

SUMMONS

Meeting: Council

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

Date: Tuesday 10 July 2018

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.

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

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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**

2 **Minutes of Previous Meeting** (*Pages 7 - 28*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 22 May 2018.

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 this meeting.

5b) **Petitions Update** (*Pages 29 - 32*)

Report of the Head of Democratic Services.

6 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

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

the Corporate Director) no later than 5pm on **Wednesday 4 July 2018**. 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 & POLICY FRAMEWORK ITEMS

7 Wiltshire Housing Site Allocations Development Plan Document - Proposed Submission Materials

Report by Alistair Cunningham, Corporate Director

The meeting will be asked to consider the recommendation from the meeting of Cabinet to be held on the 3 July 2018.

The report and supporting documentation can be found here, and have not been republished on this agenda:

<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=11668&Ver=4>

The final recommendation of Cabinet will be circulated by supplement ahead of the meeting of Council.

8 Electoral Review of Wiltshire Council - Supplementary Submission to the Local Government Boundary Commission for England (Pages 33 - 70)

Report by Dr Carlton Brand, Corporate Director

The original submission to the commission is included for reference, and the final submission will be circulated as a supplement.

9 Amendment to Treasury Management Strategy (Pages 71 - 74)

Report by Ian Duncan, Director of Finance and Procurement

10 Designation of the Statutory Position for Director of Adult Social Services

Report by Ian Gibbons, Monitoring Officer

The meeting will be asked to consider a possible recommendation from the meeting of Cabinet to be held on the 3 July 2018.

The report can be found here, and have not been republished on this agenda:

The final recommendation of Cabinet will be circulated by supplement ahead of the meeting of Council.

COUNCILLORS' MOTIONS AND QUESTIONS

11 Notices of Motion

To consider the following notices of motions:

- 11a) **Notice of Motion No.8 - Helium Balloons & Sky Lanterns** (*Pages 75 - 76*)

To consider the attached motion.

- 11b) **Notice of Motion No.9 - The Inclusion of Tree Planting in Future Planning** (*Pages 77 - 78*)

To consider the attached motion.

12 Councillors' Questions

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) not later than 5pm on **Wednesday 4 July 2018**. 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.

MINUTES OF CABINET AND COMMITTEES

13 Minutes of Cabinet and Committees

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book enclosed separately.
- b. The Chairman will refer to Cabinet and each Committee in turn:
 - i. The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.
 - ii. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.

- c. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority.

CONSTITUTIONAL UPDATE

14 **Proposed Changes to the Constitution** *(Pages 79 - 84)*

Report by Dr Carlton Brand, Corporate Director

OTHER ITEMS OF BUSINESS

15 **Urgent Executive Decisions taken by Cabinet** *(Pages 85 - 88)*

Report by the Leader

16 **Membership of Committees**

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

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

Carlton Brand
Corporate Director
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

COUNCIL

DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 22 MAY 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Phil Alford, Cllr Ben Anderson, Cllr Pat Aves, Cllr Ian Blair-Pilling, Cllr Richard Britton, Cllr Derek Brown OBE, Cllr Allison Bucknell (Chairman), Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr David Halik, Cllr Deborah Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Darren Henry, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Jim Lynch, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Nick Murry, Cllr Ashley O'Neill, Cllr Paul Oatway QPM, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Graham Payne, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr James Sheppard (Vice-Chairman), Cllr John Smale, Cllr Hayley Spencer, Cllr Toby Sturgis, Cllr Melody Thompson, 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 Jerry Wickham, Cllr Christopher Williams and Cllr Graham Wright

21 Election of Chairman 2018/19

The Chairman opened the meeting and called for nominations for the position of Chairman for the ensuing municipal year.

Councillor Ruth Hopkinson was proposed by Councillor Ian Thorn and seconded by Councillor Clare Cape.

Councillor Allison Bucknell was proposed by Councillor Jane Davies and seconded by Councillor Atiqul Hoque.

Having been nominated, Councillor Bucknell left the room to enable the Vice-Chairman to preside over the vote.

Councillor James Sheppard in the Chair

Having been put to the vote, the meeting;

Resolved

That Councillor Allison Bucknell be elected Chairman of Wiltshire Council for the municipal year 2018/19

The Chairman subsequently read out and signed the declaration of acceptance of office of Chairman of the Council witnessed by the Monitoring Officer.

Councillor Allison Bucknell in the Chair

22 Election of Vice-Chairman 2018/19

The Chairman called for nominations for the position of Vice-Chairman of Council for 2018/19.

Councillor James Sheppard was proposed by Councillor Chris Williams and seconded by Councillor Alan Hill. There being no other nominations, it was

Resolved:

That Councillor James Sheppard be elected Vice-Chairman of Wiltshire Council for the municipal year 2017/18.

The Vice-Chairman subsequently read out and signed the declaration of acceptance of office of Vice-Chairman of the Council witnessed by the Monitoring Officer.

23 Apologies

Apologies for absence were received from Councillors Christopher Newbury, Robert Yuill, Nick Fogg MBE, Leo Randall, Tony Deane and Chuck Berry.

24 Minutes of Previous Meeting

The minutes of the Meeting held on 20 February 2018 were presented.

Resolved:

That the minutes of the last Council meeting held on 20 February 2018 be approved as a correct record and signed by the Chairman

25 **Declarations of Interest**

There were no declarations of interest.

26 **Announcements by the Chairman**

a) Recent Engagements

The Chairman drew the meeting's attention to the following events and engagements:

- 20 February, 2018 Full Council meeting – County Hall Trowbridge
- 23 February, 2018 Guest Speaker at Annual Luncheon of the Showmen's Guild, Western Section, Hilton Hotel, Swindon
- 26 February, 2018 British Empire Medal Presentation Ceremony, Great Chalfield Manor
- 11 March, 2018 High Sheriff's Service for the Rule of Law, Salisbury Cathedral
- 12 March, 2018 Commonwealth Flag Raising Ceremony, County Hall
- 15 March, 2018 Wiltshire Council Business and Sports Gala Dinner, County Hall
- 6 April, 2018 Declaration and Appointment of new High Sheriff of Wiltshire, Calne Town Hall
- 8 April, 2018 RBL and St. Bartholomew and All Saints' Church, Royal Wootton Bassett "Royal Air Force 100th Anniversary" Service
- 25 April, 2018 Trowbridge in Bloom Young Voice of Trowbridge Public Speaking Competition, St. Augustine's Catholic College, Trowbridge
- 26 April, 2018 Wiltshire Council Achieving Excellence Awards, County Hall, Trowbridge
- 2 May, 2018 Chippenham Town Council Annual Town Meeting, Town Hall, Chippenham

- 3 May, 2018 VIP visit of HRH The Duke of Kent to Wilton Carpets
- 9 May, 2018 Official Opening of Rothermere, Trowbridge
- 10 May, 2018 Royal Wootton Bassett Town Council Mayor Making Ceremony, St. Bartholomew and All Saints' Church, Royal Wootton Bassett
- 11 May, 2018 Celebration of Girlguiding, Cricklade House Hotel, Common Hill, Cricklade
- 14 May, 2018 Calne Town Council Mayor Making Ceremony and Reception, Calne Town Hall, Calne
- 17 May, 2018 Devizes Town Council Annual Meeting and Mayor Reception, Town Hall, Devizes

b) Deferred Item

The Chairman drew the meeting's attention to the fact that item 9 - Housing Site Allocations Development Plan Document - had been deferred to 10 July meeting of Council, with consideration beforehand at the 3 July meeting of Cabinet. The Chairman also referred to the briefing note No. 355 which had been circulated detailing the next steps for this item.

<https://cms.wiltshire.gov.uk/documents/s144338/BriefingNote355HousingSiteAllocations.pdf>

c) Former Councillors' Passing

The Chairman announced that the following former councillors had sadly passed away;

Tony Moore, the councillor for Trowbridge east division between 2001 and 2005.

Reg Coole, Wiltshire County Councillor and North Wilts Councillor for many years.

Dr John English, County Councillor for Salisbury East from 2005-2009.

Lt Col John Haywood, a Former County Councillor for Amesbury.

Len Osbourne, a former West Wiltshire District Councillor.

d) Minutes silence

The Chairman reminded the meeting that the council would be holding a minute's silence at 2:30 to mark the first anniversary of the Manchester Arena attack.

27 **Public Participation**

The Chairman outlined the procedure to public participation noting that there were speakers already registered under the petitions item.

There were no other statements or questions from the public on other items.

28 **Petitions Received**

The Chairman introduced the item, informing the meeting that a petition had been received which met the threshold for a Council debate in accordance with the Council's Petition Scheme, and outlined the process for the debate. The Chairman stated that, owing to the interest in the item, she would extend the time permitted under the scheme by allowing more public speakers and councillors to have their say.

At the invitation of the Chairman the petition organiser, Lucy Gomes, presented the petition which had received over 16,000 signatures, and which requested that the outdoor education centres in Braeside and Oxenwood not be closed. A decision had been taken by Cabinet on 27 March 2018 that the centres would be closed from August 2018.

In presenting her petition Lucy Gomes: emphasised the importance of outdoor education and the contribution the council run centres; expressed the concern that there are already fewer opportunities for outdoor education; stated that the petition was the largest to be presented to Wiltshire Council; summarised the concern that schools, families were not consulted before the decision; emphasised that the centres are well used and give opportunities to vulnerable children and the impact on wider issues such as health and education.

The following members of the public were invited to speak:

Alan Rankin referred to financial demands on councils and the decisions to reducing non-statutory service to protect statutory services, but argued whether the wider value created by outdoor education centres had been fully into account. He further argued that cabinet was not adequately informed of this social value when making their decision, and emphasised the importance of the centres for some families suffering from deprivation.

Rachel Ross expressed concern that the consultation process had not included a wider range of stakeholders, and argued that the equality impact assessment

was not sufficient. She further argued that small facilities are better placed to support those with additional needs, and asked that a solution be considered to keep the facilities within Wiltshire.

Amanda Humphries argued that the figures used to establish the cost of keeping the facilities open were not up to date, and argued that all stakeholders should be consulted;

Sylvia Card emphasised the use of the centres from across the county, and the value they add. She further stated that the community was angry as they had not been consulted on this, and did not feel that the decision had been made correctly.

Councillor Judy Rose of Devizes Town Council emphasised the strength of feeling over the decision, and expressed concern that the town council had not been consulted. She further stated that the social value of the centres had not been taken into account, and that the financial costs of running the centres had not been correctly identified.

At the invitation of the Chairman, Councillor Laura Mayes, Cabinet Member for Children, Education and Skills, spoke in response, thanking those that came to spoke so passionately, emphasising that she understood the strength of feeling, and agreed about the points raised regarding the benefits of outdoor education. She did, however, restate her belief that Wiltshire Council was not best placed to run them directly due to financial constraints and the need to prioritise statutory functions with increasing costs such as support for those with special education needs. No other providers had previously come forward who stated they could take over management of the centres, but if alternative providers could be found that would be a beneficial outcome.

Councillor Mayes proposed, subsequently seconded by Councillor Jerry Wickham;

- 1. To thank the petitioners for their contribution to the debate;*
- 2. To note the issues raised in the debate, and to ask Cabinet to take account of these issues when considering offers from alternative providers at their meeting.*

The Chairman then invited the political Group Leaders to comment.

Baroness Scott of Bybrook OBE, Leader of the Council, emphasised that council had to make difficult decisions regarding in relation to children's services, and used as example the need to provide more for special education provision. She stated that Cabinet would welcome the further discussions at their meeting in June.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, thanked the campaigners for bringing the matter to debate at Council, and argued that the decision should not have been taken without fuller consultation. He emphasised the need to adequately value the social as well as the financial cost when making the decision.

Councillor Thorn proposed an amended motion. Following advice from the Monitoring Officer, and with the agreement of the proposer and seconder, (who was the seconder) the following amended motion was accepted by the Cabinet Member, for debate:

- 1. To thank the petitioners for their contribution to the debate;*
- 2. To note the issues raised in the debate, and to ask Cabinet to take account of these issues when considering offers from alternative providers at their meeting;*
- 3. That any decision taken by the cabinet should be open and transparent, that social impacts should be considered equally with financial impacts, and that the Cabinet use every best effort to ensure the two sites will remain in use for outdoor education.*

Councillor Ernie Clark, Leader of the Independent Group, endorsed the comments of Councillor Thorn and emphasised the importance of scrutiny of such important decisions.

Councillor Ricky Rogers, Leader of the Labour Group stated that he was happy with the amendment as written, and thanked petitioners for speaking for their communities. He stated that whilst he preferred that the centres should be run by Wiltshire Council, he asked that Cabinet should think carefully about how the centres could be run by an alternative provider.

Before opening the debate, the Chairman reminded Councillors to restrict their comments to the motion in question rather than the wider issues.

Councillor Bill Douglas expressed concern that the administration was not open to alternative proposals.

Councillor Chris Devine argued that the administration had not consulted properly, and expressed hope that the Cabinet member would put her best efforts to find a solution to this problem.

Councillor Gavin Grant acknowledged the response by Councillor Mayes, and hoped there would be an opportunity to review what lessons could be learnt from the process leading up to this decision; arguing that Cabinet should have been more open in the decision and welcomed the opportunity of looking at the social impact. He further argued that the inclusion of the phrase 'best effort' was

important to ensure that trust was built up with the community going forward, and expressed hope that the centres could be run by suitable body.

Councillor Ross Henning expressed concern that Select Committee decisions should always be evidence based and free from political influence, and emphasised the importance of the centres going forward to support families and local communities.

Councillor Ian McLennan welcome the support from Councillor Mayes for the amended motion. He expressed regret that local council had to make decisions where central government had reduced the funding, emphasised support for the centres and that the case for closure had not been made. He further argued that the council should be given a chance to be run more efficiently.

Councillor Mary Douglas thanked those who had attended to speak in support of the petition, and stated that she was pleased to see that the issues they had raised would be considered by Cabinet.

Councillor Jon Hubbard thanked Councillor Mayes for the motion and for accepting the amendment. He stated that he struggled to find a good reason for the decision when asked to explain the rationale to young people in his community and emphasised the overall cost of the service is small compared to the impact it has in the community. He further argued that he had not been told where the reduction in revenue arising from the closure would be taken into account, and exhorted the Cabinet to proactively find an alternative provider.

In making his representation, the Chairman advised Councillor Hubbard that the issues regarding the scrutiny of the decision were not pertinent to the debate on the motion.

Councillor Mathew Dean thanked the members of the public for presenting their views, and welcome an economically viable solution but emphasised that this may not be an easy thing to achieve.

Councillor Trevor Carbin referenced the work of the scrutiny task group and stated his belief the views arising from their report had not been fully considered.

Councillor Jim Lynch gave the example of how towns, such as Bradford on Avon, used a voluntary model to provide youth facilities whilst reducing costs.

In response to the debate, Councillor Mayes thanked again all those that had contributed their views, and stated that these would be considered by Cabinet.

Upon being put to a recorded vote, the meeting;

Resolved

1. To thank the petitioners for their contribution to the debate;
2. To note the issues raised in the debate, and to ask Cabinet to take account of these issues when considering offers from alternative providers at their meeting;
3. That any decision taken by the cabinet should be open and transparent, that social impacts should be considered equally with financial impacts, and that the Cabinet use every best effort to ensure the two sites will remain in use for outdoor education.

Admin Note: A record of the vote is appended to these minutes.

29 **Petitions Update**

A report was presented which gave Council details of the three petitions received for the period since the last Council meeting.

Resolved:

That Council note the report, the petitions received and the actions being taken in relation to them, as set out in the Appendix to the report.

30 **Wiltshire Housing Site Allocations Development Plan Document - Proposed Submission Materials**

As previous announced it was noted that the decision to consider the issue was deferred until the meeting in July.

The Chairman drew the meeting's attention to the briefing note previously circulated:

<https://cms.wiltshire.gov.uk/documents/s144338/BriefingNote355HousingSiteAllocations.pdf>

31 **Review of Allocation of Seats on Committees to Political Groups and Appointment of Committees**

32 **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups**

33 **Appointment of Councillors to Committees**

34 **Appointment of Chairmen and Vice-Chairmen - Committees**

35 **Appointments to the Dorset and Wiltshire Fire and Rescue Authority**

The above items were considered together under one motion.

At the invitation of the Chairman, the Leader of the Council, Baroness Scott of Bybrook OBE, presented the proposals for the appointments required for the municipal year 2018/19, which had been developed in consultation with all group leaders. In moving her motion, the Leader also announced to Council the changes made to her Cabinet and Portfolios appended to these minutes.

Following the opportunity for comments and questions, and upon being put to a recorded vote, the meeting;

Resolved

- a) To note the report and the legal requirements, subject to the recent change of the political composition of Swindon Borough Council.**
- b) To re-appoint the following committees with the terms of reference as set out in the Constitution:**

**Appeals Committee
Area Planning Committees: Eastern, Northern, Southern and Western
Audit Committee
Children's Select Committee
Electoral Review Committee
Environment Select Committee
Health Select Committee
Health and Wellbeing Board
Licensing Committee
Officer Appointments Committee
Overview and Scrutiny Management Committee
Pension Fund Committee
Police and Crime Panel
Staffing Policy Committee
Standards Committee
Strategic Planning Committee**

- c) To re-appoint those Area Boards, constituted as area committees as set out in paragraphs 13 to 15 and Appendix 1 of the report presented and within the Constitution, to comprise the Unitary Councillors for that area.**
- d) To re-appoint the Local Pension Board established under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013 with the terms of reference as set out in the Constitution.**

- e) To approve a scheme of committee places which sets out the number of seats available to members of the Council and to political groups as follows:

Committee	Total Places for Elected Members	Conservative Group Allocation (68 seats)	Liberal Democrat Group Allocation (20 seats)	Labour Group Allocation (3 seats)	Independent Group Allocation (7 seats)
Strategic Planning	11	8	2	0	1
Northern Area Planning	11	8	3	0	0
Southern Area Planning	11	7	1	1	2
Eastern Area Planning	8	7	0	0	1
Western Area Planning	11	7	3	0	1
Licensing	12	8	3	0	1
Overview and Scrutiny Management	15	10	3	1	1
Children's Select	13	9	3	0	1
Environment Select	13	8	3	1	1
Health Select	13	9	3	0	1
Standards	11	8	2	0	1
Electoral Review	10	6	2	1	1
Police and Crime Panel	7	5	2	0	0
Audit	11	8	2	1	0
Appeals	8	5	2	0	1
Staffing Policy	9	6	2	1	0
Officer Appointments	5	4	1	0	0
Pension Fund	5	4	1	0	0
TOTALS	184	127 (127.673)	38 (37.551)	6 (5.663)	13 (13.143)

- f) To appoint councillors to serve on those committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989 (as attached).
- g) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above (as attached).
- h) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 1 of the report
- i) To note the decision of the Standards Committee to appointment four non-voting co-opted members until May 2021 as follows:

Mr Richard Baxter
Mr Philip Gill MBE
Mr Michael Lockhart
Miss Pam Turner

- j) Re-appoint the following persons as Independent Persons each for a four-year term (until 2021):

Mr Tony Drew
Mrs Caroline Baynes
Mr Stuart Middleton

- k) To reappoint the following non-elected members to the Children's Select Committee:

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

Non-Elected Members	Non-Voting	Representing
Maisy Humphrey (Sub Karl Smithson)		School, Children and Young People representatives
Vacancy		Further Education Representative
Miss Sarah Busby		Secondary Schools Head Teacher Representative
Miss Tracy Cornelius		Primary School Head Teacher Representative
Mr John Hawkins		School Teacher Representative

- l) To re-appoint the following co-opted members to the Wiltshire Pension Fund Committee:**

Name	Representing
Cllr Tim Swinyard	Swindon Borough Councillor (as determined by Swindon Borough Council)
Cllr Steve Allsopp.	Swindon Borough Councillor (as determined by Swindon Borough Council)
Linda Stuart	Employer Representative
Diane Hall	Employer Representative
Stuart Dark	Scheme Member Observer- appointed by Unison
Mike Pankiewicz	Scheme Member Observer- appointed by Unison

- m) To re-appoint the Local Pension Board under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013 with the terms of reference as set out in the Constitution:**

Name	Representing
Howard Pearce	Independent Chairman
David Bowater	Scheme Member Representative
Barry Reed	Scheme Member Representative
Mike Pankiewicz	Scheme Member Representative

Sarah Holbrook	Employer Member Representative
Cllr Richard Britton	Employer Member Representative
Vacancy	Employer Member Representative

And to note that the decision to appoint to the vacant position of Employer Member Representative will be taken at the meeting of Council in July 2018.

- n) To re-appoint the following co-opted members to the Police and Crime Panel:

Name	Representing
Cllr Alan Bishtop	Swindon Borough Council (as determined by Swindon Borough Council)
Cllr Caryl Sydney Smith	Swindon Borough Council (as determined by Swindon Borough Council)
Cllr Junab Ali	Swindon Borough Council (as determined by Swindon Borough Council)
Cllr Abdul Amin	Swindon Borough Council (as determined by Swindon Borough Council)
Cindy Creasy	Independent co-optee
Chris Henwood	Independent co-optee

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

Committee	Chairman	Vice-Chairman
Area Planning Committee – Eastern	Mark Connolly	Paul Oatway
Area Planning Committee – Northern	Tony Trotman	Peter Hutton
Area Planning Committee – Southern	Fred Westmoreland	Richard Britton
Area Planning Committee – Western	Christopher Newbury	Jonathon Seed
Audit Committee	Richard Britton	Stewart Dobson
Health and Wellbeing Board (Chairman only)	Baroness Scott of Bybrook OBE	
Licensing Committee	Peter Hutton	Josie Green
Officer Appointments	Baroness Scott of Bybrook OBE	John Thomson
Pension Fund Committee	Tony Deane	Roy While
Staffing Policy Committee	Allison Bucknell	Tony Jackson
Standards Committee	Paul Oatway	Howard Greenman
Strategic Planning Committee	Fleur de Rhé-Philipe	Derek Brown

- p) To note that the Overview and Scrutiny Management Committee, the Scrutiny Select Committees, the Police and Crime Panel and the Area Boards will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.
- q) To note that the Appeals Committee does not meet as a formal committee. However, three members who have undergone appropriate training are drawn from its membership to form Appeal Panels to consider and determine various types of appeals. No appointment of chairman or vice-chairman to the committee is therefore necessary. Each panel when convened will elect its own chairman.
- r) That Council appoint the following 6 members to serve as Council representatives on the Dorset and Wiltshire Fire and Rescue Authority:

Conservatives (4)	Liberal Democrat (1)	Independent (1)
Peter Hutton	Bob Jones	Ernie Clark
Christopher Newbury		
Paul Oatway QPM		
Pip Ridout		

Admin Note: A record of the vote is appended to these minutes.

36 **Proposed changes to the Constitution**

At the invitation of the Chairman, the Cabinet Member for Housing, Corporate Services, Heritage, Arts and Tourism, Councillor Richard Clewer, presented the report which set out proposed changes to sections of Part 2, Part 3, Part 9 and Protocol 11 of the Constitution as recommended by the Standards Committee.

Councillor Clewer proposed, subsequently seconded by Councillor Paul Oatway QPM, Chairman of the Standards Committee, that the recommendations in the report be approved.

In seconding the motion, Councillor Oatway confirmed that the Standards Committee had considered the matters and were content with the proposals.

Matters highlighted in the presentation and debate included: how amendments in relation to planning had been proposed in reaction to new planning regulations; the changes in relation to the Audit committee responsibilities to clarify its functions and those of Scrutiny; whether the impact on the planning officer case-loads from the new regulations could be significant; and how division councillors could be encouraged to attend meetings where they had called-in an application.

At the conclusion of the debate, and upon being put to a recorded vote, the meeting;

Resolved

- a) To approve changes to Part 3D(3) of the Constitution, as shown in the tracked change document at Appendix 2 to the report; and**
- b) To approve changes to Part 2, Part 3, Part 9 and Protocol 11 of the Constitution, as shown in the document at Appendix 3 to the report.**

Admin Note: A record of the vote is appended to these minutes.

37 **Annual Report - Overview & Scrutiny**

At the invitation of the Chairman, Councillor Graham Wright presented his annual report in his capacity as Chairman of the Overview and Scrutiny Management Committee. In presenting his report: he the ability of the process to add value to the development of proposals rather than waiting for scrutiny of decisions made; he welcomed the constructive relationship with the administration and highlighted the work in particular: Advertising, Digital Strategy, Adult Social Care Transformation; Special Education Needs; Highways and Street scene. He ended his presentation by thanking all the officers and the councillors for their support in the process, and encouraged all non-executive Councillor to take part.

The Chairman thanked Councillor Wright for his report and proposed, subsequently seconded by Councillor Alan Hill, Vice-Chairman of the Overview and Scrutiny Management Committee, to receive and note the report.

Baroness Scott of Bybrook OBE, Leader of the Council, thanked Councillor Wright for his report, and welcomed the constructive challenge provided by the select committees.

Councillor Ian Thorn Leader of the Liberal Democrat Group, gave thanks to the officers and councillors who work hard to make the system work, and further emphasised the importance that all select committee decisions be made apolitically and be evidenced based.

In response to a question raised by Councillor Graham Payne, Councillor Wright stated that the issues of how consultation is undertaken by the council and its use in decision making was included on the list of issues to be considered in the work programme but had not yet been prioritised for specific action.

At the conclusion of the debate, the meeting unanimously;

Resolved

To receive and note the Overview and Scrutiny Annual Report.

38 **Salisbury Incident Update**

At the invitation of the Chairman, the Leader of Council and Alistair Cunningham, Corporate Director< Growth, Investment and Place, and the Leader Officer responsible for the Salisbury Recovery group, gave a presentation on the Council's response to the Salisbury incident. In making her presentation, the Leader started by thanking Mr Cunningham and the officers who had acted so professionally to respond to challenges arising,

noting that the Prime Minister had written personally to thank officers for their efforts.

Matters highlighted in the course of the presentation included: the actions taken immediately to the incident, and the plans to respond going forward; the resources drawn upon as part of the response; that Wiltshire Council became the lead agency for recovery from the end of March; the importance given to the economic recovery; the regular feedback received from and given to stakeholders; the lessons learnt on best practice from the actions taken in response; that the Ministerial Recovery Group is chaired by Michael Gove MP, Secretary of State for the Environment, Food and Rural Affairs (DEFRA); how the different partners and the public had been engaged with; the efforts that will be made to market the city for visitors; the paramount role for public health; how people impacted, directly and indirectly, were supported in their physical and mental health; the work undertaken to ensure sites are deemed to be safe; the important role played by the military, and the importance of having had good existing relationships.

Further issues raised included: the financial implications for the recovery; that all sites bar the Skripal house, had been released from the investigation to allow those sites to be cleaned and handed back to owners; the process to ensure that the sites are cleaned and safe, emphasising the thoroughness of the process undertaken by the military; the location of the sites and how the evidence of the relatively risk levels of the sites had been assessed; that the more complex indoor sites would be cleaned last; the work undertaken with central government to make it clear what the assessment of safety was; the work undertaken to trace all those that may have had contact with Skripals; the work particularly with the residents of the road where Mr Skripal lived; the work undertaken with community groups to answer questions to address initial anxieties; the specialist counselling services in place; the extent of the community engagement and the events planned to promote the city; the work done by the City Council and the cultural organisations to encourage visitors; the support given to the businesses directly affected and the economy in general; the impact on the number of visitors; the decisions made on parking and park-and-ride and the revisions to that strategy; the funding received from central government to support local agencies; the social media and website communication undertaken.

The Leader concluded the presentation with a request that the meeting show their thanks to all those that had supported and the four people seriously affected in their recovery.

Following the round of applause, the Chairman invited any questions and statements from the meeting.

Councillor Ian Thorn stated that he agreed with a lot of said already, thanking the councillors and officers on their response the incident, and welcomed the

appointment of the new Cabinet member to provide a further continuing focus on the work.

Councillor Ricky Rogers thanked all those involved dealing with the unknown and dealing well in a difficult situation, and stated that he believed the response had shown best of how local government can work with partners. He congratulated the Leader of Wiltshire Council and Salisbury City Council for working together. Furthermore he welcomed the earlier decision regarding parking, and encouraged more people to visit the city.

Councillor Mary Douglas commented that people in the city had responded well to the incident, and made reference to the events promoted by churches and the cathedral.

Councillor Atiquel Hoque thanked officers and the team for responding quickly to local business's needs.

Councillor Jerry Kunkler thanked officers for the professional and reassuring presence, and encouraged councillors to visit the city and support events held there.

Councillor Christopher Devine commended the job undertaken by all the agencies, and encouraged the opportunity to review how well the cooperation with agencies had done, referring to the importance of to communication with local division members in particular to help reassure the public.

Councillor Mathew Dean stated that he was personally pleased to see that city has responded with great resilience and stoicism, praising the work of the officers and councillors. He emphasised the ongoing impact on the economy, and congratulated the council for responding quickly on business rate relief and providing real support to businesses and staff. He concluded by emphasising that the city was open for business and encouraged all to come and visit.

Councillor Ian McLennan welcomed the efforts to promote a positive image of the city now that the eyes of the world were on it, and commended the leadership shown by officers and councillors.

Councillor Brain Dalton thanked the Leader and Wiltshire Council for the commitment shown to Salisbury. He stated that visitors were still coming to the city and more should be encouraged.

In response to some of the questions raised, the Leader stated that: plans for the redevelopment of the Maltings would be considered in due course and that the council was looking to work in particular with heritage and cultural partners to strengthen what Salisbury already had to offer visitors; that some discussion with businesses about support given may have taken place with central company offices where those shops were part of a national chain, but that officers had been making regular personal contact with businesses affected;

that there could be an opportunity to review the lessons learnt from the incident, and that she personally wanted to use it as a catalyst to improve and develop the city.

At the conclusion of the item, the meeting;

Resolved

To note the update.

39 **Notices of Motion**

The meeting considered the following motion:

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

At the invitation of the Chairman, Councillor Brian Mathew proposed the motion which was subsequently seconded by Councillor Steve Oldrieve. In moving his motion, Councillor Mathew highlighted: the impact of plastic waste on the environment; the opportunities to use waste plastic in road repair and the examples of its use around the world and within the UK; and the opportunities for cost savings.

In response to the motion, Councillor Bridget Wayman, Cabinet Member for Waste and Highways stated: that whilst she welcomed the opportunity to reduce waste plastic she was cautious about the use of recycled materials such as these in road repair due to durability. In conclusion, she argued that the matter should be referred to the Overview and Scrutiny Management Committee for further consideration.

Having been proposed by the Chairman and seconded by the Vice-Chairman, the motion was referred to the Overview and Scrutiny Management Committee.

Upon being put to a recorded vote, the meeting;

Resolved

To refer the motion to the Overview & Scrutiny Management Committee

Admin Note: A record of the vote is appended to these minutes.

41 **Councillors' Questions**

The Chairman reported receipt of six questions for the meeting from Councillors, details of which were circulated in Agenda Supplement One.

Councillors were then permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet

member responded as summarised below:

1. 18-03 Councillor Ernie Clark 19/04/18 Written Officer employment – Companies to Councillor Richard Clewer

In reply to a supplementary question, Councillor Clewer stated that he did not want to breach personal confidentiality by identifying individuals; that it was common practice for contractors to create their own company to sell their services; and that contractors tended to be employed to deliver specialist services for short periods of time but that these were occasionally extended when required.

2. 18-04 Councillor Edward Kirk 24/04/18 Written Council car parking to Councillor Bridget Wayman

Councillor Kirk thanked Councillor Wayman for the written response.

3. 18-05 Councillor Ian Thorn 30/04/18 Written Employment and community skills team to Councillor Richard Clewer

In reply to a supplementary question, Councillor Clewer stated that it may be more appropriate to discuss at the Staffing and Policy Committee about what further opportunities there are to support those with additional needs in employment,

4. 18-07 Councillor Ian Thorn 30/04/18 Written Market value outdoor education centres to Councillor Toby Sturgis/Councillor Laura Mayes

In reply to a supplementary question, Councillor Sturgis stated that in order to value a piece of land, a clear idea of what the intended use of that land would be needed to be established.

5. 18-10 Councillor Ian Thorn 12/05/18 Payments for nondisclosure to Councillor Richard Clewer

In reply to a supplementary question, Councillor Clewer stated that the money paid to former employees since 2009 in relation to 57 agreements was £720,208 since 2009.

6. 18-11 Councillor Ian Thorn 12/05/18 Whipping (votes) to Councillor Richard Clewer

In a verbal response, Councillor Clewer stated that when Overview and Scrutiny Committees were introduced in 2000, guidance from the Secretary of State recommended that party political whipping should not take place, and he confirmed that the administration supports this approach to strengthen the evidence based approach to decision making.

42 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.

The Chairman then invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

Resolved

That the minutes be received and noted

43 Urgent Executive Decisions taken by Cabinet

The Chairman noted that there were no urgent executive decisions taken by Cabinet in the period 1 May 2017 – 30 April 2018.

(Duration of meeting: 10.30 am - 1.38 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01224 713935, e-mail william.oulton@wiltshire.gov.uk

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

Wiltshire Council

Council

10 July 2018

Petitions Update

Petitions Received

As of 2 July 2018, one petition has been received by Wiltshire Council since the last report to Council on 8 May 2018.

Proposal

That Council notes this update on petitions.

Lisa Moore
Democratic Services Officer

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NAME	DATE RECEIVED	RESPONDENTS	ACTION
Petition to lower the 50mph speed limit on the newly opened section of Leap Gate, installation of traffic calming measures and to stop promoting the use as a bypass for local traffic.	03.06.18	1,002	The petition was referred to the Cabinet Member for Highways and Transport. Petitioner advised the road through Leap Gate is a local distributor road designed and planned to accommodate all types of through traffic and there are no plans to introduce traffic calming. The land North and South of Leap Gate is currently undeveloped and there are forthcoming planning applications for proposed developments. A speed reduction will not be considered until the land has been developed.

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

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Wiltshire Council

Full Council

10 July 2018

Electoral Review of Wiltshire Council – Supplementary Submission to the Local Government Boundary Commission for England

Executive Summary

The Electoral Review Committee was established by Full Council at its meeting on 17 October 2017 to progress the Council's response to the Boundary Commission's Electoral Review of Wiltshire Council.

Following approval by Full Council of a submission on proposed council size on 20 February 2018, the Local Government Boundary Commission for England requested supplementary information before making a determination.

The Committee has prepared a draft supplementary submission to the Local Government Boundary Commission for England for Council to consider.

Proposal

That Council approves the draft supplementary submission on council size to the Local Government Boundary Commission for England, subject to any minor drafting and consequential changes to be delegated to the Director of Legal and Democratic Services in consultation with the Chairman of the Electoral Review Committee.

Reason for Proposals

To provide supplementary information in support of the Council's submission to the Local Government Boundary Commission for England as part of the preliminary stage of their review

Dr Carlton Brand, Corporate Director - Communities, Transformation and Resources

Wiltshire Council

Full Council

10 July 2018

Electoral Review of Wiltshire Council – Supplementary Submission to the Local Government Boundary Commission for England

Purpose

1. For Full Council to approve a draft supplementary submission to the Local Government Boundary Commission for England on council size as recommended by the Council's Electoral Review Committee.

Background

2. On 15 September 2017 Wiltshire Council was notified by the Local Government Boundary Commission for England ('the Commission') of its intention to carry out an electoral review of the Council in its 2018/19 work programme. This was because 25 of the 98 electoral divisions in Wiltshire had a variance from the average number of electors per councillor greater than 10% and 2 had a variance of more than 30%.
3. On 17 October 2017 Council established the Electoral Review Committee ('the Committee') to progress the Council's response to the review, and to formulate recommendations on any submissions to be made to the Commission during the review process.
4. Following consideration of evidence and preparation of a submission on Council size by the Electoral Review Committee ('The Committee'), Full Council on 20 February 2018 resolved:

To approve the draft submission on Council size to the Local Government Boundary Commission for England, subject to any minor drafting and consequential changes to be delegated to the Director of Legal and Democratic Services in consultation with the Chairman of the Electoral Review Committee.
5. The submission was presented to the Local Government Boundary Commission for England ('The Commission') on 4 April 2018.
6. The submission stated that Wiltshire Council ('The Council') considered that its proposed Council size of 99 was the most appropriate to enable the Council to provide effective and convenient local government within Wiltshire, taking into account the Council's governance arrangements, its regulatory and scrutiny functions, and the representational role of Councillors, in particular in relation to the community area system. Furthermore, that a retention of a single member division structure should be a requirement of any future Council.
7. On 24 April 2018 the Commission requested to meet with the Leader of the Council to discuss the Council's submission. This meeting took place on 15 May

2018 with the Chairman of the Electoral Review Committee also in attendance. The Commission also met with representatives of the Liberal Democrat Group.

8. On 31 May 2018 the Commission formally requested that supplementary information be provided on a number of aspects of the Council's submission, to assist in its decision on Council size.

Main Considerations

9. The requested information from the Commission included:
 - i) How the Council's proposal provided a balance between strategic decisions and operational management;
 - ii) To fully understand scrutiny members' role in policy development and why Portfolio Holders are needed;
 - iii) Why such a large number of councillors need to be involved in such a very small proportion of the total number of planning applications;
 - iv) Why a minimum of four councillors is needed for an Area Board to operate effectively;
 - v) Why a smaller council would compromise the Council's ability to discharge its duties and represent the people of Wiltshire.
10. The Committee held a workshop meeting on 12 June 2018 to consider the request from the Commission and to recommend a course of action for the Council to follow.
11. On 25 June 2018 the Committee considered a draft supplementary submission and additional evidence, and resolved that Council should reaffirm its submission that a council size of 99. The Committee also delegated confirmation of the draft submission to the Director of Legal and Democratic Services after consultation with the Chairman.
12. A copy of the original submission is appended here for reference.
13. A copy of the final draft submission will be circulated as a supplement ahead of the Council meeting on 10 July 2018.

Safeguarding Implications

14. There are no safeguarding implications.

Public Health Implications

15. There are no public health implications.

Procurement Implications

16. There are no procurement implications.

Equalities Implications

17. There are no equalities implications.

Environmental Implications

18. There are no environmental implications.

Financial Implications

19. Work to date has been carried out within existing resources. Financial considerations are not relevant for the purpose of determining council size.

Legal Implications

20. The Electoral Review is a statutory process carried out by the Commission in accordance with its obligations and powers as set out in the Local Democracy, Economic Development and Construction Act 2009.

Risks

21. If the Council failed to respond to the review the Commission would determine matters based on the submission of other interested parties.

Options Considered

22. The Committee evaluated all relevant evidence and considered a range of potential council size options against the relevant criteria.

Ian Gibbons - Director of Legal and Democratic Services (and Monitoring Officer)

Report Author: Paul Kelly, Head of Democratic Services, 01225 713049
paul.kelly@wiltshire.gov.uk

Appendix 1 – Extract of the Minutes of the Electoral Review Committee, 25 June 2018

Appendix 2 – Original Submission

Appendix 3 – Supplementary Submission – to follow

Appendix 1

Minute 35, Electoral Review Committee, 25 June 2018

A report was presented outlining the progression of the Electoral Review since the last meeting.

Following the submission being provided to the Committee on 4 April 2018 the Local Government Boundary Commission for England informed the Council that it was not in a position to make a determination on council size. The Commission requested a meeting with the Leader of the Council, which took place on 15 May 2018 along with the Chairman of the Committee. A separate meeting took place between the Commission and representatives of the Liberal Democrat Group, who had made a separate submission to the Commission.

Following that meeting a letter was received from the Commission on 31 May 2018 formally requesting supplementary information from the Council in relation to its submission, with a new deadline for the preliminary stage of the Electoral Review of 13 July 2018.

A workshop meeting was held for the Committee on 12 June 2018 at which it considered the letter from the Commission and how the Council should respond to the request for information. Additional evidence relating to the submission was also considered.

Agenda Supplement 1 was then discussed at the meeting, being a draft supplementary submission taking account of the points raised by the Committee at the workshop meeting. Further evidence on committee number assessment, councillor hours and other comparisons were also considered.

The Committee discussed the draft, including whether they considered the evidence still supported a recommended council size of 99, and at the conclusion of discussion, it was,

Resolved:

That on the basis of the evidence to recommend that Full Council continue to support a proposed council size of 99; and

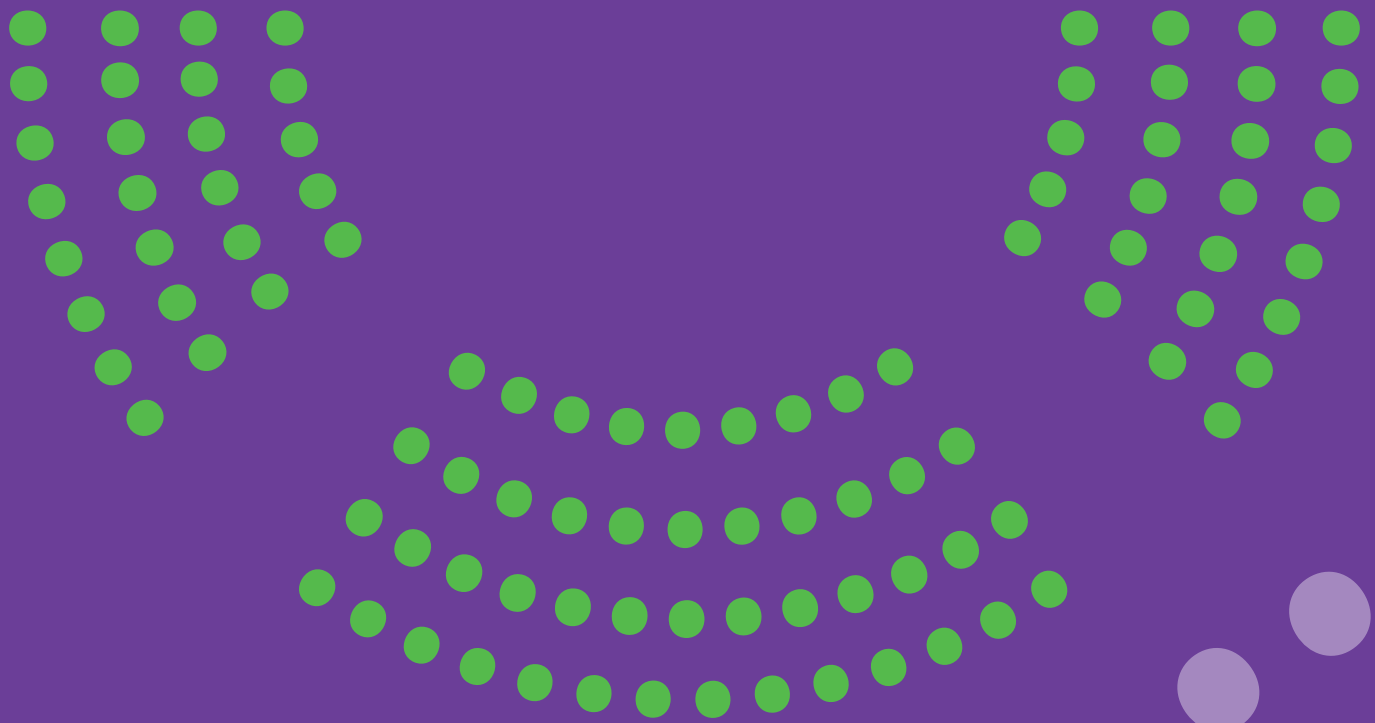
To endorse the draft supplementary submission on council size to Council for recommendation to the LGBCE, subject to any minor drafting and consequential changes to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee.

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Electoral Review

Wiltshire Council Submission to the Local Government
Boundary Commission for England (LGBCE)

Preliminary Stage - Council Size - March 2018



Summary

1. That a council size of 99 members be submitted to the Local Government Boundary Commission for England (“The Commission”). This number is considered to be the most appropriate to enable Wiltshire Council (“The Council”) to provide effective and convenient local government within Wiltshire, taking into account the Council’s governance arrangements, its regulatory and scrutiny functions and the representational role of councillors, in particular in relation to the community area system and the increasing devolution of executive decision making to Area Boards.

Introduction

2. On 15 September 2017 the Commission informed the Council of its intention to carry out an electoral review in its 2018/19 work programme.
3. This was because, as of 1 December 2016, 25 of the 98 electoral divisions in Wiltshire had a variance from the average division greater than 10% and 2 had a variance of more than 30%. The last review of Wiltshire Council by the Commission was in 2008 in preparation for the first unitary elections in 2009.
4. The aim of the preliminary stage of the electoral review is to determine the total number of councillors to be elected to the Council from the next elections in 2021. The figure will be determined after considering the governance arrangements of the Council, its scrutiny function, and the representational role of councillors in the local community, and consideration of the total number of councillors needed to most effectively take decisions, hold decision makers to account, discharge responsibilities and effectively represent local groups and people.
5. Additionally, a series of community governance reviews were conducted, between 1 April 2014 and 18 October 2016, of a number of town and parish council boundaries and warding arrangements within parishes. A small number of reviews were not completed in advance of the May 2017 Local Elections and have been deferred for consideration while the electoral review of Wiltshire Council is ongoing.



Background

Local Authority Profile

6. Wiltshire Council's administrative area covers 3255km² of the Ceremonial County of Wiltshire, with a population of 488,409¹. The rest of the county is administered by Swindon Borough Council, who do not form part of this electoral review.
7. Wiltshire Council was formed in 2009 with the merger of Wiltshire County Council and four district councils: West Wiltshire, North Wiltshire, Kennet and Salisbury. The Council operates a strong Leader and Cabinet model of governance, along with a system of community areas for local engagement and decision making. This was a reduction from 244 councillors across the five councils to 98, and over £120m in savings and efficiencies have been achieved since 2010. As noted in the 2017 LGA Peer Review:

"Wiltshire Council used the opportunity of becoming a unitary council in 2009 to establish a strong and steadfast focus on establishing a modern council and delivering better outcomes for its communities. The creation of one council offered significant opportunities to rationalise assets, including the programme to reduce from 98 offices into 3 main administrative hubs, creating significant savings and headroom to invest in its community infrastructure plans and ambitions"

8. Elections are held on a four-yearly cycle to 98 single-member divisions. The most recent election was on 2 May 2017, and the current political composition of the Council is as follows:

<input checked="" type="checkbox"/> Conservative:	68
<input checked="" type="checkbox"/> Liberal Democrat:	20
<input checked="" type="checkbox"/> Independent:	7
<input checked="" type="checkbox"/> Labour:	3

9. Figures on the number of candidates at each election are as follows:

2009: 353 candidates stood for election to 98 divisions.

2013: 308 candidates stood for election and 6 divisions were uncontested. 70 councillors were the same as those elected in 2009.

2017: 322 candidates stood for election and 1 division was uncontested. 69 councillors were the same as those elected in 2013.

10. There are 252 parishes within the Wiltshire Council area, the second highest number in the country. With most major urban areas around the edge of the council area, separated by Salisbury Plain in the centre and south, many parishes and communities are distant from the major hub towns and each other, emphasising the need for a strong community focus for representation and decision making. Part of the Authority area sits within the New Forest National Park Authority.
11. There are 5 parliamentary constituencies within the Wiltshire Council area: Chippenham, Salisbury, Devizes, North Wiltshire and South West Wiltshire.
12. Wiltshire Council is the 8th largest local authority in England by population and the 3rd largest planning authority by applications processed. It is home to the 3rd highest number of people aged 65+ and as a consequence adult social care is a particular challenge moving forward. The Council has nearly 4,500kms of road across the Council area.
13. Wiltshire is home to a significant military presence, and as part of the army rebasing programme an additional 4000 troops and their families stationed in Germany are due to move to Wiltshire by 2019, requiring significant development of housing, infrastructure and amenities in several areas and impacting on electoral division arrangements. Approximately 30,000 military personnel live and serve in Wiltshire, 6.4% of the population. Military-Civilian Integration is a key part of the Council's plans for the inclusion of newly arriving military personnel into our communities.
14. Employment levels in Wiltshire are above average, however, significant pockets of urban and rural deprivation exist. Wiltshire is typified by the number of global innovators who have invested and prospered in the Swindon and Wiltshire area such as Honda, Intel and Dyson as well as the presence of a number of innovation-driven sectors including health and life sciences, pharmaceuticals, mobile telecommunications, digital and high value manufacturing in addition to the more established agricultural and tourism sectors. Wiltshire is home to some of the most ancient monuments in the United Kingdom with the World Heritage Sites at Stonehenge and Avebury as well as other Neolithic sites. There are also three Areas of Outstanding Natural Beauty, over 240 conservation areas and over 16,000 listed buildings in the Council area.

Electoral Review Committee

15. On 17 October 2017 the Council established an Electoral Review Committee (“The Committee”) to progress the review on its behalf, and to formulate recommendations on any submissions to be made to the Commission during the review process. The Committee’s terms of reference are attached at Appendix A.
16. The Committee is comprised of 10 elected members appointed in accordance with the rules of political proportionality as follows:
 - Conservative:** **6**
 - Liberal Democrat:** **2**
 - Independent:** **1**
 - Labour:** **1**
17. The Committee is supported by an officer project board headed by one of the Council’s four Corporate Directors.
18. The Committee met on the following occasions: 12 December 2017, 11 January, 25 January and 7 February 2018. Committee workshops were also held on 20 December 2017 and 3 January 2018. Previously all elected members were invited to a briefing on the review from the Commission, which was held on 28 November 2017. The Committee’s report and recommendations were endorsed by Full Council on 20 February 2018.

Main Considerations

19. Upon notification of the review, the Council set up a Committee as described above. The Committee worked with officers to look at the operation and governance of the county as well as the specific local issues which were felt to be critical to the function of Wiltshire Council and its interaction with the residents of Wiltshire. It rapidly became clear that there were two different ways to look at this. Firstly, through the Cabinet and committee operations of the Council and secondly, and more importantly, through the Community Area Boards.
20. The Committee looked at the evidence around the function of the Council and the number of Councillors required to provide that through both the lenses of the cabinet/committee operations and our area boards. These came up with slightly different suggestions about the number of Councillors required to successfully operate the Council and the Committee determined that the evidence around area boards to be the most significant and used this to arrive at the suggested number of Councillors. The evidence and information around this has been split into two sections below.

Community Areas and Area Boards

21. The Wiltshire Council area incorporates 20 community areas as shown in the map at Appendix B, focused on natural, long standing communities (many with their roots in the Anglo Saxon Hundreds system) with strong senses of local identity. This community area system has, with minor variations, been employed since 1997 by county and district councils following historical analysis as summarised in Appendix C (from the 2008 submission). As noted by the Commission in its July 2008 recommendations, it has “been used as the basis of all community and service delivery planning work” as well as the focus for local engagement with town and parish councils, public bodies and the role of councillors as leaders of their local communities.
22. On the creation of Wiltshire Council it was decided that three community areas, owing to their low populations and lack of a significant centre for South West Wiltshire, should be combined into a single community area board. This provides a total of 18 Area Boards across the council area which range from 3-10 members.
23. Community Area Boards are an executive branch of the Council. All Councillors sit on the Area Board covering the Division they represent and are involved in delegated executive decision-making on highways expenditure, community grants and the provision of local youth services and other areas. It is intended that this delegation will be expanded over time.
24. The Executive function of Community Area Boards is critical. While they may appear similar to area committees run by other Local Authorities they differ in being part of the Executive and the formal decision-making process for the delivery of services in Wiltshire.
25. Community Area Boards also serve as a forum where the other public-sector services in Wiltshire engage with the public. They regularly attend meetings and use them to provide information on their services and receive feedback as well as looking for ways to improve delivery to the public. Many have aligned their service delivery to Area Boards providing local reporting based around Area Board geography, assigning staff to cover area boards and using them as their primary means to regularly engage with those communities including budget consultations. Parish Councils, the Business Community, the Military (where appropriate) and other bodies such as Wiltshire Wildlife are also normal attendees at Area Boards. On that basis any significant changes to area boards would result in those services needing to completely overhaul their channels for community engagement which would not be effective or efficient for them or for the public.
26. The clearest recent example of this was the launch of the first stage of the Salisbury City recovery plan following the recent use of chemical weapons in the City, which was carried out as part of a normal meeting of the Salisbury Area Board. The key partners involved in the recovery plan had already been engaging with the community through the last 8 years making it the logical forum to engage through on this international incident.
27. The only area of Council operation which is not discussed, engaged with or delivered through Area Boards is the consideration of planning applications (due to the quasi-judicial nature of planning) and even then, consultation on possible large applications or developments, which would have an impact on a community area, have been presented to Area Boards as part of the initial consultation process.
28. Wiltshire is a large rural county with Salisbury Plain separating the larger urban areas in the North West from the rest of the County. There was serious concern when Wiltshire Council was created that parts of the county felt isolated from Trowbridge and would not have a proper role in the decision-making process. Community Area Boards have been critical in bridging the gap created through those concerns, and without them large parts of the County would not feel they had a stake in the operations of Wiltshire Council.
29. Given the critical way in which Community Area Boards work and the importance of maintaining community identities of the different areas in Wiltshire, we believe that it is of vital importance for the effective governance of the Wiltshire Council area that the current system of 18 area boards be retained. They have bedded in over the last 8 years and all the evidence is that they will continue to develop as an effective mechanism for local decision making and service delivery in the future.

Community Areas and Area Boards

30. It is appreciated that the boundaries of divisions will change no matter what decision is made over Councillor numbers and that as a result the boundaries of Area Boards will also change. There will also need to be changes made to adapt to the growth of our towns and city through housing development. The Committee strongly felt, however, that the 18 Area Boards need to continue with as little disruption as electoral equality will allow in order to ensure that our communities continue to have a local mechanism for engaging with Wiltshire Council.
31. The community area system was described as a “fundamental building block” in the successful bid for unitary status and the 2017 LGA Peer Review noted:
- “The council has a well-established and respected community area model with 18 Area Boards which reinforces their ‘strong communities’ mantra. Led by Wiltshire councillors, but managed in partnership with the local key public services partners they are active forums which meet 8 weekly and focus on tackling local issues and delivering local solutions.
- Each community area is furnished with a subset of the joint strategic needs assessment providing a detailed evidence base on which each area consults and sets local priorities. This then helps focus activity on those things that matter most to local communities based on robust facts...
- It was the team’s view that this sound basis of an area model could be used to influence still further activities to support ‘place based’ delivery of services so that co-ordination of activities between communities, parishes and towns across a larger geographical footprint can be exploited to the full”.
32. It is argued that this endorsement of the area board structure from an independent review conducted so recently, is a clear indication of the efficient and effective nature of that structure. In particular, the effectiveness of a democratic body requires appropriate representational arrangements.
33. Area Boards comprising local unitary councillors within a community area have delegated executive authority to determine funding, and in 2016 this amounted to £1.3m. This funding includes community grants, local highways, youth services, health and wellbeing, older peoples’ services, digital inclusion and Voluntary Community Sector. It is also a strategic priority of the business plan to devolve further powers and responsibilities to local areas, thereby increasing the workload and responsibility of local members as well as increasing the significance of the community area.
34. Additionally, the areas boards influence the current net council spend of £327m through local consultation on major issues, for example:
- Salisbury area board managed the £3.1m improvements to Salisbury Market Place, working alongside its contractor. Following a plan which met widespread public opposition the area board took over the project and asked for local people to provide their input into re-shaping this important area in the city. The improvements were developed in consultation with a Market Place working group, shaped by more than 1,500 responses to the proposals.
 - Corsham area board managed the design and construction of the £14m Springfield Campus. The board worked alongside key stakeholders, users and Midas Construction to develop a scheme that best reflected the wishes of local people. The new facility has been highly acclaimed with visits from other local authorities and government ministers. Many other Area Boards have also been involved in similar projects as their campuses have been designed and built around community needs.
 - In 2014, the Council devolved responsibility for the provision of positive leisure time activities for young people to the area boards. Since that time, the area boards have supported nearly three times the number of young people each year than had previously engaged with the Council’s youth centres and at the same time facilitated savings of £800k per annum. As an example, Salisbury area board has worked with Salisbury Rocks CIC to provide a new £100k music facility in an underground WW2 bunker in the City.

35. The Council absolutely agrees that electoral equality is the most significant factor in an electoral review and recognises that significant changes will occur to electoral divisions no matter the council size that is ultimately determined. Nevertheless, recognising the continuing and increasing significance of the community area structure to council governance, service delivery and engagement with partners and public, and that the historic basis of the communities remains important and should not be discarded, the Council is strongly of the view that any new divisions should be contained as far as possible within the existing community area boundaries. Furthermore, the Council also believes that the evidence demonstrates that electoral equality can be achieved with only comparatively small changes to area board geography, thus achieving the primary aim of the review without sacrificing the appropriate representation of historic communities.
36. In the Council's 2008 submission, which was broadly accepted by the Commission, it was argued that the most effective and democratic arrangement would be for a minimum of 4 unitary councillors per Area Board. In recognition of the need for overall electoral equality it was accepted that 2 of the 18 Area Boards would only be able to have 3 members, and substitution arrangements were put in place in the interests of administrative efficiency of decision making. These are the neighbouring boards of Pewsey and Tidworth, who share many characteristics, including being large areas with many parish councils, with similar population sizes. They are, however, distinct areas and the military community around Tidworth has a very different community feel to the more traditionally rural Pewsey. If, as a result of a reduced council size, other area boards needed to join or make similar substitution arrangements, there is a risk that these would lack the necessary characteristics to make sense to local communities. By implication this would inevitably harm community cohesion and unacceptably impact on the effectiveness of decision making in those areas.
37. Given the increasing devolved powers granted to community areas via the Area Boards, and their continued focus as the hub of local decisions and engagement for individual councillors, the Committee considered that any overall council size which increased the number of 3-member area boards would unacceptably impact on the integrity of the community area system as voices of self-defined community areas and increase the risk of boards not being quorate for determination of executive allocated funding. With the intended increase in decision making powers it is essential that no boards are left vulnerable to this in the future. While overall area board geography can and will be adjusted as a result of this review, it would be unacceptable from a representational point of view to unnecessarily split or merge communities, without the justification of it being for the sake of electoral equality.
38. If a reduction in councillor numbers made the retention of the 18 Community Area Boards on broadly current boundaries not viable, then while the Council would still try to operate the Area Boards it may not be able to continue to use them as committees of the Council with an Executive function to the same degree. which could significantly reduce their value. At the same time, this would severely hamper community and electoral involvement with the day to day operations of the Council.
39. The Committee, after initial consideration of the evidence, examined the impact on community area boards for various council sizes as well as whether electoral equality could be acceptably achieved within those community areas at various council sizes².
40. The evidence demonstrated that by distributing Area Board councillor numbers based on the average council electorate as projected to 2024 per community area a number of key potential council sizes caused specific problems. The tabular data to support this is included in Appendix E. An initial range of between 93 and 99 Councillors was adopted by the committee based on this evidence as explained below.

²After initial consideration of the evidence the Committee directed the Project team to work within a council size range of 93-99, before determining the optimum size of 99. This was because it was considered the evidence demonstrated that the Council's operations were effective and efficient, with no evidence a significant reduction would improve that efficiency. Therefore, it was necessary to explore the effect on the representation element, and the effectiveness of area boards, in as broad a range as it was felt could be assessed before overall council operations would be negatively affected.

Community Areas and Area Boards

41. If the number of Councillors were reduced below 87 then one Community Area Board, Pewsey, would definitely drop to only 2 councillors therefore requiring its absorption or abolition as it would be unable to meet the requirements of quoracy for decision making. It is probable that, depending on specific division boundaries, that this would also happen at any reduction below 94 Councillors as the Pewsey Area Board Divisions would all be more than 10% below the electorally equivalent average division size.
42. At 92 councillors, Bradford on Avon Community Area Board would drop to 3 councillors. There are no adjoining community areas with which Bradford on Avon shares characteristics to create appropriate neighbouring arrangements such as exists with Pewsey and Tidworth. Trowbridge is a large settlement and very different to the older and smaller nature of Bradford on Avon, the two communities feel very different despite their geographic proximity and Bradford on Avon fights to retain its identity. Both Corsham and Melksham Area Boards (which could be other options) are focused around different community centres removed from Bradford on Avon. Any change of this type would significantly reduce the ability of Bradford on Avon to engage with Wiltshire Council as a distinct community area, which would not be fair to its residents.
43. Any number below 99 would result in Marlborough Area Board dropping to 3 Councillors (see Appendix F for the impact of these numbers on Area Boards). The only neighbouring Community Area which could be used to provide a substitute for Marlborough would be Pewsey (which already has its own substitute arrangement with Tidworth). This would make the function of Pewsey Area Board difficult and risk it being split between Marlborough and Tidworth, neither of which it really fits.
44. At 102 councillors Tidworth would obtain another councillor, as would Pewsey at 122. While this would raise them to the preferred four councillors, the Council did not feel other evidence in relation to council governance suggested such an increase was justified or necessary.
45. At 99 councillors it is possible for all divisions across all area boards to be within 10-15% of the electoral average using projected electorate for 2024. In three Area Boards, it is acknowledged it could result in up to 11 divisions with such variations even if perfect equality is achieved within that area. By comparison, the divisions created by the Commission in 2009 included 1 division at 17% from the average, and 14 divisions between 10-15%. Minor changes to community areas could also reduce the level of variance further. It was therefore the case that since electoral equality could be achieved, with some variations to area board geography, at 99, the key factor was what number was the most efficient and effective for the Council, as well as representationally appropriate for community areas to be as effective as they could be given their increasing prominence. The data to support this is shown in Appendix D.
46. Having reached a recommended number of 99 Councillors based on the operation of the Community Area Boards, the committee then looked at the issue of effective representation based around the Governance Arrangements of the Executive and Committee functions of the Council.

Governance Arrangements

Cabinet

47. As noted in paragraph 7 the Council operates a Leader and Cabinet style of governance with a Leader plus up to 9 Cabinet Members comprising the Executive of the council, with the areas of Cabinet responsibility currently as follows:
- Leader (also covering Economic Development)
 - Adult Social Care, Public Health and Public Protection
 - Children, Education and Skills
 - Communities, Leisure and Libraries, Communications
 - Corporate Services, Housing, Arts, Heritage and Tourism
 - Finance, Procurement, ICT and Operational Assets
 - Highways, Transport and Waste
 - Spatial Planning, Development Management and Property
48. Cabinet meets at least 11 times per year and, alongside two former Cabinet committees, met for 99 hours across 73 meetings in the council term 2013-17. A survey of councillors showed that Cabinet Members worked an additional 27 hours per week on average on top of the hours for the basic role of a councillor. There is no anticipation within the Council's 10-year business plan that there will be a change from a Leader and Cabinet model.
49. Cabinet Members give political direction to officers working within their areas of responsibility and support them in the implementation of policy. They are accountable for individual delegated decisions and performance within their areas both internally and to partners and the community. Approximately 40 delegated decisions are taken per year in total by Cabinet Members. As part of the business plan commitment for flexible and efficient decision making at the right level, it is expected that the number of officer and Cabinet Member delegated decisions will increase in future years.
50. On the creation of Wiltshire Council an additional role of Portfolio Holder was created. This role is designed to give support and resource to Cabinet Members in delivering the diverse range of services provided by a Unitary Authority covering a large, mostly rural area. The role also allows members to gain a better detailed understanding of areas of the Council's operation and helps in succession planning.
51. The number of Portfolio Holders is not fixed but has ranged from 11-16 councillors. The principal impact on other council governance is that Portfolio Holders, like Cabinet Members, being part of the executive cannot serve on scrutiny committees, and this therefore reduced the number of non-executive councillors available to undertake scrutiny activities.

Governance Arrangements

Cabinet

52. There are currently 16 Portfolio Holders covering the positions set out below. The roles have changed and will continue to change over time in response to any revisions to council priorities.
- Leisure and Sport
 - Communities and Youth
 - Libraries, Campuses and Hubs
 - Education and Skills
 - Children’s Safeguarding
 - Disabled Children and Adults
 - Flooding and Military Covenant
 - Heritage, Arts and Tourism
 - Adult Social Care Transformation
 - Public Health and Public Protection
 - IT and Digitisation
 - Housing Stock
 - Transport
 - Streetscene
 - Waste
 - Strategic Highways, Areas of Outstanding Natural Beauty, European Structural Investment Fund, Canals and Military-Civilian Integration
53. To give some examples of the work covered by Portfolio Holders: In Flooding, the Portfolio Holder is responsible for the direction of the 3 operational flood working groups (bringing Parish Councils together with the Council, the Environment Agency and other partners) as well as central co-ordination. In Housing, the Portfolio Holder has responsibility for Council owned social housing and chairs the Housing Board. In Disabled Children and Adults the Portfolio Holder is responsible for the oversight of all services to disabled residents in Wiltshire as well as the particularly difficult transition from Children’s to Adult’ services. All of these involve detailed work across a wide geographic area that Cabinet Members would not be able to address in the same detail given the other corporate requirements on their time.
54. The Council sees the non decision-making Portfolio Holders as an essential part of ensuring member leadership in a large rural unitary authority. Their role includes working with services and external partners and other activities such as press communication and public representation. A councillor survey indicated that this represents an average of at least 12 hours per week on top of the basic role of a councillor, and significantly more than would be expected per week for an Overview and Scrutiny Committee member even with substantial work programmes. A committee by its nature cannot liaise as closely with a service area as a single portfolio holder to support and monitor the delivery of the Business Plan.
55. The Independent Remuneration Panel on Members’ Allowances noted in 2013 during a review that they were “an additional resource providing extra capacity to Cabinet Members’ work, undertaking in-depth work with Service Directors and also functioning as an extra contact point for non-executive Councillors” and considered that the role was “a sensible addition to the structure”. A review by the Independent Remuneration Panel in 2017 maintained the level of special responsibility allowance for the role, recognising their importance to the structure, with the remuneration for Portfolio Holders exceeded only by that for the roles of Cabinet Members, the Chairman of the Council, and the Chairman of the Overview and Scrutiny Management Committee.
56. The Council is heavily member led, with a Local Government Association Peer Review in 2017 commenting on the political leadership as strong, visible and accessible to partners, public and staff, and setting a clear direction for the Council. The Council maintains this is in part a result of the presence of Portfolio Holders assisting the formal executive membership, with the LGA Peer Review commenting:
- “There is great strength in the people and processes underpinning the political leadership of the council. We were particularly impressed with the Cabinet and portfolio holders’ structure which is strong, inclusive, increases capacity and provides opportunity for succession planning”.
57. Given this clear endorsement for the current operating structure from independent reviewers, as well as the time commitment necessary for the role, the Council believes there is sufficient evidence to show that the current structure is both efficient and effective, and should be maintained.

Council and Committee Overview

58. Full Council has 4-5 scheduled meetings per year and has met for 110 hours across 20 meetings in the council term 2013-17.
59. At its first meeting in 2009 the Council allocated 172 committee places, including joint committees with Swindon Borough Council and others. As of the end of 2017, the Council has allocated 174 committee places, demonstrating stability and robustness of council governance during this period. The schedule of committees based on current political proportionality is detailed below:

Table 1 - Schedule of Committee Places

Council Committee	Total Number of Places for Elected Members	Conservative Group Allocation (68 seats)	Liberal Democrat Group Allocation (20 seats)	Labour Group Allocation (3 seats)	Independent Group Allocation (7 seats)
Northern Area Planning	11	8	3	0	0
Southern Area Planning	11	7	1	1	2
Eastern Area Planning	8	7	0	0	1
Western Area Planning	11	7	3	0	1
Licensing	12	8	3	0	1
OS Management	15	10	3	1	1
Children's Select	13	9	3	0	1
Environment Select	13	8	3	1	1
Health Select	13	9	3	0	1
Standards	11	8	2	0	1
Police and Crime Panel	7	5	2	0	0
Audit	11	8	2	1	0
Appeals	8	5	2	0	1
Staffing Policy	9	6	2	1	0
Officer Appointments	5	4	1	0	0
Pension Fund	5	4	1	0	0

60. Committee places are appointed in accordance with the principles of the Local Government and Housing Act 1989, being to prevent domination by a single group, to ensure a majority group has a majority on all committees, aggregating all committee places and allocating fair shares, and ensuring as far as practicable fairness on each committee.
61. Chairmanship of committees is determined by Full Council at its annual meeting, with the exception of the scrutiny committees, police and crime panel and area boards, who appoint their chairs at their first meeting after the annual meeting of Council.
62. Excluding members from the calculation who cannot serve on some committees, such as scrutiny committees, each councillor is appointed, on average, to 3.1 committees as a full member and 1.9 committees as a substitute. Data collected for the review indicated councillors were expected to attend on average over 23 formal committee meetings per year.
63. Details of the operation and structure of each committee is provided in the following sections, but the table overleaf indicates the Council's recommended view on minimum number of councillors required to fulfil roles on these committees.
64. The calculation has been made by identifying unique roles that are required such as Leader, Chairman and Vice-Chairman of Council, Cabinet Members and Portfolio Holders, before moving on to the consideration of committee places. A factoring element is applied to allow for these unique roles and to take into account that each councillor will fill several roles. Peer reviews have indicated the Council has been operating effectively, and most committees cancel infrequently, demonstrating that the current structure is needed to conduct the statutory business of a large, member-led unitary authority.

65. The calculation also recognises that as detailed in paras 64-71 the current scrutiny function has been operating effectively and therefore at least 48 councillors are required to fulfill that function. At least 24 members are then required to operate regulatory functions, particularly planning due to its significant and highly visible activities. It is of great interest to the public and councillors and requires sufficient distribution of members to ensure decisions are taken at the appropriately local level. The remaining committee places can then be filled by those already involved in other committees.
66. It was noted that the Council has in place a structure whereby committees with smaller workloads have smaller numbers of councillors to recognise the need for committees to be efficiently operated, but has received no evidence to suggest that the current operation is inefficient or ineffective; it cannot simply be assumed that a reduction would make a committee more efficient in its operation, as this would require a full-scale governance review to determine. As reviews of scrutiny and planning, as the most populated committees, have not indicated such inefficiency exists, it was considered that a similar to the present operation was likely to be appropriate. However, to ensure that each councillor sits on multiple committees to undertake an appropriate level of work for each elected councillor, the number of unique roles was assessed by the committee applying the following table.

Table 2 - Council Elected Member Numbers (to operate a functional council)

	a	b	c = a x b	d
	Committee Places and roles	Factor %	Calculated Members (rounded)	Cumulative Total
Leader	1	1	1	1
Chairman	1	1	1	2
Vice-Chairman	1	1	1	3
Cabinet	9	1	9	12
Portfolio Holders	12	1	12	24
Overview & Scrutiny Management	15	1	15	39
Children's select	13	0.9	12	51
Environment select	13	0.8	10	61
Health select	13	0.8	10	72
Strategic planning	11	0.8	9	80
North area planning	11	0.3	3	84
Southern area planning	11	0.3	3	87
Eastern area planning	8	0.3	2	89
Western area planning	11	0.3	3	93
Licensing	12	0.3	4	96
Audit	11	0.1	1	97
Standards	11	0	0	97
Appeals	8	0	0	97
Pensions	5	0	0	97
Staffing policy	9	0	0	97
Officer appointments	5	0	0	97
Police & Crime	7	0	0	97
Area Boards	97	0	0	97
Total roles	295			
Minimum Total elected members required (to operate a functional council)				97
				Approx. 3 roles per councillor

67. Building from a base of 0 this calculation arrives at a minimum number of councillors for effective delivery of engaged local government of 97. The Committee and Full Council, however, felt that the arguments around Community Area Boards (Paragraphs 21 to 46) were of greater relevance in determining the number of Councillors required to deliver effective and engaged governance to the people of Wiltshire. It was therefore decided that the number of 99 Councillors should be put forward as the Council submission to the Commission.

Regulatory - Planning and Licensing

68. The Council has five planning committees: A strategic planning committee covering applications defined as significant countywide, and four area planning committees to enable more localised decision making. For the council term 2013-2017 the planning committees met for a combined total of 489 hours across 225 meetings.
69. All the committees are presently scheduled to meet 12-13 times per year. 52 committee places are allocated to the planning committees out of the total of 174, in recognition of the importance of the planning function to residents and the challenges involved in supporting appropriate development whilst protecting the rich natural and historical environment of the county.
70. Planning is a particularly important part of the function of Wiltshire Council in the eyes of our residents. Even those who do not engage with the Council over other services tend to become highly involved when planning issues occur. Planning can be one of the most emotive topics dealt with by the Council. Wiltshire deals with a high number of planning applications and while most (96% from the latest figures) are resolved through officer delegated powers, the remaining 4% (over 150 applications a year) are considered by planning committees.
71. To reach a planning committee most applications will be both contentious and of great interest to residents. Individual applications can take considerable time to address at committee meetings with significant public engagement. All members need to understand the planning process and be able to deal with difficult applications including attending committees where they are discussed. Councillors are notified of all planning applications within their divisions and must undertake enquiry work in to them to determine if they should be called-in to committee for determination, a power reserved to councillors. For many Councillors planning is the most important issue they address with individual members of the public.
72. Given the importance of the planning function it is vital that the public can be satisfied that local councillors are determining matters within their areas, requiring divisions not to be excessively large so as to introduce remoteness. The number and length of planning meetings show their importance to council operations and public confidence. It was also noted that comparator authorities varied in how many planning committees existed on their authorities, and how many places were on those committees. Wiltshire's arrangements were not out of keeping with several of those authorities, particularly considering Wiltshire was larger in extent and in planning applications processed than most other authorities.
73. A scrutiny task group was set up in November 2017 to examine aspects of the planning committee system, including the number and size of committees. This task group was a forward plan item before the announcement of the electoral review and has recently reported conclusions which are attached as a background paper. In summary, the evidence from stakeholders very much supported the Council's current system.
74. The Licensing Committee, comprised of 12 members, meets quarterly to oversee all licensing functions that are the responsibility of the Council. Sub-Committees of three members are arranged on an ad hoc basis to determine applications and reviews. For the Council term 2013-2017 there were 45 sub-committee hearings in addition to 12 hours of the full committee.

Governance Committees

75. The Council maintains Audit and Standards Committees to oversee various aspects of its governance. Each is scheduled to meet quarterly and has 11 members.
76. In addition to meeting for 43 hours across 31 meetings for Audit and Standards for the council term 2013-2017, 30 Standards Review Sub-Committee meetings and 1 Standards Hearing Sub-Committee were held to consider matters relating to Code of Conduct complaints under the Localism Act 2011.

Other Committees

77. The Staffing Policy Committee, which has 9 councillors and meets six times per year to consider council staffing matters. It met 23 times for 26 hours across the council term 2013-2017.
78. Other committees include the Officer Appointments Committee contains 5 councillors and interviews and selects council directors, and the Appeals Committee of 8 councillors, which is responsible for rates relief and school transport appeals, both of which meet on an ad hoc basis, 32 times for the council term 2013-2017.
79. Additionally, 8 places each are allocated to the standing working groups of the Corporate Parenting Panel and the Safeguarding Children and Young People Panel.

Joint Arrangements

80. The Council operates a number of different arrangements with other authorities and bodies. The Joint Strategic Economic Committee was established in 2015 and meets 4-5 times per year and consists of representatives from the executives of Wiltshire Council and Swindon Borough Council to monitor the work of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP). Additionally, joint scrutiny of the SWLEP is included in the Overview and Scrutiny arrangements of both Wiltshire Council and Swindon Borough Council, and is recognised as among the more advanced in the country in respect of Local Enterprise Partnerships³.
81. The Wiltshire Pension Fund Committee meets 5-6 times per year and consists of 5 representatives from Wiltshire Council, 2 from Swindon Borough Council, as well as other voting representatives from employers invested in the Fund, and union observers. The Local Pension Board monitors the management of the Fund.
82. The Health and Wellbeing Board brings together health and social care system leaders to agree the Joint Strategic Needs Assessment (shared evidence base), a Joint Health and Wellbeing Strategy (shared priorities) and encourage integrated commissioning and provision of health and social care. It is currently chaired by the Leader of the Council and includes cabinet member and opposition councillors, as well as Clinical Commissioning Group and other health partners and meets 4-5 times per year. In the council term 2013-2017 it met 21 times for over 33 hours.
83. The Police and Crime Panel meets 6 times per year and includes 6 Wiltshire Councillors as well as 4 Swindon Borough Councillors to review and scrutinise the work of the Police and Crime Commissioner. In the Council term 2013-2017 it met 26 times for over 66 hours.

Shared Services

84. The Council shares many services with external partners, including IT, Systems Thinking and a Programme Office with Wiltshire Police. Children's commissioning is shared with the Clinical Commissioning Group, with a new senior officer structure being negotiated with the Secretary of State to include a joint Corporate Director of the Council and the CCG. Others include the shared history centre and archiving service with Swindon Borough Council. In relation to partnership working, the LGA Peer Review in 2017 stated Wiltshire in several instances such as the One Public Estate Programme was the "go to exemplar site for effective partnership and implementation".

³<https://publications.parliament.uk/pa/cm201719/cmselect/cmcomloc/369/369.pdf>

Scrutiny Arrangements

85. Since a major review in 2012 Wiltshire Council's Overview and Scrutiny Structure has comprised a Management Committee and three service focused Select Committees: Children's Select, Health Select and Environment Select. The Management Committee comprises 15 members and meets approximately 8 times per year, with the Select Committees comprising 13 members and meeting approximately 6 times per year. Across the council term 2013-2017 they met for a combined 107 meetings and 219 hours.
86. The Committees consider an average of 5 substantive agenda items per meeting. More in-depth work is undertaken in task groups, rapid scrutiny exercises, and by appointing representatives to corporate programme boards at the invitation of the executive.
87. There are currently 11 active task groups with an average of 5 members on each, including 3 standing task groups and a mixture of medium to long term groups lasting between 6-12 months. There have been 3 rapid scrutiny exercises since May 2017 with a further 2 planned, and three representatives sit on programme boards.
88. Scrutiny forward planning is extensive and involves significant coordination with the Executive, including close work with the portfolio holders, to identify suitable topics for scrutiny engagement. These focus significantly on developing policy and the delivery of the Business Plan. This also includes annual consideration of the Administration Budget, and any opposition amendments ahead of Council. Call-ins of executive decisions are rare, with only 3 in the past 4 years due to the extent of open dialogue and constructive reporting that takes place between Cabinet Members, Portfolio Holders, Directors and leading Overview and Scrutiny councillors.
89. In 2015 the Council invited the Local Government Association to undertake a peer review of the Overview and Scrutiny arrangements, which was the first in the country. In addition to noting the "mature approach" in respect of Call-ins, the overall outcomes of the review were positive, with the alignment of its work programme with the Council's business plan, positive relationship between executive and scrutiny, work with partners, and clear understanding of the role of scrutiny among councillors and officers, as well as "good opportunities for opposition members to provide leadership to the function" were highlighted.
90. Around 100 recommendations are made by task groups per year, and committees had involvement with 59% of cabinet decisions. In order to continue to have meaningful, long term involvement in the development of council policies and scrutinise decisions, the Council argues that there needs to be sufficient numbers of non-executive councillors to perform this key function.
91. In 2016/17 88% of non-executive councillors had involvement with the scrutiny process. However, many of those will not have been involved with more than one activity, so should the number of councillors be reduced it would be difficult to maintain the present level of effective scrutiny activities, particularly in light of other committee requirements.
92. There are no plans at this stage to further review the scrutiny arrangements apart from any necessary response to the findings from the Department of Communities and Local Government's recent review of scrutiny.

Representational Role of Councillors

93. The need to reflect the identities and interests of local communities is a key factor in any review, and the ability of councillors to represent those communities is essential.
94. The Council's arrangements prioritise the role of councillors as community leaders. Area Boards are an integral part in providing a focus for community leadership, local influence and delegated decision-making, through the democratic mandate of elected councillors. The Boards provide formalised engagement with the local community, local groups, public bodies and parish council's formal partners within a community area. Formal partners are listed in Part 3B of the constitution and include the police, fire service, clinical commission group (CCG), housing associations, local youth networks, the military, local businesses and more. The police, CCG and others use the area board as their main forum to interact with local communities.
95. The councillors on area boards are supported by a team of Community Engagement Managers to coordinate work with local bodies and groups to enhance their leadership of their communities through public and other meetings, as well as setting strategic priorities, collaboration with partners and examining local issues.
96. For the council term 2013-2017, the area boards met on 450 occasions for 918 hours, an average 25 times each for a total of 51 hours per area board, not including associated meetings such as Local Youth Network and Community Area Transport Group meetings to meet with local groups to involve them with grant funding decisions. Area Board attendance varies but is generally much higher than other council meetings, and as the central focus for the community with matters of great importance such as development of local campuses can be as high as 180 (Melksham 24 Feb 2016), 112 (South West Wiltshire 8 Oct 2014) and 148 (Pewsey 21 Dec 2015).
97. The Committee undertook surveys to determine both the type of activity undertaken by councillors in their representational role, and the amount of time allocated to specific activities. The questions on the representational role were taken from the Commission's technical guidance and collated as part of the papers for the meeting of the Committee held on 11 January 2018.
98. In summary, from the responses received it was clear councillors carry out their representational role in a variety of ways. Some held regular surgeries and public meetings whilst others did so as and when needed on major issues, particularly in larger, rural divisions. While referral to officers and other agencies often form part of their casework process, responses indicated many councillors undertake extensive work to attempt resolution in the first instance. While training and information updates are provided, no dedicated administrative support is given for casework beyond the wider Community Engagement Manager at Area Board level.
99. On overall workloads, councillors indicated on average 24 hours per week were spent on council business, an increase of 3 hours since the last survey in 2013. From the responses, it was indicated 5.1 per week was taken up with committee work (from a range of 0-14), 5.6 hours on casework (from 1-15), 2.9 hours on parish council engagement and other work (from 0-10), 7.3 hours working via email or social media (from 0.5-16 for emails and 0-7 for social media), and 3.7 hours travelling on council business (from 0-8.8). All these figures were for the basic role of a councillor only, therefore those with additional responsibilities such as Cabinet Members and Committee Chairs would be expected to have significantly more time spent on committee preparation and other council work, emails and travel on council business.
100. There are presently approximately 150 outside bodies on which councillors are represented. Some of these bodies are locally based with an expectation that the local member be involved. Others are county wide, whilst some are appointed by areas boards, and some allocated by political group leaders. Of those around half involve formal voting rights on decision making. The amount of involvement by councillors on these outside bodies varies, but in some cases, this can lead to a significant additional workload. Some councillors may be on as many as 6 or more outside bodies, and meet quarterly or more frequently.

Population and Electorate Data

101. The Committee considered several approaches to calculate a projected electorate for 2024. The impact of that projection under the current division boundaries is shown at Appendix E. The data will be provided subsequently to the Commission at polling district level in time for Stage 1 of the review.
102. The calculation method that has been used applies both the Office for National Statistics (ONS) population projection increase (3.8% for Wiltshire) and the proposed growth in housing numbers from April 2017 to March 2024. This is likely to include a certain element of 'double-counting' as a proportion of the population increase will also reside in the new housing.
103. Proposed new housing figures used in the calculation by the committee included:
- Planning permissions granted and resolutions to grant planning permission up to 31 March 2016 (Source: Wiltshire Council, Housing Land Supply Statement Update, March 2017)
 - Additional large sites (>10 units) identified beyond 1 April 2016 (Table 3, Wiltshire Council, Housing Land Supply Statement Update, March 2017)
 - Outstanding allocations (Wiltshire Core Strategy, Chippenham Site Allocation Plan, emerging Wiltshire Housing Site Allocations Plan and former district council saved policies)
 - 'Made' and post-examination Neighbourhood Plan allocations (as at 31 March 2016)
 - Army Basing Service Family Accommodation with planning permission
 - An allowance has been included for 'windfall' housing development in Wiltshire
- It is also known that there will be additional growth in some areas post 2024, particularly in Chippenham, and that the figures would be updated for 2024 as further sites are identified.
104. A ratio of number of electors per dwelling to convert the additional housing numbers into a projected electorate was then calculated as follows, though it remains a priority for the council to improve its electoral registration and so for the ratio to potentially increase:

Table 3 - Elector ratio

Total dwellings in Wiltshire (1 April 2016 Source: DCLG – Live tables on dwelling stock: "Table 100: number of dwellings by tenure and district, England")	211,580
Total Electorate (December 2016)	364,167
Average number of electorate per dwelling	1.72

The table below shows the total projected electorate, and the average of electors per Councillor as the council currently stands.

Table 4 - Projected Electorate Total

	Electorate Dec 2017 (a)	Electorate 2024 applying ONS population projection only (3.8%) (b)	Planned new residential units 2017 – 2024 (c)	Estimated additional electorate from planned residential units and including windfall (d) = (c) x 1.72	Total Electorate Estimate 2024 (e) = (b) + (d)
Wiltshire Total	367686	381658	22611	38890	420549 ⁴
	2017 Average Electors per Councillor (98)	3752	2024 Average Electors per Councillor (98)	4291	

⁴This total includes windfall figures, which could not be included in the community area model as it would be unknown where the windfall may occur. During the course of the review the projected electorate calculation will be refined further.

The table below shows the present figures as compared to the council's statistical neighbours, derived from the CIPFA family group⁵.

Table 5 - Statistical neighbours

Unitary Authority	Population (ONS mid 2016 estimates)	Geographic Area (square km) ONS	People per square km	Number of Councillors	Number of Wards	Electors (1 Dec 2016)	Average electors per councillor (current)	Average electors following implementation of recent boundary reviews
Cheshire East	376,695	1166	323	82	52	296,368	3614	na
Central Bedfordshire	278,937	716	390	59	31	205,961	3491	na
Shropshire Council	313,373	3197	98	74	63	240,412	2245	na
Cheshire West and Chester	335,680	917	366	75	46	264,798	3531	4027 (2023)
Herefordshire Council	189,309	2180	87	53	53	138,719	2617	na
Bath and North East Somerset	187,751	345.9	543	65	37	134,037	2062	2367 (2023)
East Riding of Yorkshire Council	337,696	2405	140	67	26	260,403	3887	na
North Somerset	211,681	374	566	50	35	161,880	3238	na
Cornwall Council	553,687	3546	156	123	122	408,453	3321	5163 (2023)
Bedford	168,751	476	355	40	27	128,199	3205	na
South Gloucestershire	277,623	497	559	70	35	210,251	3004	3773 (2023)
Northumberland County Council	316,002	5014	63	67	66	235,556	3516	na
West Berkshire Council	156,837	704.2	223	52	30	120,464	2317	3100 (2023)
City of York	208,367	271.9	766.3	47	21	147,099	3130	na
Average	279,456	1557.9	331	66	46	210,900	3084	na
Wiltshire Council	488,409	3255	150	98	98	361,567	3689	na

107. It was noted that the Council's present electorate to Councillor ratio was exceeded by only 1 of its statistical neighbours, and that would still be the case on the projected ratio of 4203+ per councillor if a council size of 99 was adopted and taking into account the reduction in other council sizes following reviews.

⁵Nearest neighbours as identified at <http://www.cipfastats.net/resources/nearestneighbours/profile.asp?view=select&dataset=england> . Although that table listed Rutland Council as the 15th statistical neighbor it has not been included due to its far smaller scale to all others listed.

Conclusion

108. The Electoral Review Committee undertook a review of council size based on the briefing and guidance given by the Local Government Boundary Commission for England. It considered evidence as detailed in this submission over a 2-month period for the preliminary stage of the electoral review.
109. The evidence clearly demonstrates the central importance of the community area system to council governance, and the need to maintain an optimum council size of 99 to provide enough councillors to operate effectively at area boards.
110. Area boards also serve as hubs for meetings between parish council representatives and division members. Councillors are central to the Council's operating structure and with the reduction in council staff they now often act as the primary liaison between residents and particularly Parish Councils on many operational matters as well as providing advice and support on many more. As more services are delegated to parish councils this role will increase and develop over time.
111. In respect of governance arrangements, the Council's committee structure is arranged to meet its statutory and other obligations. The evidence provided suggested a reduction in the number of councillors below 97 would have an adverse effect on the operation of those committees.
112. In relation to scrutiny arrangements, the evidence demonstrated an effective scrutiny function with substantial levels of activity and positive outcomes, and that to enable this to continue it is important to retain sufficient numbers of non-executive councillors to perform this valuable task.
113. Travel time is a significant factor for councillors in a large rural county such as Wiltshire and has an impact on their representational role. In order to fulfill their governance roles councillors are required to travel to the council's main administrative hubs, but to devote appropriate attention to their representational role, divisions should not become too geographically large to impact on their ability to engage locally. It is highlighted that one division already currently has 11 parish councils within it, and as liaising with parishes is regarded by the Council as an important function of the community leader role, it would risk diminishing this relationship if more divisions were to contain a higher number of parishes.

Recommendation

114. On the basis of the deliberations and evidence, the Council recommends a council size of 99 in order to maintain and secure effective and convenient local government in terms of both its central governance function and community area delivery and engagement model.
115. The Council also expresses a requirement to retain the Council's present single member division structure, with no multi-member divisions, as this arrangement provides clearer, more accountable and focused representation.

Appendices

Appendix A - Terms of Reference of the Electoral Review Committee

Appendix B - Area Board Map

Appendix C - Extract from 2008 Submission - Community Areas

Appendix D - Area Board Variance

Appendix E - Electorate Projection by Division including variance

Background Papers

LGA Peer Review 2017

Wiltshire Council Business Plan 2017-2027

Overview and Scrutiny Peer Challenge 2015

2008 Submission to the Boundary Commission for England

BCE 2008 Final Recommendations

Independent Remuneration Panel Reports 2013 and 2017

Planning Committee Task Group Report

Appendix A

Electoral Review Committee Terms of Reference

1) Composition

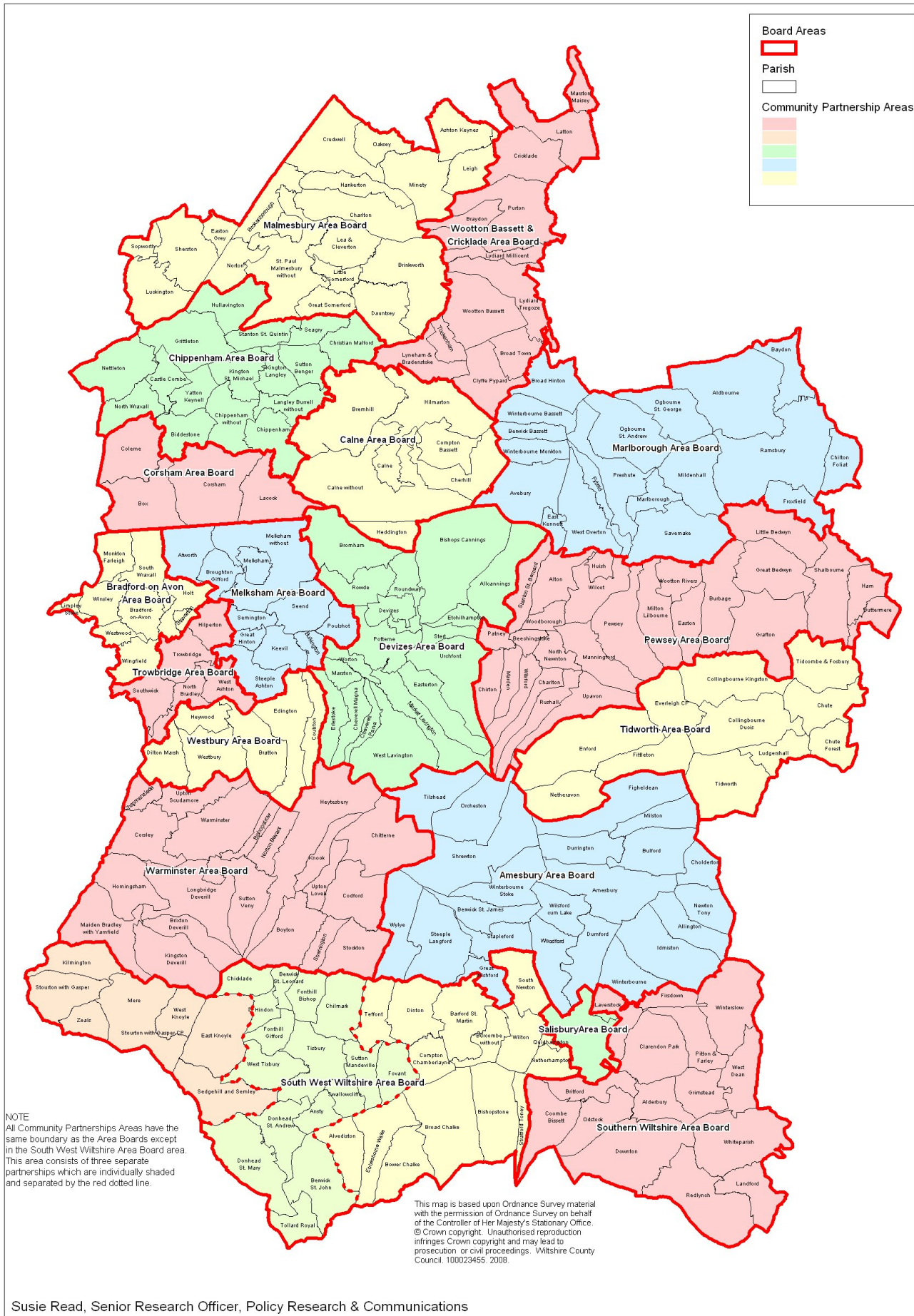
- a) The Committee shall consist of 10 members appointed in accordance with the rules on political proportionality.
- b) The Committee shall appoint a chairman and vice chairman from among its membership.

2) Responsibilities

- a) To oversee the provision of information required by the Local Government Boundary Commission for England in carrying out its Electoral Review of Wiltshire, including any consultation arrangements with electors or other stakeholders;
- b) To update full Council on the progress of the 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 determine on a case by case basis whether any requests for community governance reviews should be progressed during the Electoral Review and if so:
 - i) to make recommendations to Council accordingly
 - ii) to oversee any community governance reviews that are to proceed and to make recommendations to Council on the outcomes of such reviews.
- e) To provide such further advice and support as may be requested by the Council related to or impacted upon by the Electoral Review.

Appendix B

Wiltshire Area Boards and Community Partnership Areas 2009



Susie Read, Senior Research Officer, Policy Research & Communications

Appendix C

Extract from the 2008 submission to the Boundary Commission for England

4. COMMUNITY IDENTITY: Wiltshire's 20 Community Areas

4.1 Origin and Concept

4.1.1 In the mid 1990's there was an interest in defining 'natural communities' ie. areas that reflected local patterns of life, not the administrative needs of local service providers. The objective in Wiltshire was to define a manageable number of such areas, which would be intermediate in size between the district and the individual parish levels.

4.2 Defining the Community Areas

4.2.1 To begin to define the areas an initial map was produced based on the best fit between a number of factors. These factors were:-

- Secondary school catchment areas
- Pre-1974 urban and rural district council areas
- Postcode towns
- Local convenience shopping catchment areas
- Travel-to-Work Areas
- Public transport links and car journey times
- Geology and topography ie. landscape types

4.3 Initial Testing

4.3.1 The resulting map was subsequently tested in a variety of ways:

- Through consultation with the 256 town and parish councils, which led to a handful of parishes changing area to retain community links
- Consultation with County Councillors
- By commissioning a study from an eminent local historian, Dr. John Chandler, on the historical validity of the areas. This study was subsequently published as the book, 'A Sense of Belonging' (1998). The book examined a wide range of evidence, including historical local authority administrative boundaries; rural deaneries; hundreds; religious allegiance and attendance patterns; railway, canal and stagecoach links; patterns of local life from the geographer, Bracey's Social Provision in Wiltshire (1952); population trends; and the growth of market towns, etc.
- One district council requested that Mere and Tisbury community area be divided into two, as a condition for using the areas for the production of community area plans. This resulted in the current 20 community areas.

4.4 Community Areas in Practise

4.4.1 The Community Areas have been used for a wide variety of work in the County Council, Districts Councils and other Public Sector partners. For example:

- As a basis for defining local service team boundaries (many such service areas cover two, and in some cases, three community areas)
- As a basis for some district council area committee boundaries
- As areas for crime recording and reporting by the Police, and as the framework within which neighbourhood policing areas nest. Neighbourhood tasking teams use community area partnerships as their contact groups for engaging with local communities
- Analytical work to support strategic land use planning, including population forecasting, rural facilities monitoring, etc.
- Production of 20 community area statistical profiles
- Production of 20 community area plans
- As a basis for consultations with communities, eg. on waste, the Local Transport Plan, and for the County's People's Voice panel
- As the geographical basis for the formation of community area partnerships in all districts, except Salisbury which has a preference for parish planning
- Local Transport Plan – contains (community) area transport strategies
- Market town regeneration projects eg. the RDA's Coastal and Market Towns Initiative

4.5 Retaining a Common Map

- 4.5.1 It should not be underestimated what an achievement it is to have defined areas which have been adopted by all key organisations in the County, and which have become part of the everyday language of local governance. The current situation is the result of 15 years of joint working and development. The community areas are considered best practice nationally, and were a factor in the County Council receiving Beacon Status for 'Getting Closer to Communities' in 2005.
- 4.5.2 Nor should it be underestimated how easily this vital common resource could be lost. Any changes to the areas need to be rigorously argued, as every change, even minor ones, have costs attached to them eg. the police would have to change all their crime reporting areas, and recalculate time series and trends, as would the County Council for population estimates, and rural facilities, etc.
- 4.5.3 This is not to say that there are not pressures on the system. For example, Salisbury district area committees have diverged from the community areas due to the need to contain enough members to run an area committee, and the wish to avoid splitting district wards. This led to the area committee boundary being a rival to the community area as a basis for local governance, and this can be confusing for the public.
- 4.5.4 Some community areas which contain more than one large settlement also periodically express a wish to subdivide their area. Some rural parishes also want to underplay their interaction with and use of local towns, and so question the underlying functionality of the community areas.
- 4.5.5 Finally, the previous Boundary Committee review of electoral areas took little note of the importance of community areas in Wiltshire, with the result that the number of county council divisions which crossed community area boundaries was actually increased over the previous electoral arrangements, and one division actually extended into three community areas. This was not helpful in reinforcing the shared community areas map as a common basis for organising the county.

4.6 The Continuing Validity of Community Areas

- 4.6.1 Many of the factors that informed the original definition of the community areas are tied to the basic characteristics of Wiltshire. For instance, geological and topological factors still underlie differences in landscape character, the historical routing of roads (eg. along river valleys) and settlement distribution - with the County's population being particularly concentrated along the Bristol Avon, which flows through the clay vales to the west of the County, whereas the chalk downlands are characterised by small, widely dispersed villages.

The largest settlement in South Wiltshire, Salisbury, occupies a unique position at the confluence of three river valleys, fed by a further two tributary rivers. Other factors, such as the historical importance of pre-1974 urban and rural district council areas, and postcode areas, remain unchanged.

- 4.6.2 An analysis of the hierarchy of centres within the County which provided services and facilities for their surrounding areas was undertaken as part of the last Structure Plan development. This showed that there was a good fit between the higher level service centres that were identified, and the centres which give their names to the community areas.
- 4.6.3 With a view to considering the continuing validity of the community areas, work has been done on checking the range of services and facilities at each of the local service centres within each community area. This has involved analyses of current school catchments (with the exception of Downton, Mere and Tisbury, secondary schools are located at each of these centres) and travel-to-work patterns. In addition, a mid-point analysis of distances between these same settlements, which can be used as a proxy for journey times, has also been undertaken. There have been some changes to the transport infrastructure of the County in recent years, notably the Chippenham by-pass and Semington diversion. Ideally, one would want to undertake an analysis of bus routes and car journey times, but this has not been possible as part of this exercise, and in any case is variable depending on time of day, and changes in bus services and timetables. Also, it would be useful to reassess local convenience shopping patterns, but this would be a considerable undertaking.

4.6.4 The work undertaken established that, in the context of the surrounding area, each of these service centres continues to have a good range of services and facilities. In consequence, it is likely that each centre will continue to function as the main focus for the surrounding area. (See Appendix 2) (In some of the community areas there are sub-centres, such as Durrington within the Amesbury area, Ludgershall within the Tidworth area, and Cricklade within the Wootton Bassett and Cricklade area, but they have a smaller range of services and facilities, and consequently smaller catchments. Also, the physical proximity of these lower order centres to the named community area service centre makes them of secondary importance within their areas).

4.6.5 In terms of the relationships within each community area, the analysis established that, currently, a significant 83% of all pupils both live and attend school in their own community area, and for many areas this figure is higher. Similarly, in terms of travel-to-work patterns, an analysis of 2001 travel-to-work patterns showed that, on the whole, the areas with the strongest links to each of the local service centres were remarkably similar in pattern and scale to the twenty community areas, although this was less so in the Salisbury area. (See Appendix 3) However, even in this area, the mid-point analysis showed that the spatial pattern that resulted closely reflected the pattern of community areas. In summary, in one way or another, virtually all community areas continue to represent important "on the ground" patterns of community life.

4.6.6 It is important to remember that, in addition to these functional considerations, the purpose of the community map was to describe areas that are small enough in scale to be familiar to local residents, and in which they spend the major part of their daily lives. All available evidence suggests that people identify most strongly with their village and local town ie. their local area. Community areas need to be small enough to be a basis for community engagement, debate and action. The existing map has proved that it is able to produce this sort of engagement and interest.

4.7 Future Prospects

4.7.1 There are a number of developments which make retaining the community area map even more important:

- The amalgamation of the three PCT's into a single Wiltshire PCT creates the opportunity to adopt community areas as a common basis for joint working, and this is already beginning to happen
- The proposals for the new Wiltshire Authority from April 2009 place massive emphasis on community area working, and set great store by a future way of working based on community area boards and area partnerships. Local elected members will be expected to use area boards, in particular, as a key vehicle for exercising their community leadership role
- Creation of single police division for Wiltshire, and neighbourhood policing reinforce the links with community area working

Appendix D

Area Board Numbers and Variance of Divisions

Number of Councillors Per Area Board

Council Size	98	99
Area Boards	Cllrs Area	Per Board
Amesbury	7	7
Bradford on Avon	4	4
Calne	5	5
Chippenham	10	10
Corsham	4	4
Devizes	6	6
Malmesbury	4	4
Marlborough	3	4
Melksham	6	6
Pewsey	3	3
Royal Wootton Bassett and Cricklade	6	6
Salisbury	9	9
South West	5	5
Southern	5	5
Tidworth	3	3
Trowbridge	9	9
Warminster	5	5
Westbury	4	4
Average Voters Per Division	4246	4203

Area Board Variance (%)

98		99	
% Area	per	Variance Board Division	
-3	-2		
-7	-6		
-4	-3		
-4	-3		
11	12		
7	8		
2	3		
16	-12		
4	5		
-6	-5		
2	3		
-5	-4		
-6	-5		
-5	-4		
12	13		
0	1		
2	3		
1	3		
4246	4203		

Appendix E

Projected electorate at 2024 using ONS population projections and anticipated growth in residential dwellings (estimate January 2018)

Electoral Division	Electorate 2017	Electorate 2024 applying ONS population projection only (3.8%)	Planned new residential units 2017 - 2024	Estimated additional electorate from planned residential units (c) x 1.72	Total Electorate Estimate 2024
	(a)	(b)	(c)	(d)	(e)
				(d) = (c) x 1.72	(e) = (b) + (d)
Aldbourn and Ramsbury ED	4054	4208	22	37	4245
Alderbury and Whiteparish ED	3389	3518	38	65	3583
Amesbury East ED	4861	5046	859	1478	6523
Amesbury West ED	3709	3850	30	51	3901
Bourne and Woodford Valley ED	3425	3555	23	40	3595
Box and Colerne ED	3852	3998	8	14	4012
Bradford-on-Avon North ED	3856	4003	204	351	4353
Bradford-on-Avon South ED	4091	4246	6	10	4256
Brinkworth ED	3710	3851	39	68	3919
Bromham, Rowde and Potterne ED	3892	4040	25	43	4083
Bulford, Allington and Figheldean ED	4009	4161	252	433	4594
Burbage and The Bedwyns ED	3944	4094	36	61	4155
By Brook ED	3595	3732	85	146	3877
Calne Central ED	3438	3569	223	384	3952
Calne Chilvister and Abberd ED	3936	4086	12	21	4106
Calne North ED	3361	3489	283	487	3975
Calne Rural ED	3621	3759	220	379	4137
Calne South and Cherhill ED	3735	3877	222	382	4259
Chippenham Cepen Park and Derriads ED	3390	3519	1	1	3520
Chippenham Cepen Park and Redlands ED	3554	3689	78	134	3823
Chippenham Hardenhuish ED	3491	3624	29	50	3674
Chippenham Hardens and England ED	3281	3406	53	92	3497
Chippenham Lowden and Rowden ED	3691	3831	592	1019	4850
Chippenham Monkton ED	3045	3161	505	869	4030
Chippenham Pewsham ED	3425	3555	1	1	3556
Chippenham Queens and Sheldon ED	3280	3405	1	1	3406
Corsham Pickwick ED	3767	3910	156	269	4179
Corsham Town ED	3781	3925	385	661	4586
Corsham Without and Box Hill ED	4128	4285	1020	1754	6039
Cricklade and Latton ED	3900	4048	101	174	4222
Devizes and Roundway South ED	3456	3587	54	92	3680
Devizes East ED	3064	3180	25	43	3223
Devizes North ED	3203	3325	199	342	3667
Downton and Ebbles Valley ED	3830	3976	109	188	4163
Durrington and Larkhill ED	4847	5031	786	1352	6383
Ethandune ED	3607	3744	47	81	3825
Fovant and Chalke Valley ED	3423	3553	413	711	4264
Hilperton ED	3925	4074	205	352	4426
Holt and Staverton ED	3491	3624	70	121	3744
Kington ED	4063	4217	1228	2112	6329
Laverstock, Ford and Old Sarum ED	4108	4264	533	917	5181
Ludgershall and Perham Down ED	3739	3881	923	1588	5469
Lyneham ED	3306	3432	30	52	3484
Malmesbury ED	4164	4322	368	634	4956
Marlborough East ED	3269	3393	76	131	3524
Marlborough West ED	2950	3062	230	395	3458
Melksham Central ED	3837	3983	24	41	4024
Melksham North ED	3686	3826	214	367	4194
Melksham South ED	4005	4157	29	50	4207
Melksham Without North ED	4346	4511	120	207	4718

Electoral Division	Electorate 2017	Electorate 2024 applying ONS population projection only (3.8%)	Planned new residential units 2017 - 2024	Estimated additional electorate from planned residential units (c) x 1.72	Total Electorate Estimate 2024
	(a)	(b)	(c)	(d)	(e)
				(d) = (c) x 1.72	(e) = (b) + (d)
Melksham Without South ED	4043	4197	841	1447	5644
Mere ED	3470	3602	141	242	3844
Minety ED	3844	3990	65	112	4102
Nadder and East Knoyle ED	3505	3638	8	14	3652
Pewsey ED	3837	3983	92	157	4140
Pewsey Vale ED	3502	3635	52	90	3725
Purton ED	4333	4498	424	729	5226
Redlynch and Landford ED	3724	3866	5	9	3875
Roundway ED	3505	3638	82	140	3778
Royal Wootton Bassett East ED	3821	3966	7	12	3978
Royal Wootton Bassett North ED	3642	3780	24	41	3822
Royal Wootton Bassett South ED	4944	5132	134	231	5363
Salisbury Bemerton ED	4408	4576	910	1565	6141
Salisbury Fisherton and Bemerton Village ED	3430	3560	4	6	3567
Salisbury Harnham ED	4154	4312	102	175	4487
Salisbury St. Edmund and Milford ED	3629	3767	290	498	4265
Salisbury St. Francis and Stratford ED	4087	4242	72	124	4366
Salisbury St. Mark's and Bishopdown ED	4119	4276	94	162	4437
Salisbury St. Martin's and Cathedral ED	4177	4336	7	12	4348
Salisbury St. Paul's ED	3770	3913	541	931	4844
Sherston ED	4016	4169	125	215	4384
Southwick ED	3578	3714	1581	2720	6434
Summerham and Seend ED	3462	3594	29	50	3644
The Collingbournes and Netheravon ED	3276	3400	1	2	3402
The Lavingtons and Erlestoke ED	3994	4146	88	152	4298
Tidworth ED	4654	4831	326	560	5391
Till and Wylve Valley ED	3626	3764	11	18	3782
Tisbury ED	3601	3738	6	10	3748
Trowbridge Adcroft ED	3600	3737	16	28	3765
Trowbridge Central ED	3746	3888	35	61	3949
Trowbridge Drynham ED	3176	3297	3	5	3301
Trowbridge Grove ED	3301	3426	67	115	3542
Trowbridge Lambrok ED	3666	3805	1	2	3807
Trowbridge Park ED	3701	3842	38	65	3907
Trowbridge Paxcroft ED	4657	4834	125	215	5049
Urchfont and The Cannings ED	3849	3995	312	537	4532
Warminster Broadway ED	3713	3854	277	477	4331
Warminster Copheap and Wylve ED	3533	3667	5	9	3676
Warminster East ED	4315	4479	172	296	4775
Warminster West ED	4146	4304	477	820	5123
Warminster Without ED	3436	3567	46	78	3645
West Selkley ED	3384	3513	23	40	3552
Westbury East ED	3765	3908	333	574	4482
Westbury North ED	3659	3798	290	499	4297
Westbury West ED	3909	4058	306	527	4584
Wilton and Lower Wylve Valley ED	4003	4155	209	359	4514
Winsley and Westwood ED	3288	3413	1	2	3415
Winterslow ED	3158	3278	27	47	3325
WINDFALL ALLOWANCE	0	0	2595	4463	4463
WILTSHIRE TOTAL	367686	381658	22611	38890	420549

Division Variance				
Name of division	Electorate 2017	Variance 2017	Electoral 2024	Variance 2024
Aldbourn & Ramsbury	4054	8%	4245	0%
Alderbury & Whiteparish	3389	-10%	3583	-16%
Amesbury East	4861	30%	6523	54%
Amesbury West	3709	-1%	3901	-8%
Bourne & Woodford Valley	3425	-9%	3595	-15%
Box & Colerne	3852	3%	4012	-6%
Bradford-On-Avon North	3856	3%	4353	3%
Bradford-On-Avon South	4091	9%	4256	0%
Brinkworth	3710	-1%	3919	-8%
Bromham, Rowde & Potterne	3892	4%	4083	-4%
Bulford, Allington & Figheldean	4009	7%	4594	8%
Burbage & The Bedwys	3944	5%	4155	6%
By Brook	3595	-4%	3877	-9%
Calne Central	3438	-8%	3952	-7%
Calne Chilvester & Abberd	3936	5%	4106	-3%
Calne North	3361	-10%	3975	1%
Calne Rural	3621	-3%	4137	-3%
Calne South & Cherhill	3735	0%	4259	0%
Chippenham Cepen Park & Derriads	3390	-10%	3520	-17%
Chippenham Cepen Park & Redlands	3554	-5%	3823	-10%
Chippenham Hardenhuish	3491	-7%	3674	-13%
Chippenham Hardens & England	3281	-13%	3497	-18%
Chippenham Lowden & Rowden	3691	-2%	4850	14%
Chippenham Monkton	3045	-19%	4030	-5%
Chippenham Pewsham	3425	-9%	3556	-16%
Chippenham Queens & Sheldon	3280	-13%	3406	-20%
Corsham Pickwick	3767	0%	4179	-2%
Corsham Town	3781	1%	4586	8%
Corsham Without & Box Hill	4128	10%	6039	42%
Cricklade & Latton	3900	4%	4222	-1%
Devizes & Roundway South	3456	-8%	3680	-13%
Devizes East	3064	-18%	3223	-24%
Devizes North	3203	-15%	3667	-14%
Downton & Ebbel Valley	3830	2%	4163	-2%
Durrington & Larkhill	4847	29%	6383	50%
Ethandune	3607	-4%	3825	-10%
Fovant & Chalke Valley	3423	-9%	4264	0%
Hilperton	3925	5%	4426	4%
Holt & Staverton	3491	-7%	3744	-12%
Kington	4063	8%	6329	49%
Laverstock, Ford & Old Sarum	4108	9%	5181	22%
Ludgershall & Perham Down	3739	0%	5469	29%
Lyneham	3306	-12%	3484	-18%
Malmesbury	4164	11%	4956	17%
Marlborough East	3269	-13%	3524	-17%
Marlborough West	2950	-21%	3458	-19%
Melksham Central	3837	2%	4024	-5%
Melksham North	3686	-2%	4194	-1%
Melksham South	4005	7%	4207	-1%
Melksham Without North	4346	16%	4718	11%
Melksham Without South	4043	8%	5644	33%
Mere	3470	-8%	3844	-9%
Minety	3844	2%	4102	-3%
Nadder & East Knoyle	3505	-7%	3652	-14%
Pewsey	3837	2%	4140	-2%
Pewsey Vale	3502	-7%	3725	-12%
Purton	4333	15%	5226	23%

Division Variance				
Name of division	Electorate 2017	Variance 2017	Electoral 2024	Variance 2024
Redlynch & Landford	3724	-1%	3875	-9%
Roundway	3505	-7%	3778	-11%
Royal Wootton Bassett East	3821	2%	3978	-6%
Royal Wootton Bassett North	3642	-3%	3822	-10%
Royal Wootton Bassett South	4944	32%	5363	26%
Salisbury Bemerton	4408	17%	6141	45%
Salisbury Fisherton & Bemerton Village	3430	-9%	3567	-16%
Salisbury Harnham	4154	11%	4487	6%
Salisbury St. Edmund & Milford	3629	-3%	4265	0%
Salisbury St. Francis & Stratford	4087	9%	4366	3%
Salisbury St. Mark's & Bishopdown	4119	10%	4437	5%
Salisbury St. Martin's & Cathedral	4177	11%	4348	2%
Salisbury St. Paul's	3770	0%	4844	14%
Sherston	4016	7%	4384	3%
Southwick	3578	-5%	6434	52%
Summerham & Seend	3462	-8%	3644	-14%
The Collingbournes & Netheravon	3276	-13%	3402	-20%
The Lavingtons & Erlestoke	3994	6%	4298	1%
Tidworth	4654	24%	5391	27%
Till & Wylde Valley	3626	-3%	3782	-11%
Tisbury	3601	-4%	3748	-12%
Trowbridge Adcroft	3600	-4%	3765	-11%
Trowbridge Central	3746	0%	3949	-7%
Trowbridge Drynham	3176	-15%	3301	-22%
Trowbridge Grove	3301	-12%	3542	-17%
Trowbridge Lambrook	3666	-2%	3807	-10%
Trowbridge Park	3701	-1%	3907	-8%
Trowbridge Paxcroft	4657	24%	5049	19%
Urchfont & The Cannings	3849	3%	4532	7%
Warminster Broadway	3713	-1%	4331	2%
Warminster Copheap & Wylde	3533	-6%	3676	-13%
Warminster East	4315	15%	4775	12%
Warminster West	4146	11%	5123	21%
Warminster Without	3436	-8%	3645	-14%
West Selkley	3384	-10%	3552	-16%
Westbury East	3765	0%	4482	6%
Westbury North	3659	-2%	4297	1%
Westbury West	3909	4%	4584	8%
Wilton & Lower Wylde Valley	4003	7%	4514	6%
Winsley & Westwood	3288	-12%	3415	-20%
Winterslow	3158	-16%	3325	-22%
Avg.	3752	Avg.	4246	

Appendix F

Area Board	Voters		Total Number of Councillors					
	2017	2024	86	87	92	93	98	99
Amesbury	24,067	28,778	6	6	6	6	7	7
Bradford on Avon	14,626	15,768	3	3	3	4	4	4
Calne	17,750	20,429	4	4	5	5	5	5
Chippenham	34,434	40,562	8	8	9	9	10	10
Corsham	15,388	18,816	4	4	4	4	4	4
Devizes	24,796	27,261	6	6	6	6	6	6
Malmesbury	15,516	17,361	4	4	4	4	4	4
Marlborough	13,632	14,779	3	3	3	3	3	4
Melksham	22,953	26,431	5	6	6	6	6	6
Pewsey	11,155	12,020	2	2/3	2/3	3	3	3
Royal Wootton Bassett and Cricklade	23,084	26,095	5	5	6	6	6	6
Salisbury	31,162	36,455	8	8	8	8	9	9
South West	17,573	20,022	4	4	4	4	5	5
Southern	17,898	20,789	4	4	5	4	5	5
Tidworth	11,175	14,262	3	3	3	3	3	3
Trowbridge	32,770	38,180	8	8	8	9	9	9
Warminster	18,536	21,389	5	4	5	5	5	5
Westbury	15,035	17,379	4	4	4	4	4	4

Depending on exact boundaries, Pewsey is likely to only have 2 divisions below 92 councillors unless parts of another area board are moved into Pewsey



Electoral Review

Wiltshire Council Submission to the Local Government
Boundary Commission for England (LGBCE)

Preliminary Stage - Council Size - March 2018

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Wiltshire Council

Council

10 July 2018

Subject: Amendment to Treasury Management Strategy

Cabinet member: Councillor Philip Whitehead - Finance

Executive Summary

The Council adopted a Treasury Management Strategy and an Annual Investment Strategy at its meeting on 7 February 2017. (Minute 7 refers)

Following a report from officers, Cabinet agreed to recommend to Council that amendments be made to the Strategy. The relevant extract from the report and the minute is available in this paper.

Proposals

1. To approve an amendment to the Treasury Management Strategy 2018/19, to include a new class of alternative investments to the available list of non-specified investments (as set out in report).

2. To approve an amendment to the Minimum Revenue Provision Policy, to allow for an alternative method of calculation, where appropriate (as set out in report).

Reasons for Proposals

To agree to a revision to the Treasury Management Strategy 2018/19 and the Minimum Revenue Provision Policy 2017/18 in order to continue to comply with statutory guidance and reflect best practice.

Ian Duncan

Interim Director of Finance and Procurement

Extract from Cabinet report regarding Treasury Management

Treasury Management Strategy Statement 2018/19

1. The Treasury Management Strategy Statement 2018/19 was approved by the Council in February 2018. However, since that date, it is proposed that a new class of 'alternative investments' is added to the available list of non-specified investment instruments. These instruments offer increased returns in the current low interest rate environment whilst still meeting the DCLG requirements for security, liquidity and yield. This would include asset backed securities and asset backed pooled investment funds, which are secured against real assets such as green energy, timber or property. Any proposed investment of this nature would be the subject of a further report.

Minimum Revenue Provision (MRP) Policy 2018/19 and onwards

2. The Minimum Revenue Provision Policy 2017/18 was approved by the Council in February 2018. It was recommended and agreed that MRP will be provided for in accordance with existing practice on a 2% straight line basis, i.e. provision for the full repayment of debt over 50 years.
3. However, for certain investment projects it may be deemed more prudent to use the asset life annuity method in order to calculate MRP. In this case the MRP calculation will be based on the prevailing PWLB interest rate for a loan with a term equal to the estimated life of the asset.

The full report can be accessed here:

https://cms.wiltshire.gov.uk/documents/s144996/Report_TreasuryManagement_AnnualReport.pdf

Extract from Cabinet minutes of the meeting held on the 13 June 2018

Councillor Philip Whitehead presented the report which provided the annual review following the end of the year describing the activity compared to the treasury strategy.

Matters highlighted in the presentation and discussion included: how the borrowing and investments are managed over the course of the year; the changes proposed to the strategy; the revenue benefits arising from investment decisions; that the council will prioritise using its own cash for investment rather than requiring borrowing; how risks will be identified for future individual investment decisions; and that the council would normally look to invest over the longest appropriate period.

Resolved

- a) To note that the contents of this report are in line with the Treasury Management Strategy 2017/18.**

Recommend to Full Council

- b) To approve an amendment to the Treasury Management Strategy 2018/19, to include a new class of alternative investments to the available list of non-specified investments (as set out in report).**
- c) To approve an amendment to the Minimum Revenue Provision Policy, to allow for an alternative method of calculation, where appropriate (as set out in report).**

Reason for Decision

To give members an opportunity to consider the performance of the Council against the parameters set out in the approved Treasury Management Strategy for 2017/18.

To agree to a revision to the Treasury Management Strategy 2018/19 and the Minimum Revenue Provision Policy 2017/18 in order to continue to comply with statutory guidance and reflect best practice.

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Wiltshire Council

Council

10 July 2018

Notice of Motion No. 8 – Helium Balloons and Sky Lanterns

Councillors Peter Hutton and James Sheppard

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

To delegate to the Corporate Director for Place, in consultation with the Cabinet Members for Waste and Property, to introduce a policy to prohibit the release of helium balloons or sky lanterns on land in the ownership of the Council, or under its control; and

To ask officers to contact all Town and Parish Councils in the Wiltshire Council area to make them aware of the risks to the environment, public, and animals from helium balloons and sky lanterns, and to ask them to consider taking steps to prohibit the release of balloons or sky lanterns on land in their ownership or under their control.

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Wiltshire Council

Council

10 July 2018

Notice of Motion No. 9 – The Inclusion of Tree Planting in Future Planning

Councillors Pat Aves and Brian Mathew

Wiltshire is currently undergoing a huge amount of new house building.

We believe that Wiltshire Council should consider following the example set by Conservative run Wycombe District Council, who now require developers to plant a minimum of 25% tree coverage (by canopy) on all new housing estates, and that this should be included in Wiltshire Council's Local Plan Review of its Core Strategy.

We believe that this would help to improve the health and wellbeing of the residents of these new estates in a multiplicity of ways, leading to a happier, healthier population.

There is now overwhelming evidence of the benefits of trees to people's physical and mental health as detailed in the references below.

Therefore we ask that the meeting consider the following motion:

That Wiltshire Council consider including the adoption of a policy that requires developers to plant a minimum of 25% tree coverage (by canopy) on all new housing estates, and that this should be included in Wiltshire Council's Local Plan Review of its Core Strategy.

References:

Manchester's City of Trees Project <http://www.cityoftrees.org.uk/why-trees-health-wellbeing>.

The Forestry Commission's:

[https://www.forestry.gov.uk/pdf/IntroducingUrbanForest_FINAL_Sept16.pdf/\\$FILE/IntroducingUrbanForest_FINAL_Sept16.pdf](https://www.forestry.gov.uk/pdf/IntroducingUrbanForest_FINAL_Sept16.pdf/$FILE/IntroducingUrbanForest_FINAL_Sept16.pdf)

Forest Research - Kieron J. Doick and Helen J. Davies:

https://www.researchgate.net/publication/311582274_What_are_urban_forests_and_how_beneficial_are_they

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Wiltshire Council

Full Council

10 July 2018

Proposed Changes to the Constitution

Summary

The Standards Committee has responsibility for oversight of the Council's constitution.

This report sets out proposed changes to Part 3C of the Constitution - Delegation of Executive Functions - as recommended by the Standards Committee.

Proposal

It is recommended that:

That Full Council approve the proposed changes as detailed at Appendix 1 to the report.

Reason for Proposal

To ensure the council's constitution is up to date, clear and effective.

Dr Carlton Brand, Corporate Director (Communities, Resources and Digital)

Proposed Changes to the Constitution

Purpose of Report

1. This report asks Full Council to consider proposed changes to the Constitution as recommended by the Standards Committee on the following matter:

Part 3C of the Constitution – Delegation of Executive Functions (**Appendix 1**)

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 the committee in carrying out this function.
3. The Focus Group met on 5 June 2018 to review several sections of the constitution. One of those reviews has led to a recommendation for a minor change to Part 3C of the Constitution
4. The relevant extract of the minutes of the Standards Committee can be found at **Appendix 2**.

Main Considerations

5. The Council operates a system of Portfolio Holders appointed by the Leader of the Council to assist Cabinet Members in their duties in developing policy, overseeing services, interacting with partners and other matters.
6. This system has been confirmed as positive and effective through Local Government Association Peer Reviews, and Independent Remuneration Panels have recommended significant special responsibility allowances for the positions.
7. At present, however, the position of Portfolio Holder is not defined within the Constitution, despite its significance. The Standards Committee therefore considered the insertion of wording in Part 3C of the Constitution to address this.
8. The wording confirms the position is appointed by the Leader, that those appointed cannot serve on Scrutiny Committees or their activities, and that they do not hold nor can be delegated any executive decision-making authority.

9. A suggestion was also made by some members regarding an upper limit on the number of Portfolio Holders.

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 significant risks 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 relevant legislation, and there are no legal implications arising from this report

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 the Standards Committee recommends Council approve the changes to the Constitution as set out in Appendix 1 to this report.**

Ian Gibbons, Director, Legal and Democratic (and Monitoring Officer)

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504,
kieran.elliott@wiltshire.gov.uk

Unpublished reports relied upon in the preparation of this report: None

Appendices

Appendix 1 – Proposed Changes to Part 3C of the Constitution

Appendix 2 – Extract of Minutes of the Standards Committee 20 June 2018

PART 3

RESPONSIBILITY FOR FUNCTIONS

SECTION C:

DELEGATION OF EXECUTIVE FUNCTIONS

1. The Leader will decide how arrangements for the discharge of cabinet functions are to be exercised except insofar as they are already set out in the cabinet arrangements adopted by the Council.
2. This scheme of delegation records the arrangements made by the Leader or the Cabinet for the discharge of executive functions by:
 - The Cabinet as a whole;
 - a committee of the Cabinet;
 - an individual member of the Cabinet;
 - an Area Board;
 - an officer;
 - joint arrangements or;
 - another local authority.

Cabinet as a whole

3. In accordance with the terms of reference of Cabinet as set out at paragraph 3 of Part 3 of this Constitution, the Leader either directly or through Cabinet will carry out within the Council's Budget and Policy Framework all of the local authority's functions which are not the responsibility of any other part of the local authority whether by law or under this Constitution.
4. Cabinet is defined at Article 7 of Part 2 of this Constitution. The procedure rules governing meetings of cabinet are set out at Part 7 of this Constitution.

A Committee of the Cabinet

5. The Leader may appoint a committee of the Cabinet for the discharge of executive functions.
6. To date the following cabinet committees have been appointed:
 - **None**

An individual member of the Cabinet

7. Cabinet members may exercise any executive functions within their allocated areas of responsibility, as set out in Appendix 2. The monitoring officer has delegated authority to amend Appendix 2 from time to time to reflect the decision of the Leader.
8. This does not include executive functions which are specifically reserved to the Council, the Leader and/or Cabinet, or officers.
9. In exercising delegated functions cabinet members must have regard to the Leader's Protocol for individual decision making, Protocol 5 of this Constitution, which promotes good practice and ensures transparency and consistency in the decision-making process.
10. Cabinet members may in consultation with the Leader refer matters to the Cabinet for decision if they consider that it is more appropriate to do so.
11. Where a Cabinet Member is unable to act because of absence, a conflict of interest or any other reason, the Leader may nominate another member of the Cabinet to exercise the function on their behalf.

Cabinet Portfolio Holders

12. The Leader may also appoint other councillors as 'Portfolio Holders' to assist Cabinet Members with the oversight, policy development and management of their areas of responsibilities.
13. Portfolio Holders are not members of the Cabinet, and cannot exercise or be delegated any executive functions.
14. As members of the administration involved in formulation of policy, Portfolio Holders cannot serve on Overview and Scrutiny Committees, Task Groups or Rapid Scrutiny Exercises unless called as witnesses.

Appendix 2

Minute Extract of Standards Committee 20 June 2018

Minute 27

A report was received from the Monitoring Officer detailing a proposed change to Part 3C of the Constitution, Delegation of Executive Functions, recommended by the Constitution Focus Group.

The change was in relation to the role of Portfolio Holders, councillors appointed by the Leader of the Council to assist Cabinet Members with their responsibilities but who did not hold any decision-making authority. The positions received a special responsibility allowance but had not to date been defined within the Constitution, and wording had been proposed to address this.

In discussion it was clarified there was no upper limit set on the number of Portfolio Holders at present, and some members considered that this should be clarified when it was before Full Council.

Resolved:

To recommend the changes detailed at Appendix 1 to the report for approval by Full Council.

Wiltshire Council

Council

2 July 2018

Urgent Executive Decisions Taken by Cabinet

Purpose of report

1. To advise Council of a decision taken by Cabinet under the 'Special Urgency' provision.

Background

2. It is a requirement of the Constitution that the Leader prepares a report to Council on the Cabinet decisions taken in the circumstances set out in Part 5, paragraph 31 (special urgency). The report should include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken (paragraph 34).

Main considerations for the council

Decision Taken – Southview Park, Trowbridge – Council House Building

3. At the meeting, the Leader confirmed that the item should be taken as urgent for the reason: that contractors were currently onsite and were close to completing phase one. Furthermore, that by allowing them to ramp down and leave site would create a serious time and cost risk to the development of phase two. By taking the decision at the meeting of the 12 June, the Council would mitigate against the risk of that increase cost and potential delay.
4. In accordance with Part 5 of the Constitution, the following actions were undertaken:
 - The Leader agreed that the matter be considered as urgent business at the Cabinet meeting on 12 June as the matter could not wait until the next scheduled meeting of Cabinet on 2 July.
 - The Chairman of Council was informed on 11 June and agreed that the taking of the decision could not reasonably be deferred.
 - A notice of additional key decision not previously included in the published Cabinet Forward Work Plan was published on 11 June.
 - The report was made available as soon as it was finalised and published to the Council's website and a link sent to all Councillors on 11 June.

5. The decision had previously been advertised on the forward workplan as a decision scheduled to be taken in July.

Proposal

That the Council notes the report

**Councillor Baroness Scott of Bybrook OBE
Leader of the Council**

Appendix One – Extract from Cabinet meeting

Background papers

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

None

Extract from Minute of the Cabinet meeting on the 12 June 2018

Urgent Item (Minute 247 refers)

Councillor Richard Clewer presented the item which sought approval to build 22 new council homes across two parcels of land at Southview Park, Trowbridge with capital funding and land set aside for the delivery of affordable housing.

Resolved

- a) To use the land in Appendix 1 for affordable housing**
- b) To carry out any appropriations necessary pursuant to s122 LGA 1972 to ensure that the sites in a) are held by the Council for housing purposes**
- c) To use a total budget of £4m with delegated authority to substitute and change funding streams to optimise financing. Funding streams may be increased or decreased as required providing that they stay within available allocation and do not affect the total budget position.**
- d) To enter into contracts for consultants, construction and other elements of the project to enable the delivery of 22 new homes within the total scheme costs identified in Appendix 1 in accordance with the Corporate Procurement & Commissioning Board approach.**
- e) To enter into funding agreements with Homes England as required to secure any grant funding allocated.**

Reason for Decision

The Council has capital funding set aside within the Council's capital budget for investment in affordable housing. The Council also has land at Southview Park, Trowbridge that was transferred to the Council for the delivery of new affordable homes. This creates an opportunity to use the available funding to deliver 22 new affordable council owned and managed homes in Trowbridge to meet identified housing needs.

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