importance of a whole council approach to the recruitment of foster carers for children in care. Members have been provided with information and have been asked to promote the importance of fostering within the scope of their roles.
- There is a strong offer of council-wide support available to care experienced young people. The existing core offer will be further developed with the support of the CPP over time.

7.2 It is important that there is no complacency about ensuring that the best possible support is available to children in care and those who are care experienced. In terms of ambition, we want to achieve the following:

- Narrow the gap in outcome and achievement, in the broadest sense, between our children and young people and others living in Wiltshire, thus reducing disadvantage and stigma
- For each of the priority areas, ensure that there are identified actions developed from scrutiny and challenge so that the CPP is an effective driver of change and improvement
- Provide a comprehensive and innovative care offer to care experienced young people that is based upon what they say they want. This will draw upon Council wide services and those that are provided by partner organisations and will be available to all our young people, including those who live outside Wiltshire, where applicable
- Continue to improve all outcomes for this group of children and young people: improve educational outcomes as we know this improves resilience and

problem-solving skills, improve health and lifestyle outcomes and reduce social isolation – these are things that young people are concerned about

- Increase accommodation options for children and young people, including approving more foster carers and Supported Lodgings providers, developing semi-independent and independent living options within Homes for Wiltshire and the voluntary sector
- Be sure that the voices of children and young people continue to be heard and understood by members, officers and all corporate parents whilst ensuring that these opinions are fully reflected in practice improvement.

8. Conclusion and Next Steps

8.1 The Corporate Parenting Panel has been challenged in past years to fully evidence its impact, this was reported in the 2015-16 CPP annual report. The introduction of a new Corporate Parenting Strategy for 2016-17, with new strategic priorities and an enhanced reporting system has helped to ensure greater impact by panel as evidenced in the updates from strategic leads contained within this report. Alongside this is the evidence within the report from the Children in Care council. Following the change of chairing responsibility and the outcome of the Ofsted inspection that the Families and Children's Service in Wiltshire is Good, there is now further opportunity for the effectiveness of the CPP to develop, supported by robust dataset and key performance indicator reporting, and for its impact to be even more significant. In addition, we will:

- a) Review all priority areas to ensure the best impact upon outcomes for children and young people. These are currently in draft as follows:

Proposed Promise/Commitment/Priorities for CPP

I need:

1. 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.
2. Support for as long as I need it.
3. To feel and be safe.
4. To be heard – my voice is not the only way I am heard, it may come out as my behaviour.
5. Support with my mental health especially at school, at a time and a place that suits me and not services.
6. Support to be the best I can.

7. Support to be healthy and this includes opportunities to be involved in new activities.
 8. A loving home where I have good relationships, respect and the opportunity to see my family.
- b) Strengthen member representation on the Fostering Panel. This has already been achieved by appointing Councillor Stewart Palmen to the Panel.
 - c) 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.
 - d) By promoting the importance of fostering and providing information and opportunities to discuss routes into fostering, support the increase the number of Foster Carers available for Wiltshire children, supporting them to remain living in their home communities and achieving stability. Meetings are currently being planned with Area Boards for 2020 to support the new Fostering Excellence initiative.
 - e) Working with health colleagues, continue to track the improvement in health outcomes for children and young people, particularly by ensuring that Initial and Review Health assessments are completed in a timely way. Improvement is already evident following revision of process.
 - f) Further strengthen and develop the offer for care experienced young people, particularly ensuring that those living outside Wiltshire are not disadvantaged.

9. Safeguarding Children and Young People Panel

- 9.1 The Safeguarding Children and Young People Panel (SCYPP) (which was established in February 2014) has continued to meet in July, September and November 2018 and March, July and September 2019. The role of the SCYPP is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes to ensure that all Wiltshire children and young people are safe.
- 9.2 Councillors Pat Aves, Mary Champion, Jane Davies (Vice Chair), Mary Douglas, Ross Henning, George Jeans and Laura Mayes (Chairman) formed the membership of the Panel during the period May 2018 to May 2019. From July 2019 Councillor Laura Mayes stepped down from Panel having changed Cabinet Member responsibility and she was succeeded by Councillor Pauline Church as the Chair. The Lead Officer is Jen Salter (Head of Service – Support and Safeguarding).
- 9.3 In the last year, the SCYPP has continued to receive briefings to enhance member's knowledge and understanding of Families and Children's Services responsibilities for safeguarding children and young people.

9.4 This has included; overviews of the core data which explains how the data is captured and monitored and used to compare Wiltshire with neighbouring councils and agencies, updates on the Families and Children's Transformation (FACT) Programme, a discussion about the self-assessment that was prepared prior to the Ofsted annual conversation meeting, what improvements were put in place following an internal audit on child sexual abuse, the findings from an independent peer review, an overview of the Wiltshire Obesity Strategy for 2016/20, a briefing on County Lines, timeliness of assessments, details of the current pressures facing the service and anonymised case studies that show the threshold levels.

10. Main Considerations for the Council

10.1 The Council is asked to note the work of the Corporate Parenting Panel to date and the success within year to strengthen its functions and impact of its work.

11. Safeguarding Implications

11.1 Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council and in doing so identify issues such as children missing from placement and children at risk of sexual exploitation. These safeguarding functions continue and will be enhanced.

12. Public Health Implications

12.1 Looked After Children 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.

13. Environmental and Climate Change Considerations

13.1 Not applicable.

14. Equalities Impact of the Proposal

14.1 The proposals seek to bring Councillors and Officers to work together to ensure that our Looked After Children and Young People have a voice within the Council in order to influence the improvement of services for them.

15. Risk Assessment

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

16. Financial Implications

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

17. Legal Implications

17.1 Ian Gibbons (Solicitor to the Council) has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Terence Herbert (Executive Director – Children and Education) is the lead decision maker.

18. Proposal

18.1 To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.

Lucy Townsend (Director - Families and Children's Services)

Report Author: Deborah Barlow (Interim Head of Service - Children in Care and Young People)

Date of report: 15 November 2019

Background Papers – None

Appendices

1 - Annual Report of the Children in Care Council April 2018 to March 2019

Wiltshire
Children in Care Council
Annual Report
April 2018 – March 2019

1. Introduction

Wiltshire's Children in Care Council (CiCC) is coordinated by the Children's Commissioning Team within Wiltshire Council. The team's work on youth voice activity supports the Council's ambition that no policy, or service, related to children and young people is developed without first seeking their views. Wiltshire Council believes that participation and involvement is 'the business of every service and organisation that works with children and young people'.

This report provides a summary of CiCC activities over the last twelve months, highlights key messages and outlines priorities for future development.

2. What is CiCC ?

CiCC is a forum for young people, 10 years and above, who live in care. CiCC extends an open invitation to care leavers. Members volunteer to join the CiCC and to have their voices heard in order to improve the lives of children and young people living in care and leaving care. Membership fluctuates as young people move onto new opportunities and given the time that they have available. CiCC strives to be as open, inclusive and accessible as possible and at March 2019 had a membership of 23.

CiCC plans to meet at least every other month. Twice a year, these meetings are held jointly with members of the Corporate Parenting Panel and are called Shared Guardianship Sessions.

Shared Guardianship Sessions – CiCC/Corporate Parent Panel 2019	
March	Tuesday 19 March – Cotswold Space, County Hall, Trowbridge, 5pm-6.30pm
September	Tuesday 10 September – Cotswold Space, County Hall, Trowbridge, 5pm-6.30pm

3. Messages from CiCC members

Since April 2018, CiCC has been consulted on a range of issues and has made the following input - *You said*. In response, councillors and officers have taken actions – *We did*.

	You said	We did
1	<p>We met with the Children and Families Commissioning Team and told them about our placement needs for the Draft Placements Commissioning Strategy:</p> <ul style="list-style-type: none"> • It's important to be placed near your home when it's the right thing for the child or young person • Food and drink are really important to me when I'm in a new family home 	<p>The Team reported that in relation to many of the points made, amendments have been made to the strategy, as below. In relation to some points, no amendments were made as priorities were addressed in other parts of the strategy.</p> <ul style="list-style-type: none"> • Amendment to section 1 (introduction) • Amend made to section 9 (strategic priorities)

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| <ul style="list-style-type: none"> • I want to be able to do the activities I like – I think it's really important carers encourage me to try new things • I think it's important that carers encourage me to make friends • I want to be placed with a happy and welcoming family • Contact with my siblings is important to me • I don't want lots of moves – I need to get used to living with someone new – I need to try and enjoy it • It's important for me to live near my siblings • It's important that the people who look after me encourage me to go to school • I want enough space – a bedroom of my own is important to me • I want to share a bedroom – I used to live with a lot of people and now there's only me living in my own bedroom • I want to be listened to about what's important for me about my new family home • We need foster carers who have received training around the issues children and young people experience, and training that continues on the job, and partnering • We need foster carers who have really good experience e.g. foster carers who are (or have been) SENCOs or SEND lead workers • Carers need to listen to what a child is like from the child's point of view, as well as from the social worker or foster carer, when we're making a good placement match – good matching will mean a more successful placement • It's really important that I meet by foster carer first before I am placed with them • I think some foster carers are scared to call the Police when a child or young person goes missing, because they become too attached to a child, and therefore don't want to ring the Police – but it's really important to do the right thing | <ul style="list-style-type: none"> • Bullet pt 4 amended of section 3.2.9 (summary of placement need for LAC) • Bullet pt 4 amended of section 3.2.9 (summary of placement need for LAC) • Bullet pt 2 amended of section 3.2.9 (summary of placement need for LAC) • Bullet pt 4 amended of section 3.2.9 (summary of placement need for LAC) • Bullet 5, section 3.2.9 (summary placement need for cyp) amended • Carers need to listen to what a child is like from the child's point of view, as well as from the social worker or foster carer, when we're making a good placement match – good matching will mean a more successful placement. Added to commissioning priorities under section 9 (strategic priorities) • It's really important that I meet my foster carer first before I am placed with them. Added to section 8.1 (views of cyp) • As we grow older, there are too many flaws in how the system and process work. Section 4.2.4 (summary placement needs for CLs) amended in paragraph 1 to include this. • It's important that if you fall back, there is a social worker or PA to sit with you in meetings and refer you on to services – it's important our support system is still there for us. Section 4.2.4 (summary placement needs for CLs) amended in paragraph 2 to include this. |
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	<ul style="list-style-type: none"> • I've had too many changes of social worker • I've had too many placement moves • I don't understand what happens if I don't get on my social worker and how I can ask for a different social worker and who supports me with this • We need people to listen to us – the needs of children and young people are not supported as well as they should be • As we grow older, there are too many flaws in how the system and process work • It's important that if you fall back, there is a social worker or PA to sit with you in meetings and refer you on to services – it's important our support system is still there for us • We need foster carers who have had experience with all of the issues we are facing as care leavers as well as care leavers who aren't struggling with these issues <p>Carers need to know what support and services are available both for themselves and for children and young people and how to access these services</p>	
2	<p>We met Fostering Services Manager and told him that:</p> <ol style="list-style-type: none"> 1) We are interested to be involved in future foster carer training; 2) We are interested in being involved in interviewing staff; 3) We are interested in having a chance to meet the fostering social worker. This is because we might get on better with the fostering social worker than our own, and there might also be less change and/or more regular visits. We don't know why our foster carers get to speak with our foster carers, but we don't get to speak with theirs; 4) We think it might be sensible for the fostering social worker and our social worker to speak and plan together with our carer's and to also invite us (children and young people) to participate; 	<ol style="list-style-type: none"> 1) Foster Services Manager will look at the opportunities for further training and interviewing. Currently, CiCC members do get involved in training new children's services staff, but not foster carers. In 2017, CiCC members provided some 'key messages' for foster cares, delivering during training, and also recorded a conversation about what makes a good foster carer, again to be used in training. 2) There is an appetite to take a more standardised approach to including young people in staff interviews. Currently, young people are included in different ways by different teams. Complications arise with the requirement to take children and young people out of school for these activities. Voice and Influence Team will discuss alternative and creative ways of children and young people being involved with colleagues in the HR team and seek to understand the quantity and frequency of the requirement. 3) To be followed up by Fostering Services Manager to understand if and why this is not already happening. 4) This should already be happening as part of our routine case management and placement planning process.

		<p>We are currently updating our social work practice standards (the guidelines/rules to what social workers do). Within the fostering standards section we have included a clear expectation that fostering s/w will “Meet the children in care from time to time and see their bedrooms.”</p>
3	<p>We met with Virtual School Head to talk about ways of celebrating successes of children living in care and care leavers, and also about Personal Education Plans.</p> <p>We said:</p> <ul style="list-style-type: none"> • Make sure that we can review the last paperwork produced at the PEP before we have our next one <p>Make sure the connection between the Virtual School Officer (VSO) and the school is good;</p>	<p>The new e PEP will start in January 2019, it is a continuous open document so the school can share it with a young person at any time and anything can be added; reports; certificates; photographs with young person’s permission; out of school activities that will give a full picture of the educational journey.</p> <p>The Virtual School is continuing to support good relationships with designated teachers in schools, increase training around the educational experience for Looked After Children and Young People so school staff have a greater awareness.</p>
4	<p>We met with our Corporate Parents and discussed education and the No Wrong Door Project. We said:</p> <p>1.Virtual School</p> <ul style="list-style-type: none"> • Help/support us with our revision and exams. • Some LAC have missed a lot of school – could there be a provision for them to catch up (maybe with longer days in school for those that need it?) • If you get free school meals, the allowance you are given to spend doesn’t allow you to choose a cold meal (like a salad) and isn’t enough for a drink also; • Fund the school equipment that we need, stationery, protractors, compasses and uniform; <p>2.We reviewed wording for a new Aspire House (NWD) leaflet and discussed the ‘No Wrong Door’ project. We did this by: Splitting into four groups to look at the draft guide, add to it and amend and consider what should and should not be included.</p>	<p>1. The Head of Children in Care and Young People reported that the Virtual School may be looking to provide extra weeks of tuition in the school holidays for those that need to/want to catch up. The young people indicated that they would be interested in this. Chris Whitfield (Virtual School Headteacher) is working with groups of schools to look at setting this up for the future.</p> <p>Revision sessions and individual support continue to be offered. Longer days, where necessary, can be discussed in PEP meetings or between them if necessary.</p> <p><i>Note: comments re: FSM and equipment were addressed with young people and their carers individually.</i></p> <p>2. The acting Lead Commissioner amended the document accordingly with more straight-forward language. Design team have created a draft which will be shared with CiCC at its next meeting.</p>
5	<p>We wanted the opportunity to feed back some positive and negative experiences of our journey in care.</p> <p>We discussed the option of Bath University’s offer to come in and do a session with us and agreed to invite them.</p>	<p>The Youth Voice Lead supported the CiCC to work in partnership with Bath University to put together the agenda for the Shared Guardianship Session on 19 March 2019.</p> <p>Bath University facilitated a series of exercises with the group to generate discussion, capture feedback and promote learning.</p>

As part of the session, these were the main areas we wanted to give our feedback on:

Exercise 1: Reviews meetings: we discussed and gave our views on what are they for, what works, what could improve?

Positives about review meetings

- ✓ I felt listened to
- ✓ They follow through on what they said they would do, and they focus on what I need
- ✓ I was able to chair my own review meetings towards the end
- ✓ My brothers were able to come to my review meeting
- ✓ The venue of the meetings was changed from school to my foster placement
- ✓ I was asked what I wanted
- ✓ I am happy, they are well organised meetings
- ✓ I am given the choice/freedom of whether I attend meetings
- ✓ I feel like I have a fair platform where I can express my views.

Negatives about review meetings

- ✗ They ask lots of questions
- ✗ My IRO (Independent Reviewing Officer) changed
- ✗ There were lots of Social Worker changes
- ✗ There are questions on the form that ask my parents about how I am getting on at school – “How are they supposed to know that?” The questions should be appropriate for me
- ✗ I would like to move the location of my review meetings as I don't like being in cramped spaces – no one has offered me this option
- ✗ I am aware that I could use the Mind of My Own app to share my feelings and record what I want to say at the meetings, but I am concerned about security and my words being changed – I prefer to hand write what I want to say and pass this on.

What can be improved?

- * I would like to receive a short profile about my Social Worker (and other Wiltshire Council staff who will be involved with me) before I meet them, so

A report on these outcomes will be made available to Wiltshire Council so operational children's services teams embed the learning.

Bath University with the agreement of the CiCC/Wiltshire Council will be looking to take the learning into their Social Worker degree course.

The Interim Head of Children in Care and Young People noted the issues raised around what the young people in care said could be improved and is requesting one-page profiles, starting with senior

<p>that I know what they look like, who they are and a bit of information about them.</p> <p>* My Social Worker should also know about me – a summary of my important points so that I don't have to keep repeating them and what I liked to be called. "I don't like Stephen, I am Steve!"</p> <p>* I am on a Pathway Plan, but I haven't seen a copy of it – could my PA share a copy with me?</p> <p>Exercise 2: Placements: moving in, staying, and moving on.</p> <ul style="list-style-type: none"> • What were your feelings when you were moving in? We said it... Can be scary at first but once you get settled in you realise that there was nothing to worry about. • How did you feel about staying (being in placement for a period of time)? We said it's.... More comfortable when you stay in one place for a long time. <p>Exercise 3: Social workers: A job description and a person specification, poem.</p> <p>We were asked to think about our Social Worker/s and write a poem starting with the words "I remember".</p> <p>We didn't all do poems but spoke of ones that we remember for all sorts of reasons, some funny and some not.</p> <p>What we all agreed is that it doesn't matter who they are: young, old, male, female, colour or anything else ...all we want are people who care and have the skills to support us.</p>	<p>managers and managers across the service, progressing to Social Workers, support workers and Personal Assistants (PAs). All one-page profiles to be kept locally so that they are used accordingly.</p> <p>Social Workers work closely with their children and young people. When a Social Worker leaves the LA, they will produce a 'short pen picture' of their child - to ensure that the new Social Worker gets to know their child or young person ahead of meeting them. We are capturing the 'pen picture' with our children over the summer break.</p> <p>All managers have discussed this issue of Pathway Plans in their team meetings. This triggered an audit including a question: Audit Q. Is there evidence that it has been written with the young person. Do they have a copy?</p> <p>Auditors could not evidence, and team managers said it is not consistent. Therefore, there has been an agreed amnesty: during the very next visit to our children, PA's and Social Workers will take a hard copy to discuss again and case note that it has been achieved (28 May 2019).</p>
<p>6 Chair of the CiCC raised the issue that young people in care cannot attend the Corporate Parent Panel meetings due to the time of day that they are held. This was raised directly with The Director, Families and Children's Services on 7 March 2019, during the joint meeting of the Wiltshire Youth Union/CiCC.</p>	<p>This issue was raised at the Corporate Parent Panel (CPP) on 19 March 2019:</p> <p>Timing of CPP Meeting</p> <p>The Director, Families and Children's Services reported that she had recently spoken with the Chair of CiCC (who has previously attended CPP meetings and is the current Chair of the Children in Care Council) who said that she had really enjoyed attending the Corporate Parenting Panel meetings but was currently in Year 11 studying for her GCSEs and found the current timing of the meetings to be a barrier for her.</p>

		<p>The Youth Voice Lead reported that whilst schools will release students to attend meetings such as the CPP and Children’s Select Committee, it is still inhibiting for the students as they are missing “the school day”.</p> <p>The Chair asked Panel Members for their views and it was suggested that later meetings/Saturday meetings or meetings during the school holidays could be considered. It was agreed that this would be further investigated outside of the meeting, but that for now the meetings would remain as they are.</p> <p>CPP agreed action: Officers to investigate changing the times/days of the Corporate Parenting Panel meetings and report back to the next meeting.</p>
7	<p>We wanted to take forward our action from 2018 around making a mental health awareness video, so that other young people might be helped by it.</p> <p>We discussed what we could do and asked The Youth Voice Lead for ideas and to support us making it.</p> <p>We looked at different types of videos and agreed on doing a Lego version. We also decided that this could be our CiCC ‘Brand’ and we could make other videos using the same Lego characters and add ones when new members joined CiCC.</p> <p>We wrote a script about mental health awareness and each member took a turn in making the video.</p> <p>Once we have finished the video we plan to promote it.</p>	<p>The Youth Voice Lead liaised with the internal Comms Team and discussed the option of Lego format characters being used for animated videos as the CiCC branding going forward.</p> <p>Wiltshire Councils Communications Team’s Technical Support Officer produced a demo list of animated Lego characters and facilitated a session with CiCC members to ‘animate and voice over’ each character to each one of the CiCC members.</p> <p>The first test draft version has been produced and will be edited in conjunction with the CiCC: https://youtu.be/3CSojc1zaUQ</p> <p>This video has been viewed and shared with the Corporate Parent Panel.</p> <p>Wiltshire Council will support and promote this and further videos to other stakeholders and partner organisations.</p>
8	<p>We want to get more young people to be members of the CiCC.</p> <p>So far, here are some of the things we have done:</p> <ul style="list-style-type: none"> Members manned a CiCC stand at a Post-16 Options event in Trowbridge on 4 December 2018. We spoke to young people who are in care that came to the event and some of them gave us their details because they wanted to join CiCC. 	<p>The Youth Voice Lead organised the stand and supported the production of CiCC literature for the event, transport and refreshments.</p> <p>Sarah Banks attended and co-manned the stand with CiCC members. Photographs were taken at the event so that CiCC can use them within future advertising. A ‘guess the sweets’ competition was put together and young people who attended the event were asked to take part.</p> <p>Sarah Banks - (Youth Voice Lead) collated the details of the young people in care who attended the event and expressed an interest in joining</p>

<ul style="list-style-type: none"> Produced our CiCC newsletter for Jan-June 2019, which included an article recognising National Care Day, which was in February. 	<p>CiCC. An email was sent to each with information on CiCC, newsletter and membership form.</p> <p>The Children and Families Commissioning Team has supported the editing and branding of the CiCC newsletter and the finalised newsletter will be mailed out to children and young people aged 8+ with an invitation to join CiCC, and other partner organisations.</p> <p>Sarah Banks – (Youth Voice Lead) is working with CiCC to update its action plan for 2019 to include an increase in the number of CiCC members and its diversity.</p>
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4. Activities during the last 12 months

As well as meeting and considering policy matters, CiCC has engaged in many activities, which have included:

- Discussions and engagement with corporate parents at Shared Guardian meetings and social events
- Enhanced CiCC voice by attending the new Wiltshire Youth Union (WYU), which combined the Wiltshire Assembly of Youth (WAY) and Youth Safeguarding Board (YSB) creating a stronger youth voice forum
- Consultation – Youth Consultant Pilot Project
- Induction training for new staff within Children’s Services
- Recruitment panels for senior appointments
- Host to Bath University – consultation session and feedback to support learning for Social Workers
- Held a CiCC stand at a Post 16 Options Event in Trowbridge, resulting in new members
- Researching external venues for 2019 forum meetings
- Engagement in CSE and County Lines Awareness Campaign in partnership with Wiltshire Police
- Co-produced a CiCC Mental Health Awareness video.

During 2018, a different forum model was reviewed by CiCC members. This review included opportunities to meet at a different time of the week, using different community venues across the county, having more time for fun, consultation, and personal development activities.

Reasons for change were considered necessary as:

- The existing format for CiCC was not ensuring a good enough experience for members
- This led to difficulties in recruiting and retaining members
- Holding all meetings at County Hall was not conducive to the safe and effective management of the group.

Proposals were drafted with young people from CiCC and actions have been taken forward into the 2019.

5. Sample Agenda

Time	CiCC – Agenda 4 June 2019 5.00-6.30pm
5.00pm	Welcome – How are we all?
5.10pm	Activity – Review/Feedback You Said, We Did – review/comment What can this tell us about what we have done...and want to do for 2019?
5.25pm	Issue-based activity/discussion e.g. mental health, video – finalizing it and discussion on how we will promote it...community, schools etc...
5.40pm	Break
5.50pm	Activity – Ofsted Wiltshire inspecting Wiltshire Council You have the chance to tell them what your views are and what you think, so would you like to discuss: <ol style="list-style-type: none"> 1. Do you know who Ofsted are? 2. What would you like them to hold WC accountable for? 3. Some good things you think WC do....Some not so good things? 4. How would you like Ofsted to feed back to you their findings? 5. Do you want the chance to talk to them ? Weds 12 June – 4.30pm at County Hall
6.30pm	Close

6. Recruitment

Recruitment remains a key priority to ensure secure and meaningful representation. Further support to promote CiCC and to capture a wider cohort of youth voice will be sought through partnership work with the WYU. It will also be linked to a 'Youth Consultant' Pilot which has been funded by Wiltshire Council and is being developed in conjunction with Wiltshire Community First.

This work may include the following pilot activities:

- Youth Consultants (x2) attached to and project work directed by CiCC
- Youth leadership support offered by trained Youth Consultants
- Joint project work – raising awareness, campaigns, initiatives
- Stronger voice representation at strategic level – i.e. panels, committees, steering groups
- Partnership working with organisations: Wiltshire Council Children's Services, Wiltshire Council Communities Team, Wiltshire Council Public Health, Healthwatch Wiltshire (delivered by Evolving Communities), Wiltshire Police, Wiltshire Safeguarding Vulnerable People Partnership, Virgin Care (delivering child health services), Oxford Health NHS Foundation Trust (delivering child and adolescent mental health services), Wiltshire Children and Families Voluntary Sector Forum, Wiltshire Parent Carer Council, Wiltshire Community First.

7. Priorities for future development

CiCC has identified priorities that it wishes to work on in 2019/20, some of which are continued from 2018/19, and are in order of priority:

1. Continuing to raise awareness of mental health and emotional wellbeing
2. Raising awareness of bullying
3. Continuing to make newsletters and promote our group
4. Training new staff – children’s services induction, Wiltshire college and any other opportunities
5. Being professional when we have meetings and develop skills to be effective representatives
6. Meeting CiCCs from other counties (it will be more fun if there are some activities)
7. Taking part in consultations
8. Influencing decision makers by sharing experiences and that of others

8. Meeting dates

In January 2019, the following schedule for the year was proposed. WYU meeting dates have also been included as CiCC members are active in the WYU and represent looked after children within this youth voice forum.

Month	Children in Care Council	Wiltshire Youth Union (WYU)
January	Dispatch out to CiCC with Meeting Dates January CiCC Newsletter	Dispatch out to WYU with Meeting Dates
February	Tue 5 February, County Hall, Trowbridge 5pm-6.30pm	Thur 7 February, County Hall, Trowbridge 4.45pm – 6.30pm
	Youth Elections – 11-29 February	
March	Tue 19 March, County Hall, Trowbridge Shared Guardian Session, (Corporate Parents), 5pm-6.30pm	Thur 7 March, WYU/UKYP Induction County Hall, Trowbridge, 4.45pm-7.15pm
April	Tue 9 April, Five Rivers, Salisbury 5pm-6.30pm	Dispatch out to WYU
May	Thur 2 May, Joint meeting - County Hall, Trowbridge, 4.45pm-6.30pm	
June	Tue 4 Jun, County Hall, Trowbridge 5pm-6.30pm	Dispatch out to WYU
July	Thurs 4 Jul, Joint meeting - County Hall, Trowbridge, 5.00-6.30pm	
August	No Meetings	
September	Tue 10 Sep, County Hall, Trowbridge Shared Guardian Session (Corporate Parents), 5pm-6.30pm	Thur 26 Sep, County Hall, Trowbridge 4.45pm-6.30pm
October	Sat 12 October, Fun Day Details to be confirmed	Dispatch out to WYU
November	Joint meeting for all – anti-bullying week (11-15 th), 5pm-6.30pm Thurs 7 Nov, County Hall, Trowbridge	
December	Tues 10 Dec, CiCC Christmas Event Details to be confirmed	Thurs 12 Dec, WYU Christmas Event Details to be confirmed

NB. 'Dispatches', referenced in the table above include surveys, newsletters/news articles/updates, and community-based engagement.

9. Moving on – Care Leavers Forum

In October 2018, Wiltshire Council launched its Care Leavers' Promise. The Council consulted with local care experienced young people about the types of support that would be useful when moving out of care. In support of the Promise, a meeting was sought with a group of these young people to discuss the option of co-creating a Care Leavers Forum. Wiltshire Council wants to strengthen care leavers voice and work in partnership to co-develop elements of the Promise, such as the Care Leavers App.

On 21 November, Care Leavers discussed their views during an informal get together with the Head of Children in Care and Young People, the Youth Voice Lead in Children's Commissioning and a selection of Wiltshire Council PA's.

Care leavers fed back that they wanted:

- to have a regular forum
- to be held quarterly
- meetings to be co-chaired – care leaver & PA
- venues to be booked around the county- so as many young people as possible could attend
- a time of day that suits them – after 6.00pm

Meeting dates:

Month	Care Experienced Forum – Schedule 2019
March	Friday 29 March Longfield Community Centre, Weavers Drive, Trowbridge, BA14 7DZ 6.00 – 9.00 pm
June	Tuesday 18 June Community Room, Tesco, Salisbury 6.00 – 9.00pm
September	Weds 25 September Meeting room, High Street, Chippenham (access next to Town Hall/Warrens Bakery) 6.00 – 9.00pm
December	Friday 6 December Longfield Community Centre, Weavers Drive, Trowbridge, BA14 7DZ 6.00 – 9.00pm

Work actively continues to support the forum and engage with our care experienced young people. The Wiltshire Care Leavers Annual Report for April 2019 - March 2020 will be available in April 2020.

Extract from the Minutes of the Children’s Select Committee

12 November 2019

Minute No. 86 – Draft Corporate Parenting Panel Annual Report

The Committee received the draft Annual Report of the Corporate Parenting Panel (CPP) prior to its finalisation by the Panel later that day, which would then be presented to Council at its meeting on 26 November 2019 in accordance with the Council’s Constitution.

Members were reminded that the role of the CPP was to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who were Looked After. All Councillors were reminded that they had responsibilities as a “corporate parent” for children and young people who were Looked After in Wiltshire.

The Director, Families & Children explained the broad range of topics which had been discussed by the CPP and the work undertaken during the period from May 2018 to September 2019. It was noted that the Children in Care Council (CiCC) was a key stakeholder group relating to matters included in the CPP agenda. There was a mature relationship between CiCC and as a result young people had helped to shape the way in which the work was undertaken. Through the Shared Guardianship sessions, they had helped to influence the work and priorities of the CPP. The following had been identified by the Children in Care Council (CiCC) as its own priorities for 2019/20, some of which were continued from 2018/19. In order of priority they were:-

1. Continuing to raise awareness of mental health and emotional wellbeing.
2. Raising awareness of bullying.
3. Continuing to make newsletters and promote the group.
4. Training new staff – children’s services induction, Wiltshire College and any other opportunities.
5. Being professional when holding meetings and to develop skills to be effective representatives.
6. Meeting CiCC’s from other counties.
7. Taking part in consultations.
8. Influencing decision makers by sharing experiences and that of others.

During discussion, Members expressed some regret that there was no reference in the report to actions actually taken during the period, the subject of the report. For instance, there was no mention of how many children were in care, how many children had been missing during the year and how many interviews had taken place regarding children who were missing on more than one occasion. The Chairman suggested that key figures and data sets, which were available, be included as an appendix to the report prior to its consideration by Full Council.

The Committee expressed its appreciation that it received the draft report in time for its’ recommendations to be included prior to the report being considered by Full Council.

Cllr Christopher Devine expressed an interest in the work of the Fostering Panel and offered to be a member should a place be available.

Resolved:

To note the DRAFT Annual Report and recommend that:

- 1. The improvements required to strengthen Corporate Parenting in Wiltshire are clearly defined in the report when presented to Full Council on 26 November 2019, with proposed actions where relevant (including additional Councillor representative(s) on the Fostering Panel);**
- 2. Key figures and data sets are included to present a comprehensive overview of the current situation in Wiltshire with regards to children in care (for example the number of children in care, the number of missing, the number of return interviews, etc.), as had been provided in previous reports, as an appendix to the report when it is presented to Full Council on 26 November 2019.**

Wiltshire Council

Council

26 November 2019

Notice of Motion No.16 – Trophy Hunting

From Councillors Fred Westmoreland and Jacqui Lay

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

Introduction

This Council notes that trophy hunting companies are seeking to exhibit and sell trophy hunting 'holidays' to British people at events around the country and the Council further notes a recent opinion poll which found that 86% of people in Britain want a universal ban on trophy hunting.

Proposal

Wiltshire Council will not permit any person or company to market, exhibit or sell hunting expeditions or paraphernalia associated with trophy hunting, including trophies, in any of its premises, facilities, highway or Council owned land. In addition, where the Council issues any form of licence or permit to any person, venue, place of business or activity, the Council will, where appropriate and permissible, endeavour to prevent the marketing, exhibiting or sale of such trophy items, by the imposition of appropriate conditions or otherwise. This action excludes items of a historical nature.

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Wiltshire Council

Council

26 November 2019

Notice of Motion No.17 – Business Plan

From Councillors Ian Thorn and Brian Mathew

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

Introduction

In February Wiltshire Council endorsed a motion declaring a climate emergency across the county. The motion called for a programme of activity that could deliver the changes we required to contribute locally, nationally and internationally to addressing the threat of climate crisis. Wiltshire Council has since undertaken a range of positive activities to begin that process. At the core of Wiltshire Council's policy programme is our business plan. It is vital that our business plan reflects our ambitions on climate emergency and is amended accordingly

Proposal

We propose the following changes to Wiltshire Council's business plan (amendments in bold):

Amend the vision of the Business Plan to:

*'Create strong **and sustainable** communities in Wiltshire'*

Amend the final paragraph of the introduction to the Business Plan to:

*'We will continue to make Wiltshire a special place where communities are not only strong, but **sustainable**, more connected and able to cope with any challenges they face. **Recognising our commitment to addressing the climate emergency, we will consider how all our activity can support our programme of work on both combating the climate crisis and ameliorating its consequences.**'*

Amend the goals on p3 under 'Working with partners as an innovative and effective council' to

*'Community Involvement: robust decision making which is open, inclusive, flexible, responsive **and considers the long-term implications of tackling the climate emergency.**'*

Amend the text on p4 under 'delivering our priorities' to:

*'Our overall vision to deliver strong **and sustainable** communities continues, but there will be some changes to our services, including:*

- ***A programme of work tackling the climate emergency which will consider the ways in which all of our services can contribute to this aim by both reducing the use of carbon in the Council's estate, and across the county of Wiltshire, and also by responding to the effects of the climate emergency to protect the lives and livelihoods of Wiltshire's residents'***

Delegate any consequential amendments of the Business Plan to Executive Directors, in consultation with the Leader.

Wiltshire Council

Full Council

26 November 2019

Subject: Appointments to the Local Pension Board

**Cabinet Member: Councillor Simon Jacobs
Cabinet Member for Finance and Procurement**

Key Decision: Non-Key

Executive Summary

Vacancies have arisen on the Local Pension Board, to which Council appoints membership as the Administering Authority. The report sets out the recruitment process undertaken and recommends appointments to Council.

Proposal(s)

i) That Council appoints the following members to the Local Pension Board for a four year term:

Ian Jones (Employer Member Representative)
Robb Lauder (Scheme Member Representative)

ii) To note the following members to the Local Pension Board are re-appointed for a further four year term:

Barry Reed (Scheme Member Representative)
Mike Pankiewicz (Scheme Member Representative)

Reason for Proposal(s)

To ensure compliance with the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015.

**Alistair Cunningham OBE
Executive Director**

Wiltshire Council

Full Council

26 November 2019

Subject: Appointments to the Local Pension Board

**Cabinet Member: Councillor Simon Jacobs
Cabinet Member for Finance and Procurement**

Key Decision: Non-Key

Purpose of Report

1. To report to Council the outcome of a selection process for the Local Pension Board, and seek Council's endorsement for the appointments as set out in the recommendation above.

Background

2. Under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013, each administering authority is required to appoint a local pension board to assist the administering authority to comply with relevant legislation and guidance, and to ensure the effective and efficient governance and administration of the Local Government Pension Scheme. Such Boards are constituted entirely under the Public Service Pensions Act 2013 and are not local authority committees, membership is as defined in the Public Service Pensions Act 2013.
3. The terms of office of three Scheme Member Representatives expired in July 2019 and another vacancy has arisen from an Employer Member resignation.

Main Considerations for the Council

4. An appointment process has been undertaken in line with the Local Pension Board Terms for Reference. Under this process, two members have sought re-appointment, and two new appointments are recommended, following endorsement from their respective membership and employer bodies.

Safeguarding Implications

5. There are no safeguarding implications.

Public Health Implications

6. There are no public health implications.

Procurement Implications

7. There are no Procurement implications

Equalities Impact of the Proposal

8. There are no equalities implications.

Environmental and Climate Change Considerations

9. There are no environmental implications.

Financial Implications

10. There are no financial risks associated with these appointments.

Legal Implications

11. The vacancies are required to be filled to ensure the Council fulfils its statutory duties as administering authority under the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015.

Conclusions

12. In order to ensure the operation of the Local Pension Board, it is recommended appointments are confirmed, in accordance with the process outlined in the Board's Terms of Reference.

Deborah Hindson
(Interim Director of Finance and Procurement)

Report Author: Libby Johnstone, Democratic Governance Manager
libby.johnstone@wiltshire.gov.uk / 01225 718214

Background Papers - None

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Wiltshire Council

Full Council

26 November 2019

Appointment of Committees

Purpose

1. To update the Council on the outcome of the by-elections for: Westbury North (18 July 2019), Ethandune (19 September), and Melksham Without South (24 October).

Legal Position

2. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees when requested to do so by a leader of a political group where changes have occurred in the size of political groups.
3. Following the by-elections listed above the strength of political groups on the council remains unchanged.
4. The current strength of political groups is:

Name of Group	Number of councillors
Conservative	65*
Liberal Democrat	21
Independent	9
Labour	3

**Vacancy for Trowbridge Lambrok*

5. The impact of the Trowbridge Lambrok Byelection (28 November 2019) will be considered by Council at its February meeting.

Matters for Decision

6. The Council is asked to:
 - a) Note this report and the legal requirements;
 - b) In accordance with paragraph 4.4 of Part 3 of the Constitution (Responsibilities for Functions) to ratify appointment of Cllrs Carole King and

Suzanne Wickham to Westbury Area Board, and Cllr Nicholas Holder to Melksham Area Board.

Robin Townsend
Director - Corporate Services

Report Author: Libby Johnstone, Democratic Governance Manager

Background papers: None

Wiltshire Council

Council

26 November

2019

Appointment of Chairmen and Vice-Chairmen of Committees

Council is asked to appoint a Chairman to the Staffing Policy Committee and Vice Chairman to the Wiltshire Pension Fund Committee.

Committee	Chairman	Vice-Chairman
Staffing Policy Committee	Cllr Stuart Wheeler	Cllr Tony Jackson (no change)
Wiltshire Pension Fund Committee	Cllr Tony Deane (no change)	Cllr Simon Jacobs

Robin Townsend
Director - Corporate Function

Background papers: None

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Wiltshire Council

Council

26 November 2019

Councillor Questions Update

Questions Received

1. A total of 5 questions have been accepted from Councillors since the last ordinary meeting of Full Council on 9 July 2019.
2. Details of questions submitted and the order they will be received at the meeting are shown at Appendix 1. Responses are included at Appendix 2.
3. The five questions were received before the deadline of 12 November 2019 and were therefore guaranteed written responses as attached to this report.
4. The Chairman will go through the questions and responses, as is customary, take them as read and giving the questioner an opportunity to ask one relevant supplementary question for each question submitted. In accordance with Part 4 of the Constitution members were requested to submit their questions in priority order.

Proposal

5. To receive the questions as detailed.

Stuart Figini, Senior Democratic Services Officer

Appendix 1 - Councillor Questions Summary

Appendix 2 - Questions received

Appendix 3 – Supplementary Documents – Question 19-39

Appendix 1 - Councillor Submitted Questions Summary

Questions will be received in the order listed below as specified in the Constitution - so that every member who submitted a question has the opportunity to ask a supplementary prior to another member having the opportunity to ask a second supplementary.

Questions for Council (attached at Appendix 2)

Ref	Questioner	Date Received	Written or Verbal	Subject	Cabinet Member
19-36	Cllr Ian Thorn	21/8/19	Written	Council press releases follow-up	Cllr Allison Bucknell/Cllr Richard Clewer
19-37	Cllr Ernie Clark	11/10/19	Written	Council rebranding	Cllr Allison Bucknell
19-38	Cllr Chris Hurst	18/10/19	Written	School Transport	Cllr Pauline Church
19-39	Cllr Chris Hurst	18/10/19	Written	Drug Trafficking in rural communities	Cllr Laura Mayes / Cllr Pauline Church
19-40	Cllr Chris Hurst	12/11/19	Written	Car Parking- Royal Wootton Bassett	Cllr Bridget Wayman

Wiltshire Council

Council

26 November 2019

From Councillor Ian Thorn, Calne Central Division

**To Councillor Allison Bucknell, Cabinet Member for Communications,
Communities, Leisure and Libraries**

Question (19-36)

Why did Wiltshire Council fail to make any public statement about the council's decision to vote for the climate emergency motion? Given that this council issues a press release at the opening of an envelope why was such a significant decision by members ignored?

Response

February Full Council meeting included the budget setting for Wiltshire Council as well as an extremely high profile item on the council's SEND special schools consultation.

The communications, marketing and events team had recently seen a number of changes in staff and not issuing a press release on the climate change motion was an oversight. There was no malicious intent and the team has since issued a press release on the council's pledge to become a carbon neutral council by 2030 with cross-party support and quotes.

The team is also working to produce a communications plan for this project as it is a key priority for Wiltshire Council moving forwards.

Wiltshire Council

Council

26 November 2019

From Councillor Ernie Clark, Hilperton Division

**To Councillor Allison Bucknell, Cabinet Member for Communications,
Communities, Leisure and Libraries**

Question (19-37)

Did Wiltshire Council employ any external body to suggest the new non-strapline Wiltshire Council letterhead? If so, how much did the idea cost? If the idea was from an 'internal' source, roughly what was the cost of this change in officer time?

Response

It's been over ten years since Wiltshire Council's logo first launched and the current font does not meet accessibility requirements for our new website. We have used this opportunity to make further changes and refresh the existing Wiltshire Council logo.

Our in-house graphic designer carried out this as part of their business as usual work and only approximately eight hours of officer time were invested in the redesign – a total of cost of just over £100. The refreshed logo is being phased in and changes will be made to branded items as and when required as part of the council's day-to-day business.

Wiltshire Council

Council

26 November 2019

From Councillor Chris Hurst, Royal Wootton Bassett South

To Councillor Pauline Church, Cabinet Member for Children, Education and Skills

Question (19-38)

- i. Does the council take into consideration the quality of school transport, particularly regarding the emissions to which school children are exposed, when they go out to tender on school bus routes?
- ii. I am aware of school children who are exposed to diesel fumes due to the poor quality and old age of the buses provided. This has been raised by local residents and not addressed by the Council.

If this is not a consideration in the tender process, why not?

Response

When tendering home to school transport, bus suppliers are asked to provide bids against a robust specification and terms and conditions, which stipulate that buses cannot be older than 15 years of age. In ensuring buses of no more than 15 years of age are contracted, Wiltshire Council is minimising the level of pollutants. Most local authorities do not have this clause included and would accept buses of any age.

Vehicle emissions are not specifically mentioned as part of the tendering process and even if they were, most of our suppliers' fleets contain a range of vehicles of different ages which makes it difficult to specify a specific vehicle to operate the same contract every single day. It would also cause operational difficulties should a specific bus not be available on any one day.

We also insist that bus drivers do not idle their engines unnecessarily whilst on school premises.

Public Service Vehicles (PSV) vehicles are subject to rigorous MOT testing once a year by the Driver and Vehicle Standards Agency (DVSA) and are periodically spot checked at Schools and at their depots by the DVSA and Wiltshire Councils fleet team.

Wiltshire Council

Council

26 November 2019

From Councillor Chris Hurst, Royal Wootton Bassett South

To Councillor Laura Mayes, Cabinet Member for Adult Social Care, Public Health and Public Protection and Cllr Pauline Church, Cabinet Member for Children, Education and Skills

Drug trafficking in rural communities is on the rise.

Question (19-39)

What action has Wiltshire Council taken to safeguard potentially vulnerable young adults and children from exploitation by County Lines gangs and is the Cabinet member in discussion with Wiltshire's Police and Crime Commissioner and the National County Lines Coordination Centre (NCLCC) about potential abuse in Wiltshire? What resources are the Council deploying in order to tackle the risk of drug exploitation in Wiltshire?

Response:

Serious organised violence, which includes links to drugs trafficking, county lines, violence (incl. knife crime) and exploitation remains an agenda of significant concern.

It is a cross-cutting issue thus requires a multi-agency approach.

Wiltshire continues to work to develop its partnership arrangements via the Safeguarding Vulnerable People's Partnership, to enable us to work effectively across the vulnerability agenda for children and adults with the three statutory safeguarding partners; Clinical Commissioning Group, Police and Wiltshire Council. This work supports the ethos that:

"Children, young people and adults live in families and local communities; these can be sources of support and safety or of danger and risk. Our approach to safeguarding and protecting our community is focused around where people live and with whom – it's an approach which has 'Think Family, Think Community' at its heart".

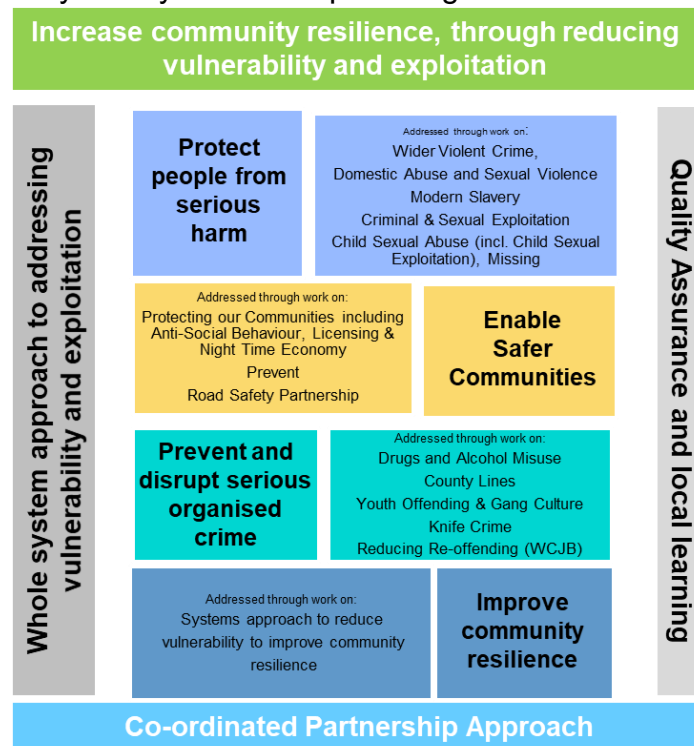
Under the 1998 Crime and Disorder Act Community Safety Partnerships are statutorily responsible for reducing crime and disorder, substance misuse and re-offending in each local authority area.

The Wiltshire Community Safety Partnership (WCSP) is responsible for compliance with the statutory duties and responsibilities set out in this Act as well as those set out in the Police and Justice Act 2006, and in subsequent Home Office regulations and Acts.

The WCSP, as a partnership group, co-ordinates community safety activity in Wiltshire at a strategic level. The WCSP is responsible for delivering against the priorities set out in the Wiltshire Police Control Strategy, and for delivering outcomes which relate to the prevention and reduction of crime and reoffending, fear of crime, anti-social behaviour, domestic abuse, and harm caused by drug and alcohol misuse.

Delivery is co-ordinated against the WCSP strategy (attached at Appendix 3) and the framework.

Wiltshire's Community Safety Partnership Strategic Framework:



The strategic framework represented above identifies the thematic priorities for the Community Safety Partnership. The work governed and delivered through the partnership is underpinned by the adoption of the 'vulnerability framework'. This approach focuses on 'prevention' and tackling root causes, reducing the risks and exposure to negative experiences from happening in the first place. Acknowledging there will be occasions where 'it will happen', work will seek to improve resilience, to enable both individuals and communities to be better equipped and skilled to deal with adversity and make healthier life choices.

The effective partnership arrangements have enabled Wiltshire to deliver on its commitment to developing a 'systems approach to addressing serious violence'. Wiltshire has established a Violent Crime Executive, a sub group of the Community

Safety Partnership. This brings together colleagues from education, policing, health, criminal justice and emergency justice to deliver pan-Wiltshire, multi-agency strategies to tackle violent crime and Serious and Organised Crime (SOC). (Powerpoint slides are attached at Appendix 3)

To further support this area of work, there is a drugs and alcohol board, a sub group of the WCSP. The group aims to work collaboratively to prevent the risks and impact caused by substance misuse. They will promote harm reduction in relation to substance misuse within Wiltshire. It aims to raise awareness of harm reduction and recovery procedures within the county.

The draft drugs and alcohol strategy below (also available at Appendix 3), has been developed following the completion of a comprehensive health needs assessment for the lifecourse of drugs and alcohol.

Specifically, criminal exploitation of young people in Wiltshire is an increasing concern. Nationally, there has been a shift towards younger victims and younger perpetrators of serious violence and it is often inferred that county lines/ exploitation are a driving force responsible for the national change. Police data identifies between Nov 2018 and June 2019, 88 young people in Wiltshire were considered as being exploited or at risk of being involved in the supply of crack cocaine and heroin. We are aware of dangerous drug networks targeting our young people, staged 'robberies' to get young people entrenched in drug supply and cannabis being supplied as a means to develop 'debt bondage' forcing young people into exploitation.

In response to the identified concerns, we launched our Vulnerable Adolescent Contextual Safeguarding panel (VACS) in February 2019. The panel is multi-agency and adopts a strategic focus around young people being sexually or criminally exploited (CSE or CCE), missing or at risk of going missing, or displaying significantly risky or concerning behaviours. The aim for the panel is to build county-wide intelligence and assist in informing our contextual safeguarding interventions for individual and groups of young people aged 10-17. Key priorities for the panel include utilising information from individual referrals to inform intelligence, planning and information sharing; analysis from the Criminal Exploitation Analyst to identify emerging concerns across our county; exploration of relationships and associations of groups of young people coming to attention, and identification of options for interventions from a contextual safeguarding perspective. It also provides oversight and scrutiny of all cases of identified CCE/ CSE, trafficked, or missing adolescents – including mapping concerning associations and/ or locations.

This work is informed by our partnership with the University of Bedfordshire, having been successful in our application to be part of their contextual safeguarding 'scale up project'. The Contextual Safeguarding Scale-Up Project (CSSU) will:

- Create an operational Contextual Safeguarding system in Wiltshire
- Utilise learning from Wiltshire and other participating sites to identify recommendations for practice, policy, regulation and legislation in England and Wales

- Identify and disseminate the shared components of Contextual Safeguarding systems in different geographical areas
- Ensure young people, parents and practitioners contribute to the design and development of Contextual Safeguarding

The project is a three-year project, running from May 2019 – April 2022, with delivery split into three annual milestones:

Year 1 Create: The University of Bedfordshire (UoB) team will assess the existing response to extra-familial risks in participating sites against the approach developed in Hackney. The UoB team will work with a group of local professionals in each site to create their own 'on paper' version of a Contextual Safeguarding system noting many differences between each new test site and Hackney as well as any similarities. Young people, parents and strategic decision-makers will also be engaged in the design and proposal.

Year 2 Test: The University of Bedfordshire team will support a site implementation team to test the 'on-paper' version of Contextual Safeguarding created for the site in Year 1. Approximately three formal pilots will be run to test the assessment of, and intervention with, an extra-familial contexts (Tier 2 CS) – in addition to gradual testing of approaches that draw context into work with children and families (Tier 1 CS). Learning from the pilots will be used to revise/adapt the design of the Contextual Safeguarding system for the site

Year 3 Embed: The University of Bedfordshire team will support a site implementation team to embed the Contextual Safeguarding system that has been created – throughout children's services and amongst multi-agency partners. They will embed a self-monitoring and evaluation framework for ongoing learning. The version created will be published as an online toolkit to facilitate national learning and take-up.

Response in relation to discussion with the PCC and National County Lines Coordination Centre:

The action above is being developed across the partnership which includes Wiltshire Police and the Wiltshire Police and Crime Commissioner; both of which are members of the Wiltshire Community Safety Partnership. The Police are also one of the safeguarding partners on the SVPP. Both Police and the Office of the Police and Crime Commissioner are represented on the Families and Children's Transformation Programme which is leading our Contextual Safeguarding response in Wiltshire.

Furthermore we were recently involved in the Wiltshire Police Peer Review with the National County Lines Coordination Centre.

We are delivering an innovative and proactive response to the increasing concerns of exploited young people.

Response in relation to resources:

Working with the University of Bedfordshire 4 practitioners are trained to be contextual safeguarding trainers and training is now being rolled out across the local authority and partnership.

Working under the umbrella of the Safeguarding Vulnerable People's Partnership and offer training on adolescents at risk, child sexual and child criminal exploitation. This is available across the partnership and is designed to improve understanding of and early identification young people at risk of exploitation and/or county lines, as well as provide advice, support and practical guidance on appropriate interventions. Sessions on county lines and exploitation have also been delivered to GP's, schools and magistrates, aimed to assist identification and promote positive interventions for young people and their families.

We are developing our Young People Service – this is a specialist service targeted at working with and engaging those adolescents and young people most at risk of exploitation – it incorporates the Youth Offending Team and the Emerald service and ensures that our service is targeted at working with those young people most at risk of exploitation. The Emerald team and Youth Offending Team are now positioned within the same service to ensure there is a cohesive and consistent approach. Social workers will shortly be joining the team. Social workers within the Support and Safeguarding Service are case holding young people at risk or victims of exploitation.

Staff have been trained in the use of the national referral mechanism and briefings given to managers across Families and Children's Services on the risks of and evidence of exploitation and county lines in Wiltshire

Mapping hotspots has commenced across the county and we are engaged with schools, youth engagement officers and community groups to identify areas/ young people most at risk and proactively target these. Working in collaboration with Police, particularly the dedicated crime team we have helped inform criminal investigations to proactively target dangerous drug networks, whilst providing support to the young people involved.

As part of our work and through VACS between February and August 19, we recorded 55 young people on the National County Lines Criminal Exploitation and Vulnerability Tracker and implemented a contextual partnership approach to safeguarding and protecting our young people. The tracking work also enabled disruption via Closure Orders, Child Abduction Warning Notices (CAWN's) to be issued and proactive targeting of the perpetrators exploiting the young people of Wiltshire, as well as those trafficked into the area. We have been working very closely with police colleagues targeting specific locations and areas of concern as well as focussing upon perpetrators and dangerous drug networks.

Wiltshire Council

Council

26 November 2019

From Councillor Chris Hurst, Royal Wootton Bassett South

To Councillor Bridget Wayman- Cabinet Member for Highways, Transport and Waste

The recent increase in season ticket parking costs has caused considerable concern in a number of our market towns. Some residents will have to find up to £100 a year extra to pay to park their car in Royal Wootton Bassett.

This staggering increase (between 34 and 44% for a year in Royal Wootton Bassett) takes no account of household incomes, residents ability to pay or the value of their property. This cost increase is not progressive or fair.

I presented a petition of local residents opposing the increases in 2018 to the cabinet member via the Area Board.

Question (19-40)

How can the Cabinet member now justify the increases in season ticket costs?

Response

In order to address ongoing operational and financial pressures, and to fund a number of parking technology and operational improvements as well as public transport, seven possible charging options for car parking were included in a public consultation that was approved by Cabinet on 12 September 2017.

The petition received in off-street residents permits parking scheme at Wood Street and Borough Fields Car Parks was responded to in February 2018 and it was explained the scheme would be phased out due to it being a historic arrangement put in place by the former district councils and resulted in unfairness in charges elsewhere as the scheme was not available to the vast majority of residents in a similar position.

The price increase of the season ticket was consulted on extensively in 2017 and following this consultation it was decided to implement a two-step increase, the first being in November 2018 and the second in November 2019 rather than one larger increase in 2018.

Whilst the Council fully understands the price increase for season tickets in this area is considerable, it ensures all residents across the county are treated fairly and the scheme is self-funding.

WILTSHIRE AND SWINDON

A Strategy to Prevent and Tackle Serious Violence

2019-2024



Introduction

Violence is a significant public health problem. Wiltshire and Swindon are committed to a public health approach to preventing and tackling violence and this strategy represents our first pan-county response.

Background

In 2019, the Home Office announced a new legal duty on public bodies to prevent and tackle serious violence; encouraging agencies to work collaboratively to share data, intelligence and knowledge, in order to understand and address the root causes of serious violence.

Prevention remains the bedrock to our approach and has to be a shared responsibility

Wiltshire and Swindon are adopting an upstream approach to get ahead of the issues and stop the violence before it begins.

Vision

Working together to create resilient, stronger communities, through prevention and tackling root causes to reduce the prevalence and impact caused by violence.

Aims

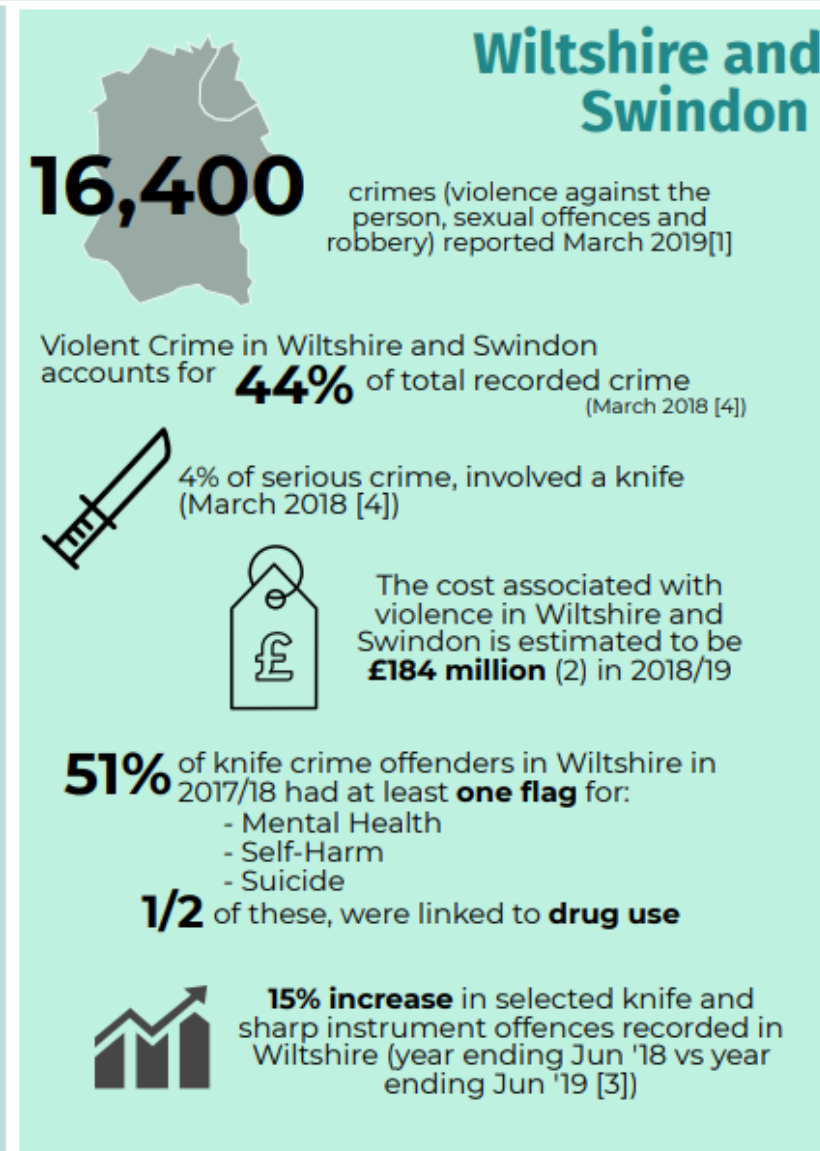
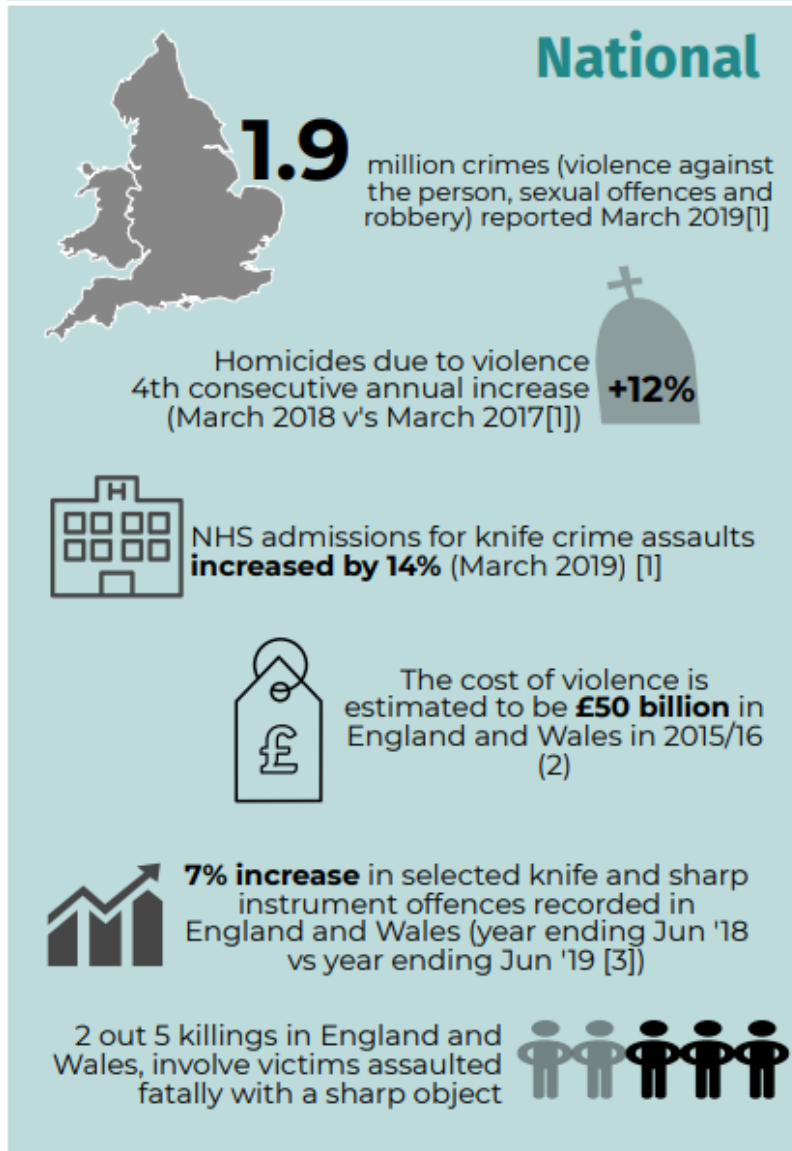
- Understanding the root causes of the problems;
- Explore how we can prevent it from happening in the first place; and
- Acknowledging there will be occasions where it will happen, so what steps can we take to intervene earlier and reduce further repeat incidences.

Outcomes

- Deliver sustainable reductions in violence; and
- Improve the quality of life and health outcomes of all those impacted by the causes and consequences of violence.

Serious Violence - the scale of the problem

Page 663
 ...We are committed to an approach that is to consider addressing violence in all its forms



Data Sources: [1] Crimes Statistics - CSEW March 2019 for Violence against the Person, Sexual Offences and Robbery; [2] Home Office 2018; [3] Crime Statistics - CSEW June 2019; [4] Wiltshire Police data, 2018

What's the problem?

The frequency and severity of violence occurring has significantly increased over recent years, with greater public awareness both nationally and here in Wiltshire.

The impact and consequence of violence remains substantial at an individual, community and economic level

Violent crime in Wiltshire and Swindon accounts for 44% of all total recorded crime; although it has seen a 10% reduction in volume in March 2018 (v's March 2017). Reported knife crime has also fallen (-3%) compared to last year, however, figures have been trending upwards for the last few years.

Violence in all its forms significantly contributes to poorer health and wellbeing

Current and future challenges

Whilst most will survive the effects of violence, the long-term impacts are chronic, often linked to poorer physical, mental and/or emotional health outcomes.

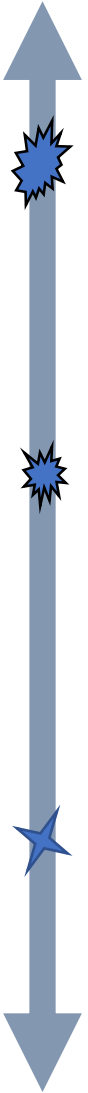
Different forms of violence such as **child abuse, neglect, violence, youth violence, gang violence, domestic abuse, elder abuse** and **suicidal behaviour** are all interconnected, and will often share same root causes.

Understanding root causes of violence and factors that can help to better protect our people and their communities, can positively help to:

Prevent and disrupt violence in all its forms, through earlier interventions and a collaborative approach.

Enable everyone to live their best life, free from the threat of violence and in a safe, nurturing environment

Prevention Continuum



To 'treat' after violence occurs, support victims to heal and provide treatment to offenders

To intervene, prevent violence from happening again and deal with short-term consequences

Before violence or behaviours occur, work on changing attitudes and norms that underpin it

Tertiary Prevention

Supporting those already perpetrating the violence, through rehabilitation and targeted interventions



Secondary Prevention

To halt the progression of violence once established – through early identification or early diagnosis followed by early intervention (prompt treatment)



Primary Prevention

Preventing the violence from happening in the first place. Seeking to prevent violence and/or change behaviour. Changing attitudes and behaviours towards all types of violence, across a societal, community and individual level



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WILTSHIRE

Drugs and Alcohol Strategy

2019-2022



The relationship with drugs and alcohol remains complex, and the challenges posed cannot be addressed by any one agency or individual alone

Introduction

The harms caused by drugs and alcohol are extensive and impact all our communities and continue to place extensive pressures on many public services. This strategy reflects that substance misuse spans the life course and is based upon the [Wiltshire Substance Misuse Health Needs Assessment](#).

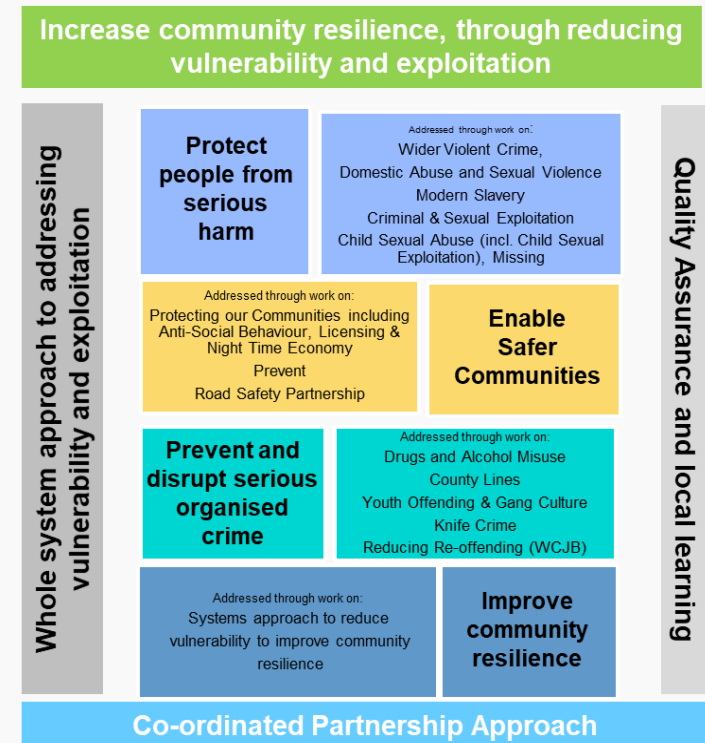
This strategy will:

- Join up our approaches to prevention, early help and supporting those who are most vulnerable, working across the lifecourse
- Focus on the young person's transition to adulthood reducing the risks for disengagement
- Support the delivery of dedicated treatment services across the lifecourse which focus on prevention, accessibility, collaboration and treatment
- Raise awareness of harm reduction and recovery in relation to substance misuse in Wiltshire

The Vision

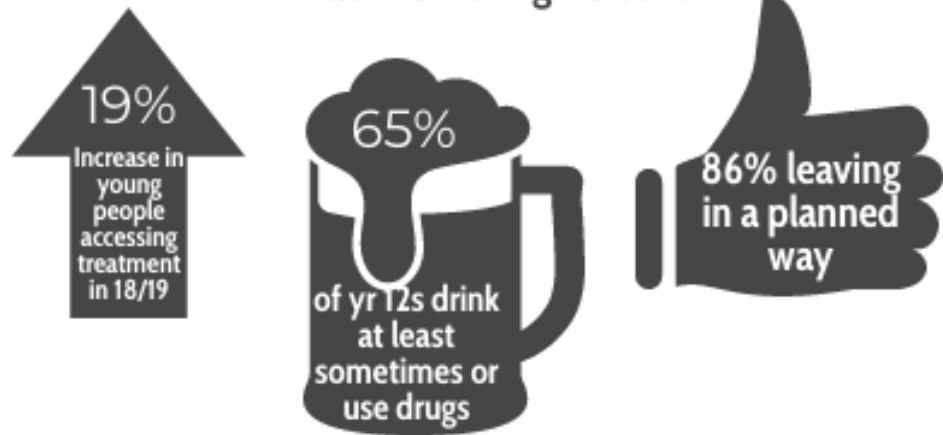
To work collaboratively to reduce the impact and harms caused by drugs and alcohol on individuals and the wider community

The drugs and alcohol strategy supports the Wiltshire Community Safety Partnership to fulfil its strategic objectives:

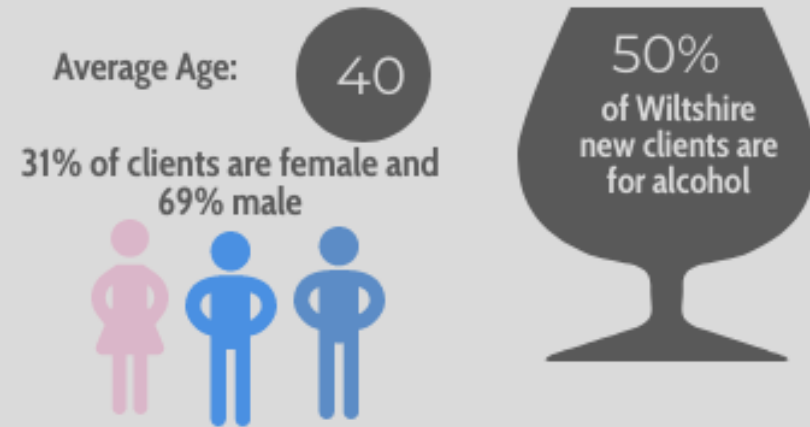


Wiltshire Drug and Alcohol Strategy 2019-2022: Key Statistics

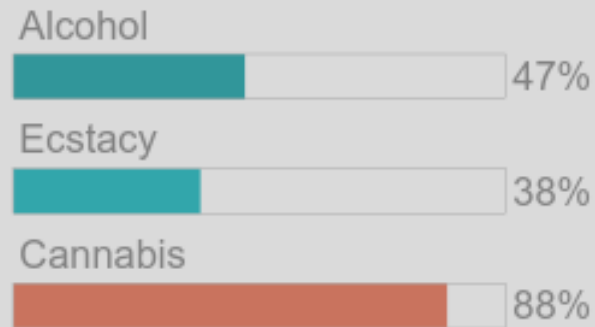
Wiltshire: Young Persons



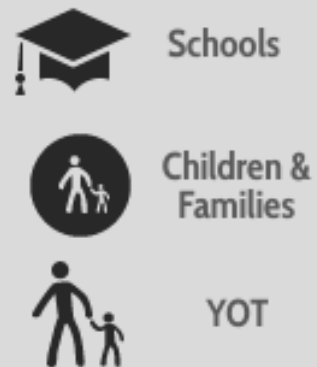
Wiltshire: Adults



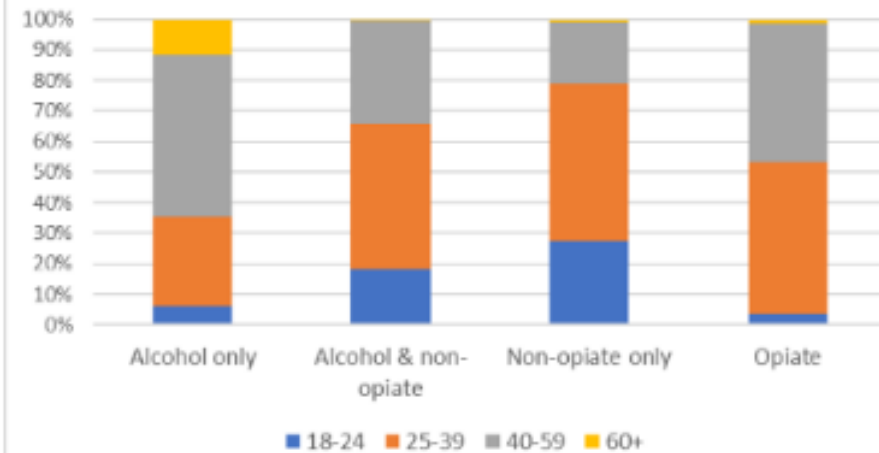
Substance on referral



Top 3 referral sources:



Age distribution by substance category



What are the challenges

Prevention

- 50% of referrals to the Substance Misuse service are for alcohol. National modelling* suggests that 1 in 3 people in Wiltshire are drinking at increasing risk but local data** found this could be nearer 1 in 2.
- Across both adult and young peoples drug and alcohol services in Wiltshire, we found that the average age of first use was 15-19 years old. Local schools data also shows that 65% of 17-18 year olds sometimes use drugs or drink alcohol.

Page 670

Under-represented Populations

- Wiltshire gender split in service reflects national trends with just 1 in 3 clients being female.
- National modelling and local data both suggest that there is unmet need for drug use for 20-24 and alcohol use for 60+.



Working Together

- Within Wiltshire's treatment population 58% have a mental health issue. When nationally just 1 in 6 people experienced a mental health issues in the last week.

Service Delivery

- Wiltshire is currently in the 1st quartile for performance of successful completions for Opiate and in the second for alcohol and non opiate categories. It is vital that this performance is maintained and built upon.

Strategic Priorities

Outcomes	Aims
<p>Prevention Focusing on harm reduction awareness and early help, to reduce the need for service intervention</p>	<ul style="list-style-type: none"> • Reduce the amount of alcohol consumption* in Wiltshire • Increase harm reduction messaging for all substance misuse across the life course
<p>Under-represented Populations Breaking down barriers to ensure services are available to all, whatever their circumstances</p>	<ul style="list-style-type: none"> • Increase referrals from females and older adults accessing substance misuse services • Improve service accessibility for those transitioning from young people to adult services, military, LGBT and other minority groups
<p>Working Together Communities and agencies working together to reduce the harms caused by drugs and alcohol</p>	<ul style="list-style-type: none"> • Improve the dual-diagnosis pathways of support for those with a mental health issue • Increase timely referrals to both young people and adults substance misuse services from all partners
<p>Service Delivery Ensuring services are performing well and promote long term sustained recovery</p>	<ul style="list-style-type: none"> • Deliver services based on local needs and demands of the service user, to sustain top quartile for performance for substance misuse services

*Alcohol misuse in Wiltshire has a greater prevalence than drugs misuse

Therefore, Wiltshire strategic focus will be on reducing alcohol misuse

The key to making sure this strategy has a real impact on improving people's lives, is an action plan accurately reflecting the aims and principles of this strategy

Role and Function

To support the Wiltshire Community Safety Partnerships strategic objectives to:

- Embed a whole-systems approach to vulnerability and exploitation, addressing root causes across the life course, focused on prevention in the context of 'place' to support communities to be stronger and more resilient.
- Reducing the crimes and behaviours that cause the most harm, focusing on prevention and earlier intervention.
- Enable cohesive and active communities, who are better informed, to work together to reduce the impact of low-level criminality and anti-social behaviour.
- Reduce the impact of organised criminality, often associated with drugs, and the harms caused

Delivery Framework

An implementation plan will be monitored by the multi-agency Wiltshire Drugs and Alcohol Strategic group. Targeted work will be driven through task and finish groups.

Principles

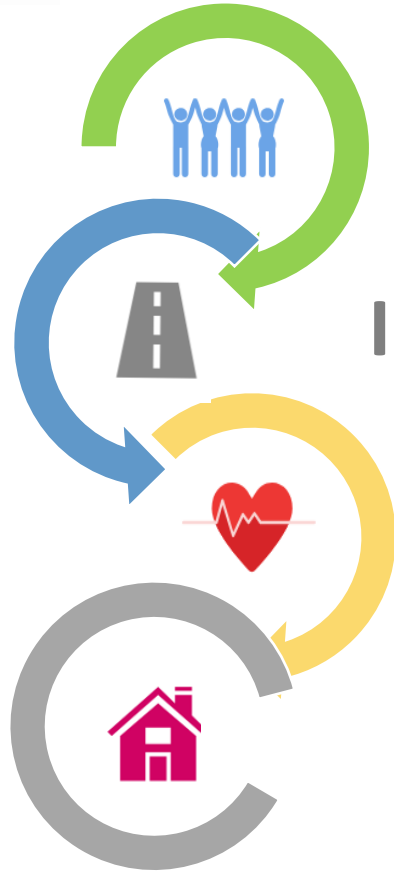
As we work to make this vision a reality, all partners have agreed to the following four principles:

- Build Services around the need of the service user, their families and the wider community
- Focus on areas of demographic and geographic need
- Work in partnership to make the best use of all resources in our communities
- Share appropriate information for the benefit of service design and service user support.



Wiltshire's Community Safety Plan 2019-2022

Page 673



Increasing community resilience

Reducing vulnerability

Preventing exploitation

Tackling Crime. Protecting Communities.

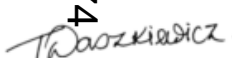


Plan for 2019-2022

Introduction

We are pleased to introduce Wiltshire’s Community Safety Partnership Plan 2019-2022. This plan has been written to ensure we are working together to make our local communities safer and more resilient and help people in Wiltshire live well for longer.

Whilst Wiltshire is a safe county, as a partnership we are not complacent. Work continues to tackle crime and behaviours that impact on vulnerable people and on our communities. With demand on services increasing and the nature of the risks we face changing, we need to think differently and make funding go further. We will work together to tackle the root causes and social determinants that lead to crime. We’ll focus on the places people live in and the issues that affect their lives: housing, isolation, service provision and poverty. By changing the way we think and work, we will make our communities stronger, reduce vulnerability and prevent exploitation.


Tracy Daszkiewicz
 Chair of WCSP
 Director of Public Health, Wiltshire Council


Supt Dave Minty
 Vice Chair of WCSP
 Wiltshire Police

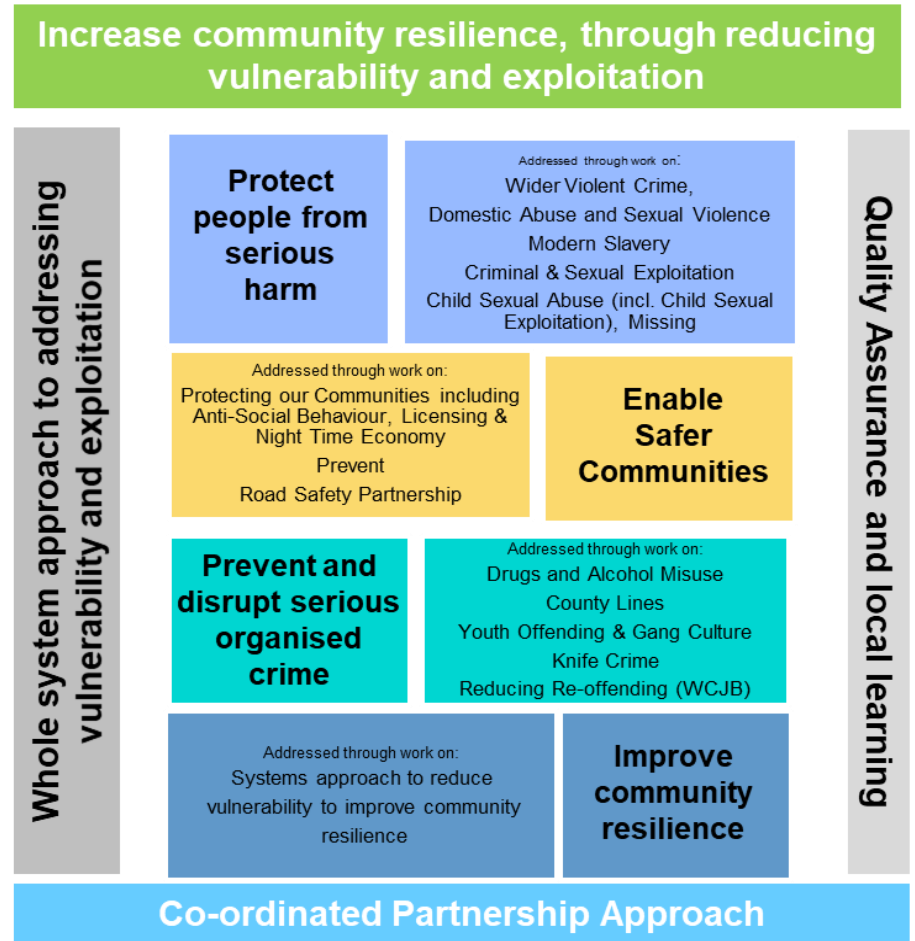
Role and Function

To provide the statutory Crime and Disorder Reduction Partnership for Wiltshire. Its statutory obligations include:

- Framework for sharing information
- Strategic Assessment
- Reduce Re-offending
- Commission Domestic Homicide Reviews

Delivery Framework

Responsible for delivering against the priorities identified in the Control Strategy and in the matrix outlined below.



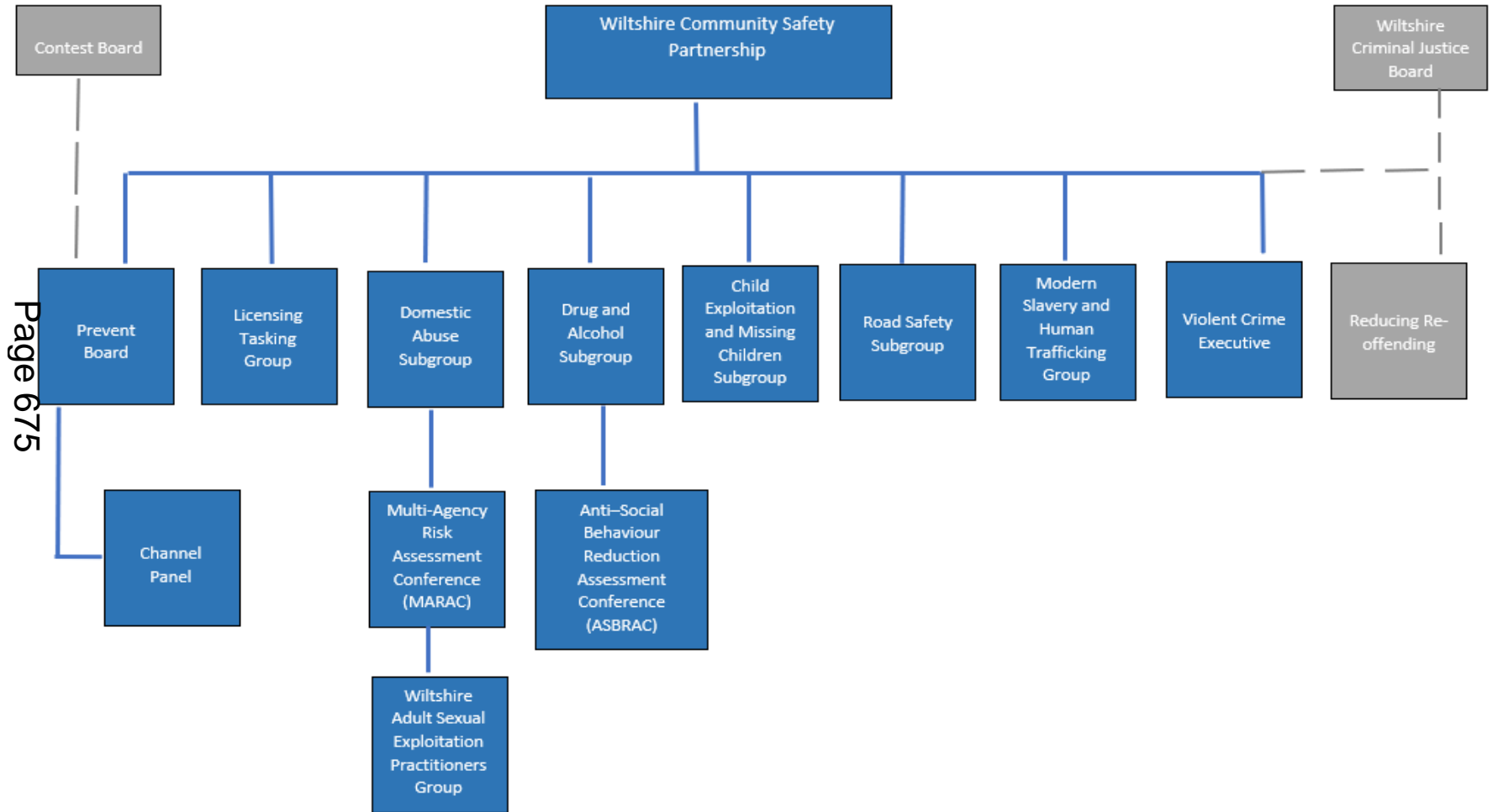
Monitoring

Progress will be reported regularly to the WCSP and inform the Annual Review.



Governance

The governance arrangements and thematic workstreams of the Wiltshire Community Safety Partnership (WCSP).



Increasing community resilience through reducing vulnerability and exploitation

All crime has a significant impact on victims, their children, the economy, health and the criminal justice system

Whole-system approach to addressing vulnerability and exploitation

Three cross-cutting approaches:

- Home plays a key role in enabling people to achieve good health and wellbeing
- Early identification and prevention of Adverse Childhood Experiences (ACEs) and their impact across an individual's lifetime
- Addressing causal factors, not just focusing on the symptoms, reducing multiple contacts with services

Page 6/16

Symptoms: The result or outcome of the problem

The Problem

Cause: "The Root" - system below the surface, bringing about the problem (not always obvious)

Impact

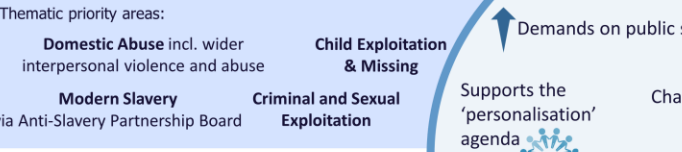
Physical Abuse, Sexual Abuse, Separation, Mental Ill Health, Alcohol Abuse, Prison, Misuse

Lifecourse

Protect people from serious harm

Reducing crimes that cause the most harm, by focusing on prevention and earlier intervention

- Headlines:
- 3,205 (3,312) domestic abuse incidents reported to the police
 - 1,437 DA incidents identified C&YP present at the time
 - 517 (503) high-risk cases heard at MARAC, including 699 (728) C&YP in the home
 - 49 'on-street' sex-workers identified (33 Swindon and 16 Wiltshire)
 - 96% (of the 49) had links to drugs/alcohol, homelessness, self-harm/suicide and/or learning difficulties
 - 407 (513) children <18yrs reported missing, involving 1,170 (1,360) missing episodes
 - 18 (20) children went missing on at least 12 occasions
 - 58 (39) children at risk of CSE open to the Emerald Team (March 2018)
 - 67,000 adults estimated to have a common mental health disorder; 4.4% of Wiltshire's population suffer from PTSD
- n.b. 2017/18 compared (2016/17)



Enable Safer Communities

Enabling cohesive and active communities, to be better informed and more likely to experience lower levels of crime and anti-social behaviour

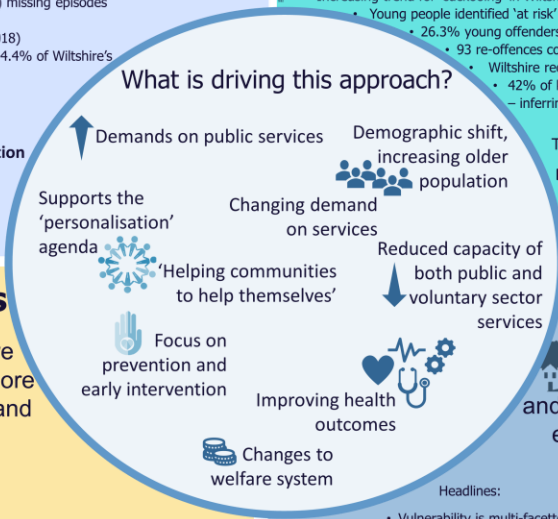
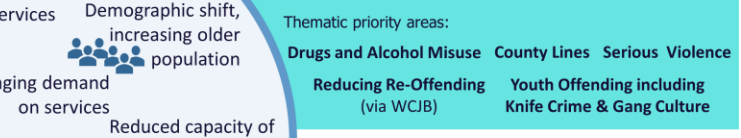
- Headlines:
- 6,892 violent and sexual offences reported to the police in 2015/16
 - The rate of violent and sexual offences per 1,000 people is 14.3 in Wiltshire, which has seen an increase of +6.8 since 2011/12
 - 21 prevent referrals received in 2017/18 (30 2016/17)
 - Wiltshire ASBRAC received 82 referrals; with Salisbury, Melksham and Trowbridge account for 63% referral sources
 - 669 people were killed or seriously injured on Wiltshire's roads between 2013 and 2015
 - 46.2 road accidents per 100,000 residents, compared to the England rate of 38.5



Prevent & Disrupt Serious Organised Crime

Reduce the impacts of organised criminality, often associated with drugs and the harms caused.

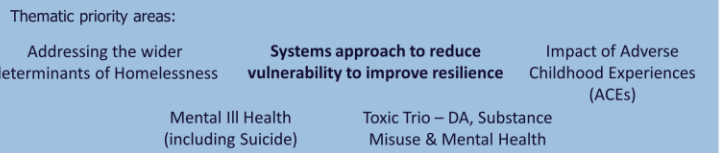
- Headlines:
- 28.7% or 110,100 of adults drink more than recommended amount of alcohol (14units p/wk)
 - Wiltshire's alcohol-related admission rate of 1779 per 100,000 pop (2015/16); up 28% (since 2008)
 - 3,000 people received treatment from Drugs and Alcohol Service (2014/16)
 - Wiltshire School's survey (n=9,500 students) identified 19% drank alcohol more than occasionally
 - 163 young people in Wiltshire received treatment for drugs and alcohol (2017/18)
 - Increasing trend for 'cuckooing' in Wiltshire involving vulnerable people
 - Young people identified 'at risk' of being targeted and enticed into drug running
 - 26.3% young offenders re-offending rate (N=76 tracked for 12mths, from first offence)
 - 93 re-offences committed (12mth) by 20 offenders; 4 offenders committed 48 offences
 - Wiltshire received 357 knife crimes reported to the police in 2017/18
 - 42% of knife crimes involving <18yr olds (Pan County), had a mental health flag - inferring a greater correlation than drugs



Improve community resilience

Supporting communities to be stronger and more resilient, to 'bounce back' from the exposure and impacts of vulnerability and exploitation across a lifecourse

- Headlines:
- Vulnerability is multi-faceted, with the potential for it to impact anyone, at any point during a lifetime
 - Some communities are at greater risk
 - Much of the demand on services as a result of exposure to vulnerability is preventable
 - Exposure to multiple vulnerabilities requires a multi-agency response
 - Health impacts are significant, associated with both short-term physical and mental ill health, as well as chronic health conditions lasting over a lifecourse



To work across the whole-life course, to embed local learning identified from safeguarding and domestic-related reviews

Quality Assurance and Local Learning



Strategic Overview

The Wiltshire Community Safety Partnership will measure progress against the outcomes framework illustrated below.

Wiltshire Community Safety Partnership's Plan 2019 – 2022

Vision	Increasing community resilience through reducing vulnerability and exploitation	
Strategic Priority	Strategic Aim	Outcomes
Improved Community Resilience	Embed a whole-systems approach to vulnerability and exploitation, addressing root causes across the life course, focused on prevention in the context of 'place' to support communities to be stronger and more resilient.	<ul style="list-style-type: none"> • Individuals, families and communities report improved health, wellbeing and resilience. • Improved understanding by professionals of the social determinants (incl. Adverse Childhood Experiences) influencing vulnerability and exploitation, to enable earlier intervention.
Protect People from Serious Harm	Reducing the crimes and behaviours that cause the most harm, focusing on prevention and earlier intervention.	<ul style="list-style-type: none"> • Both communities and professionals are better informed to understand, recognise and know how to respond to those identified as at serious risk of harm. • Earlier identification of individuals, families and communities at risk, to access appropriate interventions to support and help overcome the impact the risk has on their lives.
Enable Safer Communities	Enable cohesive and active communities who are better informed, to work together to reduce the impact of low level criminality and anti-social behaviour.	<ul style="list-style-type: none"> • Individuals, families and communities are safer and have access to the resources and skills to remain safe. • Increased awareness of the risk associated with extremism, working in partnership to reduce the risks to individuals, families and communities, through information sharing and earlier intervention.
Prevent and Disrupt Serious Organised Crime	Reduce the impact of serious organised crime and violence often associated with drugs, and the harms caused.	<ul style="list-style-type: none"> • Youth offending and gang culture is reduced, diverting more young offenders away from re-offending. • Reduced health and social impacts of drugs and alcohol use. • Reduced re-offending through diversion and/or disruption.



Delivery

The strategic outcomes will be achieved through the thematic delivery groups and supporting plans.

Theme	Subgroup	Plans
Drugs and Alcohol	<ul style="list-style-type: none"> Licensing tasking group Drugs and Alcohol Subgroup 	Drugs and Alcohol strategy to be developed in 2019
Domestic Abuse	<ul style="list-style-type: none"> Domestic Abuse Subgroup MARAC 	Wiltshire Domestic Abuse and Sexual Violence Strategy
Exploitation	<ul style="list-style-type: none"> Wiltshire Adult Sexual Exploitation Practitioners' (WASEP) group Child Exploitation and Missing Children Subgroup 	Wiltshire Child Exploitation and Missing Children Strategy
Road Safety	<ul style="list-style-type: none"> Road Safety Subgroup 	Road Safety strategy to be developed in 2019
Serious and Organised Crime	<ul style="list-style-type: none"> Modern Slavery and Human Trafficking group Child Exploitation and Missing Children Subgroup 	Serious and Organised Crime plan currently under review, following a 4P approach.
Anti-Social Behaviour	<ul style="list-style-type: none"> Licensing tasking group ASBRAC 	
Radicalisation	<ul style="list-style-type: none"> Contest Board Prevent Board Channel Panel 	Prevent Delivery Plan
Serious Violence	<ul style="list-style-type: none"> Violent Crime Executive group 	Pan-county Strategic Framework in development.