

AGENDA SUPPLEMENT (1)

Meeting: Council
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: Tuesday 29 July 2014
Time: 10.45 am

The Agenda for the above meeting was published on 18 July 2014. These are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718024 or email Yamina.Rhouati@wiltshire.gov.uk

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

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

5 Public Participation *(Pages 1 - 6)*

Questions from Mr Yates, Mrs Stubbings and Miss Spickernell are attached with responses.

11 Review of Proportionality and Allocation of Seats on Committees to Political Groups *(Pages 7 - 8)*

A schedule of Committee places is attached.

13 Minutes of Cabinet and Committees *(Pages 9 - 20)*

Minutes of the Cabinet and Capital Assets meetings on 22 July 2014 are attached.

14 Councillors' Questions *(Pages 21 - 44)*

Questions from Cllrs Chivers, Carbin, Clark, Caswill, Killane, West and Jones are attached with responses.

DATE OF PUBLICATION: 25 July 2014

Wiltshire Council

Council

29 July 2014

Item 5 - Public Participation

From Mr Geoff Yates

To Fleur de Rhé-Phillipe, Cabinet Member for Economy, Skills and Transport

Question 1

Wiltshire has failed to follow the recommendation of Scrutiny following Scrutiny's findings in 2006

In March 2014 the response to an EIA screening application from Swindon Council for proposed modification to J16 was made by an Officer despite Wiltshire having accepted Scrutiny's recommendation in 2006 for **all** " Out of County" applications to be delegated to a Cabinet Member. Why was this recommendation ignored?

Response

Wiltshire Council respond occasionally to 'Out of County Applications' ie applications on land made within an adjoining authority, but which are referred to Wiltshire for comment given the possibility of cross border implications. In this instance, the EIA screening opinion related to land within Wiltshire, and therefore the description 'out of county' does not apply.

Question 2

Wiltshire's refusal to agree the proposed layout for J16 was still valid at the time the Officer gave his screening opinion

The Officer's opinion that there was no need for a planning application was given in March 2014 despite Wiltshire Council's having not agreed the proposed layout in 2007 and before Cabinet withdrew that disagreement on 17th June 2014.

Members of the public have been denied the opportunity to comment on several occasions and when there has been a public meeting at the request of their local member their interests have not been considered by Cabinet.

Response

Requirements relating to the provision of a screening opinion as to whether development is EIA development is covered by Regulation 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2011. Regulation 4 carries no requirement for the Local Planning Authority to locally advertise or publicise the

receipt of a screening opinion request or the eventual opinion given. The requirements for making adopted screening opinions available to the public are set out in regulation 23 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

There is no interdependency between the screening opinion and Cabinet's resolution.

Wiltshire Council

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Item 5 - Public Participation

From Mrs Veronica Stubbings

To Fleur de Rhé-Phillipe, Cabinet Member for Economy, Skills and Transport

Question 3

How will Wiltshire Council address the impact on Wiltshire' residents of the congestion on feeder roads that will be caused by increasing the flow of traffic at Junction 16?

Wiltshire has failed in its responsibility to the people it represents in not considering, or giving an opportunity to the public to comment on the impact that increasing the circulation at Junction 16 will have on the feeder roads or on the safety issues at the Junction. The feeder roads are not trunk roads. Consultants for Wiltshire, Halcrows found in 2006 that increasing the circulation at the Junction would cause severe congestion on the feeder roads, particularly along Wootton Bassett High Street and Wharf Road. Scott Wilson consultants for CPRE found there are safety issues at the junction and his Honour Judge Hickinbottom found in his Judgement of June 2009 that there has to be a paramountcy of safety at the Junction and a planning application would trigger the need for an EIA (Para 95 of the 2009 Judgement)

Response

All of these issues were fully considered and consulted upon when planning permission for the scheme was granted in 2005 and during the subsequent judicial review. Wiltshire Council and the Highways Agency have a responsibility for technical approval, and optimising the traffic signals so as to minimise approach queues and delays will carry a high priority. To this end, modelling work is being carried out by Swindon Borough Council as part of the design process.

Wiltshire Council

Council

29 July 2014

Item 5 - Public Participation

From Mrs Charmian Spickernell, CPRE

To Fleur de Rhé-Phillipe, Cabinet Member for Economy, Skills and Transport

Question 4

Re the appointment of representatives to outside bodies, is it correct that the Chairmen of outside bodies are mandated to report back to Wiltshire Council and has Wiltshire Council as a unitary authority applied the same terms as Wiltshire County Council applied previously, for example, has it mandated SWLTB representatives or the Chairmen of the SWLTB to report back to Wiltshire Council from the SWLTB ?

Response

The Council is represented on a number of local, national and regional organisations including the Swindon and Wiltshire Local Transport Board (SWLTB). The Council has within its constitution, Protocol 3 – Guidance to members on outside bodies. which sets out advice to members considering appointments to outside bodies. The Council is represented on the SWLTB by Cabinet members Councillors Toby Sturgis and Fleur de Rhé-Philipe. Both Councillors have routinely kept the Council informed of SWLTB developments and in particular, how they affect Wiltshire and also provided Council feedback to the SWLTB. It must be remembered that SWLTB members act in the interest of the area as a whole and not the geographic interests of their respective member organisations.

Additionally, the agenda and minutes of the SWLTB are public and can be accessed from the following link:

<http://ww5.swindon.gov.uk/moderngov/ieListMeetings.aspx?CIId=940&Year=0>

Question 5

Given the large amounts of money that are set to come through the Government's Growth Deal for infrastructure, and the number of road based projects compared to projects for sustainable transport, will the way Wiltshire's share is allocated be debated by Wiltshire Council?

(According to the SWLEP website, in addition to the first tranche of £11.3million a further £55.9million is set to start in 2016 and it is being said that with £70 million from local partners this will add up to £199.3million and provide 1500 jobs and 2000 houses)

Response

The recent fully or provisionally approved LGF funding for transport schemes in Wiltshire is:

£1.4m towards junction improvements that support expansion of Dyson in Malmesbury
£7.1m for improvements along the A350 at Chippenham and
£16m for Chippenham Station Hub

That clearly represents a good balance of road/sustainable transport projects arising from the first round of negotiation – the Council will play a fundamental role in identifying priorities for continuing rounds, and any key decisions will be publicised and made in the usual way.

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SCHEDULE OF COMMITTEE PLACES

Committee	Total Number of Places for Elected Members	Conservative Group Allocation (59 seats)	Liberal Democrat Group Allocation (23 seats)	Labour Group Allocation (4 seats)	Independent Group Allocation (11 seats)	UKIP (1 seat)
Strategic Planning	11	7	3	-	1	-
Area Planning Committees						
North	11	7	3	-	1	-
South	11	6	2	2	1	-
East	8	7	-	-	1	-
West	11	7	2	-	2	-
Licensing	12	7	3	-	2	-
Overview and Scrutiny Management	15	8	4	1	2	-
Children's Select	13	8	3	1	1	-
Environment Select	13	7	4	1	1	-
Health Select	13	7	3	1	2	-
Standards	11	7	3	-	1	-
Police and Crime Panel	7	4	2	-	1	-
Audit	11	6	3	-	1	1
Appeals	8	5	2	1	-	-
Staffing Policy	9	5	2	-	1	1
Officer Appointments	5	3	1	-	1	-
Pension Fund	5	4	1	-	-	-
TOTALS:	174	105	41	7	19	2


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CABINET

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 22 July 2014.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Richard Gamble, Cllr Jon Hubbard, Cllr Gordon King
Cllr Magnus Macdonald

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

Councillor John Thomson, Deputy Leader in the Chair

71 Apologies

An apology for absence was received from the Leader, Councillor Jane Scott.

72 Minutes of the Previous Meeting

The minutes of the meeting held on 17 June 2014 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 17 June 2014.

73 Declarations of interest

No declarations of interest were made.

74 Leader's announcements

No announcements were made.

75 Public participation

The Deputy Leader explained that as was customary at meetings of Cabinet, any member of public present would be permitted to address Cabinet on items on the agenda. It was noted that no formal requests had been made to address this meeting.

76 Minutes - Cabinet Committees

The minutes of the under mentioned Cabinet Committees were presented:

Resolved:

To receive and note the minutes of the following Cabinet Committees:

Capital Assets Committee held on 20 May 2014

it was noted that Cllr Fleur de Rhé-Philippe's name in the list of those who had tendered an apology for the meeting needed to be included.

Transformation Committee held on 17 June 2014

77 Adoption Agency Six Month Report

Councillor Laura Mayes presented a report which sought to ensure that Cabinet was satisfied that the adoption agency was effective and achieving good outcomes for children, young people and service users.

This six monthly written report on the management, outcomes and financial state of the adoption agency was a statutory requirement and covered the period 1 October 2013 to 31 March 2014.

A number of significant changes had been implemented within the service in response to the continuing focus on adoption reform. Against a backdrop of continuing change and development, the service had improved its performance and risen to the challenges posed by the adoption reform agenda.

It was noted that the number of adoption orders granted had increased from 14 in 2012/13 to 40 in 2013/14 and the number of adopters approved increased from 26 in 2012/13 to 40 in 2013/14. It was noted that some parts of the adoption process were outside the control of the Council eg the family justice system and in particular the allocation of court time. However, reports were being improved to ensure all necessary information was documented to avoid the risk of deferrals by the courts.

Cllr Jon Hubbard confirmed that the Children's Select Committee had considered the matter and shared the opinion of Laura Mayes that the report presented was very encouraging and should be regarded as very good news indeed.

Resolved:

That the report be noted and that Cabinet's congratulations for the hard work in bringing about the continued improvement of the service be conveyed to the Adoption Team.

Reason for decision:

The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that Wiltshire Council Cabinet is satisfied that the Adoption Agency is effective; achieving good outcomes for children, young people and service users; and complying with the conditions of registration.

78 Annual Governance Statement 2013/14

Councillor Dick Tonge presented a report which requested Cabinet to consider and provide any comment on the draft Annual Governance Statement (AGS) for 2013-14.

This process formed part of the Council's annual review of the effectiveness of its governance arrangements. Taking into account any comments from Cabinet and the Standards Committee, the AGS would be signed by the Leader of the Council and the Corporate Directors after final approval by the Audit Committee on 31 July 2014. The AGS would also form part of the Annual Statement of Accounts for 2013-14.

Resolved:

That Cabinet notes the draft Annual Governance Statement which together with ongoing work by the Governance Assurance Group would be presented for final approval to the Audit Committee on 31 July 2014 and thereafter published with the Statement of Accounts.

Reason for decision:

To prepare the Annual Governance Statement for 2013/14 for publication in accordance with the requirements of the Audit and Accounts Regulations 2011.

79 **Payment of Market Supplements to Social Worker and Social Work Manager Roles**

Councillor Laura Mayes presented a report which outlined the current difficulties being experienced in the recruitment of experienced social workers and social work managers in children's services and adult care operations.

The Corporate Leadership Team had therefore taken the operational decision on 23 June 2014 to pay market supplements to some specific social work roles where the impact of the recruitment difficulties on service delivery had become unsustainable. This was in accordance with the Council's existing Market Supplement policy.

This was designed to improve in particular the recruitment and retention of experienced social workers and managers in the safeguarding and MASH (multi agency safeguarding hub) which was critical to the delivery of services to vulnerable children in Wiltshire.

This was an operational decision and therefore delegated to officers. However, it was being drawn to Cabinet's attention to ensure it was satisfied from a safeguarding perspective. Cllr Mayes commented that as well as the supplement, there were other factors that also played a part in the retention of social workers such as manageable workloads and achieving a good work life balance.

Resolved:

That Cabinet:

- 1. Note and support the decision by Corporate Leadership Team on 23 June 2014 to pay 10% market supplement to level 3 and 4 social workers and a 15% market supplement to assistant team and team managers in the children's social care teams for safeguarding and MASH: and**
- 2. Note that the decision also included the provision to extend these market supplement payments to other experienced social worker and social work managers roles in other areas of children's services and within adult care operations where there is evidence of significant difficulties in recruiting, and where the inability to recruit is having an impact on service delivery that is deemed to be unsustainable and subject to the approval of the associate director for people & business, in conjunction with the relevant associate director.**

- 3. That a report be presented to a future meeting of Cabinet on other actions being taken to support much valued staff in these areas.**

Reason for decision

To improve the recruitment and retention of experienced social workers and social work managers.

80 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 am - 11.10 am)

These decisions were published on the 25 July 2014 and will come into force on 4 August 2014
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail yamina.rhouati@wiltshire.gov.uk
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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 22 July 2014.

Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform

Also in Attendance: Cllr Keith Humphries, Cllr Laura Mayes, Cllr Stuart Wheeler

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

Councillor John Thomson, Deputy Leader in the Chair

17 **Apologies and Substitutions**

An apology for absence was received from Cllr Jane Scott.

Cllr Scott was substituted by Cllr Jonathan Seed.

18 **Minutes of the previous meeting**

The minutes of the meeting of the Capital Assets Committee held on 20 May 2014 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 20 May 2014 subject to the inclusion of Cllr Fleur de Rhé-Philippe's name in the list of those who had tendered an apology.

19 **Leader's Announcements**

There were no announcements.

20 **Declarations of interest**

There were no declarations of interest.

21 **Public Participation and Questions from Councillors**

The Deputy Leader explained that, as usual, any public present were welcome to address the meeting on any of the items on the agenda.

The Deputy Leader reported receipt of a question from Mr Andrew Hall, of Martingate Centre Ltd of Devizes concerning the disposal of the Corsham Mansion House and Library at Corsham, a copy of which is attached to the signed copy of these minutes and available online with these minutes.

Cllr Sturgis responded to the question by explaining that the bids in respect of Corsham Mansion House and Library would be discussed by Cabinet Members on the rising of this meeting. When asked, Cllr Sturgis confirmed that it was hoped that a decision could be made by the end of the month (July 2014).

22 **Urgent items**

There were no urgent items.

23 **Gypsy and Traveller Development Plan Document (DPD): Site Allocations**

 Cllr Toby Sturgis presented a report which informed members of the outcome of an assessment of council owned land for inclusion as potential new traveller sites in the Gypsy and Traveller Development Plan Document (DPD) and sought agreement to include these sites in the development plan process through to potential allocation in the draft plan.

Resolved:

That the Capital Assets Committee endorse the inclusion of the Council owned land listed at Appendix 3 of the report for further assessment as part of the Gypsy and Traveller DPD process to help maintain a five year supply of sites throughout out the proposed plan period in accordance with national policy.

Reasons for decision:

There are a number of drivers for pursuing the opportunity to include public land in the proposed Gypsy and Traveller DPD. These include:

- (i) The requirement to maintain a five year supply of traveller pitches included in national policy.
- (ii) The need to provide a choice in the size, type and location of traveller sites in Wiltshire.
- (iii) The legal requirement in the Housing Acts for councils to provide for the accommodation needs of Gypsies and Travellers in their area.
- (iv) The requirement in national policy for councils to respond positively to the accommodation needs of travellers, a commitment the Council has also made to the Wiltshire Core Strategy Inspector.
- (v) The benefits of reducing unauthorised encampments / developments.

24 Exclusion of the Press and Public

Resolved

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

Reason for taking the item in private:

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


No representations had been received as to why this item should not be held in private.

25 Gypsy and Traveller Development Plan Document (DPD): Site Allocations

Resolved:

That the Committee note the confidential appendix presented and in so doing, confirm its decision taken under minute no. 23 above.

26 Gypsy, Roma and Traveller Project

 Cllr Toby Sturgis presented a confidential report which asked members to note the update to the project costs and timescales involved and to consider the options open to the Council.

Resolved:

That the Committee adopt the proposals as set out in the confidential report presented.

Reason for decision:

To advise cabinet of the factors involved and options available with a view to arriving at an appropriate decision.

Appendix

Question from Mr Hall (signed minutes and online)

(Duration of meeting: 2.00 - 2.20 pm)

These decisions were published on the 25 July 2014 and will come into force on 4 August 2014
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 713948 or e-mail Yamina.Rhouati@wiltshire.gov.uk
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MARTINGATE CENTRE LIMITED

CLYFFE HALL MEWS

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Question to Cabinet Capital Assets Committee

Tuesday 22nd July, 2014

Good afternoon. I am a Director of Martingate Centre Limited. My company purchased the Centre from North Wiltshire Council in 2002 and our track record of refurbishing and managing the Centre clearly demonstrates our long term support for the town.

The Mansion House and Library site is also important to the future vibrancy of Corsham town centre, given its potential role in retail, job creation and education. The Committee will recall that the Council no longer needs the site and has sought to sell it for some years. Most recently, it offered the site for sale with a deadline for bids of 27 November 2013, some eight months ago.

In 2011, this Committee was informed that the cost to the tax payer to retain the site would exceed £850,000 for the Mansion House alone with a risk of increased costs due to its Listed status. The site is now effectively empty and our consultants have told us that urgent work is needed to protect the site not only from significant weather damage this winter, but also from possible public liability costs from youths breaking in. We have previously advised the Council of specific incidents in this regard.

There is now significant local interest in seeing the building reinstated, particularly in light of the heavy cost and liability to the tax payer if delayed further.

As one of the bidders in the process in a position to proceed with the purchase with immediate effect, could the Committee please confirm to us when it expects to select its preferred bidder? We understand the Committee has all of the necessary information it needs to make an informed final decision, but we are very willing to provide any additional information the Committee requires to expedite the decision process and bring about the regeneration of this important asset to the town.

Thank you.

By email

Andrew Hall

Martingate Centre Ltd

16th July 2014

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Wiltshire Council

Council

29 July 2014

Item 14 - Public Participation

From Cllr Terry Chivers, Melksham Without North Division

To Cllr Jane Scott OBE, Leader of the Council

Question 1

On Friday May 17th I was in attendance at the Civic Centre Trowbridge at the time you gave a briefing to Wiltshire Council staff. I was disappointed to see so many staff waking out in disgust when being told they are going to have to suffer even more cut backs and savings.

Is it still your opinion that we still don't have a staff morale problem?

Response

I would like to refute any suggestion that the council has a staff morale problem.

Cllr Chivers is referred to the report and minutes of the staffing Policy Committee meeting in November 2013. The minutes record that the committee was pleased to note that despite the lengthy periods of change that had been taking place, employee engagement had improved with the information suggesting that employees were more engaged with the Council now than when monitoring began in 2011 resolving as follows:

- 1) *To note the contents of the report.*
- 2) *To note that the analysis of all the available data showed that concerns about staff morale could not be substantiated.*
- 3) *To conclude that all of the available data suggested that, despite the changes that had been taking place and the challenges being faced, employees were engaged.*

I would also like to remind Cllr Chivers that in January of this year Cabinet was provided with a summary of the feedback received from the Local Government Association following the Corporate Peer Challenge. The Corporate Peer Team stated that one of the key strengths and important building blocks in continuing the council's transformation journey and mastering the financial challenges ahead was that they found a highly engaged workforce with a real sense of pride in the organisation stating that Staff consistently commented that they were proud to work for the Council.

It is therefore inappropriate for Cllr Chivers to be making suggestions of this nature when there is clearly no sound evidence to support it. Cllr Chivers also needs to recognise that by raising unsubstantiated issues of this nature in itself will affect morale in a negative way which is unacceptable. Cllr Chivers has been advised that if he has concerns about operational matters of this nature he should take these up with directly the Corporate Directors and despite being actively encouraged to do so has chosen not to.

The monitoring of the data available has continued since then and the most recent analysis of the data, based on the information available on 31 March 2014, showed that levels of sickness had dropped when compared to the same period in the previous year, and there had been a slight increase in voluntary turnover (0.3%). There have been no spikes in any of the data to indicate that staff engagement has reduced.

Question 2

How many disabled parking spaces are there at County Hall?

Response

County Hall (Main)

22 spaces for mobility impaired members of staff
9 spaces for mobility impaired visitors to the council

County Hall (East Wing)

2 spaces for mobility impaired drivers

County Hall (Chapman's)

4 spaces for mobility impaired drivers

Total number of spaces for mobility impaired drivers for the entire complex = 37

Item 14 - Public Participation

From Cllr Terry Chivers, Melksham Without North Division

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

Question 3

Does Wiltshire Council have any plans to introduce a doorstep food waste collection service? If so when, if not, why not?

Response

Wiltshire Council has no immediate plans to provide a food waste collection for residents of Wiltshire. The primary considerations are the significant cost that the council would incur in providing such a service (both in initial capital outlay, and annual revenue costs), combined with the fact that we have recently increased the county recycling rate following the successful implementation of new waste and recycling collection services across the county.

In addition to these increases in recycling, 110,000 tonnes of Wiltshire's household waste is now diverted from landfill using alternative treatment technologies. 50,000 tonnes per annum goes to produce energy at the Lakeside Energy from Waste plant in Slough, and now 60,000 tonnes per annum is treated at the new Mechanical Biological Treatment (MBT) facility in Westbury, where it's volume is significantly reduced and a fuel is produced.

Both of these initiatives, combined with ongoing efforts to recycle household waste, have seen the amount of waste landfilled fall to 26.7% of all municipal waste collected. Our target is to reduce this to 25% for 2014/15.

At this time, therefore, we feel that the introduction of a separate collection of food waste would place an additional and unnecessary financial burden on council tax payers when we are making good progress towards achieving recycling and landfill diversion targets.

The council has chosen to focus on food waste reduction to date. The latest research published by WRAP (Waste and Resources Action Programme) found that the average household wasted £700 per year on food and drink which was thrown away. This impacts on the council due to the need to collect and manage this waste as well as impacting on greenhouse gas emissions. The council provides advice on reducing food waste and subsidises food waste digesters which compost all types of waste food.

We shall however keep this under review, and consider the opportunities again once new collection arrangements are in place post-2017. We also note with interest that there is increasing speculation that more challenging recycling targets for local authorities could be on the way, and the potential remains for 'landfill bans' on certain materials, including food and other bio-degradable matter (items such as batteries, tyres and plasterboard are currently already regarded as unsuitable for landfill disposal). However, a food waste collection system should be implemented when required in order to deal with potential new challenges, rather than at present when current services are achieving their objectives.

Item 14 - Public Participation

From Cllr Trevor Carbin, Holt and Staverton Division

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

Question 4

Last November a members' briefing note gave a list of solar farms going through the planning process. Would it be possible to provide an updated version of the list?

Response

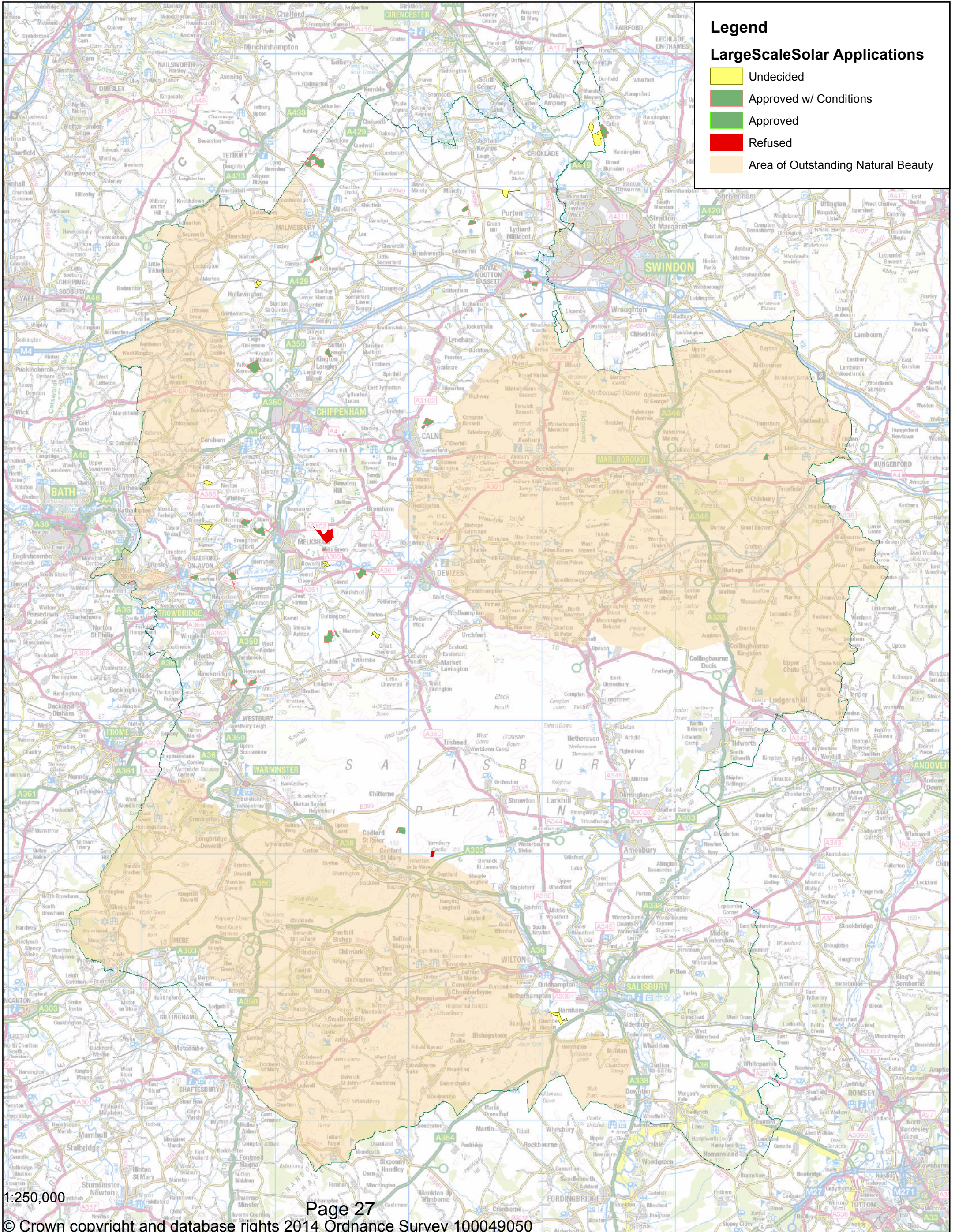
The updated position with Solar Farm applications is as shown below and with a map attachment.

STATUS OF SOLAR FARMS (>1MW)

(Source: planning database)

Reference	Site Address	Capacity (MW)	Area (ha)	Decision
N/11/00003/FUL	Lake Farm, Draycot Cerne, Sutton Benger, Wiltshire SN15 4SQ	5.00	17.44	Permitted
W/11/01064/FUL	Land South And East Of The Cemetery, Holt Road, Bradford On Avon, Wiltshire	5.00	14.35	Permitted
N/11/01081/FUL	Upper Marsh Farm, Brokenborough, Malmesbury, Wiltshire, SN16 9SR	5.00	14.31	Permitted
N/11/01683/FUL	Newnton Dairy Farm, Brokenborough, Malmesbury, Wiltshire SN16 9SR	0.30	0.89	Permitted
W/12/00467/FUL	Land North Of Craysmarsh Farm, Bowerhill Lane, Bowerhill, Wiltshire	1.50	4.73	Permitted
E/2012/0946/FUL	Land at Rudge Manor Farm Rudge Marlborough SN8 2HN	7.00	11.80	Permitted
N/12/01122/FUL	Rodbourne Rail Farm, Grange Lane, Corston, Malmesbury, Wiltshire, SN16 0ES	5.00	17.19	Permitted
W/12/01213/REM	Land North Of Craysmarsh Farm, Bowerhill Lane, Bowerhill, Wiltshire	1.50	0.00	Pending
W/12/02072/FUL	Land West Of 198, Norrington Lane, Broughton Gifford, Wiltshire	12.30	22.52	Permitted
W/12/02081/FUL	Land Adjacent Sewage Treatment Works, Slag Lane, Westbury, Wiltshire	6.10	12.55	Permitted
N/12/02104/FUL	Long Newnton Airfield Brokenborough Malmesbury Wiltshire SN16 9SR	12.00	34.31	Permitted
W/12/02216/FUL	Land North East Of Codford Dairy East Farm, Church Lane, Codford, Wiltshire	7.50	14.13	Permitted
N/12/03968/FUL	Land at Chelworth Industrial Estate, Braydon Lane, Nr Cricklade, Wiltshire	1.00	2.22	Permitted
N/12/04169/FUL	High Penn Farm, Calne, Wiltshire, SN11 8TE	12.00	30.38	Permitted
N/13/00520/FUL	Rodbourne Rail Farm, Grange Lane, Corston, SN16 0ES	0.00	0.02	Permitted

N/13/00623/FUL	Braydon Fields Farm, Braydon, Wiltshire, SN5 0AG	0.25	12.62	Permitted
13/00699/FUL	Land north of Deptford Farm Wylve Warminster Wiltshire	7.50	11.46	Refused
13/00984/FUL	Land to the North of Hopton Industrial Estate	1.30	2.87	Permitted
N/13/01311/FUL	Battens Farm, Allington, Chippenham, Wiltshire, SN14 6LT	11.00	56.40	Permitted
N/13/01495/FUL	Lane East & West of Hill Hayes Lane, Hullavington, Chippenham, Wiltshire	7.00	9.32	Permitted
N/13/01561/FUL	NEWTON DAIRY FARM, BROKENBOROUGH, MALMESBURY, WILTSHIRE	7.20	21.38	Permitted
N/13/01723/FUL	Braydon Manor Farm, Braydon, SN5 0AG	7.00	15.08	Permitted
13/01962/WCM	LAND SOUTH OF 40 Park Lane Heywood Wiltshire	3.50	20.59	Permitted
13/02191/FUL	Spittleborough Farm Swindon Road Lydiard Tregoze Royal Wootton Bassett Wiltshire SN4 8ET	10.00	23.91	Permitted
13/02309/FUL	Stokes Marsh Farm Coulston Westbury Wilts BA13 4NZ	16.60	50.30	Permitted
13/04055/FUL	Land East of Manor Farm Wadswick Box Corsham Wiltshire SN13 8JB	9.60	14.67	Refused
13/04872/FUL	Land at Bentham Farm Bentham Lane Bentham Purton Swindon Wiltshire SN5 4JB	8.00	21.75	Pending
13/05001/FUL	East Farm Office East Farm Codford Warminster Wiltshire BA12 OSJ	6.00	12.20	Permitted
13/05244/FUL	Lodge Farm Poulshot Road Poulshot Devizes Wiltshire SN10 1RQ	16.00	32.81	Permitted
13/06022/FUL	Land to the north of Eastwell Manor Eastwell Road Potterne Devizes SN10 5QG	1.00	0.02	Permitted
13/06140/FUL	Land at Snarlton Farm Snarlton Lane Melksham Wilts SN12 7QP	44.20	76.41	Refused
13/06336/FUL	Land to the west of Bake Farm Buildings Salisbury Road Coombe Bissett Salisbury SP5 4JT	16.07	29.21	Pending
13/06707/FUL	Land South East Of Leechpool Farm Norrington Lane Broughton Gifford Wiltshire	13.00	30.50	Permitted
13/07071/FUL	Goldborough Farm Goldborough Broad Town Swindon SN4 7QX	5.00	11.44	Permitted
14/00592/FUL	Land North Of Marsh Farm Marsh Road Hilperton Marsh Wiltshire	10.10	23.42	Permitted
14/02273/FUL	Lower End Farm Long Street Marston Devizes SN10 5SL	4.90	13.65	Pending
14/02508/FUL	Wickfield Farm Royal Wootton Bassett Swindon SN4 8QR	5.00	10.60	Permitted
14/03084/FUL	Land East of Manor Farm Wadswick Box Corsham Wiltshire SN13 8JB	6.30	15.06	Pending
14/03736/FUL	Land to the east of Bollands Hill and North of The Kennet and Avon Canal, Seend	4.00	9.40	Pending
14/04326/FUL	Land at Water Eaton Farm Latton SN6 6JT	30.00	76.91	Pending
14/05253/FUL	Land West Of Ganbrook Farm Little Chalfield Wiltshire	12.00	23.50	Pending



Item 14 - Public Participation

From Cllr Ernie Clark, Hilperton Division

To Councillor Jane Scott OBE, Leader of the Council

Question 5

It is reported that Wiltshire Council employs 287 staff on 'zero hours' contracts. These contracts are a disgrace for any forward-looking 21st century institution. What action does the Leader intend to take to bring this practice to an end?

Response

Owing to the nature of the question, the Leader has referred drafting of the response to the Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

The council uses variable hours employment contracts where the requirement for staff is based on demand and the type of service being delivered, and allows flexibility in working patterns for the employee as well as the council. A variable hours contract means that the employee is not contracted to work a fixed number of hours, instead they are paid based on claiming for the hours that they work, and for the council this is what has been referred to as zero hours contracts.

A majority of the staff on these contracts are employed in the council's leisure centres, and in the main are employed in roles providing coaching for swimming and delivering or supporting exercise classes and other leisure activities. The use of variable hours contracts means that the employees have a choice about the hours they work for the council based on other work commitments that they may have, and allows the service to plan in response to the changing demands of its customers. Unlike many other councils Wiltshire still has a significant amount of leisure services in house, hence the comparably high number of staff employed on this basis.

The use of casual staff on zero hours arrangements in these type of roles is common place with other providers of leisure services, and we are aware that in some cases up to 60% of the workforce of some providers are employed on this basis.

The council has worked hard to move its zero hours casual workers to variable hours employment contracts as this means that these employees now have the same employment rights, including terms and conditions of employment, as every other employee at the council which includes payment for sickness absence and holidays.

There are no plans for the council to cease its use of variable hours contracts.

Item 14 - Public Participation

From Cllr Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 6

It's interesting that Wiltshire Council are finding the money to sponsor Radio Programmes, on Commercial Radio across Wiltshire to promote Connecting Wiltshire. In the short advert its rightly encourages the use of all public transport including buses.

1. Is this the same buses that you have been axing across the County?
2. How much is this sponsorship costing.
3. Would you agree that this money could be better spent on supporting rural bus services cross the County?

Response

The radio adverts are paid for by the Local Sustainable Transport Fund – a grant provided by the government. This part of the funding is specifically for marketing transport related to the LSTF programme i.e. the new TransWilts rail service and access to rail stations.

We are not allowed to spend this money (or any other part of the LSTF funding) on supporting rural bus services. However, we have tried to use the LSTF marketing campaign to encourage patronage on all buses across the county, where the opportunity arises. As radio adverts target a wide geographical area, this was one of those opportunities. It is part of a bus campaign this summer which includes a free fortnight on the Bradford-on-Avon and Melksham Town buses – two supported bus services which access rail stations. Depending on how successful this campaign is, and whether there is further LSTF funding available, we may look at further free weeks on other supported bus services, so long as we can connect them to the LSTF programme.

LSTF funding has been used to pay for the new Melksham Rail Link bus, but this is because it is a new service. We are allowed to use the funding for new services (but not for existing ones unfortunately), and we are hoping that all the marketing work we are doing will make this link bus financially viable when the LSTF funding ceases.

Wiltshire Council

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Item 14 - Public Participation

From Cllr Terry Chivers, Melksham Without North Division

To Cllr Jane Scott OBE, Leader of the Council

Question 7

It seems that Trading Standards has been privatised via the back door. With the consumer part of the service being passed to The C.A.B in Cumbria the public are now being told to ring 0345 4040504 which takes you to the Cumbria based call centre.

So with this in mind could I please have my questions answered which are?

1. When and why was the service transferred to the C.A.B
2. Who made the decision?
3. Why have members not been informed?
4. Where in the minutes can I find this decision?
5. What consultation took place with the public?

Response

A verbal answer will be provided at the meeting by the Cabinet Member for Public Health, Protection Services, Adult Care and Housing (excluding Strategic Housing).

Wiltshire Council

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Item 14 - Public Participation

From Cllr Chris Caswill, Chippenham Monkton Division

To Cllr Jane Scott OBE, Leader of the Council

Question 8

- a. Has the Administration made provision for a capital contribution to a skate park in Chippenham?
- b. If so, how much? And
- c. If so, who made the decision?

Response

- a) The Council has identified funding for the skate park from the sale of the Bridge Centre and the land on which the existing skate park is located.
- b) The indicative budget identified is £275,000
- c) This was a delegated decision by officers negotiated as part of the relocation package of services associated with the disposal.

Item 14 - Public Participation

From Cllr Chris Caswill, Chippenham Monkton Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 9

- a. The Chippenham CATG has allocated funds for three road safety projects in Monkton ward in Chippenham – on Lowden Hill, on Langley Road and on New Road. In each case Balfour Beatty carried out the road engineering work but the necessary electrical connections to complete the projects took (or is taking) many additional months. Does the Council's contract with Balfour Beatty not include a requirement for them to liaise effectively with SSE to have projects of this kind completed in partnership and on time?
- b. Do you accept that the failure of these two companies to work together can jeopardise public safety and reduce public confidence in the sub-contracting of this work to the private sector?

Response

The equipment and cables providing power to most of the county's street lights and illuminated signs are the responsibility of the electricity supply company which is generally SSE in Wiltshire. The legislation does not currently allow the Council's contractors to work on this equipment or make connections to it.

This can be a problem especially with regard to street lighting faults where SSE have 20 working days to respond, which is longer than we would wish. It is appreciated that power supplies to hospitals, residents and businesses are likely to take priority to some of the Council's work, especially when there have been storms or flooding.

The Council is working with Balfour Beatty Living Places to review processes to improve delivery of the Integrated Transport schemes, and this includes liaison with SSE. Whether the work is carried out by contractors or an in-house team, the vital connection work would still have to be carried out by SSE.

It is important that the electrical work is carried out correctly and to the required standard and in accordance with the legislation.

Wiltshire Council

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29 July 2014

Item 14 - Public Participation

From Cllr Chris Caswill, Chippenham Monkton Division

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

Question 10

How many full time equivalent qualified social workers were directly employed by Wiltshire Council on:

- a. 1 January 2012?
- b. 1 January 2013?
- c. 1 January 2014?
- d. 1 July 2014?

Response

	FTE			
	1st January 2012	1st January 2013	1st January 2014	1st July 2014
All Social Workers	196.1	192.8	209.34	213.94
Adults Social Workers	101.4	97.3	88.5	94.2
Childrens Social Workers	94.7	95.5	120.84	119.74

These are all Full Time Equivalent figures and the 'All Social Workers' figure is combined adults and children's social worker figures.

Wiltshire Council

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Item 14 - Public Participation

From Cllr Chris Caswill, Chippenham Monkton Division

To Cllr Jane Scott OBE, Leader of the Council

Question 11

- a. Why has Wiltshire Council's planning system allowed so much out of town centre development and done so little to protect and enhance the town centre?
- b. Is this a result of decisions taken by the Conservative leadership of North Wiltshire District Council or of the priorities of the unitary administration which you lead?

Response

Owing to the nature of the question, the Leader referred the drafting of this response to the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste

Wiltshire Council in determining planning applications for retail development takes into consideration national as well as local planning policy. Current national policy, as set out in the National Planning Policy Framework (NPPF) requires that a sequential approach is taken to new retail developments, as follows:

"Local planning authorities should apply a sequential test to planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan. They should require applications for main town centre uses to be located in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre. Applicants and local planning authorities should demonstrate flexibility on issues such as format and scale." (paragraph 24).

This recognises that it is not always possible to locate all retail facilities within town centre locations and that it may be necessary to bring forward sites elsewhere to provide for the needs of the community.

The NPPF goes on to state that for edge and out of centre proposals that an impact assessment should be undertaken for proposals that are in excess of 2,500 square metres to determine whether there will be an adverse impact of the proposal on town centre viability. Within the emerging Wiltshire Core Strategy a lower threshold of 200

square metres is proposed, which will enable greater scrutiny of retail proposals than national policy.

In accordance with the NPPF, when an application fails to satisfy the sequential test or is likely to have significant adverse impact on the town centre including planned investment within it, it should be refused.

The Council implements the above national policy in its decision making, which will have contributed to the level of out of centre development. In the past the Council had the ability to also take into account the need for proposed retail development in terms of quantitative and qualitative need, which helped manage the level of out of centre retail growth. However, this test was removed from national policy some years ago.

This is not the result of the decisions taken by the Conservative leadership of North Wiltshire District Council nor the priorities of the Unitary administration. The decisions were made in accordance with The North Wiltshire Local Plan 2011, which was produced and adopted by the Liberal Democrat administration at North Wiltshire District Council in 2006 and more recently the NPPF para.24 set out above

Question 12

- a. Will the Wiltshire Council be making any representations on the Coalition Government's proposed change to the trespass law, through the Infrastructure Bill about to go through Parliament, which would allow fracking companies to drill under people's homes and land without permission?
- b. Has this Council yet issued any exploration licences for shale gas hydraulic fracturing? If so, how many and for where? If not, has it refused any? What are its future intentions on exploration licenses?
- c. Does this Council believe that the geology in Wiltshire is compatible with unconventional gas and oil extraction?
- d. Can the Council guarantee that the amounts of water required for the hydraulic fracturing process will not negatively impact on river levels and water resource in the County?
- e. Does the Council have a view on whether the County's road infrastructure could cope with the additional truck movements to and from well pads, both during exploration and full production?

Response

Owing to the nature of the question, the Leader referred the drafting of this response to the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste

The Council is not proposing to respond to the consultation regarding changes to simplify procedures for the exploration of shale and gas exploration to no longer require the permission of landowners to drill under their land.

The response to the Question from Councillor Jenkins provided to the Council meeting on 4 February 2014 sets out the background to how shale gas exploration is

regulated. This clarifies that the oil and gas licencing system is managed by the Department for Energy and Climate Change (DECC). In addition to the licence, planning permission from the Council as local planning authority is required. DECC has not granted any exploration or development licenses within Wiltshire and the Council has not received any request from potential developers to engage in preliminary discussions on matters relating to hydrocarbon development potential in Wiltshire.

The Council has not seen any evidence to indicate that the geology in Wiltshire is compatible with unconventional gas and oil extraction. The lack of developer interest would suggest that the potential for unconventional gas and oil extraction in Wiltshire is low.

Should planning applications for the various stages of fracking proposals be submitted, they will be considered in the light of the national planning policy framework (NPPF) and local development plan, which will enable impacts on the water environment and road infrastructure to be considered.

In terms of national policy, the NPPF requires that planning authorities to assess applications for all minerals developments, including conventional / unconventional hydrocarbon developments, to ensure that operations do not have unacceptable adverse impacts. In doing so, planning authorities are also advised to take into account the cumulative effects of multiple impacts from individual sites and/or a number of sites in a locality.

Planning applications for each stage must be subject to consultation with the local community and relevant statutory consultation bodies - such as the Environment and Highways Agency before the local planning authority can make a decision. Consideration will be given to the impacts on the water environment as well as road infrastructure during the exploration and implementation phase of planning applications.

Shale gas wells, whether for exploration or production, are subject to the environmental impact assessment regime established by the Environmental Impact Assessment (EIA) Directive. The EIA Directive is transposed into English law through the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. Under the Regulations, all deep drilling operations, including shale gas wells, will be screened by the local planning authority to assess whether they are likely to have any significant effects on the environment including water and transportation matters. Where significant effects are identified, an environmental statement will need to be submitted to the relevant planning authority before the planning application is consulted on and considered.

Wiltshire Council

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29 July 2014

Item 14 - Public Participation

From Cllr Ian West, Till and Wylve Valley Division

To Fleur de Rhé-Phillipe, Cabinet Member for Economy, Skills and Transport

Question 13

Could the Cabinet Member re-assure me that Wiltshire Council will honour the Inspectors decision at the last Inquiry dated 16th November 2011 into By Way 12 at Stonehenge

Response

It is clear the council will continue to honour the inspectors decision at the last Inquiry into By Way 12 at Stonehenge. There are no immediate plans to close the byway. As part of the emerging management plan for the WHS, it is recognised that an appropriate system is needed to protect archaeology, safety and free movement around the site. If new evidence and changing circumstances around the WHS (e.g. closure of the A344, which has happened since the Public Inquiry) merited a review of the decision, then this would of course go through the proper due process. In the meantime the council will continue to honour the Inspectors decision at the last Inquiry into By Way 12 at Stonehenge.

Wiltshire Council

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29 July 2014

Item 14 - Public Participation

From Cllr Simon Killane, Malmesbury Division

To Cllr Jane Scott OBE, Leader of the Council

Question 14

Are councillors aware of recent events with the Malmesbury Neighbourhood Plan and the High Court approval of 180 houses on a site that was not recommended in the [Draft Plan](#) have exposed serious issues that government urgently needs to address. [I have written to Government Ministers](#) requesting that the take action to restore confidence in the policy of Neighbourhood Planning. Malmesbury is the first community in Wiltshire to reach "Examination Stage" and is likely to be the first to referendum.

Wiltshire Council, under your leadership, has supported and resourced our steering group to make the most of any opportunity to produce a robust, well evidence, community led plan that conforms to County and National planning policies. Wiltshire Council has helped us to try to deliver real local decision making to the people of the Malmesbury Neighbourhood. The Council has also helped us to set an example about what other Wiltshire Communities could achieve. I wish to thank you for the letter that you have sent. Your letter is one of many that are on their way to the ministers.

I call on all the other councillors in this chamber to act on our example and [write to the ministers](#) expressing their concerns about the delivery of the policy and requesting urgent improvements to make it work for the people of Wiltshire.

Response

Gleeson Developments Ltd were successful in their legal challenge and the decision issued by the Planning Inspectorate on 18 March 2013 for 180 dwellings at Malmesbury on land south of Filands will stand (Appeal Reference: APP/Y/3940/A/12/2183526/NWF). This is disappointing given the local community are actively preparing their Neighbourhood Plan to inform where growth should go at the town. Significant progress has been made with the Malmesbury Neighbourhood Plan since the 'land south of Filands' public inquiry took place early 2013 and examination is programmed for September 2014.

In addition to the Gleeson development, another appeal for 77 dwellings on land off Park Road, Malmesbury (Appeal Reference: APP/Y3940/A/13/2200503) is now before the Planning Inspectorate for determination and a decision is expected on or before 4 August 2014. Wiltshire Council hopes that the Inspectorate will give careful

consideration of the implications of the allowed Appeal (land south of Filands), in particular the impact it will have on the Town and the emerging Neighbourhood Plan.

Wiltshire Council

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29 July 2014

Item 14 - Public Participation

From Cllr Trevor Carbin, Holt and Staverton Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 15

A year ago the cabinet member for highways announced that Wiltshire Council was to purge unnecessary signage to de-clutter our roads. How many signs have been removed to date as a result of this initiative?

Response

The offer to remove extraneous signs was directed through the Community Area Transport Groups (CATGs), who contacted parish and town councils to provide them with any requests. However take up has been low and only a few requests have been made. Active sign removal schemes are currently being progressed at Trowbridge, Melksham, Limpley Stoke, Corsham, Malmesbury, Warminster and Tollard Royal. As yet it is not possible to provide an exact figure of the number of individual signs being removed.

In addition to those locations requested by the CATG's the opportunity for sign consolidation and sign removal has been taken through the Safety Scheme programme. This includes the locations identified on the collision cluster site list and the route reviews on the A420 and A30.

Item 14 - Public Participation

From Cllr Bob Jones MBE, Cricklade and Latton Division

To Councillor Stuart Wheeler, Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Question 16

Please identify how many people have been/are employed in a PA role and what the total salary cost including on costs is for:

- 2009/10
- 2010/11
- 2011/12
- 2012/13
- 2013/14
- 2014/15 (current levels)

Response

Based on staff with the term “PA”, “personal assistant” or “personal secretary” in their job title on SAP as at 1 April for each financial year. Note that figures shown below do not include vacant roles or roles filled with temporary agency cover.

Note that for 2009, 2010 and 2011 these figures do not include staff who undertook PA duties in services in roles with other titles (e.g. administrator).

Year	No. of employees	Salary plus on costs
2009-10	30	£760,456.46
2010-11	26	£694,692.56
2011-12	31	£780,750.74
2012-13	34	£838,729.44
2013-14	32	£809,571.79
2014-15	21	£507,493.49

Question 17

How many people were employed in a PA role and were subsequently made/given redundancy and what was the cost of these redundancies in:

- 2009/10
- 2010/11
- 2011/12
- 2012/13
- 2013/14

Response

VR costs for staff with the term “PA”, “personal assistant” or “personal secretary” in their job title on SAP.

Year	No of employees	Redundancy costs
2009-10	2	£72,425.60
2010-11	1	£16,507.60
2011-12	3	£14,654.11
2012-13	2	£23,924.66
2013-14	5	£67,412.05
Grand Total	13	£194,924.02

Question 18

Please identify all officer/member positions that have access to PA support and identify which officers/member have shared PA support and which have dedicated PA support. Where there are pooled support please identify the ratio of PAs to Officers (ie if the Corporate Directors share their PAs, then identify how many PAs support the CDs).

Response

Prior to 2011 each service area was responsible for their own PA support and staff providing this support were on a variety of different JEQ's and grades. In many areas there was overlap between administrative and PA roles.

In 2011 a review of PA support was undertaken to identify staff undertaking PA duties and to ensure greater consistency across the council. The outcome of the review was the provision of PA support to Service Directors and Heads of Service on a 1:3 ratio (1 full time PA to 3 full time managers) and to Corporate Directors on a 1:1 basis. In some cases service directors and heads of service chose to take a reduced ratio or not to have PA support in their areas.

In 2014 the decision was take only to provide PA support to Corporate Directors and Associate Directors. There is currently a PA review taking place. Once this is implemented there will be 1:1 PA support for the three Corporate Directors and 13 Associate Directors (in total 16fte PA posts). There will be no PA support for head of service level managers.

In 2014 the PA support to the Leader and Cabinet was reviewed. The ratios of PA support in the cabinet office remained the same (1 full time PA to the leader and two

full time PA's to cabinet – in total 3fte). In addition an apprenticeship role was created to provide opportunities for career development within both the cabinet and corporate PA group.

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