

Minutes Book

Tuesday 9 July 2019



Minutes of Cabinet and Committees

May to July 2019

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CABINET

MINUTES OF THE CABINET MEETING HELD ON 22 MAY 2019 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman and Cllr Philip Whitehead

Also Present:

Cllr Ian Blair-Pilling, Cllr Clare Cape, Cllr Ernie Clark, Cllr Jane Davies, Cllr Andrew Davis, Cllr David Halik, Cllr Alan Hill, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Steve Oldrieve, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Ian Thorn, Cllr Philip Whalley and Cllr Christopher Williams

62 Apologies

There were no apologies.

63 Minutes of the previous meeting

The minutes of the meeting held on 30 April 2019 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 30 April 2019.

64 Declarations of Interest

There were no declarations of interest.

65 Leader's announcements

The Leader explained the approach to public participation for the Special Schools item.

66 **Public participation and Questions from Councillors**

The Leader explained that statements and questions would be received during the discussions on the Special Schools Consultation at agenda item 6.

67 **Specials schools consultation**

Cllr Laura Mayes, Cabinet member for Children, Education and Skills thanked members of the public that had taken the time to attend the meeting and responded to the consultation on the proposals for Special Schools.

The Cabinet member gave a presentation about the responses received to Phases 1 and 2 of the consultation on the proposals to close Rowdeford, St Nicholas and Larkrise special schools and open a new special school at Rowde. She reminded the Cabinet that they had considered the matter at their meeting held on 27 November 2018. Since that meeting, a case was taken to court by a group of families about the process used for consultation prior to November 2018, the outcome of which brought about an extension to the consultation process, thus phase 2. The report considered by the Cabinet at this meeting contained all the consultation responses received between 9 January 2019 and 6 May 2019, along with alternative proposals received.

Cllr Mayes explained that the Council anticipated a total investment of up to £32 million in a purposed built Centre of Excellence at Rowde, to accompany provision at Exeter House in Salisbury. The Special Schools Larkrise and St Nicholas would stay open until the new school is built in 2023 and it is appropriate for children to transition to the new site at Rowdeford. The changes were necessary due to increased demand for specialist Special Education Needs and Disabilities (SEND) provision, increased pupil population as a result of Army Rebasing. In total an additional 120 school places were needed for specialist SEND provision in the north, and this was to be met by the expanded centre on the existing Rowdeford site.

The Cabinet member explained there was overcrowding in the current schools and the best option was to expand the school site at Rowde. Cllr Mayes highlighted the investment was an opportunity to improve the quality of education for those in a Special School setting, as well as improving opportunities for pupils with SEND in mainstream schools. The councillor outlined that Rowde was the ideal site for expansion due to its location and excellent community links. The councillor was confident an expanded site in Rowde would give the best opportunity for travel times to the majority of pupils and families. It was explained the expanded site would keep its small, safe setting by separate small learning areas on the site, landscaped to maintain a 'countryside' feel and additional therapy facilities would also be available at the school.

A number of statements were received from the public which covered the following points:

- Experiences as a parent of a child with SEND

- That the decision to proceed with the proposals had already been predetermined
- Concern about the travel times
- Current proposals were not acceptable and the current 3 special schools' provision should remain at Trowbridge, Chippenham and Rowdeford.
- The development of life skills
- Importance of receiving an education close to home, integration and social inclusion into the local community
- The need for parental choice to be paramount, along with parental access to the school
- Lack of information in the report concerning operating costs, budgetary constraints and alternative proposals
- The one school option would mean children with profound disabilities would become institutionalised
- The one school option would cause harm to the children and outweigh the benefits
- The children attending the single school have a wide range of complications and conditions that the one school option would not effectively manage, especially with the potentially increased risk of infection for some of the most vulnerable.
- The negative psychological effect that the proposals would have on families, friends and more importantly the SEND children.
- References to the Judicial Review and the extension to the consultation
- The sense of belonging, not only at the pupil's current schools, but also within the local communities, which helped their self-esteem and identity.
- The proposed school at Rowde was too large for many children and would have a detrimental effect on their ability to develop educationally and emotionally.
- Smaller schools should remain within the largest expanding communities of Chippenham and Trowbridge.
- Concern about the accuracy of the report and its contents
- Travel arrangements would be compromised due to the poor access to the proposed location and regular congestion in and out of Devizes
- Proposals to include post 16 facilities to cater for children with more profound, severe or complex needs
- Concern about the length of time taken for a decision to be made
- The importance of the outdoor learning space and play areas at Rowdeford
- The positive impact of Rowdeford on the development of current pupils
- The existing links between Rowdeford and communities in Rowde and Devizes
- Concern about how the proposals would be achieved in practice
- The needs of the children being met in a manageable way and providing a positive and fulfilling future for vulnerable children.
- The proposal could endanger the health of children due to the location of the school in Rowde and breach their human rights.
- The one school option not being supported by the majority of respondents

- A large school would provide true economies of scale
- The need for the provision of health care professionals on site
- Links to mainstream schools
- The ability of SEND children to manage the transition from their current school to Rowdeford
- Maintaining Larkrise and St Nicholas Schools in addition to the growth of Rowdeford School
- The availability of land in Trowbridge to expand SEND facilities
- The importance of the school's locations and ability to access local communities from an early age
- The need to take into account the views and contributions of parents

In addition to the above representations, the leader welcomed the views of the following Councillors:

1. Cllr Oldrieve spoke against the proposals and suggested that the Cabinet could not make a sound decision on the proposals before them
2. Cllr Kirk (as a Trowbridge Town Council member) declared an interest as he had a business which sold schools uniforms for schools in the Trowbridge area. He spoke against the proposals and (i) highlighted the issues raised for parents who would experience extended travel times to the new site at Rowde; and (ii) concern that the pupils would be deprived of the ability to develop direct links with the community in their local area.
3. Cllr Philips spoke against the proposals, especially the closure of St Nicholas School in Chippenham. He commented on (i) the additional time taken for pupils to travel to the new site and how this would be detrimental to their health, wellbeing and education; (ii) how the proposals would undermine important community involvement; (iii) the growth in housing allocation numbers for Chippenham and the additional financial burden, and place pressure on those schools.
4. Cllr Hubbard spoke in both a personal capacity and as Chairman of the Children's Select Committee SEND School Provision Task Group. He reassured the public and stakeholders that officers had not produced the proposals from a prejudged position but have formed them from an evidenced based approach and that they have the best interest of every group. He commented on the proposals and indicated that a concern of the Task Group was the lack of resource hubs to enable young people to be taught in their local communities, for both primary and secondary and alongside mainstream where appropriate. He was pleased that the school would remain a maintained school, although surprised at the information supplied in relation to travel times and that only two children would be subject to a journey longer than one hour.
5. Cllr Thorn thanked the parents and stakeholders for their contributions and indicated that he felt they were the finest contributions he had heard during any debate in the Council Chamber. He asked the Cabinet to

consider the seriousness of the decisions to be taken and to take into account the comments and views of the parents and stakeholders.

6. Cllr Blair-Pilling called on the public and stakeholders to support the proposals detailed in the report and the Cabinet who were seeking improvements of SEND provision in Wiltshire.
7. Cllr Davis spoke in support of the proposals and commented on Wiltshire SEND schools being classed as providing a very good service by the government. She explained that (i) the proposals contained detail about how improvements to outcomes for SEND children would be achieved at the new site; (ii) how overcrowding at other sites would be alleviated; (iii) improvements to healthcare accessibility at the new site; (iv) the open space available at the Rowde site; (v) flexibility of teaching methods; (vi) improvements with social inclusion and wider access to local communities.
8. Cllr Whalley commented on the expectation that the school would attract high quality teaching support staff, due to the facilities on offer and location.

The Councils Monitoring Officer responded to a question about the health of a SEND child due to the extended journey times to the proposed new school and the impact on the child's and its family's human rights.

Cllr Clewer (i) noted that the new school at Rowde would be one of the largest special schools in the country; (ii) that currently Wiltshire was predominately a rural county, however, based on housing allocation numbers and the work being undertaken on boundary reviews in Wiltshire, this may evolve to a more 50/50 split between rural and urban, in the coming years; (iii) the additional funding being provided for transporting children to the new school; (iv) recruitment issues; (v) the need to improve road safety management in the vicinity of the new school site.

Cllr Thomson commented on (i) the importance of all communities being supportive and accepting of SEND, and how the Council has been instrumental in updating the accessibility for all at libraries and leisure centre facilities in the county; (ii) the grants provided to Parish Councils and their awareness of the needs to provide accessible facilities for all, including play parks; (iii) medical risks being the key concern for parents, and the provision of medical support on site at the new school.

Cllr Sturgis commented on (i) how the Council administer consultations, analyse and manage the information received prior to making a decision. (ii) The importance of engaging with parents and stakeholders from the start of the process and the need to cover all the issues and concerns raised during the process. (iii) The importance of providing the appropriate level of resources for SEND in mainstream schools.

Cllr Church (i) recognised that change for families raises a number of difficult challenges and even more so for SEND families; (ii) expressed a concern about the travel plans for some children to the new school and how special transitional arrangements would need to be adopted to lessen the impact of journey times. She also asked how post 16 provision would be provided.

Cllr Whitehead spoke about the need to make the transition for the pupils as seamless as possible and the large financial investment which would take the provision of SEND in Wiltshire to a higher level.

Cllr Wayman spoke about (i) the successful integration of SEND pupils into her local community; (ii) expressed concern at a number of comments received during the consultation about institutionalising SEND children at the new school. The cabinet noted that this was not the reality and the Council were aiming at providing a centre of excellence where all children would be able to develop to their full potential.

The Leader spoke of her experience as the parent of a disabled child and her desire for excellent education provision, therapy opportunities, and medical support in Special Schools. The Leader explained she was confident this proposal was the best opportunity for the pupils in the county.

Following consideration of the many issues and concerns raised, the Cabinet considered a suggestion to include additional proposals to those detailed in the report and additional explanations about how the proposals would be achieved. These included the following:

- New proposal at 4 below under the heading ‘Resolved: That Cabinet..’ to read ‘Approves that St Nicholas and Larkrise stay in use on their current sites until the new provision is ready, and it is appropriate for children to transition to the new site at Rowdeford.
- Additional sections about how the proposals would be achieved, under the heading ‘That this is achieved by ...’ to read:
 - f) Noting the contribution of changes to special schools within the wider review of SEND, with particular regard to the investment and relationship with mainstream schools, resource bases in primary schools and Enhanced Learning Provision (ELP) in secondary schools.
 - g) Noting the commitment to explore the appropriateness of improving road safety features by including the entrance to the Rowdeford school site within lowered speed limits and exploring the consideration of a pedestrian crossing.
 - h) Noting the commitment to take forward consideration of locating community care health professionals and provision from the Rowdeford school site.

The Leader of the Council and Cllr Mayes thanked all parents and stakeholders who had contributed to the discussion in writing and at the meeting and indicated that they acknowledged the concerns as well as aspirations expressed. The Cabinet Member went on to highlight specialist school provision needed to change due to the overcrowding in schools, and it was noted that a significant number of SEND children were already educated in a different town to their home address due to Wiltshire being a large rural county.

Resolved: That Cabinet

- 1. Approves the establishment of a new maintained special school with a single leadership team for the existing St Nicholas, Rowdeford and Larkrise schools as soon as possible and no later than 1 September 2021.**
- 2. Approves the closure of St Nicholas, Rowdeford and Larkrise school as a related proposal on the 31 August 2021.**
- 3. Approves expansion on the existing Rowdeford site to accommodate up to 400 pupils as part of the new special school by September 2023.**
- 4. Approves that St Nicholas and Larkrise stay in use on their current sites until the new provision is ready, and it is appropriate for children to transition to the new site at Rowdeford.**
- 5. Notes that, in the event of Cabinet approving the proposals that a final decision by Cabinet would be required following representations.**
- 6. Authorises the Executive Director of Children's Services, after consultation with the Cabinet member for Children, Education and Skills, the Director of Legal, Electoral and Registration Services and Chief Finance Officer/Section 151 Officer to take all necessary steps to implement Cabinets decision.**

That this is achieved by:

- a) Subject to consent of the Secretary of State, approving the issue of a statutory notice and 4-week representation period on the proposal to discontinue St Nicholas, Larkrise and Rowdeford as three separate Special Schools with effect from no later than the 31 August 2021. The notice also to refer to the opening of one new special school from September 2021 under the Opening and Closing Maintained Schools Guidance November 2018.**

- b) Approving that the Council would present a proposal to the School's Adjudicator to open a new maintained special school, subject to conclusions of the representation process.**
- c) Approving the use of the statutory processes, (under the 'Making Significant Changes (Prescribed Alterations) to Maintained Schools' Guidance November 2018, to transfer to the Rowdeford site the provision at St Nicholas and Larkrise. This statutory process would take place no later than 12 months before the opening of the new provision. This would result in the closure of the St Nicholas and Larkrise sites at an appropriate time after the new provision is built.**
- d) Approving that the new school will have primary, secondary and Post 16 provision on the Rowdeford site (early years not to be included due to sufficiency).**
- e) Noting and approving the proposal for a parallel programme of work to create a cross county approach to Post 16 special education and transition to independent living.**
- f) Noting the contribution of changes to special schools within the wider review of SEND, with particular regard to the investment and relationship with mainstream schools, resource bases in primary schools and Enhanced Learning Provision (ELP) in secondary schools.**
- g) Noting the commitment to explore the appropriateness of improving road safety features by including the entrance to the Rowdeford school site within lowered speed limits and exploring the consideration of a pedestrian crossing.**
- h) Noting the commitment to take forward consideration of locating community care health professionals and provision from the Rowdeford school site.**

Reason for decision:

Wiltshire Council must ensure that:

- 1. There is sufficiency of provision of special school places for children/young people with Severe Learning Difficulties (SLD)/Complex Needs in the north. In addition, there is a need to reduce overcrowding in two of the special schools.*
- 2. Quality of provision is improved. The physical condition of two of our special schools (Larkrise and St Nicholas) is not suitable for expansion or long-term provision.*
- 3. Outcomes for all SEND pupils, including those in mainstream schools, are improved. There is an ambition to provide outreach to mainstream*

schools from a Centre of Excellence to support the inclusion and improved outcomes of pupils with Moderate Learning Difficulties (MLD).

- 4. Financial pressures are addressed, both on individual school budgets and on the High Needs Block (the special education funding element of the Local Authority's Dedicated School Grant (DSG) allocated from the DfE for school funding).*

During the consultation officers heard very strong arguments both against and in support of the proposal for a single school at Rowdeford. Officers have taken particular note in this report of the concerns that were passionately articulated by parents who were opposed to the closure of St Nicholas and Larkrise.

Officers have sought, wherever possible, to address the concerns they raised in detail and propose how these might be mitigated.

68 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 am - 3.35 pm)

These decisions were published, earlier, on the 24 May 2019 and will come into force on 4 June 2019

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CABINET

MINUTES OF THE CABINET MEETING HELD ON 11 JUNE 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman and Cllr Philip Whitehead

Also Present:

Cllr Chuck Berry, Cllr Ruth Hopkinson, Cllr Chris Hurst, Cllr Tony Jackson, Cllr Edward Kirk, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr Ian Thorn, Cllr Stuart Wheeler, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

69 Apologies

There were no apologies.

70 Minutes of the previous meeting

The minutes of the meeting held on 22 May 2019 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 22 May 2019.

71 Declarations of Interest

There were no declarations of interest.

72 Leader's announcements

The Leader made the following announcements:

1. The Leader was pleased to report that, as part of the 2019 Queen's birthday Honours List, Cllr Fleur de Rhe-Philipe, Councillor for Warminster Without and Portfolio Holder for Strategic Highways, Area of Outstanding Natural Beauty, European Structural Investment Fund,

Canals and Military-Civilian Integration, has been awarded an MBE for services to Local Government and the Community. Also, in recognition of their work during and after the 2018 incidents in Salisbury and Amesbury, Executive Director Alistair Cunningham has been awarded an OBE, Director Robin Townsend and Network Operations Manager Simon Rowe have received MBEs for services to the community in South Wiltshire.

2. The Leader reported that this was the last Cabinet meeting before the Armed Forces Day starting on 29 June 2019 with the national event being held in Salisbury. The Cabinet noted that Armed Forces Day is an opportunity to show support for the men and women who make up the Armed Forces community from current serving troops to service families, veterans and cadets. It was anticipated that the weather would be good and the Leader encouraged everyone to show their support for the Armed Forces by attending the event, which would provide a much-valued morale boost for troops and their families.

73 **Public participation and Questions from Councillors**

There was no public participation.

74 **Disposal Programme**

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Strategic Property presented the report about the current position in respect of capital receipts and confirmed the freehold interest in the assets to be sold to either generate capital receipts in support of the Council's capital programme or reuse to generate income for the Council.

Cllr Sturgis reminded the Cabinet that they approved a revised approach to the disposal of surplus assets at their meeting on 26 March 2019. He confirmed that once an asset was declared surplus it would then be considered by the Asset Gateway Group to determine the best financial return for the Council, during which time other uses of the site would be considered.

The Cabinet heard from Cllr Thorn, Chairman of the Financial Planning Task Group, who confirmed that the Task Group had considered the report at their meeting on 6 June 2019 and were satisfied with the process undertaken.

Cllr Thomson, Deputy Leader, and Cabinet Member for Communications, Communities, Leisure and Libraries, and interim – Adult Social care, Public Health and Public Protection, thanked Cllr Sturgis for including Lower Stanbridge Farm, Sherston, as a site to be declared surplus to allow for the development of community facilities in the area.

Resolved:

- 1. That the position in respect of disposals for financial years 2019/20, 2020/21 and 2021/22 be noted.**
- 2. To confirm that the freehold interest of the 6 assets detailed in Appendix 3 can be sold by the Council.**
- 3. That the Director for Housing and Commercial Development be authorised, in consultation with the Cabinet member for Spatial Planning, Development Management and Property, and Cabinet member for Finance, Procurement, ICT and operational Assets to dispose of the freehold interest in the assets or in his absence the Executive Director for Growth, Investment and Place, following the process for asset disposal via the asset gateway group set out in appendix 1 of the report.**

Reason for Decision:

To note the current position in respect of capital receipts and confirm the freehold interest in the assets can be sold to either generate capital receipts in support of the Council's capital programme or reuse to generate income for the Council.

75 Revenue and Capital Budget Monitoring Outturn 2018/2019

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets presented the report which provided:

- information about the (unaudited) General Revenue Fund and Housing Revenue Account outturn positions for financial year 2018/19, as well as the position for the Collection Fund and Reserves
- information about the year end 2018/19 capital programme, including budget virement; and
- an oversight of the unaudited Statement of Accounts, including the narrative report.

Cllr Whitehead was pleased to report that there was an underspend on the General Revenue Fund of £0.357m, representing an improvement of £1.515m on the budget monitoring position reported for Period 9 and the breakeven forecast reported to Council in February 2019. He congratulated Finance and other Services for their contributions towards the underspend, especially as there was significant demands on budgets. In particular, Cllr Whitehead highlighted the work undertaken by Adult Social Care and Children & Education Services.

In response to questions from Cllr Church about variances within Corporate expenditure and the General Government grants, Cllr Whitehead explained that the government grants received were in respect of compensation for the

requirement to award specific business rate reliefs. In previous years the grants were used at the year end, however the amount for the current year is being used to support overall revenue budget forecasts, and has also been built into the 2019/20 budget.

Cllr Thorn, Chairman of the Financial Planning Task Group stated that he was encouraged that the Council had ended the year with an underspend and welcomed the additional top up to the General Fund Reserves. He also paid tribute to Cllr Wickham, former Cabinet member, for his involvement in achieving the underspend and in particular the work undertaken within Adult Social Care.

Cllr Sturgis raised an issue relating to planning and how budgets are affected by influences outside of the control of the Council. In particular, he referred to a reduction in Planning fees received, the number of planning applications considered at Committee with officer recommendations being overturned by Members, and subsequently approved at appeal and the impact of this on budgets and officer time. In response to a comment from Cllr Hill, Cllr Sturgis urged members to consider the grounds for calling in applications and the reasons for overturning an officer's recommendations. The Leader spoke about the importance of Members reporting facts about planning applications to Parish Councils.

Resolved:

- 1. To note the outturn for the General Revenue Fund, subject to external audit, of a General Fund underspend of £0.357 million and an additional financial stability top up to reserves of £1.800 million;**
- 2. To note a Housing Revenue Account underspend of £2.119 million and a planned contribution to finance the capital programme of £6.503 million, giving an overall draw from HRA revenue reserve of £4.384 million.**
- 3. To note the transfers to the General Revenue Fund and Earmarked reserves, as set out in Sections 67-72 of the report, and return to Housing Revenue Account reserves.**
- 4. To note the position of the 2018/19 capital programme as at Outturn (31 March 2019).**
- 5. To note the unaudited Statement of Accounts for 2018/19.**
- 6. To approve the budget virements in the revenue and capital programme, as detailed in appendices B & F of the report.**

Reason for Decision:

- 1. To inform effective decision making and ensure a sound financial control environment.*

2. *To inform Cabinet of the position of the 2018/19 outturn capital programme, including highlighting any budget changes.*

76 **Treasury Management Outturn 2018/19**

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets presented the report which provided the Annual Outturn Report reviewing the Treasury Management activities from 1 April 2018 to 31 March 2019.

Cllr Whitehead explained that the Council has continued to finance capital expenditure through maximising the use of capital receipts, capital grants and internal borrowing. In order to take advantage of borrowing rates that are considered to be good value and to reduce the refinancing risk associated with existing external borrowing the Council has taken out £30m of external borrowing in order to improve the ability to manage the level at which it is internally borrowed. Overall, the Council is under borrowed by £136.104m, avoiding external interest costs of £3.226m.

Cllr Thorn, Chairman of the Financial Planning Task Group welcomed the report and referred to the overachievement against budget of £0.441m forecast for investment income for the year to date.

Resolved: To note that the contents of the report are in line with the Treasury Management Strategy 2018/2019.

Reason for Decision:

To give members an opportunity to consider the performance of the Council against the parameters set out in the approved Treasury Management Strategy for 2018/2019.

77 **Partnership Working Framework**

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism presented the report which recommended a partnership working framework for use by Councillors and officers when considering Wiltshire Council's engagement in partnerships.

Cllr Clewer explained that the intention was for the proposed framework to replace the existing Partnership Protocol with Council being asked to approve its removal from the Constitution.

The Cabinet heard from Cllr Wright, Chairman of the Overview and Scrutiny Management Committee, who confirmed that he and Cllr Hill had received a briefing on the Framework and supported the proposal.

Cllr Williams also supported the proposal and was pleased that the Framework recognised the value of the Wiltshire Compact and is consistent with the fulfilment of its obligations.

Resolved:

- 1. Recommends that full council approve the removal of the Partnership Protocol in the Council's Constitution**
- 2. Agrees, upon removal of the Partnership Protocol, the adoption of a new Partnership Working Framework as set out in the appendix to the report.**
- 3. Agrees that any subsequent minor amendments to the Partnership Working Framework are delegated to the Monitoring Officer in consultation with the appropriate Cabinet Member.**

Reason for Decision:

To strengthen and improve the Council's arrangements for governing partnership working to enable the Council to deliver the priorities in its Business Plan, including in particular 'working with our partners as an innovative and effective council'

78 **Local Code of Corporate Governance**

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism presented the report which proposed a new local code of conduct.

Resolved:

- 1. That Full Council be recommended to approve the revised local code of corporate governance.**
- 2. That Cabinet approve the proposed process for developing the Annual Governance Statement for 2019.**

Reason for Decision:

Councils are required to develop and maintain an up-to-date local code of governance. Wiltshire's existing code is based on CIPFA guidance which has been updated. A new draft is attached based on the revised principles. This will have to be adopted by full council to replace the current constitution's protocol 10.

It is proposed that progress on delivery against the code is reviewed by officers on a quarterly basis and that this informs the future development of the Annual Governance Statement for consideration by Audit Committee and Cabinet in due course.

79 **Award of the New Highways Term Consultancy Contract**

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste presented the report which proposed the award of the new Wiltshire Council Highways Term Consultancy Contract.

Cllr Wayman explained that the successful tenderer would provide the Council's Consultancy Services from 1 December 2019 for 5 years, with an option to extend the contract for a further 2 years subject to performance. Cllr Wayman commented on the procurement exercise, which followed the two stage process. The tenders were considered in terms of price and quality as described in the tender documentation and in accordance with the procurement procedures.

The Cabinet noted that the detailed scoring and financial information was contained in the confidential report to be considered in Part II of the meeting.

Resolved:

That Cabinet delegates authority to the Director, Highways and Environment to award the New Wiltshire Highways Term Consultancy Contract, instructing legal to execute all necessary documentation, in consultation with the Cabinet Member for Highways, Transport and Waste and the Director of Finance and Procurement.

Reason for Decision:

- 1. There is a need for specialist advice and support in connection with roads, bridges and related services. Awarding the Highways Term Consultancy Contract is considered to be the most economical way to provide this.*
- 2. The tender documents were assessed in terms of Price and Quality as set out in the report to Cabinet on 25 September 2018. The quality of the service is important because the contract is substantially involved with design work. Poor quality design can have a disproportionate effect on construction costs, especially in terms of capital road and bridge maintenance work which will form a large proportion of the workload.*
- 3. The most advantageous tender for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures.*

80 **Acquisition of Operational Asset**

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets presented the report seeking approval to vire £1.25m from the £10m commercial investment capital allocation and to agree to the acquisition of a property to meet operational service needs.

The Cabinet Heard from Cllr Thorn, Chairman of the Financial Planning Task Group, who confirmed that the Task group had considered the report and supported its contents and proposals.

Resolved:

- 1. To agree to vire up to £1.250 million from the £10 million commercial investment capital allocation in 2019/20 to fund a purchase of an industrial unit to meet operational service requirements.**
- 2. To delegate the decision to agree the purchase price to the Director for Housing and Commercial Development, in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, and the Director for Finance and Procurement.**

Reason for Decision:

To ensure the Council can provide accommodation that meets operational service needs and to enable rationalisation of the Council's estate. To consider consolidation of other services into a new facility to accelerate the release of potential development sites and or site disposal.

81 **Urgent Items**

There were no urgent items.

82 **Exclusion of the Press and Public**

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Numbers 83 and 84 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

83 **Award of New Highways Term Consultancy Contract**

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste presented the report which proposed the award of the new Wiltshire Council Highways Term Consultancy Contract.

Resolved:

That Cabinet delegates authority to the Director, Highways and Environment to award the New Wiltshire Highways Term Consultancy Contract, as detailed in the report, instructing legal to execute all necessary documentation, in consultation with the Cabinet Member for Highways, Transport and Waste and the Director of Finance and Procurement.

Reason for Decision:

- 1. There is a need for specialist advice and support in connection with roads, bridges and related services. Awarding the Highways Term Consultancy Contract is considered to be the most economical way to provide this.*
- 2. The tender documents were assessed in terms of Price and Quality as set out in the report to Cabinet on 25 September 2018. The quality of the service is important because the contract is substantially involved with design work. Poor quality design can have a disproportionate effect on construction costs, especially in terms of capital road and bridge maintenance work which will form a large proportion of the workload.*
- 3. The most advantageous tender for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures.*

84 **Acquisition of Operational Asset**

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets presented the report seeking approval to vire £1.25m from the £10m commercial investment capital allocation and to agree to the acquisition of a property to meet operational service needs.

Resolved:

- 1. To note the independent advice to inform a purchasing strategy.**
- 2. To Note the business case for the proposed purchase based on the recommended purchasing strategy.**

Reason for Decision:

To ensure the Council can provide accommodation that meets operational service needs and to enable rationalisation of the Council's estate. To consider consolidation of other services into a new facility to accelerate the release of potential development sites and or site disposal.

(Duration of meeting: 9.30am - 10.30 am)

These decisions were published, earlier, on the 13 June 2019 and will come into force on 21 June 2019

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 4 JUNE 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr Howard Greenman, Cllr Alan Hill (Vice-Chairman), Cllr Jon Hubbard, Cllr Gordon King, Cllr John Smale, Cllr Tony Trotman, Cllr John Walsh, Cllr Graham Wright (Chairman), Cllr Gavin Grant (Substitute), Cllr Jacqui Lay (Substitute) and Cllr Roy While (Substitute)

Also Present:

Cllr George Jeans, Cllr Ian Blair-Pilling, Cllr Richard Britton, Cllr John Thomson, Cllr Philip Whitehead, Cllr Tony Jackson, Cllr Bridget Wayman and Cllr Richard Clewer

28 Election of Chairman 2019/20

Nominations were sought for a Chairman and following a proposal from Councillor Mary Douglas, seconded by Councillor Stewart Dobson, it was,

Resolved:

To appoint Councillor Graham Wright as Chairman for the forthcoming year.

29 Election of Vice-Chairman 2019/20

Nominations were sought for a Vice-Chairman and following a proposal from Councillor John Smale, seconded by Councillor Christine Crisp, it was,

Resolved:

To appoint Councillor Alan Hill as Vice-Chairman for the forthcoming year.

30 Apologies

Following the annual meeting of Council on 21 May 2019 Councillor David Halik was removed from the Committee and Councillor Tony Trotman added to the Committee. Councillor Peter Fuller was removed as a substitute, and Councillor Jacqui Lay was added as a substitute.

Apologies were received from Councillors Ruth Hopkinson, Pip Ridout and Stuart Wheeler, substituted by Councillors Gavin Grant, Jacqui Lay and Roy While respectively.

31 **Minutes of the Previous Meeting**

The minutes of the meeting held on 19 March 2019 were presented for consideration, and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

32 **Declarations of Interest**

There were no declarations.

33 **Chairman's Announcements**

There were no announcements.

34 **Public Participation**

There were no statements or questions submitted.

35 **Wiltshire Online Programme**

With the agreement of the Committee this item was moved forward in the agenda.

A report was received from Councillor George Jeans, Overview and Scrutiny appointed representative to the Broadband Contract project board. The Board oversees the Wiltshire Online programme, which provides fibre broadband infrastructure to areas considered by commercial operations to be financially non-viable. The report was presented by Councillor Jeans updating on the progress of the programme, with additional comments from Councillor John Thomson, Deputy Leader and Cabinet Member for Communications, Communities, Leisure & Libraries (and interim Cabinet Member for Adult Social Care, Public Health and Public Protection), and Sarah Cosentino, Portfolio Manager.

In discussion the Committee noted the overall success of the programme, with approximately 97% coverage estimated by the end of the process, and discussed technological and policy issues and developments within the programme. It was raised that individual properties or groups of properties within an otherwise commercially viable area, and thus not covered by the programme rollout, could be on different telecommunications infrastructure and therefore not have been picked up in previous rounds of the programme. In response it was stated the latest set of contracts was at an individual property level and thus they could be identified and a variety of solutions offered. It was agreed that it was important that local members be provided with sufficient information to help the project team to identify such properties, as well as information voucher schemes to assist with various technological solutions.

Other issues discussed included noting that due to initial BT overbuilds there had been broadband cabinets placed in areas they were not required, but that

the Council had identified this prior to the later phases of infrastructure installation. Concerns were also raised on broadband related issues of residents of new development areas being locked into single broadband suppliers, which it was stated was a national policy issue which would be raised with local MPs. It was agreed as important that the Council not involve itself in dealing with complaints regarding service quality, which would need to be directed at suppliers.

The Committee also discussed when scrutiny input would no longer add value to delivery of the programme, and noted that the funding would be all utilised by March 2020. It was also reiterated that localised updates could be provided to area boards upon request. In response to queries, it was stated that a government voucher scheme for isolated communities to access satellite broadband solutions had had limited take up due to its cost.

At the conclusion of discussion, it was,

Resolved:

- 1) To note the update from Cllr George Jeans, the Overview and Scrutiny councillor representative, on the Wiltshire Online Programme.**
- 2) To request that a members' briefing be circulated explaining:**
 - a) how premises can pursue access to ultrafast broadband;**
 - b) the voucher scheme generally;**
 - c) where residents should direct concerns about broadband services.**
- 3) That the Committee will review the best method of Overview and Scrutiny engagement on this programme in March 2020.**

36 New Statutory Guidance on Overview and Scrutiny

In January 2017 the Department for Communities and Local Government (CLG) launched an enquiry looking at whether Overview and Scrutiny arrangements in England were working effectively and whether local communities are able to contribute to and monitor the work of their councils. Wiltshire Council submitted two responses over the course of the consultation and call for evidence. On 8 May 2019 the Department of Housing, Communities and Local Government published new statutory guidance on Overview and Scrutiny in Local and Combined Authorities. The Committee received the new guidance along with a report from Paul Kelly, Head of Democracy and Performance.

In discussion it was noted that overall the statutory guidance set out recommendations for practice and culture reflected the approach already well embedded at Wiltshire Council, noting in particular the regular liaisons between Overview and Scrutiny and the Executive, the proactive and leading role of Select Committee Chairmen and general levels of openness and transparency in provision of information and engagement. The Committee also drew attention to the Council having a dedicated Overview and Scrutiny team to resource its activities, which many other councils did not.

The Committee therefore considered a number of points where it was not in keeping with the statutory guidance or where it was felt the council could further improve its processes.

It was felt that an explicit protocol setting out the relationship between the Executive and Overview and Scrutiny was unnecessary given the existing processes and relationship, noting that had such a protocol been in place in the past this might have restricted the development of the procedures that were not in place, and that retaining the flexibility of the arrangements was positive. It was also not felt any additional clarity on managing potential conflicts of interest was required. It was, however, raised that it was important the Committee ensure it continue to conduct sufficient corporate scrutiny and not be restricted to its managing function.

It was also agreed that for occasions where Full Council requested Overview and Scrutiny involvement on a topic, particularly in response to public engagement, it would be appropriate for any scrutiny report to be taken to Full Council for information only.

Finally, the Committee discussed including a requirement in council contracts that any contract must supply information to, or appear before, an Overview and Scrutiny Committee upon request. It was noted that automatic scrutiny of major contracts was resource intensive and in the past had not added value on every occasion, but that under current arrangements when it was felt appropriate committees undertook such scrutiny. On those occasions contractors usually were happy to appear before a Committee or Task Group, and the Committee considered it would be reasonable for this to be an explicit requirement of a contract, noting that the relationship of the contractor was with the council, not merely the Executive, but that any involvement from Overview and Scrutiny could not stray into management of contracts.

At the conclusion of discussion, it was,

Resolved:

- 1) To note the new Statutory Guidance on Overview and Scrutiny for Local and Combined Authorities, and the discussion in particular of the areas that would allow or suggest change to current practice;**
- 2) To agree that Overview and Scrutiny reports will be included for information in Full Council agenda papers when the relevant issue was originally requested for scrutiny by Full Council;**
- 3) To ask the Overview and Scrutiny Chairmen and Vice-Chairmen and relevant Executive Members to explore a potential framework for requiring contractors to engage in Overview and Scrutiny when requested, and report back;**
- 4) To note the following additional potential areas for improvement:**
 - a) Advertising democratic meetings in council premises;**

b) The greater use of co-opting members to OS activities with particular expertise.

37 **Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22**

As the item was not ready for consideration for Overview and Scrutiny or Cabinet, the item was deferred to a future meeting.

38 **Forward Work Programme**

The Committee received and noted the Forward Work Plans for each Overview and Scrutiny Select Committee, as well as updates from the Chairmen of each Select Committee on recent and future activities that were to be undertaken, including but not limited to the items below.

In relation to the Children's Select Committee it was noted that Ofsted were undertaking an inspection of the Council, that it would be doing a future piece of work on apprenticeships as well as ongoing work on disadvantaged learners. The Children's Centre Consultation Task Group was praised for its work and report on a challenging topic.

In relation to the Health Select Committee there had been reports on phase 2 of the Adult Social Care Transformation and the South West Ambulance Service would be presenting to them shortly. It would also be looking Alzheimer's support. The Committee noted this and commented upon the importance of work on dementia across the council, and of the issue of healthcare care worker recruitment and retention in rural communities.

In relation to the Environment Select Committee it was reported more data was being sought on highways incidents of death or injury, the review of public transport was ongoing, the licensing committee had taken forward work from scrutiny on taxi rates, and a draft air quality strategy had been considered. The membership of the Climate Change Task Group was reported, and it would be meeting for the first time on 4 June 2019.

The Committee also requested the issue of promoting the forward work plan to councillors and others be considered by the Communications with Councillors Task Group.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the Overview and Scrutiny forward work programme, and to welcome the positive work being done and the Executive's engagement with it;**
- 2) **To note that the Chairman of the Health Select Committee will explore scrutiny input on the difficulties of recruiting sufficient GPs and healthcare workers in Wiltshire.**

39 **Management Committee Task Groups**

The Committee received a report updating on the progress of work being undertaken by the tasks group it had set up. The updates were noted for the Communications with Councillors Task Group, Digital Strategy and Implementation Task Group, Financial Planning Task Group, Swindon and Wiltshire Local Enterprise Partnership Task Group, Public Consultations Task Group, and the Commercialism Task Group.

The Committee also received the report of the Military and Civilian Integration Task Group. The Task Group had retained concerns that the financial impacts of the army rebasing had not been fully assessed, and that evidence suggested the benefits from S.106 legal agreements from planning developments had not been fully delivered. They also had concerns that the programme had not properly considered the issues of community integration from the large influx of military families. It did not examples of good practice, of joint events with and engagement between military and civilian, but a survey it had undertaken suggested communities saw more threats than opportunities from the community change.

The Task Group considered that its work had progressed as far as it could, and recommended that the Task Group be stood down along with some recommendations for further actions.

The Committee discussed the report at length, and considered that at the present time there was no further work the Task Group could add value to, although it felt that the situation should be reassessed in 2020 to see the impacts of the ongoing changes to communities, though it was noted the issues of military security, demographics and most military facilities being behind the wire were obstacles to overcome for any wider community engagement, which was easier for the families living outside the wire. The Committee supported the suggestion of a conference to be held between affected parties to agree a shared vision of successful integrated communities.

At the conclusion of discussion, it was,

Resolved:

- 1) To note the updates from the task groups;**
- 2) To disband the Military-Civilian Integration Partnership (MCIP) Task Group, but to review progress with supporting military-civilian integration at community level in 12 months' time;**
- 3) To endorse, and refer for response, the MCIP Task Group's recommendations, which are:**
 - a) That relevant division members are encouraged by the MCI Programme to follow up outstanding local section 106 investments through the relevant area boards.**

- b) That the MCI Programme hold a conference on community integration; agreeing a shared vision of successful integrated communities between the military, Wiltshire Council and affected communities.

40 **Annual Report of Overview and Scrutiny**

The Chairman presented the Annual Report of Overview and Scrutiny, as already reported to Full Council on 21 May 2019. The Committee thanked all those who had participated in scrutiny activities in the past year, and in particular the officer team.

Resolved:

To receive the Annual Report of Overview and Scrutiny.

41 **Overview and Scrutiny Member Remuneration**

The Wiltshire Council Members' Allowances Scheme was last adopted by Full Council on 16 October 2017 following a review by an Independent Remuneration Panel. The Scheme retained a £15,000 Overview and Scrutiny Fund to remunerate councillors to recognise significant additional responsibilities undertaken as part of Overview and Scrutiny activities.

Under the scheme the Committee had responsibility for approving a methodology to allocate the fund. The Committee considered a new methodology at its meeting on 18 September 2018 and a report was received setting out the allocations using that method.

At the conclusion of discussion, it was,

Resolved:

To approve the application of the scheme for allocation of the Overview and Scrutiny Remuneration fund for 2018/19 as detailed in Appendix 1.

42 **Date of Next Meeting**

The date of the next meeting was confirmed as changed to 16 July 2019 at 1430.

43 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.50 pm)

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CHILDREN'S SELECT COMMITTEE

MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 15 MAY 2019 AT KENNET COMMITTEE ROOM, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Jon Hubbard (Chairman), Cllr Mary Douglas (Vice-Chairman), Cllr Mary Champion, Cllr Andrew Davis, Cllr David Halik, Cllr Deborah Halik, Cllr Hayley Illman, Cllr Chris Hurst, Cllr Johnny Kidney, Cllr Jacqui Lay, Cllr Roy While, Miss Sarah Busby, John Hawkins and Cllr James Sheppard (Substitute)

Also Present:

Cllr Trevor Carbin, Cllr Jane Davies and Cllr Phillip Whalley.

34 Apologies

Apologies were received from Cllr Christopher Devine and Cllr Sue Evans.

Cllr Sue Evans was substituted by Cllr James Sheppard.

35 Minutes of the Previous Meeting

The minutes of the previous meeting held on 5 March 2019, previously circulated, were considered.

The Chairman noted that the SEND School Provision Task Group would not bring its interim report for response by the Cabinet Member for Children, Education and Skills to this meeting because the consultation process was reopened.

Resolved

To approve the minutes as correct.

36 Declarations of Interest

There were no declarations of interest.

37 Chairman's Announcements

The Chairman made the following announcements:

a) Cabinet items

On 30th April Cabinet considered the following items:

- Five Lanes VC Primary School – Proposed Discontinuance of the Potterne Site
- Children’s Centre Buildings Consultation (CSC involvement – Rapid Scrutiny Exercise)

On 22nd May Cabinet will consider the following items:

- Special School Consultation (CSC involvement – SEND School Provision Task Group received update)

b) New Overview and Scrutiny Guidance from Central Government

The new statutory guidance on overview and scrutiny in local government has now been published by the Ministry of Housing, Communities & Local Government.

This guidance was produced following a commitment from Central Government in early 2018, which followed from the Communities and Local Government Select Committee’s inquiry into O&S. Amongst other areas the guidance raises culture across the council as a whole as one of the most important aspects of effective scrutiny. The Overview and Scrutiny Management Committee have been actively involved during the development stages of the Guidance, and will be formally advised of its publication and any potential actions.

- c) That the Committee extends its best wishes to Cllr Jerry Wickham, who has taken the decision to resign as Cabinet Member for Adult Social Care, Public Health and Public Protection due to ill health.

38 **Public Participation**

There was no public participation.

39 **Corporate Parenting Panel Bi-annual Report**

Cllr Laura Mayes, Deborah Barlow and Matthew Davies presented a report on the progress made against the strategic priorities of the Corporate Parenting Panel.

Matters raised during the discussion included: the seven strategic priorities of the Corporate Parenting Panel; the format of Panel meetings and the Corporate Parenting Strategy.

In answer to a question from the committee it was noted that there were 25 Grand Mentors spread across the county and that 15 young people had been put forward for the scheme so far.

It was noted that Councillors have a responsibility to know the profile of its care leavers and the Corporate Parenting Panel were looking at ways in which their profile can be raised.

In response to an issue raised by the Chairman it was noted that the report did not include a core data set. The committee was reassured that data plays an important part in the thinking of the Panel and that future reports would include more detailed statistics. A key summary of this data and the minutes of the last meeting of the Corporate Parenting Panel are attached.

It was noted the Care Leaver Offer continues to be developed on a regular basis to ensure it does not remain static.

In response to a question from the committee it was noted that the Panel was working with businesses to see what they can provide for young people, for example in the form of apprenticeships.

Resolved

- 1. To note the Bi-annual Report of the Corporate Parenting Panel.**
- 2. To request that future reports from the Corporate Parenting Panel include relevant statistics and key performance indicators.**
- 3. For the Corporate Parenting Panel to receive the comments of the Children's Select Committee on the report.**

40 **Childcare Sufficiency Report - 2019**

Cllr Laura Mayes, Angela Brennan and Judith Westcott presented a report on how well Wiltshire is performing in meeting its duty to secure sufficient Early Years and Childcare places across the county.

Matters raised during the discussion included: closures, openings and expansions in Early Years and Childcare provision; the challenges to provision; the role of childminders in ensuring sufficient provision; potential future projects and the Army Rebasing Programme.

In response to an issue raised by the committee it was noted that Wiltshire Council was working with childcare providers to ensure staffing capacity meets demand. There are systems in place to promote the 'grow your own' model of developing staffing teams and it continued to work closely with Wiltshire College.

It was noted that Wiltshire Council was aware of the important role childminders played in ensuring sufficient Early Years and Childcare provision and that it was

actively encouraging people to take up such roles. It is currently making an online course offering training to those that want to become childminders.

Resolved

To note the update and agree that the committee are reassured regarding the sufficiency of Early Years & Childcare places in Wiltshire.

41 **Report of the Children's Centre Consultation Rapid Scrutiny Exercise**

Cllr Trevor Carbin presented a report on the Children's Centres Consultation rapid scrutiny exercise which was tasked with considering the results of the consultation, the proposed closures and the plans for alternative venues.

Matters raised during the discussion included: The Council's proposals for moving children's centre services from buildings to community settings; the consultation process, results and reach and possible alternative venues.

In response to a question from the committee it was noted that Wiltshire Council had increased its children's centre services in people's homes. It is continuing to reach vulnerable people and building its knowledge of local community needs.

It was noted that the Commissioning Team monitors data on a quarterly basis and that it would be helpful for some of this data to be fed back to the Committee.

In response to an issue raised by the committee it was noted that Wiltshire Council had been largely successful in finding alternative venues and that the more pressing issue continued to be people not showing up to use the service once these venues had been confirmed.

Resolved

- 1. To formally note and endorse the report and recommendations of the Children's Centre Consultation Rapid Scrutiny Exercise for response at the next meeting of the Children's Select Committee.**
- 2. To receive a copy of the monitoring framework by autumn 2019 if it is not available by the next meeting of the Children's Select Committee.**

42 **School Ofsted Judgements**

Cllr Laura Mayes, Jayne Hartnell and Helean Hughes presented a report on the most recent Ofsted Inspection reports.

Matters raised during the discussion included: that there had been ten inspections since the last report; that both the Oasis Academy and River Mead had seen their gradings improve; that Wootton Bassett Infants, Sutton Benger Primary and Westbury Leigh Primary had dropped to a Requires Improvement

grading; and the Interim School Improvement Plan and the Rapid Achievement Plan.

It was also noted that Wiltshire and the South West in general were continuing to fall behind national figures. These trends would continue to be monitored and acted on.

In response to an issue raised by the committee it was noted that all maintained schools continue to have their performance monitored through the Challenge and Support Partner programme and the new Interim School Improvement Framework will support a more intensive identification of needs and outlines the intensive and rapid support approaches that are now being implemented.

Resolved

To note the update on Ofsted Inspection from February to April 2019.

43 DfE Changes - Update from Department for Education

Terence Herbert presented a report on the Department for Education's update on children's services.

Matters raised during the discussion included: the guidance for local authorities and schools about children educated at home; the DfE response to the consultation on relationships (sex) and health education; identifying schools for improvement support; the review of post-16 education; social work rules and standards; the new child exploitation disruption toolkit; the principles for supporting care leavers in higher education and the new legal duty to tackle serious youth violence.

In response to a question raised by the committee it was noted that support is available to schools that need educational support from a range of organisations, from DfE to local authorities.

Resolved

To note the update provided.

44 Task Group and Board Representative Updates

a. CAMHS Task Group

The written update and following point was noted:

- That the Committee intends to ask the Task Group to provide an indication of how it intends to deliver its remit.

b. Traded Services Task Group

The written update was noted.

c. SEND School Provision Task Group

The written update and the following points were noted:

- That the Special Schools Consultation is being discussed at Cabinet on 22 May and the Task Group's report was available.
- That the System of Excellence was for the whole of the county and not just one area.
- That Wiltshire Council had secured funding for SEND provision in the south of the county.

Resolved

To note the updates.

45 **Forward Work Programme**

The Chairman presented the relevant items from the overview and scrutiny forward work programme and the latest version of the strategy list for the Children, Education and Skills directorate.

Resolved

To note the forward work plan.

46 **Date of Next Meeting**

The next scheduled meeting of the Health Select Committee is due to be held on Tuesday 16 July 2019 at County Hall, Trowbridge, starting at 10.30am.

47 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.10 pm)

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Children in Care Performance Data

2018/19 Q3

(As per 28th February 2019)

March 2019

Corporate Parenting Panel Data Set

COMMENTARY FROM Q3 18/19 REPORT

1. This dataset provides an overview of key metrics and performance indicators to the Panel. It is proposed that it is provided at each meeting for information and is supplemented by an annual report on missing from placement, Health of Looked after Children and Virtual School.

Commentary

Over the last 5 years the number and rate of children in care in Wiltshire has increased from a low base in 2003. This increase has been more than that seen in the statistical neighbour and England averages. The rate remains slightly below statistical neighbours and significantly below the England average. Given Wiltshire's low levels of deprivation, we would expect the rate of children in care to be below the national average. The age profile of children in care is in line with the England profile. The placement profile is also in line with the England profile with 75% of children placed with foster carers.

2. A key performance indicator table is shown below. Of particular note:
 - a. The number of children in Care has remained stable in this Quarter.
 - b. Section 20 CA1989: Voluntary Accommodated Children has increased in direct relation to the increased number of children in care.
 - c. The data of LAC reviews completed in this Quarter is not reliable because of the data migration from Care First to Liquid Logic in this quarter - it appears to have stayed the same in this quarter.
 - d. Children placed more than 20 miles from home. Is showing a small decline percentage, this will continue to fluctuate as the challenges of securing local independent fostering and residential placements persist and the number of LAC within Wiltshire fluctuates: increased by 30 this quarter. Across the region LAC continues to grow.

The work to ensure sufficiency of local placements, including growth of in-house fostering resource is in progress. Market engagement work is underway and relationships with local fostering and residential providers is being strengthened. Progress is reported to CPP at each meeting.

Families and Children Transformation (FACT) program will be launched on 5th March 2019: will reduce and prevent entries of children into care.

LAC Visits – target remains at 90-95%. The Liquid Logic migration has been completed and Reporting is a 'Work Flow' system. The 'work flow' is currently being configured for anomalies such as 'light touch' visiting. Q4 will be viable for this reporting and will increase accuracy overall.

NB: Q2 performance ran at 78% against a target of 95%. Improvements have been achieved within safeguarding team's compliance is at 87%. In the two children in care teams the average is 78%: North and South has significant vacancies over this quarter and visits scheduled against priority criteria.

- e. Adoption Performance – 3% increase: is measured against the adoption scorecard. Q2 performance was affected by two children who were finally adopted in May/June 2018. These were challenging children to place: repeated national searches as adoption remained our permanency plan, contested by parents, leading to protracted proceedings. The scorecard information is validated at the point of Adoption Order, it will continue to have scorecard impact for some time. NB: A1 result would be 331 for this year (within target of 426) and A2 would be 147 excluding two children.

Children in Care in Wiltshire – at a glance

Number of children under 18 yrs in the care of Wiltshire local authority between 2011 - 2018 (at 31st March each year)

	2011	2012	2013	2014	2015	2016	2017	2018
Children	383	416	446	397	404	419	443	444

Proportion of children per 10,000 of the under 18 population between 2011 - 2018 (at 31st March each year)

	2011	2012	2013	2014	2015	2016	2017	2018
Wiltshire	37	40	43	39	39	40	42.6	42.3
Statistical Neighbour	40	40	42	43	45.3	48	52	n/a
England	58	59	60	60	60	60	62	n/a

Number of children by age (at quarter end)

	Q4 17/18		Q1 18/19		Q2 18/19		Q3 18/19		England* (2017)
	Children	%	Children	%	Children	%	Children	%	%
Under 1	36	8%	34	7%	27	6%	23	5%	5%
1 - 4	34	8%	41	9%	45	10%	54	11%	13%
5 - 9	72	16%	63	14%	60	13%	65	13%	19%
10 - 15	189	43%	191	42%	193	43%	197	41%	39%
16+	113	25%	127	28%	129	28%	145	30%	23%
Total	444	100%	456	100%	454	100%	484	100%	100%

Number of children by placement type (at 30th September 2018)

Placement type	Children	%
Placed with WC foster carer	168	34.7%
Foster carer other local authority	0	0.0%
Placed with IFA foster carer	142	29.3%
Voluntary/third sector provision	5	1.0%
Foster Placement with relative or friend	51	10.5%
Fostering subtotal	366	75.6%
Homes & Hostels	23	4.8%
Residential School	6	1.2%
NHS / Health Trust / medical or nursing care establishment	0	0.0%

Family Centre / Mother and Baby Unit	0	0.0%
Residential Accommodation not subject to Children's Home regulations	2	0.4%
Residential Care Home (Reg Homes Act 1984)	9	1.9%
YOI or Prison	0	0.0%
Residential subtotal	40	8.3%
Placed with parents / person with parental resp.	12	2.5%
Placed with parents subtotal	12	2.5%
Independent Living or Other Placement	39	8.1%
Placed for adoption	25	5.2%
Secure Unit	2	0.4%
Missing from Placement	0	0.0%
Other placement subtotal	66	13.6%
Total	484	100.0%

Safeguarding Improvement Data Set (Looked After Children) – 2018/19 Q3 update

Key to RAG ratings at end of document

Ref	Indicator	Previous Yrs Performance		Qtrly Performance (last 5 quarters)										2018/19		Comparators (2017/18)		Comment	
		2016/17	2017/18	Oct to Dec 2017	RAG	Jan to Mar 2018	RAG	Apr to Jun 2018	RAG	Jul to Sep 2018	RAG	Oct to Dec 2018	RAG	DOT	Actual (Ytd)	Target	England Avg		Stat Neighbr. (good +)
1	Number of looked after children	443	444	435	-	444	-	456	-	454	-	484	-	↑	484	441 - 480	n/a	n/a	
2	Looked after children rate per 10,000	43	41	41	G	41	G	43	G	43	G	46	G	↑	46	42-46	64	53 (51)	
3	Number/% of Interim Care Orders	27 7%	49 11%	47 11%	G	49 11%	G	47 10%	A	44 10%	A	58 12%	G	↑	12%	11-14%	16%	15% (15%)	
Page 43	Number/% of Section 20 LAC	117 30%	99 22%	101 23%	G	99 22%	G	113 25%	G	116 26%	A	129 27%	A	↑	27%	20-25%	19%	26% (23%)	
	% of Section 20 LAC more than 1 yr	61%		63%	-	59%	-	48%	-	49%	-	50%	-	-	50%	-	-	-	
6	% LAC reviews on time	92%	98%	96%	G	96%	G	85%	R	91%	A	85%	R	↓	85%	95%-98%	-	-	
7	% LAC participating in reviews	97%	97%	97%	G	97%	G	98%	G	95%	G	Data unavail.	G	↓	95%	95%-98%	-	-	
8	% LAC placed more than 20 miles from home	33%	32%	39%	R	37%	R	36%	R	36%	R	34%	A	↓	34%	28-33%	19%	27% (32%)	2016/17 comparator data
9	LAC with 3+ placements during the year	10%	12%	11%	G	12%	G	10%	G	9%	G	9%	G	=	9%	9-12%	10%	11% (14%)	
10	Looked after for at least 2.5 yrs in same placement for at least 2 years	64%	77%	77%	G	77%	G	77%	G	75%	G	68%	G	↓	68%	68-77%	70%	70% (69%)	

Ref	Indicator	Previous Yrs Performance		Qtrly Performance (last 5 quarters)										2018/19		Comparators (2017/18)		Comment	
		2016/17	2017/18	Oct to Dec 2017	RAG	Jan to Mar 2018	RAG	Apr to Jun 2018	RAG	Jul to Sep 2018	RAG	Oct to Dec 2018	RAG	DOT	Actual (Ytd)	Target	England Avg		Stat Neighb. (good +)
11	LAC statutory visits on time against basic practice standard: Any child more than one year LAC – at least one visit during the 3 months Any one less than a year - should have had 6 weekly visits	78%	89%	84%	A	89%	A	88%	A	86%	A	Data unavail	A	↓	86%	90%-95%	-	-	Measurement methodology changed Q4 2016/17
12	Private Fostering: New notifications(confirmed)	36	54	6	G	6	G	28	G	17	R	2	G	↑	47		-	-	
	% followed up in 7 days	53%	100%	100%		93%		65%		100%					83%	100%	-	-	
13	Number of children adopted	33	22	2	R	3	A	7	G	8	G	4	G	↓	25	25-30	-	-	
	A1: Average time between a child entering care and moving in with its adoptive family, for children who have been adopted (days) (cumulative in year)	445	326	336	G	326	G	253	G	343	G	326	G	↓	326	380(2016-19)	520 (2014-17)	477 (2014-17)	Two children adopted Q1 2016/17 with long history.
		450 (2014-17)	392 (2015-18)												386 (2016-19)				
15	A2: Average time between a local authority receiving a court order to place a child and the local authority deciding to match an adoptive family (cumulative in year)	224	132	137	R	132	R	63	G	114	G	111	G	↓	111	120	226 (2014-17)	177 (2014-17)	Two children adopted Q1 2016/17 with long history. long history.
		184 (2014-17)	171 (2015-18)												169 (2016-19)				
16	A3: % children who wait less than 14 months between entering care and moving in with their adoptive family (cumulative in year)	80%	74%	73%	A	74%	A	79%	A	75%	A	78%	A	↑	78%	80%			Not comparable across yrs.
		72% (2014-17)	73% (2015-18)												74% (2016-19)			53% (2014-17)	59% (2014-17)

Ref	Indicator	Previous Yrs Performance		Qtrly Performance (last 5 quarters)									2018/19		Comparators (2017/18)		Comment	
		2016/17	2017/18	Oct to Dec 2017	RAG	Jan to Mar 2018	RAG	Apr to Jun 2018	RAG	Jul to Sep 2018	RAG	Oct to Dec 2018	RAG	DOT	Actual (Ytd)	Target		England Avg
17	Number of newly approved adopters and time taken to approve adopters from application	26	17	5	A	4	R	7	G	6	G	7	G		27	22-27	-	-
	0-3 months	2	0	0		0		0		0		0						
	3-6 months	9	4	1	-	1	-	0	-	1	-	2	-					
	6-12 months	13	12	4		3		6		4		5						
	More than 12 months	2	1	0		0		1		1		0						
Page 43	% LAC had health check in last year	97%	80%	-		-		-		-				Reported Annually	85-90%	88%	79% (82%)	
	% LAC had dental check in last year	99%	89%	-		-		-		-				Reported Annually	85-90%	84%	73% (81%)	

Notes:

RAG definitions post April 2014

Red – not meeting levels of performance in line with statutory guidance or within 10% of target (for smaller numbers within 20%)*

Amber – not on target, up to 10% away (for smaller numbers within 20%) *

Green – expected to achieve current year target

*warning – where low figures are concerned, eg a target of less than 20, 10% variance is very small and reduces the reliability of the RAG rating

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CORPORATE PARENTING PANEL

DRAFT NOTES OF THE CORPORATE PARENTING PANEL MEETING HELD ON 19 MARCH 2019 AT WEST WILTSHIRE ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Pat Aves, Cllr Mary Champion, Cllr Jane Davies (Vice-Chair), Cllr George Jeans, Cllr Laura Mayes (Chair), Cllr Stewart Palmen and Cllr Philip Whalley

Also Present:

Lucy Baker, (Acting Commissioning Director - Maternity, Children and Mental health for Wiltshire CCG), Sarah Banks (Acting Senior Commissioner), Deborah Barlow (Interim Head of Children in Care and Young People), Sally Ellis (Public Health Specialist), Terence Herbert (Corporate Director), Sara James (Service Manager – Conference & Reviewing Service), Dr Cathy Mallet (Designated Doctor for LAC), Denise Milton (Wiltshire Fostering Association), Lena Pheby (Designated LAC Nurse), Lisa Pullin (Democratic Services Officer), Lucy Townsend (Director – Families and Children’s Services), Matthew Turner (Service Manager – Placement Services) and Chris Whitfield (Virtual School Head)

15 Apologies for Absence/Substitutions

Apologies were received from Councillor Pauline Church.

16 Chairman's Announcements

The Chair, Councillor Laura Mayes made the following announcements:

Welcome to Deborah Barlow

Deborah is the Interim Head of Service Children in Care and Young People who replaces Martin Davis who is now Head of Service – Quality Assurance and Performance. The Panel wished to record thanks to Martin for all his work supporting the Panel over the last few years.

Change to Agenda order

There would be a change to the Agenda order with Agenda item 6 (Strategic Priority presentation) being brought forward to first Agenda item so that Lucy

Baker (Acting Commissioning Director - Maternity, Children and Mental Health), who is the new Panel representative from the Wiltshire Clinical Commissioning Group can be present to hear the presentation and discussions.

Good News updates

Good news stories are on pages 17 and 18 of the Agenda and the following further good news updates were received:

Alex - (care leaver)

Unfortunately, our care leaver didn't run the Bath Half Marathon last weekend, as Alex has recently started working and as a result his training was curtailed, and he didn't feel strong enough to run. He is going to keep training and we have plans for him to tackle some Wiltshire Race League runs in the spring with a view to running the Bristol Half in September.

Alex had planned to run in support of MIND and two of his training partners (Rob and James who are both PA's in the North of the County) did run for the charity and successfully completed all 13.1 miles (Rob's Strava says he ran over 14.5 miles – lots of detours around slower runners no doubt!).

If members want to make a donation to MIND, they can do so using the link below.

<https://uk.virginmoneygiving.com/RobJanes1>

Head of Service Interviews

Sarah Banks (Acting Senior Commissioner) reported that CiCC representatives had been part of the interviews for the new Head of Service for Children in Care and Young People and were a very astute bunch of young people who should be very proud of their contributions to the selection process.

Timing of CPP Meeting

Lucy Townsend (Director – Families and Children's Services) reported that she had recently spoken with Lorna (who has previously attended CPP meetings and is the current Chair of the Children in Care Council) who said that she had really enjoyed attending the Corporate Parenting Panel meetings but was currently in Year 11 studying for her GCSE's and found the current timing of the meetings to be a barrier to her.

Sarah Banks reported that whilst schools will release students to attend meetings such as the CPP and Children's Select Committee it is still inhibiting for the students as they are missing "the school day".

The Chair asked Panel Members for their views and it was suggested that later meetings/Saturday meetings or meetings during the school holidays could be considered. It was agreed that this would be further investigated outside of the meeting, but that for now the meetings would remain as they are.

Agreed Action:

Officers to investigate changing the times/days of the Corporate Parenting Panel meetings and report back to the next meeting.

17 **Notes of the Previous Meeting**

Councillors noted the record of the meeting held on 29 January 2019.

18 **Standing Items**

18a Children in Care Performance Data - Q3 - October to December 2018 (SP 1-7)

Deborah Barlow (Interim Head of Children in Care and Young People) referred to the quarter 3 2018/19 Children in Care Performance Data which was circulated with the Agenda. Deborah highlighted the following:

- The number of children in care had remained stable this quarter;
- The numbers of Voluntary Accommodated Children have increased in direct relation to the increased number of children in care;
- The data of the LAC reviews completed in this quarter is not reliable because of the data migration from Care First to Liquid Logic during the quarter – it appears to have stayed the same for Q3; and
- There is extensive ongoing work to ensure sufficiency of local placements, especially the growth of Wiltshire Foster Carers. The Council are engaging with existing Foster Carers and local employers to ask for their assistance to recruit new Foster Carers.

A Panel Member asked how many looked after children are educated in special schools. Chris Whitfield (Virtual School Head) reported that some children are in specialist schools that are out of county. 36% of school age? children are in a specialist provision as follows – 11% primary age and 25% secondary age. Chris offered to provide a more detailed breakdown of Special school placements and reasons for the next Panel meeting.

Chris confirmed that if the proposed Special School at Rowdeford is built then some of those currently out of county may move to the new school. Some won't come back if their current out of county school is the best for them as that is the important factor.

The Chair reiterated that the Council's top priority is to recruit more in house foster carers and be able to bring children back into Wiltshire and reduce the costs of out of county placements.

A Panel Member noted that Wiltshire are above the England average for the numbers of older children in care. It was reported that many these would relate to the 52 UASC that had been taken in. The Panel requested to receive information of what ages children and young people are entering care to see if it is because they have joined us at a younger age or come into care later on. It was agreed that this would be provided with the performance data at the next meeting which would be looking at the end of year 2018/19 data.

Agreed Actions:

- 1. That the Performance Data be for quarter 3 2018/19 be noted.**
- 2. Chris Whitfield to provide a detailed breakdown of LAC Special School placements and reasons for placement for the next Panel meeting.**
- 3. That the Panel receive details of the ages that children and young people come into care included within the Performance Data at the next meeting on 25 June 2019.**

18b Summary of Missing Data for Q3 (October to December 2018) (SP6)

Karen Stokes (Missing Children and CSE Co-Ordinator) referred to the missing children quarterly report – October to December 2018 which had been circulated with the Agenda. Karen highlighted the following:

- That Section 5 of the report (from page 52 of the Agenda pack) relates specifically to Wiltshire's Looked After Children;
- Karen would be meeting with the new Service Manager (Andrea Brazier) on 20 March to discuss the looked after children that are placed out of county (OOC). The challenges are the sharing of information between other Local Authorities Police forces. They would look at reviewing processes to identify gaps. Details of recommendations and actions could be shared with the Panel at the next meeting;
- Karen would be attending the Managers Seminar on 8th April. This would be an opportunity to provide a briefing on "missing" children and young people and she would be able to highlight the challenges in relation to LAC placed OOC;

- Following an action agreed at the previous Panel meeting in January 2019 in relation to a risk RAG rating of the top looked after children, Cllr Pauline Church and Karen would be meeting with Andrea Brazier to discuss further;
- In relation to LAC missing for more than 5 days, Karen reported that one Unaccompanied Asylum-Seeking Child (UASC) was last seen by their Foster Carer at their placement on the evening of 16 February 2019 and was reported missing the following morning. Strategy meetings had been held, the Home Office have been informed, hospital checks have been completed, the case has been referred to a Missing Persons Charity, other Local Authorities have been made aware and the Police are tracking social media;
- Another UASC is still classified as missing since July 2018. This was reported within the quarter 2 and 3 reports. Efforts are still made to locate this young person; and
- Two UASC reported missing in June/July 2018 that were reported in quarter 2 have now been located within different Boroughs of London. The Council are taking legal advice on whose responsibility these young people should be. They are reported to be safe and well.

Lucy Townsend (Director – Families and Children’s Services) reported that a young girl who was placed in a residential college in Wiltshire during September to December 2018 had been reported as missing. She returned to her home country of Vietnam over the Christmas period and was reported as missing when she was not found at the airport to be collected by the school. She had since been located in Croydon where she was currently claiming asylum. The Panel were reassured that there were robust procedures in place to track this young person who was initially treated as a missing Wiltshire young person.

A Panel Member commented that the number of return interviews completed seems to be an improvement.

Karen reported that the new systems, together with getting the message out about the importance of checking of what is happening for these young people is helping. Missing episodes have gone down 20% in Wiltshire and there is comparable data available now that this information has been collected over 4/5 years. Information that is gathered is shared to help build a picture of the reasons that the young people go missing.

Panel Members asked about age assessments for UASC and if there were non-invasive ways to check on their age so that time is not spent on those who are clearly over the age of 25.

A Panel Member noted some minor errors in the top missing tables with the ages and dates of birth not correlating. Karen agreed to correct those for future meetings.

Agreed Action:

That the Quarter 3 (2018/19) missing children data update be noted.

18c MOTIV8 Data Update (SP7)

Tom Ward (Public Health Specialist) referred to the Motiv8 data for quarters 1-3 2018/19 that was circulated with the Agenda. Tom highlighted the following:

- That the numbers of looked after children/child in need receiving Motiv8 treatment across the 3 quarters is consistent;
- There were generally good completion rates of the programme; and
- Motiv8 provide regular updates to schools.

A Panel Member asked if previous year's data could be made available so that any trends/patterns could be identified. Tom agreed to provide Motiv8 data for 2016/17, 2017/18 and 2018/19 for a future meeting. Tom also suggested that national comparative data could be made available.

Lucy Townsend (Director – Families and Children's Services) asked how the outcomes/benefits availability of the Motiv8 are shared/demonstrated. It was reported that there was an article about the Motiv8 service in the last Foster Carer newsletter.

A Panel Member felt that only 4 looked after children currently using the Motiv8 service felt low and Matthew Turner (Service Manager – Placement Services) agreed that it sounded low and that he would continue to talk to the Social Work Teams about the importance of identifying young people who could be referred to the service. It was accepted that getting the young people to engage with the service is an issue and they must agree to a referral. Consideration needs to be given on how this young people are reached and getting them agree to seek help. Tom reported that the service has the capacity to see around 100 young people and they are currently have around 80 young people registered in the service.

A Panel Member requested that case studies be shared a future meeting.

Agreed Actions:

- 1. That the 2018/19 Motiv8 data be noted.**

2. That the Panel receive the previous 3 year's Motiv8 data and national comparative data at the meeting on 10 September 2019 for consideration.

18d Update on Children's Placement Budget Management Project and Looked After Children, Young People and Care Leaver's Improvement Board (SP3)

Deborah Barlow (Interim Head of Service – Children in Care and Young People) reported that the budget was currently showing a £239k overspend, but that it was anticipated that by the end of the year this would reconcile.

Agreed Action:

That the budget update be noted.

18e Update on Adoption West (SP 2&3)

Deborah Barlow (Interim Head of Children in Care and Young People) confirmed to the Panel that Adoption West had “gone live” on 1 March 2019.

Matthew Turner (Service Manager – Placement Services) reported the following:

- That a number of Wiltshire Council staff from the Adoption Service had transferred over to Adoption West via TUPE; they remain working at the County Hall hub, along with two Officers from BANES;
- Work would continue to align the processes of the 6 local authorities who form Adoption West and there would be learning opportunities across the teams, identifying best practice and ensuring that this is used as the practice benchmark in the new organisation; and
- Key staff from, and previously from, Wiltshire are heavily involved in Adoption West (Terence Herbert chairs the Board, Martin Davis is a Board member and Alison Lewis, formerly Wiltshire Adoption Team Manager is the Service Manager for Adoption West. This will ensure that there is a clear focus on the impact of Adoption West upon adoption performance in this local authority.

A Panel Member asked when would they be able to assess if there were more/better matches being made for our looked after children? Matthew reported that Wiltshire would continue to produce its adoption scorecard. Results have been improving year on year and should continue to show improvements each quarter. *(NB Subsequent to this meeting, the DfE has announced new scorecard arrangements for 2020 onwards whereby RAA and Local Authority performance will be combined).*

Agreed Actions:

- 1. That the update on Adoption West be noted.**
- 2. That the Panel continue to receive regular verbal updates on Adoption West at their meetings.**

19 Update on Strategic Priorities from Lead Members (SP 1-7)

Panel Members were given the opportunity to provide an update on their Strategic Priorities:

Cllr Laura Mayes – Priority 1 – Strengthen the CP role and CP function across Wiltshire Council as a whole. At the meeting of full Council on 26 February 2019 she had accepted a motion to agree to accept up to 10 refugee children per year for the next 10 years, but strongly highlighted that there are not currently enough foster carers for our Wiltshire children. By talking directly with the campaigners involved she was able to share with them what had already been done for UASC and following this, received their pledges of support, (along with faith groups) to assist with the task of identifying suitable foster carers to be put forward for approval. This had raised the profile of the Council's issues and current priority on foster carer recruitment.

Cllr Mary Champion suggested that an idea would be to recruit more short-term foster carers would be able to help whilst longer term foster carers could be identified.

The Panel were reminded that they would receive an update from Jay Williams (Fostering Services Manager) on foster carer recruitment at the Panel meeting in June.

Cllr Mayes also reported that a proposal to introduce a Council Tax reduction/exemption for foster carers, shared living carers and those who provide supported lodgings would be put to Cabinet in April for a decision. Denise Milton (Wiltshire Fostering Association) was pleased that she would be able to report this update back to her group.

It was agreed that the meeting priority focus at the 25 June meeting would be Strategic Priority 3, led by Cllr Pat Aves.

It was agreed that the meeting priority focus at the 10 September meeting would be Strategic Priority 4, led by Cllrs Mary Champion and George Jeans who would be asked to report back to the Panel their findings on whether the Council was delivering on their Care Leaver offer that was launched in the Autumn of 2018.

Agreed Actions:

1. That the Strategic Priority updates be noted.
2. That Councillor Pat Aves would be asked to lead the meeting priority focus at the 25 June Panel meeting - Strategic Priority 3 "Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire".
3. That Councillors Mary Champion and George Jeans be asked to lead the meeting priority focus at the 10 September Panel meeting - Strategic Priority 4 "Ensure "Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education; employment and training, independent living, housing options and health".

20 Strategic Priority Focus - Priority 7 - "Ensure that looked after children and care leavers have timely and easy access to mental health services"

Councillor Stewart Palmen (Strategic Priority Lead for Priority 7) made a PowerPoint presentation to the Panel (attached as Appendix 1 to the Minutes).

Cllr Palmen talked about who might identify emotional/mental health issues in looked after children and young people – these included:

- Foster Carers
- Medical Professionals during regular health assessments (SDQ) - *Initial Health Assessments (IHA) need to be carried out quickly!*
- School staff
- Social Workers
- Family Support Workers
- Other Agencies that come into contact with the LACs
- Self recognition of issues

Once issues were identified this would lead to an assessment by a CAMHS (Child and Adolescent Mental Health Service) LAC Therapist.

Lucy Baker (Acting Commissioning Director - Maternity, Children and Mental health for Wiltshire CCG) reported that another channel of entry to support would come via a GP referral or from an A&E department following if self harming had required a hospital admission.

Cllr Palmen shared a flow chart of services for Wiltshire's LAC and UASC. He explained that the CAMHS LAC Therapist (Roger Duncan) could be used to bridge the gap between services. Roger had been in post for 2 years and supports LAC in the following ways:

- By meeting with the LAC nurses for a weekly team meeting
- By joining the weekly Emerald team meetings with Lena Pheby to identify any LAC at risk of CSE
- By joining the monthly Risk management meeting (VACS meeting) with Lena Pheby to identify any LAC who are considered at risk.

Lena Pheby (Designated Nurse for LAC) reported that Roger Duncan offers the following:

1. Assessment of LAC mental health needs and risk
2. Support for referrals to CAMHS
3. Short term therapy work for LAC (10 cases)
4. Short term therapy work for UASC (2 cases)

If further support was required after a set number of sessions the young person would be referred onto the CAMHS service. Currently there was only one CAMHS LAC Therapist, so his capacity was limited.

Lucy Baker reported that the CCG were currently carrying out a review of demand and capacity to identify the commissioning gaps.

It was confirmed that Roger Duncan does work with young people if their application to CAMHS is declined and if support has been requested by the family.

Lucy Baker reported that there had been less bounce back from the young people in the system since the CAMHS LAC Therapist role had been introduced. Other support services are available including Kooth and that the numbers who access the CAMHS had dropped in the last 6 months.

Cllr Palmen referred to the limited data that is available the number of consultations undertaken by Roger Duncan between April and December 2018.

Cllr Palmen reported that there are a lot of things that can lead to mental health problems that LAC are more likely to have experienced as below and that not addressing these issues can lead to mental health issues in the future:

Early Life Experiences or Adverse Childhood Experiences (ACE)

- *Physical Abuse*
- *Emotional Abuse*
- *Sexual Abuse*
- *Witness to Domestic Violence*
- *Neglect*
- *Trauma (especially true of unaccompanied asylum seekers in their country of origin) PTSD* Interpreters often needed to just find out about these issues

Cllr Palmen reported on the issues there are providing CAMHS support for LAC/Care Leavers as follows:

- CAMHS is a “brand” that some young people may not want to be associated with as there is a stigma attached to the word “mental”
- Family care workers are essential to provide support for those who don’t want to see CAMHS – children cannot be made to have CAMHS support
- Initial Health Assessments are often delayed, especially with placements out of county
- SDQ scoring often not completed in a timely manner
- There is no quantitative data available to see how well we are doing.

Deborah Barlow (Interim Head of Children in Care and Young People) reported that data is compared with other Local Authorities.

Cllr Palmen shared his improvement suggestions as follows:

- Improve support for Unaccompanied Asylum Seekers
 - *I am aware that recently funding has been secured for three levels of training that can Support UASC; Clinically, as a Social worker and residential and at a support worker/residential level*
- Recognise Adverse Childhood Experiences (ACE) early on and provide counselling/support quickly
 - *I feel this approach would benefit from multi-agency training and support including school as key front-line agencies*
- Have quantitative measures of more than time for Initial Care Assessment
- Improve the CAMHS brand?
 - *I am aware that recent changes in the CAMHS structure and establishment of the CAMHS Wiltshire Wellbeing team in currently addressing this*
- Looking at the Panel’s Strategic Priority – do we need to take the focus off “Timely Support” and onto “Preventative measures with correct support?”

Lucy Baker wished to assure the Panel that the reported issue of timeliness of IHA’s had been picked up and work was being undertaken to make improvements. They were talking to colleagues in Islington who are at “the top of the tree” in timeliness of IHA’s to find out what they do. Lucy also reported that national funding was coming and that they would be looking to make improvements early on in a young person’s pathway.

Lena Pheby reported that they are considerate in the way they address/discuss emotional health issues when they are talking to young people to take away the “mental” stigma.

A Panel Member asked young people had to be in a “stable” placement before they could access the CAMHS service. Xxx responded that if we are aware of a drug or alcohol issue then we would recommend a referral for a Motiv8 session with hope that more would be provided.

Lucy Townsend (Director – Families and Children’s Services) reported that Tracy Daszkiewicz (Director of Public Health) was leading on the core skills workstream under the FACT project which was looking at support for adverse childhood experiences (ACE).

A Panel Member asked if counselling should be offered to all children coming into care as standard?

Lucy Baker responded that workshop/play therapy is offered for younger children that come into care, particularly in school holidays so that continue to receive support during those times. Outdoor based activities and forest walks and talks are sometimes appropriate for older children. Lucy confirmed that the Wiltshire Wildlife Trust are used for adult support and she offered to see if they would be willing/able to extend their service to young people.

Chris Whitfield (Virtual School Head) suggested that she and Lucy Baker could meet to discuss support further and that funding from the top sliced Pupil Premium could be used.

A Panel Member asked if Wiltshire currently use the NSPCC for support work. It was confirmed that they do, but that they carry out specialist work and that they have a long waiting list to access the service.

The Panel requested an update in six months with an update on progress.

Agreed Actions:

- 1. That the Strategic Priority update be noted.**
- 2. Councillor Palmen to provide an update to the Panel on 10 September 2019.**

Appendix 1 to Minutes - Strategic Priority 7 Presentation

21 **Children in Care Council Update (SP 1-7)**

Sarah Banks (Acting Senior Commissioner) referred to the Children in Care Council update that had been circulated with the Agenda. Sarah highlighted the following:

- That CiCC’s meeting and activity dates for 2019 had been confirmed with more focus on community-based engagement and less meetings in Council buildings;

- That the Shared Guardian Session following the Panel meeting today would involve some Social Worker students from Bath University facilitating a series of exercises with the group to generate discussion, capture feedback and promote learning on the young people's experiences of their journey in care. A report on the outcomes would be made available to the Council and the CiCC would be invited to go to Bath University. This was evidence of good partnership building;
- CiCC were just finalising their first newsletter of 2019 which was going through the corporate branding team. The newsletter would be sent out to children and young people aged 8+ with an invitation to join CiCC;
- The Care Leaver's Forum had been established with its first meeting this year to be on Friday 29 March 2019. Wiltshire Council Personal Assistants (PA's) are helping to run the forum and possibly co-chair the meetings with car leavers;
- A task group has been put in place to support the facilitation of a bi-annual awards event to recognise and celebrate the achievements of our children in care. The date has been sent for Thursday 11 July at 5.30pm in the Atrium at County Hall – this date would be shared with foster carers etc as soon as possible; and
- CiCC are keen to meet up with other CiCC's from other counties and this is being planned for the autumn term.

A Panel member asked how the information about the Care Leaver's Forum was being shared. It was confirmed that PA's are sharing this information to their young people and Matthew Turner agreed to disseminate the details via his teams.

Lucy Townsend (Director – Families and Children's Services) reported that the use of alternative words/language for the terms relating to children in care/children in need is an area being explored by the Families and Children's Teams and recently discussed at a Senior Management Team meeting. The Council had started work to look at the terminology used and need to move to what the children and young people would like to be used. **Attached as Appendix 2** is the document 'Language that cares' sets out outcomes of some research led by TACT with a number of other Local Authorities. It was agreed that this should be discussed at a future meeting. Sara banks has commenced consultation with young people.

Agreed Actions:

- 1. That the Children in Care Council update be noted.**

2. That Matthew Turner would disseminate the date of the Care Leaver's Forum meetings and Star Awards to his teams to pass on to foster carers, etc.
3. That consideration of the use of alternative words/language for the terms relating to children in care/children in need be considered at the Panel meeting on 10 September 2019.

Appendix 2 to Minutes - Language that Cares

22 **Corporate Parenting Panel Future Work Programme**

Councillors noted the future work programme with the additional agreed items. It was further noted that the report list for the Agenda for the meeting on 25 June 2019 was large and that the Chair would review the items due for consideration to see if they could be pushed back to a later meeting.

Agreed Action:

The Chair to review the forward work plan, particularly in relation to the items planned for the Panel meeting on 25 June 2019.

23 **Next and Future Meeting Details**

The date and time of the next meeting and future meetings were noted. The next meeting would be held on Tuesday 25 June at 2pm in the West Wilts Room, 1st Floor, County Hall, Trowbridge.

24 **Shared Guardian Session - 5.00pm - 6.30pm**

Present:

Corporate Parents – Councillors Pat Aves, Mary Champion, Jane Davies, George Jeans, Laura Mayes, and Phil Whalley. Denise Milton (Wiltshire Fostering Association).

Wiltshire Council Officers – Sarah Banks, Deborah Barlow, Dexter Chipeni, Sally Ellis, Lisa Pullin and Lucy Townsend

Young People – Anna, Dan, Jess, Konrad, Kyle and Steve

Bath University guests – Bobby, Ron and Shannon (Social Work students) and Justin (Tutor)

Apologies

Councillor Pauline Church.

Sarah Banks (Senior Commissioning Officer) welcomed those present and asked them to introduce themselves.

Justin outlined the aims of the session and the ground rules.

As an icebreaker, each young person joined a table, and all were asked to discuss their favourite dessert/pudding.

Review Meetings

The young people were then asked to think about their review meetings and discuss which things had worked well for them and what could be improved about review meetings.

Each group then fed back to the session as follows:

Positives about Review Meetings

- + I felt listened to
- + They follow through on what they said they would do, and they focus on what I need
- + I was able to chair my own review meetings towards the end
- + My brothers were able to come to my review meeting
- + The venue of the meetings was changed from school to my foster placement
- + I was asked what I wanted
- + I am happy, they are well organised meetings
- + I feel like I have a fair platform where I can express my views
- + I am given the choice/freedom of whether I attend the meetings

Negatives about Review Meetings

- They ask lots of questions
- My IRO (Independent Reviewing Officer) changed
- There were lots of Social Worker changes
- There are questions on the form that ask my parents about how I am getting on at school – “How are they supposed to know that?” The questions should be appropriate for me
- I would like to move the location of my review meetings as I don't like being in cramped spaces – no one has offered me this option
- I am aware that I could use the Mind of My Own app to share my feelings and record what I want to say at the meetings, but I am concerned about security and my words being changed – I prefer to hand write what I want to say and pass this on

Suggestions for improvements

- * I would like to receive a short profile about my Social Worker (and other Wiltshire Council staff who will be involved with me) before I meet them, so that I know what they look like, who they are and a bit of information about them
- * My Social Worker should also know about me – a summary of my important points so that I don't have to keep repeating them and what I liked to be called. "I don't like Stephen, I am Steve!"
- * I am on a Pathway Plan, but I haven't seen a copy of it – could my PA share a copy with me.

Placements

The young people were then asked to think about good and not so good points about the placements that they have had/are currently in.

- What were their feelings when they were moving in
It can be scary at first, but once you get settled in you realise that there was nothing to worry about
- How did they feel about staying (been in placement for a period of time)?
More comfortable when you stay in one place for a long time
- What happened when they moved on from that placement.

Each group then fed back to the session and the views were collected by the Uni students.

Social Workers

The young people were then asked to think about their Social Worker/s and write a poem starting with the words "I remember".

The poems were read out to the group and collated by the Uni students.

All were thanked for attending and for their contributions. Justin confirmed that the findings from the session would be shared with their Social Work students and be passed onto the Council so that Managers could share the findings with their Teams.

The session concluded at 6.30pm.

(Duration of meeting: 2.00 - 3.45 pm)

The Officer who has produced these minutes is Lisa Pullin, of Democratic Services, direct line 01225 713015, e-mail lisa.pullin@wiltshire.gov.uk

Corporate Parenting Panel 19 March 2019

PRIORITY 7:

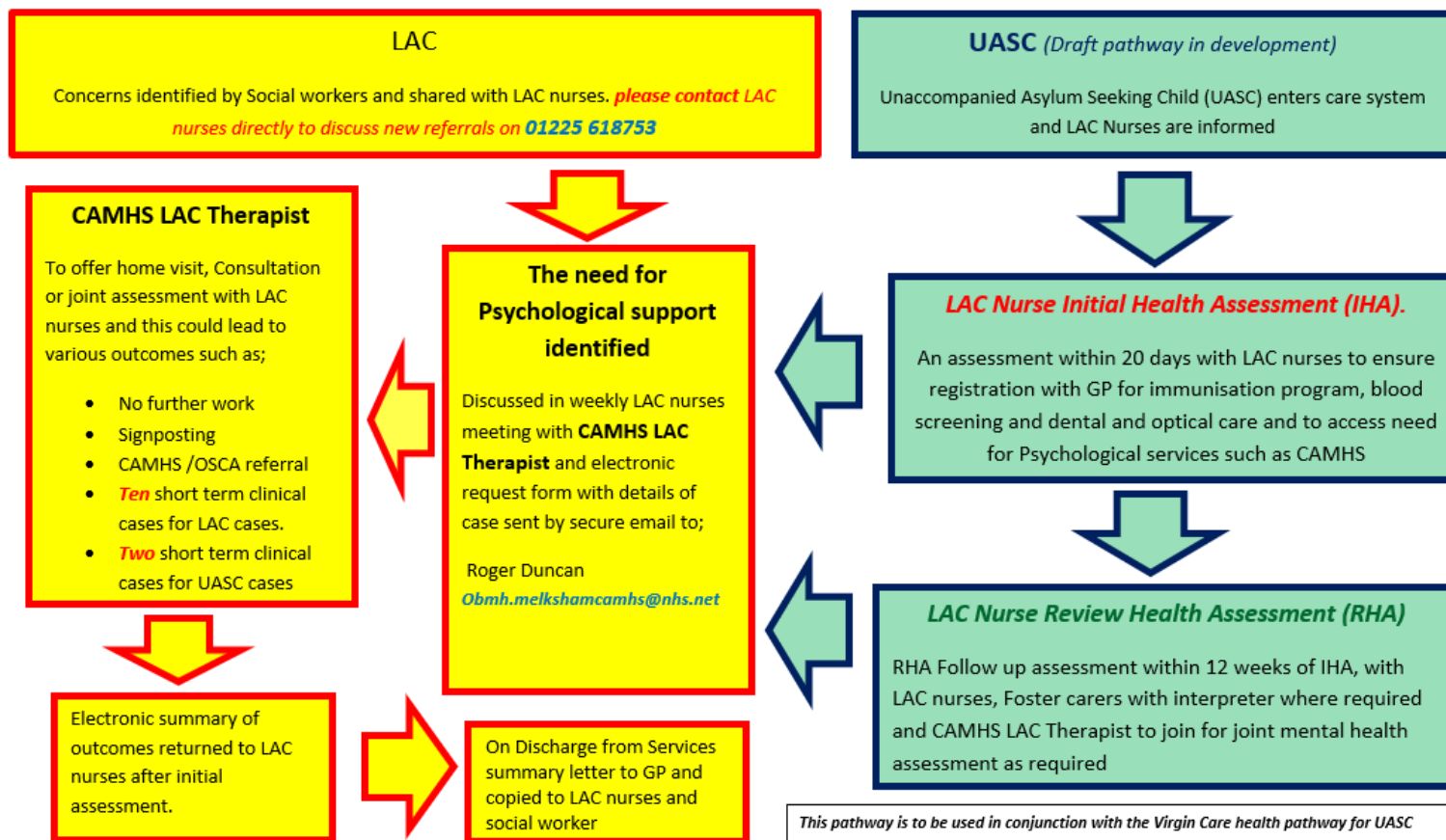
“Ensure that looked after children and care leavers have timely and easy access to mental health services”

Identifying Emotional/Mental Health Issues

- Foster Carers
- Medical Professionals during regular health assessments (SDQ)
 - *Initial Health Assessments (IHA) need to be carried out quickly!*
- School staff
- Social Workers
- Family Support Workers
- Other Agencies that come into contact with the LACs
- Self recognition of issues

Leading to assessment by CAMHS LAC Therapist

Flow chart of services for Wiltshire looked After Children (LAC) Including Unaccompanied Asylum Seeking Children (UASC)



Understanding The role of CAMHS LAC Therapist

The CAMHS LAC Therapist has been role for two years and supports LAC in the following ways;

- By meeting with the LAC nurses for a weekly team meeting
- By joining the weekly Emerald team meetings with Lena Pheby to identify any LAC at risk of CSE
- By joining the monthly Risk management meeting (VACS meeting) with Lena Pheby to identify any LAC who are considered at risk.

- **The CAMHS LAC therapist offers;**
 1. Assessment of LAC mental health needs and risk
 2. Support for referrals to CAMHS
 3. Short term therapy work for LAC (10 cases)
 4. Short term therapy work for UASC (2 cases)

See flow chart on next slide

Understanding The role of CAMHS LAC Therapist

Data on contact with cases involving looked after children

LAC /CSE CAMHS Therapist contacts, April- Dec.2018

Total number of consultations	Total number of direct one-hour CAMHS therapy session with young people	Total number of joint outreach visits.	Total number of CAMHS therapy session with Unaccompanied asylum-seeking children (UASC)
110	68	11	15

Particular Issues For LACs/Care Leavers

There are a lot of things that can lead to Mental Health problems that unfortunately Looked After Children are more likely to have experienced

Early Life Experiences or Adverse Childhood Experiences (ACE)

- *Physical Abuse*
- *Emotional Abuse*
- *Sexual Abuse*
- *Witness to Domestic Violence*
- *Neglect*
- *Trauma (especially true of unaccompanied asylum seekers in their country of origin) PTSD* Interpreters often needed to just find out about these issues

Not addressing these issues can lead to Mental Health Issues in the future

Issues providing CAMHS Support for LACs/Care Leavers

- CAMHS is a “Brand” that some young people may not want to be associated with even if they may know they have issues. Family Care workers essential to provide support for those who do not want to see CAMHS – ***We cannot make Children have CAMHS support.***
- Initial Health Assessments often delayed especially with placements out of County – *Alternative Approaches?*
- SDQ scoring often not completed in a timely manner
- No quantitative data on how well we are doing

Improvement Suggestions

- Improve support for Unaccompanied Asylum Seekers
 - *Recently funding has been secured for three levels of training that can Support UASC; Clinically, as a Social worker and residential and at a support worker/ residential level*
- Recognise Adverse Childhood Experiences (ACE) early on and provide counselling/support quickly
 - *This approach would benefit from multiagency training and support including school as key front line agencies*
- Have quantitative measures of more than time for Initial Care Assessment
 - *Open to suggestion of what these should be*
- Improve the CAMHS brand?
 - *Recent changes in the CAMHS structure and establishment of the CAMHS Wiltshire Well being team in currently addressing this*
- Do we need to take the focus off “Timely Support” and onto “Preventative measures with correct support?”



Language that cares

Changing the way professionals talk about
Children in Care



This project was led by Sara Ortiz, TACT Senior Research and Policy Advisor and TACT children and care experienced young people, with contributions from:

Blackpool Children in Care Council



Bristol Children in Care Council



Cheshire East Children in Care Council



London and South East branch of Clinicians and Professionals working with Looked After and Adopted Children



East Sussex Children in Care Council



Herefordshire Your Voice Matters Group



Rotherham Looked After Children's Council



South Tyneside Children in Care Council



Team Fostering 'Teamies' and Foster carers



Waltham Forest Children and Young People



Warwickshire Children in Care Council



West Berkshires Children and Young People in Care and Social Care Professionals



York Children in Care Council



Endorsed by The Children's Society



Foreword by Andy Elvin, TACT CEO

"We are not mistakes on pages, we are awesome novels with unorthodox beginnings."

TACT ambassador Solomon OB.

Language That Cares is a collaborative effort led by TACT that aims to change the language of the care system. Language is a powerful tool for communication but sometimes the way that it is used in social care creates stigma and barriers for understanding. Language is power, and we want children and young people to feel empowered in their care experience.

Why has this language evolved? The reasons are varied but one respondent put it very well:

"Why we use these terms? It might be that it gives us a sense of control, reducing a complex situation into something that you can describe neatly and respond to or that it decreases our feeling regarding perceived risk, being able to name a difficulty or threat reduces the danger of an unknowable threat. It can offer a disguise for when we don't know, or we don't understand and defends us against an intolerable/unpleasant feeling."
Professional

Language can be a weapon but it can also be emotional armour.

We have asked children and young people about their wishes and feelings on the day to day language used with, or to talk about, them and Language That Cares is their work.

Language That Cares is not an absolute list of all words used in the care system and does not represent everyone's view. However, it starts a much necessary discussion about the way we communicate and engage with our children and young people.

Language evolves and changes and this is the 'first edition' of Language That Cares. We will all continue to consult with our children and young people about the language we use. We also hope that more Local Authorities and organisations will join us for future editions and, together, we can show our children and young people that we really care about them and about what they have to say to us.

I will leave the last word to some of the care experienced young people who created Language That Cares:

"The language of care is so mixed up with our everyday language that it is difficult to separate the two. These words that we challenge are used by everyone: foster carers, social workers, teachers, Independent Reviewing Officers, administrators and even children and young people. We should challenge ourselves and challenge people who we hear using them." Rotherham Young People

Ashleigh, TACT care experienced young person

I think the new dictionary of the words and phrases used by professionals like social workers is really helpful, because some words used in the care system can be really complicated at times. Professionals' vocabulary would confuse me even when I was 15, I was still a bit puzzled by what was being said during my meetings, because it seemed to be all in some kind of professional, social worker code. Therefore, I can only imagine how confusing it must be for younger children to understand it all.

Professionals need to understand that not everyone speaks the same language as them, and for children it can feel complex and overwhelming, and sometimes even embarrassing, as there is a lot of stigma attached to some of the terms used by professionals.

Using alternatives to the word 'foster carer' is a good idea, because from personal experience I only referred to my carer by her name, or just saying my foster mum, because it seemed easier and it was more personal. Also, with regard to the term 'care leaver', I think changing it is really positive, because there is some stigma attached to 'care leaver', as it just feels like you've left care and that's it, there is nothing else to you or your life. Personally, when I say to people that I'm a care leaver they kind of just think of me through the usual perception of what someone in care looks like, and it's difficult to explain that it's different for every care leaver.

I also agree with changing the word 'peers' to 'friends'. When I was a child, my social worker would always call my friends peers, but I didn't really know what peers were at the time, and I'd never really heard anyone use that word before.

In general the words chosen by the young people in the new dictionary are helpful but at the same time they could make it difficult for professionals, like social workers, who need to use professional language in their work. However, I believe social workers and other care professionals should leave the big words for other professionals who understand them, and adopt the words provided in the new dictionary when talking to both young people and children and make the language they use around them more accessible, clear and sensitive.



A

Abscond

We prefer: **Run away; Go missing**

Advocate

"Says what it is but it might need explaining to some children and young people."
Cheshire East Young People

Asylum seeker

We prefer: **Young people**

"Asylum seeker is a home office term, these young people are much more than a Home Office label." Social Worker

B

Birth/Biological Parents

We prefer: **Parents; Family; Mum or Tummy Mummy; Dad**

"You should access each child individually to find out what they like calling their family members." Cheshire East Young Person

"The words can also be excluding and disadvantageous to birth parents and it is important for this to be considered as well." Foster Carer

C

Care leaver

We prefer: **Care experienced adult**

"We prefer 'care experienced' but we are not always keen on the word 'care' as this can mean anything due to 'care' having a wide definition." Cheshire East Young People

Care plan

We prefer: **Future plans; My plan**

"The word 'care' needs less usage, it is used too commonly, and I am fed up of hearing it." Cheshire East Young Person

Challenging Behaviour

We prefer: **Having trouble coping; Distressed feelings; Different thinking method; Difficult thoughts**

"Children and young people who are finding coping tough are not 'challenging' they are in need of your help and support." Social Worker

Consistent guide

We prefer: **Constant support**

"When we fall, you will catch us and help us get back on track."
Cheshire East Young People

Contact

We prefer: **Making plans to see our family; Family meet up time/Family time; Seeing Dad/Mum/Grandma/etc.**

"Contact should be changed to meeting with friends and family!"
Waltham Forest Young Person

"I would prefer 'seeing family'. Seeing family is normal for anyone but 'contact' makes it sound like it's not normal." York Care Leavers Forum

"Contact means staying in touch with the people that you care about."
Waltham Forest Young People

"For me it would be 'golden time', because seeing your family is golden and it's the best time." TACT Young Person

Contact centre

We prefer: **Family centre**

D

Designated Teacher

We prefer: **Teacher**

"Just say it's a teacher we can talk to, who is trained and who attends our reviews. The word is too obvious, we don't want everyone knowing." Cheshire East Young People



Difficult to place

We prefer: **Can't find a home good enough for them; Failed by the system**

"The phrase 'difficult to place' blames the child for a failure of the system."

Charity Social Worker

Drop out

We prefer: **Early school leaver**

F**Foster carers**

We prefer: **My family; Foster Mum; Foster Dad; People who care about me; My new family; The family that chose us; Aunty/Uncle; Their name**

"The use of language is at a very individual level, so a term used for one child may not be right for another. Children use different words in different contexts, they may call foster carer 'Mum or Dad' in one situation but not in another. Foster carers and the children they look after need to work this out between them." Foster Carer

Full potential

We prefer: **You will make sure I have every chance to achieve my dreams**

H**High aspirations**

We prefer: **Good choices; Wanting the best for our children**

"You will try your best to help me because you want me to achieve."

Cheshire East Young People

I**In care**

We prefer: **Another home away from home; Living with a different family in a different home**

Isolation

We prefer: **Reflection time**

"I really dislike this term. It should not be in existence as it is punitive in its nature."
Professional

L

LAC review

We prefer: **My meeting or my review meeting; Improving your time in care; [Child's name]'s Review**

"It is your time to speak up and talk about what is happening or what's happened, what is good and what is bad." Waltham Forest Young People

LAC visit

We prefer: **Home visit; [Child's name] visit; Catch up**

LAC/Foster child

We prefer: **Call children by their names; LA should say 'our children' or [insert name of LA]'s children; Young People or Children**

"Every child is 'looked after'; there is no need to point us out. Some would consider themselves looked after before coming into care." Cheshire East Young People

"I do not mind the saying, but just don't say it a lot." York Young Person

"The acronym 'LAC' can be understood as a suggestion that the child or young person is 'lacking' something." Professional

"Take away LAC acronym completely." Herefordshire Young People

Leaving care

We prefer: **Moving on or Moving up**

M

Moving placements

We prefer: **Moving to a new house; A new chapter or fresh start**

N

NEET

We prefer: **Unemployed or not in training or in education**

"NEET is a silly word, no young person knows what it means yet we are called it."
Warwickshire Young People

P

PA

We prefer: **Advisor; Personal advisor; Guidance giver**

Pathway plan

We prefer: **Future planning for 16+; Leaving care plan; Path to independence**

Peers

We prefer: **Friends**

PEP

We prefer: **School review; Education meeting; Education plan**

"It is not about the word 'PEP' itself, it is how it is presented in school. Some teachers openly announce in class that the LAC student has a PEP meeting and this will arouse the interest from the rest of students, leaving the looked after student to explain what it is and why they have it." Rotherham Young People

Permanence

We prefer: **My home without disruptions**

Placement

We prefer: **Our home or home; My house or the house where I live**

"Placement sounds like you are being forced to live there." TACT Young Person

"I don't like when they say, 'you are a normal child living in someone else's home' or when they use the term 'child in care'." Bristol Young Person

"This should be a word used more for a temporary placement, not when you see it as your home and have been there a long time." York Young Person

"A foster home might be somewhere where you're placed against your will, but that doesn't stop it from being a home." York Care Leavers Forum

"We should talk about 'foster homes' and not 'placements', particularly when children themselves are referred to as placements." Foster Carer

R

Respite

We prefer: **A break for children (not carers); Day out; Home away from home; Stay over/ Stay over family; Sleepover; Time off/Time off for us/Time off for our carers**

"This word does not make much sense. It is too formal and not a word we use everyday." York Young People

"It can be offensive as it means an escape or a break from something that is not enjoyable." York Young People

Restrained

We prefer: **Physical help to stay safe**

Reunification

We prefer: **Going back to live with my family; Going back home**

S

Siblings

We prefer: **Our brothers and sisters; People who are related to me**

"This is too formal, and it is ok in written language but in spoken language I think it should just be brothers and sisters." York Young Person

Sick

We prefer: **Unwell**

"I don't like when they say that my Mum is sick, I would rather they say Mum is unwell." Bristol Young Person

Social worker

We prefer: **One to one worker; Someone who understands your family background and knows what you have been through**

Special needs

We prefer: **Additionally supported; The needs name, i.e. disabled, global developmental delay, learning need, etc.**

"Everyone is special, and everyone has different levels of need."
Warwickshire Young People

Staff, Support worker, Unit manager

We prefer: **Their name**

"Explain their role but use their name to refer to them." Professional

Stat visit/Statutory visit

We prefer: **Coming to visit to see how we're doing**

"I didn't know what a stat visit is. For me it is when my social worker just comes around, so I do not feel there has to be a specific word for it." York Care Leavers Forum

T

Therapy

We prefer: **Talking things through sessions; Trying to make sense sessions; Help to work things out**

Transition

We prefer: **Preparing for change**





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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 18 JUNE 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

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

Also Present:

Cllr Richard Clewer, Cllr Richard Gamble, Cllr Atiquel Hoque, Cllr Bridget Wayman and Cllr Graham Wright

45 Election of Chairman 2019/20

Nominations were sought for the position of Chairman for the municipal year 2019/20. Cllr Derek Brown OBE, seconded by Cllr Peter Evans, moved that Cllr John Smale be elected as Chairman.

On there being no other nominations, it was

Resolved:

To elect Cllr John Smale as chairman of the Environment Select Committee for the municipal year 2019/20.

46 Election of Vice-Chairman 2019/20

The Chairman thanked the Committee for their support in his election and he called for nominations for the position of Vice Chairman.

Cllr Bob Jones MBE was proposed by Cllr Mike Hewitt, which was seconded by Cllr Brian Mathew. There were no other nominations.

Resolved:

Cllr Bob Jones MBE elected as Vice- Chairman of the Environment Select Committee for the municipal year 2019/20.

47 **Apologies**

The Committee noted that Cllr Clare Cape had been replaced as a member of the Committee by Cllr Brian Mathew.

Apologies for absence were received from Cllr Steve Oldrieve and Ian McLennan.

Cllr Oldrieve was substituted by Cllr Stewart Palmen.

48 **Minutes of the Previous Meeting**

The minutes of the meeting held on 23 April 2019 were approved as an accurate record.

49 **Declarations of Interest**

There were no declarations of interest.

50 **Chairman's Announcements**

The Chairman made the following announcements:

- **Meeting Room Arrangements**
The Committee noted the arrangements for a meeting to be held in the Kennet Room following the Environment Select Committee.
- **Western Gateway' Sub-National Transport Body**
The Committee received an update on the decision by Cabinet at their meeting held on 27 March 2018, to support ongoing discussions with neighbouring authorities in the South West, in relation to the Western Gateway' Sub-National Transport Body.
- **Motorbike and Cyclists Killed and Seriously Injured**
The Committee received an update on the Committee's request at its previous meeting for data collected by Wiltshire police on motorbike and cyclists killed and seriously injured incidences in the county.
- **Public Transport Review**
The Committee noted that consideration of the Public Transport Review update would be deferred until the outcome of the Judicial Review was known.
- **Late-Night Taxi Fares Task Group**
The Committee were reminded that the Licensing Committee had established a Working Group to further consider the report of the Late-Night Taxi Fares Task Group, and as the appropriate body, were now taking ownership of the task. It was noted that the Executive response to the matter would be deferred until the Environment Select Committee meeting to be held on 5 November 2019, when it was anticipated that the

Licensing Committee would have concluded their work and drafted their report.

51 **Public Participation**

The Chairman explained the rules of public participation and invited Bill Jarvis representing Extinction Rebellion Wiltshire to ask his questions:

Mr Jarvis confirmed that he had submitted a number of questions about the progress being made by the Global Warming and Climate Emergency Task Group established by the Environment Select Committee on 23 April 2019. Responses to the questions had been provided to Mr Jarvis and published on the Council's website.

Mr Jarvis then asked a couple of supplementary questions about a carbon/renewables audit and how the Council proposed to engage with citizens of Wiltshire in relation to the Climate Change Task Group. The Chairman responded to the supplementary questions at the meeting.

52 **Rapid Scrutiny: Plastic Waste in Wiltshire's Roads - Final Report**

The Committee considered the report of the Chairman of the Rapid Scrutiny Exercise, Cllr Brian Mathew, which presented the findings and recommendations of the Rapid Scrutiny Exercise about using plastic waste as part of the Council's Road Maintenance Programme.

Cllr Mathew introduced the report which detailed the evidence received over two meetings; the witnesses who provided information and responses to questions from the members; a summary of their deliberations; issues for the attention of the Environment Select Committee and recommendations from the Exercise.

In response to the recommendations detailed in the report, Cllr Wayman, Cabinet member for Highways, Transport and Waste, indicated that she generally welcomed the recommendations from the Rapid Scrutiny Exercise, although it was probably more appropriate to continue to monitor existing trials rather than establish a new trial incurring additional expenses, as suggested by the Rapid Scrutiny Exercise at Recommendation 2.

Resolved:

- 1. That the Environment Select Committee endorses the report and recommendations, apart from recommendation 2, of the Rapid Scrutiny Exercise and refers it to the Cabinet Member for Highways, Transport and Waste for response at the next meeting on 3 September 2019.**

2. That recommendations 6, 7 and 8 as detailed in the report of the Rapid Scrutiny Exercise, be referred to the Global Warming and Climate Emergency Task Group for action.

53 **Dog Excrement**

The Committee considered a briefing note of the Director for Highways and Environment on Dog Excrement and the impact that it has on Wiltshire's countryside and livestock.

Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste commented on the briefing note and explained that dog fouling was regarded as a national problem and one that required further public awareness about the need for dog waste to be removed by the dog's owner.

Cllr Lay explained that dog excrement can spread infections and diseases, such as Toxocariasis, and contains parasites that can harm farm animals, especially cows and sheep.

Cllr Wayman suggested that information about the need for dog owners to clear up their dog waste could be included in her public awareness campaign on fly tipping and removal of litter.

Resolved:

1. That the Environment Select Committee supports the Cabinet Member for Highways, Transport and Waste's plan to run a public relations campaign on the importance of clearing up dog mess in Wiltshire.
2. That the Cabinet Member for Highways, Transport and Waste to consider circulating this Briefing Note, or a similar Briefing Note to all Members, as well as to the Town and Parish Councils in Wiltshire.

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

The Committee received updates from Cllr Wright, Chairman of the Homelessness Strategy Task Group and the Global Warming and Climate Emergency Task Group, on recent activity for the Task Groups:

i) Homelessness Strategy Task Group

The Committee noted that the Task Group had met on a number of occasions and had discussed (i) their findings following independent interviews with private sector agents and landlords 's; (ii) how the Council provided a service to both those facing homelessness, or those who have been made homeless; and (iii) interviewing the Council's Rough Sleeper Outreach Team.

ii) Climate Change Task Group

The Committee noted that the Task Group had received an introductory presentation about the topic of climate change and had started to scope their future investigations. Cllr Wright confirmed the key officers and Councillors that the Task Group is hoping to speak with; to help with its information gathering and advice. He also indicated that the Task Group would be considering changing its name to include the word 'Emergency'* in the title and he would discuss how the Task Groups reports could become more available to the public, with the Vice Chair of the Overview and Scrutiny Management Committee

**The minutes of this meeting have been updated to reflect the change to the Task Group's name, which was agreed after 18 June Environment Select Committee.*

55 **Forward Work Programme**

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

The Chairman also provided an update on the Plan item 'Provision for Gypsies and Travellers'. He indicated that the sale of the Gypsy and Travellers Sites are due to be completed at the end of June 2019, and in consultation with the Vice-Chairman, the item had been removed from the Forward Work plan.

Resolved:

1. That the following items be moved to the Committee's meeting to be held on 5 November 2019:

- **Highways Annual Review of Service**
- **HIAMS: Streetworks**
- **Salisbury Recovery**

2. That the Forward Work Programme be updated to reflect the changes detailed above.

56 **Urgent Items**

There were no urgent items.

57 **Date of Next Meeting**

The next meeting is scheduled for 3 September 2019 at 10.30am.

(Duration of meeting: 10.30 - 11.35 am)

The Officer who has produced these minutes is Stuart Figini of Democratic Services,
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Press enquiries to Communications, direct line (01225) 713114/713115

HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 30 APRIL 2019 AT KENNET COMMITTEE ROOM, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Gordon King (Vice-Chairman), Cllr Clare Cape, Cllr Mary Champion, Cllr Gavin Grant, Cllr Howard Greenman (Chairman), Cllr Mollie Groom, Cllr Deborah Halik, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Tom Rounds, Cllr Fred Westmoreland and Cllr Mike Hewitt (Substitute)

Also Present:

Joanne Burrows, SWAN; Irene Kohler and Diane Gooch, Healthwatch Wiltshire.

Jo Cullen, Wiltshire Care Commissioning Group CCG; Sarah MacLennan, Associate Director Communications and Engagement, CCG; Liz Rugg, Medvivo

17 Apologies

Apologies were received from Cllrs Christine Crisp and Graham Wright.

18 Minutes of the Previous Meeting

Resolution

The minutes of the previous meeting held on 5 March were approved.

19 Declarations of Interest

There were no declarations of interest.

20 Chairman's Announcements

Wiltshire strategy for sexual health and blood borne virus (BBV)

In 2018, the committee considered the Wiltshire strategy for sexual health and blood borne virus. The Health and Wellbeing Board received an update report in January 2019. This report was to be appended to the minutes of this meeting for ease of reference.

The Public Health Team was to provide an update on delivery to Committee and Board in June 2019.

Places of safety

An evaluation report was being produced on four options that was to be assessed by a clinical panel against criteria of; quality, environment, workforce, travel and cost effectiveness. The evaluation report was to be presented to Health and Overview Scrutiny Committees and Governing Bodies when finalised.

The temporary Health Based Places of Safety changes, was to remain in place until a final decision had been made by NHS England, following recommendations by Swindon CCG and Wiltshire CCG.

An Outstanding rating for Turning Point IMPACT

Turning Point IMPACT had been rated 'Outstanding' by the Care Quality Commission. It was rated 'Good' for being safe and effective following an inspection in February 2018.

21 Green paper on care and support for older people

Following the Government announcement that the care and support green paper was to be delayed, the Local Government Association published "The lives we want to lead" in July 2018, setting out its preferred approach to adult social care and wellbeing services.

The Local Government Association report was brought to the attention of the committee and was to be considered by the committee alongside the Government's green paper, when the green paper is published.

22 Public Participation

There were no members of the public present.

23 Forward Work Programme

The Chair was reminded the committee that it was agreed at the meeting on 5 March 2019 that the forward work programme would be considered at the start of the meeting and returned to at the close of the meeting.

The committee was invited to consider the work programme and to take it into consideration when making recommendations on the future work of the committee.

The impact of the delay in the Government's Green Paper was noted as pushing this, item scheduled for June 2019, further back in the year.

Alzheimer's and Dementia

The Chair outlined last year's national public information campaign on Dementia, "Fix Dementia Care", and stated that the Alzheimer's Society welcomed a review of best-practice across Wiltshire.

The Chair proposed that the Cabinet Member and representatives of the Alzheimer's Society and Alzheimer Support be invited to committee on 3 September 2019. These presentations would inform the committee's decision as to establishing a task group on this topic.

The debate that followed covered terminology, other campaigns, the scale of the issue and the sense that services are not as integrated as they ought to be. A clear remit to the committee's work on this topic was urged and articulated as being; a review of current strategy, gathering evidence on change and a formulation of response to that change.

Resolution

The committee agreed to invite the Cabinet Member and representatives of the Alzheimer's Society and Alzheimer Support be invited to committee on 3 September 2019 to present on their respective current and recent work and activities, related to Dementia, taking place in Wiltshire.

24 **Winter pressures**

Jo Cullen, Wiltshire Care Commissioning Group, talked through a presentation on Winter Pressures.

The debate that followed addressed; the integration of pharmacy services, the additional central government funding of £4.5m made in 2019-20, and the likelihood of it being repeated in 2020-21, ambulance services and representation on South West Ambulance Service board and the relationship of Emergency Department's to the system as a whole.

Resolved

The committee noted the presentation on Winter Pressures.

It was resolved that the committee would request a report from SWAST on their performance for the past year for June 20th meeting.

25 **Primary Care Networks**

Sarah MacLennan, Associate Director, Communications and Engagement, Care Commissioning Group talked to a set of slides and a video on this topic.

The debate that followed explored the motivations and benefits for each stakeholder to engage a networked approach, the inclusion of smaller service providers and how smaller providers can be included in a networked approach.

Resolution

The committee noted the presentation on Primary Care Networks and requested an update to the committee upon completion, including engagement with voluntary sector to be involved with the network to ensure a holistic approach.

26 Delivery of Integrated Urgent Care: the first year - performance, challenges and successes

Liz Rugg, Managing Director Medvivo, talked through the Integration of Urgent Care as managed by Medvivo.

The presentation prompted questions on referral systems and record management systems.

Resolution

The committee noted the presentation on the Integration of Urgent Care and would welcome a further performance update either on a yearly basis or when significant changes occurred (i.e. additional duties, etc.).

27 Citizen's panels

Sarah MacLennan, Associate Director, Communications and Engagement, Care Commissioning Group talked through a short paper on Citizen's Panels.

The panel was to be established to gain insight into how people access services and it was hoped it would be established by the Autumn.

The debate that followed explored questions of representation and whether the panel would be representative of the population or of service users.

Resolved

The committee noted the establishment of a Citizen's Panel and requested that clarification be sent of the criteria that would be used to select members of the panel.

28 Task Group and Programme Boards Representatives Updates

Cllr Gordon King updated the committee on the creation of a new, Executive Senior Team that will link the work of the three Care Commissioning Groups (Bath and North East Somerset, Swindon and Wiltshire) and was to be led by

Tracy Cox, Chief Executive, Bath and North East Somerset, Swindon and Wiltshire Care Commissioning Groups.

Resolved

The committee noted the update.

29 **Urgent Items**

There were no urgent items.

30 **Forward work programme - items for the next meeting**

Resolved

The committee noted the updated forward plan.

31 **Date of Next Meeting**

The date of the next meeting is 25 June 2019.

(Duration of meeting: 2.30 am - 4.40 pm)

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

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Wiltshire Council

Health and Wellbeing Board

24 January 2019

Subject: Sexual Health and Blood Borne Virus Strategy 2017-2020 Update

Executive Summary

Improving sexual health and wellbeing presents a significant challenge for public health and the wider health and social care system, as well as for the individuals who experience poor health outcomes as a result of a sexually transmitted infection (STI), a blood borne virus (BBV) or an unplanned pregnancy.

There is considerable inequality in the distribution of STIs, BBVs and unplanned pregnancies across the population. Although Wiltshire has lower levels of infection compared to the South West and England averages, infection rates are continuing to increase. Positively, data also shows that women are accessing effective contraceptive methods to reduce their risks unintended pregnancy.

In May 2018, the Health and Wellbeing Board approved the Wiltshire strategy for sexual health and BBV. The strategy recognises that there is no single solution to achieving positive sexual and contraceptive health and that to be successful we need to rely on a partnership approach between commissioners and providers and wider partner agencies across Wiltshire. Underpinning the strategy is an implementation plan split into three strategic priorities: prevention, diagnosis and treatment.

Good progress has been made in regard to the implementation of the strategy since adoption, however further work is required to drive the strategy forward in the remaining year of the strategy.

Proposal(s)

That the board:

- Notes and acknowledges the Sexual Health and Blood Borne Virus strategy implementation update.

Reason for Proposal(s)

The Sexual Health and Blood Borne Virus Strategy (SHBBVS) gained HWBB approval in May 2018, and an update was requested to be brought back to the Board 6 months after implementation.

Tracy Daszkiewicz – Director of Public Health and Public Protection

23 January 2019

Subject: Sexual Health and Blood Borne Virus Strategy 2017-2020 Update

Purpose of Report

1. The purpose of this report is to provide an update the Health and Wellbeing Board on the implementation of the Sexual Health and Blood Borne Virus Strategy (SHBBVS).

Background

2. Improving sexual health and wellbeing presents a significant challenge for public health and the wider health and social care system, as well as for the individuals who experience poor health outcomes as a result of a sexually transmitted infection (STIs), blood borne viruses (BBVs) or an unplanned pregnancy.
3. There is considerable inequality in the distribution of STIs, BBVs and unplanned pregnancies across the population. The 2013 Framework for Sexual Health Improvement placed health promotion and education as the cornerstones of infection and pregnancy prevention by improving awareness of risk and encouraging safer sexual behaviour. Prevention efforts need to include universal and targeted open access to sexual health and contraceptive services with a focus on groups at highest risk of sexual health inequality such as young people, black ethnic minorities and men who have sex with men.
4. The consequences of sexual ill health, infection with a blood borne virus, or unintended pregnancy are well documented. Infection with a STI can lead to both physical and emotional difficulties and in some cases, fertility issues if not diagnosed and treated earlier enough. Certain BBVs remain incurable and can lead to a dramatic reduction in life expectancy. HIV although treatable remains a condition which cannot be completely cured, leading to long term medical implications for anyone infected with the virus, especially if they are diagnosed after the virus has begun to damage their immune system. It is estimated that the lifetime treatment costs for a single person diagnosed with HIV is c.£380,000 but this amount doubles for someone who is diagnosed 'late'.
5. Unintended pregnancy is an issue across the life course for women who are not accessing effective contraception services and can impact of their lives for a very long time. It is estimated that in 2016 there were 302 unintended conceptions in Wiltshire which led to a live birth, which will lead to a public-sector cost of £938,992 per annum. By reducing this number by just 5% Wiltshire could save £49,950 per annum.
6. The SHBBVS contributes to the following Wiltshire Council business plan outcomes: strong communities and protecting the vulnerable.

Wiltshire's sexual health and blood Borne virus strategy (2017-20)

7. In May 2018, the Health and Wellbeing Board approved the new Wiltshire vision for sexual health and blood Borne viruses. Our vision is that by 2020 Wiltshire will be a place where individuals and communities are informed, enabled, motivated and empowered to be able to protect themselves and others from acquiring an STI or BBV. Individuals should

be able to make informed choices when consider contraceptive choices and have easier access to them. We want to ensure that everyone can have safe sexual experiences, free of coercion, discrimination and violence by ensuring sexual rights are protected, respected and fulfilled.

8. The strategy was developed to ensure we achieve our vision for Wiltshire. The strategy recognises that there is no single solution to achieving positive sexual and contraceptive health and that to be successful we need to rely on a partnership approach between commissioners and providers and wider partner agencies across Wiltshire.
9. The SHBBVS provides direction for Wiltshire Council and partner organisations to reduce sexual ill health and blood borne virus transmission, to improve diagnostic and treatment services and reduce unintended conceptions over three years.
10. The strategy had three priorities: (a) Prevention - To protect individuals from BBV or STI infections and enabled to access all forms of contraception through the provision of information and services. This will also increase the awareness of individuals' sexual rights and reduce sexual violence in all its forms; (b) Diagnosis - To ensure individuals will be able to access testing services when needed in a range of venues, using a range of different testing systems, including the review and implementation of new and emerging testing systems and (c) Treatment - To ensure individuals will be able to access appropriate treatment services as early as possible in locations which are most appropriate to them

Strategic Oversight

11. This strategy has been developed by Wiltshire Council's Public Health team in partnership with the Sexual Health Partnership Board and a range of partners across Wiltshire. The strategy was reviewed by the Health Select Committee in March 2018, received Cabinet approval in April 2018 and HWBB approval in May 2018. Implementation of the strategy sits the Sexual Health Partnership Board and a newly created implementation group.

Update on Strategy Implementation

12. The implementation plan consists of 29 actions that we have committed to undertake to improve sexual health and wellbeing in Wiltshire. These actions are divided between the three priority areas of the strategy: (a) Prevention - 12 actions, (b) Diagnosis - 9 actions and (c) treatment - 8 actions. A summary of progress to date is detailed below.

(a) Prevention Priority Update

What we said we would do	Progress to date
Information resources will be widely available in a range of venues to increase knowledge of blood borne viruses and sexual health including STI's, contraception and sexual violence	<ul style="list-style-type: none"> • First of 2 sexual health campaigns completed (summer campaign) • HIV testing and AIDs Day campaigns undertaken • New sexual health resources distributed to over 140 venues across the county
The full range of contraception options will be available in all	<ul style="list-style-type: none"> • 44/48 LARC accredited practices providing services

primary care and sexual health services	
Individuals most at risk of HBV infection will be actively offered and encouraged to be vaccinated	<ul style="list-style-type: none"> All patients have a risk assessment completed to identify behaviours which put them at increased risk of infection and if appropriate vaccination is offered.
Healthcare professionals will discuss the risks of blood borne viruses and sexual ill health with all appropriate patients and actively support them with risk reduction strategies	<ul style="list-style-type: none"> Any patient who discloses risk taking behaviour in a primary care setting is provided with appropriate information and support to minimise the risks and are also signposted to specialist services for ongoing support.
Prevention interventions will target people across the life course	<ul style="list-style-type: none"> Services for younger people are already well provided. Work underway to identify means of access to older people provide information to individuals accessing specific issues such as erectile dysfunction or vaginal dryness.
Accurate data will be available from all providers of BBV services to facilitate partnership working and future service planning	<ul style="list-style-type: none"> No Update
Young people will receive effective RSE education through school settings	<ul style="list-style-type: none"> There is a delay in statutory RSE provision being added onto the curriculum which may delay the time which schools are willing to put to this topic until clarity is providing by the DfES

(b) Diagnosis Priority Update

What we said we would do	Progress to date
A range of 'open access' services will be available across the county to enable easier access	<ul style="list-style-type: none"> Community based clinics are available across Wiltshire in Salisbury, Tidworth, Warminster, Trowbridge, Calne, Melksham, Devizes and Chippenham Hospital based services are available on both an appointment and walk in basis Monday to Friday each week. Chlamydia treatment and emergency hormonal contraception is provided through a range of pharmacies across Wiltshire 21 Primary care venues & 18 pharmacies are signed up to the No Worries service which offers sexual health access to young people within 24 hours
Drug and alcohol service providers will offer BBV testing to all clients	<ul style="list-style-type: none"> Staff have been trained to offer and undertake BBV testing with all appropriate clients. Results are given by clinical staff with discussions taking place for case workers to provide negative results in the future.

Prison services will increase the offer and uptake of BBV screening upon arrival.	<ul style="list-style-type: none"> No update
Primary care settings will offer a wider range of sexual health and BBV testing services as part of routine diagnostic tests	<ul style="list-style-type: none"> No update
Workforce training will take place to enhance the confidence of staff to undertake STI testing and provide additional contraception services	<ul style="list-style-type: none"> A training programme is in place with other hospital based departments to raise awareness of symptoms and clinical indicator conditions to increase testing and diagnosis rates. Training for primary care staff is being organised in partnership with the CCG 5 training sessions delivered this year, with additional training planned for midwives on the benefits and practicalities of HIV point of care testing.
Home testing/sampling systems will be available to facilitate additional diagnostic opportunities	<ul style="list-style-type: none"> Chlamydia screening transfer to SFT as of 01 Feb 2019, wider home testing to go live from April 2019.
Stigma associated with being diagnosed with a BBV will be reduced	<ul style="list-style-type: none"> Work underway in regard to BBV campaigns delivery to reduce myths and 'normalise' living with a BBV to reduce the stigma
Services will meet the needs of all sections of our communities	<ul style="list-style-type: none"> Work is taking place to identify communities most at risk of poor sexual health and how current services are meeting those needs. Identified gaps will generate a priority list of work needed to ensure all sections of the community have suitable access to services.

(c) Treatment Priority Update

What we said we would do	Progress to date
All patients diagnosed with a BBV or STI will be treated in a timely manner in a suitable setting.	<ul style="list-style-type: none"> Patients diagnosed with an STI or HIV are offered an appointment for treatment as soon as possible and usually within 10 days of diagnosis. Patients diagnosed with Hepatitis are referred to the hepatology department and are offered follow up appointments within 4 weeks.
Advice and guidance will be readily available to all clinicians by sexual health specialists to ensure the latest treatment regime is being offered	<ul style="list-style-type: none"> Telephone requests for advice and guidance are usually responded to on the same day, or the following work day. Email requests are currently responded to within 24 hours.

Effective referral pathways will be in place to facilitate specialist treatment or care if needed	<ul style="list-style-type: none"> Existing pathways are being reviewed and revised in conjunction with Virology lead at PHE.
Treatment options will be discussed with all patients upon diagnosis of their BBV	<ul style="list-style-type: none"> Treatment options in respect of STI or HIV diagnosis are discussed with patients at the point at which diagnosis is given. Depending on where Hepatitis diagnosis is made will determine how treatment options are discussed. If diagnosed at sexual health service then initial discussion on treatment options is provided at the time diagnosis is given to patient. If diagnosed at other locations, treatment options are discussed at first appointment with hepatology service.
Holistic methods of self-care will be discussed with everyone living with a BBV	<ul style="list-style-type: none"> Self-care is discussed with all patients as part of their treatment plans.
Risk reduction strategies will be discussed with all patients receiving treatments to reduce possible onward transmission	<ul style="list-style-type: none"> All patients diagnosed with an STI or BBV infection participate in a discussion around partner notification, abstaining from future sexual activity until the infection has been treated/cured, future condom use, vaccinations, etc. All clients living with a BBV have a discussion with support staff about risk reduction strategies and how to minimise the risk of transmission. This includes safer injecting practices, partner notification discussions, vaccination and treatment programmes, etc.

19. In this first update report, delivery against actions included: 2 red actions (incomplete), 12 amber actions (work underway) and 15 green (completed actions). Across 2019-20, we will monitor progress to give priority to actions highlighted as incomplete or underway.

20. Most of the amber actions focus on the ongoing work related to the BBV agenda which is naturally complex and requires multi-agency response. The two (red) non-complete actions are in reference to a second sexual health campaign (scheduled to take place before March 2019) and the launch of home testing services which will go live in Spring 2019.

Conclusions

22. The strategy has identified a vision to ensure that residents are supported to reduce the risk of contracting an STI or BBV, have timely access to diagnosis and treatment services should they become infected to improve their health outcomes and prevent further transmission.

21. This report demonstrates the work undertaken by the sexual health programme board over the past 6 months to support implementation of the strategy which is now in its second year. Although good progress has been made with regard to the implementation

of the strategy, further work is required to drive the strategy forward in the remaining year of the strategy.

Next Steps

23. As we plan to enter the final year of the strategy, the implementation group will focus on those areas for action that are yet to be addressed. Governance for the strategy will remain with the Sexual Health Programme Board and updates will be provided to Cabinet and the Health and Wellbeing Board on a bi-annual basis.

Tracy Daszkiewicz (Director - Public Health and Public Protection)

Report Author: Steve Maddern, Consultant in Public Health

24 January 2019

Appendices

None

Background Papers

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

- Wiltshire Sexual Health and Blood Borne Virus Strategy
- Wiltshire Sexual Health and Blood Borne Virus Strategy Implementation plan

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Winter Pressures

HSC

30th April 2019

'The right healthcare for you, with you, near you.'



National Operating Guidance on standards

- Delivery of 90% performance against the **4 hour ED target** over winter
- Maintain the number of patients on an **elective pathway** (cancellations of planned surgery)
- **Flexibility of the clinical workforce**, enabling staff to respond to times of increased workload (e.g. annualised clinical job plans)
- Reducing the number of **long-stay patients in hospital** - ambition is to reduce the number of beds occupied by long stay patients by 25%
- Community providers also need to **free up bed capacity**, reduce length of stay and ensure that a greater proportion of patients receive the appropriate level of care, including in patients' own homes.
- Review of existing **A&E patient pathways**
- Continuing to work to reduce the **ambulance handover delays** at hospital EDs
- **Mental Health** – specifically at the interface between mental health services and A&E pressures
- Health and Social Care worker **flu vaccination** - ambition should be to achieve near universal flu vaccine uptake by healthcare workers.
- **Improved Access to GP services** (evenings and WE)
- Good **public awareness** of what is available over the peak periods, particularly at the weekend and during holidays.

Development of Winter Plan

- Builds upon lessons learnt from best practice and from winter 2017- 2018
- Evaluation of winter resilience schemes from the 2017-2018 with recommendations
- Incorporates the on-going work on reducing length of stays in hospital and will build on the demand and capacity analysis across the system
- Confirm the 5 priorities through A&E Local Delivery Board (South Wiltshire and Wiltshire data and narrative input into BaNES and Swindon system plans)
- Feedback from Regulators of draft submissions and Key Lines of Enquiry
- Regional Winter Events
- National Director Winter Letter
- Separate plans and returns to NHS England on primary care, digital and quality / patient safety
- Ongoing work – “deep dive” to understand what is driving demand across systems by postcode, diagnosis, referral and age
- Review of Demand and Capacity modelling for the South (as part of STP work)
- Plans taken to Joint Commissioning Board, CCG Governing Body in Public, Primary Care Commissioning Committee, and Health and Well Being Board throughout the year

Contents of Winter Plan and summary of provider plans:

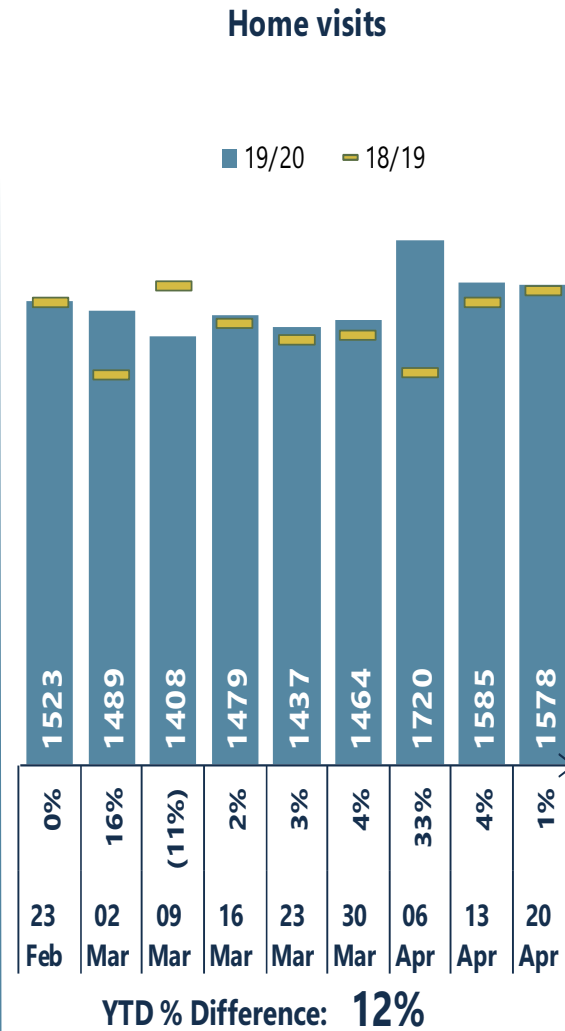
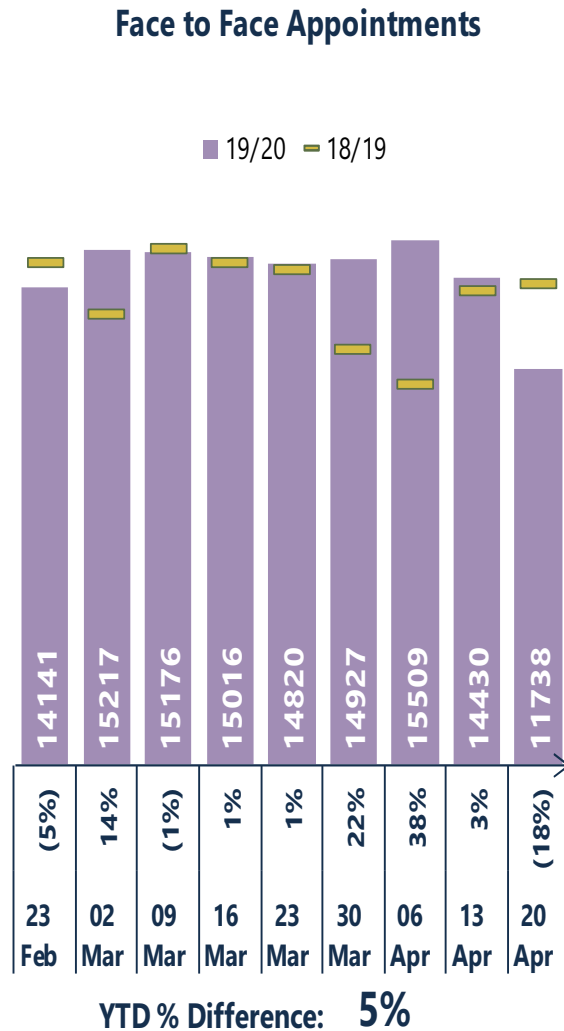
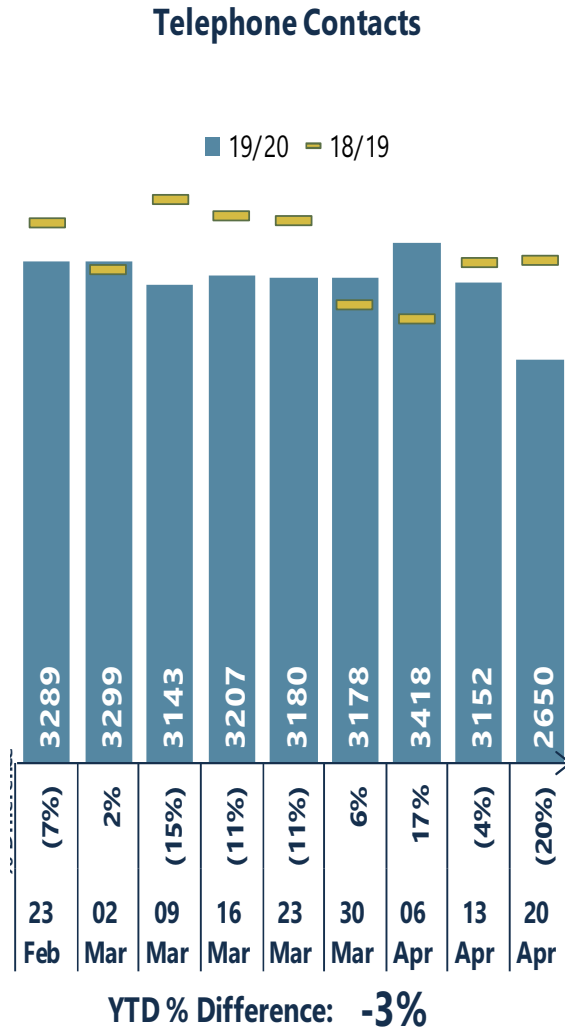
- Reflections 2017/18
- Governance – Senior Responsible Officers, single point daily contact
- Primary Care
- Integrated Urgent Care – 111, Clinical Assessment Service and Out of Hours GP Service
- Ambulance and 999 Handover Delays
- Mental Health
- In Patient Flow
- Elective Plan
- Older People / frailty
- Delayed Transfer of Care and Stranded Patients (over 7 days/ over 21 days)
- Patient Transport
- Influenza and Infection Prevention and Control
- Workforce
- Communications Strategy

Summary of Performance – updated from previous presentation

Primary Care Activity

Data source: NHS Wiltshire CCG - TPP extract

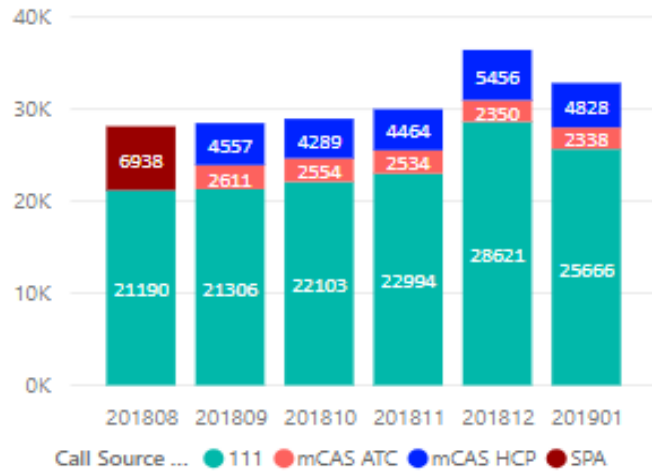
Primary Care Activity



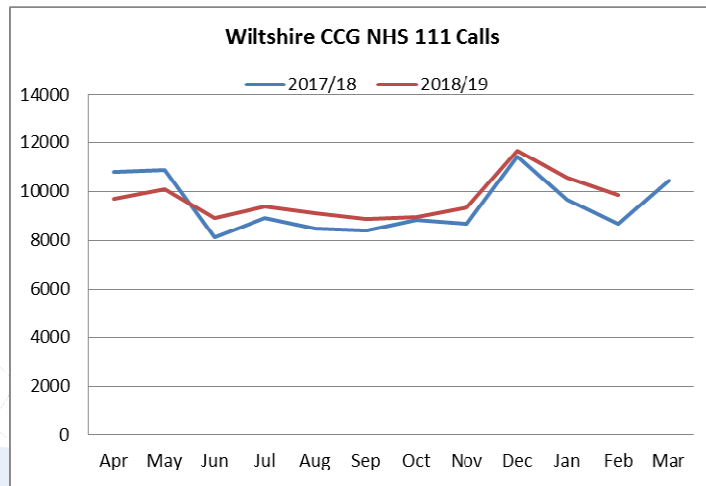
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IUC (NHS 111 Activity)

Total BSW Activity inc HCP / ATC



Wiltshire 111 Calls only



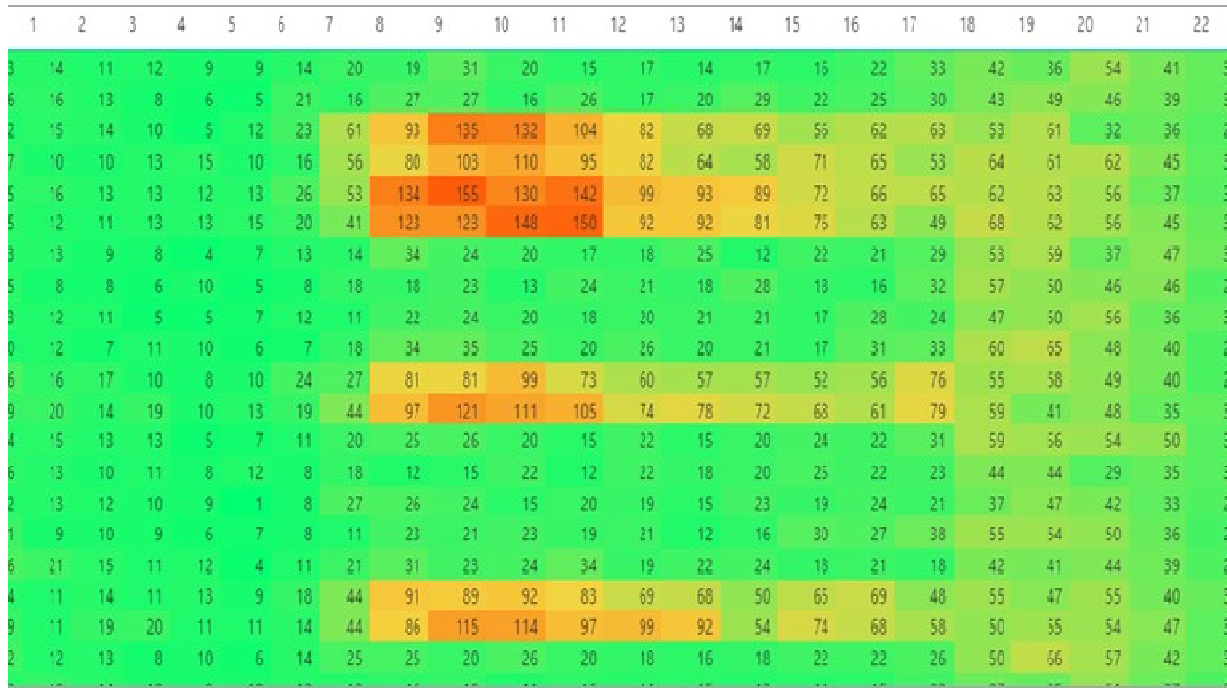
NHS 111 Call Activity and Outcomes (Oct-Jan)

- NHS 111 contracted BSW activity volumes is approx. 29% than contracted (excluding HCP line calls)
- Similar call patterns to previous years, increasing Nov – Jan
- 83% of NHS 111 calls answered in 60secs
- Over 65% of calls are being assessed by a clinician (one of the highest rates in the country)

NHS 111 Call Outcomes (Oct-Jan)

- Ambulance – 11.6% - significantly below the national average of 13.92% for January.
- ED – 6.1% - significantly below the monthly national average which was 8.5% for January.
- Primary Care – 45.8%
- Self Care – 4.2%

Early Easter Analysis



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Extremely busy Easter Weekend in terms of demand as expected. The heatmap above shows cases received per hour (with some previous weekends as a comparison). Friday and Saturday were especially challenging with circa 200 additional cases that we would see on a 'normal' Saturday.

Cases relate to a single patient so each of the below can have multiple consultations e.g. telephone consultation followed by face to face.

Early Easter Analysis

Case date	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
22/12/2018	15	13	17	11	12	16	25	39	111	119	144	167	123	106	82	97	72	76	74	66	42	53	45	31	1556
29/12/2018	18	17	21	16	14	19	23	52	101	130	125	123	110	104	93	86	92	74	61	55	54	41	41	25	1495
20/04/2019	15	16	13	13	12	13	26	53	134	153	130	142	99	93	89	72	66	65	62	63	56	37	30	25	1479
19/04/2019	15	12	11	13	13	15	20	41	123	123	148	150	92	92	81	76	63	49	68	62	56	45	36	30	1434
26/01/2019	29	17	15	15	14	16	22	43	109	103	91	98	105	87	94	81	71	80	65	63	51	50	40	34	1393
23/12/2018	20	20	15	15	16	14	27	62	111	103	106	107	125	90	100	63	59	66	67	42	54	37	26	23	1368
13/10/2018	22	18	22	10	14	16	17	38	72	114	105	107	93	80	85	83	88	77	72	66	40	47	53	27	1366
19/01/2019	13	17	14	10	13	12	21	36	92	121	106	119	91	75	87	77	83	70	70	54	52	45	51	24	1353
02/03/2019	26	17	13	17	14	12	20	57	89	123	120	103	81	76	79	84	74	66	60	59	45	42	37	30	1344
26/05/2018	23	20	12	13	9	16	19	44	91	88	107	118	108	98	80	77	85	81	53	69	43	40	32	14	1340

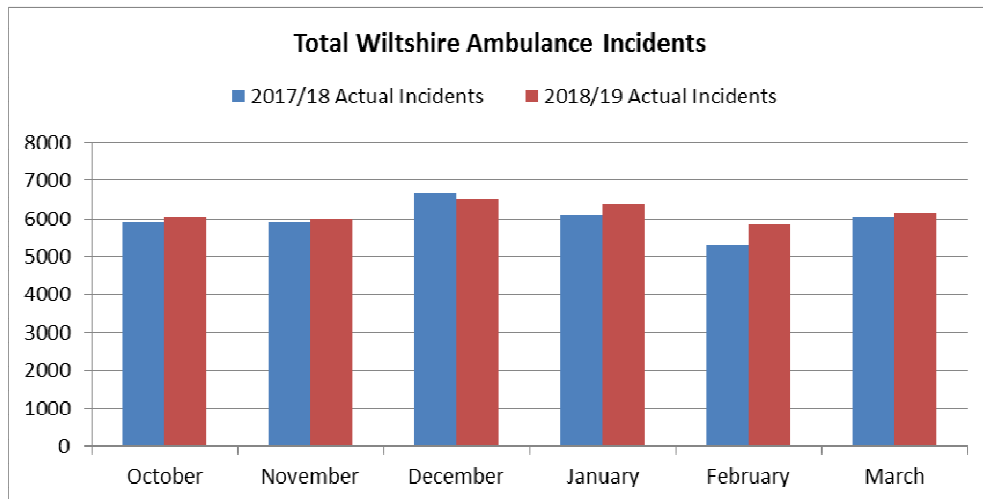
It was also very busy in comparison to everyday IUC has delivered so far. The above also shows cases received per hour but this time the top 10 days delivered in terms of total case activity per day.

As you can see Easter Friday and Saturday are number 3 and 4. Only lower than some of the days over the Christmas period.



Ambulance Demand

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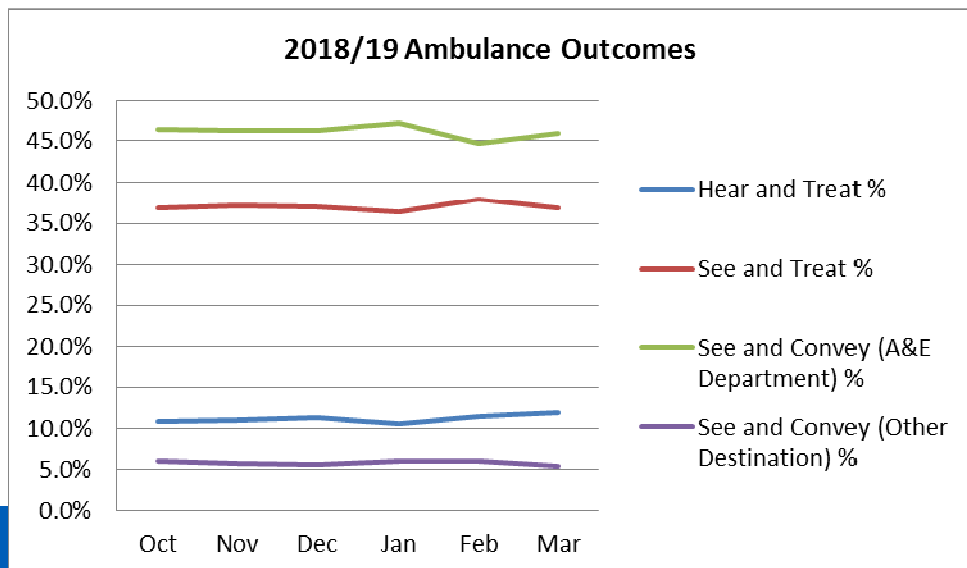


Activity

- 2.4% higher than plan
- XMAS / NY slightly quieter than predicted but significantly higher demand 7th-8th ; call stack peaked at +200 calls
- Easter 10% higher activity than forecasted

Performance

- Cat 1 Mean (7mins) not achieved for Wiltshire
- Cat 1 90th percentile (15mins) achieved in Nov, Feb and March
- Cat 2-4 means and percentile targets not achieved across Wilts



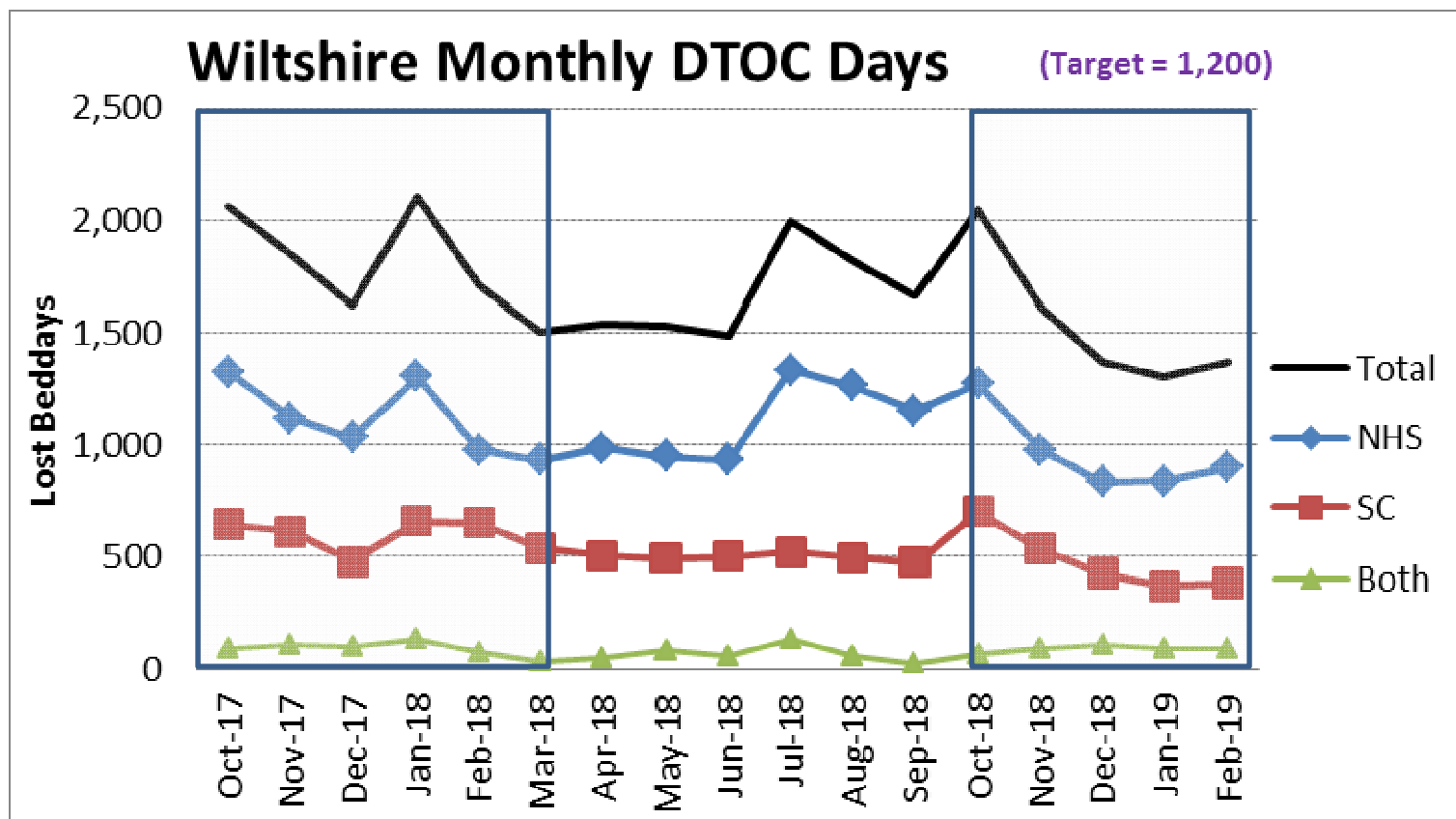
Outcomes

- Decrease in See & Treat % compared to 17/18 other

The right healthcare for you, with you, near you.

Increase in conveyance to ED compared to 17/18

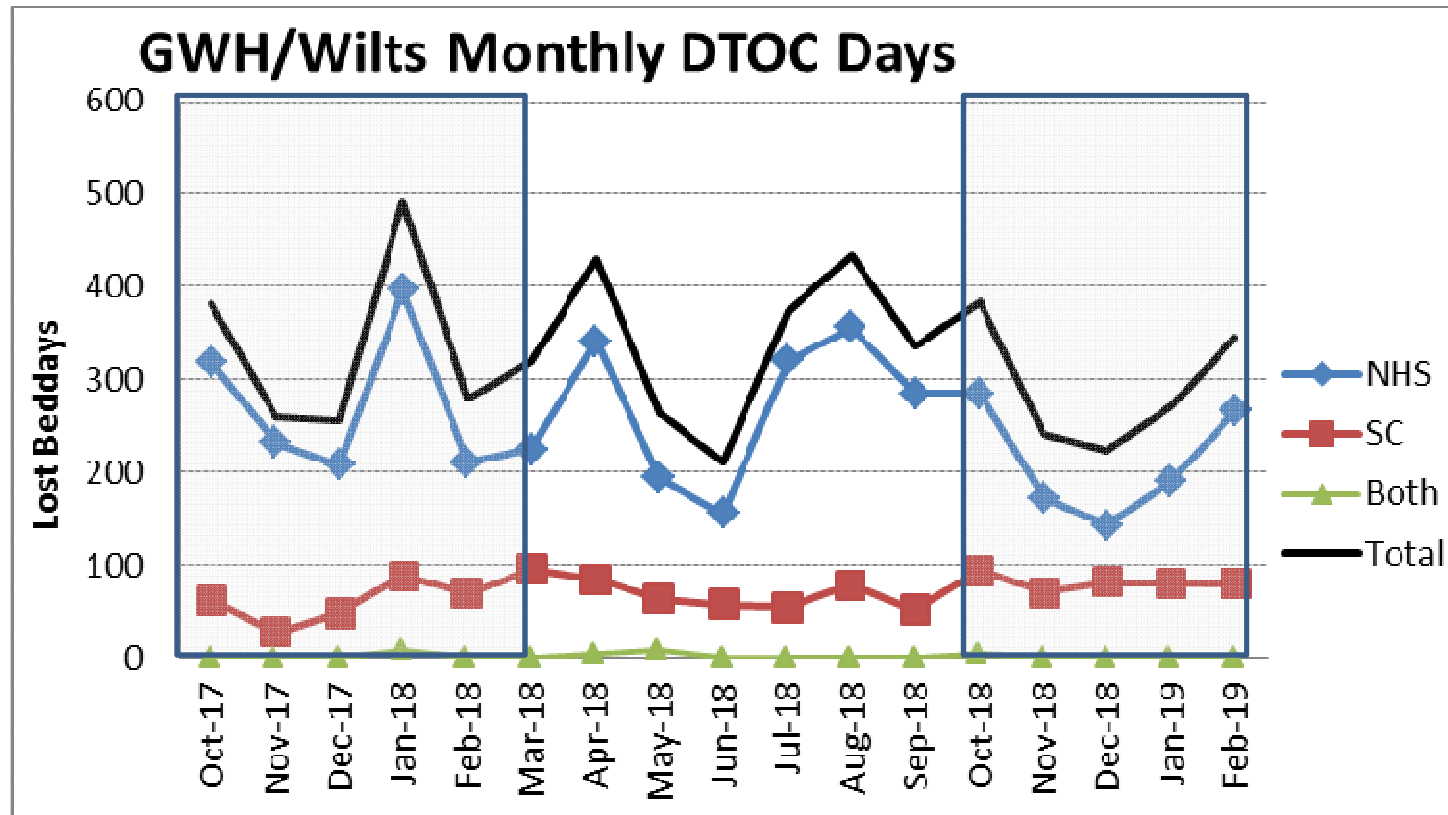
DTOCs: Total Bed Days Lost



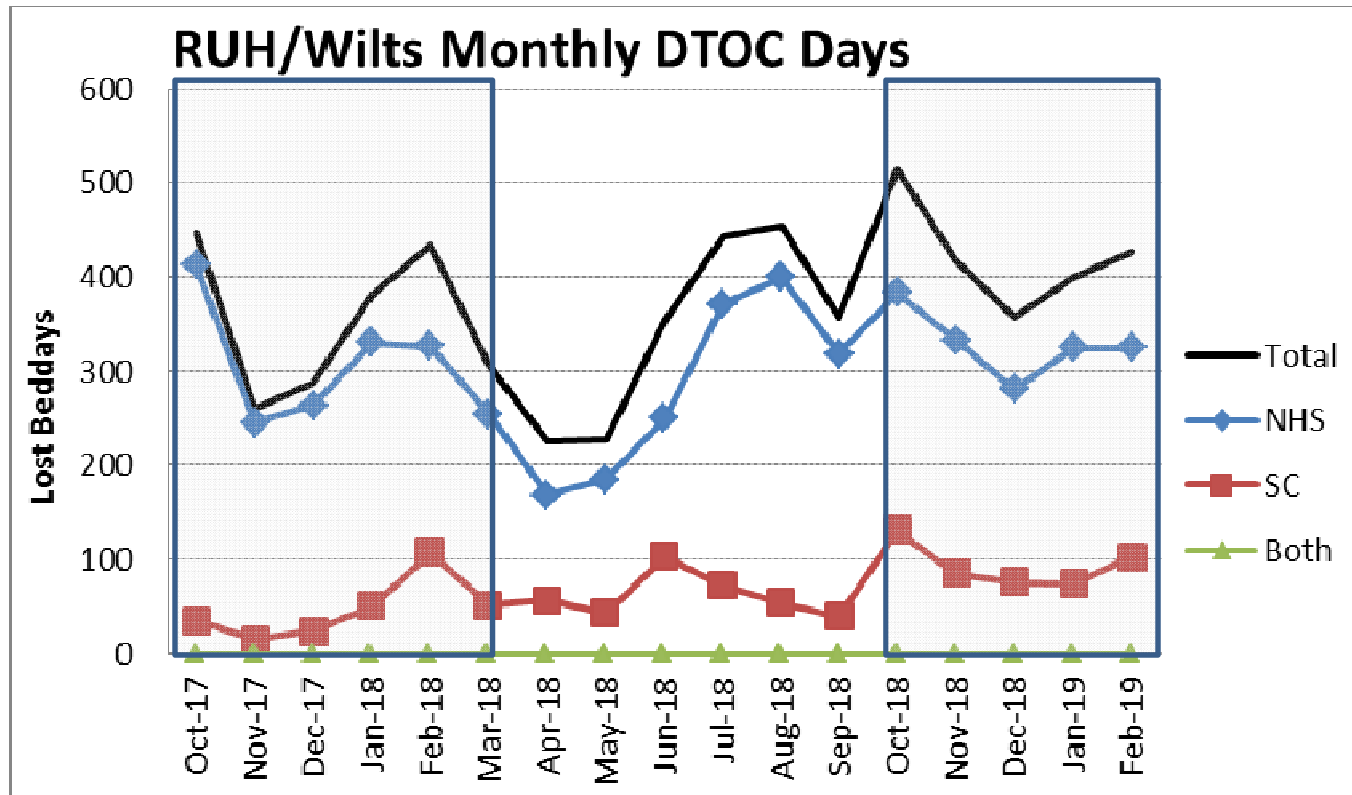
Total bed days lost to DTOCS lower than 2017/18 Winter, but still above target

GWH Total Bed Days Lost

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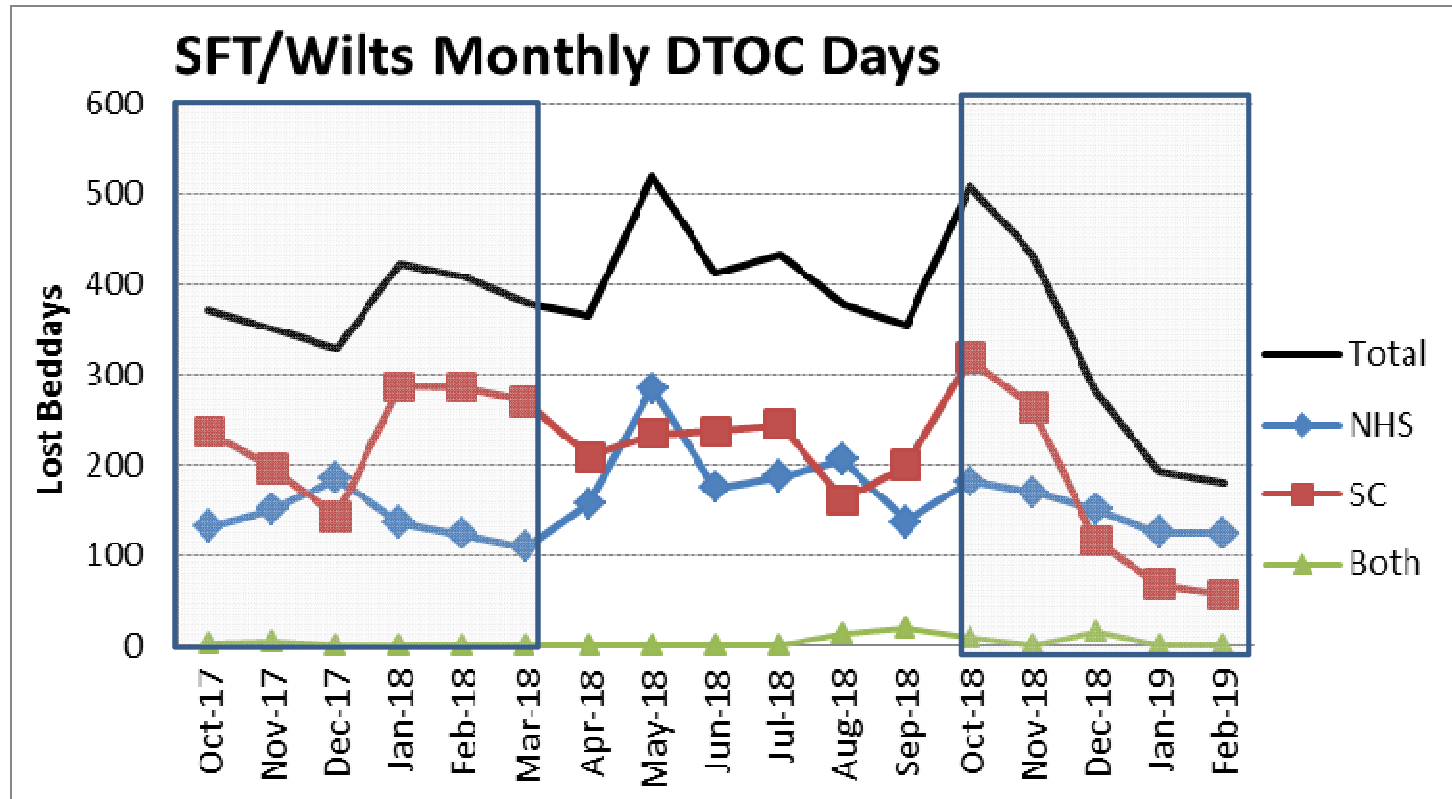


RUH Total Bed Days Lost

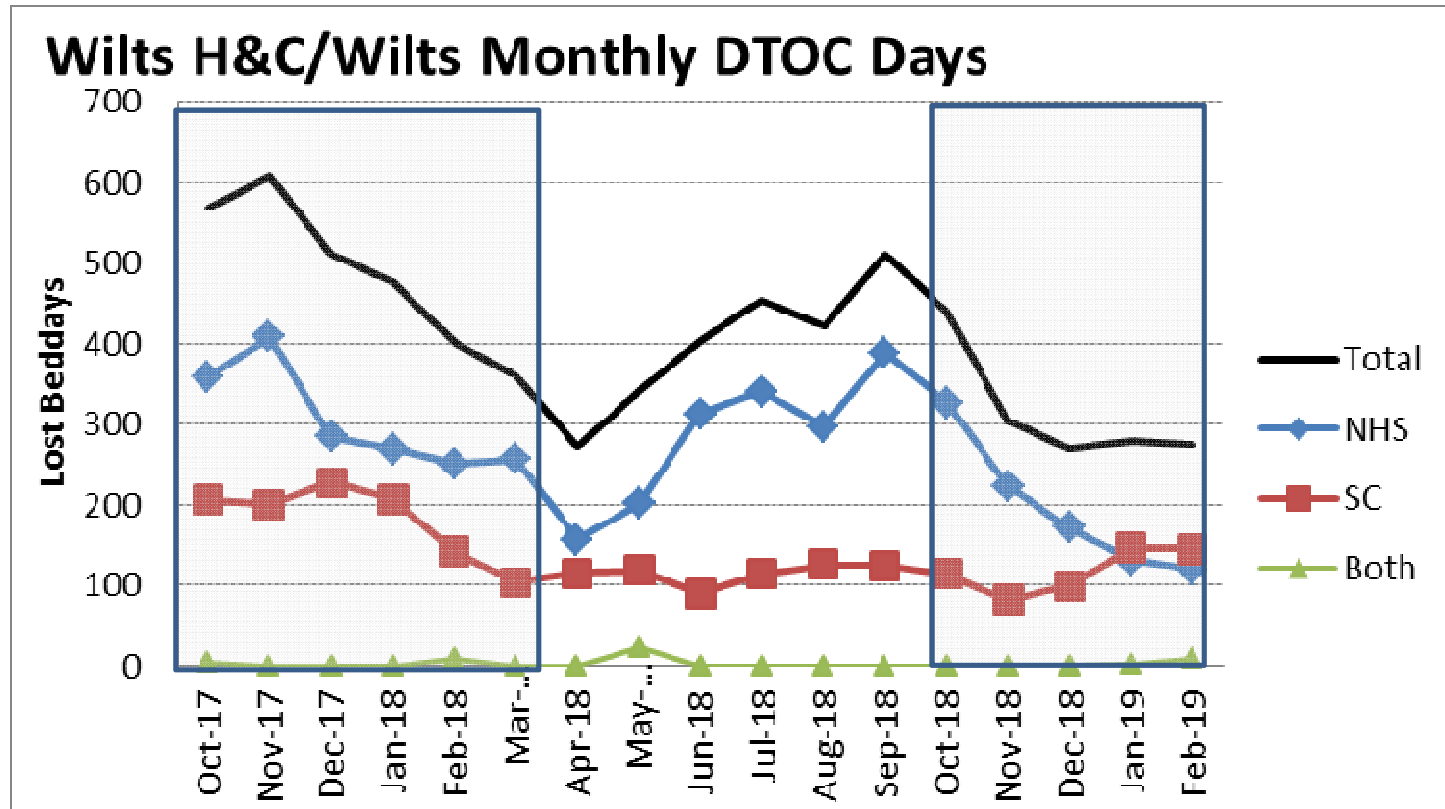


SFT Total Bed Days Lost

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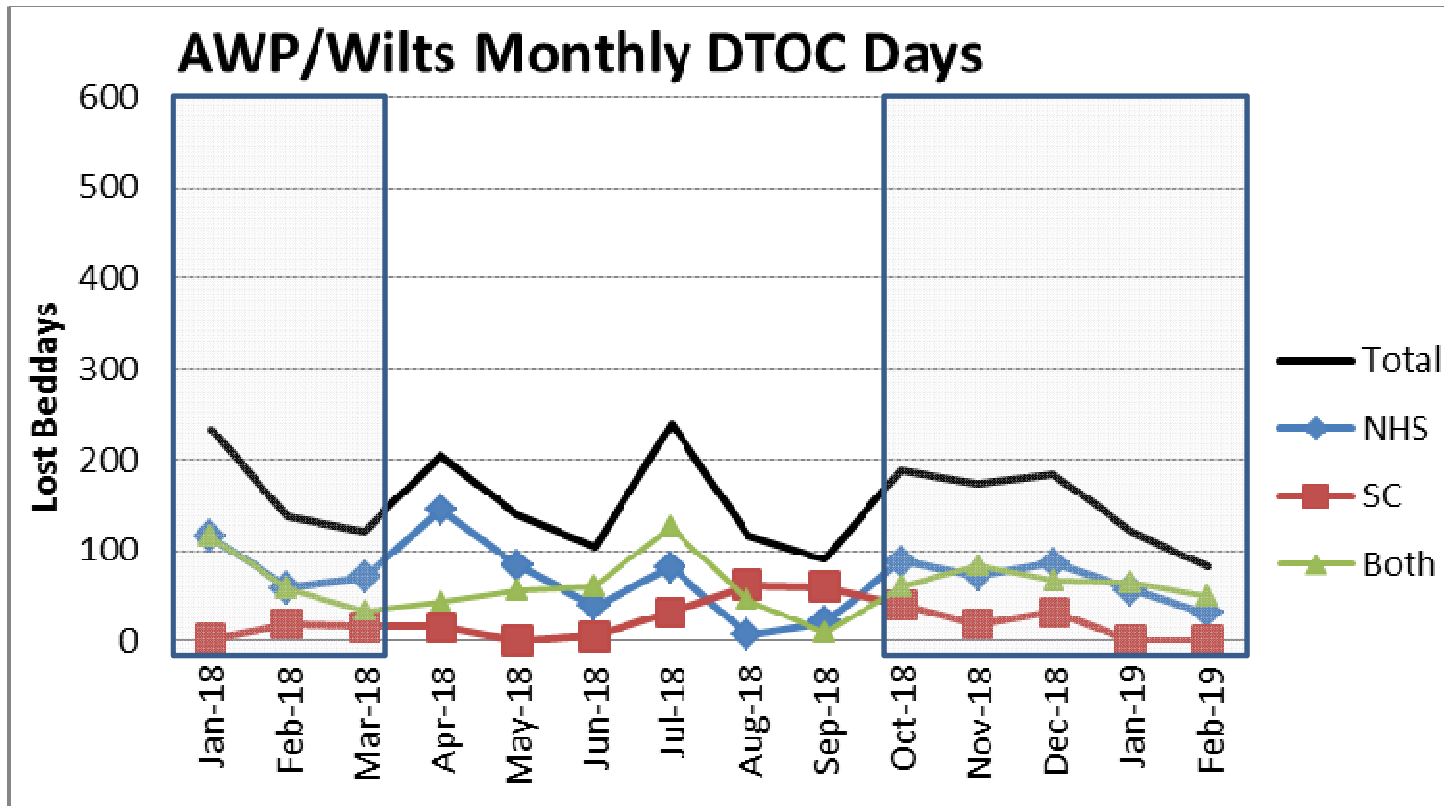


WH&C Total Bed Days Lost

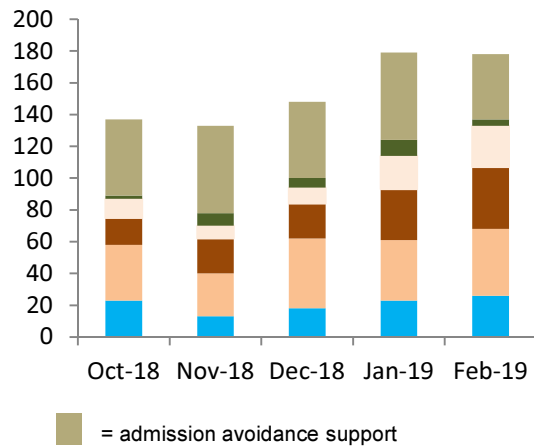


AWP Total Bed Days Lost

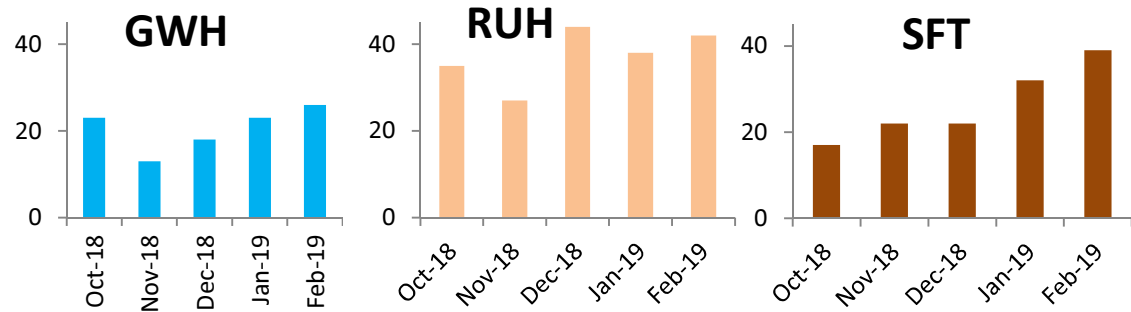
Page 20



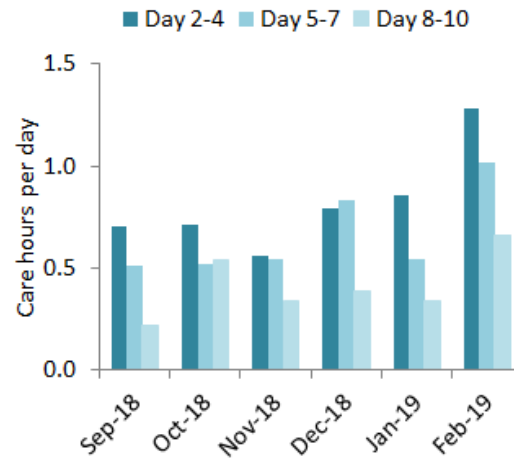
Number of patients starting Home First pathway each month has increased



Including increased discharges through Home First at all trusts



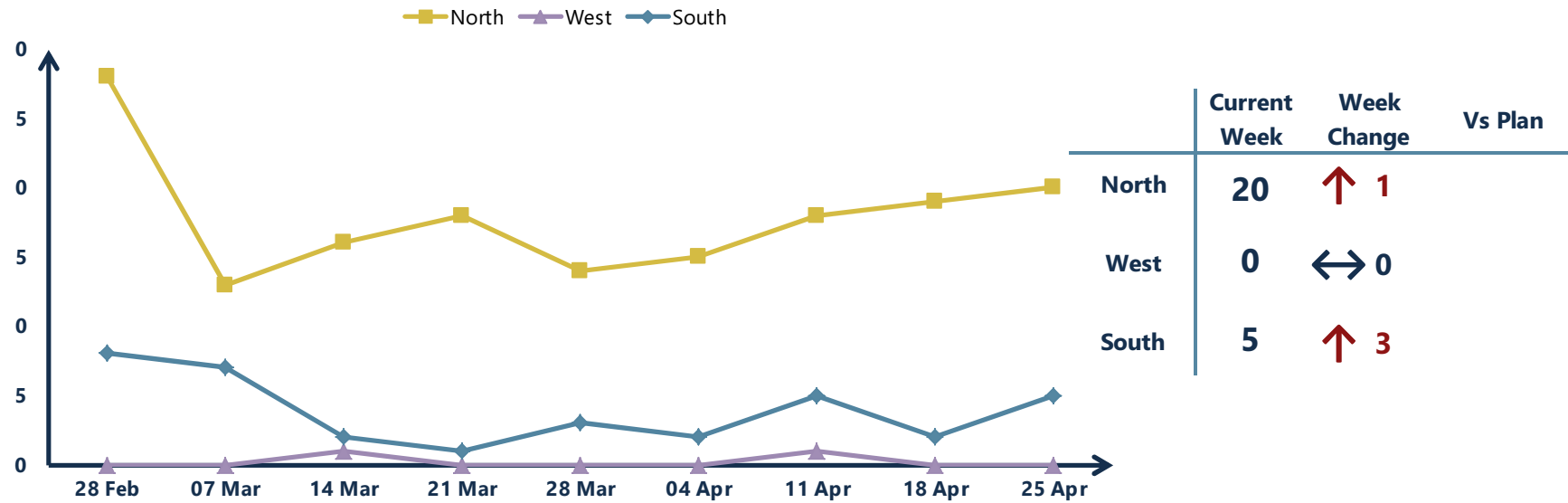
Complexity increasing: patients starting on pathway requiring more initial support



Wiltshire Council - Voids

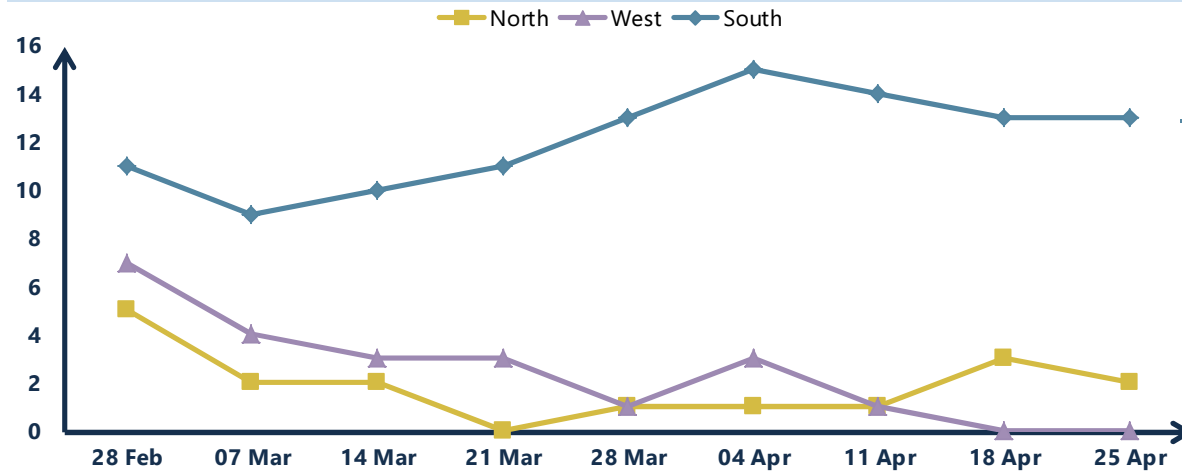
Snapshot at 11:59 Thursday
Data source: Wiltshire Council

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Wiltshire Council - ICT LoS > 42

Snapshot at 11:59 Thursday
Data source: Wiltshire Council



	Current Week	Week Change	Vs Plan
North	2	↓ -1	
West	0	↔ 0	
South	13	↔ 0	

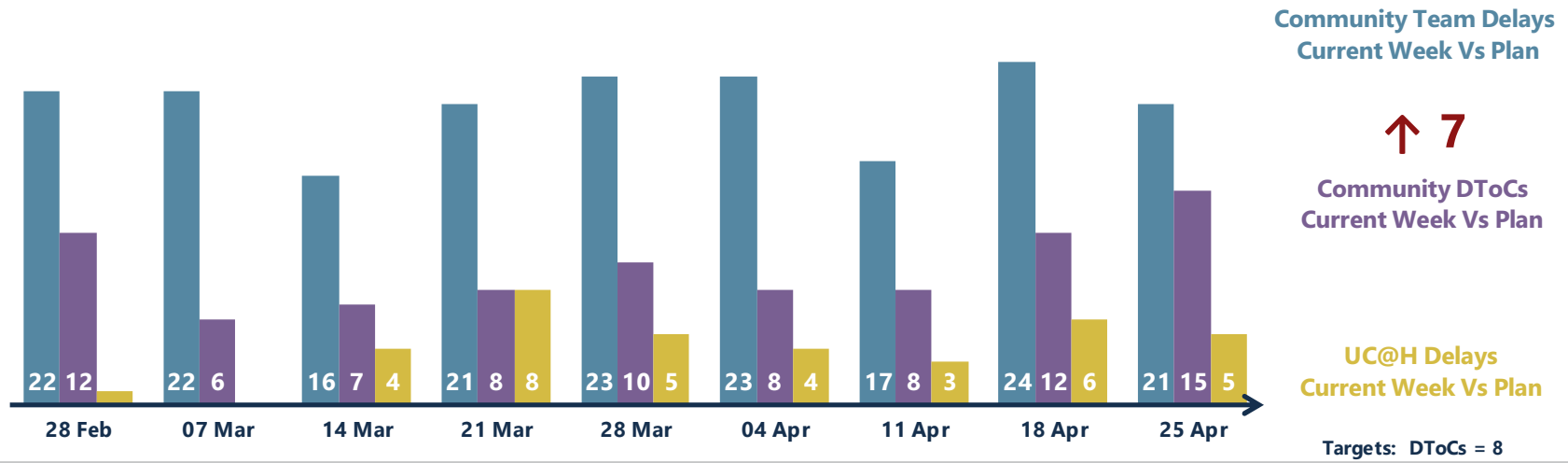
Supporting Narrative:



Wiltshire H&C / Medvivo - Community Delays

Snapshot at 11:59 Thursday
Data source: Wiltshire Health & Care, Medvivo

■ Community Teams ■ WHC Community Hospitals ■ UC@H delays



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	SERVICE	RESOURCE	DATE IN PLACE	FUNDING
WILTSHIRE WIDE Pop 492,763 (Sept 18)	Community Hospital beds (Chippenham, Warminster and Savernake)	88 beds	Existing	WHC CONTRACT
	Intermediate Care	65 beds	Existing	BCF
	HomeFirst / HomeFirst+	85,500 hours	Mob timeline	BCF
	Urgent Care @ Home	Baseline provision approx. 65 POC/mth	Existing	BCF
	HTLAH Alliance	New HTLAH Alliance has added 14 new providers to Wiltshire who will be building new capacity. As this is a dynamic framework providers will be able to get on the framework at any time if they reach quality standards	In place	WC current contracts
	County wide - Peripatetic Social Work Team	Locum Social Workers (x 4 countywide) and 1 x specialist manager	In place	ASC winter
	Trial of SW in ED	RUH and SFT	In place	
	HTLAH block contracts for additional winter capacity for dom care and Reablement	First City Nursing 400 Reablement hours (South). Agincare 200 domiciliary care hours in North. CareMatch 122 hours in the South (Amesbury/Tidworth). 200 Hours allocated to First City to be available in the South for a bridging service	14 Dec. New Bridging service to be established by 1/4/19	WC
SOUTH/SFT 31% of pop 36% of activity to SFT	Step down Social Care D2A 3 - Bartlett House, x1 - Avonbourne Care Centre, x1 - Willowcroft x1 - Buckland Court	6 beds OSJ	1 st Oct	ASC winter
	Age UK Home From Hospital Services	VCS support for discharge reviewed and scope expanded	15 th Oct	ASC and CCG
	Dementia Nursing beds – Longbridge Deverill	2 beds (countywide resource)	1 st Nov	ASC winter
NORTH EAST/GWH 36% of pop 26% of activity to GWH	Step down Social Care D2A (Athelstan House)	4 OSJ	1 st Nov	ASC winter
	Dementia Nursing beds – Brunel Hse	2 beds (countywide resource)	Tbc	ASC winter
	Step down beds (mitigation HF recruitment) Bassett House	6	From 17 th Dec	BCF (HF envelope)
	Additional beds on Ailesbury	4	21 st Jan 19	CCG
	Step down Social Care D2A (Hungerford	4	1 st Nov	ASC winter



COMMUNICATIONS PLAN

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NHS

Don't wait until you feel worse, ask us first.

You can help us help you if you start to feel unwell with a winter illness. Even if it's just a cough or cold, speak to your pharmacist before it gets more serious.

HELP US HELP YOU
STAY WELL THIS WINTER

nhs.uk/staywell

Prameet Shah
Pharmacist

NHS
Public Health England

Do you have?

- heart disease
- kidney disease
- liver disease
- diabetes
- COPD (e.g. bronchitis or emphysema)

Flu can be serious and lead to hospitalisation. Speak to your GP surgery or pharmacy today about getting a flu jab. It's free because you need it.

HELP US HELP YOU
STAY WELL THIS WINTER

nhs.uk/flu vaccine

Cheryl Sowell
Registered Nurse

NHS

Think you need medical help right now? Call 111

You can help us help you get the right medical attention urgently. Our fully trained advisors are available 24 hours a day and can put you straight through to healthcare professionals.

HELP US HELP YOU
KNOW WHAT TO DO

Heidi Nielsen,
Nurse

NHS

We're here to help you stay well this winter

Some important information from the NHS to help you stay well this winter.

HELP US HELP YOU
STAY WELL THIS WINTER

nhs.uk/staywell

Richard Pile, GP

'The right healthcare for you, with you, near you.'

Around the clock healthcare this autumn

Having access to the many healthcare services in Wiltshire can make it confusing to know where to go for the right advice and treatment.

Because it's confusing people very often go straight to a hospital or to their GP, regardless of their healthcare requirement. However more often than not, advice and treatment can be sought from a wide range of options without the need to go for a visit to A&E or your GP surgery.

Being responsible for our own health and making the right decision about the type of advice and treatment we need, means we're actively helping to ease the strain on a pressurised NHS and freeing up precious time for our doctors and healthcare professionals, allowing them to focus on those people who need their services the most.



NHS Choices

- UK's biggest website: www.nhs.uk
- Wiltshire advice available at: www.yourcareyoursupportwiltshire.org.uk

✓ Advice on how to stay well during the autumn ✓ Tips on treating a number of minor ailments

Pharmacy

- Medicine experts who can provide advice on common ailments
- See your pharmacist at the first sign of illness
- Many pharmacies can be found in supermarkets

✓ Cold ✓ Sinusitis ✓ Aches and pains ✓ Alcohol advice
 ✓ Flu ✓ Sore throats ✓ Skin rashes ✓ Stop smoking advice

GP

- Most GP surgery services are available Mon - Fri: 8am - 6.30pm
- Deal with a range of health problems and also run clinics and carry out simple operations

✓ Coughs that have lasted three weeks or more
 ✓ Frequent and severe migraines
 ✓ New moles appearing or existing moles changing shape, size or colour
 ✓ Conditions that can't be treated with over the counter medication or advice from a Pharmacist

GP out of hours

- Available for when you can't wait to speak to your GP Practice the next day
- Available 6.30pm - 8am and all day at weekends and bank holidays
- Call NHS 111 to access this service

A&E

- Provides emergency care for people who have a life-threatening illness or injury
- Available 24 hours a day, 365 days a year
- Only use an A&E service in very serious or life-threatening situations

✓ Stroke ✓ Severe bleeding ✓ Choking
 ✓ Persistent, severe chest pain ✓ Severe burns or scalds ✓ Heart attack
 ✓ Breathing difficulties ✓ Fits that do not stop ✓ Severe head injury

NHS 111

- Dial 111, a free non-emergency phone service
- Available 24 hours a day, 365 days a year
- Trained call handlers to help you

✓ Medical help and advice that is not an emergency
 ✓ Advice about which NHS service to use
 ✓ Information and support about what to do next

Walk-in centre

- Treats non life-threatening minor illness and injuries
- Run by clinicians who will see you on a first come, first served basis. You don't need to book an appointment
- Salisbury Walk-in Health Centre, Avon Approach, SP1 3SL. The centre is open:
 Mon - Fri: 6.30pm - 10pm
 Sat - Sun and bank holidays: 8am - 8pm

✓ Ear infection ✓ Rashes
 ✓ Burns and strains ✓ Cuts and bruises
 ✓ Stomach upsets ✓ Emergency contraception

Minor injuries unit

- Treats non life-threatening minor injuries
- Run by nurses who will see you on a first come, first served basis. You don't need to book an appointment
- MiUs are in the community hospitals at:
 - Chippenham, Rowden Hill, SN15 2AJ
 - Trowbridge, Adcroft Street, BA14 8PH
- Both services are open 7am - 11pm

✓ Cuts and grazes ✓ Minor chest injuries
 ✓ Wound infections ✓ Sprains and strains
 ✓ Minor burns and scalds ✓ Splinters
 ✓ Minor eye injuries ✓ Simple fractures
 ✓ Minor head injuries ✓ Dislocations
 ✓ Minor back injuries

www.wiltshireccg.nhs.uk

#RightPlaceRightTime

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Wiltshire

Clinical Commissioning Group

Primary and Community Care in Wiltshire

Primary Care Networks

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'The right healthcare for you, with you, near you.'



Minute Item 25

Proposed major changes in the NHS Long Term Plan

- To boost out of hospital care and dissolve the historic divide between primary and community care
- People will get more control over their own health and their personalised care when they need it
- Digitally enabled primary care and outpatients
- Local NHS organisations will have greater focus on population-based and health partnerships with local authority funded services through integrated healthcare systems everywhere in England.

What does this mean for primary and community care

- An increased share of the NHS budget
- An additional £4.5bn per year (increased from the original £3.5bn) by 2024
- This investment guarantee will fund:
 - Expanded workforce
 - Demand pressures
 - New services to meet relevant goals set out in the Long Term Plan

What this means for Wiltshire

- A real opportunity to take the best from the past and reinvent the primary health care team but at network level
- Builds on what we have already been doing in Wiltshire through localities
- The GPs will become the leaders in the network with services wrapped around practices and developing much more integrated services for patients in their communities
- The network is about services for patients that improve patient care, can allow a practice to transform its workforce, workload and make general practice a more attractive place to work

Primary Care Networks

NHS England animation explaining Primary Care Networks

<https://www.youtube.com/watch?v=W19DtEsc8Ys>

Primary Care Networks

Wiltshire practices have organised themselves into 11 Primary Care Networks

- Sarum West
- Sarum South
- Sarum North
- Devizes
- Trowbridge
- Bradford on Avon and Melksham
- Westbury and Warminster
- Chippenham including Corsham and Box
- Calne
- North Wiltshire Border Locality including Malmesbury, Tolsley, Royal Wootton Bassett, Purton and Cricklade
- East Kennet

Primary Care Networks

- NHS England requires networks to be in place by July 2019
- Networks established
- McKinsey supporting staged roll out
- GP meeting 14 March 2019

Primary Care Networks

Video of how networks are making a difference to patients in Luton

<https://www.youtube.com/watch?v=YLntGo-BhPc>

Any questions?

'The right healthcare for you, with you, near you.'

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The introduction of a Citizen's Panel for the BSW Health and Care System

Introduction

In December 2018 NHS England invited bids from STPs for funding to support the development and implementation of Citizen's Panels. Wiltshire CCG put in a bid on behalf of the STP partners and in February 2019 was informed that the bid was successful.

Our ambition is to create a Citizen's Panel which embodies a principle to support the engagement of people and communities in the B&NES, Swindon and Wiltshire STP. We see the Citizen's Panel as our flagship engagement initiative, the keystone support to our wider engagement strategy and underpinning all of our other public involvement activity.

Whilst all STP partners have public representative groups in place, such as Patient Participation Groups in GP practices, we now hope and expect that a Citizen's Panel will complement and expand on these.

Our Citizen's Panel will be made up of members who have voluntarily signed up, or have been independently recruited, with the aim of getting involved in shaping health and care services across B&NES, Swindon and Wiltshire. We will design the recruitment process to ensure that the membership is representative of the local populations we serve, meaning a cross-section of views and experiences will inform the planning and development of our health and care services.

We will involve the Panel in developing how we address our priority areas, and identifying if there are any other local priorities we should be focusing on. We will also seek the advice and input from members to design accessible activities and resources that will allow us to meaningfully engage more widely with different groups and communities. At the outset, the Panel will play an important role to explore and understand what NHS England's Long Term Plan means for local communities.

Context

The Bath and North East Somerset (B&NES), Swindon and Wiltshire STP (BSWSTP) area serves a population of just under one million people who live in a geographical area of South West England.

The constituent organisations within our health and care partnership are:

- Avon and Wiltshire Mental Health Partnership NHS Trust
- Bath and North East Somerset CCG
- Bath and North East Somerset Council
- Great Western Hospital Foundation NHS Trust
- Royal United Hospitals Bath NHS Foundation Trust
- Salisbury NHS Foundation Trust
- South Western Ambulance Service NHS Foundation Trust
- Swindon Borough Council
- Swindon CCG

- Virgin Care
- Wiltshire CCG
- Wiltshire Council
- Wiltshire Health and Care

BSWSTP has initiated some large projects which have been supported by pre-engagement with the public as well as full public consultation. Examples of this include the current consultation on proposals to transform maternity services across BSW: Transforming Maternity Services Together. In 2018 we successfully delivered a new integrated urgent care services across BSW and over the next few months we expect to embark on pre-engagement to support the transformation of mental health services across the patch. To date, public engagement activity has been successfully supported by the Communications and Engagement teams of all three CCGs, with input and support from partner organisations and with our respective Healthwatch organisations.

We are very keen to strengthen and enhance the conversations and engagement we have with the diverse population and communities covered by our entire system.

Objectives for our Citizen’s Panel

We work with a range of local support groups and third sector organisations and have made some progress in diversifying the communities we engage with. However, we know that in spite of best efforts, the majority of our ‘interested public’ are self-selecting and volunteer themselves to take part in various engagement groups. There are specific groups who we have struggled to reach out to, or whose involvement is adhoc and difficult for us to sustain. We are keen to develop our system-wide approach to engagement and involvement to ensure that our understanding of people’s views and experiences of accessing health and care services is fully representative of our population.

The priority areas we have identified in our STP strategies are:

- Creating locality-based, integrated teams supporting primary care networks in the community .
- Promoting prevention at scale, to help people to stay healthy and avoid getting unwell.
- Developing an efficient infrastructure to help us to work differently to deliver new models of care in an integrated health and care system, most particularly through the development of Primary Care Networks in line with the NHS Long Term Plan, which will require a change of conversation with the public.
- Establishing a flexible and collaborative approach to the primary care workforce, whereby primary care services will be provided by a variety of health care practitioners.
- Enabling better collaboration between acute providers and commissioners: in order to effectively deliver our priorities, our partnership is in the early stages of development to an integrated care alliance which will support outpatient services in the community.
- Reducing health inequalities.
- The Transformation of Mental health services across the BSW system.

We will involve the Panel in developing how we address our priority areas, and identify if there are any other local priorities we should be focusing on, including elements of the NHS

Long Term Plan. We will also seek the advice and input from members to design accessible activities and resources that will allow us to meaningfully engage more widely with different groups and communities.

Stakeholder engagement

It is our intention to involve partner organisations within our **health and care system** (including our three local authorities) in the planning and development of our Citizens' Panel and the Panel will be shared by all partner organisations in order to gain best value from the funding available. This will enable us to manage the ongoing costs, and ensure that our engagement activities remain varied and consistent with the BSWSTP overarching strategy. We envisage that we will share the resource needed to manage the Panel in order to utilise the Panel in the most meaningful way. We will agree evaluation measures and desired outcomes, for example recruitment targets, at the start of the project and monitor progress throughout so we can adjust our approach to maximise the success of the Panel.

We will identify roles and develop a sustainable process and 'team approach' that allows us to engage regularly with members of the Panel, ensuring they have a meaningful experience and can fully access opportunities to share their views.

It is intended that the panel will be an invaluable resource for all our partners whilst assuring compliance with data protection legislation.

We have initiated talks with BNSSG (Bristol, North Somerset and South Gloucestershire) STP to draw on their experience, having set up their Citizen's Panel: Healthier Together.

We have the support of leadership across the STP for the establishment of a Citizen's Panel and understand it will be important to maintain and grow this support for the Panel to be effective and thrive.

Set up and recruitment

We are in the process of procuring a market research agency to support us in recruiting our Citizen's Panel, following established procurement guidelines.

Service specifications and core requirements are being fed into the procurement process, which include:

- mapping our population across BSW with reference to the three JSNAs
- highlighting minority and seldom heard groups from the mapping information
- identifying preferred recruitment methods using shared learnings
- agreeing the role of the agency in set up, recruitment and following the launch of the panel.

Launch

Once panel members are selected we will issue a BSW press release to share the details of the panel, why we set it up, what aims to do, how people were recruited etc.

At the launch of the Panel we need to demonstrate a programme of surveys to show panel members what they will be engaging on and when in the coming year.

We intend to explore a tactic used by Surrey Heartlands STP to encourage and incentivise participation through the donation of 50p to a charity related to the survey subject for each survey completed.

Planned survey areas

Initial planned survey areas will relate to the current health and care system issues facing our BSW population. We will identify these survey areas by working collaboratively, keeping in mind that the Panel should be used to test attitudes and behaviours so areas for survey need to reflect that and be relevant across the region.

The first survey will include more in-depth demographic questions to help us understand our Panel and enable us to target population segments in future surveys.

We will have a mechanism in place for people or groups within our organisations to request a survey on an identified topic to be submitted to the Panel. This will involve working with them to understand the research objectives and to create themes which will lead to the production of the survey.

We understand that for some of our population English is not their first language and the Citizens' Panel might not be the best ways to gather their views. Where this is the case we will use other approaches to augment the panel approach such as workshops and group conversations.

We will ensure each survey is checked and tested thoroughly and once issued we will set a reasonable fieldwork period and send out reminders to panel members during this period.

The findings from surveys undertaken will be reported back to each panel member.

We will use the Healthwatch Toolkit to help us to understand what any Long Term Plan-related surveys might look like, so that we can develop this understanding through future surveys.

Expectation of membership

We will be clear at the recruitment stage about what is expected of our Citizen's Panel members and what they can expect from their membership, including frequency of involvement and type of interaction. We expect our recruited participants to be invited to a rolling and varied programme of involvement, including regular surveys, in-depth focus groups, workshops and other activities, which we will evaluate regularly through members' feedback. We will ensure the Panel remains representative of our population by renewing it frequently.

Review and evaluation

We plan that the review and evaluation of the data gathered from Panel surveys and activities will be included in the contract deliverables for our appointed agency.

We will identify a function within our Communications teams to take responsibility for review and evaluation of the effectiveness of our Citizen's Panel.

Resourcing the panel

We anticipate the funding will allow us to:

- Dedicate initial staff time to agree the parameters of the Citizen's Panel, the cross-STP processes for establishing and maintaining the Panel and the procurement process and information required to recruit a market research agency to establish and run the Panel.
- Commission a recruitment agency to recruit Panel members, with demographically representative postal, online and face-to-face recruitment methods throughout the BSW area.
- With the agency develop an engaging and impactful visual identity for the Citizen's Panel, cover printing/digital costs and recruitment materials and potentially to commission some paid-for local advertising (online/offline) to support recruitment.
- Determine a varied programme of activities and involvement over the course of 2019/20.
- Develop a programme of development and training for members to help ensure they/we get the most out of their involvement.
- Cover venue costs for Panel meetings and member travel expenses.

Risks and mitigations

Risk	Mitigation
Purdah is approximately six weeks leading up to Thursday 2 May	Do not launch or issue a survey during the Purdah period.
Lack of engagement from the public when recruiting the panel	Have a clear, meaningful narrative around why B&NES, Swindon and Wiltshire are working together and our future vision/priorities across the STP in line with the Long Term Plan.
Lack of engagement from those who are recruited to the panel	Make information accessible and our approach clear and meaningful.
Engagement fatigue	Make sure we are clear with panel members from the outset about their expected involvement. Talk with other health organisations such as Healthwatch who are likely to engage with

	our population to avoid crossover of survey periods.
In-house capacity to maintain the panel once the one-off funding has been spent	<p>Advance planning to understand the resource required to maintain the panel</p> <p>Ensure senior leadership support for ongoing funding if necessary</p>

Additional support

Particular training needs are expected to be identified and we will address these needs once they are fully understood.

We envisage utilising the writing, design and formatting skills in our existing communications and engagement teams to establish a regular newsletter to engage with Panel members and the wider public, and to share how their involvement has made a difference. Additionally, we have existing subscriptions and licences with survey software, and will utilise free software where necessary and as appropriate. We will aim to provide an induction pack for Panel members once they are recruited, and to introduce a ‘buddy system’ as part of a supportive induction programme so that they are clear about what is required of them and can liaise with other members for support and collaboration.

Conclusion

Once established, we believe the Citizen’s Panel will allow us gain greater understanding and insight into the ways in which our populations access health and care services, so that we are able to create solutions, strategies and policies together with them. Their thoughts and recommendations will allow us to strengthen our health and care offer, based on the requirements, values and cultures of the communities within B&NES, Swindon and Wiltshire STP.

STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 24 APRIL 2019 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Derek Brown OBE (Vice-Chairman), Cllr Andrew Davis, Cllr Sarah Gibson, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland, Cllr David Halik (Substitute), Cllr Ruth Hopkinson (Substitute) and Cllr Stuart Wheeler (Substitute)

Also Present:

Cllr Tony Jackson, Cllr Bob Jones MBE and Cllr Jacqui Lay

20 **Apologies**

Apologies for absence were received from:

- Cllr Ernie Clark
- Cllr Stewart Dobson, who was substituted by Cllr Stuart Wheeler
- Cllr David Jenkins, who was substituted by Cllr Ruth Hopkinson
- Cllr Christopher Newbury, who was substituted by Cllr David Halik

21 **Declarations of Interest**

There were no declarations of interest made at the meeting.

22 **Chairman's Announcements**

There were no Chairman's announcements made at the meeting

23 **Public Participation**

There were no questions or statements submitted.

24 **15/00401/WCM - Parkgate Farm Waste Management Facility, Purton, Swindon, SN5 4HG - Retention of existing composting facility and associated access, and increase throughput**

The Committee received a presentation by the Case Officer which set out the issues in respect of the application. The purpose of the report was to assess the merits of the proposal against the policies of the development plan and other material considerations and to consider a recommendation that the application be approved.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows:-

- Mr John Harmer, a local resident, who spoke in opposition to the proposal.
- Professor Richard Pagett, a local resident, who spoke in opposition to the proposal.
- Mr Simon Allen, Waste Operations Manager, Hills Waste Solutions, the applicant, who spoke in support of the proposal.
- Cllr Mark Clarke, Chairman, Cricklade Town Council, who spoke in opposition to the proposal.
- Cllr Chris Hodgson, Chairman of Planning, Conservation & Transport Committee, Cricklade Town Council, who spoke in opposition to the proposal.
- Cllr Emma Brook, Chair of Braydon Parish Council, who provided a statement opposing the proposal which was read out by Cllr Jacqui Lay.

Members then heard the views of Cllr Jacqui Lay, the local Member, who set out her objections to the proposal. She was particularly concerned about the increase in traffic which this proposal would generate and did not consider that the current road network would adequately cope with this increase. Cllr Lay considered that this would have an adverse effect particularly on Cricklade. She also objected on account of the increase in foul smelling odours emanating from the vehicles transporting the waste and considered that an odour management plan was required.

Cllr Bob Jones, Member for Cricklade, expressed his opposition to the proposal, stating that he was particularly concerned about the number of Heavy Goods Vehicles which would result if this application was approved.

The Traffic Engineer had stated that the increase in traffic would amount to no more than 1% which the current roads should be able to accommodate.

After some discussion, on the proposal of the Chairman, which was seconded by Cllr Tony Trotman,

Resolved:

To grant planning permission subject to the following conditions:

- 1 The development to which this permission relates shall be begun not later than the expiration of 3 years beginning with the date of this permission. Written notification of the date of commencement shall be sent to the Local Planning Authority within 7 days of such commencement.**

REASON: To comply with Section 91 of the Town and Country Planning Act 1990.

- 2 The development hereby permitted relates to the following submitted plans:
- No. 3141/1A dated 12/2014 (red-edged site plan)
No. PGF/COMP/PP2/001 dated 10/06/13 ('Planning Boundary' plan)
- REASON:** For the avoidance of doubt and in the interests of proper planning.
- 3 The waste material to be processed (composted) at the site shall comprise 'green waste' only.
- REASON:** To comply with the terms of the application (which seeks to process green waste at the site only, and not other waste categories, including tyres), and other waste materials raise environmental and amenity issues that would require consideration afresh.
- INFORMATIVE:** For the purposes of this condition 'green waste' is defined as those materials listed in Table 3-1 of the Parkgate Farm Composting Facility Odour Management Plan, ref: EPR/AP3196EK, and dated 08.01.2015 prepared by Hills Waste Solutions Limited.
- 4 The total tonnage of green waste delivered to the site shall not exceed 50,000 tonnes in any twelve month period.
- REASON:** To comply with the terms of the application and to ensure that the development substantially accords with the terms of the Transport Assessment Update dated January 2019 which accompanies the planning application and its conclusion that this scale of operation would not pose highway safety or capacity issues in the locality.
- 5 A record of quantity (in tonnes) of waste materials delivered to the site and all the waste-derived products despatched from the site shall be maintained by the operator of the site and made available to the local planning authority on request. All records shall be kept for at least 36 months.
- REASON:** In order that the local planning authority can monitor the approved development.
- 6 No vehicle shall enter or leave the site and no working or operations shall take place at the site except between the hours of:
- 07:30 - 18:00 Monday to Friday
07:30 - 12:00 Saturdays

07:30 - 18:00 Bank Holidays

No working shall take place at any time on Sundays or on Christmas Day, Boxing Day or New Year's Day

REASON: For the avoidance of doubt and in the interests of local amenity

- 7 The plant associated with the development hereby approved shall be permanently sited and/or screened to ensure that noise emissions shall not exceed a Rating level of 40dB (over any 15 minute period) when measured free-field in any residential garden. Measurements and assessments shall be carried out in accordance with BS4142:1997.**

REASON: To safeguard the amenity of the area and local residents.

- 8 The haul roads, stockpiles, processing areas shall be watered down or treated with an approved dust laying agent at times as may be necessary to prevent dust nuisance arising from the site.**

REASON: To safeguard the local environment

- 9 No floodlighting shall be erected at the site until a scheme of floodlighting has been submitted and approved in writing by the Waste Planning Authority. The scheme shall include details of the height of the lighting posts, intensity of the lights (specified in lux levels), spread of light, including approximate light spillage to the rear of the lighting posts, any measures proposed to minimise the impact of floodlighting or disturbance through glare and the times when such lights will be illuminated. Any floodlighting/external lighting shall be used only in accordance with the Michael Woods Associates Bat Survey dated October 2007.**

REASON: To safeguard the amenity of the area.

- 10 Any above ground storage tank(s) shall be sited on an impervious base and surrounded by a suitable liquid tight bund. No drainage outlet shall be provided. The bunded area shall be capable of containing 110% of the volume of the largest tank and all fill pipes, draw pipes and sight gages shall be enclosed within its curtilage. The vent pipes shall be directed downwards into the bund.**

REASON: To minimise the risk of pollution of groundwater.

- 11 All waste tipping, handling, sorting, storage and composting shall be carried out upon an impervious concrete base which**

shall drain to the surface water lagoon.

REASON: To minimise the risk of pollution of watercourses

- 12 The height of any stockpile shall be restricted to a maximum of 4 metres.

REASON: In the interests of visual amenity.

- 13 In order to protect the existing habitats, all existing trees and hedges shall be permanently fenced off to prevent encroachment and damage from site operations in accordance with the details shown on Drawing number 3141/Hedges/16 02 09/V6 dated 16 February 2009. No placement of goods, fuel or chemicals, soils or other materials shall take place in the fenced area.

REASON: To ensure that the development does not encroach on existing planting causing root damage and to conserve the habitat at the woodland/hedge edge as a feeding/refuge corridor for wildlife.

- 14 Vehicular access to the application site shall be via Mopes Lane and the existing haul road and railway bridge only. There shall be no access to the site via any other routes.

REASON: To comply with the terms of the application and to ensure that the amenities of residents within the wider area are protected.

25 **Date of Next Meeting**

Resolved:

To note that the next meeting of this Committee is due to take place on Wednesday 22 May 2019 at County Hall, Trowbridge, starting at 2.00pm in order to facilitate a special meeting of Cabinet meeting that morning.

26 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 - 11.30 am)

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

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STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 19 JUNE 2019 AT THE ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fleur de Rhé-Philippe MBE (Chairman), Cllr Derek Brown OBE (Vice-Chairman), Cllr Andrew Davis, Cllr Stewart Dobson, Cllr James Sheppard, Cllr Fred Westmoreland, Cllr Ian Blair-Pilling (Substitute) and Cllr Graham Wright (Substitute)

Also Present:

Cllr Pauline Church, Cllr Toby Sturgis, Cllr Atiqul Hoque, Cllr John Walsh and Cllr Gordon King

27 **Apologies**

Apologies were received from Councillors Ernie Clark, Sarah Gibson, Christopher Newbury, Tony Trotman

Councillor Clark was substituted by Councillor Graham Wright. Councillor Trotman was substituted by Councillor Ian Blair-Pilling.

It was also noted that Councillor David Jenkins had resigned from the Council, and therefore also the Committee.

28 **Minutes of the Previous Meetings**

The minutes of the meetings held on 20 March 2019 and 24 April 2019 were presented for consideration and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

29 **Declarations of Interest**

Councillor Derek Brown OBE declared a non-pecuniary interest in both items by virtue of being a Salisbury City Councillor. He would debate and vote on both items.

30 **Chairman's Announcements**

Through the Chair it was announced that application 18/09473/WCM - Revision of the layout and design of Advanced Thermal Treatment Facility permitted under consent 14/12003/WCM at Northacre Renewable Energy, Stephenson

Road, Northacre Industrial Estate, Westbury – which the Committee resolved to approve at its meeting on 23 January 2019, had received confirmation that the Secretary of State would not call in the application following his initial Section 31 holding direction. The permission for the application was therefore confirmed.

The Committee was informed that four technical conditions relating to efficiency, emissions, feedstock and de-commissioning had been added to the permission, under delegated authority exercised by the Executive Director, Growth, Investment and Place. These conditions were similar to ones imposed by a Planning Inspector for a site in Swindon, and so were imposed to ensure consistency in decision making.

31 **Public Participation**

The procedure for public speaking was noted.

32 **Planning Appeals and Updates**

The appeals update was noted.

33 **The Maltings and Central Car Park, Salisbury Masterplan**

Public Participation

Steve Fear, spoke in objection to the Masterplan

Dr Jeremy Howell, Three Chequers Medical Practice, spoke in objection to the Masterplan.

Mrs Caussmaker, spoke in objection to the Masterplan

Cllr Tom Corbin, on behalf of Salisbury City Council, spoke in support of the Masterplan.

Richard Walters, Head of Service, Major Projects, presented the Maltings and Central Car Park, Salisbury Masterplan and accompanying report. The history of desired masterplans for Salisbury was noted, along with the need for any plan to be developer led in order to be deliverable. Key principles within the plan included the creation of a focused cultural quarter, a green corridor along the river, while allowing overall flexibility. It was stated that the Environment Agency had updated their model for flood risk following flood events in recent years, and this had had a significant impact upon the deliverability of some developments within the site areas.

The details of the public consultation from 15 April 2019 to 24 May 2019 were noted, along with the public exhibition day on 23 April 2019. Over 200 representations had been received, reporting 350 issues, and each issue received a response in the accompanying report. Issues raised had included concerns over the relocation of the library where the existing location was felt to be superior, support for the concept of a green corridor, objection to new retail units and concerns regarding city centre parking and the future of the Young Gallery, and support for enhancement of coach parking facilities.

In response to the comments more detail had been included on ecology, there had been further assessment of the cityscape, a new access plan, detailed

added on the future planning process and a section on engagement with voluntary groups, and revision of the delivery details. Details were also provided on representations received since the publication of the agenda.

Members of the Committee then had the opportunity to ask technical questions on the Masterplan. Details were sought regarding flood classification and future medical provision, where it was confirmed one potential site was not suitable for that purpose.

Three questions from Sarah Prinsloo and Mike d'Apice, Extinction Rebellion, had been received and answered in written responses as detailed in Agenda Supplement 1. Supplementary questions were asked seeking the Committee to commit the council to no development unless it was carbon neutral or carbon net negative, noting the recent declaration of the Council on climate change. In response it was stated the Committee was required to follow planning regulations and could not commit the Council as a whole.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

Councillor John Walsh, Salisbury Fisherton and Bemerton Division, made a statement, appreciating the work that was being done but questioning what he considered was the apparent rush and lack of detail within the Masterplan.

The Committee then debated the Masterplan. Issues raised included the long history of attempted visions and masterplans to regenerate the area which had not progressed, and the need to encourage suitable development. It was noted that the Masterplan was a framework to lead the regeneration, and some felt that too much detail in the past had been restrictive and constrained progress. Some concerns were expressed at the potential level of city centre parking that would be reduced, community arts and medical provision. It was also noted that a grant of over £6million from the Swindon and Wiltshire Local Enterprise Partnership had been allocated for the delivery of the first phase of the project, not any specific development within it, and would need to be spent before March 2021.

At the conclusion of debate on a motion to approve the Masterplan moved by Councillor Fleur de Rhé-Phillipe MBE and seconded by Councillor Derek Brown OBE, it was,

Resolved:

That the Master plan for the Maltings and Central Car Park, as attached at Appendix 1, as amended as described paragraph 25 of the report, and any other minor alterations required to improve its clarity, is endorsed as a material planning consideration for the purposes of development management.

34 **18/11957/FUL - 30 - 36 Fisherton Street, Salisbury, Wiltshire, SP2 7RG - Demolition of the existing building at 30-36 Fisherton Street, currently used as retail. Erection of new building for library, gym and 86 room hotel.**

Public Participation

Judy Howles spoke in objection to the application.

Mr Oubridge spoke in objection to the application.

Mr Tom Corbin spoke in objection to the application.

Cllr John Farquhar, on behalf of Salisbury City Council, spoke in support of the application.

Andrew Guest, Major Projects and Performance Manager, presented a report recommending permission be granted for demolition of the existing building at 30-36 Fisherton Street, currently used as retail and erection of new building for library, gym and 86 room hotel.

Key issues included the design of the proposed new building, the sustainable economic benefits of the proposal, and the character of the area. Following its approval under the last agenda item, the Maltings and Central Car Park, Salisbury Masterplan, was a significant consideration. Overall, the view of the planning officer was that the proposal was compliant with policy, the impact of the design was neutral or even beneficial compared to the existing building, the character of the area was a mixture of styles, and the height of the building met the exception test to exceed the skyline policy, with no harm to views to and from the cathedral and delivering wider economic benefits.

Members of the Committee then had the opportunity to ask technical questions. Details were sought on drainage and materials.

Members of the public then had the opportunity to put their views to the Committee, as detailed above.

Councillor Atiqul Hoque, Salisbury St Edmund and Milford Division, then made a statement. He noted the concerns expressed over the design, but also the economic benefits and that the Civic Society had supported the proposals.

The Committee then debated the application. It was stated that the proposal was the first phase of the Maltings and Central Car Park regeneration, and that there were significant economic benefits to the development. It was also noted that the design had been amended, following which the City Council had changed its view from opposing to supporting the proposal. However, other members considered the design of the building unacceptable, and that particularly for the first phase of the regeneration it was not appropriate for the area. The views of the Conservation officer were noted, and it was discussed whether the design was harmful to the character of the area, and if this was outweighed by the economic benefits.

A motion to approve the application in accordance with the officer recommendation, having been moved by Councillor Derek Brown OBE and seconded by Councillor Andrew Davis, was voted upon and lost.

A motion to refuse the application as contrary to Core Policies 57 and 58 in relation to the design was then moved by Councillor Graham Wright, seconded by Councillor James Sheppard. At the conclusion of debate, it was,

Resolved:

The proposed development, by reason of its form, bulk and design, would detract from the character and appearance of established development in the locality, notably in Fisherton Street, neither conserving nor enhancing its status as a conservation area and neither conserving nor enhancing the setting of nearby listed buildings. In particular, the bulk and design of the proposal, which is effectively two joined 'blocks' with limited roof articulation and with large and principally uniform / flat facades of considerable size, does not reflect the human scale and rich architectural detail which is otherwise a characteristic of Fisherton Street and Salisbury in general. This is particularly apparent in important contextual conservation area views of the site - along Fisherton Street and Malthouse Lane. The design, and notably the bulk of the proposal, would also result in a development which would insensitively compete with nearby listed public and former public buildings - notably the United Reformed Church and the General Infirmary, to the detriment of their significance and settings.

The proposal is, therefore, contrary to Core Policy 57 (Ensuring high quality design and place shaping) and Policy 58 (Ensuring the conservation of the historic environment) of the Wiltshire Core Strategy.

35 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.30 pm)

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 12 JUNE 2019 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Chuck Berry, Cllr Christine Crisp, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Brian Mathew and Cllr Ashley O'Neill

32 **Apologies**

Apologies were received from Cllr Chris Hurst.

33 **Minutes of the Previous Meeting**

The minutes of the meeting held on 27 March 2019 were presented.

Resolved:

To approve as a true and correct record and sign the minutes.

34 **Declarations of Interest**

There were no declarations of interest.

35 **Chairman's Announcements**

There were no Chairman's announcements.

36 **Public Participation**

The Committee noted the rules on public participation.

37 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

38 **The Wiltshire Council (Parish of Ashton Keynes) Path no.41 Definitive Map and Statement Modification Order 2018**

Public participation

Alvin Lindley, the landowner, spoke in objection to the application.

Dave Wingrove, Chairman of Ashton Keynes Parish Council, spoke in support of the application.

The Rights of Way Officer, Janice Green, introduced a report which recommended that the “The Wiltshire Council (Parish of Ashton Keynes) Path no.41 Definitive Map and Statement Modification Order 2018”, made under Section 53 of the Wildlife and Countryside Act 1981, be forwarded to the Secretary of State for the Environment, Food and Rural Affairs for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

Key issues highlighted included: whether the claimed path was dedicated as a public path by the landowner and acceptance of the route by the public, as required at common law and the use of permissive path signage on the claimed path.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on the historic maps detailed in the report.

Members of the public then had the opportunity to address the Committee, as detailed above.

Cllr Chuck Berry, Division Member, spoke regarding the application with the main point focusing on use of the path by local residents.

The Rights of Way Officer addressed some of the issues raised by the public and local members with the main points focusing on the present landowner seeking to correctly identify and align recorded public rights of way over the land following its purchase in 2015, with the assistance of the Wiltshire Council Rights of Way Department, (the definitive map being without prejudice to the existence of additional unrecorded public rights); ,permissive path signage and the landowner depositing with Wiltshire Council a plan and statement (Form CA16) under Section 31(6) of the Highways Act 1980, in April 2016 to negative the intention to dedicate additional rights of way over the land from that date onwards.

At the start of the debate a proposal was moved by Cllr Chuck Berry, seconded by Cllr Howard Greenman to forward the Order to the Secretary of State for Environment, Food and Rural Affairs, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

During the debate the main points raised were regarding permissive signage and the accuracy of the report.

Resolved

That “The Wiltshire Council (Parish of Ashton Keynes) Path no.41 Definitive Map and Statement Modification Order 2018”, made under Section 53 of the Wildlife and Countryside Act 1981 be forwarded to the Secretary of State for the Environment, Food and Rural Affairs for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

39 Planning Applications

The Committee considered the following application:

40 18/09895/FUL - The Hullavington Arms, The Street, Hullavington

Public participation

Bob Acott, local resident, spoke in objection to the application.

Cliff White, local resident, spoke in objection to the application.

Simon Clarke, local resident, spoke in objection to the application.

Maggie Bawden, Chairman of Hullavington Parish Council, spoke in objection to the application.

Ben Pearce, the agent, spoke in support to the application.

The Planning Officer, Simon Smith, introduced a report which recommended granting planning permission, subject to conditions, for the erection of one dwelling with associated parking and car port, access and landscaping.

Key issues highlighted included: principle of development; impact on the scale and character of the existing site/buildings; impact on the context and character of the surrounding area; impact on heritage assets; impact on neighbour amenity; parking/highways concerns and the emerging Hullavington Neighbourhood Development Plan.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on the emerging Hullavington Neighbourhood Development Plan; impact on the scale and character of the existing site/buildings and parking/highways concerns.

Members of the public then had the opportunity to address the Committee, as detailed above.

Cllr Toby Sturgis, on behalf of the Division Member, spoke regarding the application with the main points focusing on the impact on the context and character of the surrounding area; impact on heritage assets; the emerging

Hullavington Neighbourhood Development Plan and the Hullavington Neighbourhood Development Plan framework boundary.

The Planning Officer addressed some of the issues raised by the public and local members with the main point focusing on the emerging Hullavington Neighbourhood Development Plan.

At the start of the debate a proposal was moved by Cllr Toby Sturgis, seconded by Cllr Gavin Grant to refuse planning permission contrary to the officer report by reason of its location outside of the settlement boundary as defined by the emerging Hullavington Neighbourhood Development Plan and being contrary to Policies 1 and 3 of the Hullavington Neighbourhood Development Plan.

During the debate the main points raised were the impact on the context and character of the surrounding area; impact on heritage assets; impact on neighbour amenity and the Hullavington Neighbourhood Development Plan.

Resolved

Contrary to the Officer recommendation, that planning permission is refused for the following reason:

The proposed development, by reason of its location outside of the settlement boundary as defined by the emerging Hullavington Neighbourhood Development Plan and being contrary to Policies 1 and 3 of the Hullavington Neighbourhood Development Plan, is contrary to the development plan and therefore unacceptable in principle.

41 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.30 pm)

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EASTERN AREA PLANNING COMMITTEE

MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 20 JUNE 2019 AT THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Peter Evans and Cllr Anna Cuthbert (Substitute)

Also Present:

Cllr Laura Mayes

38. Apologies

Apologies were received from Councillors Stewart Dobson, Richard Gamble and James Sheppard.

Councillor Dobson was substituted by Councillor Anna Cuthbert.

39. Minutes of the Previous Meeting

The minutes of the meeting held on 25 April 2019 were considered and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

40. Declarations of Interest

The Chairman read out a note emphasising the quasi-judicial role of the Committee, the requirement to act in accordance with the rules of natural justice to act fairly towards all interested parties, and approach the matter with an open mind and determine the application with an open mind. He then invited any declarations.

Councillor Mark Connolly declared that in relation to application 19/02455/FUL he was acquainted with the applicant, who was also a Wiltshire Councillor, but had no social or business relationship with him, and would debate and vote on the item, considering it with an open mind.

Councillor Paul Oatway QPM made the same declaration, noting further he had never visited the properties of the applicant in any capacity, and he would debate and vote on the application with an open mind.

Councillors Anna Cuthbert, Peter Evans and Ian Blair-Pilling made the same declaration that they knew the applicant as a Wiltshire Councillor but not in any other capacity, would debate and vote on the matter with an open mind, and also that they had visited the area to view the site.

41. **Chairman's Announcements**

There were no announcements.

42. **Public Participation**

The procedure for public speaking was noted.

43. **Planning Appeals and Updates**

The update on appeals was noted.

44. **Planning Applications**

The following application was considered:

44.1 19/02445/FUL - River Mead House, Church Hill, West Overton, Lockeridge, SN8 4EL

Public Speaking

Huw Roberts spoke in objection to the application.

Dave Snowden spoke in objection to the application.

John Kirkman, Campaign for the Protection of Rural England, spoke in objection to the application.

Chris Powell, agent, spoke in support of the application.

Ruaridh O'Donoghue, Senior Planning Officer, presented a report which recommended that permission be granted for the erection of an agricultural storage building. Key issues included whether the proposed use of the site was accepted in principle, of suitable design, its impact upon the landscape and upon highway safety.

It was stated that the principal of a rural based business in the location was acceptable under planning policy, and that use of the site for a farming contract business was considered acceptable, with the business using being B8, storage, rather than classified as agricultural. Mitigation could be conditioned for any immediate impact upon the landscape, with the effect from further away being very minimal, and the design was considered in keeping with modern storage for farming machinery. Permission could only be refused on highways grounds if there was an unacceptable impact upon highway safety or the

cumulative impact upon the road network was considered severe. The site had extant permission for access.

Members of the Committee were then given the opportunity to ask technical questions of the officer.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

Councillor Laura Mayes, Roundway Division, then made a statement, undertaking the responsibility on behalf of the local unitary division member. She highlighted the concerns expressed by objectors in relation to impact on traffic, parked cars and safety, as well as scale of the building and its suitability.

The Committee then debated the application. The planning policy tests requiring severe impact upon the highways network was raised, and that the highways authority did not believe that threshold had been reached. The principle of the site for such storage was considered, along with other road routes, frequency of use of the site, and whether the scale and design was unacceptable given the area and modern requirements for such storage. The concerns raised regarding on street parking and large vehicles was discussed, but it was not considered there were sufficient grounds for refusal.

At the conclusion of debate, and on the motion of Councillor Mark Connolly, seconded by Councillor Paul Oatway QPM, it was,

Resolved:

That planning permission be APPROVED subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

- Application Form**
- Location Plan 1:10000**
- Block Plan 1:1000**
- Drg No. 19-7443**

REASON: For the avoidance of doubt and in the interests of proper planning.

- 3 No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 43 metres in both directions with from the centre of the access in accordance with the approved plans. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 900mm above the level of the adjacent carriageway.**

REASON: In the interests of highway safety.

- 4 The development hereby permitted shall not be first brought into use until the first fifteen metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.**

REASON: In the interests of highway safety.

- 5 Any gates shall be set back 15 metres from the edge of the carriageway, such gates to open inwards only.**

REASON: In the interests of highway safety and to allow for agricultural use.

- 6 The development hereby permitted shall not be first brought into use until the access has been increased in width to 5 metres over the first 15 metres from the C202 carriageway edge with the provision of a radii of 3 metres to both sides of the access.**

REASON: In the interests of highway safety.

- 7 No development shall commence on site above ground floor slab until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area which is within the AONB.

- 8 No development shall commence on site above ground floor slab level until a scheme of hard and soft landscaping has been**

submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-

- a) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- b) finished levels and contours;
- c) all hard and soft surfacing materials;

REASON: To ensure a satisfactory landscaped setting for the development in the interests of preserving the landscape character and scenic qualities of the AONB. .

- 9 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 10 The site shall be used for an agricultural contracting business and for no other purpose (including any other purpose in Class B8 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification). Furthermore, the provisions for change of use under the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification) cannot be undertaken.

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use having regard to the circumstances of the case.

- 11** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions / extensions / external alterations to any building forming part of the development hereby permitted and no plant or machinery shall be installed outside any such building on the site on the approved plans.

REASON: In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions/extensions or external alterations, or the installation of any outdoor plant/machinery.

- 12** No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site in the interest of maintaining dark skies within the AONB.

INFORMATIVE TO APPLICANT:

The proposal includes alteration to the public highway and the consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be required from Wiltshire's Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. Please contact the vehicle access team on telephone 01225 713352 or email vehicleaccess@wiltshire.gov.uk for further details.

45. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.40 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 30 MAY 2019 AT ALAMEIN SUITE, CITY HALL, MALHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Brian Dalton, Cllr Christopher Devine, Cllr Jose Green, Cllr Mike Hewitt, Cllr Leo Randall, Cllr Sven Hocking, Cllr George Jeans, Cllr Ian McLennan and Cllr John Smale

Also Present:

24 **Apologies**

There were none.

25 **Minutes of the Previous Meeting**

The minutes of the meeting held on 4th April 2019 were presented.

Resolved:

To approve as a correct record and sign the minutes.

26 **Declarations of Interest**

There were none.

27 **Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

28 **Public Participation**

The committee noted the rules on public participation.

29 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

Resolved:

To note the Appeals report for the period of 22/03/2019 to 17/05/2019.

30 **Planning Applications**

31 **19/02051/FUL - Land adjacent to Kiln Close, Whaddon, Alderbury, SP5 3HE**

Public Participation

Sarah Stephens spoke in objection to the application

Nigel Lilley (Agent) spoke in support of the application

Elaine Hartford spoke on behalf of Alderbury Parish Council (PC)

The Senior Planning Officer, Warren Simmonds presented the application which was for a new dwelling with integral garage and access. The application was recommended for approval with conditions, as set out in the report.

Attention was drawn to the late correspondence which was circulated at the meeting which included three letters from third parties (C Webber, R Hall & L Wood) each objecting to the proposed development on grounds including obstruction of access to the embankment for maintenance, unacceptable development and instability to existing mature trees.

This application was a resubmission of a previously refused scheme earlier this year. The current scheme was amended by a reduction in the proposed reduced footprint of the dwelling.

The site was part of a former piece of railway land. Photos were shown from the top of the embankment looking out in all directions.

The eastern projection has been significantly reduced, the height of the house was the same, however the bank had been found to be higher than previously detailed.

A section from Kiln Close showing the embanked behind the proposed development was shown on a slide.

Members had the opportunity to ask technical questions of the Officer, where it was clarified that the report still referred to an integral garage, this was confirmed as an error, there was no garage proposed, as off street parking was now proposed.

Members of the public then had the opportunity to present their views as detailed above.

The local resident noted that the existing dwellings were all of a larger scale with either 4 or 5 bedrooms. She felt that the architecture of the proposed development did not match what was already there.

It was noted that the close of dwellings was tucked away from the rest of the village and residents had a sense of privacy, and felt that would be altered if the proposed dwelling went ahead.

Other concerns focused on drainage issues and what may become of the remaining land at a later date.

The Agent drew attention to the Planning statement that had been submitted with the application, as it had addressed some of the comments made by the Committee on the last occasion.

The red line area was designed so that it did not extend north or west, so there was no residential use on top of the bank, but it did extend south for parking.

The property would be 70m back from the highway and would be the second house from the entrance, so would not act as a gatehouse.

The retaining wall would not appear as a dominant feature.

Elaine Hartford, Chairman of Alderbury PC spoke in objection to the revised application., with reasons which were largely the same as they had been for the previous application.

The current scheme amendments did not alter the fact that the parish council felt it was totally out of keeping with neighbouring properties and the plot was too narrow from east to west, and would overlook the neighbouring properties.

There were also concerns relating to drainage, heavy plant vehicles using the private road which was deemed not suitable and the change of use of the railway bank which was part of the history of the area and was considered an attractive outlook.

It was noted that many trees had been cleared some time ago, before the ecological survey had been carried out and this it was suggested would weaken the bank.

The Division Member Cllr Richard Britton then spoke in objection to the application, noting that he welcomed the changes that had been made, and that he felt it had been a genuine attempt to meet the issues of the committee. However, he added that in his opinion they did not address all of the issues.

Kiln Close was characterised by decent sized houses in good sized plots and snakes around to the left. All existing houses sat in their own plots. The idea to dig in to the embankment was out keeping with the rest of the development.

The remaining wall along the back of the property would be an alien feature in this plot. The development would have an adverse impact on the streetscene itself.

The front elevation had been set back from the edge of the road, however with the removal of the embankment it would be a prominent feature in the Close and would be seen from the properties on the Southampton Road.

There would be an adverse ecological impact, it was a cramped development, as it was long and thin on a long thin plot.

Cllr Britton then moved the motion of refusal against Officer recommendation. This was seconded by Cllr Devine.

A debate followed where the key points raised included that the entrance to the close was set out with houses on the right and the vegetation on the left. This proposal would change that layout.

There was always some associated disruption during development, with plant movement and deliveries, but that would be short lived.

There was a shortage of new 3 bed houses.

The applicant had made efforts to address the previous reasons for concern.

It may be appropriate here to have the permitted development rights removed so that any future paraphernalia would have to come through a planning application process.

The Ecological report had not put any major restrictions in place.

A condition could be included so that the height of the bank be maintained.

There were no objections from the statutory consultees now that some of the development had been reduced. There were no planning reasons to prevent the development going ahead.

The Committee then voted on the motion of refusal. The motion was not carried.

Cllr Hewitt then moved the motion for approval with permitted development rights removed and conditions regarding the retained height of the embankment and a construction management plan.

This was seconded by Councillor Dalton.

The Committee then voted on the motion of approval with the additional conditions as stated above.

Resolved:

That application 19/02051/FUL be Approved with the following conditions.

1.The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2.The development hereby permitted shall be carried out in accordance with the following approved plans:

Drawing number Cw/p/14A dated Feb'19, as deposited with the local planning authority on 12.04.19, and

Drawing number Cw/pa/10A dated Feb'19, as deposited with the local planning authority on 12.04.19.

REASON: For the avoidance of doubt and in the interests of proper planning.

3.No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 08:00 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.

Reason: In the interests of amenity

4.No burning of waste or other materials shall take place on the development site during the demolition/construction phase of the development.

Reason: In the interests of amenity

5.No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained

6.No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details together with permeability test results to BRE365 at the location of any proposed soakaways, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained

7.No part of the development hereby approved shall be first occupied until the parking area shown on the approved plans has been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.

REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety.

8.The development hereby approved shall be carried out in strict accordance with the recommendations made in the submitted Ecological Constraints Survey Report (Daniel Ahern, Dec 2018). Any permitted external lighting should be minimised as per the recommendations in the submitted Ecological Constraints Survey Report.

Reason: To ensure adequate mitigation in respect of protected species and to retain existing dark wildlife corridors.

9.Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England)Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-E shall take place on the dwellinghouse hereby permitted or within the curtilage.

REASON: In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements.

10.No development shall commence above ground level until a Construction Management Plan (CMP) has been submitted to and approved in writing by the local planning authority. The CMP shall include, but not necessarily be limited to, the following:

a) Risk assessment of potentially damaging construction activities

c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (to include access to, and movements within the site for construction vehicles and construction related traffic).

h) Use of protective fences, exclusion barriers and warning signs.

The approved CMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

REASON: In the interests of amenity and Highway safety.

11.Other than as expressly described by the approved drawings (Condition 2), the existing level(s) and form of the embankment shall not be altered.

Reason: In the interests of amenity

32 **19/02848/FUL - The Glebe, Homington Road, Coombe Bissett, SP5 4LR - WITHDRAWN**

This application had been withdrawn, and was not considered by the Committee on this occasion.

33 **Urgent Items**

There were no urgent items.

The Committee noted the following requests for future site visits:

- Land at Wagtails, Alderbury – Development of 36 dwellings.
- 115 Tollgate Road

Cllr Devine expressed concern about the wellbeing of the two people occupying a property in East Grimstead which did not have planning approval. The two occupants were both reported as having serious medical issues. He asked whether they had been visited by Social Services.

Cllr Britton- in whose division this property is situated – stated that the Council's legal department had been in touch with the couple from time to time over the past few years reminding them that the property was being illegally occupied but recognising the mitigating factor of their health.

Cllr Britton undertook to obtain an update.

The Committee also noted that at the last meeting part of the decision for application 18/03678/FUL was that the bank be reinstated. An update on the progress of that was requested for the next meeting.

(Duration of meeting: 3.00 - 4.00 pm)

The Officer who has produced these minutes is Lisa Moore of Democratic Services, direct line (01722) 434560, e-mail lisa.moore@wiltshire.gov.uk

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 26 JUNE 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Derek Brown OBE, Cllr Allison Bucknell, Cllr Ernie Clark, Cllr Peter Evans, Cllr Peter Fuller, Cllr Howard Greenman (Vice-Chairman, in the Chair), Cllr Ruth Hopkinson, Cllr Fred Westmoreland, Cllr Richard Britton (Substitute) and Cllr Gordon King (Substitute)

21 **Apologies**

Apologies were received from Councillors Bob Jones MBE, Paul Oatway QPM and Stuart Wheeler, and Co-opted Members Richard Baxter and Pam Turner.

Councillor Jones was substituted by Councillor Gordon King. Councillor Wheeler was substituted by Councillor Richard Britton.

In the absence of the Chairman Councillor Howard Greenman, Vice-Chairman, chaired the meeting.

22 **Minutes**

The minutes of the meeting held on 1 May 2019 were presented and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

23 **Declarations of Interest**

There were no declarations.

24 **Chairman's Announcements**

There were no announcements.

25 **Public Participation**

There were no statements or questions submitted.

26 **Status Report on Code of Conduct Complaints**

Sukdave Ghuman, Team Leader Public Law and Compliance, presented a report on the status of existing code of conduct complaints. Details were provided of the number of complaints received, the nature of the complaints and the outcomes of any assessments concluded between 1 April 2019 and 18 June 2019.

9 complaints were received in that time. Details were sought on what constituted a failure to act in the public interest in a complaint, and it was stated that it encompassed a broad range of alleged behaviours.

It was then,

Resolved:

To note the current position on Code of Conduct complaints.

27 **Amendment to the Terms of Reference of the Constitution Focus Group**

Kieran Elliott, Senior Democratic Services Officer, presented a report recommending amendments to the terms of reference of the Constitution Focus Group.

As noted in the report the membership of the Focus Group included representatives of Audit Committee and the Overview and Scrutiny Management Committee, and the Chairman of the Standards Committee. At its meeting on 26 September 2019 the Standards Committee had agreed that Councillor Stuart Wheeler could attend the Focus Group in the Chairman's place. It was recommended that the terms of reference be amended such that 'a representative' of the Standards Committee be a member and that Councillor Wheeler be appointed as that representative. It was reported that the Chairman and Councillor Wheeler were content with the proposal.

It was then,

Resolved:

To amend the terms of reference of the Constitution Focus Group as set out in Appendix 1, and that Councillor Wheeler be appointed as the representative of the Standards Committee.

28 **Recommendations from the Constitution Focus Group**

Kieran Elliott, Senior Democratic Services Officer, presented a report detailing a series of constitutional changes recommended by the Constitution Focus Group.

It was noted that as a result of changes to the legal status of the Swindon and Wiltshire Local Enterprise Partnership, and subsequent decision by the Leader of the Council and their counterpart in Swindon Borough Council, the Joint Strategic Economic Committee terms of reference and authority would be removed from the Constitution and reported to Full Council. This would affect Part 3C Scheme of Delegation (Executive Arrangements) and Part 2 Schedule 1, Committee Structure.

Details were also reported on the ongoing work to update the formatting and numbering of the Constitution to ensure consistent presentation, under the authority delegated to the Monitoring Officer under Article 15.3.2 of Part 2 of the Constitution.

The Committee then discussed the series of changes proposed in relation to Protocol 12, Part 3B, and associated documents in relation to arrangements for dealing with Code of Conduct complaints. This followed an initial report to the Committee at its meeting on 1 May 2019.

The Committee agreed that the proposals to revise the procedure so that the Review Sub-Committee was replaced with a standing Assessment Sub-Committee, which would consider all Code of Conduct complaints, would enhance the role of Members in the process and provide a more efficient process. Queries were raised in relation to the need for complainants to provide sufficient information for a complaint to be considered, and that indicated timescales for stages of the process could be extended by the Monitoring Officer, that this would be limited and only if particular circumstances of the case justified it. It was also noted that, if approved by Full Council, it was recommended the changes come into effect from 1 January 2020 in order for town and parish councils to be informed, and to organise future meetings.

After approving the above changes for onward recommendation, the Committee considered the proposed revisions to Protocol 4 of the Constitution, Planning Code of Good Practice. It was noted that the revision process had begun following a recommendation relating to site visit procedures from an overview and scrutiny task group. The Focus Group had considered the overall protocol was also in need of review and considered revisions to the entire protocol.

It was explained that all planning committee chairmen and the relevant Cabinet Member had been invited to attend the meetings of the Focus Group which had considered the revised protocol to contribute to its development.

Details were provided of proposed revisions, including additional detail on member responsibilities, bias and predetermination, planning committee training, legislative and procedural updates and other changes.

The Committee discussed the proposed revisions at length, in particular in relation to declaration of non-pecuniary interests and at what level these should be declared and whether the member should at that point seek advice on whether to participate or vote upon an application. Some members considered that reference to material interests in an application lacked appropriate

definition, whereas others considered the phrase had an accepted ordinary meaning indicating that not all interests should require a member seeking advice or not participating, but that a certain level of interest would require this. After debate, it was agreed to retain the wording as detailed in the agenda papers.

At the conclusion of discussion, it was,

Resolved:

- 1) **To recommend Full Council approve the revisions to Protocol 12 and Part 3B of the Constitution in relation to the arrangements for dealing with Code of Conduct complaints, such revised arrangements to take effect from 1 January 2020 after town and parish councils have been informed of the changes.**
- 2) **That, subject to Council's approval of the revised arrangements, the Standards Committee adopt the proposed revisions to the Assessment Criteria and Assessment Sub-Committee procedure.**
- 3) **To recommend Full Council approve the proposed revisions to Protocol 4 of the Constitution.**
- 4) **To note the changes to Part 3C of the Constitution which are expected to be reported to the next meeting of Full Council in relation to the Joint Strategic Economic Committee.**
- 5) **To note the ongoing updates to the Constitution by the Monitoring Officer under Article 15.3.2 of Part 2 delegated authority.**

29 **Publication of Code of Conduct Decision Notices**

Paul Taylor, Senior Solicitor, introduced a report relating to the publication of Code of Conduct Decision Notices. Under Protocol 12 matters relating to Code of Conduct Complaints remain confidential unless otherwise indicated by the Monitoring Officer, Review Sub-Committee or Hearing Sub-Committee.

It was noted that complainants and subject members might for varying reasons wish for their identities to remain confidential at the conclusion of a standards process, and that details of the cases would in some situations identify an individual even without their name provided. Attention was also drawn to the recent decision of the First-tier Tribunal in *Cyril Bennis vs Information Commission and Stratford-upon-Avon District Council* which had touched upon the issue.

It was recommended that the Standards Committee approve a policy on publication of decision notices, to be made clear in any complaints form and website information, that all parties would be informed the final decision would be published on the Council's website. They would be given the opportunity to

make a representation as to why their personal details should be excluded, which would be considered by the Monitoring Officer, who might redact the published decision notice or produce a summary version, if appropriate.

At the conclusion of discussion, it was,

Resolved:

- 1) That on completion of the code of conduct process (where the matter does not lead to a hearing) once the parties have seen the final decision notice, they are informed that the notice will be published on the Council's website and are given an opportunity to make representations as to why their personal details should be excluded;**
- 2) If representations are made, consideration is given by the Monitoring Officer to redacting the published decision notice, or publishing a summary of the decision;**
- 3) That an appropriate data protection privacy notice is included on the complaint form.**

30 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.00 am)

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

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HEALTH AND WELLBEING BOARD

MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 23 MAY 2019 AT KENNET ROOM, COUNTY HALL, TROWBRIDGE, BA14 8JN.

Present:

Dr Richard Sandford-Hill (Co-Chair), Cllr Laura Mayes, Cllr Gordon King, Cllr Ben Anderson, Hazle, Tracy Daszkiewicz, Linda Prosser, Kier Pritchard, Andy Hyett, Ian Jeary and Rob Jefferson.

Also Present:

Cllr Philip Whitehead, Cllr Stewart Palmen, Emma Legg, Claire Edgar and Lucy Baker.

33 **Chairman's Welcome**

The Chairman welcomed all to the meeting.

34 **Apologies for Absence**

Apologies were received from Angus Mcpherson, Dr Gareth Bryant, Dr Andrew Girdher, Toby Davies, Terence Herbert, Cllr Baroness Scott of Bybrook OBE and Dr Carlton Brand.

Cara Charles-Barks was represented by Andy Hyett.

35 **Minutes**

The minutes of the previous meeting held on 21st March 2019, previously circulated, were considered.

Resolved

To approve the minutes as correct.

36 **Declarations of Interest**

There were no declarations of interest.

37 **Public Participation**

There were no questions from the public.

38 **Chairman's Announcements**

There were no Chairman's announcements.

39 **Better Care Plan**

James Corrigan and Jeremy Hooper presented a report on the latest performance information (including delayed transfers of care), and gave an update on the refresh of Wiltshire's Better Care Fund plan for 2019/20.

Matters raised during the presentation/discussion included: non-elective admissions continued to increase; delayed transfers of care remained slightly over the NHS trajectory; Permanent Admissions to Care remained low; the percentage of people at home 91 days post discharge from hospital into reablement remained below the national target and the ongoing work to refresh Wiltshire's Better Care Fund plan for 2019/20.

In answer to a question raised by the Board it was noted that zero length of stay refers to someone who is admitted and discharged within 24 hours. This is typically someone who is admitted to A&E.

In response to an issue raised by the Chairman it was noted that many patients are still using A&E as a substitute for their local GP as they believe they will be seen in a shorter timeframe.

It was noted that the focus of better care has historically been on older people. However, going forward, work needs to be done to focus on the 16-40 population too.

Resolved

- 1. To note the performance levels contained in the Integration and Better Care Fund Dashboard.**
- 2. To note the progress being made to refresh the Better Care Fund plan for Wiltshire.**
- 3. To approve the request to delegate authority to the Executive Director (Wiltshire Council), Interim Deputy Chief Executive (Wiltshire), and the co-chairs of the Health and Wellbeing Board in the event that timing of the July Health and Well-being Board does not coincide with the national submission deadlines.**

40 **Mental Health Crisis Care Concordat**

Lucy Baker presented a report on numbers of s136 detentions and the latest performance dashboard.

Matters raised during the presentation/discussion included: the delivery of care for those experiencing a mental health crisis; the Wiltshire & Swindon Crisis Care Concordat; Wiltshire Place of Safety activity; the East Wiltshire Place of Safety NHS England review; BaNES & Wiltshire Crisis Accommodation; the High Intensity User Network and its local model the Police & Health Integrated Monitoring Scheme (CMHT); BaNES, Swindon & Wiltshire Place of Calm Cafés and the Learning Disabilities & Autism Crisis Pathway Review.

The Board sought clarification on the graphs provided in the report and it was noted that the means of conveyance is high for both the police and ambulance because of the nature of many of the incidences.

In response to an issue raised by the Chairman the importance of providing mental health services to staff across the partnership spectrum was noted. Early intervention and prevention is key, and a proactive approach to workplace mental health needs to be developed. For example, post-traumatic stress is an issue in both the Police and Fire Services. Tracy Daszkiewicz will be setting up a task and finish group to take this work forward with unanimous agreement from across the NHS, Council, Police and Fire Services.

Resolved

**To note the Mental Health Crisis Care Concordat update.
Proactive approach to work in mental health.**

41 Multi-Agency Approach to Preventing and Tackling Serious Violence

Tracy Daszkiewicz provided an update on the government consultation on this subject as well as the existing work of the Community Safety Partnership in this area.

Matters raised during the presentation/discussion included: the Home Office consultation to introduce a new legal duty to support a multi-agency approach to preventing and tackling serious crime; supporting a 'Public Health' approach to serious crime and Wiltshire Council's support for a new duty on specific organisations to have due regard to the prevention and tackling of serious violence.

In answer to a question raised by the Board it was noted that the new approach seeks to tap into universal structures and this included primary care networks.

It was noted that this new approach would work with and alongside current structures such as Social Prescribers, Health and Wellbeing Champions and Local Area Coordinators to identify vulnerable people.

Resolved

1. **To support the draft response to the Home Office consultation on the basis that Option 1 is made clear to be the desired option in the report.**
2. **To note the ambitious and forward-looking nature of our approach to ensuring that our partnership working is effective.**
3. **To agree that, by developing our own local response, we will be able to ensure our system meets local needs and that it uses our combined resources intelligently.**
4. **To ask the Community Safety Partnership and the Safeguarding Vulnerable People Partnership (SVPP) to keep the Health and Wellbeing Board informed work which enables a multi-agency approach to preventing and tackling serious violence.**

42 Learning Disability Update

Claire Edgar and Lucy Baker provided an update on the progress in transforming care for people with learning disabilities including the new facilities in Daisy.

Matters raised during the presentation/discussion included: Wiltshire Council's 'Learning Disability Inhouse Provider Services'; the three residential respite units of Bradbury House, Bradbury Manor and Meadow Loge; five-day services of The Meadows, the Yarn, the Wave, The Medley and Riverbank; the Share Lives Schemes; the review of the current Learning Disability an Autism Spectrum (ASD) pathway; the review of the Daisy Uni and the current Learning Disability offer.

In response to a question from the Chairman it was noted that Wiltshire Council understands the importance of working with those with learning disabilities to develop the services that they use. It can be useful to find out what they expect the services to look like and what they want to get out of the services.

In answer to a question from the Board it was noted that while there was a strong specialist offer already in place, the basic principles around independence need to be reviewed. There needs to be more flexibility in when people need help and how they receive this help.

In response to an issue raised by the Board it was noted that work still needs to be done to ensure that there are suitable metrics in place to measure the success of the offer. The offer would need to be one that meets a range of needs and as such its success needs to be robustly monitored and fed back to the Board on a regular basis.

It was noted that there was concern amongst blue light services that there are many vulnerable people that do not necessarily fit into the traditional thresholds to receive help. They were assured that conversations are being had to decide how to help these people.

In response to an issue raised by the Chairman it was noted that mental health services for prisoners at Erlestoke Prison were under review. While there are difficulties in diagnosing inmates, there were missed opportunities regarding early intervention before this stage. Also, work needs to be done to ensure inmates are well equipped to leave prison and do not re-enter.

Resolved

- 1. To note the decision to co-produce a review of Learning Disability service delivery, which will be incorporated into a Whole Life Pathway approach via the FACT programme.**
- 2. To update the Health and Wellbeing Board within the next five or six months on the progress being made in transforming care for people with learning disabilities.**

43 **Air Quality Update**

Cllr Ben Anderson presented a report on the updated Air Quality Strategy ahead of its consideration by Cabinet.

Matters raised during the presentation/discussion included: the existing Air Quality Strategy needed to be refreshed as it was originally published in 2011; Wiltshire enjoys very good air quality in general and the areas of concern are very localised and improving areas of poor air quality can only be achieved by working collaboratively across the council, and with local communities and other relevant agencies and organisations and the effect of air pollution on public health.

In answer to a question raised by the Board the importance of working collaboratively with local communities and other relevant organisations and agencies to improve areas of poor air quality was noted. Residents were encouraged to engage with the plan and report any local concerns.

In response to a question from the Chairman it was noted that air quality was measured across the county at different times of the day. As outlined in the report, there are currently eight Air Quality Management Areas where traffic pollution levels exceed national standards. This includes Bradford-on-Avon, Calne, Devizes, Marlborough, Salisbury and Westbury. It would make sense to include maps of these areas and hyperlinks within the strategy itself to other documents that are referred to (e.g. core strategy policy 55) and information for residents such as air quality monitoring data.

Resolved

- 1. To bring to the attention of the Board the updated Air Quality Strategy ahead of its consideration by Cabinet.**

- 2. To ensure the formatting and content issues raised by the Interim Cabinet Member for Adult Social Care, Public Health and Public Protection are addressed before the Strategy's consideration by Cabinet.**

44 Self-Neglect and Hoarding

Tracy Daszkiewicz presented a report on new procedures in place for handling self-neglect and on the functioning of the multi-agency hoarding protocol which has now been in place a year.

Matters raised during the presentation/discussion included: the WSAB county-wide learning event about self-neglect; awareness sessions within Wiltshire Council to introduce the guidance and protocol and support their implementation; Self-Neglect Leads within the Wiltshire Adult Care Service and Safe and Well Advisors in Dorset and Wiltshire Fire and Rescue Service.

Resolved

To note the approach taken on self-neglect and hoarding.

45 Safe and Well

Ian Jeary gave a presentation on the Fire and Rescue Service's Safe and Well visits to the most vulnerable in our communities and its work with partners to reduce community risk and support people to live safe and independent lives in their homes.

Matters raised during the presentation/discussion included: why Safe and Well visits are made; what a Safe and Well visit is; the aims of the visits; the delivery of the visits; referral to the Safe and Well initiative and working together to reduce community risk. It was noted that there were significant opportunities to consider this offer within the discharge process and promote with Local Area Coordinators, Care Coordinators, Community Engagement Managers and others. Partners were encouraged to make contact with Ian Jeary to take this forward.

Resolved

To note the update.

46 Urgent Items

There were no urgent items.

47 **Date of Next Meeting**

The Board extended its best wishes to Cllr Jerry Wickham, who has taken the decision to resign as Cabinet Member for Adult Social Care, Public Health and Public Protection due to ill health.

The next meeting will take place at Thursday 25th July 2019 at 9.00am.

(Duration of meeting: 9.00 - 11.15 am)

The Officer who has produced these minutes is Craig Player, of Democratic & Members' Services, direct line 01225 713191, e-mail craig.player@wiltshire.gov.uk

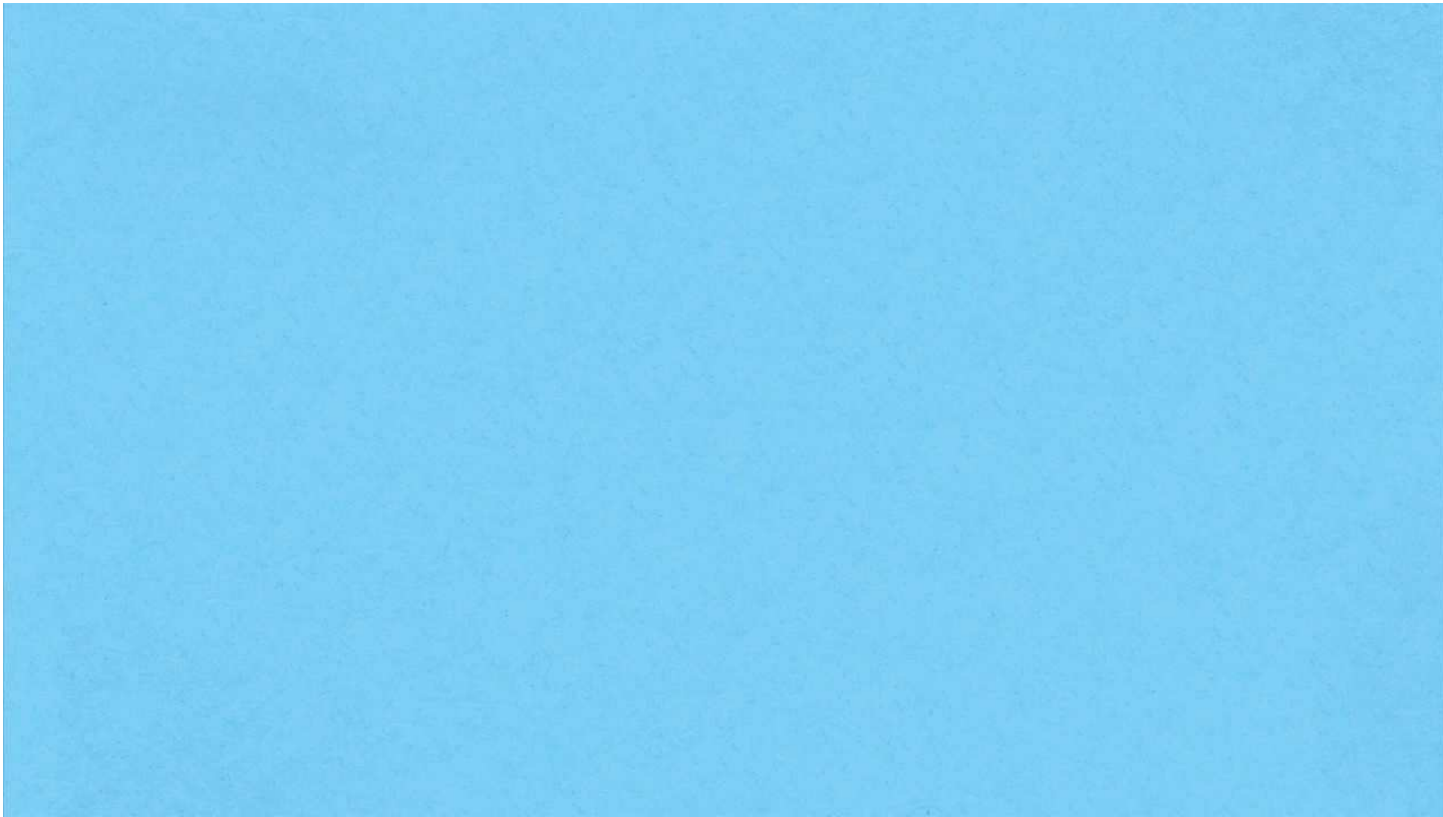
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DORSET & WILTSHIRE
FIRE AND RESCUE

Safe & Well Visits



Why Safe & Well visits?

- To decrease the number of deaths and injuries caused by fire within the home through educating residents on fire safety
- To encourage a 'healthy conversation' with the occupier to identify potential areas where improvements may be made to health and wellbeing

What is a Safe & Well visit?

A Safe & Well visit is a person-centred home risk assessment carried out by a trained Safe and Well Advisor or Firefighters.

It involves the identification of, and response to health and wellbeing issues along with fire risk reduction, through education and advice.

Aim of a Safe & Well visit

- To enable people to live safe, independent lives in their home.
- To empower and motivate occupiers to make positive changes to their health, wellbeing and fire safety.
- It places the wishes, behaviours, needs and abilities of the occupiers at the heart of the intervention.

Delivery of Safe & Well visits

- 8 Safe & Well Advisors
- 24 Fire Stations
- Locality based
- Visits made by appointment
- Targeted approach to the most vulnerable
- Work alongside partner agencies/organisations to locate and help vulnerable people within our communities
- Fitting of Smoke & Carbon Monoxide detectors
- Fitting further safety equipment; Hearing & Vision, Fire retardant sprays and mats.
- Deliver talks to vulnerable groups

Referral



Care and support needs

Hoarding and mental health issues

Alcohol and medication

Reduced mobility

Lives alone

Inappropriate smoking

Elderly 65+

Working together to reduce community risk

How you can help us...

- Sharing information on vulnerable people in our communities
- Promote the Safe & Well visits within your departments and teams.

How we can help you...

- Funded and resourced early intervention team linked into the Health & Wellbeing agenda
- Provide input and awareness to your teams

Let's Make Every Contact Count

Never leave a home unprotected

Any Questions?

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 8 MAY 2019 AT WEST WILTS COMMITTEE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chairman), Cllr Tony Jackson (Vice-Chairman), Cllr Mike Hewitt, Cllr Hayley Illman, Cllr John Smale, Cllr David Halik (Substitute) and Cllr Tony Trotman (Substitute)

Also Present:

20 **Apologies for absence**

Apologies for absence were received from:-

Cllr Richard Clewer, who was substituted by Cllr David Halik.

Cllr David Jenkins

Cllr Ricky Rogers

Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Tony Trotman.

21 **Minutes of Previous Meeting**

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 6 March 2019.

22 **Declarations of Interest**

There were no declarations of interest made at the meeting.

23 **Chairman's Announcements**

The Chairman made the following announcement:-

HR Excellence Awards It was announced that the Wiltshire HR team had been shortlisted for the following three Excellence Awards:-

- Best HR Team
- Outstanding Employee Engagement Strategy
- Most innovative use of HR technology

Presentations were due to be made on 2 July 2019 in London.

24 **Public Participation**

There were no members of the public present or councillors' questions..

25 **Senior Officers Employment Sub-Committee**

Resolved:

To receive and note the minutes of the Senior Officers Employment Sub-Committee held on 27 March and 9 April 2019.

26 **ASYE - Assessed and Supported Year of Employment policy and procedure**

Consideration was given to a report by the Director, Human Resources & Organisational Development concerning proposals to change the ASYE (Assessed and Supported Year of Employment) policy and procedure. The ASYE policy had been updated and revised to change the way the Council dealt with performance issues for trainee social workers so that should action need to be taken, the probationary policy was used rather than the SOSR (some other substantial reason) procedure.

It was pointed out that the ASYE procedure was a 12-month programme that newly qualified social workers (NQSWs) needed to successfully complete in order to practise as qualified social workers. It was designed to enable NQSWs develop their professional competence and confidence alongside their skills, knowledge and capability and to make the transition from formal study to practise.

The current ASYE policy used the SOSR (some other substantial reason) procedure should there be performance issues with a NQSW but after discussions with the legal team and HR operations team, it was felt that using SOSR was not appropriate as the ASYE is a probationary programme and the policy should reflect this.

After some discussion,

Resolved:

To note the contents of the report and agree the revisions to the policy and procedure.

27 **Quarterly Workforce Report: January to March 2019**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 31 March 2019.

The report showed that the current workforce appeared to be in a fairly stable position. Staffing levels remained consistent, whilst voluntary turnover was seeing a year-on-year downward trend.

Members were pleased to note that the proportion of staff under the age of 25 had seen a steady but consistent increase over the 2018/19 financial year and was now at its highest rate since 2015.

However, it was noted that there had been an increase in agency spend over the last 18 months but this increase mainly related to covering social worker roles in Support and Safeguarding and providing interim executive/director positions.

Resolved:

To note the Quarterly Workforce report.

28 **Staff Survey 2018**

The Committee received a report by the Director, Human Resources & Organisational Development which provided a summary of the results of the 2018 staff engagement survey.

The Committee also received a presentation which set out the findings in some detail, a copy of which would be circulated to Committee members.

It was noted that the response rate was 63.3% (2,729 individual responses), this being slightly lower than the previous survey rate in 2016 of 65.7% ((2,898 responses). However, it was explained that most of the reduced response rate could be attributed to receiving significantly less paper copy surveys in 2018. Just under 5% of responses (129) were received as paper copies compared to almost 8% (229) in 2016.

It was generally regarded that 63.3% represented a good return but thought was being given to the format of future staff surveys. Consideration would need to be given as to whether to repeat a survey every two years or to break down the survey into a number of bite sizes.

Members were pleased to note that staff submitted over 5,500 free-text comments, compared with only 534 in the 2016 survey. Attention was drawn to

the analysis of these comments which highlighted the main positive and negative themes.

After further discussion,

Resolved:

To note the contents of the report and to thank the staff for the huge amount of work that had been undertaken.

29 **Date of Next Meeting**

Resolved:

To note that the next meeting of this Committee was due to be held on Wednesday 10 July 2019, starting at 10.30am at County Hall, Trowbridge.

30 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 - 11.50 am)

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OFFICER APPOINTMENTS COMMITTEE

MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 9 APRIL 2019 AT LEADER'S OFFICE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr Bridget Wayman, Cllr Jerry Wickham, Cllr Richard Clewer and Cllr Ian Thorn

Also Present:

Joanne Pitt, Alistair Cunningham OBE and Terence Herbert

1 **Apologies**

There were no apologies for absence.

2 **Minutes of Previous Meeting**

Resolved:

To confirm the minutes of the meetings held on 25 and 26 July 2018.

3 **Declaration of Interests**

There were no declarations of interest.

4 **Chairman's Announcements**

There were no Chairman's Announcements.

5 **Public Participation**

There were no members of the public present.

6 **Urgent Items**

Item 8a was added as an urgent item, as detailed in the agenda.

7 **Exclusion of the Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items No. 8 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

8 Appointments to Director Posts

Terence Herbert, Executive Director, outlined changes proposed in the Senior Management Restructure for the Committee to consider.

Resolved:

To approve appointments to the following posts, subject to confirmation from the Leader and Cabinet as required by the Officers Employment Procedure:

- a. Director, Legal, Electoral & Registration Services (Monitoring Officer) – Ian Gibbons**
- b. Director, Housing & Commercial – Simon Hendey**
- c. Director, Corporate Services - Robin Townsend**
- d. Director, Public Health – Tracy Daskiewicz**
- e. Director, Highways and Environment – Parvis Khansari**

(Duration of meeting: 1.15 - 1.30 pm)

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OFFICER APPOINTMENTS COMMITTEE

MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 25 JUNE 2019 AT LEADER'S OFFICE, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Ian Thorn and Cllr Philip Whitehead

9 Apologies

An apology for absence was received from Cllr Laura Mayes.

10 Minutes of Previous Meeting

Resolved:

To confirm the minutes of the meeting held on 9 April 2019.

11 Declaration of Interests

There were no declarations of interest made at the meeting.

12 Chairman's Announcements

There were no Chairman's announcements.

13 Public Participation

There were no members of the public present.

14 Appointment of Director Finance & Procurement

The Committee received a report by the Executive Directors concerning the appointment of a Director, Finance and Procurement (Section 151 Officer) which included a role description for this post at Appendix 1.

15 **Urgent Items**

There were no urgent items.

16 **Exclusion of the Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 17 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

17 **Appointment of Director Finance & Procurement**

On considering the report by the Executive Directors which also included the CV of the interim director at Appendix 2 and details about the candidate and the special provisions that would apply at Appendix 3.

Resolved:

- (1) To appoint Becky Hellard to the post of Director, Finance and Procurement (Section 151 Officer) on a two year fixed term contract to commence on 1 November 2019, terminating on 31 October 2021.**
- (2) To approve the special provisions that will apply to the employment contract in respect of salary and expenses, as set out in Appendix 3 of the report.**
- (3) To note that the appointment would be subject to consultation with the Leader and Cabinet Members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.**

(Duration of meeting: 8.30 - 8.45 am)

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

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