

AGENDA

Meeting: Environment Select Committee

Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Wednesday 4 March 2020

Time: 10.30 am

Please direct any enquiries on this Agenda to Stuart Figini, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718221 or email stuart.figini@wiltshire.gov.uk

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

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Membership:

Cllr John Smale (Chairman)

Cllr Bob Jones MBE (Vice-Chairman)

Cllr Derek Brown OBE

Cllr Peter Evans

Cllr Peter Fuller

Cllr Mike Hewitt

Cllr Tony Jackson

Cllr Jacqui Lay

Cllr Ian McLennan

Cllr Brian Mathew

Cllr Nick Murry

Cllr Steve Oldrieve

Cllr Tom Rounds

Substitutes:

Cllr Clare Cape

Cllr Ernie Clark

Cllr Brian Dalton

Cllr Sue Evans

Cllr Jose Green

Cllr Mollie Groom

Cllr Russell Hawker

Cllr Ross Henning

Cllr George Jeans

Cllr Stewart Palmen

Cllr Ricky Rogers

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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](#).

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AGENDA

PART I

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

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 7 - 12*)

To approve and sign the minutes of the Environment Select Committee meeting held on 5 November 2019.

3 **Declarations of Interest**

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

4 **Chairman's Announcements** (*Pages 13 - 14*)

To receive any announcements through the Chair:

- Western Gateway Rail Strategy

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

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

Questions

To receive any questions from members of the public or members of the Council 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 on the front of this agenda no later than 5pm on 26 February 2020 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 28 February 2020. Please contact the officer named on the front 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 Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Wiltshire's Housing Board: Annual Report** *(Pages 15 - 28)*

As the scrutiny committee with responsibility for housing, the Environment Select Committee has been receiving annual updates from the Housing Board, as part of its on-going scrutiny of the housing portfolio.

The previous annual report was received by the committee on [8 January 2019](#), where the committee commented, among other things, on the work around garage sites and the positive outcomes of the seven year repairs and maintenance rolling programme.

The committee will now receive the annual report for 2018-19 from the Housing Board, ahead of Cabinet's consideration.

7 **Implementation of the Waste Contracts** *(Pages 29 - 32)*

Following the committee's annual meeting on the 'waste' portfolio in 2017, it was agreed that a 'Waste Contracts Task Group' be [established](#). The Task Group's final report was received by the committee on [8 January 2019](#), with the Executive response being received on [12 March 2019](#).

As new recycling arrangements are due to come into force and because the committee has always had an interest in the progress of the waste contracts, the Chairman has requested an update on the progress of the change to the recycling service. This update is attached.

8 **Interim Management Arrangements for the Contracted Leisure Centres**

This item will be added to the agenda as a supplementary item.

9 **Updates from task groups and representatives on programme boards**
(Pages 33 - 38)

To receive any updates on recent activity for active task groups and from members of the Environment Select Committee who have been appointed as overview and scrutiny representatives on programme boards.

10 **Forward Work Programme** *(Pages 39 - 44)*

To note and receive updates on the progress of items on the forward work programme.

Under the revised Overview and Scrutiny (OS) arrangements there is now a single OS work programme controlled by the OS Management Committee, linked to priorities in the Business Plan.

Therefore it should be noted that, whilst any matters added by Members are welcome, they will be referred to the OS Management Committee for approval before formal inclusion in the work programme for the Environment Select Committee.

A copy of the Overview and Scrutiny Forward Work Programme for the Environment Select Committee is attached for reference.

11 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

12 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 6 May 2020.

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Environment Select Committee

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 5 NOVEMBER 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr John Smale (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Derek Brown OBE, Cllr Peter Evans, Cllr Peter Fuller, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Brian Mathew, Cllr Nick Murry, Cllr Tom Rounds and Cllr Ross Henning (Substitute)

Also Present:

Cllr Jose Green, Cllr Ian Blair-Pilling, Cllr Richard Clewer, Cllr Philip Whitehead, Cllr Bridget Wayman, Cllr Graham Wright and Cllr Horace Prickett

71 **Apologies**

Apologies for absence were received from Cllr Steve Oldrieve.

Cllr Oldrieve was substituted by Cllr Ross Henning.

72 **Minutes of the Previous Meeting**

Resolved:

The minutes of the previous meeting held on 3 September 2019 were approved.

73 **Declarations of Interest**

There were no declarations of interest.

74 **Chairman's Announcements**

The Chairman provided an update on the South Wiltshire Recovery Programme.

75 **Public Participation**

There was no public participation.

76 **Highways Annual Review of Service**

The Committee considered the report of the Director Highways and Waste, which provided a review of the performance of the highways service and an update on performance of the contractors and suppliers involved in delivering the service.

The Head of Highways Assets Management and Commissioning explained that the local highway network is vital for businesses and communities, and effective maintenance to ensure its availability is essential to the economic development of the county. Wiltshire Council recognised the importance of maintaining and managing its highway network effectively and is assisted in this task by a number of specialist contractors and suppliers. He referred to the summary of highways performance detailed in Appendix 5 and in particular those areas that were assessed as being below target. These included Killed or Seriously Injured (KSI) incidences and reducing the number of potholes.

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste and the Head of Highways Assets Management and Commissioning responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- The possibility of increasing CATG budgets
- KSI data confined to those highways in Wiltshire
- Monitoring of highway resilience and improvements to highway drainage systems
- The work being undertaken to repair damage to verges on B and C roads and the potential need to use kerbing to limit future damage
- Limiting the use of HGV's using B and C roads
- The impact of reducing budgets on the repair and renewal of pavements, particularly in towns
- The LED Lighting Programme and potential use of existing columns for the installation of community wifi and electric charging points
- Future consideration of dualing rural pavements for cyclists and pedestrians
- Populating road side verges with wild flowers
- The impact of gravel driveways on adjacent pavements
- The usability of the My Wiltshire App
- Continual maintenance of highway signage

The Chairman thanked the Cabinet Member and officers for attending the meeting and responding to comments and issues raised.

Resolved:

- 1. To endorse the Highways Annual Review of Service and confirm that the performance of the Council's highways contractors has been good during 2018/19.**
- 2. To welcome the results summarised in the Highways Performance Management Framework but note the concern about the increase in those killed and seriously injured on the county's roads in 2018.**
- 3. To confirm that the performance of Ringway Infrastructure Services during the third year of its contract continued to be good and a further extension of six months should be awarded in accordance with the conditions of contract.**
- 4. To welcome the start of the Council's LED street lighting project which will reduce energy costs and significantly reduce the Council's carbon footprint.**
- 5. To request a report on the highways service and the Performance Management Framework in a year's time.**

77 **Executive Response to the Homelessness Strategy Task Group's Final Report**

The Committee considered the report of Cllr Richard Clewer, Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI which provided a response to the final report of the Homelessness Strategy Task group.

Cllr Clewer introduced the report and responded to each of the Task Group's recommendations detailed in the report. He confirmed that all issues raised, and recommendations made by the Task Group would be included in the Strategy for implementation.

Resolved:

To note the executive response to the Final Report – Homelessness Strategy Task Group, as detailed in the report.

78 **Updates from task groups and representatives on programme boards**

The Committee received updates from (i) Cllr Wright, Chairman of the Homelessness Strategy Task Group and the Global Warming and Climate Emergency Task Group, and (ii) Cllr Bob Jones, member of the Housing Aids and Adaptations Task Group, on recent activity for the Task Groups.

Resolved:

- 1. To endorse Cllr Tony Jackson replacing Cllr Allison Bucknell and becoming a member of the Global Warming and Climate Emergency Task Group**

2. To endorse the following membership of the Housing Aids and Adaptations Task Group:

- Cllr Trevor Carbin
- Cllr Bob Jones
- Cllr Carole King
- Cllr Gordon King
- Cllr Pip Ridout

3. To endorse the Housing Aids and Adaptations Task Group Terms of Reference (as detailed in [supplement one](#)).

79 Forward Work Programme

The Chairman drew the Committee's attention to the Forward Work Programme and asked for confirmation about how to progress a number of items detailed below:

- Environment Bill
- CATG's: 10 Years on
- Rail Strategy

Resolved:

- 1. That the 'Environment Bill' report be deferred until the Committee's meeting on 3 March 2020.**
- 2. That the 'CATGs: 10 Year On' include the results of a survey, to be circulated to all members, asking for their feedback on CATGs for their community area (members could also share this survey with their Parish Councils for comment)**
- 3. To note that the Rail Strategy would be considered by the Committee at it's meeting on 3 March 2020.**

80 Urgent Items

There were no urgent items.

81 Date of Next Meeting

The Chairman reported that the next meeting, scheduled for 14 January 2020 was likely to be cancelled due to lack of business. However, this would be subject to items appearing on the Cabinet Forward Plan that would be of

interest to the Committee and if it was felt that there were no items, then the next meeting would be held on 3 March 2020, starting at 2.00pm.

(Duration of meeting: 2.00 - 3.00 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail stuart.figini@wiltshire.gov.uk

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

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Western Gateway Rail Strategy

Statement for ESC March 2020

Consultants WSP are contracted on behalf of the Western Gateway Transport Steering Group to develop a Rail Strategy outlining how rail will contribute to the vision and objectives for transport in the Gateway region.

To date, WSP have consulted with officers of local authorities and other stakeholders to define a set of objectives based on five themes. These themes are:

Choice – Decarbonisation – Social Mobility – Productivity – Growth

The study has also made extensive reference to context, including current policy and prospects for change, particularly related to technological innovation and climate.

The study has progressed to a set of generic “conditional outputs”, specifying up to six targets for improvement attached to each of the five objectives, related to things such as journey times, connections, station accessibility and ticketing.

Current stage of the study is due to be completed in advance of the WG board meeting on 4th March. Identification of specific locations and schemes would come in the next stage of the study, details of which, at 24th February, had not been finalised. The work is expected to be substantially complete by September 2020.

A report to ESC is scheduled for 6th May.

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Wiltshire Council

Environment Select Committee

4 March 2020

Subject: Wiltshire Council's Housing Board Annual Report

Cabinet Member: Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration

Key Decision: N

Executive Summary

The purpose of this report is to update Cabinet regarding the activities of Wiltshire Council's Housing Board between December 2018 and November 2019 and comply with its Terms of Reference which requires an update to be provided to Cabinet.

Throughout this period, the Board has engaged in a range of activities to shape the service offered to residents and their families, further increase service quality via appropriate monitoring mechanisms, encourage resident engagement and protect the reputation of the council as a landlord by ensuring a robust Business Plan is implemented.

Areas focused on by the Board are detailed in the main body of the report, with the primary focus of the Housing Board being:

- Housing Revenue Account (HRA) Business Plan
- Asset Management Plan (AMP)

Key achievements of the Housing Board over the past 12 months are (additional details are provided in the main report):

- Revised Housing Revenue Account (HRA) Business Plan
- Maintained momentum toward delivering 1 thousand new homes in the future
- Small Improvements Bids were agreed to deliver works which had been specifically requested by HRA residents
- Introduction of 3 themed sub-committees to enable more involvement in policy development

The Board is regularly updated about the budget position of the HRA and the implications of welfare reform and policy amendments, including the rent reduction of 1% per annum for 4 years which is coming to an end. Members are also regularly updated about Key Performance Indicators (KPIs), with the targets for said indicators being decided between the service and a sub-group of the Board.

When considering the strategic direction of the service, and the main current and future strategic risks and actions, Board members act in such a way as to complement the council's corporate Business Plan and objectives.

There is engagement between the Housing Board and the Environment Select Committee (ESC), and the Board has a scrutiny group sitting below it comprised of volunteer residents – the Challenge and Change Group.

Reforms suggested by the Board and/or the scrutiny group, have been incorporated into our work. Members have been involved in shaping the services' Forward Work plan.

The Board's Annual General Meeting included an overview of the year, presented by the Chairman and an update on the budget position.

Board members operate in a fair and balanced manner, maintain their independence and make recommendations to Housing Services; the Board can also make recommendations to Cabinet; however, powers cannot and have not been conferred on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013.

The Housing Board is in its second cycle of 4 years, which is linked to the council's local electoral cycle.

Proposal(s)

For Cabinet to note this Annual Report.

Reason for Proposal(s)

Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

Alistair Cunningham
Chief Executive Officer – Place

Wiltshire Council

Environment Select Committee

4 March 2020

Subject: Wiltshire Council's Housing Board Annual Report

Cabinet Member: Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration

Key Decision: N

Purpose of Report

1. To update Cabinet regarding the activities of Wiltshire Council's Housing Board between December 2018 and November 2019 and comply with its Terms of Reference which requires an update to be provided to Cabinet.

Relevance to the Council's Business Plan

2. As part of their Away-Day's and their regular meetings, the Board set future priorities, which are constructed to complement the Council's Business Plan. In respect of the Business Plan 2017-2027, the Board contributes toward creating strong communities in Wiltshire, protecting those who are most vulnerable and being innovative and effective. There is emphasis on sustainable development, safe communities, personal wellbeing, community involvement, commercialism, people, change, digital, performance and delivering together.

Overview and Scrutiny Engagement

3. This report is for noting by Cabinet and provides an update on the activities of Wiltshire Council's Housing Board. It does not require a decision to be made. The Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration presented this report to the Environment Select Committee (ESC) at their 4 March 2020 meeting.

Background

4. At its 22 January 2013 meeting, Cabinet resolved that it approved the setting up of a Management Board for the governance of council housing consisting of an equal number of Councillors, tenants and independents, with a recommendation that such a panel should be in place by April 2013.
5. Appointments to the Board were made in November 2013 and December 2013 and the Board held its inaugural meeting on 17 December 2013. In January 2014, the Board introduced 'Open Sessions' at the beginning of each meeting where residents could attend and put questions to Board members. In October 2019, the Board introduced 3 sub-committees:

- a) Development and Investment ('Place') sub-committee
- b) Finance and Policy ('Pounds') sub-committee
- c) Performance and Risk ('People') sub-committee

6. Board meetings are approximately held on a bi-monthly basis:

- a) For the year 2019, meetings were scheduled and held in January, March, May, July, September (held in October) and November (held in December).

7. Sub-committee meetings are held on an ad-hoc basis:

- a) For the year 2019, the Development and Investment ('Place') and Performance and Risk ('People') sub-committees met in November.
- b) The Finance and Policy ('Pounds') sub-committee met in January.

8. The Board's Annual General Meeting was held on 5 December 2019.

Key Achievements of the Housing Board over the past 12 months

9. Revised Housing Revenue Account (HRA) Business Plan

- a) Board members worked with the service, including the specialist finance function, throughout the year to finalise the main priorities for the Business Plan. They focused on the need to invest in the HRA's current stock and build new dwellings for future needs.
- b) At the September 2019 away-day event held at County Hall, Trowbridge, Board members were presented with the HRA 30 Year Business Plan. This was discussed and agreed.
- c) Board members was satisfied that the correct balance had been struck between investing in current stock to better meet the needs, wants and desires of current residents and their families, and also building new council housing to assist the council with its focus on meeting the needs of the whole county, now and into the future.
- d) The Chairman of the Housing Board, and Deputy Leader of Wiltshire Council, presented the HRA 30 Year Business Plan to the council's Cabinet on 8 October 2019. The Cabinet minutes for 8 October 2019 note the following (emphasis as appeared):

"Cllr Richard Clewer, Deputy Leader and Cabinet Member, introduced a report which presented a Housing Revenue Account Business Plan model and a Phase 3 Development Programme. It was noted the development was entirely funded through borrowing, grants and Right to Buy receipts.

The Leader expressed support for the building of council houses and a commitment to support this in the future.

It was noted the buildings would be designed to a high standard.

Resolved:

a) To agree the Housing revenue account business plan 2020/21-2050 as set out in Appendix 1

b) To agree to Council house, build programme phases 3.1 and 3.2 as set out in Appendix 1 at total cost of £18.717m and £18.754m

[...]"

10. Maintained momentum toward delivering 1 thousand new homes in the future

- a) As above, the council's Cabinet agreed the third phase of building new council houses. This has been publicly celebrated by the council in an article entitled '1,000 council homes over 10 years proposed by Wiltshire Council', published in the 'News' section of our website.

The salient points to note include:

- There has been development on Housing Revenue Account (HRA) land.
- Affordable housing has been procured from developers in lieu of affordable housing obligations (section 106).
- Properties sold under 'Right to Buy' have been purchased.

11. Small Improvements Bids were agreed to deliver works which had been specifically requested by HRA residents

- a) Throughout the year, Board members worked with the service to develop a budgeted scheme which would permit HRA residents, and local groups representing HRA groups, to bid for funding of specific external improvement and environmental works. Those bidding were asked to complete an application form, include evidence of community support (for example, a list of signatures) and provide a cost analysis.
- b) The purpose of the Small Improvements Bids was to foster even greater community relations between the council and its residents and their families, whilst at the same time ensuring that high quality works, funded by the HRA, were delivering on residents' actual priorities.
- c) Board members were presented with the application forms, a quote from a contractor used by the HRA (or in a limited number of cases, considered monies being paid directly to another entity) and

listened to the applicants as they had been invited to attend a Board meeting and present their bids.

- d) Noting that initial costings suggested the works would exceed the allocated budget of £100 thousand (maximum £10 thousand per bid), the Housing Board minutes for 10 October 2019 note the following (emphasis as appeared):

“The Board thanked everyone for attending and agreed:

- **To approve all Small Improvement Bid(s), with a maximum spend of £10 thousand per bid and some mild flexibility around the total overall budget, subject to HRA officers approaching *idverde* and seeking a more accommodative arrangement.”**

- e) After further discussion the following amendments to bids were made:

- 1 element of 1 bid was removed
- 2 bids were amended, with the same or similar outcomes being achieved but using slightly different materials or minor changes
- 1 bid was unable to be progressed as part of the Small Improvement Bids due to circumstances after the Housing Board meeting, however the service worked to ensure that the bid was still able to be delivered, albeit delayed slightly, and via a different funding source

- f) The service was able to deliver upon residents and their families' expectations and received excellent positive feedback. The Housing Board minutes for 10 October 2019 note the following:

“Attendees noted the improved relationship between the service and residents, as a result of the scheme. Attendees being invited to speak directly to Board members, and Board members having listened to the attendees, was also greatly appreciated. The Resident Engagement department has provided excellent support throughout the process.”

12. Introduction of 3 themed sub-committees to enable more involvement in policy development

- a) Development and Investment ('Place') sub-committee

Areas of responsibility:

- Investment Programme
- Asset Management Plan
- Design guide (including climate change)
- Garage Strategy
- Sheltered Housing Strategy

- vi) Development Programme
- vii) Audit
- viii) Regeneration Strategy (including better use of stock)
- ix) Local Plan Policies as consultee (including Neighbourhood Development Plans)

b) Finance and Policy ('Pounds') sub-committee

Areas of Responsibility:

- i) Business Plan
- ii) Income (including bad debt)
- iii) Rents and service charges
- iv) Budgets
- v) Efficiency
- vi) Audit

c) Performance and Risk ('People') sub-committee

- i) Operational policies
- ii) Key Performance Indicator(s) (including benchmarking)
- iii) Challenge and Change Group (scrutiny) reports
- iv) Risk Register
- v) Community and Resident Engagement
- vi) Regulatory Framework
- vii) Customer satisfaction
- viii) Service development (for example, voids process and specification)
- ix) Audit
- x) Annual Report
- xi) TPAS (Tenant Participation Advisory Service)

d) Whilst all members are able to attend any or all of the sub-committees, membership of the sub-committees is as follows:

Housing Board member	Development and Investment ('Place')	Finance and Policy ('Pounds')	Performance and Risk ('People')
Rachael Arnott	x	x	✓
Angela Britten	✓	x	x
Robert Chapman	✓	✓	x
Councillor Richard Clewer	✓	✓	✓

Cindy Creasy	x	✓	x
Councillor Brian Dalton	✓	✓	x
Jacqui Evans	✓	x	✓
Lorraine Le-Gate	✓	✓	✓
Councillor Fred Westmoreland	✓	x	✓

Overview (December 2018 – November 2019)

13. The Board did not have a meeting scheduled for December 2018.

14. Between January 2019 and March 2019, the Board hosted the National Consultancy Manager from the Tenant Participation Advisory Service (TPAS) who presented a plaque to recognise that the service had achieved TPAS Pro Accreditation for its resident engagement opportunities. The Board also considered the strategic direction of the Housing Revenue Account (HRA) with particular emphasis on financial and budgetary matters, including:

- a) The rent reduction of 1% per annum.
- b) Savings that had been attributed to repairs and maintenance.
- c) Expansion of the DLO.
- e) If currently approved programmes for planned and cyclical maintenance and Council House Build Programme are completed, forecast reserves at 31 March 2019 would likely be £11.948 million (revenue) and £Nil (capital).
- f) Provision for £100 thousand to be made available for the Small Improvement Bid (SIB) scheme.

15. Furthermore, between January 2019 and March 2019, the Board contributed toward creating, reviewing and refining the HRA Business Plan and new HRA model, in the context of the main current and future strategic risks. Short, medium and long-term priorities served to strategically link the service with corporate objectives.

16. Also, between January 2019 and March 2019, the Board received Budget Updates, Key Performance Indicators (KPIs) data, maintained the risk register and contributed toward the Garages and Sheltered Housing Review. The Challenge and Change Group (C&CG) is the Housing Board's scrutiny group which ensures we are compliant with the Regulatory Standards which require scrutiny. The C&CG is comprised of volunteer residents who conduct scrutiny exercises; the Board received:

- a) An update on the Housing Board Chairman's annual meeting with the C&CG's Chair in order to inform the formal evaluation of the Group.
- b) A general update paper, including agreeing to refine and update the C&CG's Terms of Reference, the shared Roles and Relationships Protocol, the Housing Board's Terms of Reference, and the C&CG's work-plan.
- c) An additional Management Update Report in respect of the C&CG's 'Planned Maintenance: Key Performance Indicator' project, along with information around general satisfaction levels for planned maintenance.

17. Participants also considered and made recommendations, between January 2019 and March 2019, on parking matters that were raised by public attendees and information around sewerage works, including monies available, works undertaken or planned. Rent and arrears information was also presented amid concerns around the impact of Universal Credit. A leaseholders' briefing paper was presented to the Board and members were informed of the services' intention to review its HRA Aids and Adaptations Plan to ensure that the council makes the best use of HRA adapted properties.

18. In April 2019, a small number of Board members met for the annual sub-group to set targets for the services' Key Performance Indicators (KPIs) for the year 2019/20. Attendees were presented with an End of Year Performance Report alongside the proposed targets; 3 targets were amended by the sub-group; some targets were contingent on resource allocation levels.

19. In May 2019, members continued a focus on risk management and Key Performance Indicators, which included more in-depth information around complaints and compliments, alongside the 2017/18 End of Year report and the sub-group reporting back, which included agreed targets for the year 2019/20 which were constructed to complement the Board's priorities. Environment Works Survey results were presented and utilised to refine the HRA Business Plan. Members also received budget updates, a business case for bringing the sewerage works' contract in-house, and agreed to develop the idea of introducing 3 new sub-committees to allow more granular involvement in making recommendations:

- a) Finance sub-committee
- b) Development and Investment sub-committee
- c) Performance sub-committee

20. The May 2019 meeting also included the end of year 3 progress report in respect of the Asset Management Plan (AMP):

- a) 45 Action Items (2 were later removed by agreement with the Board)
- b) Yet to Start – 0
- c) Underway – 16
- d) Completed – 27

21. At its July 2019 meeting, the Board investigated Key Performance Indicators performance and received its 2019/20 Q1 budget update. Board members agreed that they needed to be provided more clear explanations for any variance and for the Capital Budget's budget lines to be agreed by element, what is programmed, what is committed, what should be committed and actual spend each quarter, along with rectifying actions, where appropriate.

22. Also, at the July 2019 meeting, members were provided with the SWAP Audit Report on Rents, case studies for mental health support workers, and a detailed report on rent arrears actions; this was to address concerns around the impact of Universal Credit. The structure and content of a letter used by the service to raise rent arrear concerns with residents was passed to the C&CG to comment on. Additional resource for the Housing Income department was supported. The Annual Report for Tenants and Leaseholders 2018/19 was supported, subject to certain changes. Sheltered housing refurbishment information was also provided, along with a new approach to electrical safety and smoke alarm checks. Broad topic areas for each of the proposed 3 sub-committees were covered, with further information to be decided at an away-day event to be held at County Hall, Trowbridge.

23. The Boards' scheduled September 2019 meeting was delayed until October 2019, so that the away-day event could be held. The HRA 30 Year Business Plan was presented, discussed and agreed; it was later presented to Cabinet. Members determined the sub-committee remits, agreed the level of service from each member and also amended the names of the 3 sub-committees to:

- a) Development and Investment (alternatively the 'Place' sub-committee)
- b) Finance and Policy (alternatively the 'Pounds' sub-committee)
- c) Performance and Risk (alternatively the 'People' sub-committee)

24. At the Boards' October 2019 meeting (originally September), members welcomed members of the public to present their Small Improvement Bids (SIBs) which were then duly considered for funding. The Board also reconsidered a new approach to electrical safety and smoke alarm checks, formally agreed the introduction of 3 sub-committees and their remits, updated their own Terms of Reference, and received a presentation on the HRA 30 Year Business Plan and council house build programme.

25. The Board's October 2019 meeting also updates around:

- a) Tenancy Visits.
- b) Proposed New PIs.
- c) Needham House.

26. In November 2019, the Board held their first sub-committee sessions for the:

- a) Development and Investment (alternatively the 'Place' sub-committee)
- b) Performance and Risk (alternatively the 'People' sub-committee)

27. Arrangements were made for the third sub-committee, Finance and Policy (alternatively the 'Pounds' sub-committee), to be held in January 2020.
28. In December 2019 (originally scheduled for November 2019), the Board held its sixth Annual General Meeting, which included a Housing Revenue Account (HRA) Finance Update and the Chairman's overview of the year. Opportunities were provided for questions to be put to the Chairman. There were no public attendees beyond the members of the Challenge and Change Group.
29. Immediately following the AGM meeting, the Board held its regular meeting, which was dedicated to 4 significant priority items (with some having been considered in more detail at the sub-committees and now requiring formal agreement of the Housing Board to the sub-committee recommendations):
- i) Agreeing funding for a request that had previously been submitted as a Small Improvement Bid.
 - ii) KPIs for 2019/20 Q2.
 - iii) Expanded DLO Operations (6 months review).
 - iv) An HRA Grounds Maintenance Business Plan.
30. The Challenge and Change Group works with the Housing Board. For the applicable period, the group has produced a number of reports:
- (a) **Project #10 – 'Planned Maintenance: Key Performance Indicator' (September 2018).**
The report and management response were presented at the Board meeting held on 26 November 2018. A management response update was not required and thus not timetabled. Board members later opted to receive a management response update, which was presented at the Board meeting held on 25 March 2019.
 - (b) **Project #11 – 'Communication in Responsive Repairs' (February 2019).**
The report was presented to the service on 13 February 2019.
 - (c) **Project #12 – 'Aids and Adaptations' (September 2019).**
This report was presented to the service on 10 September 2019.
 - (d) **Project #13 – 'Sheltered Housing Service Charges' (date n/a).**
This report is nearing completion and will likely be presented to the applicable sub-committee, which Board members deemed the scrutiny groups' work to fall under.

Priorities

31. The Board has previously recommended to the service that the following strategic matters be prioritised, as noted in the minutes of their meeting held on 23 May 2016:
- a) "That the main 2 priorities, in respect of the Housing Revenue Account, be:

- Asset Management [Plan].
- Housing Revenue Account Business Plan.

Furthermore, in respect of the 2 priorities, above:

- The Board endorses the service having the flexibility to utilise additional resource, as and when required, within the overall finances of the Housing Revenue Account.
- That when the first version of the Asset Management [Plan] is presented, it will include proposals for resident consultation, and the full Asset Management [Plan] is to be delivered over the coming 12 to 18 months.”

32. Board members operate in a fair and balanced manner, maintain their independence and make recommendations to Housing Services; the Board can also make recommendations to Cabinet; however, powers cannot and have not been conferred on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013.

Membership and Attendance Record (December 2018 – November 2019)

33. Attendance relates to Board meetings only (that is, the figures exclude Away-Days, sub-committees, etcetera).

34. Of the 6 meetings held in 2019 (Councillor Ashley O’Neill attended on 25 March 2019; after a change of duties, there is no further involvement), attendance was:

WCHB Member	28/01	25/03	20/05	15/07	10/10	05/12	Total
Councillor Richard Clewer	✓	✓	✓	✓	✓	✓	6 (100%)
Rachael Arnott (Tenant Member)	✓	✗	✓	✓	✗	✓	4 (66.6%)
Angela Britten (Tenant Member)	✓	✓	✗	✗	✓	✗	3 (50%)
Robert Chapman (Independent Member)	✓	✓	✓	✓	✓	✓	6 (100%)
Cindy Creasy (Independent Member)	✓	✓	✗	✓	✗	✗	3 (50%)
Councillor Brian Dalton	✓	✓	✓	✓	✓	✓	6 (100%)
Jacqui Evans (Independent Member)	✓	✗	✓	✓	✓	✗	4 (66.6%)
Lorraine Le-Gate (Tenant Member)	✓	✓	✓	✓	✓	✗	5 (83.3%)

Councillor Fred Westmoreland	x	✓	✓	✓	x	✓	4 (66.6%)
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Safeguarding Implications

35. There are no significant safeguarding implications associated with this report.

Public Health Implications

36. There are no significant public health implications associated with this report.

Procurement Implications

37. There are no significant corporate procurement implications associated with this report; although should the Board make recommendations regarding procurement of services to be delivered to residents, then this will become a consideration.

Equalities Impact of the Proposal

38. All Board members operate in and treat all residents in a fair and balanced manner, maintain their independence and make recommendations to Housing Management. Board members do not represent a particular area; they represent all council residents in the county of Wiltshire and make recommendations in the best interests of all council residents in Wiltshire.

Environmental and Climate Change Considerations

39. There are no significant environmental or climate change implications associated with this report.

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

40. Wiltshire Council's Housing Board would fail to meet the requirements of its Terms of Reference, namely to provide an Annual Report to Cabinet and potential deterioration of or missed opportunity to improve services if the Board were not to focus their efforts on the identified priorities. This paper is only for noting.

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

41. Wiltshire Council's Housing Board may fail to make recommendations which improve services for residents and their families, missing an opportunity for improvement, or make recommendations which leads to a deterioration of service quality. This paper is only for noting.

42. Powers cannot and have not been conferred on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013. The Board makes recommendations to Housing Management and can make recommendations to Cabinet.

Financial Implications

43. There are no significant financial implications associated with this report.

Legal Implications

44. There are no significant legal implications associated with this report.

Options Considered

45. A formal report to Cabinet is required. No alternative options were considered.

Conclusions

46. There is increasing evidence that Wiltshire Council's Housing Board is having a positive impact on the quality of service provision to residents and their families, has itself created an additional opportunity for residents to engage with the service and shaped further engagement opportunities.

Proposal

47. For Cabinet to note this Annual Report.

Reason for Proposal

48. Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

Simon Hendeby (Director - Housing and Commercial)

Report Author: Ian Seeckts, Governance and Scrutiny Officer,
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7 January 2020

Appendices

None.

Background Papers

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

None.

ENVIRONMENT SELECT COMMITTEE 4 MARCH 2020

Progress on implementation of the waste and recycling contracts

Since July 2018 Hills Municipal Collections Limited have been delivering services under a contract with the council for the collection of waste and recycling and contracts for the management of materials collected. During this period, we have been working with Hills to plan service improvements.

These improvements include making it even easier for people to use the kerbside recycling collection service.

The way in which recyclable materials are collected from the kerbside will change and we are contacting residents to tell them when their services will change. The good news is that residents will be able to place more materials in the blue lidded bin.

Many households will also see their collection day change as we will be making the collection routes more efficient, so there will be fewer collection vehicles on the road. This will help to further reduce the council's impact on the environment as part of its pledge to become carbon neutral by 2030.

Letters are being sent to every household in Wiltshire to inform them of their new collection day. Once residents have received their letters they can go online and check their collection day and print off a bespoke collection calendar at www.wiltshire.gov.uk/rubbish-and-recycling

Residents will receive a leaflet with the letter containing more information about the changes, as well as a sticker explaining which materials can be placed in the blue lidded bin.

The changes are also being communicated to residents via the media, social media, roadside banners at household recycling centres and other key locations, posters and pull-up banners in council buildings, leisure centres and libraries.

In summary, the new service is:

- In the blue lidded bin you can place cans, tins, aerosols, paper, cardboard, cartons, foil, plastic bottles, pots, tubs and trays
- In the black box you can place glass bottles and jars and bagged, dry textiles
- The blue lidded bins and black boxes will be emptied fortnightly on the same day, using new recycling collection vehicles.

There will be no change to the household waste collection service or the chargeable garden waste collection service. Collection days for these services will remain the same.

The service changes will take place over a four-week period from 24 February to 20 March. We are asking every household to look out for a letter that will tell them the date of their last black box and blue lidded bin collection under the current system and the date of their first collection under the new system. Once they have received their letters, people can also visit our website to find out when their next recycling collection day will be under the new

arrangements. Residents who know of any neighbours who don't have access to the internet could check whether they need someone to download a calendar for them. Alternatively, residents can telephone the council on 0300 456 0102 to ask that we print a calendar and post it to them.

When residents receive their last collection under the current system, an information hanger will be attached to their blue lidded bin telling them that the service is changing. They should receive the letter with details of their new collection day soon after.

Collection crews will complete the final collections under the current system from 24 February to 6 March, attaching the information hangers to the blue lidded bins telling residents that their collection service is changing during this time. The first collections based on the new system will take place from 9 March to 20 March.

The collection day changes will improve the efficiency of our rounds and reduce the number of collection vehicles on our roads. Because the vehicle rounds are changing it is important that residents put their bins and boxes out by 7am, as the times of their collections may change.

Recycling tips:

- Wash and squash all cans, tins, plastic and cartons where possible.
- Bottles, jars, cans, cartons and aerosols should be empty; lids can be left on.
- Flatten cardboard boxes to make more room in your bin.

It is important to wash cans, tins, plastic bottles, pots, tubs and trays and cartons before placing them in the blue lidded bin so there is no food or drink that could contaminate other materials such as paper and cardboard. This also reduces the risk of any odour. Residents should not place excess cardboard next to the bin as if it becomes wet due to rain it will not be collected.

If residents think they may not have enough room in their blue lidded bin, we are asking them to try to squash and flatten as much of their recycling as possible for the first few collections to see if this is a suitable solution. Larger or additional blue lidded bins will not be delivered until residents have first tried the new service and demonstrated to themselves that, despite squashing and flattening materials, they need the additional capacity. They can then request a larger or additional blue lidded bin via the Wiltshire Council website.

Plastic film, black plastic and plastic flower pots of any colour should not be placed in the blue lidded bin. Plastic film and black plastic should be put in the bin for non-recyclable waste, but plastic flower pots could be taken to your local household recycling centre for recycling. The council is only able to recycle plastic bottles, pots, tubs and trays collected at the kerbside.

Where residents have clothes or shoes that someone else may be able to wear, we are asking them to continue to take these to charity shops. Any other textiles for recycling should

be clean and dry, placed in a bag and tied. The council will not collect duvets, sleeping bags or single shoes.

A new materials recovery facility designed to sort the recyclable materials collected from the blue lidded bin has been built near Calne. This should enable the materials to be sorted to a high quality standard for delivery to reprocessors for recycling. For more information about where materials collected for recycling are sent for reprocessing, please check the council's website: www.wiltshire.gov.uk/what-happens-to-recycling

By making it easier for people to sort their waste, we hope to increase the amount of waste we recycle. In 2018/19 the council recycled 42.69% of the household waste that it collected from the kerbside and at household recycling centres. 89% of the household waste the council collected for recycling, composting and re-use in 2018/19 was managed within the UK.

In response to Wiltshire Council's acknowledgement of the climate emergency, the Green Pledge promoted by the council asks people to recycle as much as they can, as this will also help reduce our carbon impact. The new kerbside recycling services are designed to increase public participation in the kerbside recycling services provided by the council so should help the council to become carbon neutral by 2030. You can sign up to the Green Pledge at: <https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=157261245291>

Thank you for continuing to protect the environment by encouraging your communities to recycle their waste.

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Wiltshire Council

Environment Select Committee

4 March 2020

Task Group and Programme Boards Representatives Updates

Purpose

To provide an update on recent task group and programme board activity and propose any decisions requiring Committee approval.

1. Global Warming and Climate Emergency Task Group

Membership:

Cllr Clare Cape
Cllr Tony Deane
Cllr Sarah Gibson
Cllr Tony Jackson
Cllr Jacqui Lay
Cllr Brian Mathew
Cllr Nick Murry
Cllr Fred Westmoreland
Cllr Graham Wright (Chairman)

Terms of Reference:

1. Develop recommendations and a plan seek to achieve the target of making the county of Wiltshire, excluding the area administered by Swindon Borough Council, net carbon neutral by 2030;
2. The task group's work will include, but not be limited to, performing investigations into the following areas:
 - a) Renewable Energy generation, energy use and efficiency
 - b) Planning
 - c) Transport & Air Quality
 - d) Waste
 - e) Land Use
 - f) Business & Industry
3. Undertake a carbon/renewables audit;
4. Agree parameters with the relevant Cabinet Member and Portfolio Holder that represent the council impact on the climate that can be accurately reported to council on a regular basis.

Recent activity:

A list of the Task Group’s activities since the last Committee meeting is included below, along with its forward work programme.

The Task Group continues to gather evidence under each of its workstreams and intends to bring formal recommendations to Committee for endorsement in May and/or June. These are likely to address the following topics:

- **The council’s Local Plan:** This is currently being revised, including through a councillor-officer focus group specifically looking at its climate change impacts, which the lead task group members attend. The task group are looking at the potential for planning policies that are structured around carbon reduction targets; the introduction of ‘carbon levies’ on developers (sometimes known as ‘allowable solutions’); and planning policies that drive the development of sustainable, connected communities.
- **The council’s Local Transport Plan:** This is the council’s high-level strategic plan for transport and its fourth version is now being developed. Task group members will be involved in workshops to help shape this and will explore recommendations around encouraging sustainable transport solutions.
- **Community Energy:** Following an information gathering meeting with four local community energy organisations, the task group are considering recommendations that the council uses and supports community energy more, potentially through partnership working, provision of council land or assets and contingent financial support.
- **Council developments:** The council plans to build 1000 new homes through its HRA account over the next 10 years. The council’s wholly-owned housing development company, Stone Circle, also has an agreed business plan for the coming year. The task group is considering the proposed energy efficiency standards of both, taking into account the impact on unit numbers of raising these to reduce their carbon impact.

18 November 2019	Energy Discussion of the proposed energy efficiency standards of council developments and its programme to improve private housing’s energy efficiency.
2 December 2019	Full Task Group meeting
3 December 2019	Planning Local Plan Climate Change Focus Group – Session #1.
5 December 2019	Business and Industry

	Meeting with Swindon & Wiltshire LEP to discuss the its industrial and local energy strategies.
20 January 2020	Full Task Group meeting <ul style="list-style-type: none"> • Presentation from Swindon & Wiltshire Local Enterprise Partnership (LEP) on Local Energy
20 January 2020	Transport Meeting with the council's Head of Passenger Transport, to discuss opportunities for bus travel to reduce the county's carbon emissions.
23 January 2020	General Meeting with the council's Head of Wiltshire Pension Fund, to discuss the Wiltshire Pension Fund's investment behaviour in terms of fossil fuels (Member Briefing Note available here).
29 January 2020	Planning and energy Meeting with the Centre for Sustainable Energy (CSE) to discuss a variety of areas, including planning policies that drive sustainable development.
6 February 2020	Planning and energy Meeting to discuss Community Energy initiatives with, <ul style="list-style-type: none"> • Bath & West Community Energy • Wiltshire Wildlife Community Energy • Salisbury Community Energy • Zero Chippenham
10 February 2020	Energy Recap regarding the proposed energy efficiency standards of: <ol style="list-style-type: none"> a) Council housing new builds b) Council housing maintenance / retrofit programme c) Stone Circle (council wholly-owned development company) housing developments.

Forward Work Programme

TBC March / April 2020	Energy Meeting with two Renewable Energy developers to consider their analysis of opportunities in Wiltshire.
2 March 2020	Full Task Group meeting
10 March 2020	Transport and Energy

	Meeting with Electric Vehicle businesses to consider barriers and opportunities to increasing EV use in Wiltshire.
2 April 2020	Planning Session #2 of climate change councillor/officer focus group on the Local Plan .
Spring 2020	Transport Task Group members involved in workshops to develop the Local Transport Plan 4 .
Spring 2020	Energy <ul style="list-style-type: none"> • Further meeting to consider the draft Housing Renewal Strategy (to improve the energy efficiency of the county's private housing)
Spring 2020	Energy and Planning Site visit to a net carbon neutral development.
March/April 2020	Transport Meeting with Go South Coast bus operator to discuss opportunities and barriers to increasing bus travel's contribution to carbon reduction.
20 April 2020	Full Task Group meeting
4 May 2020	Planning Session #3 of climate change councillor/officer focus group on the Local Plan .
TBC 2020	Full Task Group meeting <ul style="list-style-type: none"> • Consider draft 'Climate Change' section of the Business Plan (following Full Council resolution on 26 November 2019)

2. Housing Aids and Adaptations Task Group

Membership

Cllr Trevor Carbin

Cllr Bob Jones

Cllr Carole King

Cllr Gordon King

Cllr Pip Ridout (Chairman)

Supporting Officer: Natalie Heritage

Terms of Reference

1. To consider the ways in which Wiltshire Council can reduce the waiting time for residents with disabilities to access suitable housing, through:
 - a) Reviewing how the Council works with Housing Associations and private landlords, to increase the availability of suitably adapted properties
 - b) Reviewing the use of the Disabled Facilities Grant in Wiltshire and whether there is scope for further work with partners, to help them access this funding
 - c) Assessing whether all future Wiltshire Council housing stock could be built with some degree of adaptation, to meet current building regulations
 - d) Assessing whether relative design standards for new build properties could become policy for all affordable housing providers in Wiltshire.
2. Consider how the Council could incorporate new build standards into its Local Plan, to help ensure that there is a sufficient supply of aided and adapted properties to meet the needs of residents with disabilities in Wiltshire.
3. Consider data in providing suitable and adapted properties for residents with disabilities and make recommendations, where appropriate, for improvement.
4. Consider the Council's Housing Allocations Policy and whether there is scope for disabled individuals to access housing outside of the Homes4Wiltshire scheme.

Recent Activity

19 December 2019

The Task Group met on 19 December 2019 for a briefing with the Director of Housing and Commercial Development and Head of Housing. Members were given an overview of the process for obtaining a Disabled Facilities Grant (DFG) in Wiltshire and considered data about how long it takes for a DFG to be approved, as well as the average time taken for the necessary work to be completed. Alongside this, members looked at survey results from DFG applicants; specifically, how customers found the application process and their satisfaction with the length of time to have an adaptation installed in their home.

The Task Group agreed that spatial planning and development control have an integral role to play in ensuring that properties are always built to a certain, specific standard and that they can be easily adapted, if appropriate, in the future. As a result, members will be meeting with the Council's Residential Development Manager to learn about the Council's standards for housing and how this is enforced.

22 January 2020

The Task Group also met on 22 January to discuss the work that the Council has been undertaking with its Registered Providers (RPs) around negotiating adaptable and affordable housing. It was clear that the Council needed to establish a policy about adaptable and affordable homes, so that any non-compliance could be properly enforced; as the Council has no enforcement power at present.

A recommendation was outlined in the meeting's report, proposing that the Council require that the M4(2) standard be applied for all affordable housing, with the ability to negotiate M4(3) where a need is identified. The Task Group unanimously supported this recommendation.

Alongside this information, members considered data around work funded through the Disabled Facilities Grant (DFG). The recent recruitment of three housing-specific Occupational Therapists had meant that more complex housing cases had reached a resolution, typically through the Council paying a 'move-on' grant of up to £1000 to help house the individual in a property that better suited their needs. It was stressed that this option would only be pursued if it was less expensive than adapting the individual's current property.

As the Task Group felt that they had already looked in-depth at the process for DFGs, they decided to remove the DFG meeting from their Forward Plan. Additionally, it was agreed that the Private Sector Housing Strategy and Council Housing Allocations Policy could be covered in one meeting.

The Cabinet Member suggested that the Task Group attend a workshop on the Local Plan Review, organised by Spatial Planning, as he felt that scrutiny could add more value here, as opposed to meeting separately with officers. Thus, it was agreed to remove the 'Local Plan Review' meeting from the Task Group's Forward Plan.

Proposal:

That the Environment Select Committee:

- i. Notes the Task Group Updates report**
- ii. Endorses the Housing Aids and Adaptations Task Group's recommendation, that the Council require that the M4(2) standard be applied for all affordable housing, with the ability to negotiate M4(3) where a need is identified**

Report authors:

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Environment Select Committee Forward Work Programme

Last updated 25 FEBRUARY 2020

Task Group	Start Date	Final Report Expected
Global Warming and Climate Emergency Task Group	May 2019	TBC
Housing Aids & Adaptations Task Group	December 2019	May 2020

Environment Select Committee – Forward Work Programme			Last updated 28 JANUARY 2020		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Mar 2020	Western Gateway Rail Strategy	As discussed at 24 October 2019 ESC-Executive meeting on the highways and transport portfolio, the committee to receive a Chairman's Announcement as an update on this item, ahead of a full report outlining the rail strategy for the region that Wiltshire's sub-national transport body encompasses at the subsequent committee meeting	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	David Phillips
4 Mar 2020	Waste Contracts	The Environment Select Committee has always had an interest in the waste contracts, evidenced by its former establishment of the Waste Contracts Task Group. With households in Wiltshire being informed of new recycling arrangements, the Chairman has requested an update on the progress of implementing the waste contracts for this meeting	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Tracy Carter

Environment Select Committee – Forward Work Programme			Last updated 28 JANUARY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Mar 2020	Wiltshire Council's Housing Board Annual Report	To receive the annual update from the Housing Board	Simon Hendey (Director - Housing and Commercial)	Cllr Richard Clewer	Ian Seeckts
4 Mar 2020	Interim Management Arrangements for the Contracted Leisure Centres	The Committee to receive a brief outline of the proposal, ahead of Cabinet's consideration	Jessica Gibbons (Director - Communities and Neighbourhood Services)	Cabinet Member for Communications, Communities, Leisure and Libraries	Louise Cary
6 May 2020	Western Gateway Rail Strategy	As discussed at 24 October 2019 ESC-Executive meeting on the 'highways & transport' portfolio, the committee to consider a report outlining the rail strategy for the region that Wiltshire's sub-national transport body encompasses	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	David Phillips

Environment Select Committee – Forward Work Programme			Last updated 28 JANUARY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 May 2020	CATGs: 10 Years On	As discussed at 24 October 2019 ESC-Executive meeting on the 'highways and transport' portfolio, a report to be provided detailing the benefit that CATGs have brought to Wiltshire's communities, following the 10 years since they were first implemented	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy, Peter Binley
6 May 2020	Housing Aids and Adaptations: Final Report	For the committee to receive the final report of the task group	Simon Hendey (Director - Housing and Commercial), Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment, Cllr Richard Clewer	Natalie Heritage
16 Jun 2020	Waste Management Strategy: Annual Review	For the committee to receive an annual update on: <ul style="list-style-type: none"> - a review of changes to legislation and government policy - performance in 2019-20 - an action plan for 2020-21 	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Tracy Carter

Environment Select Committee – Forward Work Programme			Last updated 28 JANUARY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Jun 2020	Libraries Strategy & Visioning Plan	To provide members with a detailed plan of the work required to achieve a strategic vision for the council's Library provision, ensuring that the service meets the future needs of Wiltshire's communities, ahead of Cabinet's consideration of the item.	Jessica Gibbons (Director - Communities and Neighbourhood Services)	Cabinet Member for Communications, Communities, Leisure and Libraries	Louise Cary
16 Jun 2020	Housing Aids and Adaptations: Executive Response	For the committee to receive the executive response to the task group's final report	Simon Hendey (Director - Housing and Commercial), Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment, Cllr Richard Clewer	Natalie Heritage
10 Nov 2020	Highways Annual Review of Service	As resolved at 5 November 2019 meeting, the committee to receive a report on the highways service and the Performance Management Framework in a year's time	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 28 JANUARY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Not before 13 Jan 2021	Depot Strategy	As resolved at Cabinet on 7 January 2020, the Environment Select Committee to consider the Depot Strategy (Phase Two) ahead of Cabinet	Parvis Khansari, Simon Hendey (Director - Housing and Commercial)	Cabinet Member for ICT, Digitalisation and Operational Assets, Cabinet Member for Highways, Transport and Waste, Cabinet Member for Spatial Planning, Development Management and Investment	Nick Darbyshire, Mike Dawson, Bill Parks
13 Jan 2021	Environment Bill	As discussed at 24 October 2019 ESC-Executive meeting on the 'waste' portfolio, the committee to consider a high-level overview of the Government's environment bill and the implications for Wiltshire.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Tracy Carter

Environment Select Committee – Forward Work Programme			Last updated 28 JANUARY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
3 Mar 2021	Trowbridge Bat Mitigation Strategy: 12 month review	As requested by Cllr Oldrieve (committee member) and agreed by the Chairman, the committee to review the progress of the Strategy, once it has been implemented for 12 months	Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment	Georgina Clampitt-Dix, Lynn Trigwell, Geoff Winslow

