

SUMMONS

Meeting: Council

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

Date: Tuesday 21 May 2019

Time: 10.30 am

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

Please direct any enquiries on this Agenda to 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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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 **Election of Chairman 19/20**

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands unless at least 10 Members request the holding of a secret ballot.

2 **Election of Vice Chairman 19/20**

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands unless at least 10 Members request the holding of a secret ballot.

3 **Apologies**

4 **Minutes of Previous Meeting** (*Pages 7 - 92*)

To approve as a correct record and sign the minutes of the meetings of Council held on 25 March and 26 February 2019.

5 **Declarations of Interest**

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

6 **Announcements by the Chairman**

7 **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 Executive Director) no later than 5pm on **14 May 2019**. 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.

8 **Petitions**

8a) **Petitions Received**

No petitions have been received for this meeting.

8b) **Petitions Update** (*Pages 93 - 96*)

A report on petitions received since the last ordinary meeting of Council.

BUDGET AND POLICY FRAMEWORK

9 **ICT and Digital Strategy** (*Pages 97 - 122*)

To receive a report from the Executive Director.

ITEMS FOR COUNCIL

10 **Allocation of Seats on Committees to Political Groups and Appointment of Committees** (*Pages 123 - 148*)

10a) **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups**

10b) **Appointment of Councillors to Committees**

10c) **Appointment of Chairmen and Vice-Chairmen of Committees**

10d) **Appointments to the Dorset and Wiltshire Fire and Rescue Authority**

11 **Proposed Changes to the Constitution** (*Pages 149 - 198*)

To consider a report from Ian Gibbons, Director of Legal, Electoral and Registration Services and Monitoring Officer on changes to the constitution.

ANNUAL REPORTS AND COUNCIL UPDATES

12 **Overview and Scrutiny Annual Report**

Councillor Graham Wright, Chairman of the Overview and Scrutiny Management Committee will present the Annual Report of the Committee for 2018/19 (*to follow*).

COUNCILLORS' MOTIONS

There have been no notices of motion submitted for this meeting.

OTHER ITEMS OF BUSINESS

13 **Urgent Executive Decisions taken by Cabinet** (*Pages 199 - 204*)

Report by Robin Townsend, Director Corporate Function, on an urgent decision taken by Cabinet in the period 1 May 2018 – 14th May 2019.

MINUTES OF CABINET AND COMMITTEES

14 **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 [Minute Book](#).
- 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 available [here](#).

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 Executive Director) not later **than 5pm on Tuesday 14 May 2019**.

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.

The next ordinary meeting of Council is scheduled for 9th July 2019.

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
Executive Director
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

Terence Herbert
Executive Director
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

Alistair Cunningham
Executive Director
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 26 FEBRUARY 2019 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Phil Alford, Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, 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 Richard Clewer, Cllr Mark Connolly, Cllr Anna Cuthbert, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Tony Deane, Cllr Christopher Devine, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, 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 Ross Henning, Cllr Darren Henry, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Sven Hocking, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Hayley Illman, Cllr Simon Jacobs, Cllr George Jeans, 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 Christopher Newbury, Cllr Ashley O'Neill, Cllr Paul Oatway QPM, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr James Sheppard (Vice-Chairman), Cllr John Smale, 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, Cllr Graham Wright and Cllr Robert Yuill

1 Apologies

Apologies for absence were received from Cllrs Ernie Clark, Christine Crisp, Stewart Dobson, Russell Hawker, Ruth Hopkinson, Tony Jackson, David Jenkins, Graham Payne and Baroness Scott of Bybrook OBE.

2 Minutes of Previous Meeting

The minutes of the Meeting held on 16 October 2018 were presented.

Resolved:

That the minutes of the last Council meeting held on 18 October 2018 be approved as a correct record and signed by the Chairman.

3 Declarations of Interest

The Chairman reminded members of the letter previously circulated from the Monitoring Officer in relation to declarations of interest in respect of the Budget and Council Tax proposals and determination of the Housing Revenue Account.

Councillor Brian Dalton declared a disclosable pecuniary interest in the Budget in so far as it related to the housing revenue account as he held a garage tenancy with the Council. Councillor Dalton indicated he would withdraw from the meeting when a separate vote would be taken on the housing revenue account details.

Cllrs Christopher Devine and Mathew Dean each declared a non-pecuniary interest as members of Salisbury Library.

4 Announcements by the Chairman

The Chairman made the following announcements:-

Events Attended by the Chairman from Tuesday, 16th October, 2018 to Monday, 25th February, 2019:

16 th October, 2018	Full Council meeting – County Hall, Trowbridge.
16 th October, 2018	Lord-Lieutenant WRFCA Awards Presentation Ceremony, Devizes Town Hall.
18 th October, 2018	Achieving Excellence Awards, County Hall.
21 st October, 2018	The Mayor of Westbury's Civic Service, All Saints Church, Westbury.
28 th October, 2018	Royal Wootton Bassett's Civic Service, St. Bartholomew's Church, Royal Wootton Bassett.
31 st October, 2018	Wiltshire Information Sharing Charter Launch Event, County Hall.
4 th November, 2018	Royal British Legion Concert, City Hall, Salisbury.
8 th November, 2018	Jean Moorcroft Wilson's presentation of the old Marlburian War Poets: Siegfried Sassoon and Charles Hamilton Sorley, Marlborough College.
9 th November, 2018	RBL Field of Remembrance Service, Lydiard Park, Swindon.

10 th November, 2018	Remembrance Service, Imber.
11 th November, 2018	Remembrance Day Service, MoD Lyneham.
17 th November, 2018	Kick It Out 2018, The County Ground, Swindon.
4 th December, 2018	Lord-Lieutenant's County of Wiltshire Carol Service, St. Bartholomew's Church, Corsham.
6 th December, 2018	Royal Visit of HRH The Duchess of Gloucester to Salisbury Cathedral for the Children's Society's 50 th Anniversary Christingle Service.
7 th December, 2018	Staff Carol Service, Monkton Park, Chippenham.
11 th December, 2018	Festive visit to the Royal Wootton Bassett Royal Mail Delivery office.
13 th December, 2018	Staff Carol Service, County Hall.
14 th December, 2018	Royal Visit of HRH The Duchess of Cornwall to the Wiltshire Air Ambulance HQ, Semington.
17 th December, 2018	The funeral of former Wiltshire Councillor Bill Moss, All Saint's Church, West Winterslow, Salisbury.
18 th December, 2018	Staff Carol Service, Bourne Hill, Salisbury.
19 th January, 2019	Started the "parkrun" at Southwick Country Park.
4 th February, 2019	LGBT Flag Raising Ceremony, County Hall.
17 th February, 2019	Wiltshire West Scouts, a Service for Founder's Day, St. Thomas' Church, Frome Road, Southwick.

Events Attended by the Vice Chairman from Tuesday, 16th October 2018 to Monday, 25th February, 2019:

16 th October, 2018	Full Council meeting – County Hall, Trowbridge.
14 th December, 2018	Royal Visit of HRH The Duchess of Cornwall to Lackham Campus.
24 th January, 2019	Funeral of former Wiltshire Councillor, Mrs. Osborn at Trowbridge Cemetery Chapel.
22 nd February, 2019	Official Opening of The Vale Community Campus, Wilcot Road, Pewsey.

New Year Honours

The Chairman announced that a number of Wiltshire residents had received national recognition in her majesty's new year honours' list in January.

CBE had been awarded to Katherine Bennett, Senior Vice- President, Airbus in the UK, for services to the Aerospace and Aviation Sectors. (Wiltshire).

OBE had been awarded to David Williams, Leader, Military Systems and Access Theme, Defence Science and Technology Laboratory, for services to Defence. (East Grimstead,)

MBEs had been awarded to:

- Sarah Jane Banks, Westbury, for services to the MOD Disability Network.
- Stephanie Millward, from Box, for services to Swimming.
- Susan Thain, from Salisbury, for services to Army Education.
- Dr Nicola Marie Wetherall, from Royal Wootton Bassett Academy, for Services to Holocaust Education, Genocide Prevention and Human Rights Education.
- Dr Adrian Bowyer, from Chippenham, for services to 3D printing.
- James Alexander Threlfall, from Devizes, for services to young people in Wiltshire.
- Helen Mary Townsend, Chair, Army Widows Association, from Salisbury, for services to service widows and widowers.
- Jocelyn Walters, Research Delivery Manager, University Hospital, Southampton and Founding Member, National Cancer Research Network, from Redlynch, for services to Cancer Research.

Medallist of the Order of the British Empire (BEM) medals had been awarded to:-

- Alan Douglas Coggins, from Devizes, for services to the community in Wiltshire.
- Adrienne Howell, from Warminster, for services to the community in Mere.
- Diana Cynthia Stevens, from Wiltshire, for services to ice skating.
- Francis Wakem QPM, Volunteer, Victim Support (Wiltshire), from Devizes, for services to victims of crime.

On behalf of Council, the Chairman congratulated all of the above on their awards.

Fair Trade Fortnight

This would be held from 25 February to 10 March 2019 to which everyone was encouraged to attend.

The Passing of Former Members

The Chairman regrettably announced the passing away of the following former Members:-

Cllr Chris Humphries, represented Aldbourne and Ramsbury Division and was a former member of Kennet District Council.

Cllr Bill Moss, represented Salisbury St Marks and Bishopdown and was a former Chairman of Wiltshire County Council and Salisbury District Council.

Cllr Helen Osborn represented Trowbridge Lambrock Division and had also been a member of the former Wiltshire County Council and West Wiltshire District Council.

Cllr Brian Rycroft, a former member of Salisbury District Council.

A moment's silence was observed.

5 Petitions

(a) Petitions Received for Debate

The Chairman reported that two petitions had been submitted for debate at the meeting. Both petitions related to the ongoing consultation on special schools and Cllr Laura Mayes gave a brief summary of the proposal which was to close the existing facilities at St Nicholas School, Chippenham and Larkrise School, Trowbridge and to open a much improved and expanded special school in Rowde, near Devizes. The consultation process was due to close on 1 March 2019 and Cllr Mayes encouraged interested individuals to complete the consultation form on line, all responses being taken into account before a final decision was made by Cabinet.

St Nicholas School, Chippenham Melissa Loveday, Organiser of the petition, which had acquired 7,500 signatures, explained that the objections to the proposal were on account of:-

- Segregation of special needs children from their local community.
- The distance of the proposed new facility at Rowde from the Royal United Hospital, Bath, in cases of emergency.
- Increased travelling for the children from their homes to Rowde

Corinna Davidson, on behalf of the Governors at St Nicholas School, also spoke against the proposal, stating that the children involved were vulnerable and would experience difficulty in settling into a school outside

their local community. Such a move would impede their educational and socialising progress.

Group Leaders then commented on the proposal as follows:-

Cllr John Thomson stated that the proposal would be considered by Cabinet on 26 March 2019 and members of the public and interested parties would be welcomed at that meeting. Views and representations submitted would be included in the report to Cabinet.

Cllr Ian Thorn congratulated the petitioners and speakers on the level of interest generated. He requested that points raised during the course of this debate be collated and included in the report to Cabinet so that a meaningful debate could be held before Cabinet arrived at a decision.

Cllr Christopher Devine acknowledged the degree of opposition to the proposal and hoped that there would be a meaningful engagement with the petitioners.

Cllr Ricky Rogers expressed the hope that centres of excellence would be provided.

The Chairman moved the following Motion, which was seconded by the Vice-Chairman,

“To receive the petition, and that any points raised during the debate be collated and recorded and that a meaningful response is provided as part of the formal consultation.”

The Chairman then invited comments on debate.

Cllr Jon Hubbard urged that all issues raised should be thoroughly considered and firmly supported those views expressed about travelling considerable distances to just one site. He felt that what was really required in order to meet the needs of communities was a suitable facility in each community area, ideally attached to an existing school so that children with special needs could be educated mainstream with other children living in the same community.

Other Members expressed similar views to those already made stating that they recognised the strength of feeling by the communities in Chippenham and Trowbridge and hoped that the Cabinet would work with the petitioners and the school communities to resolve the position.

On being put to the vote,

Resolved:

To receive the petition, and that any points raised during the debate be collated and recorded and that a meaningful response is provided as part of the formal consultation.

Larkrise School, Trowbridge Jan Winfield, on behalf of the Petition Organiser, spoke against the proposal and suggested that the Ashton Street Centre should be expanded to provide the facility currently provided at Larkrise School. She considered that Special Needs facilities should be provided within the local Trowbridge community, noting that parents very often walked their children to school. She stated that transport links to Rowde were very poor and not at all practical. If it was finally decided that there should be only one facility then perhaps consideration should be given to finding a more central location with good transport facilities, such as Melksham.

Tony Free, representing the local Labour Party, explained the problems many parents would encounter in transporting their children to Rowde; some families would have to move home.

Group Leaders then commented on the proposal as follows:-

Cllr John Thomson had no further comments to make.

Cllr Ian Thorn stated that there were a number of questions raised which had not yet been answered.

Cllr Christopher Devine reiterated his views as stated above.

Cllr Ricky Rogers hoped that outstanding questions would be answered shortly.

The Chairman moved the following Motion, which was seconded by the Vice-Chairman:-

“To receive the petition, and that any points raised during the debate be collated and recorded and that a meaningful response is provided as part of the formal consultation.”

The Chairman then invited comments on debate.

Members recognised that this was an emotive issue and that there was a need for Cabinet to listen to views expressed and engage with the public before making a decision.

On being put to the vote,

Resolved:

To receive the petition, and that any points raised during the debate be collated and recorded and that a meaningful response is provided as part of the formal consultation.

(b) Petitions received for Presentation

The Chairman reported that two petitions had also been received for presentation to this meeting in relation to Salisbury Library, as follows:-

- Petition Wiltshire Council to abandon the plan to move Salisbury Library from its current location – organised by the Labour Party with approximately 1,500 signatures.
- Petition against moving Salisbury Library – organised by the Liberal Democrat Party with approximately 2,500 signatures

It was noted that the threshold for a debate on petitions was approximately 4,700 signatures. However, no request had been submitted to debate either petition at this meeting and the signatures had not been verified. A related Motion would be debated later in the meeting under a separate agenda item.

Cllr Tom Corbin of Salisbury District Council presented the petition on behalf of the Labour Party and Charlie James presented the petition which had been organised by the Liberal Democrat Group.

Cllr Pauline Church, on behalf of the Cabinet, thanked the petitioners for the two petitions and explained that the initial move of the Library was an interim arrangement. If this did not happen then £6.1 Million would be lost for regeneration in Salisbury, this including the provision of a new purpose-built library.

Resolved:

To note the position.

(c) Petitions Update

The Chairman reported that since the last meeting five petitions had been received by the Council. Actions taken in response to those petitions was included in the report.

On the proposal of the Chairman, which was seconded by the Vice-Chairman

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.

6 Public Participation

Questions

Public questions had been received from Professor Dave Waltham and Bill Jarvis as detailed in the Supplement together with responses. A public question was also received from Harriet James as set out in the Supplement and the Chairman stated that a written response would be provided.

Public Participation

- Right Revd. Dr Andrew Rumsey, Bishop of Ramsbury spoke in support the Motion regarding Safe Passage Our Turn Campaign (Item No 12a refers).
- Alison Craig, of Salisbury Community Energy and Rachel Berger, Chair of Climate Friendly Bradford on Avon spoke in support of the Motion regarding Acknowledging a Climate Emergency and Proposing the Way Forward (Item No 12b refers).

7 Treasury Management Strategy 2019/2020

At the invitation of the Chairman, the Cabinet Member for Finance, Cllr Philip Whitehead, presented a report which sought approval for the Prudential and Treasury Indicators for the next three years, together with the Treasury Management Strategy for 2019/2020.

Cllr Whitehead explained that the strategy had been thoroughly examined by the Financial Planning Task Group, Overview & Scrutiny Management Committee and Cabinet and that the level of borrowing was well below the limits permitted.

Councillor Philip Whitehead proposed, duly seconded by Cllr Laura Mayes, that the recommendations in the report be adopted.

Group Leaders then commented on the proposals as follows:

Cllr John Thomson considered that the proposed Strategy was very positive and transparent. He also drew attention to the amount of capital investment proposed.

Cllr Ian Thorn considered that overall the report was a very helpful document.

Cllr Christopher Devine referred to the operational boundary which was a key management tool for in-year monitoring. He considered that borrowing should not be beyond the level which could be afforded to be paid back and suggested that the Audit Committee be requested to examine this.

Cllr Ricky Rogers supported the proposals.

The Chairman then invited comments in debate.

Cllr Jon Hubbard requested a breakdown of the HRA (excluding borrowing) as set out in paragraph 26 of the report and Cllr Whitehead promised to provide an answer.

The Motion was then put to the vote.

Resolved:

That Council:

- a) Adopt the Minimum Revenue Provision Policy (paragraph 32 – 34);**
- b) Adopt the Prudential and Treasury Indicators (paragraphs 24 – 31, 40 – 49 and Appendix A);**
- c) Adopt the Annual Investment Strategy (paragraph 77 onwards), including the ratification of the adjustment of the minimum requirement for high credit quality, the limits for certain counterparties and the ability to invest in the CCLA property fund;**
- d) Delegate to the Director of Finance and Procurement the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- e) Authorise the Director of Finance and Procurement to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio;**
- f) Agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits;**
- g) Agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Interim Director of Finance and Procurement the authority to select such funds.**

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

8 Wiltshire Council's Financial Plan Update 2019/20

The Chairman explained the various documents that had been circulated in connection with Council's consideration of this item.

She then called upon Cllr John Thomson, Deputy Leader, to present the budget. He explained that there had been a collective and collaborative approach to preparing the Budget and thanked the valuable work undertaken by the Financial Planning Task Group, the Overview & Scrutiny Management Committee and the officers in drawing up the proposals. The three main factors in preparing the Budget were:

- Supporting the local economy.
- Safeguarding jobs
- Sustainability

Furthermore, he reminded the meeting that Government funding had been systematically reduced since 2010 but this had been ameliorated by the transforming of services, not least by the embracing of new technology. He stressed the need to protect the most vulnerable, which was becoming an increasing problem.

The Chairman then called upon Cllr Philip Whitehead, Cabinet Member for Finance, to present and move the Financial Plan 2019/20. He explained that the Budget was in a stable position at present and that the Council was in a good position to set a strong Financial Plan for the year ahead. This would be the last time Council would be asked to approve a budget for one year as next year Council would be asked to consider setting a revenue budget for three years and a capital strategy for a period of ten years. It was pointed out that during the next financial year the Council was likely to spend almost £332 million on the services it provided and was aligned to the Council's priorities, namely growing the economy, strong communities, protecting those who were most vulnerable, and working with partners as an innovative and effective council. Cllr Whitehead reported that the Council's spend amounted to about £1million a day. He reported that the budget proposals had been considered by the Overview & Scrutiny Management Committee. He was always open to new ideas to save finances and encouraged any fully costed proposals to be sent to him for consideration.

Cllr Whitehead thereupon proposed that the recommendations as set out in the report be adopted, this being seconded by Cllr Pip Ridout.

Cllr Graham Wright, Chairman of the Overview & Scrutiny Management Committee, presented the reports of his Committee dated 31 January and 12 February 2019. He drew attention to the following conclusions of the Committee:-

- To note the Financial Plan Update 2019/20 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 5 and 26 February respectively.
- To welcome the Executive's early and positive engagement with the Financial Planning Task Group in the budget development process.
- To recommend that future annual budget reports and councillor budget briefings describe the development process that all budget proposals must go through in order to be considered robust.
- To continue to support the Financial Planning Task Group's focus on supporting the development of robust council budgets.

Cllr Ian Thorn, as Chairman of the Financial Planning Task Group thanked members of the Task Group and the officers for their work and also Cllr Whitehead for attending meetings and answering questions.

The Chairman then invited the Group Leaders to comment on the budget as proposed.

Cllr Ian Thorn, in his capacity as Leader of the Liberal Democrat Group, stated that he supported the Council's key priorities but was saddened by the effect of the sustained reduction in the Rate Support Grant since 2010, which was resulting in the increase in parking charges and the effect on services such as children's SEND services. He considered that transformation was critical to the continued provision of services expected by the public. He endorsed the new arrangements from 2020 for setting a revenue budget for three years and a capital strategy for a period of ten years which he considered to be very sensible. However, he expressed concern on the effect of the continuing reduction of the Rate Support Grant particularly on the vulnerable. He considered that the proposed Budget lacked vision and fresh ideas. He felt that it was not sufficiently ambitious and more consideration should have been given to the use of commercialisation, house building and transformation to help ameliorate the situation. For these reasons he could not support the Budget proposals.

Cllr Christopher Devine, in his capacity as Deputy Leader of the Independent Group, considered that the Administration had proposed a sensible budget in view of the Government's continuing massive cuts in the Rate Support Grant and compared with other local authorities who were encountering far more

financial problems than Wiltshire. However, the proposed 2.99% increase in council tax, although understandable, would have a significant effect on a significant proportion of Wiltshire's population living below the minimum wage.

Cllr Ricky Rogers, in his capacity as Leader of the Labour Group, acknowledged that the level of services provided was not improving and highlighted the reduction in Youth Services and Adult Care provision. Nevertheless, given all the circumstances, he supported the budget proposals.

There being no amendments from the Group Leaders, the Chairman called upon Cllr Gavin Grant to move his amendment.

Cllr Grant then moved that the charges in Wiltshire Council car parks on public holidays be removed, the net loss in revenue amounting to approximately £60,000, and that the shortfall be made up by an equal movement of funds from the General Reserve. This amendment was seconded by Cllr Nick Murry.

Cllr Graham Wright, as Chairman of the Overview & Scrutiny Management Committee, reported that Cllr Grant's proposal had been considered by this Committee.

The Chairman then invited the Group Leaders to comment on Cllr Grant's amendment.

Cllr John Thomson, in his capacity as Deputy Leader of the Conservative Group, stated that he could not support the amendment on account of the proposal to meet the cost of £60,000 from Reserves.

Cllr Ian Thorn, as Leader of the Liberal Democrat Group, supported the amendment.

Cllr Christopher Devine, as Deputy Leader of the Independent Group considered that the amendment was subjective and he would vote accordingly.

Cllr Ricky Rogers, as leader of the Labour Group, supported the amendment, stating that the cost involved was not a huge amount of money.

The Chairman then invited comments in debate.

Cllr Philip Whitehead stated that he did not support the amended Motion because he could not agree that the cost be met from Reserves. He considered that Reserve funds should only be considered in cases of emergency.

Admin Note: The meeting adjourned for lunch at 13:20 and reconvened at 14:00.

There was some support expressed for the amendment, it being pointed out that although efforts were being made to encourage cyclists and pedestrians to town centres, charging for car parking did have a detrimental effect on the sustainability of town centres and every effort should be made to ameliorate this.

Several other Members stated that they could not support the cost of implementing the proposal being met from Reserves, which should only be used for emergencies.

As mover of the amendment, Cllr Grant stated that many workers were able to observe Public Bank Holidays and regarded these as an opportunity to make use of facilities in town centres, thus adding a boost to the local economy. He also pointed out that of the 1,377 people who responded to the car parking consultation, 60% of residents were opposed to car park charging on Bank Holidays.

As mover of the original Motion, Cllr Whitehead reported that revenue from car park charging supported the provision of public transport in Wiltshire for which there was much demand, this being very much a rural county. There was also a need to ensure that a balanced Budget was provided.

The amended Motion was then put to the vote and lost.

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

The Chairman thereupon invited comments on the original Motion as proposed by Cllr Whitehead and seconded by Cllr Pip Ridout.

Cllr Alan Hill expressed regret that there were no proposals from more political groups to address the concerns that they have raised in debate,

Cllr Jerry Wickham stated that considerable time and effort had been given to identifying where savings could be achieved in order to secure a balanced Budget was disappointed that alternative budgets had not been put forward by other political groups, especially on hearing comments made during this debate.

Cllr Jon Hubbard acknowledged that the whole financial situation had changed especially during the last eight years of austerity which had resulted in so many cuts being made. He thought that the imminent removal of the Rate Support Grant might alleviate the problem to a degree but noted that local authorities would have to compete to receive adequate amounts of the Business Support Rates which would be decided by Central Government. He considered that many of the challenges besetting local authorities was the fault of Central Government.

Cllr Richard Clewer referred to various projects with which the Council was deeply involved. He mentioned in particular proposals for new housing and also

the Salisbury Vision, which included the Maltings Project and a new Library for Salisbury.

Cllrs Matthew Dean & Brian Dalton referred to the Salisbury Vision and in particular the proposed two moves of the Library, initially to a smaller site which they could not support.

As mover of the Motion, Cllr Whitehead referred to the tests which Cllr Thorn had mentioned in his response to the original Motion and stated that these had not been questioned prior to this meeting. He considered that the transformation service was superb as was the management of growth.

The meeting thereupon

Resolved

That Council:

- A. Endorses the update of the Financial Plan for 2019/20;**
 - B. Approve the growth and savings proposals summarised in the report to provide a net revenue budget for 2019/20 of £332.378 million**
 - C(i). Set the Council's total net expenditure budget for 2019/20 at £332.378 million;**
 - C(ii). Set a Council Tax increase of 2.99%;**
 - C(iii). Agree delegated changes in fees and charges as set out in Section 41;**
 - C(iv). Set a 1% reduction for social dwelling rents;**
 - C(v). Set the Housing Revenue Account (HRA) Budget for 2019/20 as set out at Appendix D of this report; and**
 - C(vi). That all service charges related to the HRA be increased to recover costs, capped at increase of £5 for those not on housing benefits and garage rents increased by 3%.**
- D Endorse the Medium Term Financial Strategy and receive regular updates on delivery against strategy to Cabinet.**
- And notes the Section 25 report and consider this as part of the budget setting process.**

Having previously declared a disclosable pecuniary interest in the Budget in so far as it related to the housing revenue account, Cllr Brian Dalton withdrew from the meeting when a separate vote was taken on the housing revenue account (resolutions c iv, v and vi above).

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

9 Capital Strategy and Programme

Cllr Philip Whitehead, Cabinet Member for Finance, presented a report which set out the Capital Strategy for 2019/2020 and also the Capital Programme for 2019/2020 with future years projected to 2023/2024.

He explained that the Capital Strategy was a new annual requirement which had to be authorised by Full Council. The report had been endorsed by Cabinet at its meeting on 5 February 2019.

Cllr Whitehead further explained that the purpose of the Capital Strategy was to clearly set out the priorities and framework within which the Council determined its resourcing priorities for capital investment, decided its level of borrowing, the affordability of the borrowing and set the level of the risk appetite.

Cllr Whitehead thereupon proposed, seconded by Cllr Jerry Wickham, that the recommendations in the report be adopted.

The Chairman then invited Group Leaders to comment on the proposals all of whom welcomed the report and supported the recommendations.

The Chairman then invited comments in debate.

Cllr Jon Hubbard enquired on development of the Melksham Campus to which Cllr John Thomson reported that the facilities planned for new campuses were being incorporated in health & wellbeing centres.

Cllr Matthew Dean referred to the regeneration of the Maltings in Salisbury and was concerned that there appeared to be no new monies allocated for the final move of the Library.

Cllr Mark Connolly referred to the Army Basing Programme and considered that capital investment allocated to this Programme would be insufficient for Tidworth.

Cllr Chuck Berry recommended that details of revenue expected in future years should be included in future reports.

In response, Cllr Whitehead stated that all future investment would not be set out in these reports. Phase 1 of the Salisbury Vision had been included but it was not possible at present to include Phases 2 & 3. Regarding the points raised by Cllrs Connolly and Berry he would provide them with responses.

Resolved:

That Council:

- a) Adopt the Capital Strategy 2019/2020;**
- b) Approve the Capital Programme 2019/2020-2023/2024**

- c) Adopt the non-financial investment indicators (as set out in paragraph 46)**

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

10 Council Tax Setting 2019/2020

The Chairman invited Cllr Philip Whitehead, Cabinet member for Finance, to present the report which detailed the various calculations in the prescribed format to enable Council to approve the council tax requirement for 2019/20.

Cllr Whitehead proposed, duly seconded by Cllr Richard Britton, that the recommendations in the report be adopted.

There being no further debate the meeting;

Resolved:

That the Council approves the resolutions as set out within Appendix A of the report.

- 1. It be noted that on 11 December 2018 the Council calculated:**
 - (a) the Council Tax Base 2019/2020 for the whole Wiltshire Council area as 186,013.00 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,**
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.**

- 2. Calculate that the Council Tax requirement for the Council's own purposes for 2019/2020 (excluding precepts) is £270,996,759.**

3. That the following amounts be calculated for the year 2019/2020 in accordance with Sections 31 to 36 of the Act:

(a) £852,038,751 (Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).

(b) £573,784,806 (Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £278,253,945 (Net Revenue Expenditure including parish precepts) being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).

(d) £1,573.54 (Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax) being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
1,049.03	1,223.86	1,398.71	1,573.54	1,923.22	2,272.89	2,622.57	3,147.08

(e) £21,702,097.02 (Aggregate of Town & Parish Council Precepts) being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).

(f) £1,456.87 (band D Council Tax for Wiltshire Council purposes only) being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no

Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
971.25	1,133.12	1,295.00	1,456.87	1,780.62	2,104.37	2,428.12	2,913.74

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

11 **Pay Policy Statement**

The Chairman invited Cllr Richard Clewer, Cabinet Member for Corporate Services, to present the updated pay policy statement for 2019/20 which applied to all non-schools employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

Cllr Richard Clewer proposed, duly seconded by the Chairman, that the recommendations in the report be adopted.

There being no further debate, the meeting;

Resolved:

To approve the updated Pay Policy Statement set out in Appendix 1 of the report.

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

12 **Notices of Motion**

The meeting considered the following Motions.

12a) **Notice of Motion "Safe Passage Our Turn" Campaign**

In the absence of Cllr Ruth Hopkinson, Cllr Sarah Gibson proposed the Motion which was seconded by Cllr Jon Hubbard. In moving the Motion, Cllr Gibson stressed the importance of helping to support these vulnerable children, noting that the campaign was government funded and there would be no costs falling to the Council.

Cllr Laura Mayes, Cabinet Member for Children, Education & Skills, welcomed the Motion but stressed the need for more foster carers and more Wiltshire families to foster Wiltshire children. She proposed that this be added to the Motion and this was seconded by Cllr John Thomson. Cllr

Gibson and Cllr Hubbard supported this amendment and agreed to include it the original Motion.

Public Participation

Shelley Rawlings and Becky Thomas both spoke in support of the Motion.

Cllr Philip Whalley, Portfolio Holder, Education & Skills, in supporting the Motion expressed his hope that faith groups would come forward and offer their help.

The Group Leaders all fully supported the Motion.

The Chairman then invited comments in debate.

Cllr Mary Champion stated that there was an urgent need for foster carers who would be willing to look after children in cases of emergency, especially overnight. Other Members all spoke in support of the Motion.

Reference was made to the plight of vulnerable children from affected regions (including Europe) and the hope that Wiltshire Council could seek to achieve a target of taking 10 at-risk refugee children each year for the next ten years directly from affected regions including Europe. Cllrs Gibson and Hubbard warmly supported this suggestion and agreed to include it in their Motion.

During debate there was unanimous support for this, whereupon it was

Resolved:

That Wiltshire Council builds on its achievements in caring for vulnerable unaccompanied asylum seeking and refugee children by supporting the Safe Passage 'Our Turn' campaign, recognising the historical legacy of the Kindertransport; and pledges to welcome directly from affected regions (including Europe) a target of 10 at-risk refugee children per year for the next 10 years taking into consideration Wiltshire Council's foster carer capacity to meet the need, as part of a fully funded government vulnerable children's resettlement scheme. Furthermore, that officers should work with the government to examine the detail of how this scheme should operate, and work with local campaigners and faith groups to highlight the need for more Wiltshire Council foster carers in the county.

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

12b) **Notice of Motion - Acknowledging a Climate Emergency and Proposing the Way Forward**

Cllr Brian Matthew proposed the Motion which was seconded by Cllr Gavin Grant. In moving the Motion, Cllr Matthew drew attention to extreme climate conditions which had been developing in more recent years and referred to severe flooding in parts of Australia where 300,000 cattle had perished. He considered it of vital importance that action be taken immediately to investigate and implement ways of stemming carbon dioxide emissions. Failure to do so would have a profound effect on the planet in the near future. He stated that about 31 million people were living in areas where there was already a climate emergency.

Cllr Jerry Wickham, Cabinet Member for Adult Social Care, Public Health & Public Protection stated that having discussed this with Cllr Matthew and others, including an expert on climate change and after careful consideration could not support this Motion. Although he had great sympathy for the sentiments behind the Motion, he did not think that it would be feasible to achieve a carbon neutral Wiltshire by 2030, bearing in mind that the Council had no means of ensuring that other bodies worked to secure such a goal. He commended the Motion following this item.

Public Participation

A question had been submitted from Bill Jarvis, as detailed in the Supplement together with a written response from Cllr Jerry Wickham. Mr Jarvis suggested that the climate emergency was worsening and that both Motions under consideration at this meeting should be merged and acted upon.

A question had also been submitted from Professor David Waltham as detailed in the Supplement together with a written response from Cllr Jerry Wickham. Professor Waltham urged Members to accept that there was a climate emergency.

The Chairman then invited comments in debate.

Cllr John Thomson acknowledged that there had been much change in thinking about climate change and the need to reduce carbon dioxide emissions. He felt that there was a need for the Council to focus on what it could do, this being more of a challenge than an emergency.

During discussion a number of Members stated their support for the Motion. Cllr Ricky Rogers drew attention to the vast amount of waste created in construction material packaging which was either burnt or sent to landfill.

Cllr Alan Hill suggested that the most effective action to combat climate change needed to be undertaken nationally and internationally. Aspirations needed to be realistic and achievable. By way of example, he suggested that cardboard be used in place of polystyrene for packaging.

Cllr Toby Sturgis noted that the Motion pledged to make the County of Wiltshire carbon neutral by 2030 but he did not consider that this would be achievable. There was a section in Wiltshire's Core Strategy about climate change and considered that Wiltshire was a leading local authority in the use of renewable energy and reducing carbon emissions. He gave as an example the introduction of LED lighting.

Cllr Philip Whitehead considered that it was important that a Motion would be achievable; there was little point in making promises which couldn't be kept or controlled.

Cllr Sarah Gibson suggested that the use of the word 'emergency' did not commit the Council to any particular course of action but did suggest that climate change was very important.

Cllr Matthew thanked Members for their support and suggested that the word 'pledge' in the second part of the Motion be changed to 'seek'. This was supported by Cllr Gavin Grant.

Resolved:

- 1. Acknowledge that there is a 'Climate Emergency'.**
- 2. Seek to make the County of Wiltshire carbon neutral by 2030.**
- 3. Requests and supports the work of Overview and Scrutiny to set up a task group of the Environment Select Committee to develop recommendations and a plan to achieve this pledge along with undertaking a carbon / renewables audit.**
- 4. Call on Westminster to provide the powers and resources to make the 2030 target possible.**
- 5. Work with other local government authorities (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C.**
- 6. Continue to work with partners in the private sector and civil society across the County and region to deliver this new goal through all relevant strategies and plans.**

7. **Report to Full Council on a six-monthly basis with the actions the Council is taking and will take to address this emergency and reporting these against the Carbon / Renewables Baseline audit.**

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

12c) **Notice of Motion - Environment and Global Warming**

On the proposal of Cllr Philip Whitehead, which was seconded by Cllr Jerry Wickham,

Resolved:

Wiltshire Council acknowledges the public concern in respect of the environment and global warming and proposes that Wiltshire Council implement the following this year:

To refer to the Leader to consider the establishment of a portfolio holder or cabinet member with responsibility for environmental issues with a remit to:

- .Agree parameters with Overview and Scrutiny that represent the council impact on the environment and can be accurately reported to council on a regular period, to potentially include**
 - a. Carbon generation/use by the council.**
 - b. Energy use year on year by the council.**
 - c. Reports on the use of vehicles by the council in respect of their environmental impact.**
 - d. Report on the use of the council's car share system particularly in respect of methods to increase its use.**
 - e. Monitor and report on air quality across the county to inform future decision**
 - f. Monitor and report on any major development and technology used for the management of waste in Wiltshire to report on any local impact.**

Investigate and report on the viability of purchasing our power from "Green Suppliers"

Investigate the adoption of building and planning recommendations to allow for electric charging points on new build property to facilitate future use of electric vehicles.

Investigate the potential adoption of renewable energy generation for

Council property

Investigate the adoption of building and planning recommendations to allow for sustainable systems to be compulsory on new build property.

Investigate the commercial viability of installing electric car chargers across Wiltshire to encourage and enable the use of electric vehicles in Wiltshire.

To enhance the current air quality strategy and request that any air pollution responsibilities that are passed to Wiltshire Council are fully funded by central government.

Instigate a Green Campaign to support and stimulate the generation of sustainable ideas across Wiltshire

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

12d) **Notice of Motion - Salisbury Library**

Cllr Ricky Rogers proposed the Motion which was seconded by Cllr Brian Dalton. In moving the Motion, Cllr Rogers confirmed that he was not objecting to the Maltings Development, including the moving of the Library but he considered that ongoing discussions should take place with the Salisbury Area Board so that the residents of Salisbury could be fully involved in the process. He stressed that the Library was regarded as being of great importance to the residents of Salisbury.

Cllr Pauline Church, Cabinet Member for Economic Development & South Wiltshire Recovery, stated that the Salisbury Area Board was fully involved in the deliberations and that she fully supported Cllr Rogers' Motion.

On the proposal of the Chairman, which was seconded by the Vice-Chairman,

Resolved:

To refer the following Motion submitted by Cllrs Rogers and Dalton to the Leader and Cabinet through Cllr Pauline Church:-

We ask Wiltshire Council in consultation with Salisbury Area Board to conduct a thorough public consultation with Salisbury Residents on the future of Salisbury Library.

13 **Proposed Changes to the Constitution**

Cllr Richard Clewer, recommended changes to the Constitution in respect of Part 4 and Protocol 1 as set out in Appendices 2 and 3 of the report. The changes were being proposed to ensure that the Council's Constitution was up to date, clear and effective.

The Chairman then invited comments from the Group Leaders.

Cllr John Thomson, as Deputy Leader of the Conservative Group and Cllr Ian Thorn, as Leader of the Liberal Democrat Group both supported the proposals.

There being no further comments, on the proposal of Cllr Clewer, which was seconded by Cllr Laura Mayes,

Resolved:

That Full Council approve the proposed changes as detailed at Appendix 2 and 3 of the report.

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

14 **Extended Leave of Absence**

The Chairman drew attention to the report in the Summons requesting permission for extended leave of absence for Cllr David Jenkins due to ill health.

The Chairman moved the recommendation as set out in the report which was seconded by the Vice-Chairman.

Resolved:

a) That Council approves the request from Cllr David Jenkins for an extension beyond the six-month period of non-attendance on the grounds of ill health.

b) That such an extension be granted until the next meeting of Council on 21 May 2019. In the event of that meeting either being cancelled or postponed, such an extension is to remain in place until the next ordinary meeting of the Council.

c) That following the expiry of this extension, Cllr Jenkins will have six months to attend a meeting of the authority, or act as a representative of the authority on an outside body. If this criteria is not met, or a further extended leave of absence is not agreed, that councillor will thereafter cease to be a member of the authority.

15 Minutes of Cabinet and Committees

The Chairman moved that Council receive and note the minutes of Cabinet and Committee meetings, this being seconded by the Vice-Chairman.

Resolved:

To note the minutes of Cabinet and Committee meetings as set out in the Minute Book.

16 Membership of Committees

Group Leaders were invited to ask Council to approve changes to committee membership.

Resolved:

To approve the following changes in committee membership:-

- **Strategic Planning Committee – To remove Cllr Matthew Dean as a substitute, to be replaced by Cllr Stuart Wheeler**
- **Southern Area Planning Committee - To remove Cllr Matthew Dean as a member, to be replaced by Cllr Leo Randall**
- **Overview & Scrutiny Management Committee – To remove Cllr Matthew Dean as a member, to be replaced by Cllr John Smale**
- **Environment Select Committee - To remove Cllr Matthew Dean as a member, to be replaced by Cllr John Smale.**
- **Health Select Committee – To remove Cllr Chuck Berry as a member, to be replaced by Cllr Tom Rounds.**
- **Health Select Committee – To remove Cllr Tom Rounds as a substitute member, to be replaced by Cllr Mike Hewitt.**
- **Wiltshire Pension Fund Committee – To remove Cllr Tom Rounds as a member, to be replaced by Cllr George Jeans.**
- **Wiltshire Pension Fund Committee – To add Cllr Matthew Dean as a substitute member.**
- **Police & Crime Panel – To remove Cllr Brian Mathews as a member, to be replaced by Cllr Nick Murry.**

- **Police & Crime Panel – To add Cllr Matthew Dean as a substitute member.**
- **Health & Wellbeing Board – To remove Cllr Ian Thorn as a member, to be replaced by Cllr Gordon King.**
- **Teachers Advisory Committee – To add Cllr Ricky Rogers as a member.**

17 **Councillors' Questions**

The Chairman drew attention to questions from Cllrs Ian Thorn and Jon Hubbard and responses provided in the agenda supplement which were taken as read.

Cllr Ian Thorn was invited to ask supplementary questions which were as follows:-

- Question 19-21 - Cllr Thorn enquired why more potholes were filled in Cornwall than in Wiltshire. Cllr Bridget Wayman stated that she would send Cllr Thorn a written response.
- Question 19-22 – Cllr Thorn enquired what funding would be available to develop a Swindon and Wiltshire Rail Strategy. Cllr Wayman stated that she would send Cllr Thorn a written response.
- Question 19- 24 – Cllr Thorn enquired if the governance arrangements would continue once the Local Enterprise Partnership (LEP) had become a private limited company. Cllr Church confirmed that the governance arrangements would remain the same as at present.
- Question 19-26 – Cllr Thorn enquired if the reduction in Community Engagement Managers would have no effect on the organisation and running of the area boards. Cllr John Thomson stated that the new Area Board Lead Officer had examined the new structure and confirmed that the same level of service would be provided.

Cllr Jon Hubbard was invited to ask a supplementary question which was as follows:-

- Question 19-29 – Cllr Hubbard enquired if there was a timeline for the National Health Service to bring the empty properties owned by the NHS at The Lodge, Spa Road, Melksham back into use. Cllr Richard Clewer was unable to answer the question but stated that he would endeavour to find out and then send Cllr Hubbard a written response.

(Duration of meeting: 10.30 am - 6.00 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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

26/02/2019

12:09:28

Voting 1/1 - Vote - 26/02/2019 12:09:21

TREASURY MANAGEMENT STRATEGY 2019/20



Confirmation presences: 88

■ Yes	: 82
■ No	: 2
■ Abstained	: 0

26/02/2019

12:09:35

Voting 1/1 - Vote - 26/02/2019 12:09:21

Confirmation presences: 88

Yes	: 82
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bill Douglas (LD)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C) <i>Ind</i>	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1

26/02/2019

12:09:35

Voting 1/1 - Vote - 26/02/2019 12:09:21

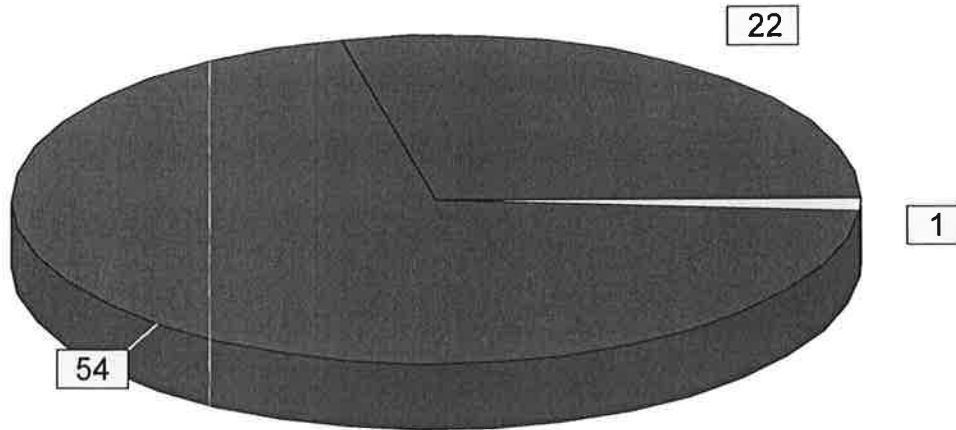
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1
No	: 2
Cllr Atiquel Hoque (C)	: 1
Cllr Mary Champion (C)	: 1
Abstained	: 0

26/02/2019

14:31:49

Voting 2/2 - Vote - 26/02/2019 14:31:43

**WILTSHIRE COUNCIL'S FINANCIAL PLAN UPDATE 2019/20 (CLLR
GAVIN GRANT AMENDMENT**



Confirmation presences: 81

Yes	: 22
No	: 54
Abstained	: 1

26/02/2019

14:31:59

Voting 2/2 - Vote - 26/02/2019 14:31:43

Confirmation presences: 81

Yes	: 22
Cllr Andy Phillips (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Clare Cape (LD)	: 1
Cllr David Halik (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
No	: 54
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1

26/02/2019

14:31:59

Voting 2/2 - Vote - 26/02/2019 14:31:43

Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
<u>Abstained</u>	<u>: 1</u>
Cllr Edward Kirk (C)	: 1

26/02/2019
14:58:49
Voting 3/3 - Vote - 26/02/2019 14:58:44

**WILTSHIRE COUNCIL'S FINANCIAL PLAN UPDATE 2019/20
EXCLUDING PROPOSALS C (IV), C(V) AND C(VI)**



Confirmation presences: 83

■ Yes	_____	: 61
■ No	_____	: 16
Abstained	_____	: 0

26/02/2019

14:59:01

Voting 3/3 - Vote - 26/02/2019 14:58:44

Confirmation presences: 83

Yes	: 61
Cllr Alan Hill (C)	: 1
Cllr Alison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C) <i>ind</i>	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1

26/02/2019

14:59:01

Voting 3/3 - Vote - 26/02/2019 14:58:44

Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1

No : 16

Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1

Abstained : 0

26/02/2019
14:59:58
Voting 4/4 - Vote - 26/02/2019 14:59:51

WILTSHIRE COUNCIL'S FINANCIAL PLAN UPDATE 2019/20 (PARTS C (IV) , C (V) AND C(VI))



Confirmation presences: 83

Yes	: 75
No	: 2
Abstained	: 0

26/02/2019

15:00:05

Voting 4/4 - Vote - 26/02/2019 14:59:51

Confirmation presences: 83

Yes	: 75
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C) ^{11d}	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1

26/02/2019

15:00:05

Voting 4/4 - Vote - 26/02/2019 14:59:51

Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1

No	: 2
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Cllr Chris Hurst (LD)	: 1
Cllr Jim Lynch (LD)	: 1

Abstained	: 0
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26/02/2019

15:14:58

Voting 5/5 - Vote - 26/02/2019 15:14:52

CAPITAL STRATEGY AND PROGRAMME



Confirmation presences: 82

Yes	: 74
No	: 2
Abstained	: 0

26/02/2019

15:15:07

Voting 5/5 - Vote - 26/02/2019 15:14:52

Confirmation presences: 82

Yes	: 74
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquel Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1

26/02/2019

15:15:07

Voting 5/5 - Vote - 26/02/2019 15:14:52

Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
No	: 2
Cllr Jim Lynch (LD)	: 1
Cllr Mark Connolly (C)	: 1
Abstained	: 0

26/02/2019

15:18:09

Voting 6/6 - Vote - 26/02/2019 15:18:02

COUNCIL TAX SETTING 2019/20



Confirmation presences: 82

Yes	: 73
No	: 1
Abstained	: 0

26/02/2019

15:18:16

Voting 6/6 - Vote - 26/02/2019 15:18:02

Confirmation presences: 82

Yes	: 73
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquel Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1

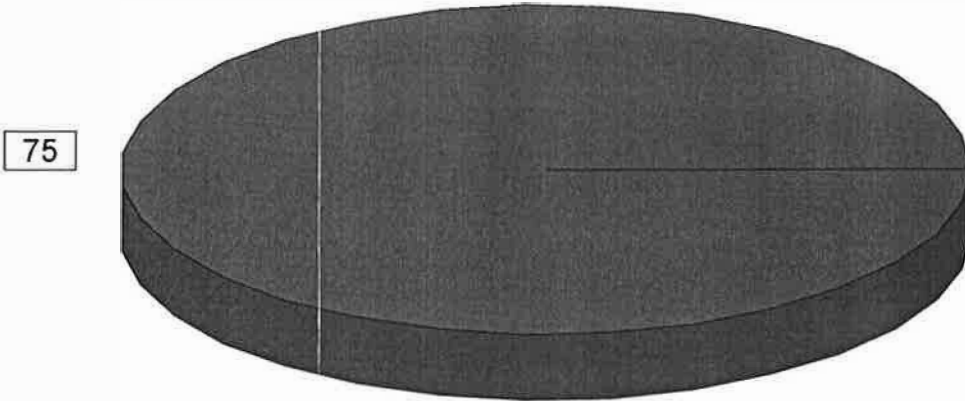
26/02/2019

15:18:16

Voting 6/6 - Vote - 26/02/2019 15:18:02

Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
<hr/> No	: 1
Cllr Jim Lynch (LD)	: 1
<hr/> Abstained	: 0

PAY POLICY STATEMENT



Confirmation presences: 82

■ Yes	: 75
■ No	: 0
■ Abstained	: 0

26/02/2019

15:21:33

Voting 7/7 - Vote - 26/02/2019 15:21:19

Confirmation presences: 82

Yes	: 75
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1

26/02/2019

15:21:33

Voting 7/7 - Vote - 26/02/2019 15:21:19

Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1

No	: 0
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Abstained	: 0
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26/02/2019

15:56:55

Voting 8/8 - Vote - 26/02/2019 15:56:49

**NOTICE OF MOTION - 'SAFE PASSAGE OUR TURN' CAMPAIGN
(AS AMENDED)**

76



Confirmation presences: 83

Yes	: 76
No	: 0
Abstained	: 0

26/02/2019

15:56:51

Voting 8/8 - Vote - 26/02/2019 15:56:49

Confirmation presences: 83

Yes	: 76
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1

26/02/2019

15:56:51

Voting 8/8 - Vote - 26/02/2019 15:56:49

Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
No	: 0
Abstained	: 0

26/02/2019

17:19:14

Voting 9/9 - Vote - 26/02/2019 17:19:10

NOTICE OF MOTION - ACKNOWLEDGING A CLIMATE EMERGENCU AND PROPOSING THE WAY FORWARD

36



Confirmation presences: 81

Yes	: 36
No	: 32
Abstained	: 7

26/02/2019

17:19:22

Voting 9/9 - Vote - 26/02/2019 17:19:10

Confirmation presences: 81

Yes	: 36
Cllr Anna Cuthbert (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jose Green (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Philip Alford (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Trevor Carbin (LD)	: 1
No	: 32
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Atiquel Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1



26/02/2019

17:19:22

Voting 9/9 - Vote - 26/02/2019 17:19:10

Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Roy While (C)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
Abstained	: 7
Cllr Ashley O'Neill (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1

26/02/2019

17:29:08

Voting 10/10 - Vote - 26/02/2019 17:29:05

NOTICE OF MOTION - ENVIRONMENT AND GLOBAL WARMING

73



Confirmation presences: 80

■ Yes	: 73
■ No	: 0
■ Abstained	: 0

26/02/2019

17:29:13

Voting 10/10 - Vote - 26/02/2019 17:29:05

Confirmation presences: 80

Yes	: 73
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquel Hoque (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philipe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1

26/02/2019

17:29:13

Voting 10/10 - Vote - 26/02/2019 17:29:05

Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No	: 0
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Abstained	: 0
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26/02/2019

17:37:40

Voting 11/11 - Vote - 26/02/2019 17:37:36

PROPOSED CHANGES TO THE CONSTITUTION

66



Confirmation presences: 80

Yes	: 66
No	: 0
Abstained	: 0

26/02/2019

17:37:49

Voting 11/11 - Vote - 26/02/2019 17:37:36

Confirmation presences: 80

Yes	: 66
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Illman (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (IND)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Alford (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1

26/02/2019

17:37:49

Voting 11/11 - Vote - 26/02/2019 17:37:36

Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

No	: 0
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Abstained	: 0
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Full Council Meeting Tuesday 26 February 2019 – Members' Attendance

<u>Name</u>	<u>Time left Meeting</u>
Phil Alford	18.00
Ben Anderson	17.20
Pat Aves	18.00
Chuck Berry	18.00
Ian Blair Pilling	18.00
Richard Britton	18.00
Derek Brown	17.44
Allison Bucknell	18.00
Clare Cape	15.00
Trevor Carbin	17.55
Mary Champion	17.55
Pauline Church	18.00
Richard Clewer	18.00
Mark Connolly	17.45
Christine Crisp	18.00
Anna Cuthbert	17.50
Brian Dalton	18.00
Jane Davies	17.55
Andrew Davis	17.55
Tony Deane	17.55
Matthew Dean	17.45
Christopher Devine	16.40
Mary Douglas	17.45
Bill Douglas	18.00
Peter Evans	18.00
Sue Evans	18.00
Nick Fogg	12.00
Peter Fuller	14.50
Richard Gamble	18.00
Sarah Gibson	18.00
Gavin Grant	18.00
Jose Green	17.45
Howard Greenman	17.50
Mollie Groom	18.00
David Halik	17.55
Deborah Halik	17.55
Ross Henning	18.00
Darren Henry	14.05
Mike Hewitt	18.00
Alan Hill	17.55
Sven Hocking	17.45
Atiqul Hoque	17.45
Jon Hubbard	18.00
Chris Hurst	18.00
Peter Hutton	17.50
Hayley Illman	18.00

Simon Jacobs	18.00
George Jeans	13.00
Bob Jones	17.50
Johnny Kidney	16.35
Gordon King	18.00
Edward Kirk	18.00
Jerry Kunkler	18.00
Jacqui Lay	17.50
Jim Lynch	18.00
Brian Mathew	18.00
Laura Mayes	18.00
Ian McLennan	18.00
Nick Murry	17.55
Christopher Newbury	17.45
Paul Oatway	18.00
Steve Oldrieve	18.00
Ashley O'Neill	17.45
Stewart Palmen	18.00
Andy Phillips	18.00
Horace Prickett	13.30
Leo Randall	17.50
Fleur de Rhe-Philipe	17.50
Pip Ridout	18.00
Ricky Rogers	18.00
Tom Rounds	17.50
Jonathon Seed	18.00
James Sheppard	18.00
John Smale	12.30
Toby Sturgis	18.00
Melody Thompson	17.30
John Thomson	18.00
Ian Thorn	18.00
Tony Trotman	18.00
John Walsh	18.00
Bridget Wayman	18.00
Fred Westmoreland	17.00
Philip Whalley	18.00
Stuart Wheeler	17.45
Roy While	17.30
Philip Whitehead	18.00
Jerry Wickham	18.00
Christopher Williams	18.00
Graham Wright	17.45
Robert Yuill	17.55

COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 25 MARCH 2019 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Allison Bucknell (Chairman), Cllr James Sheppard (Vice-Chairman),
Cllr Ben Anderson, Cllr Pat Aves, Cllr Richard Britton, Cllr Derek Brown OBE,
Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church,
Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Anna Cuthbert,
Cllr Brian Dalton, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Tony Deane,
Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas,
Cllr Peter Evans, Cllr Sue Evans, Cllr 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 Simon Jacobs, Cllr Tony Jackson, Cllr George Jeans,
Cllr Johnny Kidney, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler,
Cllr Jacqui Lay, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan,
Cllr Nick Murry, Cllr Steve Oldrieve, Cllr Ashley O'Neill, Cllr Christopher Newbury,
Cllr Stewart Palmen, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Leo Randall,
Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds,
Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr John Smale,
Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Tony Trotman,
Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Philip Whalley,
Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Jerry Wickham,
Cllr Graham Wright and Cllr Robert Yuill

18 Apologies

Apologies for absence were received from Cllrs Peter Hutton, David Jenkins, Christopher Williams, Ian Blair-Pilling, Bob Jones MBE, Jane Davies, Chuck Berry, Paul Oatway QPM, John Walsh, Jim Lynch, Nick Fogg MBE, Melody Thompson, Hayley Illman, Christine Crisp and Phil Alford.

19 Declarations of Interest

There were no declarations of interest.

20 Announcements by the Chairman

The Chairman announced the sad news of the passing of Cllr Graham Payne, Trowbridge Drynham, and paid tribute to his work as a councillor at town, district, county and unitary level since 1976.

A minute's silence was observed. The Chairman invited statements from councillors wishing to pay homage to Cllr Payne.

Cllr Baroness Scott of Bybrook OBE spoke of the work of Cllr Payne in the Trowbridge community and his support to the Royal Navy. The Leader explained how much Graham would be missed by his family, the Council and the community.

Cllr Ian Thorn spoke of a councillor with a passion for his local area and who brought people together.

Cllr Ricky Rogers spoke of his relationship with Cllr Payne as a great friend.

Cllr Ernie Clark spoke of a councillor who spoke his mind and would be missed by the community.

Cllr Peter Fuller spoke how Cllr Payne worked tirelessly for Trowbridge and about his legacy for the town.

Cllr Steve Oldrieve spoke of a good man he worked with on the Area Board and would have liked to have got to know better.

Cllr Christopher Devine spoke of a man with a good sense of humour and a great deal of tenacity, that would be missed.

Cllr Christopher Newbury spoke of a councillor with great political knowledge who fought for what he believed in.

Cllr Matthew Dean spoke of Cllr Payne's support for the local Conservative club and how he championed others to achieve.

21 Public Participation

There were no public questions.

22 Electoral Review - Division Boundaries and Submission

Cllr Richard Clewer, Chairman of the Electoral Review Committee presented a report and submission approved by the Committee to the Local Government Boundary Commission for England ("The Commission") regarding their draft recommendations for a pattern of electoral divisions for the Council.

The Chairman explained the process for debating the proposal and considering amendments. It was highlighted that an amendment from Cllr Nick Murry was circulated in Agenda Supplement 1.

Cllr Clewer moved the recommendation, seconded by Cllr Gavin Grant. Cllr Clewer stated that the majority of the Council's initial proposals to the Commission had been accepted, however some key areas had been

significantly amended. The Committee had supported some of these, but felt that a number of them were not in accordance with the statutory criteria of the review and were proposing the Council object to those proposals. Cllr Clewer thanked Cllr Grant in particular for his support and cross-party working to develop the Committee's proposals.

Cllr Clewer explained he would present the key areas where proposals were substantially different to the Council's original submission. It was felt the Commission's proposals for Malmesbury misunderstood the town and did not reflect local community identity and the Committee recommended something similar to the Council's original proposal. For Warminster, the Commission's proposals were more straightforward and were recommended to be accepted with minor amendments. For the Westbury community area, the Committee recommended the Commission be strongly challenged on the grounds that an urban/rural split would be preferable and there was strong public sentiment to support this.

In Melksham, the Commission's proposals were challenged on the grounds they did not match the distinctive communities in the area, therefore the Council's original submission was recommended, with one minor change, and that there was strong public and town and parish council support for this approach. In Chippenham, the Commission's proposals were challenged due to inappropriate mix of a rural community and an urban division at Lowden and Rowden. It was noted there would also be implications on future Community Governance reviews, although this was not a material consideration for the submission.

In the Salisbury and Laverstock area, the draft recommendation that Odstock be moved into the Chalke Valley Division was recommended to be supported by the Committee. However, the Commission's proposals for Britford and Laverstock were recommended to be challenged. It was highlighted that both Salisbury City Council and Laverstock and Ford Parish Council supported the Council's proposal for the Laverstock area, whereas the Commission's proposals arbitrarily divided the communities in the area. For Salisbury Harnham, an adjustment to the boundary line was to be recommended by the Committee.

During public statements Mr Francis Morland challenged proposals for expected population growth and expressed concern about the implication on electoral equality if the population did not increase as expected in some divisions.

Cllr Clewer explained the population numbers were based on Spatial Planning estimates and a general population uplift was required by the Commission, who had accepted the estimates.

Group leaders were then invited to comment on the proposals. Cllr Baroness Scott of Bybrook OBE gave her thanks to Cllr Clewer and the Committee for their work to develop the proposals and expressed support for the recommendation.

Cllr Ian Thorn gave his support for the proposals and thanks to Cllr Grant for his work on the Committee. These sentiments were shared by Cllrs Clark and Rogers.

The Chairman then invited comments in debate.

Cllr Grant thanked Cllr Clewer for his dedication to the work of the Committee and commended the cross-party working at Committee. The councillor explained how well Wiltshire councillors knew their local areas and this should carry great weight with the Commission. Councillors were encouraged to submit their own thoughts independently to the Commission. Cllr Grant thanked officers, particularly Maggie Mulhall and Kieran Elliott, for their excellent work supporting the Committee.

Cllr Christopher Devine spoke against the proposal and suggested political motives had been a factor.

Cllrs Philip Whalley and Ruth Hopkinson spoke against the proposals for Corsham, suggesting they divided the historic areas of the town and also that the town divisions already had a very high population and this would likely increase with infill developments. It was suggested the name Corsham Town division could be renamed if it was misleading.

Cllr Fleur de Rhé-Philippe spoke in support of the Council's submission and highlighted the spelling of Deverill Valley and a number of other areas.

Cllr Ross Henning spoke in support of the proposals objecting to the Commission's proposals around Notton.

Cllr Ian McLennan thanked officers and spoke in support of the proposals in particular around dividing Laverstock & Ford between two rather than three divisions.

Cllr Jon Hubbard noted the Committee had listened to parish arguments and recommended the Commission take note of the representations received.

Cllr Nick Murry moved an amendment for the Chippenham Monkton Division, seconded by Cllr Bill Douglas. The amendment proposed to include the existing division of Chippenham Monkton minus the Ivy Lane and New Road area, and would be of suitable electorate variance. Cllr Murry also argued that it would be difficult for a councillor to represent the divisions proposed by the Commission and considered the amendment better reflected local community identity.

Group Leaders were then invited to speak to the amendment.

Cllr Thorn and Cllr Clark spoke in support of the amendment.

Cllr Clewer in response then explained he could not support the amendment as he felt it did not reflect the area the residents identified with on the ground.

In summary to the debate Cllr Murry advised business properties only were located on one side of New Street and so identification of residents to an area was not applicable here.

On going to the vote, the amendment failed.

In returning to debate on the original motion Cllr Mark Connolly stated he would support the substantive motion however he would also write to the Commission seeking some changes in the proposed Tidworth divisions.

Cllr Brian Dalton and Russell Hawker spoke in favour of the proposals, Cllr Dalton request references to the Harnham Slope in the document be corrected to Harnham Hill.

Cllr Allison Bucknell spoke against the proposals as two parishes would be moved against their request and it would be challenging for a councillor to represent two extra divisions in that area.

Cllr Jerry Wickham and Cllr Christopher Newbury spoke in support of the proposal. Cllr Newbury questioned the Commission's population figures and the impact this would have in the future if the population of a division became overweight.

Cllr Mike Hewitt and Fred Westmoreland spoke of the impact of the proposals on local communities.

In summary to the debate Cllr Clewer replied to comments made, explaining the Committee's proposals worked well as a county-wide scheme and that town wards would change once the electoral divisions were confirmed. Cllr Clewer strongly rejected the suggestion of political motives, noting the cross-party nature of the work preparing the proposals and adherence to statutory criteria. He noted that alternative proposals some preferred in Winterslow and other had been deemed wholly unacceptable by the Commission on the grounds of electoral equality.

Resolved:

That Council approves the draft response to the Local Government Boundary Commission for England as set out in report, subject to any necessary consequential changes and any additional supporting evidence, with the final wording of the response to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee.

23 **Electoral Review - Division Names**

Cllr Richard Clewer, Chairman of the Electoral Review Committee, introduce the proposals of the Committee in respect of proposed names for each of the electoral division.

The Chairman explained the process for debating the proposal and considering amendments.

Cllr Clewer moved the Committee's recommendation, seconded by Cllr Gavin Grant, and thanked officers for their support constructing a Council submission. He explained the methodology the Committee had used to propose names, and that the names related to the Committee proposals only, not in respect of the Commission proposed divisions.

The Chairman then invited statements from members of the public.

Mr Francis Morland suggested 'Westbury West' should be renamed 'Westbury South' and 'Warminster North and Rural', should become 'Warminster North and Corsley'.

Cllr Clewer explained the names corresponded with the Council's submission of boundaries and he would consider a recommendation if it had support from local members.

There were no comments from Group Leaders.

The Chairman then invited comments in debate.

Cllr Christopher Newbury suggested Mr Morland send his proposals for name changes to the Commission directly.

Cllr Jon Hubbard noted the Commission would need to deviate from the Council's proposed names if they did not agree with the submission. It was highlighted that Bowerhill and Berryfield parishes did not like the word 'Melksham' before them. Cllr Clewer advised parishes could make submissions directly to the Commission.

Cllr Hubbard moved an amendment for 'Melksham Bowerhill' to become 'Bowerhill', 'Melksham East' to become 'Melksham Sandridge', 'Melksham South' to become 'Melksham Spa', Cllr Hubbard moved 'Melksham North' be renamed 'Whitley, Shaw and Shurnhold', and was seconded by Cllr Pat Aves.

On going to the vote, the amendment was passed.

Cllr Mark Connolly moved an amendment to change the name of 'Tidworth West' to 'Tidworth North and West', this was accepted by the mover of the original motion.

Cllr Fleur de Rhé-Philippe spoke against the name change proposed by Mr Morland and Cllr Philip Whalley suggested Corsham Town be named Corsham Ladbrook by the Commission.

Cllr Grant spoke in support of the Committee's naming methodology.

Cllr Laura Mayes moved an amendment for 'Seend and Potterne' division to be 'Seend, Potterne and Poulshot' division, this was accepted by the mover of the motion.

Cllr Jose Green moved an amendment that 'Chalke Valley' be 'Fovant and the Chalke Valley', this was accepted by the mover of the motion.

Cllr Fred Westmoreland spoke in support of the proposals.

Cllr James Sheppard moved an amendment that 'Ramsbury' division be retained as 'Aldbourn and Ramsbury', this was accepted by the mover of the motion..

Cllr Christopher Devine moved an amendment that 'Alderbury and Winterslow' be renamed 'Winterslow and Alderbury'. This amendment was not accepted by the mover of the motion, and as there was no seconder therefore the amendment fell.

Cllr Atiquel Hoque suggested a change to names in Salisbury if the Commission's recommendation was accepted. Cllr Clewer advised this was not appropriate since the Council had challenged the Commission's boundary proposals for Salisbury, this was echoed by the Leader.

Cllr Gordon King proposed an amendment to change 'Westbury East' to 'Westbury Lavington', 'Westbury North' to 'Westbury Ham', and 'Westbury West' to 'Westbury Parks'. Cllr Clewer did not accept this due to no request from the Town Council for this. Cllr Russell Hawker seconded the amendment. Cllr Newbury spoke against the proposed amendment. Cllr Hawker spoke in support of the amendment on the grounds it better suited the spread of the divisions and the confusion over Westbury Leigh and Leigh Park.

On going to the vote, the amendment failed.

Cllr Ricky Rogers proposed an amendment from 'Salisbury Bemerton Heath' to 'Salisbury Bemerton'. However, it was acknowledged this could then produce two divisions with similar names with 'Salisbury Fisherton and Bemerton'. It was considered whether Bemerton was known as 'Bemerton Village or 'Lower Bemerton. Cllr Clewer accepted the amendment to change 'Salisbury Bemerton Heath' to 'Salisbury Bemerton' and 'Salisbury Fisherton and Bemerton' to 'Salisbury Fisherton and Lower Bemerton'.

Resolved:

That Council approves the proposed names of the divisions as recommended in Appendix A, with the following amendments:

**'Bowerhill' to replace 'Melksham Bowerhill';
'Melksham Sandridge' to replace 'Melksham East';
'Melksham Spa' to replace 'Melksham South';
'Whitley Shaw and Shurnhold' to replace 'Melksham North';**

'Tidworth North and West' to replace 'Tidworth West';
'Seend, Potterne and Poulshot' to replace 'Seend and Potterne';
'Fovant and Chalke Valley' to replace 'Chalke Valley';
'Aldbourn and Ramsbury' to replace 'Ramsbury';
'Salisbury Bemerton' to replace 'Salisbury Bemerton Heath';
'Salisbury Fisherton and Lower Bemerton' to replace 'Salisbury Fisherton and Bemerton'.

24 Notices of Motion

There were no notices of motion.

25 Councillors' Questions

There were no councillor questions.

(Duration of meeting: 9.30 am - 12.15 pm)

The Officer who has produced these minutes is Libby Johnstone, of Democratic & Members' Services, direct line 01225 718214, e-mail libby.johnstone@wiltshire.gov.uk

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

Full Council Meeting Monday 25 March 2019 – Members' Attendance

<u>Name</u>	<u>Time left Meeting</u>
Ben Anderson	12:15
Pat Aves	12:15
Richard Britton	12:15
Derek Brown	12:10
Allison Bucknell	12:15
Clare Cape	12:15
Trevor Carbin	11:40
Mary Champion	12:15
Pauline Church	12:15
Ernie Clark	12:15
Richard Clewer	12:15
Mark Connolly	12:10
Anna Cuthbert	11:30
Brian Dalton	12:15
Andrew Davis	12:15
Tony Deane	12:15
Matthew Dean	12:15
Christopher Devine	12:15
Stewart Dobson	12:15
Mary Douglas	12:00
Bill Douglas	11:30
Peter Evans	12:15
Sue Evans	12:15
Peter Fuller	12:30
Richard Gamble	12:15
Sarah Gibson	12:10
Gavin Grant	12:15
Jose Green	12:15
Howard Greenman	12:15
Mollie Groom	12:15
David Halik	12:15
Deborah Halik	11:30
Russell Hawker	12:15
Ross Henning	12:15
Darren Henry	12:15
Mike Hewitt	12:15
Alan Hill	12:15
Sven Hocking	12:15
Atiqul Hoque	12:15
Jon Hubbard	12:15
Chris Hurst	12:15
Tony Jackson	11:30
Simon Jacobs	12:15
George Jeans	12:15
Johnny Kidney	12:15
Gordon King	12:15

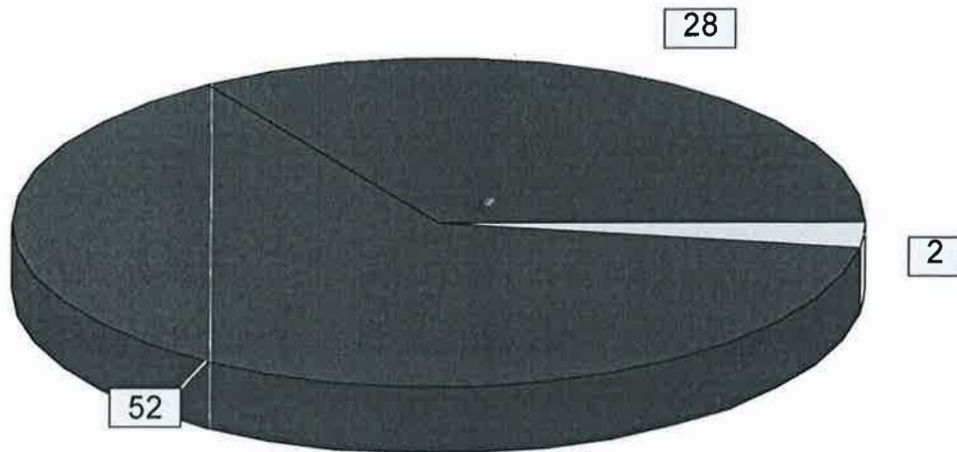
Edward Kirk	12:15
Jerry Kunkler	12:15
Jacqui Lay	12:15
Brian Mathew	12:15
Laura Mayes	12:15
Ian McLennan	12:15
Nick Murry	12:15
Christopher Newbury	12:15
Steve Oldrieve	12:15
Ashley O'Neill	12:15
Stewart Palmen	12:15
Andy Phillips	12:15
Horace Prickett	12:15
Leo Randall	12:15
Fleur de Rhe-Philipe	12:15
Pip Ridout	12:15
Ricky Rogers	12:15
Tom Rounds	12:10
Jonathon Seed	12:15
Jane Scott	12:15
James Sheppard	12:15
John Smale	12:15
Toby Sturgis	12:15
John Thomson	12:15
Ian Thorn	12:15
Tony Trotman	12:12
Bridget Wayman	12:15
Fred Westmoreland	12:10
Philip Whalley	12:15
Stuart Wheeler	12:15
Roy While	12:15
Philip Whitehead	12:15
Jerry Wickham	12:15
Graham Wright	12:15
Robert Yuill	12:15

25/03/2019

11:02:14

Voting 1/1 - Vote - 25/03/2019 11:02:09

Cllr Nick Murry amendment



Confirmation presences: 82

Yes	: 28
No	: 52
Abstained	: 2

25/03/2019

11:02:19

Voting 1/1 - Vote - 25/03/2019 11:02:09

Confirmation presences: 82

Yes	: 28
Cllr Andy Phillips (C)	: 1
Cllr Bill Douglas (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Matthew Dean (Ind)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Trevor Carbin (LD)	: 1
No	: 52
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christopher Newbury (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Horace Prickett (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1

25/03/2019

11:02:19

Voting 1/1 - Vote - 25/03/2019 11:02:09

Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
<hr/> Abstained	: 2
Cllr Jacqui Lay (C)	: 1
Cllr Leo Randall (C)	: 1

25/03/2019

11:27:23

Voting 2/2 - Vote - 25/03/2019 11:27:19

Draft Submission to the LGBCE



Confirmation presences: 82

Yes	: 74
No	: 5
Abstained	: 1

25/03/2019

11:27:29

Voting 2/2 - Vote - 25/03/2019 11:27:19

Confirmation presences: 82

Yes	: 74
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Newbury (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1

25/03/2019

11:27:29

Voting 2/2 - Vote - 25/03/2019 11:27:19

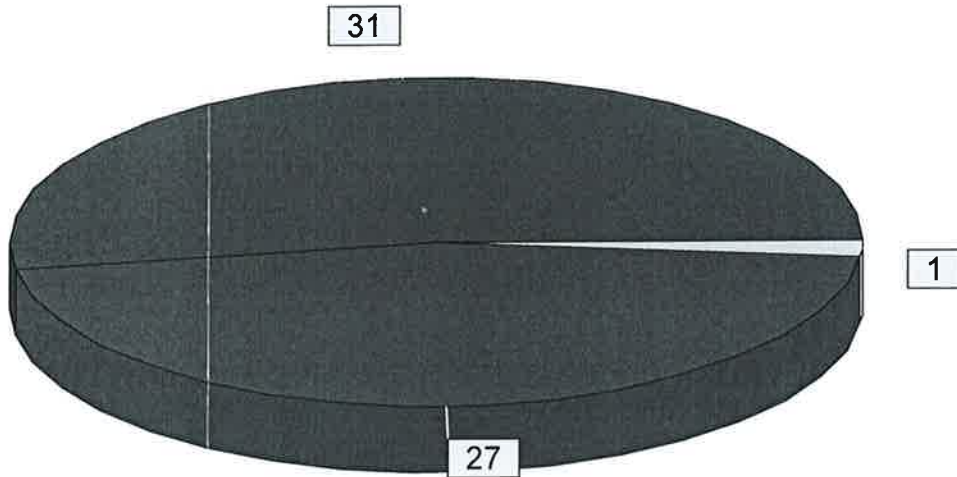
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1
No	: 5
Cllr Allison Bucknell (C)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Abstained	: 1
Cllr Horace Prickett (C)	: 1

25/03/2019

11:48:58

Voting 3/3 - Vote - 25/03/2019 11:48:50

Cllr Jon Hubbard amendment - Melksham names



Confirmation presences: 79

Yes	: 31
No	: 27
Abstained	: 1

25/03/2019

11:49:01

Voting 3/3 - Vote - 25/03/2019 11:48:50

Confirmation presences: 79

Yes	: 31
Cllr Allison Bucknell (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1

No	: 27
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqui Hoque (C)	: 1
Cllr Christopher Newbury (C)	: 1
Cllr David Halik (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1

25/03/2019

11:49.01

Voting 3/3 - Vote - 25/03/2019 11:48:50

Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Trotman (C)	: 1
<hr/> Abstained	: 1
Cllr Chris Hurst (LD)	: 1

25/03/2019

12:10:57

Voting 4/4 - Vote - 25/03/2019 12:10:53

Draft division names main motion



Confirmation presences: 78

Yes	: 68
No	: 2
Abstained	: 1

25/03/2019

12:11:03

Voting 4/4 - Vote - 25/03/2019 12:10:53

Confirmation presences: 78

Yes	: 68
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (Ind)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Nick Murry (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1

25/03/2019

12:11:03

Voting 4/4 - Vote - 25/03/2019 12:10:53

Cllr Ruth Hopkinson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stewart Palmen (LD)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1

No	: 2
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Cllr Gordon King (LD)	: 1
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Cllr Matthew Dean (C)	: 1
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Abstained	: 1
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Cllr Jacqui Lay (C)	: 1
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Wiltshire Council

Council

21 May 2019

Petitions Update

Petitions Received

As of 9th May 2019, 3 petitions have been received by Wiltshire Council since the last report to Council on 26 February 2019.

Proposal

That Council notes this update on petitions.

Lisa Moore
Democratic Services Officer

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PETITION	DATE RECEIVED	RESPONDENTS	ACTION
<p>Save Milford Mill Bridge, Laverstock, Salisbury – Requesting:</p> <ul style="list-style-type: none"> • Vehicle weight restriction – cut to 3.5t • Police enforcement • Extension of 20mph east of the bridge • CCTV installation & physical barriers 	19.03.19	650	<p>Response provided from Highways explaining the bridge parapet stone is designed to withstand movement when knocked.</p> <p>Petitioner advised to take petition to Salisbury Area Board (16 May) for referral to Salisbury CATG (11 June) for consideration.</p>
Reduce speed limit in Kingsdown, Corsham.	25.03.19	148	Petitioner advised that the matter would be considered at the next Corsham Community Area Transport Group meeting (12 June).
Petition to keep Calne-Chippenham Cycle Trail open.	22.03.19	5,802	The petitioner was advised the leases have been renewed. A Briefing Note has been issued.

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

Council

Date of meeting: 21 May 2019

Subject: ICT & Digital Strategy – Funding

Cabinet member: Philip Whitehead – Finance, Procurement, ICT and Operational Assets

Key Decision: Yes

Summary:

The costs associated with the ICT & Digital Strategy were presented to Full Council in February, and funding approved. The Strategy itself was approved at Cabinet on April 30th. The Cabinet report is attached to this agenda as an accompanying report, revised costs issued to Cabinet following publication have also been incorporated into this report to Full Council.

Since the approval of the budget, the decision has been taken to surface all technology-related costs, including those not historically associated with the ICT budget, to assist in planning purposes. These costs would have emerged piecemeal and been the subject of individual proposals presented to Full Council, typically without proper coordination with other technology-related investments. To ensure that a more strategic view is taken, technical standards enforced, the selection of spot-fixes avoided, and the deployment of technical resource better planned, these investments have been mapped out over the next 5 years and included in updated financial planning.

This paper explains what these investments are, in the context of investments already approved for the ICT & Digital Strategy. As with all technical projects, each will require an approved business case, taken through the robust governance process that has recently been established. This approach will ensure that the Council has a clear view of its technical investments over the coming years, and is able to invest in a planned and coordinated fashion.

Proposal(s)

That Council:

a) Approve additional capital budget for £11.100m to create a capital budget for the replacement of line of business applications and various technological equipment not normally covered by ICT budgets;

b) Note that the capital financing costs for this budget based on a 5-year annuity at 2.53% would be £2.391 million per annum. This would need to

be built into 2020/2021 budget setting and corresponding savings identified.

Reason for Proposal(s)

To enable the Council have a clear view of all its technical investments over the coming years, so that it can invest in a planned and coordinated fashion.

**Executive Director
Carlton Brand**

Wiltshire Council

Council

Date of meeting: 21 May 2019

Subject: ICT & Digital Strategy - Budget

Cabinet member: Councillor Philip Whitehead – Finance, Procurement, ICT and Operational Assets.

Key Decision: Yes

Introduction

The costs associated with the ICT & Digital Strategy were presented to Council in February, and funding approved as detailed below. Since that time, the decision has been taken to surface all technology-related costs, including those not historically associated with the ICT budget, to assist in planning and coordination purposes. These costs would have emerged in a piecemeal fashion and would have been the subject of individual proposals presented to Full Council, typically at fairly short notice, and without the benefit of proper coordination with other technology-related investments. To help ensure that a more strategic view can be taken, technical standards enforced, the selection of spot-fixes avoided, and the deployment of technical resource better planned, these investments have been mapped out over the next 5 years and included in updated financial planning. This paper explains what these investments are, how much they will cost, and when they will occur. Note that, as with all technical projects, each will require the creation and approval of a detailed business case, in good time before the solution is required, which will be taken through the robust governance process that has recently been established. This approach will ensure that, for the first time, the Council has a clear view of its technical investments over the coming years, and is able to invest in a more planned and coordinated fashion.

Updated Capital Costs

The ICT & Digital Strategy, which was approved by Cabinet on April 30th 2019, requires primarily capital investment, and this is broken down in the strategy document into several areas. (A detailed spreadsheet of all costs referred to in this paper is attached as an Appendix). Revised costings were also report to Cabinet as a [supplement](#). The capital costs for the strategy had already been approved by Council in February.

The 'Get-Well' programme within the Strategy has an approved capital budget running over 3 years (see Appendix G in the strategy document, which was included in the papers for the 30 April Cabinet meeting):

2019/2020	2020/2021	2021/2022
£8.953m	£1.433m	£1.333m

The ICT 'business as usual' programme within the Strategy has an approved capital budget (for routine replacement of laptops, routine network upgrades etc.) of:

2019/2020	2020/2021	2021/2022
£2.518m	£0.866m	£0.866m

The ICT & Digital Strategy also captures the costs of the replacement of some key Line of Business applications, which have historically been the subject of individual capital bids from within the business. To date SAP, OLM Adult Care, Children's Services Case management and Northgate M3 have approval and allocated capital budget for replacement as follows:

2019/2020	2020/2021	2021/2022
£4.453m	£0.028m	£0.329m

The total approved capital budget for 2019/2020 to 2021/2022 is £20.777 million. Capital budget is also approved for 2022/2023 and 2023/2024 for a total of £11.086 million, to create an overall approved ICT capital programme budget of £31.863 million over five years.

Request for New Capital Budget:

It is recommended that Full Council approve additional capital budget of £11.100 million to create a capital budget for the replacement of line of business applications and various technological equipment not normally covered by ICT budgets (including such things a library self-service kiosks, the audio-visual equipment that allows council meetings to be broadcast, etc – Appendix E of the strategy published with the Cabinet papers of 30 April has a full list), as contracts come up for renewal, and as applications and equipment reach the end of their useful life. This budget will be managed by the Digital Board and will only be allocated upon approval of a full business case. Note that wherever possible applications will be replaced with "Software as a Service", which will incur lower capital costs, hence these figures should represent a worst-case position, although full discovery of all applications is continuing.

The capital financing costs for this budget based on a 5-year annuity at 2.53% would be £2.391 million per annum. This would need to be built into 2020/2021 budget setting and corresponding savings identified.

New Capital Budget Request:

2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
£4.559m	£2.013m	£1.056m	£3.471	£0.000

If this budget is not approved, then replacement of IT applications and key IT-related systems will need to come forward to Full Council for approval on a case-by-case basis as they arise. They are however integral to the ICT and Digital strategy and the successful technological functioning of the council, and replacements will be required to continue to support service delivery.

The Digital Programme – Microsoft Cloud Navigator is not included above or in the IT Strategy as it is being managed as a standalone programme.

Additional Technology-Related Spend

ICT exists only to support the needs and successful operation of the organisation, and an ICT & Digital Strategy must operate top-down if it is to achieve this. The approach within the Strategy provides a logical flow from corporate to operational needs, examines relevant technology trends and best practice, examines where the organisation's current provision is and where it falls short, paints a vision of a desirable and achievable future state, and proposes how to get there, in the context of improved organisational governance. This approach has been adopted, and was approved by Cabinet on 30 April.

To gain the full benefits of this strategic approach, and ensure that all technology-related invested are properly planned and coordinated, it is recommended Full Council approve an additional capital budget for Applications and Key IT of £11.100 million for the period 2019/2020 to 2023/2024. Full Council should acknowledge that by increasing the capital budget the capital financing revenue budget will need to be increased in future years by circa £2.391 million per annum. This will need to be addressed as part of 2020/2021 budget setting as part of the capital programme and revenue budget setting.

This would increase the overall ICT capital budget for the period 2019/2020 to 2023/2024 from £31.863 million to £42.963 million.

Proposal(s)

That Council:

- a) Approve additional capital budget for £11.100m to create a capital budget for the replacement of line of business applications and various technological equipment not normally covered by ICT budgets;**
- b) Note that the capital financing costs for this budget based on a 5-year annuity at 2.53% would be £2.391 million per annum. This would need to be built into 2020/2021 budget setting and corresponding savings identified.**

Reason for Proposal(s)

To enable the Council have a clear view of all its technical investments over the coming years, so that it can invest in a planned and coordinated fashion.

Paul Day – Interim Director, Digital Transformation & IT

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Wiltshire Council

Cabinet

Date of meeting: 30 April 2019

Subject: ICT & Digital Strategy

Cabinet member: Philip Whitehead – Cabinet member for Finance, Procurement, ICT and Operational Assets

Key Decision: Key

Executive Summary

Wiltshire Council, like all local authorities, relies completely on its information and communications technology (ICT) to operate successfully. ICT in a local authority is complex, and requires constant maintenance, support and updating. This should be undertaken in a strategically planned fashion, rather than reactively and in response to requests that emerge from within the business. In addition, technology continues to develop at pace, and this is changing both the 'art of the possible' and the expectations of our customers.

The last council ICT strategy was written in 2011 to cover the period to 2015, although a high-level Digital Strategy was created in 2017, which led to the innovative Microsoft Digital Programme currently under way. Nevertheless the infrastructure on which the Microsoft deliverables will sit is now old, expensive to maintain, and increasingly unfit for purpose. Much of the effort of the ICT team is now dedicated to keeping it operational and secure, meaning they have insufficient time to implement the improvements required by an increasingly frustrated user base within the council. This situation will get worse if not addressed.

The remedy is not to assign additional resource to the ICT team, to help them maintain a failing infrastructure, and develop the spot-fixes suggested by the business; indeed, that would simply compound the problem. The solution is a properly thought-through ICT & Digital Strategy, which starts with the strategic aims of the organisation, looks at how departments seek to fulfil those aims, and the technology they will need to do so. The strategy must do this in the context of Best Practice within the sector, taking account of predictable changes in technology over the next few years. The strategy has now been crafted, and makes recommendations in terms of a 'get well' programme for the council's ICT, further developments in the Digital area, enhanced governance around technology investments, and changes to the ICT team to enable them to support the technology into the future.

Proposal

That Cabinet approve the ICT & Digital Strategy, which covers the period April

2019 to April 2022.

Reason for Proposal

The council has not had an ICT strategy since 2015, and it is vital that it has one to allow:

- Proper planning of ICT investments to meet the council's strategic and operational needs
- An understanding of key trends in technology of relevance to the council
- An understanding of best practice in the sector
- A clear view of current ICT provision, and its shortcomings
- A definition of appropriate governance in the ICT & Digital area
- The creation of an achievable vision for future ICT and Digital capabilities
- A 'roadmap' of improvement activities to realise the vision
- Quantification of the investments that will be required in the coming years to realise the strategy.

Paul Day – Interim Director, Digital Transformation & IT

Wiltshire Council

Cabinet

Date of meeting: 30 April 2019

Subject: ICT & Digital Strategy

Cabinet member: Councillor Philip Whitehead – Cabinet member for Finance, Procurement, ICT and Operational Assets

Key Decision: Key

Purpose of Report

To seek approval for the Wiltshire Council ICT & Digital Strategy to cover the period April 2019 to April 2022.

Relevance to the Council's Business Plan

The Council's Business Plan relies on the efficient and effective operation of some 360 services of a diverse nature. One thing that unites them all is a reliance on information technology. Technology continues to evolve at pace, and that means that user expectations (and service provision norms within the sector) are constantly changing, and so continual investment in information technology is needed. The technology must not only be actively maintained, to keep it secure and fully operational, but regularly updated as older solutions become obsolete and unsupported. It is important that this is done in a planned and coordinated way, to avoid unwise investments in short-term fixes, duplicated solutions, and the procurement of hard-to-maintain systems. In addition, the Digital Revolution is changing both the way the council's customers want to engage with it, and the consequent efficiency with which the council can provide services – a clear win-win.

Thus the adoption of a coherent ICT & Digital strategy will ensure that the operational services in the council are undertaken efficiently, through being provided with the appropriate technology, and that the technology is supportable, updated when needed, and that users are assisted in making the best use of it. This approach extends beyond council staff and Members to the community, who will be provided with the means to obtain many of their services on-line, in a fashion that is simpler, quicker and easier for them, and cheaper for the council. This aligns closely with the council's business plan.

Main Considerations for the Council

Best practice, as encapsulated in the ICT & Digital strategy, requires that the council take a strategically-planned, top-down, approach to technology, which will represent a change to recent practice. For some years, IT investments have been based on a bottom-up approach, whereby operational teams within the

council have selected the technology solutions for their local area and presented these to the central ICT team to implement. This has resulted in both a complex application landscape (1200+ applications), a heavy burden on the ICT team to maintain them, heightened security risks (as keeping them all fully patched and updated is a huge challenge), and insufficient free effort to address the ever-growing list of requested projects. Thus, ICT has become a department that is both overloaded and often too busy to help, despite the best efforts of its dedicated staff, leading to reduced user satisfaction in the council, the infrastructure receiving insufficient attention, and a significant degree of 'technical debt' accumulating. Note that the situation is not all bad, some success has been achieved in the journey to the cloud – Wiltshire was an early adopter of the excellent Office 365 system – and the Digital Programme is leading-edge. The key considerations, though, are that the underlying technical debt must be addressed, applications must be rationalised, the journey to the cloud must accelerate, governance must be strengthened, and an overall strategic approach (as opposed to a reactive approach), in line with mandated principles of enterprise architecture, must be adopted.

This strategy outlines the logical arguments that lead to the above conclusions, and recommends the way ahead in terms of future activities and investment.

Background

After the creation of Wiltshire Council as a unitary in 2009, significant effort and investment went into the creation of ICT that would meet the needs of the unified organisation. This was a successful exercise. In the years that followed, however, developments in ICT have been led primarily by the requirements of the separate business areas. This approach has created a complex variety of systems, a lengthening list of outstanding requirements for new business applications, and a burgeoning need to update the supporting technology. For the ICT Department to properly support the organisation, the council needs a sound ICT & Digital Strategy that matches and supports its strategic aims and enables it to keep in step with developing technology.

The council's high-level strategic aims have been well-articulated, with the key priorities being:

- Growing the Economy;
- Building Stronger Communities;
- Protecting the Vulnerable;
- and in all this, being Innovative and Effective.

It is vital that all technology provision supports these core aims, and so corporate plan alignment is a fundamental principle of this strategy.

As a unitary authority Wiltshire covers all local government responsibilities, through the provision of some 360 individual services within 15 Directorates, grouped under 3 Executive Directors. These rely on the daily use of ICT including the provision of laptops, email and other productivity tools, internet access, file storage, telephony, video conferencing, instant messaging, printing, and so forth, plus specialist cross-business applications such as SAP for finance and HR. Also, most functions have their own line-of-business software

applications, sometimes supplemented by home-grown databases and spreadsheets. Ensuring the provision of the best possible corporate systems, and that they are used to best effect, while rationalising and updating specialist line-of-business systems, is a key part of this strategy.

Thus the council is wholly reliant on ICT, and much of the ICT team's work involves keeping services operational. This is visible to end-users through such functions as the Service Desk, where they report incidents and make service requests, but most of this essential work remains unseen, being undertaken by a range of staff with specialist technical skills. Over a period of years, primarily due to austerity in the public sector, much of the technical infrastructure that supports the council's ICT has been under-invested in, and become aged, unreliable, difficult to support operationally, and hard to maintain in a secure state. Similarly, there has been a lack of investment in staff skills. A substantial 'catch-up' programme of work is now essential, built around sound architectural principles including Cloud First and Software-as-a-Service, and is proposed in this strategy.

Meanwhile, technology develops apace, and as an innovative council Wiltshire seeks to be at the leading edge in its adoption, and sees its importance in meeting its strategic aims. Of even greater importance than 'traditional' ICT is Digital technology. Digital is disrupting everything and providing unprecedented opportunities, and we are living in a time of enormous change. As Digital becomes ubiquitous, it is rewriting the way local authorities are delivering their corporate priorities and meeting business challenges. As Wiltshire Council continues to face austere times, the need for change has never been more important and the need for Digital transformation more relevant. It provides the opportunity to redesign our service delivery, to allow our residents to have more control over how and when they access their services, to collaborate efficiently with communities and partners, and to support a culture of innovation. The council therefore published a high-level Digital Strategy in 2017 and launched a major Digital Programme in 2018 with Microsoft, aimed primarily at streamlining the way customers deal with the council, but also seeking to achieve internal efficiency improvements. It is the ambition of the council to be 'Digital by Choice', so that customers will choose to interact with us through digital channels, rather than by phone, email, letters or face-to-face, because digital interaction will be compellingly easy, quick, and convenient. Digital enablement will be important to this, achieved by ensuring high quality broadband coverage throughout the county, and helping and empowering those users (mostly but not exclusively older people) who currently lack digital skills. Digital enablement of the council's own staff is also a strategic need, and in addition internal culture change is a significant part of the current Digital Programme.

The current Digital Programme exploits developments in Artificial Intelligence (including 'robotic process automation') and Business Intelligence to improve the efficiency and effectiveness of the council's operations. As AI develops further, with self-learning systems emerging that can perform more of the work currently done by people (but faster, cheaper and more accurately), the council will look to adopt this technology. To directly serve the needs of the vulnerable, the council will increasingly use TECS (Technology-Enabled Care Services), including easy-to-use, voice-activated systems, providing support within the home. Predictive analytics, which will involve making better use of the large amounts of data the council already collects, will be developed to enable data-driven decisions, to

help social care and other areas to understand problems earlier, and to allow interventions that are both more effective and avoid greater costs downstream. There will be support at the local community level, helping people to use information and communications systems, including where appropriate the council's systems, to connect, communicate and share information, thereby assisting and empowering them in their self-support, and contributing further to the development of strong communities. These and other initiatives will also help the council meet the looming social care challenges of an aging population, living longer but not always in good health, and sometimes with the added burden of isolation and loneliness.

Other digitally-related technologies will come to the fore over the timescale of this strategy, and it is likely that the 'Internet of Things' will start to figure not only in our work on 'smart cities', but also in smart workplaces and smart homes, and these and other developments will contribute to the growth of the county's economy.

An examination of best practice in the sector, based on the recently-published ICT & Digital strategies of other councils, along with advice from central government, shows that in the proposed way ahead we are strategically-aligned with others. The vital importance of a sound ICT infrastructure is universally recognised (hence the proposed 'get-well' programme), and the technical approaches we espouse (Cloud first, Software-as-a-Service, a focus on cyber-security, etc.) have been adopted by all. The power of Digital and AI is driving innovation throughout the sector, and the need for enhanced digital skills within the community, and within the council itself are also recognised. The longer-term impact of AI on employment, and the need to prepare our residents for the jobs that will not be automated, is a consistent theme in both local and central government.

This strategy makes specific proposals in terms of end-user devices, service desk support, and the need to rationalise the 1200+ software applications in use. It defines the architectural principles we will apply, and outlines the future of the council's telephony, including mobile phones. It details essential improvements to the underpinning infrastructure (servers, databases, and information storage), and explains how security improvements (of which many are in hand) must continue. The need to better address Disaster Recovery is outlined. Better wi-fi for visitors is proposed, plus renewal of printing/copying facilities - and a move to a low-paper culture. Ways of helping users to make better use of existing technology are described, and the importance is stressed of achieving a 'virtuous circle' of measuring user satisfaction with ICT, acknowledging shortcomings, and acting upon them. This and other proposed means will help to rebuild the relationship of trust between the business and ICT, which is anecdotally reported as being poor, but has not been objectively measured for many years, another issue that will be addressed.

The importance of good governance is outlined, covering both the BAU operations, but also projects for new ICT systems. Strong governance will allow progression from the current era of order-taking, with a long wish-list of projects to be done, into a new era of strategic planning, robust business cases with future savings factored into budgets, and a strong focus on benefits realisation.

The functions of different technical specialities within the ICT department are described, and it is proposed that a future departmental structure be formed along these functional lines (subject to consultation).

To bring together the above, a 'Vision for 2022' is proposed, describing a future state for ICT & Digital within the council. This vision is ambitious but achievable, and will bring the council's ICT into a state that will operate reliably, securely and cost-effectively. To achieve the transition from the present state to the 2022 vision, a range of key activities are proposed, along with indicative costs.

Overview & Scrutiny Engagement

The ICT & Digital Strategy was presented to Scrutiny on 12th February 2019.

Safeguarding Implications

There are no specific safeguarding implications. It is of paramount importance that the Council's ICT and Digital provision supports the organisation fully in its safeguarding duties, and this will continue to be a key consideration in all future systems implementations.

Public Health Implications

There are no specific Public Health implications.

Procurement Implications

All procurements that flow out of the ICT and Digital Strategy will comply with all procurement regulations and best practice. There is a significant programme of work required and ICT will work with the Strategic Procurement Hub to ensure that the profile of the procurement plan is agreed and resourced adequately to deliver the required solutions to time and quality.

Equalities Impact of the Proposal

None

Environmental and Climate Change Considerations

The progressive move to the cloud will reduce energy costs for the council and will be a more environmentally appropriate way of delivering ICT; cloud data centres are more efficient in energy usage than traditional on-premise facilities.

Risk Assessment

A summary of the main risks is at Annex A to this report.

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

The key risk, if the council does not approve the approach recommended in the strategy, is that the quality of ICT services provided to the council will continue to decline, as the technical debt grows, and the increasingly overloaded ICT team have progressively less time to modernise the estate or attend to departmental requests. This will almost certainly lead to the growth of "shadow IT", whereby

departments in the council will feel obliged to procure their own solutions (including externally hosted solutions), bypassing ICT in doing so, and risking failing to meet good practice in terms of security and data protection, while also causing overall costs to grow, and creating an even more fragmented technology estate.

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

The strategy recommends a major programme of work, and all programmes have risks. In this case a Portfolio Management approach will be adopted, to ensure that a clear view is achieved across the whole organisation in terms of technology activities and proposed investments, balancing change initiatives with business-as-usual while optimising return on investment. The governance process proposed in the strategy (which is already being adopted) will be a key element of this.

Financial Implications

Capital Costs

The ICT & Digital Strategy will require additional capital investment, and this is broken down in the strategy document into several areas:

The 'get-well' programme, running over 3 years, has costs (see Appendix G in the strategy document) of:

2019/20	2020/21	2021/22
£8.38m	£1.44m	£1.34m

The ICT 'business as usual' capital requirement (routine replacement of laptops, routine network upgrades etc.) of:

2019/20	2020/21	2021/22
£2.52m	£0.87m	£0.87m

The ICT & Digital Strategy also captures the costs of the replacement of Line of Business applications, which have historically been the subject of capital bids from within the business. (Note that wherever possible these will be replaced with Software as a Service applications, which will incur lower capital costs, hence these figures should represent a worst case, although full discovery of all applications is continuing):

2019/20	2020/21	2021/22
£5.84m	£1.58m	£1.03m

There are also some costs associated with technology-related systems not normally managed by ICT, for instance the audio-visual equipment in the Council Chamber which allows meetings to be broadcast to the public, the self-service kiosks in the libraries, etc. (See Appendix E in the strategy document).

2019/20	2020/21	2021/22
£1.99m	£0.15m	£0.0m

Totalling these above costs gives:

2019/20	2020/21	2021/22
£18.73m	£4.04m	£3.24m

Revenue Costs

The ICT department has a revenue budget, which covers its staff costs, routine software licence renewals, and the maintenance costs of all applications across the organisation. As the strategy progresses, the organisation will increasingly move to software as a service (that is, cloud-based applications), replacing what were capital costs in the past with revenue costs. It has not yet been possible to map these out in detail, in part because the application rationalisation project (a planned project within the strategy) will cull many of the existing applications, and so remove their annual maintenance charges. There will also be other savings, associated with the reduction in effort to support a large estate of on-premise applications. The revenue implications of the strategy cannot therefore be detailed at this time, but will become apparent by the end of the first of its three years.

Legal Implications

There are no specific legal implications in the adoption of the ICT & Digital Strategy.

Options Considered

1. Do Nothing

Failure to adopt the ICT & Digital Strategy will result in increasingly poor levels of ICT service, and the risk that the council will not be able to deliver its services effectively.

2. Propose spot fixes & extra resource

Spending additional funds by increasing the size of the ICT team, creating short-term fixes to failing systems, and adopting solutions that have been proposed to meet limited local needs would be an expensive way of propping up a fundamentally flawed ICT landscape, and would lead to spiralling costs and further declines in service quality. Such an approach would not be sustainable and would likely lead to the growth of 'shadow IT', with departments seeking their own solutions from external providers without the involvement of ICT, thereby risking overall security, achieving poor value for money for the council, and limiting the council's ability to make strategic use of its data.

3. Adopt a strategic approach: recommended

ICT exists only to support the needs and successful operation of the organisation, and an ICT & Digital Strategy must operate top-down if it is to achieve this. The approach recommended provides a logical flow from corporate to operational needs, examines relevant technology trends and best practice, examines where the organisation's current provision is and where it falls short, paints a vision of a desirable and achievable future state, and proposes how to get there, in the context of improved organisational governance. It is recommended that this approach is adopted.

Conclusions

It is proposed that the ICT & Digital Strategy recommended here be adopted by the council. It will be a significant enabler for the council to meet its strategic needs, it will ensure that the present 'log jam' of poor service, frustrated users and difficult-to-maintain ICT landscape is resolved, and the move to the cloud is accelerated.

Paul Day
Interim Director, Digital Transformation & IT

Report Author: Paul Day, Interim Director, Digital Transformation and IT
paul.day@wiltshire.gov.uk

29/03/2019

Background Papers

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

- Wiltshire Council ICT & Digital Strategy: Digital Wiltshire 2022 (v1.2)

Appendices

- Wiltshire Council ICT & Digital Strategy: Digital Wiltshire 2022 (summarised version, v1.0) [Available here.](#)
- Wiltshire Council ICT & Digital Strategy: Digital Wiltshire 2022 (v1.2) [Available here](#)

Appendix A – Risks

The following is a list of risks related to failure to adopt the ICT & Digital Strategy:

- **Technical Debt not addressed:** If the existing infrastructure is not updated (and note that a cloud-first, software-as-a-service approach is a key part of the strategy), the effort and cost to maintain the existing infrastructure will continue to grow, and the security risks will rise.
- **Bottom-up approach to departmental needs continues:** If a strategic approach to departmental needs is not adopted, the Balkanisation of the estate will grow rather than diminish, the maintenance burdens will grow, and the overall value for money achieved will diminish. Interoperability will also suffer, and the council's ability to make best use of its overall data assets will diminish.
- **Failure to attend to departmental needs:** If the current approach continues of having departments determine their technical solutions, then adding their proposed implementation projects to the ICT department backlog, then not only will their frustration grow but they will be increasingly tempted to adopt a 'shadow IT' approach, commissioning solutions without going via ICT. This will have multiple disadvantages, in terms of potential security risks, poor value for money, interoperability challenges, and reduced ability to coalesce and analyse data at the strategic level.
- **Failure to move to the cloud:** The current infrastructure is only partly cloud-based, making it expensive to maintain and licence, and bringing challenges in terms of Disaster Recovery. The key risk to avoid here is a significant refresh of on-premise capability, which will delay the move to the cloud still further.
- **Overall, if the strategy is not adopted the existing service will continue to decline, and there will be almost irresistible pressures to increase the size of the ICT team, simply to 'keep the lights on', and avoid what could be increasingly common system outages. This will then represent poor value for money for a poor service.**

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Get Well (1st part)

"Get Well": IT applications including telephony

"Get Well": IT Infrastructure

Strategy Section supported	Project	Description	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
7.2 Support to Users	ICT Service Desk						
		Replacement ICT Service Desk	£80,000	£20,000	£20,000	£20,000	£45,185
7.3 Applications							
		Application rationalisation project	£ 200,000				
		External SAP hosting	£300,000				£450,000
7.5 Telephony							
		Skype	£150,000	£15,000	£15,000	£15,000	£225,000
7.6 Infrastructure	H/W Upgrade (servers & Vmware)						
		H/W Upgrade (servers & Vmware)	£800,000				
	Network						
		Various network renewal	£227,920				
		New network contract (consultancy)	£100,000				
		New network contract (implementation)	£1,200,000				
	Consultancy Support/Discrete Projects						
		Project Manager	£ 65,038				
		Project Manager	£ 103,509				
		Project Manager	£ 50,993				
		Architect (50%)	£30,250				
		Architect (50%)	£30,250				
		Oracle Consultancy	£97,854				
	Storage						
		Storage Replacement	£ 400,000	£40,000	£40,000	£40,000	£1,000,000
	Backups						
		Backup replacement	£500,000	£100,000	£100,000	£100,000	£1,500,000

7.7 Security / 7.15 Technical Debt	PSN Upgrades						
		Infrastructure Specialist	£ 33,200				
		Technical Project Manager	£ 55,103				
		AD/Server Technical Expert	£ 52,726				
		Network Specialist	£ 48,003				
		SQL Database administrator	£ 41,976				
		IT Technical Expert	£ 129,052				
		SQL Database administrator	£ 130,000				
		Citrix Upgrade					
		Abobe Acrobat					
		Solarwinds patch management module for SCCM					
		PKI	£100,000	£10,000	£10,000	£10,000	£150,000
		Load Balancers	£100,000	£10,000	£10,000	£10,000	£150,000
		DHCP Upgrade	£100,000	£10,000	£10,000	£10,000	£150,000
		PHP system	£500,000	£100,000	£50,000	£50,000	£750,000
		Remote Access	£300,000	£30,000	£30,000	£30,000	£450,000
		Sophos UTM	£50,000	£5,000	£5,000	£5,000	£75,000
		Software asset management	£100,000	£10,000	£10,000	£10,000	£150,000
		SIP Trunks	£100,000	£10,000	£10,000	£10,000	£150,000
		Stock control	£100,000	£10,000	£10,000	£10,000	£150,000
		GIS	£200,000	£20,000	£20,000	£20,000	£300,000
		Oracle/SQL DB	£182,000	£10,000	£10,000	£10,000	£150,000
		Secure portal	£50,000	£5,000	£5,000	£5,000	£75,000
	Resilience						
		Infrastructure Resilience	£300,000	£50,000	£50,000	£50,000	£50,000
	Security						
		Security Monitoring	£ 180,000	£ 180,000	£ 180,000	£ 180,000	£ 180,000
		Network access control (security)	£ 500,000	£ 50,000	£ 50,000	£ 50,000	£ 750,000
7.8 Security Marking	No budget						
7.9 Business Intelligence	No budget						
7.10 Disaster Recovery							
		ICT DR Review	£ 40,000	£ 40,000	£ 40,000	£ 40,000	£ 40,000
7.11 WiFi							
		WiFi upgrade	£50,000	£5,000	£5,000	£5,000	£75,000

Get Well sub total	7.13 User Satisfaction / 7.16 ICT Department							
			ICT Service Improvement Project	£ 100,000	£ 100,000	£ 50,000	£ 50,000	
	7.14 Helping Users make Best use of technology	No budget						
	7.12 Printing							
			Printing Replacement Project	£100,000	£10,000	£10,000	£10,000	£150,000
	SUB-TOTAL			£ 7,977,872.59	£ 840,000.00	£ 740,000.00	£ 740,000.00	£ 7,165,185

Architecture/Strategy (2nd part of Get well)

Strategy Section supported	Project	Description	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Cloud Migration	7.4 Architecture	Cloud					
		Cloud migration	£ 500,000	£ 500,000	£ 500,000	£ 500,000	
		Desktop					
		W10 evergreen	£ 25,000	£ 2,500	£ 2,500	£ 2,500	£ 37,500
Digital Programme implementations	Implementation of Microsoft recommendations from digital programme						
		Identity	£ 250,000	£ 70,000	£ 70,000	£ 70,000	£ 70,000
		ITSM	£ 200,000	£ 20,000	£ 20,000		
SUB-TOTAL			£975,000	£592,500	£592,500	£572,500	£107,500

Get Well sub-total							
Get Well Total	TOTAL		£ 8,952,873	£ 1,432,500	£ 1,332,500	£ 1,312,500	£ 7,272,685

Strategy Section supported	Project	Description	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	
7.1 Devices	Windows 10 Technical Refresh	Application Packager						
		SCCM Specialist	£ 12,163					
		Field Support Engineer	£ 31,087					
		Field Support Engineer	£ 31,087					
		Field Support Engineer	£ 31,087					
		Field Support Engineer	£ 31,087					
		Field Support Engineer	£ 32,805					
		Field Support Engineer	£ 16,462					
		300 laptops	£ 240,000					
		200 desktops & monitors	£ 160,000					
	Docking Station Technical Refresh		keyboards & mice	£ 53,000				
			Monitors	£ 635,750				
			Monitor stands	£ 7,400				
	PN Domain		200 desktops & monitors	£ 160,000				
		Refresh Project	£ 200,000					
Device breakage replacement	BAU							
		Annual replacement laptops	£ 440,000	£ 440,000	£ 440,000	£ 440,000	£ 440,000	
		Annual replacement monitors		£ 51,975	£ 51,975	£ 51,975	£ 708,750	
		Replacement staff phones	£ 85,800	£ 8,580	£ 8,580	£ 8,580	£ 117,000	
Other	Consultancy							
		Network	£ 250,000	£ 250,000	£ 250,000	£ 250,000	£ 250,000	
		Other		£ 95,000	£ 95,000	£ 95,000	£ 100,000	
		Innovation						
	Innovation	£ 100,000	£ 20,000	£ 20,000	£ 20,000	£ 20,000		
Business As Usual Total	SUB-TOTAL		£ 2,517,727.41	£865,555.00	£865,555.00	£ 865,555.00	£ 1,635,750.00	

Business Applications Replacement

Strategy Section supported	Project	Description	Budget 19/20	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
		CGI (SAP Support & Maintenance)	£2,000,000				
		OLM (Adult Care) replacement (LiquidLogic)	£668,000				
	C.83.00019	Children's Services Case Management Sys.	£785,000	£27,800	£329,100		
		Northgate M3 Replacement	£1,000,000				
Business Applications Replacement Total	SUB-TOTAL		£4,453,000	£27,800	£329,100	£0	£0

Total Approved ICT Capital Budget	TOTAL		£15,923,600.00	£2,325,855.00	£2,527,155.00	£2,178,055.00	£8,908,435.00
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Business Applications Replacement

Strategy Section supported	Project	Description	Budget 19/20	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
		AFD					
		Artifax	£12,234				
		Aareon QL		£38,926			
		Atamis	£100,350				
		DueDil	£20,802				
		ProContract	£54,000				
		Bibliotheca Annual Support/Maintenance					
		Bibliotheca Smart admin 12	£24,948				
		Blancco ADV Support 3Year Agreement		£3,912			
		Blancco Man Console3Year Agreement		£3,186			
		Blancco Drive Eraser HMG 3Year Agreement		£19,200			
		Buchanan (Accsmap and Parkmap)					
		Carshare (Liftshare.com)				£32,760	
		CIPFA (Asset manager.net (hosted))					
		Core (Cascade 3D reporting for Leisure)		£13,476			
		Corpweb (Trustmarque Solutions)	£108,390				
		Databox	£29,974				
		DMZ (Trustmarque Solutions)	£60,000				
		Documotive (Castleton Technology PLC)	£50,000				
		Dolphin Supanova	£14,400				
		EPI					
		Euclid (FareDeal)					
		ExeGeSIS/HBSMR		£30,427			
		Fibonacci		will be retired Dec 2019			
		Graitec/Autocad		£49,200			
		Hague (Hagueprint)	£7,500				
		IDOX (Argonaut & Voyager)	£33,126				
		Iken	£167,450				
		Keysoft (AutoCAD) - (autoturn Multi KS37429)	£7,560				
		Keysoft (AutoCAD) (ENT KS36954)	£31,686				
		Limehouse (Objective Keystone LTD)	£20,598				
		Lorensberg				£45,226	
		Mindjet	£108				
		Misco VMWare	£30,000				
		Modern mindset (modern.gov)	£64,500				
		(Rapid 7) Nexpose & Metasploit		£128,148			
		Nexsan (Christie data)	£8,930				
		Omnibus					
		(Warwick International) OPAS (portal)					
		OWA Email Classification - (James Bolden)					
		Paygate (Bureau service) (Corvid)				£63,360	

	Paygate (Corvid) (see above)				£0
	Phoenix software Ltd	£80,815			
	QAS address lookup licence for W				
	Reed Business Information (Electronic Premium File	£10,000			
	Shuttleworth	£11,598			
	Silversands	£0			
	SolarWinds Network Performance Monitor SLX (unlimited elements-Standard Polling Throughput) - Annual Maintenance Renewal (manuf part no: 17195	£76,536			
	SolarWinds Network Configuration Manager DL500 (up to 500 nodes) - Annual Maintenance Renewal Manuf part no: 17186	£0			
	SolarWinds Net Flow Traffic Analyzer Module for SolarWinds Network Performance Monitor SLX - Annual Maintenance Renewal Manuf part no: 17200	£0			
	Snap Surveys	£29,970			
	Stopford				£22,200
	Top level	£12,000			
	Trapeze		£195,636		
	Trustmarque UTM SW WEB Protection	£19,667			
	Trustmarque UTMSW WEB Premium support	£7,918			
	Yotta Street Lighting	£0			
	ACS VMware vSphere (Insight VMware)			£93,231	
	Insight email	£0			
	WebASPX Ltd (WMDesign Waste Licence)	£56,022			
	(Active Documents (DocuShare/) Wisenet	already replaced			
	XN Leisure			£188,970	
	XN support costs			£0	
	XN Leisure - Chip and Pin				
	IYSS	£44,036			
	HIAMS			£176,400	
	Axiell (Spark)			£62,400	
	Axiell (Calm)	£21,108			
	Abritas	£25,602			
	WhiteSpace	£62,400			
	Northgate	£31,608			
	LiquidLogic Child				£3,213,272
	Civica (Icon hosted)			£176,400	
	ESRI		£926,700		
	Experian	£0			
	Lagan replacement	£100,000			
	Northgate (R&B & remote support)	£84,503			
	Northgate Citizens Access benefits			£64,800	
	Northgate Citizens Access revenues			£63,000	
	OLM (Adult Care) contract extension		£179,360		
	OpenText	£0			

		oracle (licenses and support)	£167,405				
		Phoenix Software Ltd (Captivate 2019, Corel, Claroread, Adobe, Sophos AV)	£235,314				
		Broadcast Plus (secure transfer to schools)			£6,000		
		Skyguard				£19,440	
		O365/Sharepoint	£430,329	£225,278	£225,278		£74,915
		Website replacement (GOSS)	£295,054				
Business Applications Replacement Total	SUB-TOTAL		£2,648,442	£1,813,449	£1,056,479	£3,396,258	£74,915

Business Other

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Business Other Total

Strategy Section supported	Project	Description	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
		Print Unit	£6,000				
		Libraries RFID kiosk replacement	£500,000				
		HR realignment/retender of TalentLink/Grow/Rpowered		£200,000			
		HR Careers website redevelopment	£100,000				
		HR new in house developed apps	£60,000				
		Democratic services (committee room webcasting & AV equipment refresh)	£750,000				
		Waste management Automation	£100,000				
		Coroners Court (Advanced Legal CMS / iPads)	£175,000				
		Cranbourne Chase AONB (office move)	£100,000				
		Finance (making Tax digital)	£20,000				
		Parking Services (Chipside to SaaS)	£100,000				
	SUB-TOTAL		£1,911,000	£200,000	£0	£0	£0

Total Request for New Capital Budget	TOTAL		£ 4,559,442	£ 2,013,449	£ 1,056,479	£ 3,396,258	£ 74,915
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Total Capital Budget requirements for ICT Strategy	TOTAL		£20,483,042	£4,339,304	£3,583,634	£5,574,313	£8,983,350
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Council

Annual Council

21 MAY 2019

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

Introduction

1. This report guides the Council in constituting and re-appointing committees and following the legal requirements in allocating seats to the political groups.

Review of Allocation of Seats to Political Groups

Legal Position

2. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees at the Annual Council meeting. In addition to this, since the last meeting of Council a request has been received for a review of the allocation of seats to groups following an increase in the number of Independent Group members.
3. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political Groups

4. There are currently 4 political groups on the Council. The respective strengths of those Groups are as follows:

Name of Group	No. of Councillors in Group
Conservative	66*
Liberal Democrat	20
Independent	9
Labour	3

*One seat is currently vacant following the death of Cllr Graham Payne

5. Under the regulations, two or more councillors may form and register a group.
6. This report has been prepared on the basis of the strengths of the various political groups as they currently stand as set out in paragraph 4 above.

Principles

7. The Act sets out four principles which must be followed so far as reasonably practicable. They are:
 - (a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.
 - (b) *Ensuring a majority group enjoys a majority on all committees:* If one political group has a majority in the full Council, that political group should have a majority on each committee.
 - (c) *Aggregating all committee places and allocating fair shares:* Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.
 - (d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

Application of Principles

8. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. This is dealt with specifically under the next item of business on the agenda.

Councillors not in a Political Group

9. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group, has to be reserved, with appointments to these seats being made by the Council at its discretion. There are no ungrouped members on this Council at this time.

Committees of the Council

10. There are currently the following committees:

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
Overview and Scrutiny Management Committee
Pension Fund Committee
Police and Crime Panel
Staffing Policy Committee
Standards Committee
Strategic Planning Committee

11. Outside the scope of this report are the Cabinet, the Health and Wellbeing Board and Local Pension Board as the political proportionality rules continue to not apply to these bodies.

12. **Local Pension Board**

Under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013, each administering authority is required to appoint a local pension board to assist the administering authority to comply with relevant legislation and guidance, and to ensure the effective and efficient governance and administration of the Local Government Pension Scheme. Such Boards are constituted entirely under the Public Service Pensions Act 2013 and are not local authority committees, membership is as defined in the Public Service Pensions Act 2013.

Area Boards

13. Area boards are appointed by the Council under Section 102 of the Local Government Act 1972. These are constituted as area committees within the meaning of Section 18 of the Local Government Act 2000 and regulations made under that section for the purposes of discharging functions delegated by the executive (or not otherwise reserved). They are not subject to the rules on political proportionality. A list of these area boards is set out at Appendix 1 to this report.

14. All unitary councillors representing the electoral divisions covered by the area board will be appointed to their respective area board. This is dealt with specifically under the next item of business on the agenda.

15. Pewsey and Tidworth are established as a single area committee with two sub-committees, each of which operate as an area board known as Pewsey Area Board and Tidworth Area Board respectively.

Health and Wellbeing Board

16. Under the Health and Social Care Act 2012, the Council is required to appoint a Health and Wellbeing Board that works with partners, including the GP led Clinical Commissioning Group (CCG), to prepare a Joint Health and Wellbeing Strategy for the Council and the CCG and to encourage the delivery of integrated services. The Board is to be regarded as an ordinary committee of the Council and is therefore appointed by the Council, reports to the Council and with membership, as defined by the legislation, agreed by the Council.

Police and Crime Panel

17. The Council is required under the Police and Social Responsibility Act 2011 to appoint a Police and Crime Panel (PCP). This, despite its title, is a formal joint committee of Swindon and Wiltshire Councils and the two councils are required to meet a “balanced appointment objective” whereby its membership reflects both the geographical and political nature of the two councils plus the skills and experience required to fulfil the Panel’s functions. All councillors, both executive and non-executive, can be members as long as the balanced appointment objective is met.
18. The minimum size of the panel is 10 with the addition of two co-opted independent persons. Previous agreement with Swindon Borough Council and the Home Secretary is that Wiltshire’s PCP would comprise 11 councillors, plus two independent members, with the ratio of councillors 7:4 in favour of Wiltshire.
19. The membership of the PCP must reflect the political proportionality of the two councils when taken together.
20. Swindon’s current political composition is as follows:

Conservative: 31
Labour: 24
Lib. Dem: 2

When taken with the political composition with Wiltshire Council the allocation is:

Conservative	97	7 seats (6.884)
Lib Dem	22	1 seat (1.561)
Labour	27	2 seats (1.916)
Independent	9	1 seat (0.639)

Swindon is entitled to appoint 2 Conservatives and 2 Labour councillors, leaving Wiltshire to appoint 5 Conservatives, 1 Lib Dem and 1 Independent member.

Children’s Select Committee

21. This Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. In accordance with the principle set out at 7(b) above the majority group are entitled to appoint additional councillors to ensure it enjoys a majority. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children’s organisations/agencies (historically this has been on a non-voting basis).

Wiltshire Pension Fund Committee

22. In addition to five Wiltshire councillors, the membership of this Committee includes: two voting members from Swindon Borough Council (appointed by Swindon Borough Council), two voting Employer Representatives and two non-voting Employee Representatives (one representing Wiltshire Council employees, and one representing Swindon Borough Council employees). The Committee must reflect the proportionality of both councils, when taken together the political composition is:

Conservative	97	4 seats (4.381)
Lib Dem	22	1 seat (0.994)
Labour	27	1 seat (1.219)
Independent	9	1 seat (0.406)

Swindon is entitled to appoint 1 Conservative and 1 Labour councillor, leaving Wiltshire to appoint 3 Conservative, 1 Lib Dem and 1 Independent.

Dorset and Wiltshire Fire Authority

23. The political proportionality requirements of the Local Government and Housing Act 1989 applies to appointments to the Fire Authority. Wiltshire is entitled to appoint 6 members to the Fire Authority, based on the respective strengths of the political groups the allocation of places is:

Conservative	66	4 seats (4.041)
Lib Dem	20	1 seat (1.224)
Labour	3	0 seat (0.184)
Independent	9	1 seat (0.551)

Method of Calculating the Allocation of Places to Political groups

24. The principles in paragraph 7 can be applied in the following sequence:

- (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
 - (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
 - (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions “so far as reasonably practicable” can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
 - (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.
 - (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 7).
 - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 7).
25. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 7 and the sequence in paragraph 24. A draft scheme of committee places will be published as an appendix.
26. A numerical guide to proportional representation on Committees is at Appendix 2 to reflect the Council’s updated political composition.

Matters for Decision

27. The Council is asked:
- (a) To note this report and the legal requirements.
 - (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
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 this report 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.

(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 (Appendix 3).

(f) To appoint members to the Dorset and Wiltshire Fire Authority, in accordance with the guidance set out in this report.

Robin Townsend
Director - Corporate Services

Report Author: Libby Johnstone, Democratic Services Team Lead

Background papers: None

Appendices

Appendix 1 – List of Area Boards

Appendix 2 - Numerical Guide to political proportionality

Appendix 3 – Draft Scheme of committee places (*to follow*)

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Area Boards: Electoral Divisions

Amesbury Area Board

Electoral Divisions 6

Amesbury East
Amesbury West
Till & Wylde Valley
Durrington & Larkhill
Bulford, Allington & Figheldean
Bourne & Woodford Valley

Bradford on Avon Area Board

Electoral Divisions 4

Holt & Staverton
Winsley & Westwood
Bradford on Avon North
Bradford on Avon South

Calne Area Board

Electoral Divisions 5

Calne Rural
Calne North
Calne Chilvester & Abberd
Calne Central
Calne South & Cherhill

Chippenham Area Board

Electoral Divisions 10

By Brook
Chippenham Cepen Park & Derriads
Chippenham Cepen Park &
Redlands
Chippenham Hardenhuish
Chippenham Monkton
Chippenham Queens and Sheldon
Chippenham Hardens and England
Chippenham Lowdon and Rowden
Chippenham Pewsham
Kington

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Marlborough Area Board

Electoral Divisions 4

Aldbourne & Ramsbury
Marlborough East
Marlborough West
West Selkley

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylde Valley

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebbles Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrook
Trowbridge Park
Trowbridge Paxcroft

Warminster Area Board

Electoral Divisions 5

Warminster Without
Warminster Broadway
Warminster Copheap and Wylde
Warminster East
Warminster West

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

SCHEDULE

Proportional Representation Table

	Conservative*	Liberal Democrat	Labour	Ind	Ungrouped	
	66	20	3	9	0	
1	0.673	0.204	0.031	0.092	0.000	1.00
2	1.347	0.408	0.061	0.184	0.000	2.00
3	2.020	0.612	0.092	0.276	0.000	3.00
4	2.694	0.816	0.122	0.367	0.000	4.00
5	3.367	1.020	0.153	0.459	0.000	5.00
6	4.041	1.224	0.184	0.551	0.000	6.00
7	4.714	1.429	0.214	0.643	0.000	7.00
8	5.388	1.633	0.245	0.735	0.000	8.00
9	6.061	1.837	0.276	0.827	0.000	9.00
10	6.735	2.041	0.306	0.918	0.000	10.00
11	7.408	2.245	0.337	1.010	0.000	11.00
12	8.082	2.449	0.367	1.102	0.000	12.00
13	8.755	2.653	0.398	1.194	0.000	13.00
14	9.429	2.857	0.429	1.286	0.000	14.00
15	10.102	3.061	0.459	1.378	0.000	15.00
16	10.776	3.265	0.490	1.469	0.000	16.00
17	11.449	3.469	0.520	1.561	0.000	17.00
18	12.122	3.673	0.551	1.653	0.000	18.00
19	12.796	3.878	0.582	1.745	0.000	19.00
20	13.469	4.082	0.612	1.837	0.000	20.00
21	14.143	4.286	0.643	1.929	0.000	21.00
22	14.816	4.490	0.673	2.020	0.000	22.00
23	15.490	4.694	0.704	2.112	0.000	23.00
24	16.163	4.898	0.735	2.204	0.000	24.00
25	16.837	5.102	0.765	2.296	0.000	25.00
26	17.510	5.306	0.796	2.388	0.000	26.00
27	18.184	5.510	0.827	2.480	0.000	27.00
28	18.857	5.714	0.857	2.571	0.000	28.00
29	19.531	5.918	0.888	2.663	0.000	29.00
30	20.204	6.122	0.918	2.755	0.000	30.00
31	20.878	6.327	0.949	2.847	0.000	31.00
32	21.551	6.531	0.980	2.939	0.000	32.00
33	22.224	6.735	1.010	3.031	0.000	33.00
34	22.898	6.939	1.041	3.122	0.000	34.00
35	23.571	7.143	1.071	3.214	0.000	35.00
36	24.245	7.347	1.102	3.306	0.000	36.00
37	24.918	7.551	1.133	3.398	0.000	37.00
38	25.592	7.755	1.163	3.490	0.000	38.00
39	26.265	7.959	1.194	3.582	0.000	39.00
40	26.939	8.163	1.224	3.673	0.000	40.00
41	27.612	8.367	1.255	3.765	0.000	41.00
42	28.286	8.571	1.286	3.857	0.000	42.00
43	28.959	8.776	1.316	3.949	0.000	43.00
44	29.633	8.980	1.347	4.041	0.000	44.00
45	30.306	9.184	1.378	4.133	0.000	45.00
46	30.980	9.388	1.408	4.224	0.000	46.00
47	31.653	9.592	1.439	4.316	0.000	47.00
48	32.327	9.796	1.469	4.408	0.000	48.00
49	33.000	10.000	1.500	4.500	0.000	49.00
50	33.673	10.204	1.531	4.592	0.000	50.00
51	34.347	10.408	1.561	4.684	0.000	51.00
52	35.020	10.612	1.592	4.776	0.000	52.00
53	35.694	10.816	1.622	4.867	0.000	53.00
54	36.367	11.020	1.653	4.959	0.000	54.00
55	37.041	11.224	1.684	5.051	0.000	55.00
56	37.714	11.429	1.714	5.143	0.000	56.00
57	38.388	11.633	1.745	5.235	0.000	57.00
58	39.061	11.837	1.776	5.327	0.000	58.00
59	39.735	12.041	1.806	5.418	0.000	59.00
60	40.408	12.245	1.837	5.510	0.000	60.00
61	41.082	12.449	1.867	5.602	0.000	61.00
62	41.755	12.653	1.898	5.694	0.000	62.00
63	42.429	12.857	1.929	5.786	0.000	63.00
64	43.102	13.061	1.959	5.878	0.000	64.00
65	43.776	13.265	1.990	5.969	0.000	65.00
66	44.449	13.469	2.020	6.061	0.000	66.00
67	45.122	13.673	2.051	6.153	0.000	67.00
68	45.796	13.878	2.082	6.245	0.000	68.00
69	46.469	14.082	2.112	6.337	0.000	69.00
70	47.143	14.286	2.143	6.429	0.000	70.00
71	47.816	14.490	2.173	6.520	0.000	71.00
72	48.490	14.694	2.204	6.612	0.000	72.00
73	49.163	14.898	2.235	6.704	0.000	73.00
74	49.837	15.102	2.265	6.796	0.000	74.00
75	50.510	15.306	2.296	6.888	0.000	75.00
76	51.184	15.510	2.327	6.980	0.000	76.00
77	51.857	15.714	2.357	7.071	0.000	77.00
78	52.531	15.918	2.388	7.163	0.000	78.00
79	53.204	16.122	2.418	7.255	0.000	79.00
80	53.878	16.327	2.449	7.347	0.000	80.00
81	54.551	16.531	2.480	7.439	0.000	81.00
82	55.224	16.735	2.510	7.531	0.000	82.00
83	55.898	16.939	2.541	7.622	0.000	83.00
84	56.571	17.143	2.571	7.714	0.000	84.00
85	57.245	17.347	2.602	7.806	0.000	85.00
86	57.918	17.551	2.633	7.898	0.000	86.00
87	58.592	17.755	2.663	7.990	0.000	87.00
88	59.265	17.959	2.694	8.082	0.000	88.00
89	59.939	18.163	2.724	8.173	0.000	89.00
90	60.612	18.367	2.755	8.265	0.000	90.00
91	61.286	18.571	2.786	8.357	0.000	91.00
92	61.959	18.776	2.816	8.449	0.000	92.00
93	62.633	18.980	2.847	8.541	0.000	93.00
94	63.306	19.184	2.878	8.633	0.000	94.00
95	63.980	19.388	2.908	8.724	0.000	95.00
96	64.653	19.592	2.939	8.816	0.000	96.00
97	65.327	19.796	2.969	8.908	0.000	97.00

	Conservative*	Liberal Democrat	Labour	Ind	Ungrouped	
	66	20	3	9	0	
98	66.000	20.000	3.000	9.000	0.000	98.00
99	66.673	20.204	3.031	9.092	0.000	99.00
100	67.347	20.408	3.061	9.184	0.000	100.00
101	68.020	20.612	3.092	9.276	0.000	101.00
102	68.694	20.816	3.122	9.367	0.000	102.00
103	69.367	21.020	3.153	9.459	0.000	103.00
104	70.041	21.224	3.184	9.551	0.000	104.00
105	70.714	21.429	3.214	9.643	0.000	105.00
106	71.388	21.633	3.245	9.735	0.000	106.00
107	72.061	21.837	3.276	9.827	0.000	107.00
108	72.735	22.041	3.306	9.918	0.000	108.00
109	73.408	22.245	3.337	10.010	0.000	109.00
110	74.082	22.449	3.367	10.102	0.000	110.00
111	74.755	22.653	3.398	10.194	0.000	111.00
112	75.429	22.857	3.429	10.286	0.000	112.00
113	76.102	23.061	3.459	10.378	0.000	113.00
114	76.776	23.265	3.490	10.469	0.000	114.00
115	77.449	23.469	3.520	10.561	0.000	115.00
116	78.122	23.673	3.551	10.653	0.000	116.00
117	78.796	23.878	3.582	10.745	0.000	117.00
118	79.469	24.082	3.612	10.837	0.000	118.00
119	80.143	24.286	3.643	10.929	0.000	119.00
120	80.816	24.490	3.673	11.020	0.000	120.00
121	81.490	24.694	3.704	11.112	0.000	121.00
122	82.163	24.898	3.735	11.204	0.000	122.00
123	82.837	25.102	3.765	11.296	0.000	123.00
124	83.510	25.306	3.796	11.388	0.000	124.00
125	84.184	25.510	3.827	11.480	0.000	125.00
126	84.857	25.714	3.857	11.571	0.000	126.00
127	85.531	25.918	3.888	11.663	0.000	127.00
128	86.204	26.122	3.918	11.755	0.000	128.00
129	86.878	26.327	3.949	11.847	0.000	129.00
130	87.551	26.531	3.980	11.939	0.000	130.00
131	88.224	26.735	4.010	12.031	0.000	131.00
132	88.898	26.939	4.041	12.122	0.000	132.00
133	89.571	27.143	4.071	12.214	0.000	133.00
134	90.245	27.347	4.102	12.306	0.000	134.00
135	90.918	27.551	4.133	12.398	0.000	135.00
136	91.592	27.755	4.163	12.490	0.000	136.00
137	92.265	27.959	4.194	12.582	0.000	137.00
138	92.939	28.163	4.224	12.673	0.000	138.00
139	93.612	28.367	4.255	12.765	0.000	139.00
140	94.286	28.571	4.286	12.857	0.000	140.00
141	94.959	28.776	4.316	12.949	0.000	141.00
142	95.633	28.980	4.347	13.041	0.000	142.00
143	96.306	29.184	4.378	13.133	0.000	143.00
144	96.980	29.388	4.408	13.224	0.000	144.00
145	97.653	29.592	4.439	13.316	0.000	145.00
146	98.327	29.796	4.469	13.408	0.000	146.00
147	99.000	30.000	4.500	13.500	0.000	147.00
148	99.673	30.204	4.531	13.592	0.000	148.00
149	100.347	30.408	4.561	13.684	0.000	149.00
150	101.020	30.612	4.592	13.776	0.000	150.00
151	101.694	30.816	4.622	13.867	0.000	151.00
152	102.367	31.020	4.653	13.959	0.000	152.00
153	103.041	31.224	4.684	14.051	0.000	153.00
154	103.714	31.429	4.714	14.143	0.000	154.00
155	104.388	31.633	4.745	14.235	0.000	155.00
156	105.061	31.837	4.776	14.327	0.000	156.00
157	105.735	32.041	4.806	14.418	0.000	157.00
158	106.408	32.245	4.837	14.510	0.000	158.00
159	107.082	32.449	4.867	14.602	0.000	159.00
160	107.755	32.653	4.898	14.694	0.000	160.00
161	108.429	32.857	4.929	14.786	0.000	161.00
162	109.102	33.061	4.959	14.878	0.000	162.00
163	109.776	33.265	4.990	14.969	0.000	163.00
164	110.449	33.469	5.020	15.061	0.000	164.00
165	111.122	33.673	5.051	15.153	0.000	165.00
166	111.796	33.878	5.082	15.245	0.000	166.00
167	112.469	34.082	5.112	15.337	0.000	167.00
168	113.143	34.286	5.143	15.429	0.000	168.00
169	113.816	34.490	5.173	15.520	0.000	169.00
170	114.490	34.694	5.204	15.612	0.000	170.00
171	115.163	34.898	5.235	15.704	0.000	171.00
172	115.837	35.102	5.265	15.796	0.000	172.00
173	116.510	35.306	5.296	15.888	0.000	173.00
174	117.184	35.510	5.327	15.980	0.000	174.00
175	117.857	35.714	5.357	16.071	0.000	175.00
176	118.531	35.918	5.388	16.163	0.000	176.00
177	119.204	36.122	5.418	16.255	0.000	177.00
178	119.878	36.327	5.449	16.347	0.000	178.00
179	120.551	36.531	5.480	16.439	0.000	179.00
180	121.224	36.735	5.510	16.531	0.000	180.00
181	121.898	36.939	5.541	16.622	0.000	181.00
182	122.571	37.143	5.571	16.714	0.000	182.00
183	123.245	37.347	5.602	16.806	0.000	183.00
184	123.918	37.551	5.633	16.898	0.000	184.00

Appointment of Councillors to Committees

Introduction

1. Following on from the decision to formally re-appoint committees and allocate seats to political groups, the Council must now formally agree the appointment of councillors and substitutes to those Committees in accordance with the scheme of committee places agreed under the last item.

Appointment of Councillors and Substitutes

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies Democratic Services of their nominated councillors to serve on committees by noon Monday 20 May. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.
3. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to four substitutes where it has a councillor on that committee. As with nominations of committee members (see paragraph 2 above) it is a legal requirement that the Council formally approves the appointment of substitute members to committees and therefore it is essential that each political group notifies Democratic Services of their nominated substitute members to serve on committees. Details of committee memberships will be circulated as soon as nominations have been received from Group Leaders as an appendix.
4. Councillors are encouraged to make use of the substitute system to ensure committees are fully represented in the case of absences by the appointed members. If a councillor finds that they are unable to attend a meeting, then they should contact Democratic Services to make their apologies and inform who will substitute for them at that meeting.

Committees of the Council

5. There are specific issues that need to be considered under the appointment of councillors.
6. The statutory rules regarding senior officers appointments embodied in the Council's Constitution require the Officer Appointments Committee to include at least one member of the Executive.
7. Also the Staffing Policy Committee requires two members of the Cabinet as Cabinet representation is required on its sub-committees by the Council's constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.
8. The Standards Committee currently includes 4 non-voting co-opted members, and the terms of reference allow for up to 8 such members to be appointed, half of which must be town or parish council representatives. The Council has previously appointed four co-opted non-voting members to the Standards Committee.
9. As part of the Council's arrangements for dealing with Code of Conduct complaints, the Council is required to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes a decision on an allegation it has decided to investigate. The Council has previously appointed 3 Independent Persons on a four-year term as detailed below.
11. As referenced in the previous report on the appointment of committees, the Children's Select Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).
12. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council has determined otherwise under the previous item, will still need to be appointed on a politically proportional basis. The geographical consideration does not apply to the Strategic Planning Committee where applications of a more strategic nature are determined and where members are expected to apply a more strategic approach.
13. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 1 to this report.
14. It has been a long-standing convention that the chairmen of Select Committees would have a seat on the Overview and Scrutiny Management Committee. It has also previously been considered appropriate that the

Chairman of the Financial Planning Task Group should also have a seat on the Overview and Scrutiny Management Committee. Similar conventions are in place in respect of the chairmen of the 4 Area Planning Committees having a seat on the Strategic Planning Committee. Group Leaders are therefore asked to consider these conventions when submitting their nominations for committee places. Group Leaders can of course make subsequent requests for changes within their allocation of seats as approved by Council at future meetings of Council should the need arise.

15. The Wiltshire Pension Fund Committee comprises five Wiltshire Councillors, two voting members from Swindon Borough Council (appointed by Swindon Borough Council), two voting Employer Representatives and two non-voting employee representatives (one representing Wiltshire Council employees, one representing Swindon Borough Council employees). The voting Employer Representatives serve a four year fixed term from first appointment, there is currently a vacancy for an Employer Representative and it is recommended this is appointed to as detailed below.
16. The Investment Sub Committee is a Sub-Committee of the Wiltshire Pension Fund Committee, in accordance with its Terms of Reference, the membership comprises the Chair and Vice Chair of the Wiltshire Pension Fund Committee, and two co-opted members of the Wiltshire Pension Fund committee.
17. The Local Pension Board is constituted entirely under the Public Service Pensions Act 2013 and is not a Committee of the Council. The Local Pension Board's terms of reference and membership are included in the Council's constitution. It reports to the administering authority and its membership is as defined in the Public Service Pensions Act 2013. The rules on political proportionality do not apply. Local Pension Board members serve a four-year fixed term from first appointment. It is requested the term of office of the Chairman be extended by 1 year to allow for continuity as new appointments are made, and vacancies for other members filled, throughout 2019. There is currently a vacancy for an Employer Member Representative (Group1) for Wiltshire Council.

Matters for Decision

- (A) 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.
- (B) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above.
- (C) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 1 to this report.

- (D) To re-appoint appoint four non-voting co-opted members until May 2021 as follows:

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

- (E) 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

- (F) 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 Non-Voting Members	Representing
Maisy Humphrey (Substitute Declan Kiely)	School, Children and Young People representatives
Ms Jen Jones	Further Education Representative
Miss Sarah Busby	Secondary Schools Headteacher Representative
Miss Tracy Cornelius	Primary School Headteachers Representative
Mr John Hawkins	School Teacher Representative

(G) To 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)
Chris Moore	Employer Representative (Wiltshire College)
Diane Hall	Employer Representative (Selwood Housing)
Stuart Dark	Scheme Member Observer- appointed by Unison
Mike Pankiewicz	Scheme Member Observer- appointed by Unison

(H) To reappoint the Investment Sub Committee in accordance with its Terms of Reference with the following co-opted members:

Name	Representing
Cllr Swinyard	Swindon Borough (as determined by Swindon Borough Council)
Cllr Gordon King	Wiltshire Council member of Wiltshire Pension Fund Committee.

(I) To re-appoint the Local Pension Board under the Public Service Pensions Act 2013 until the expiry of the 4 year term and to re-appoint the Chairman for a further 1 year term.

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

Robin Townsend
Director – Corporate Function

Appendices

Appendix - List of appointments to Area Boards

Appendix - Membership of Committees nominations (to follow)

Background papers: None

Area Boards: Electoral Divisions**Amesbury Area Board****Electoral Divisions 6**

Amesbury East
 Amesbury West
 Till & Wylve Valley
 Durrington & Larkhill
 Bulford, Allington & Figheldean
 Bourne & Woodford Valley

Members

Robert Yuill
 Fred Westmoreland
 Darren Henry
 Graham Wright
 John Smale
 Mike Hewitt

Bradford on Avon Area Board**Electoral Divisions 4**

Holt & Staverton
 Winsley & Westwood
 Bradford on Avon North
 Bradford on Avon South

Members

Trevor Carbin
 John Kidney
 Jim Lynch
 Sarah Gibson

Calne Area Board**Electoral Divisions 5**

Calne Rural
 Calne North
 Calne Chilvester & Abberd
 Calne Central
 Calne South & Cherhill

Members

Christine Crisp
 Thomas Rounds
 Tony Trotman
 Ian Thorn
 Alan Hill

Chippenham Area Board**Electoral Divisions 10**

By Brook
 Chippenham Cepen Park & Derriads
 Chippenham Cepen Park &
 Redlands
 Chippenham Hardenhuish
 Chippenham Monkton
 Chippenham Queens and Sheldon
 Chippenham Hardens and England
 Chippenham Lowdon and Rowden
 Chippenham Pewsham
 Kington

Members

Jane Scott
 Peter Hutton
 Andy Phillips
 Melody Thompson
 Nicholas Murry
 Ashley O'Neill
 Bill Douglas
 Ross Henning
 Clare Cape
 Howard Greenman

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Members

Brian Mathew
Ruth Hopkinson
Benjamin Anderson
Philip Whalley

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Members

Anna Cuthbert
Simon Jacobs
Peter Evans
Sue Evans
Laura Mayes
Richard Gamble
Philip Whitehead

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Members

Toby Sturgis
Gavin Grant
Chuck Berry
John Thomson

Marlborough Area Board

Electoral Divisions 4

Aldbourne & Ramsbury
Marlborough East
Marlborough West
West Selkley

Members

James Sheppard
Stewart Dobson
Nick Fogg
Jane Davies

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Members

Hayley Spencer
Pat Aves
Jon Hubbard
Philip Alford
Roy While
Jonathon Seed

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Members

Paul Oatway
Jerry Kunkler
Stuart Wheeler
Ian Blair-Pilling
Chris Williams
Mark Connolly

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Members

Bob Jones
Allison Bucknell
Jacqui Lay
Mollie Groom
Mary Champion
Chris Hurst

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

Members

John Walsh

Ricky Rogers
Brian Dalton
Atiqul Hoque
Mary Douglas
Derek Brown
Sven Hocking
Matthew Dean

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylde Valley

Members

Jose Green
George Jeans
Bridget Wayman
Tony Deane
Pauline Church

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebbles Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Members

Richard Britton
Richard Clewer
Ian McLennan
Leo Randall
Christopher Devine

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

Members

Ernie Clark
Horace Prickett
Edward Kirk
Stewart Palmen
Vacant
David Halik
Deborah Halik
Peter Fuller
Steve Oldrieve

Warminster Area Board

Electoral Divisions 5

Warminster Without
Warminster Broadway
Warminster Copheap and Wylde
Warminster East
Warminster West

Members

Fleur de Rhe- Philipe
Anthony Jackson
Christopher Newbury
Andrew Davis
Pip Ridout

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Members

Jerry Wickham
Gordon King
David Jenkins
Russell Hawker

Wiltshire Council

Annual Council

21 May 2019

Appointment of Chairmen and Vice-Chairmen of Committees

Council is asked:

- a) To appoint Chairmen and Vice-Chairmen of the following meetings:
- Area Planning Committee – Eastern
 - Area Planning Committee – Northern
 - Area Planning Committee – Southern
 - Area Planning Committee – Western
 - Audit Committee
 - Health and Wellbeing Board (Chairman only)
 - Licensing Committee
 - Officer Appointments Committee
 - Pension Fund Committee
 - Staffing Policy Committee
 - Standards Committee
 - Strategic Planning Committee
- b) To note that the Overview and Scrutiny Management Committee, the Select Committees, the Police and Crime Panel, Electoral Review Committee, and Area Boards will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.
- c) 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.

Robin Townsend
Director - Corporate Function

Background papers: None

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Wiltshire Council

Full Council

21 May 2019

Proposed Changes to the Constitution

Summary

This report sets out proposed changes to Part 10 of the Constitution.

Proposal

That Full Council approve the proposed changes to Part 10 of the Constitution

Reason for Proposal

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

Ian Gibbons, Director of Legal, Electoral and Registration Services

Proposed Changes to the Constitution

Purpose of Report

1. This report asks Council to consider recommendations of the Standards Committee in relation to the following:
 - Part 10 of the Constitution: Contract and Procurement Regulations

Background

2. The Standards Committee has responsibility for oversight of the Council's constitution. It has established a cross party working group, known as the Constitution Focus Group, to advise and assist in carrying out this function.
3. The Focus Group met on 10 April 2019 to review sections of the constitution, including those as detailed in paragraph 1.
4. The Standards Committee considered those recommendations on 1 May 2019.
5. The relevant minutes of the Standards Committee and the Focus Group can be found at **Appendix 1**.

Main Considerations

Part 10 of the Constitution

6. The contract and procurement regulations were last reviewed and updated at Full Council on 12 July 2016. This had involved the transfer of more of the technical information into online manuals for council officers as it was considered an unnecessary level of detail for a high level constitutional document, whilst retaining the underlying core principles and rules.
7. The Focus Group was provided with an updated version of the contract and procurement regulations, which sought to further simplify and clarify the processes to be followed, correcting out of date information, and setting out more clearly the responsibilities of certain roles and the working practices that should be followed. For example, clarifying the role of the Head of Strategic Procurement in place of the former Procurement Board. Details were sought regarding extraordinary contract exemptions.
8. The Standards Committee agreed that the changes proposed to be appropriate and necessary and recommended Council adopt the changes.
9. A table setting out details of the changes and the revised version of the document is included at **Appendix 2**. The existing protocol is included at **Appendix 3**.

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. Implementation of these changes will strengthen the Council's corporate governance, including its risk management arrangements.

Financial Implications

13. There are no financial implications arising from this report.

Legal Implications

14. The recommendations in this report are consistent with the council's duties under relevant legislation.

Public Health Impact of the Proposals

15. There are no public health impacts arising from this report.

Environmental Impact of the Proposals

16. There are no environmental impacts arising from this report.

Proposal

17. **To recommend Full Council approve the revised Contract and Procurement Regulations at Part 10 of the Constitution.**

Ian Gibbons, Director, Legal, Electoral and Registration Services (and Monitoring Officer)

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

Background Papers

[17 April 2019 Audit Committee](#)

Appendices

Appendix 1 - Minutes extract of the Constitution Focus Group, 10 April 2019 and Minutes of the Standards Committee 1 May 2019

Appendix 2 - Schedule of Changes and Revised Part 10

Appendix 3 - Existing Part 10

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CONSTITUTION FOCUS GROUP

MINUTES EXTRACT OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 10 APRIL 2019 AT SALISBURY ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

18 **Part 10: Procurement and Contract Regulations**

The Focus Group received details of proposed changes to Part 10 of the Constitution, correcting out of date information and seeking to simplify and clarify the processes for procurement within the Council alongside work to improve the existing procurement manual for officers.

Details were sought on the level of responsibility the wording placed on the Head of Procurement rather than the defunct Procurement Board, how procurement and other risks were being identified, reported and actioned between the procurement team and the services and the existing rules in relation to extraordinary exemptions. In particular it was requested that additional drafting be considered if necessary to ensure processes in relation to extraordinary exemption were sufficient.

Resolved:

Taking account of the comments made at the meeting, that the Standards Committee recommend Council approve the proposed changes.

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STANDARDS COMMITTEE

MINUTES EXTRACT OF THE STANDARDS COMMITTEE MEETING HELD ON 1 MAY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

18 **Recommendations from the Constitution Focus Group**

A report was received from the Monitoring Officer outlining proposed changes to the Constitution as recommended by the Constitution Focus Group.

Part 10 of the Constitution was in relation to procurement and contract regulations. This had been updated to further simplify the regulations and clarify processes to be followed including the correction of now out of date information and the responsibilities of roles within the Council. The Focus Group had considered the changes appropriate and necessary, and the Committee was content to recommend the proposals for adoption by Full Council.

Protocol 8 was in relation to partnership working, but after review was recommended to be removed as it was not fit for purpose, sitting outside and at odds with the council's present commercial policy and approach. The Audit Committee was in agreement with the approach of removing the document, to be replaced by a partnership working framework to be adopted by Cabinet, which was felt to be a more appropriate level for the framework to be approved.

Protocol 10, which would become Protocol 9 after the partnership protocol was removed, related to the Code of Corporate Governance. The document had not been reviewed since 2010, and a revised version had been prepared to reflect Chartered Institute of Public Finance and Accountancy guidance. Both the Constitution Focus Group and Audit Committee had agreed the new protocol.

At the conclusion of discussion, it was,

Resolved:

To recommend Council approve the revised Part 10 and Protocol 10 of the Constitution and remove Protocol 8 of the Constitution.

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Amendments to PROCUREMENT AND CONTRACT RULES

Original Clause	Original Wording	New Wording	Reasoning
Procurement and Contract Rules			
1	Introduction 1.1 to 1.5 retained as is		
	<p>1.6 Concession Contracts</p> <p>1.6.1 For public works concession contracts, subsidised works and subsidised service contracts connected to subsidised works (i.e. contracts under which the contractor is given the right to exploit the works) the council will be obliged to ensure that the concessionaire complies with relevant EU Regulations. Further advice is given in the Procurement Manual and a senior officer in the Strategic Procurement Hub should be contacted for advice, who will also engage legal services and accountancy</p> <p>1.7 Utilities</p> <p>1.7.1 Procurement of utilities is covered by The Utilities Contract Regulations 2006. This includes postal services but excludes telecommunications. For further information on scope of the Utilities Contract Regulations 2006 please refer to the Procurement Manual. A senior officer in the Strategic Procurement Hub should be contacted for advice, who will also engage legal services and accountancy</p>	Deleted	<p>Current wording is out of date and we have already referred to English and European Law so don't believe we should specifically refer to these particularly as they change.</p> <p>Agreed by Legal</p>
	1.8 A list of the definitions used in these Rules is given at Appendix 1 attached to this Section A.	Retained but updated removing definitions that are no longer applicable and adding new as required	
2.	Objects	Remains as is	
3.	Principles		
	3.1 All Procurements must comply with these Rules, the Procurement Manual, the Wiltshire Council Financial Regulations and Financial Procedure Rules, English law and European law in force in England. All procurements must remain, within budget both in year and the Medium Term Financial Plan assumptions unless approved in line with the Financial Regulations.	<p>3.1 It is the responsibility of the Corporate Directors Service Directors to ensure that the purchase of goods, services and works comply with:</p> <ul style="list-style-type: none"> a) English Law b) The Public Contracts Regulations (Utilities Contract Regulations and Concessions Contract Regulations) that are currently enforced c) The Council's Constitution including these Procurement and Contract Rules, Financial Regulations and Financial Procedure Rules d) The Procurement Manual e) Compliance with the Councils decision making process 	<p>Changed for clarity</p> <p>Agreed by Legal</p>

	3.2 to 3.4 retained as is		
	3.5 When any employee of either the council or of a service provider may be affected by any transfer arrangement under a Procurement or re-Procurement, issues relating to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) must be considered and the Wiltshire Pension Fund must be consulted at the planning stage of the Procurement. Recognised trades union consultation must be carried out in compliance with the Externalisation, Procurement and the Workforce Agreement published on the Intranet (or any document which replaces or supplements that agreement). See further the Procurement Manual.	Deleted	Danger of going into specific details in constitution is TUPE more important than environment or health and safety, best dealt with in Procurement Manual? Agreed by Legal
	3.7 Each Associate Director shall: 3.7.1 to 3.7.4 wording remains as is	Re numbered to 3.6 Each Director shall: Renumbered 3.7.1 to 3.7.4 to 3.6.1 to 3.6.4	Associate Director no longer a position
	3.7.6 through to 3.9 remain as is (but renumbered)	Renumbered 3.6.3 to 3.8	
	3.10 Key Performance Indicators will be used to monitor the operation of these Rules in accordance with the Procurement Manual. Results will be reported to Corporate Directors and Associate Directors regularly.	Delete	These are currently not undertaken and better dealt with in the Procurement Manual Agreed by Legal
	3.11 Remains as is	But renumbered 3.9	
	3.12 The council must comply with its obligations and duties in respect of State Aid in its commercial arrangements with third parties. The rules on State Aid are set out in the Procurement Manual.	3.10 The council must comply with its obligations and duties in respect of State Aid in its commercial arrangements with third parties. The rules on State Aid are set out in the Procurement Manual. Delete Red Renumbered	I think for complicated areas like state aid or TUPE clients should be engaging with procurement and legal rather than reading a guide and trying to do it themselves Agreed by Legal
	APPENDIX 1	Retained but updated deleting	
B	PROCUREMENT PROCEDURE		
4	Planning each Procurement		
	4.1 Remains as is		
	4.2 The Procurement Plan is the schedule demonstrating a minimum of 12 months' forward planning of such Procurements for each service area, to be created and maintained in accordance with the Procurement Manual.	Wording remains	Much more clarity how this will be achieved is required in the Procurement Manual
	4.3 Unless there is a clear corporate benefit of procurement, for example facilities management, each Associate Director will be responsible for the Procurement Plan for his or her service area.	4.3 Unless there is a clear corporate benefit of procurement, for example facilities management, each Associate Director will be responsible for the Procurement Plan for his or her service area. Delete Associate	The corporate benefit for procurements will come out of Category Strategies that may then required Council or County wide procurements.
	4.4 Each Budget Manager must ensure that his or her Procurements are represented in the Procurement Plan as soon as reasonably practicable in order to ensure timely consideration of the Procurement procedure which must be followed. They must also agree with Accountancy, before a Procurement Plan is submitted, that the council has the funds and other resources available to meet all its obligations under any contract(s) that may result. This includes having sufficient non-pay budget provision in year and future years. The level of	4.4 Each Budget Manager must ensure that his or her Procurements are represented in the Procurement Plan as soon as reasonably practicable in order to ensure timely consideration of the Procurement procedure which must be followed. They must also agree with Accountancy, before a Procurement Plan is submitted, that the council has	The procurement plan is an overall plan of what is likely to be procured, this clause then starts talking about individual plans, these are Sourcing Plans which are dealt with in the Procurement

	contracted work will then be driven by the ability to afford a contract as approved by accountancy. The award will also consider the value for money of the tenders and financial sustainability of the contract	<p>the funds and other resources available to meet all its obligations under any contract(s) that may result. This includes having sufficient non-pay budget provision in year and future years. The level of contracted work will then be driven by the ability to afford a contract as approved by accountancy. The award will also consider the value for money of the tenders and financial sustainability of the contract</p> <p>Delete red wording</p>	Manual and will require confirmation by accountancy that budget is in place for each procurement before it commences.
5	<p>Corporate Corporate Procurement and Commissioning Board governance and approval of Tender Level Procurements</p> <p>5.1 The Corporate Procurement and Commissioning Board will regularly review procurement and commissioning governance and recommend changes which enhance performance and added value activities.</p> <p>5.2 The general powers of the Corporate Procurement and Commissioning Board are:</p> <p>5.2.1 To scrutinise and challenge planned Tender Level and outcomes/outputs of the procurement;</p> <p>5.2.2 To consider and recommend Tender Level Procurement spend at the assessment phase;</p> <p>5.2.3 To monitor the value added by the check and challenge system.</p> <p>5.3 The reporting relationships between service areas, the Corporate Procurement and Commissioning Board, the Strategic Procurement Hub, Accountancy and Legal Services are set out in the Procurement Manual.</p> <p>5.4 Every Potential Tender Level Procurement will be subject to an independent Value assessment carried out in accordance with these Rules and the Procurement Manual, unless exempted from this process by the Corporate Procurement and Commissioning Board.</p> <p>5.5 Each assessment report will be led by an Officer of the Strategic Procurement Hub. The Officer will work in collaboration with the relevant Commissioning Officer(s), including Legal and Accountancy, during the assessment and throughout the Procurement.</p> <p>5.6 The Corporate Procurement and Commissioning Board will consider each assessment in order to check, challenge and approve Tender level procurements. Approval will be required from the Corporate Procurement and Commissioning Board before Tender Level Procurements can progress.</p> <p>5.7 All procurement related Cabinet Reports must be approved by the Corporate Procurement and Commissioning Board prior to submission.</p>	<p>Delete and replace with below</p> <p>5. Responsibilities of the Head of Procurement</p> <p>5.1 To ensure procurement process is followed and that Sourcing Plans and Regulation 84 Reports are prepared and approved in accordance with the Rules</p> <p>5.2 Regularly review procurement governance, considering any relevant audit reports, changes in external regulations, laws, views from legal and accountancy teams and Council Strategy.</p> <p>5.3 To ensure all procurement related Cabinet Reports are reviewed by the Head of Procurement and approved by the Director for Finance and Procurement prior to submission to the Cabinet</p>	The Board does not currently meet, the role of the Head of Procurement should ensure governance is in place working with Legal, Finance and Audit
6.	Procurement Procedure		
	6.1 The procurement procedure to be taken is dependent on the estimated value of the supplies, services, or works to be provided. Full details of the processes and related information are given in the Procurement Manual.	6.1 The procurement procedure to be taken is dependent on the estimated value of the supplies, services, or works to be provided. Full details of the processes and related information are given in the flow charts in	We have simplified the Procurement Manual and added flowcharts to make processes clearer

		the Procurement Manual. Red writing added	
	6.2 remains as is		
	6.3 A Request for Quotes (RfQ) procedure may be used for spend below the threshold defined for supplies and services in the EU Regulations for advertising contracts in the Official Journal of the European Union. Strategic Procurement Hub Officers may consider that an RfQ is not the best route to manage procurements below that threshold and may, for example, recommend a tender or use of a Public Buying Organisation framework where it is appropriate to do so. For procurements above EU Regulation thresholds as detailed in the Procurement Manual, a compliant procedure must be followed.	Deleted	Suggest deleted as this sort of detail should be in Procurement Manual Agreed by Legal
7.	Form of Contract and Tender Documentation		
	7.1 to 7.3 Remain as is		
8.	Receiving and Opening Tenders		
	8.1 All tenders must be received and opened in accordance with the council's "Tender Receiving and Opening Procedures" These can be found in the Procurement Manual.	8.1 All tenders must be received and opened in accordance with the council's "Tender Receiving and Opening Procedures" These can be found in the details set out in the Procurement Manual.	The majority of tenders will be received by the electronic portal
9.	Awarding Contracts and Audit Trails		
	9.1 to 9.3 remain as is		
	9.4 Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of this Constitution) and subject to rule 9.6 below, the authority to approve the award of contracts as a result of a procurement exercise is delegated to Associate Directors (and their nominees) in accordance with the Scheme of Delegation.	9.4 Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of this Constitution) and subject to rule 9.6 below, the authority to approve the award of contracts as a result of a procurement exercise is delegated to Associate Directors (and their nominees) in accordance with the Scheme of Delegation.	Directors Schemes of Delegation may now refer to the Delegated Authorities Matrix
	9.5 Subject to the authority to award contracts being granted as per paragraph 9.4 and 9.6 these contracts may only be executed under Seal as per Rule 10 or be signed by the following (and their nominees in accordance with their Scheme of Sub-Delegation) 9.5.1 Solicitor to the Council for all contracts or, 9.5.2 Associate Director for Corporate Office, Programme Office and Procurement	9.5 Subject to the authority to award contracts being granted as per paragraph 9.4 and 9.6 these contracts may only be executed under Seal as per Rule 10 or be signed by the following (and their nominees in accordance with their Scheme of Sub-Delegation) 9.5.1 Solicitor to the Council for all contracts or, 9.5.2 The Director of Finance and Procurement 9.5.2 Associate Director for Corporate Office, Programme Office and Procurement	Signing is currently carried out by SPH this is not reflected here so changed
	9.6 Cabinet approval must be obtained for any contract (or programme) which: 9.6.1 Involves a key decision under this Constitution (see Part 1 paragraph 9);	9.6 Cabinet approval must be obtained for any contract (or programme) which: 9.6.1 Involves a key decision under	Out of date reference removed and updated

		this Constitution (see Part 1 paragraph 9); (see Part 1 paragraph 4.2.7)	
	9.6.2 to 9.7 remain as is		
10	Contracts to be executed under Seal Whole section remains as is		
C	CONTRACT MAINTENANCE, MONITORING AND ADMINISTRATION		
11	General		
	11.1 Budget Managers, Commissioning Officers and those managing contracts shall observe the contract management, supplier management, vendor accreditation and registration processes set out in the Procurement Manual.	11.1 Budget Managers, Commissioning Officers and those managing contracts shall observe the contract management, supplier management, vendor accreditation and registration processes set out in the Procurement Manual.	Vendor accreditation and registration more linked to SRM outside of manual?
12.	Extensions to Contracts or Framework Agreements		
	12.1 to 12.5 remain as is		
	12.6 Where the value of an extension exceeds £100,000.01 written approval must be obtained following consideration of a written report. The report should be addressed to the Head of Strategic Procurement and will be considered by the following officers as well as the Cabinet Member for Procurement: 12.6.1 Corporate Director 12.6.2 Head of Strategic Procurement (or nominee); 12.6.3 Head of Legal Services (or nominee); 12.6.4 Section 151 Officer.	Deleted	Where an extension is allowed for within the contract the total value including extensions should have already been approved, if the contract does not allow for an extension then for contracts over EU Threshold this becomes an Extraordinary Exemption
	12.7 remains as is		
	12.8 New Clause	12.8 Where an extension does is not allowed under the existing contract then the request to extend will need to follow the extraordinary exemption route.	To ensure we are clear that extensions outside of what the contract allows are non-compliant
13	Variations to Contracts		
	13.1, 13.3 and 13.4 remain as is		
	13.2 All variations to contracts must be fully documented, whether they have a financial impact or not, and the signatories of the variation documents shall be Legal services or the same officers at 9.5. Nil value variations may be signed by the Senior Category Manager.	All variations to contracts must be fully documented, whether they have a financial impact or not, and the signatories of the variation documents shall be Legal services or the same officers at 9.5. Nil value variations may be signed by the Senior Category Manager. Red wording Deleted	The Head of Finance and Procurements Scheme of Delegation covers these specifics and they do not need to be in the constitution
14	Exceptions to these rules		
	Whole section remains as is 14.1 to 14.3.2		
	14.3.3 Collaborative/Joint Purchasing – Where another authority/public body is acting as ‘lead buyer’ and provided that the person(s) awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable legislation including, where relevant, the EU Procurement Directives. This includes any recognised wider public sector agreements including, for example, Crown	14.3.3 Collaborative/Joint Purchasing – Where another authority/public body is acting as ‘lead buyer’ and provided that the person(s) awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable	This is a route to market that is acceptable under PCR 2015 so not required to be an exemption, will be identified in Sourcing Plan

	Commercial Services or successor contracts, etc.	legislation including, where relevant, the EU Procurement Directives. This includes any recognised wider public sector agreements including, for example, Crown Commercial Services or successor contracts, etc. Red section deleted	
Extraordinary Exemptions (this whole section is remodelled)			
	<p>14.4 Any Exemption which does not fulfil the strict criteria of rule 14.3 will be an “Extraordinary Exemption”.</p> <p>14.5 Only the Head of Strategic Procurement in conjunction with the Solicitor to the Council (or nominee) may grant an Extraordinary Exemption.</p> <p>Procedure for Exemptions and Extraordinary Exemptions</p> <p>14.6 Exemption requests made for one of the reasons under rule 14.3 must be submitted to a Business Partner in the Strategic Procurement Hub. Wherever possible, completed Exemption Request Forms should be scanned and submitted by email.</p> <p>14.7 An Exemption will be either:</p> <p>14.7.1 approved by the Strategic Procurement Hub, registered and confirmed with the requesting Commissioning Officer;</p> <p>14.7.2 held pending a request for further information (where appropriate);</p> <p>14.7.3 rejected stating the reasons why; or</p> <p>14.7.4 referred to Cabinet for determination.</p> <p>14.8 Extraordinary Exemption requests must be submitted to the Head of Strategic Procurement (“Extraordinary Exemption Request Form”). Extraordinary Exemption Request Forms must include a full business case and must be countersigned by the relevant Service Director. Wherever possible, completed Extraordinary Exemption Request Forms should be scanned and submitted by email.</p> <p>14.9 An Extraordinary Exemption will be either:</p> <p>14.9.1 approved by two of the following three designated officers:</p> <p>14.9.1.1 The Head of Procurement;</p> <p>14.9.1.2 The Solicitor to the Council (or nominee); and</p> <p>14.9.1.3 The Section 151 Officer, and registered and confirmed with the requesting Commissioning Officer;</p> <p>14.9.2 held pending a request for further information (where appropriate) and then dealt with in accordance with rules 14.9.1, 14.9.3 or 14.9.4;</p> <p>14.9.3 rejected stating the reasons why; or</p> <p>14.9.4 referred to Cabinet for determination, and in the event of Cabinet approval, registered and confirmed in accordance with rule 14.9.1.</p>	<p>14.4 Any Exemption which does not fulfil the strict criteria of rule 14.3 will be an “Extraordinary Exemption” or is an extension not allowed under the existing contract.</p> <p>14.5 Only the Head of Strategic Procurement in conjunction with the Solicitor to the Council (or nominee) may grant an Extraordinary Exemption.</p> <p>14.6 Service Directors must ensure that the information submitted in all Exemption Request Forms and Extraordinary Exemption Request Forms for his or her service area is correct.</p> <p>14.7 The procurement may proceed only after the notification of approval is received by the Commissioning Officer.</p> <p>14.8 All Exemption requests which would contravene English law or European law in force in England will be rejected.</p> <p>14.9 If the Exemption is approved, the application form will be endorsed and returned to the relevant Commissioning Officer who must enter the contract on to the Corporate Contracts Register in accordance with rule 7. A copy of the Exemption will be retained by the Strategic Procurement Hub.</p> <p>Procedure</p> <p>14.10 Exemption requests made for one of the reasons under rule 14.3 must be submitted to ProcurementUnit@wiltshire.gov.uk. It is recommended that the SPH are engaged to support the development of the exemption. a Business Partner in the Strategic Procurement Hub. Wherever possible, completed Exemption Request Forms should be scanned and submitted by email.</p> <p>14.11 An Exemption will be either:</p> <p>14.11.1 approved by the Strategic Procurement Hub, registered and confirmed with the requesting Commissioning Officer;</p> <p>14.11.2 held pending a request for further information (where appropriate);</p>	In rewriting this we are trying to make the process clearer, a flow chart has been added to the Procurement Manual to simplify.

	<p>14.10 Within 10 working days of an Extraordinary Exemption approval made under rule 16, details of the approval decision and the attendant business case will be:</p> <p>14.10.1 notified to the relevant Cabinet Member; and</p> <p>14.10.2 published on the Intranet, and the approval decision will normally be made available to the public, except where the notification of approval states that this would not be appropriate for legal reasons.</p> <p>14.11 Service Directors must ensure that the information submitted in all Exemption Request Forms and Extraordinary Exemption Request Forms for his or her service area is correct.</p> <p>14.12 The procurement may proceed only after the notification of approval is received by the Commissioning Officer.</p> <p>14.13 All Exemption requests which would contravene English law or European law in force in England will be rejected.</p> <p>14.14 If the Exemption is approved, the application form will be endorsed and returned to the relevant Commissioning Officer who must enter the contract on to the Corporate Contracts Register in accordance with rule 7. A copy of the Exemption will be retained by the Strategic Procurement Hub.</p>	<p>14.11.3 rejected stating the reasons why; or</p> <p>14.11.4 referred to Cabinet for determination.</p> <p>14.12 Extraordinary Exemption requests must be submitted to the Head of Strategic Procurement ("Extraordinary Exemption Request Form"). Extraordinary Exemption Request Forms must include a full business case and must be countersigned by the relevant Service Director. Wherever possible, completed Extraordinary Exemption Request Forms should be scanned and submitted by email.</p> <p>14.13 An Extraordinary Exemption will be either:</p> <p>14.13.1 approved by two of the following three designated officers:</p> <p>14.13.1.1 The Head of Procurement and one of either</p> <p>14.13.1.2 The Solicitor to the Council (or nominee); and</p> <p>14.13.1.3 The Section 151 Officer, and registered and confirmed with the requesting Commissioning Officer;</p> <p>14.13.2 held pending a request for further information (where appropriate) and then dealt with in accordance with rules 14.11.1, 14.11.3 or 14.11.4;</p> <p>14.13.3 rejected stating the reasons why; or</p> <p>14.13.4 referred to Cabinet for determination, and in the event of Cabinet approval, registered and confirmed in accordance with rule 14.11.1.</p> <p>14.14 Within 10 working days of an Extraordinary Exemption approval made under rule 14, details of the approval decision and the attendant business case will be:</p> <p>14.14.1 notified to the relevant Cabinet Member; and</p> <p>14.14.2 published on the Intranet, and the approval decision will normally be made available to the public, except where the notification of approval states that this would not be</p>	
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		appropriate for legal reasons.	
15	Partnerships and Grants Remains as is		

Part 10

Procurement and Contract

Rules

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PART 10

PROCUREMENT AND CONTRACT RULES

SECTION A: GENERAL

1. Introduction

- 1.1 These Procurement and Contract Rules (the “Rules”) are the standing orders which apply to the acquisition of all supplies, services and works by or on behalf of the council. This includes council controlled schools and where the council acts as lead commissioner on behalf of a third party using external funds.
- 1.2 These Rules apply to the whole lifecycle of the procurement process, from initial concept to the end of an asset’s useful life or the end of the contract liability period.
- 1.3 These Rules are divided into Sections A, B and C:
 - 1.3.1 Section A (“General”) sets out the Objects and Principles of these Rules;
 - 1.3.2 Section B (“Procurement Procedure”) sets out the rules for planning a Procurement and the procedure which must be followed for every Procurement up to signature of the relevant contract; and
 - 1.3.3 Section C (“Contract Maintenance, Monitoring and Administration”) sets out the rules for managing the relevant contract until termination or expiry together with other administration matters.
- 1.4 These Rules must be read in conjunction with the Procurement Manual, an online toolkit which gives detailed instructions and guidance in their implementation. The Procurement Manual will be updated from time to time and officers must always refer to the latest information as published on the Intranet.
- 1.5 These Rules do not apply to:
 - 1.5.1 Contracts of employment; or,
 - 1.5.2 Contracts that relate solely to the purchase or acquisition of land; or,
 - 1.5.3 contracts awarded by schools which are outside the control of the council such as academies and foundation schools, or
 - 1.5.4 Investment Manager contracts awarded by the Wiltshire Pension Fund Committee
- 1.6 A list of the definitions used in these Rules is given at Schedule 1 attached to this

2. Objects

2.1 These Rules have three objects:

- 2.1.1 To deliver Best Value;
- 2.1.2 To manage and reduce the council's corporate risk;
- 2.1.3 To ensure accountability for all procurement decisions.

3. Principles

3.1 It is the responsibility of the Directors to ensure that the purchase of goods, services and works comply with:

- 3.1.1 English law;
- 3.1.2 The Public Contracts Regulations (Utilities Contract Regulations and Concessions Contract Regulations) that are currently enforced;
- 3.1.3 The Council's Constitution including these Procurement and Contract Rules, Financial Regulations and Financial Procedure Rules (Part 9);
- 3.1.4 The Procurement Manual;
- 3.1.5 Compliance with the council's decision-making process.

3.2 Whether or not a Procurement is subject to the EU Regulations, it must be conducted in accordance with the basic EU Treaty Principles. In particular, this means all Procurements must be carried out in a fair, open and transparent way.

3.3 Any change to the relevant English or European law must be observed until these Rules are revised. If these Rules or the Procurement Manual conflict in any way with English law or European law in force in England then that legislation takes precedence.

3.4 The strategic advice of Legal Services and the Strategic Procurement Hub and accountancy must be sought during the earliest stages of planning any Procurement. See further Section B of these Rules.

3.5 All Procurements must comply with the Best Value processes set out in the Procurement Manual.

3.6 Each Director shall:

- 3.6.1 be responsible for all Procurements undertaken for his or her service area;
- 3.6.2 ensure that Best Value is achieved in all Procurements for his or her service area;
- 3.6.3 ensure that during the earliest stages of planning any Procurement for his or her service area:
 - the strategic advice of Legal Services, Accountancy, Human Resources and the Strategic Procurement Hub is sought; and
 - where appropriate, TUPE is considered and the Wiltshire Pension Fund consulted,

- 3.6.4 assess the ability to join up spending / contracts across other service areas to secure efficiencies and value for money;
 - 3.6.5 implement and operate a Scheme of Sub-delegation for his or her service area;
 - 3.6.6 in conjunction with the Strategic Procurement Hub, Accountancy and Legal Services, ensure that training on these Rules and the Procurement Manual is provided to Budget Managers and Commissioning Officers in accordance with the Procurement Manual;
 - 3.6.7 ensure that all Procurements for his or her service area are conducted in a fair, open and transparent way;
 - 3.6.8 ensure that Budget Managers in his or her service area comply with the duties listed at rule 3.8 below;
 - 3.6.9 ensure that Commissioning Officers in his or her service area comply with the duties listed at rule 3.9 below.
- 3.7 Each Budget Manager shall for all Procurements within his or her remit:
- 3.7.1 ensure compliance with these Rules, the Procurement Manual, the Wiltshire Council Financial Regulations and Financial Procedure Rules and EU Regulations (where applicable);
 - 3.7.2 ensure that the Best Value processes set out in these Rules and the Procurement Manual are achieved;
 - 3.7.3 ensure that only standard documentation or documentation approved by Legal Services is used in accordance with rule 7 below;
 - 3.7.4 operate within an effective check and challenge system and in line with the Behaviours Framework;
 - 3.7.5 ensure that the requirements from the Strategic Procurement Hub to provide information and documentation for the Corporate Contracts Register set out in these Rules are complied with in a timely manner.
- 3.8 Commissioning Officers must comply with these Rules and the Procurement Manual.
- 3.9 A successful challenge made under the community right to challenge set out in Part 5 of the Localism Act 2011 will trigger the procurement processes set out in these Rules.
- 3.10 The council must comply with its obligations and duties in respect of State Aid in its commercial arrangements with third parties.

Schedule 1 – Definitions

In these Rules, the following words and phrases have the following meanings:

Behaviours Framework	The council's set of core behaviours which define how officers are expected to carry out their roles
Best Value	The optimum combination of whole life cost and benefits to meet the council's requirements, and includes consideration of social responsibility, equality, economic factors and sustainability
Budget Manager	An officer with budgetary responsibility for the spend relating to a Procurement
Contractor	Provider contracted to furnish supplies or undertake works
Commissioning Officer	An officer with strategic responsibility for commissioning a service
Contract Management	The administration of a completed contract by council officers to include ensuring compliance with its terms and conditions and implementation of any required variation
Corporate Contracts Register	The central repository of (i) key contract information as required under the Transparency Act
EU Regulations	The Public Contracts Regulations 2015 , Concessions Contracts Regulations 2016 and Utilities Contracts Regulations 2016
EU Threshold	A financial threshold for supplies, services or works above which the EU Regulations apply, where EU Threshold is used in these rules unless specifically stated it shall be the threshold for supplies and services.
Exemption	Has the meaning given in rule 14
Financial Regulations	The Financial Regulations set out in the council's constitution as updated from time to time, which provide financial controls around commitments including contracts
Framework Agreement	An agreement which allows the council to call-off from a supplier a range or pre-defined supplies or services. Each call-off constitutes a standalone contract made on the terms and conditions of the Framework Agreement
Grant	Has the meaning given in Protocol 8 ("Wiltshire Council Partnership Protocol") of the constitution as updated from time to time

Invitation to Tender (ITT)	An invitation to tender documents in the form required by these Rules
OJEU	The Official Journal of the European Union
Partnership	Has the meaning given in Protocol 8 (“Wiltshire Council Partnership Protocol”) of the constitution as updated from time to time
Procurement	The acquisition on behalf of the council of supplies, services or works of any value or type to include the entire process from initial planning to the end of the contract liability period or the end of an item’s useful life
Procurement Manual	The council’s online Procurement Manual as updated by the Head of Strategic Procurement from time to time and published on the Intranet
Procurement Plan	The schedule demonstrating a minimum of 12 months’ forward planning of Tender Level Procurements for each service area, to be created and maintained in accordance with the Procurement Manual
Purchase Order	An order detailing the products or services required by the council. Sending a Purchase Order to a supplier constitutes a legal offer by the council to buy products or services. Acceptance of a Purchase Order by a supplier usually forms a one-off contract between the council and the supplier, so no contract exists until the Purchase Order is accepted
Regulation 84 Evaluation Report	Report recommending the award of a contract following a procurement process (Template held by SPH)
Service’s Responsible Officer	The Officer responsible for the commissioning and delivering the outcomes from the procurement process
Rules	These Procurement and Contract Rules
Scheme of Sub-delegation	Delegation by Directors to officers in their service areas of the authority to exercise on their behalf powers delegated to them under Part 3B of the constitution as updated from time to time
Sourcing Plan	Required for all over EU Threshold tenders which lays out procurement options and recommended approach which must be approved by the Head of Procurement or their Nominee
SPH	Strategic Procurement Hub, central procurement team

Tender	A supplier's formal written offer made in competition to supply specified supplies or services or carry out specified work at a stated cost or rate, made in response to an Invitation to Tender
Tender Level Procurement	Expenditure which exceeds the EU Regulation thresholds at which an advert must be placed in the Official Journal of the European Union

REVISED PART 10

PART 10

PROCUREMENT AND CONTRACT RULES

SECTION B: PROCUREMENT PROCEDURE

4. Planning each Procurement

- 4.1 Save where an Exemption is granted under rule 14 below, every Tender Level Procurement or complex or resource intensive procurement below tender level must be planned in accordance with these Rules and the Procurement Manual.
- 4.2 The Procurement Plan is the schedule demonstrating a minimum of 12 months' forward planning of such Procurements for each service area, to be created and maintained in accordance with the Procurement Manual.
- 4.3 Unless there is a clear corporate benefit of procurement, for example facilities management, each Director will be responsible for the Procurement Plan for his or her service area.
- 4.4 Each Budget Manager must ensure that his or her Procurements are represented in the Procurement Plan as soon as reasonably practicable in order to ensure timely consideration of the Procurement procedure which must be followed. They must also agree with Accountancy, before a Procurement Plan is submitted, that the council has the funds and other resources available to meet all its obligations under any contract(s) that may result. This includes having sufficient non-pay budget provision in year and future years. The level of contracted work will then be driven by the ability to afford a contract as approved by accountancy. The award will also consider the value for money of the tenders and financial sustainability of the contract

5. Responsibilities of the Head of Procurement

- 5.1 To ensure procurement process is followed and that Sourcing Plans and Regulation 84 Reports are prepared and approved in accordance with the Rules
- 5.2 Regularly review procurement governance, considering any relevant audit reports, changes in external regulations, laws, views from legal and accountancy teams and Council Strategy.
- 5.3 To ensure all procurement related Cabinet Reports are reviewed by the Head of Procurement and approved by the Director for Finance and Procurement prior to submission to the Cabinet.

6. Procurement Procedure

- 6.1 The procurement procedure to be taken is dependent on the estimated value of the supplies, services, or works to be provided. Full details of the processes and related information are given in the flow charts in Procurement Manual.

6.2 The value of the contract is the total value of the contract over its full duration including any extensions. Where the contract term is indeterminate or indefinite the value will be 48 times the monthly cost. When estimating the total value of a contract over its term, including extensions, all elements of cost must be considered not just the invoice value to be paid for the supplies, services or works.

7. Form of Contract and Tender Documentation

7.1 All Procurements, regardless of value, must either:

7.1.1 use the council's appropriate un-amended model contract available on the Intranet as updated from time to time; or,

7.1.2 be referred to Legal Services to review the proposed contract or produce a new contract as appropriate.

7.2 In addition to the requirements of rule 7.1 all Procurements must either:

7.2.1 use the SAP Purchase Order procedure; or,

7.2.2 the Form of Agreement for low value one-off procurement of supplies and services; or,

7.2.3 use the council's un-amended standard tender templates which are available on the Intranet as updated from time to time; or,

7.2.4 be referred to the Strategic Procurement Hub to review the proposed tender documentation in conjunction with Legal Services.

7.3 Legal Services shall in conjunction with the Strategic Procurement Hub keep current and formally review all model contracts at least annually.

7.4 Contract Managers must provide relevant information required and register contract details on the corporate Contracts Register.

7.5 The Strategic Procurement Hub shall in conjunction with Legal Services review all standard tender templates at least annually.

7.6 Where there is an existing, appropriate authorised contractual arrangement this must be used unless a business case led by the relevant Officer in the Strategic Procurement Hub is properly approved.

8. Receiving and Opening Tenders

8.1 All tenders must be received and opened in accordance with the details set out in the Procurement Manual.

9. Awarding Contracts and Audit Trails

9.1 The results of any evaluation process must be recorded in writing by the Officer in the Strategic Procurement Hub responsible for leading the Procurement.

- 9.2 Any Officer awarding a contract must have sought confirmation from accountancy that the council has the funds available to meet all its financial obligations within the service AND under the contract prior to signature.
- 9.3 Commissioning Officers must be aware that the placing of any business with a third party constitutes a contractual commitment which must comply with these Rules. Placing an order off an approved contract may be undertaken by Officers with appropriate delegated budgets where those orders are placed against existing contracts based on pre-agreed terms and pricing. If any negotiations on price or changes to terms and conditions are required to place an order an Officer in the Strategic Procurement Hub must be contacted to determine how to proceed.
- 9.4 Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of this Constitution) and subject to rule 9.6 below, the authority to approve the award of contracts as a result of a procurement exercise is delegated to Directors (and their nominees) in accordance with the Scheme of Delegation.
- 9.5 Subject to the authority to award contracts being granted as per paragraph 9.4 and 9.6 these contracts may only be executed under Seal as per Rule 10 or be signed by the following (and their nominees in accordance with their Scheme of Sub-Delegation):
- 9.5.1 Solicitor to the Council for all contracts, or,
 - 9.5.2 The Director of Finance and Procurement.
- 9.6 Cabinet approval must be obtained for any contract (or programme) which:
- 9.6.1 Involves a key decision under this Constitution (see Part 1 paragraph 4.2.7)
 - 9.6.2 exceeds an annual value of £1 million or the total contract value exceeds £4million including any optional extension period;
 - 9.6.3 involves the transfer of 50 or more employees in or out of the council; or
 - 9.6.4 relates to a matter which is commercially, politically or strategically sensitive.
- 9.7 The legal requirements for issuing contract award notices must be followed.

10. Contracts to be executed under Seal

- 10.1 Where a contract either:
- 10.1.1 Exceeds £1m in value; or,
 - 10.1.2 Is considered to be of a strategically important or politically sensitive nature; or,
 - 10.1.3 Where the extended limitation period of 12 years would be of value,

the contract must be executed under seal, unless advised otherwise by Legal Services.

PART 10

PROCUREMENT AND CONTRACT RULES

SECTION C: CONTRACT MAINTENANCE, MONITORING AND ADMINISTRATION

11. General

11.1 Budget Managers, Commissioning Officers and those managing contracts shall observe the contract management, supplier management, set out in the Procurement Manual.

12. Extensions to contracts or framework agreements

12.1 The duration of a contract or Framework Agreement may only be extended if provision for that extension has been included in the terms of the contract or Framework Agreement.

12.2 The duration of Tender Level Procurements awarded under the EU Regulations may only be extended if provision for that extension was identified in the original OJEU Notice.

12.3 An extension should not be made where it would have the effect of changing the fundamental nature of the original contract and in no circumstances should an extension be made to a contract that has the effect of increasing the contract to a value over the EU Thresholds in force at that time.

12.4 The advice of the lead Officer in the Strategic Procurement Hub and Legal must be sought in relation to any proposals to extend a contract, even if a contractual option exists to explore if best value is offered from that option. This advice must be sought in an appropriate time period that would allow a new procurement to be undertaken if the advice is that the contract should not be extended.

12.5 All extensions must be fully documented and the signatories of the formal extension documents shall be Legal Services or as specified within Rule 9.5.

12.6 Cabinet approval must be obtained for any extension where the decision falls under the criteria for a key decision under the Constitution.

12.7 Where an extension is not provided for under the existing contract then the request to extend will need to follow the extraordinary exemption route, unless the total value of the contract including extensions is less than the EU Threshold which case it will be treated as a normal exemption.

13. Extensions to contracts or framework agreements

13.1 In any case where a variation means that the value of a contract would exceed the relevant EU Threshold, or where there is any material change to the

contract, the contract must be treated as a new Procurement under these Rules.

- 13.2 All variations to contracts must be fully documented, whether they have a financial impact or not, and the signatories of the variation documents shall be Legal services or the same officers at 9.5.
- 13.3 Any variation resulting in additional spend above the budgeted contract level will need approval in accordance with the Financial Regulations and must be funded before a decision to vary is taken.
- 13.4 Cabinet approval must be obtained for any variation where the decision falls under the criteria for a key decision under the Constitution.

14. Exceptions to these rules

14.1 These Rules apply to all supplies, services and works purchased by the council. However, subject to rule 14.2, a formal exemption to the requirements of one or more of these Rules may be considered where the Procurement in question is not subject to the EU Regulations or existing legislation i.e. for procurement where the RfQ procedure may be used. Guidance on the exemption process is in the Procurement Manual.

14.2 Formal exemptions cannot be used to remove the requirement:

14.2.1 to use un-amended model contracts and standard tender templates, or to seek the advice of Legal Services and the Strategic Procurement Hub where the standard documentation must be amended, in accordance with rule 7 above;

14.2.2 to seek the advice of Legal Services and the Strategic Procurement Hub for all Tender Level Procurements.

14.3 The Strategic Procurement Hub may grant formal exemptions which fulfil the following strict criteria (“Exemptions”):

14.3.1 Works orders placed with utility companies, e.g. for re-routing cables or pipework. The term utilities does not include telecommunications.

14.3.2 Genuine emergencies – Critical preventative or remedial work where there is a real and imminent risk to the safety of people or property arising from a hitherto unforeseen ‘catastrophic’ event or incident such as fire, bombing, flooding, major landslide etc. Any contract entered into by the council under this exemption must not be for a term of more than 6 months.

14.3.3 Collaborative/Joint Purchasing – Where another authority/public body is acting as ‘lead buyer’ and provided that the person(s) awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable legislation including, where relevant, the EU Procurement Directives.

14.3.4 Sole source of supply - Where suitable supplies or service are genuinely only available from one supplier (e.g. if patent, copyright or other exclusive design rights exist). Similarly, for any highly

specialised/niche services where, for all practical purposes, no realistic alternative source of supply exists. Exemption requests made on this basis will be tested by the Strategic Procurement Hub using sourcing tools.

14.3.5 Urgent situations not of the council's own making – The urgency must have been reasonably unforeseeable (e.g. existing supplier going into liquidation, urgently imposed statutory changes, etc.) and genuinely be a case of 'time is of the essence'. However, urgency arising through problems of the council's own making (whatever the cause and regardless of whether it involved previous delays or shortage of resources, etc.) shall not in itself justify exemption. Any contract entered into by the council under this exemption must not be for a term of more than 6 months. Where extensions of contracts are entered into without an Opportunity Assessment, the Strategic Procurement Hub will seek a temporary extension term in order to allow a full Opportunity Assessment to take place as soon as reasonably practicable. The avoidance of Opportunity Assessments will be exceptional.

14.3.6 Reasons of compatibility - If compatibility with existing supplies, equipment or services is essential and where they cannot be sourced from another supplier (e.g. spare parts/components for existing equipment) or where additional units are being purchased to match existing equipment and there is an overwhelming case for matching the existing items on the grounds of functionality, aesthetics, etc.

14.3.7 Procurements of a value of less than EU Threshold or extensions to contracts where the total value of the contract including extensions is less than the EU Threshold.

Extraordinary Exemptions

14.4 Any Exemption which does not fulfil the strict criteria of rule 14.3 will be an "Extraordinary Exemption".

14.5 Only the Head of Strategic Procurement in conjunction with the Solicitor to the Council (or nominee) may grant an Extraordinary Exemption.

14.6 Directors must ensure that the information submitted in all Exemption Request Forms and Extraordinary Exemption Request Forms for his or her service area is correct.

14.7 The procurement may proceed only after the notification of approval is received by the Commissioning Officer.

14.8 All Exemption requests which would contravene English law or European law in force in England will be rejected.

14.9 If the Exemption is approved, the application form will be endorsed and returned to the relevant Commissioning Officer who must enter the contract on to the Corporate Contracts Register in accordance with rule

7. A copy of the Exemption will be retained by the Strategic Procurement Hub.

Procedure

14.10 Exemption requests made for one of the reasons under rule 14.3 must be submitted to ProcurementUnit@wiltshire.gov.uk. It is recommended that the SPH are engaged to support the development of the exemption. Wherever possible, completed Exemption Request Forms should be scanned and submitted by email.

14.11 An Exemption will be either:

- 14.11.1 approved by the Strategic Procurement Hub, registered and confirmed with the requesting Commissioning Officer;
- 14.11.2 held pending a request for further information (where appropriate);
- 14.11.3 rejected stating the reasons why; or
- 14.11.4 referred to Cabinet for determination.

14.12 Extraordinary Exemption requests must be submitted to the Head of Strategic Procurement ("Extraordinary Exemption Request Form"). Extraordinary Exemption Request Forms must include a full business case and must be countersigned by the relevant Service Director. Wherever possible, completed Extraordinary Exemption Request Forms should be scanned and submitted by email.

14.13 An extraordinary exemption will be either:

- 14.13.1 Approved by two of the following three designated officers:
 - The Head of Procurement and one of either
 - The Solicitor to the Council (or nominee); and
 - The Section 151 Officer, and registered and confirmed with the requesting Commissioning Officer
- 14.13.2 Held pending a request for further information (where appropriate) and then dealt with in accordance with rule, 14.11.1, 14.11.3 or 14.11.4.
- 14.13.3 Rejected stating the reasons why; or,
- 14.13.4 Referred to Cabinet for determination, and in the event of Cabinet approval, registered and confirmed in accordance with rule 14.11.1.

14.14 Within 10 working days of an Extraordinary Exemption approval made under rule 14, details of the approval decision and the attendant business case will be:

- 14.14.1 Notified to the relevant Cabinet Member; and,
- 14.14.2 published on the Intranet, and the approval decision will normally be made available to the public, except where the notification of approval states that this would not be appropriate for legal reasons.

15. Partnerships and Grants

15.1 These Rules do not apply to Partnerships and Grants that are approved under the relevant policies and procedures.

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Part 10

Procurement and Contract Rules

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Part 10

Procurement and Contract Rules

SECTION A

GENERAL

1. Introduction

- 1.1 These Procurement and Contract Rules (the “Rules”) are the standing orders which apply to the acquisition of all supplies, services and works by or on behalf of the council. This includes council controlled schools and where the council acts as lead commissioner on behalf of a third party using external funds.
- 1.2 These Rules apply to the whole lifecycle of the procurement process, from initial concept to the end of an asset’s useful life or the end of the contract liability period.
- 1.3 These Rules are divided into Sections A, B and C:
- 1.3.1 Section A (“General”) sets out the Objects and Principles of these Rules;
 - 1.3.2 Section B (“Procurement Procedure”) sets out the rules for planning a Procurement and the procedure which must be followed for every Procurement up to signature of the relevant contract; and
 - 1.3.3 Section C (“Contract Maintenance, Monitoring and Administration”) sets out the rules for managing the relevant contract until termination or expiry together with other administration matters.
- 1.4 These Rules must be read in conjunction with the Procurement Manual, an online toolkit which gives detailed instructions and guidance in their implementation. The Procurement Manual will be updated from time to time and officers must always refer to the latest information as published on the Intranet.
- 1.5 These Rules do not apply to:
- 1.5.1 contracts of employment; or,
 - 1.5.2 contracts that relate solely to the purchase or acquisition of land; or,
 - 1.5.3 contracts awarded by schools which are outside the control of the council such as academies and foundation schools, or
 - 1.5.4 Investment Manager contracts awarded by the Wiltshire Pension Fund Committee

1.6 Concession Contracts

1.6.1 For public works concession contracts, subsidised works and subsidised service contracts connected to subsidised works (i.e. contracts under which the contractor is given the right to exploit the works) the council will be obliged to ensure that the concessionaire complies with relevant EU Regulations. Further advice is given in the Procurement Manual and a senior officer in the Strategic Procurement Hub should be contacted for advice, who will also engage legal services and accountancy

1.7 Utilities

1.7.1 Procurement of utilities is covered by The Utilities Contract Regulations 2006. This includes postal services but excludes telecommunications. For further information on scope of the Utilities Contract Regulations 2006 please refer to the Procurement Manual. A senior officer in the Strategic Procurement Hub should be contacted for advice, who will also engage legal services and accountancy

1.8 A list of the definitions used in these Rules is given at Appendix 1 attached to this Section A.

2. Objects

2.1 These Rules have three objects:

- 2.1.1 to deliver Best Value;
- 2.1.2 to manage and reduce the council's corporate risk;
- 2.1.3 to ensure accountability for all procurement decisions.

3. Principles

3.1 All Procurements must comply with these Rules, the Procurement Manual, the Wiltshire Council Financial Regulations and Financial Procedure Rules, English law and European law in force in England. All procurements must remain, within budget both in year and the Medium Term Financial Plan assumptions unless approved in line with the Financial Regulations.

3.2 Whether or not a Procurement is subject to the EU Regulations, it must be conducted in accordance with the basic EU Treaty Principles. In particular, this means all Procurements must be carried out in a fair, open and transparent way.

3.3 Any change to the relevant English or European law must be observed until these Rules are revised. If these Rules or the Procurement Manual conflict in any way with English law or European law in force in England then that legislation takes precedence.

3.4 The strategic advice of Legal Services and the Strategic Procurement Hub and accountancy must be sought during the earliest stages of planning any Procurement. See further Section B of these Rules.

- 3.5 When any employee of either the council or of a service provider may be affected by any transfer arrangement under a Procurement or re-Procurement, issues relating to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) must be considered and the Wiltshire Pension Fund must be consulted at the planning stage of the Procurement. Recognised trades union consultation must be carried out in compliance with the Externalisation, Procurement and the Workforce Agreement published on the Intranet (or any document which replaces or supplements that agreement). See further the Procurement Manual.
- 3.6 All Procurements must comply with the Best Value processes set out in the Procurement Manual.
- 3.7 Each Associate Director shall:
- 3.7.1 be responsible for all Procurements undertaken for his or her service area;
 - 3.7.2 ensure that Best Value is achieved in all Procurements for his or her service area;
 - 3.7.3 ensure that during the earliest stages of planning any Procurement for his or her service area:
 - 3.7.3.1 the strategic advice of Legal Services, Accountancy, Human Resources and the Strategic Procurement Hub is sought; and
 - 3.7.3.2 where appropriate, TUPE is considered and the Wiltshire Pension Fund consulted,
 - 3.7.4 assess the ability to join up spending / contracts across other service areas to secure efficiencies and value for money
 - 3.7.5 implement and operate a Scheme of Sub-delegation for his or her service area;
 - 3.7.6 in conjunction with the Strategic Procurement Hub, Accountancy and Legal Services, ensure that training on these Rules and the Procurement Manual is provided to Budget Managers and Commissioning Officers in accordance with the Procurement Manual;
 - 3.7.7 ensure that all Procurements for his or her service area are conducted in a fair, open and transparent way;
 - 3.7.8 ensure that Budget Managers in his or her service area comply with the duties listed at rule 3.8 below;
 - 3.7.9 ensure that Commissioning Officers in his or her service area comply with the duties listed at rule 3.9 below.
- 3.8 Each Budget Manager shall for all Procurements within his or her remit:
- 3.8.1 ensure compliance with these Rules, the Procurement Manual, the Wiltshire Council Financial Regulations and Financial Procedure Rules and EU Regulations (where applicable);
 - 3.8.2 ensure that the Best Value processes set out in these Rules and the Procurement Manual are achieved;
 - 3.8.3 ensure that only standard documentation or documentation approved by Legal Services is used in accordance with rule 7

below;

- 3.8.4 operate within an effective check and challenge system and in line with the Behaviours Framework;
 - 3.8.5 ensure that the requirements from the Strategic Procurement Hub to provide information and documentation for the Corporate Contracts Register set out in these Rules are complied with in a timely manner.
-
- 3.9 Commissioning Officers must comply with these Rules and the Procurement Manual.
 - 3.10 Key Performance Indicators will be used to monitor the operation of these Rules in accordance with the Procurement Manual. Results will be reported to Corporate Directors and Associate Directors regularly.
 - 3.11 A successful challenge made under the community right to challenge set out in Part 5 of the Localism Act 2011 will trigger the procurement processes set out in these Rules.
 - 3.12 The council must comply with its obligations and duties in respect of State Aid in its commercial arrangements with third parties. The rules on State Aid are set out in the Procurement Manual.

EXISTING PART 10

APPENDIX 1
Definitions

In these Rules, the following words and phrases have the following meanings:

Behaviours Framework	The council's set of core behaviours which define how officers are expected to carry out their roles
Best Value	The optimum combination of whole life cost and benefits to meet the council's requirements, and includes consideration of social responsibility, equality, economic factors and sustainability
Budget Manager	An officer with budgetary responsibility for the spend relating to a Procurement
Contractor	Provider contracted to furnish supplies or undertake works
Commissioning Officer	An officer with strategic responsibility for commissioning a service
Contract Management	The administration of a completed contract by council officers to include ensuring compliance with its terms and conditions and implementation of any required variation
Corporate Contracts Register	The central repository of (i) key contracts information and (ii) electronic copies of those contracts, which is maintained and owned by the Strategic Procurement Hub and annually monitored by Legal Services
Corporate Procurement and Commissioning Board	A duly constituted board whose purpose is to check, challenge and approve Tender Level Procurements. The Corporate Procurement and Commissioning Board will act as an "approval gateway" to ensure that Tender Level Procurements are: (i) robust in approach, (ii) legally compliant, (iii) strategically sound and (iv) competitively sourced
Dynamic Purchasing System	A completely electronic process for procuring commonly used goods or services generally available on the open market.
EU Regulations	Public Contracts Regulations 2006 , as amended by the Public Contracts (Amendment) Regulations 2009 for legacy contracts awarded under that regime, and the Public Contracts Regulations 2015 .
EU Threshold	A financial threshold for supplies, services or works above which the EU Regulations apply
Exemption	Has the meaning given in rule 14

Financial Regulations	The Financial Regulations set out in the council's constitution as updated from time to time, which provide financial controls around commitments including contracts
Framework Agreement	An agreement which allows the council to call-off from a supplier a range or pre-defined supplies or services. Each call-off constitutes a standalone contract made on the terms and conditions of the Framework Agreement
Grant	Has the meaning given in Protocol 8 ("Wiltshire Council Partnership Protocol") of the constitution as updated from time to time
Invitation to Tender (ITT)	An invitation to tender documents in the form required by these Rules
OJEU	The Official Journal of the European Union
Value Assessment	A detailed analysis of the route to Procurement and options for Procurement which is both legally compliant and offers Best Value, as set out in the Procurement Manual
Partnership	Has the meaning given in Protocol 8 ("Wiltshire Council Partnership Protocol") of the constitution as updated from time to time
Procurement	The acquisition on behalf of the council of supplies, services or works of any value or type to include the entire process from initial planning to the end of the contract liability period or the end of an item's useful life
Procurement Manual	The council's online Procurement Manual as updated by the Head of Strategic Procurement from time to time and published on the Intranet
Procurement Plan	The schedule demonstrating a minimum of 12 months' forward planning of Tender Level Procurements for each service area, to be created and maintained in accordance with the Procurement Manual
Purchase Order	An order detailing the products or services required by the council. Sending a Purchase Order to a supplier constitutes a legal offer by the council to buy products or services. Acceptance of a Purchase Order by a supplier usually forms a one-off contract between the council and the supplier, so no contract exists until the Purchase Order is accepted
Rules	These Procurement and Contract Rules
Scheme of Sub-delegation	Delegation by corporate and Associate Directors to officers in their service areas of the authority to exercise on their behalf powers delegated to them under Part 3B of the constitution as updated from time to time

Tender	A supplier's formal written offer made in competition to supply specified supplies or services or carry out specified work at a stated cost or rate, made in response to an Invitation to Tender
Tender Level Procurement	Expenditure which exceeds the EU Regulation thresholds at which an advert must be placed in the Official Journal of the European Union

EXISTING PART 10

SECTION B

PROCUREMENT PROCEDURE

4. Planning each Procurement

- 4.1 Save where an Exemption is granted under rule 14 below, every Tender Level Procurement or complex or resource intensive procurement below tender level must be planned in accordance with these Rules and the Procurement Manual.
- 4.2 The Procurement Plan is the schedule demonstrating a minimum of 12 months' forward planning of such Procurements for each service area, to be created and maintained in accordance with the Procurement Manual.
- 4.3 Unless there is a clear corporate benefit of procurement, for example facilities management, each Associate Director will be responsible for the Procurement Plan for his or her service area.
- 4.4 Each Budget Manager must ensure that his or her Procurements are represented in the Procurement Plan as soon as reasonably practicable in order to ensure timely consideration of the Procurement procedure which must be followed. They must also agree with Accountancy, before a Procurement Plan is submitted, that the council has the funds and other resources available to meet all its obligations under any contract(s) that may result. This includes having sufficient non-pay budget provision in year and future years. The level of contracted work will then be driven by the ability to afford a contract as approved by accountancy. The award will also consider the value for money of the tenders and financial sustainability of the contract

5. Corporate Procurement and Commissioning Board governance and approval of Tender Level Procurements

- 5.1 The Corporate Procurement and Commissioning Board will regularly review procurement and commissioning governance and recommend changes which enhance performance and added value activities.
- 5.2 The general powers of the Corporate Procurement and Commissioning Board are:
 - 5.2.1 To scrutinise and challenge planned Tender Level and outcomes/outputs of the procurement;
 - 5.2.2 To consider and recommend Tender Level Procurement spend at the assessment phase;
 - 5.2.3 To monitor the value added by the check and challenge system.
- 5.3 The reporting relationships between service areas, the Corporate Procurement and Commissioning Board, the Strategic Procurement Hub, Accountancy and Legal Services are set out in the Procurement Manual.
- 5.4 Every Potential Tender Level Procurement will be subject to an independent Value assessment carried out in accordance with these Rules and the

Procurement Manual, unless exempted from this process by the Corporate Procurement and Commissioning Board.

- 5.5 Each assessment report will be led by an Officer of the Strategic Procurement Hub. The Officer will work in collaboration with the relevant Commissioning Officer(s), including Legal and Accountancy, during the assessment and throughout the Procurement.
- 5.6 The Corporate Procurement and Commissioning Board will consider each assessment in order to check, challenge and approve Tender level procurements. Approval will be required from the Corporate Procurement and Commissioning Board before Tender Level Procurements can progress.
- 5.7 All procurement related Cabinet Reports must be approved by the Corporate Procurement and Commissioning Board prior to submission.

6. Procurement Procedure

- 6.1 The procurement procedure to be taken is dependent on the estimated value of the supplies, services, or works to be provided. Full details of the processes and related information are given in the Procurement Manual.
- 6.2 The value of the contract is the total value of the contract over its full duration including any extensions. Where the contract term is indeterminate or indefinite the value will be 48 times the monthly cost. When estimating the total value of a contract over its term, including extensions, all elements of cost must be considered not just the invoice value to be paid for the supplies, services or works.
- 6.3 A Request for Quotes (RfQ) procedure may be used for spend below the threshold defined for supplies and services in the EU Regulations for advertising contracts in the Official Journal of the European Union. Strategic Procurement Hub Officers may consider that an RfQ is not the best route to manage procurements below that threshold and may, for example, recommend a tender or use of a Public Buying Organisation framework where it is appropriate to do so. For procurements above EU Regulation thresholds as detailed in the Procurement Manual, a compliant procedure must be followed.

7. Form of Contract and Tender Documentation

- 7.1 All Procurements, regardless of value, must either:
 - 7.1.1 use the council's appropriate un-amended model contract available on the Intranet as updated from time to time; or
 - 7.1.2 be referred to Legal Services to review the proposed contract or produce a new contract as appropriate.
- 7.2 In addition to the requirements of rule 7.1 all Procurements must either:
 - 7.2.1 use the SAP Purchase Order procedure; or
 - 7.2.2 the Form of Agreement for low value one-off procurement of supplies and services; or
 - 7.2.3 use the council's un-amended standard tender templates which are available on the Intranet as updated from time to time; or
 - 7.2.4 be referred to the Strategic Procurement Hub to review the proposed tender documentation in conjunction with Legal Services.

- 7.3 Legal Services shall in conjunction with the Strategic Procurement Hub keep current and formally review all model contracts at least annually.
- 7.4 Contract Managers must provide relevant information required and register contract details on the corporate Contracts Register
- 7.5 Legal Services shall in conjunction with the Strategic Procurement Hub review all standard tender templates at least annually.
- 7.6 Where there is an existing, appropriate authorised contractual arrangement this must be used unless a business case led by the relevant Officer in the Strategic Procurement Hub is properly approved.

8. Receiving and Opening Tenders

- 8.1 All tenders must be received and opened in accordance with the council's "Tender Receiving and Opening Procedures" These can be found in the Procurement Manual.

9. Awarding Contracts and Audit Trails

- 9.1 The results of any evaluation process must be recorded in writing by the Officer in the Strategic Procurement Hub responsible for leading the Procurement.
- 9.2 Any Officer awarding a contract must have sought confirmation from accountancy that the council has the funds available to meet all its financial obligations within the service AND under the contract prior to signature.
- 9.3 Commissioning Officers must be aware that the placing of any business with a third party constitutes a contractual commitment which must comply with these Rules. Placing an order off an approved contract may be undertaken by Officers with appropriate delegated budgets where those orders are placed against existing contracts based on pre-agreed terms and pricing. If any negotiations on price or changes to terms and conditions are required to place an order an Officer in the Strategic Procurement Hub must be contacted to determine how to proceed.
- 9.4 Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of this Constitution) and subject to rule 9.6 below, the authority to approve the award of contracts as a result of a procurement exercise is delegated to Associate Directors (and their nominees) in accordance with the Scheme of Delegation.
- 9.5 Subject to the authority to award contracts being granted as per paragraph 9.4 and 9.6 these contracts may only be executed under Seal as per Rule 10 or be signed by the following (and their nominees in accordance with their Scheme of Sub-Delegation)
- 9.5.1 Solicitor to the Council for all contracts or,
 - 9.5.2 Associate Director for Corporate Office, Programme Office and Procurement
- 9.6 Cabinet approval must be obtained for any contract (or programme) which:
- 9.6.1 Involves a key decision under this Constitution (see Part 1 paragraph 9);

- 9.6.2 exceeds an annual value of £1 million or the total contract value exceeds £4million including any optional extension period;
 - 9.6.3 involves the transfer of 50 or more employees in or out of the council; or
 - 9.6.4 relates to a matter which is commercially, politically or strategically sensitive.
- 9.7 The legal requirements for issuing contract award notices must be followed.

10. Contracts to be executed under Seal

10.1 Where a contract either:

10.1.1 exceeds £1m in value; or

10.1.2 is considered to be of a strategically important or politically sensitive nature; or

10.1.3 where the extended limitation period of 12 years would be of value,

the contract must be executed under seal, unless advised otherwise by Legal Services.

EXISTING PART 10

SECTION C

CONTRACT MAINTENANCE, MONITORING AND ADMINISTRATION

11. General

- 11.1 Budget Managers, Commissioning Officers and those managing contracts shall observe the contract management, supplier management, vendor accreditation and registration processes set out in the Procurement Manual.

12. Extensions to Contracts or Framework Agreements

- 12.1 The duration of a contract or Framework Agreement may only be extended if provision for that extension has been included in the terms of the contract or Framework Agreement.
- 12.2 The duration of Tender Level Procurements awarded under the EU Regulations may only be extended if provision for that extension was identified in the original OJEU Notice.
- 12.3 An extension should not be made where it would have the effect of changing the fundamental nature of the original contract and in no circumstances should an extension be made to a contract that has the effect of increasing the contract to a value over the EU Thresholds in force at that time.
- 12.4 The advice of the lead Officer in the Strategic Procurement Hub and Legal must be sought in relation to any proposals to extend a contract, even if a contractual option exists to explore if best value is offered from that option. This advice must be sought in an appropriate time period that would allow a new procurement to be undertaken if the advice is that the contract should not be extended.
- 12.5 All extensions must be fully documented and the signatories of the formal extension documents shall be Legal services or as specified within Rule 9.5.
- 12.6 Where the value of an extension exceeds £100,000.01 written approval must be obtained following consideration of a written report. The report should be addressed to the Head of Strategic Procurement and will be considered by the following officers as well as the Cabinet Member for Procurement:
- 12.6.1 Corporate Director
 - 12.6.2 Head of Strategic Procurement (or nominee);
 - 12.6.3 Head of Legal Services (or nominee);
 - 12.6.4 Section 151 Officer.
- 12.7 Cabinet approval must be obtained for any extension where the decision falls under the criteria for a key decision under the Constitution.

13. Variations to Contracts

- 13.1 In any case where a variation means that the value of a contract would exceed the relevant EU Threshold, or where there is any material change to the contract, the contract must be treated as a new Procurement under these Rules.
- 13.2 All variations to contracts must be fully documented, whether they have a financial impact or not, and the signatories of the variation documents shall be Legal services or the same officers at 9.5. Nil value variations may be signed by the Senior Category Manager.
- 13.3 Any variation resulting in additional spend above the budgeted contract level will need approval in accordance with the Financial Regulations and must be funded before a decision to vary is taken.
- 13.4 Cabinet approval must be obtained for any variation where the decision falls under the criteria for a key decision under the Constitution.

14. Exceptions to these rules

- 14.1 These Rules apply to all supplies, services and works purchased by the council. However, subject to rule 14.2, a formal exemption to the requirements of one or more of these Rules may be considered where the Procurement in question is not subject to the EU Regulations or existing legislation i.e. for procurement where the RfQ procedure may be used. Guidance on the exemption process is in the Procurement Manual.
- 14.2 Formal exemptions cannot be used to remove the requirement:
 - 14.2.1 to use un-amended model contracts and standard tender templates, or to seek the advice of Legal Services and the Strategic Procurement Hub where the standard documentation must be amended, in accordance with rule 7 above;
 - 14.2.2 to seek the advice of Legal Services and the Strategic Procurement Hub for all Tender Level Procurements.
- 14.3 The Strategic Procurement Hub may grant formal exemptions which fulfil the following strict criteria ("Exemptions"):
 - 14.3.1 Works orders placed with utility companies, e.g. for re-routing cables or pipework. The term utilities does not include telecommunications.
 - 14.3.2 Genuine emergencies – Critical preventative or remedial work where there is a real and imminent risk to the safety of people or property arising from a hitherto unforeseen 'catastrophic' event or incident such as fire, bombing, flooding, major landslide etc. Any contract entered into by the council under this exemption must not be for a term of more than 6 months.
 - 14.3.3 Collaborative/Joint Purchasing – Where another authority/public body is acting as 'lead buyer' and provided that the person(s) awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable legislation including, where relevant, the EU Procurement

Directives. This includes any recognised wider public sector agreements including, for example, Crown Commercial Services or successor contracts, etc.

14.3.4 Sole source of supply - Where suitable supplies or service are genuinely only available from one supplier (e.g. if patent, copyright or other exclusive design rights exist). Similarly, for any highly specialised/niche services where, for all practical purposes, no realistic alternative source of supply exists. Exemption requests made on this basis will be tested by the Strategic Procurement Hub using sourcing tools.

14.3.5 Urgent situations not of the council's own making – The urgency must have been reasonably unforeseeable (e.g. existing supplier going into liquidation, urgently imposed statutory changes, etc.) and genuinely be a case of 'time is of the essence'. However, urgency arising through problems of the council's own making (whatever the cause and regardless of whether it involved previous delays or shortage of resources, etc.) shall not in itself justify exemption. Any contract entered into by the council under this exemption must not be for a term of more than 6 months. Where extensions of contracts are entered into without an Opportunity Assessment, the Strategic Procurement Hub will seek a temporary extension term in order to allow a full Opportunity Assessment to take place as soon as reasonably practicable. The avoidance of Opportunity Assessments will be exceptional.

14.3.6 Reasons of compatibility - If compatibility with existing supplies, equipment or services is essential and where they cannot be sourced from another supplier (e.g. spare parts/components for existing equipment) or where additional units are being purchased to match existing equipment and there is an overwhelming case for matching the existing items on the grounds of functionality, aesthetics, etc.

Extraordinary Exemptions

- 14.4 Any Exemption which does not fulfil the strict criteria of rule 14.3 will be an "Extraordinary Exemption".
- 14.5 Only the Head of Strategic Procurement in conjunction with the Solicitor to the Council (or nominee) may grant an Extraordinary Exemption.

Procedure for Exemptions and Extraordinary Exemptions

- 14.6 Exemption requests made for one of the reasons under rule 14.3 must be submitted to a Business Partner in the Strategic Procurement Hub. Wherever possible, completed Exemption Request Forms should be scanned and submitted by email.
- 14.7 An Exemption will be either:
- 14.7.1 approved by the Strategic Procurement Hub, registered and confirmed with the requesting Commissioning Officer;
 - 14.7.2 held pending a request for further information (where

- appropriate);
- 14.7.3 rejected stating the reasons why; or
- 14.7.4 referred to Cabinet for determination.
- 14.8 Extraordinary Exemption requests must be submitted to the Head of Strategic Procurement (“Extraordinary Exemption Request Form”). Extraordinary Exemption Request Forms must include a full business case and must be countersigned by the relevant Service Director. Wherever possible, completed Extraordinary Exemption Request Forms should be scanned and submitted by email.
- 14.9 An Extraordinary Exemption will be either:
- 14.9.1 approved by two of the following three designated officers:
- 14.9.1.1 The Head of Procurement;
- 14.9.1.2 The Solicitor to the Council (or nominee); and
- 14.9.1.3 The Section 151 Officer, and registered and confirmed with the requesting Commissioning Officer;
- 14.9.2 held pending a request for further information (where appropriate) and then dealt with in accordance with rules 14.9.1, 14.9.3 or 14.9.4;
- 14.9.3 rejected stating the reasons why; or
- 14.9.4 referred to Cabinet for determination, and in the event of Cabinet approval, registered and confirmed in accordance with rule 14.9.1.
- 14.10 Within 10 working days of an Extraordinary Exemption approval made under rule 16, details of the approval decision and the attendant business case will be:
- 14.10.1 notified to the relevant Cabinet Member; and
- 14.10.2 published on the Intranet, and the approval decision will normally be made available to the public, except where the notification of approval states that this would not be appropriate for legal reasons.
- 14.11 Service Directors must ensure that the information submitted in all Exemption Request Forms and Extraordinary Exemption Request Forms for his or her service area is correct.
- 14.12 The procurement may proceed only after the notification of approval is received by the Commissioning Officer.
- 14.13 All Exemption requests which would contravene English law or European law in force in England will be rejected.
- 14.14 If the Exemption is approved, the application form will be endorsed and returned to the relevant Commissioning Officer who must enter the contract on to the Corporate Contracts Register in accordance with rule 7. A copy of the Exemption will be retained by the Strategic Procurement Hub.

15 Partnerships and Grants

These Rules do not apply to Partnerships and Grants that are approved under the relevant policies and procedures.

EXISTING PART 10

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Wiltshire Council

Council

21 May 2019

Executive Decisions Taken Under Special Urgency Provision – Annual Report

1 Background

1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012. The Regulations deal with access to meetings and documents of the Executive. Regulation 9 details rules to be followed in publicising key decisions and requires all key decisions to be publicised 28 days in advance of the decision being taken. This Council's definition of what constitutes a key decision is as follows:

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
- any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
- Any proposal to change the Council's policy framework
- any contract (or programme) which:
 - ❖ exceeds an annual value of £1 million or the total contract value; or
 - ❖ exceeds £4million including any optional extension period; or
 - ❖ involves the transfer of 50 or more employees in or out of the council; or
 - ❖ relates to a matter which is commercially, politically or strategically sensitive.
- Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions

1.2 Where it is impracticable for key decisions to be publicised 28 clear days before they are made, special rules apply. Under Regulation 10, key decisions may be taken so long as the following steps are undertaken:

- The Proper Officer has informed the Chairman of the Overview and Scrutiny Management Committee; and
- The Proper Officer has made a notice in the prescribed form available for inspection by the public. The notice must set out details of the decision to be made and why the rule on giving 28 days notice has not been complied with
- The notice is published on the Council's website.
- The above steps must be taken at least 5 clear days before the key decision is taken.

1.3 In cases where a key decision is required to be taken even sooner and it is impracticable to wait for the requisite five clear days Regulation 11 - Special Urgency rules applies. This states that a decision may only be made where the decision maker has obtained agreement from the Chairman of the Overview and Scrutiny Management Committee or in their absence, the Chairman of the Council and in their absence, the Vice-Chairman of Council, that the matter is urgent and cannot be reasonably deferred. Upon securing agreement, a notice to this effect must be published on the Council's website.

1.4 At relevant intervals determined by the Council, which must be at least annually, the Leader of the Council is required to submit a report to Council setting out the key decisions taken under the special urgency rule. The report must include particulars of the decision made.

2 Issues for Consideration

2.1 At the time of writing this report, the Leader has confirmed that one decision has been made using the special urgency provision since the last annual report to Council on the 22 May 2018, details attached as an Appendix.

2.2 The intent of the Regulations is to make provision for urgent decisions to be made whilst ensuring as far as possible that transparency, accountability and scrutiny is maintained.

2.3 The Council has taken steps to ensure transparency is maintained by ensuring that where decisions are taken under these special provisions, an email is sent to all members of the Council providing them with a link to the notice published on the Council's website which gives details of the decision to be taken and the reason for urgency.

2.4 In order to ensure Council is aware of decisions taken using the special urgency provisions at the earliest opportunity, Council has previously agreed that these are reported to the next ordinary meeting of the Council. In addition, an annual report will also be presented to Council giving details of such decisions taken in the preceding year.

3 Other Options Considered and Rejected

3.1 None.

4 Financial Implications

4.1 None.

5 Legal Implications

5.1 The proposals in this report ensure that the Council complies with the requirements of the relevant legislation.

6 Equalities Impact of the Proposal

6.1 None.

7 Environmental Impact of the Proposals

7.1 None.

8. Public Health Implications

8.1 None.

9. Safeguarding Implications

9.1 None.

10. Procurement Implications

10.1 None

11. Recommendation

11.1 That Council notes this report, and that one decision has been taken under the special urgency provision in the period since the last report on 22 May 2018.

Robin Townsend
Associate Director – Corporate Function

Report author: Stuart Figini, Senior Democratic Services Officer
Background Papers: None

Appendix – Details of special urgent decisions

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Executive Decisions Taken Under Special Urgency Provision – Annual Report

Date of decision	Decision Maker	Item	Decision made	Reason for urgency
12 June 2018	Cabinet	Southview Park, Trowbridge – Council House Building	<p>a) To use the land in Appendix 1 for affordable housing</p> <p>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</p> <p>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.</p> <p>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.</p> <p>e) To enter into funding agreements with Homes England</p>	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.

			as required to secure any grant funding allocated.	
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The requirements of Regulation 11 – Special Urgency provision were complied with.