

AGENDA

Meeting: Cabinet
Place: Council Chamber - Council Offices, Bradley Road, Trowbridge,
BA14 0RD
Date: Monday 30 January 2012
Time: 3.45 pm

Membership:

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Public Health and Protection Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property Environment and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries)


Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Trowbridge, direct line 01225 718024 or email yamina.rhouati@wiltshire.gov.uk

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

All public reports referred to on this agenda are available on the Council's website at www.wiltshire.gov.uk

Part I

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

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

1. **Apologies**

2. **Declarations of Interest**

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

3. **Leader's announcements**


4. **Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. This meeting has been called by the Leader at short notice due to urgency.

Anyone wishing to ask a question or make a statement in relation to item 5 below only should contact the officer named above prior to the meeting.

5. **Call in of Cabinet Decision - Proposed closure of Urchfont Manor**

(Pages 1 - 18)

 Proposals on the Creation of Central Devizes Customer Access Point and the Closure of Browfort, Urchfont Manor and Bradley Road Buildings were approved by Cabinet at its meeting on 17 January 2012.

The report and resulting minute can be accessed on the following link of the Council's website:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=5654&Ver=4>

Copies are attached for ease of reference at the meeting.

The decision has since been called in by the Chairman of the Overview and Scrutiny Organisation and Resources Select Committee (O & S). A call-in can be made where Councillors consider they have evidence which suggests that the Cabinet did not take the decision in accordance with the principles of decision making in the Constitution

Relevant extracts from the Council's Constitution on the call-in process and the principles of decision making are attached for information.

The O & S will consider the call-in at an extra-ordinary meeting called for this purpose on Monday 30 January 2012 at 10.30am in the Council Chamber at the Council Offices at Bradley Road, Trowbridge. You can access the agenda for the O & S Committee on the following link to the Council's website:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=151&MId=6751&Ver=4>

Should the call-in be pursued by the O & S Committee, it may refer the decision back to Cabinet.

This meeting of Cabinet has been called by the Leader of the Council to respond to the call-in should the call-in be pursued by the O & S Committee. Should that Committee resolve not to pursue the call-in, Cabinet will not need to meet.

This meeting of Cabinet has therefore been called on this basis.

Those wishing to attend this Cabinet meeting, may like to contact Democratic Services on 01225 713018 from 1pm on Monday 30 January following the O & S Committee for confirmation of whether or not this meeting of Cabinet will be taking place.

Part II

Items during consideration of which it is recommended that the public be excluded because of the likelihood that exempt information would be disclosed

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Wiltshire Council

Cabinet

17 January 2012

Subject: Proposed Creation of Central Devizes Customer Access Point, the Closure of Browfort, Urchfont Manor and Bradley Road Buildings

**Cabinet member: Councillor Stuart Wheeler
Campus Development and Culture (including Leisure, Sport and Libraries)**

Key Decision: Yes

Executive Summary

This paper is about the proposed creation of a town centre customer access facility in Devizes and the closure of the above three buildings. It is not about the closure of the services that operate from them, which will be relocated as required to meet customer needs.

In addition to the creation of a new customer access facility and hot desk facilities in Devizes, this paper also seeks Cabinet approval to undertake the work necessary to cease using, and to dispose of, the buildings known as the Browfort offices (to include The Cedars, The Beeches, The Yew Trees and The Lodge), Bradley Road offices and Urchfont Manor.

In addition to the above recommendations, Cabinet will need to be aware of the need to ensure that officers secure provision, via the use of non council owned estate, of ongoing facilities for Ceremonies in the area and of the requirement to ensure that any ongoing Adult Education needs identified by the service, in consultation with service users, can be met via alternative providers or the use of other council facilities.

Although currently commercially confidential due to ongoing negotiations with the owner, a potential location for a revised customer access facility in Devizes has been identified by officers. The location identified in support of these proposals is identified in the confidential Part Two Paper. Whilst not directly on the Market Square, the potential location is broadly centrally located between the major parking areas within Devizes. Preliminary discussions with the owner of the location, officers within customer services and economic development have identified that, subject to the appropriate planning consents, it would offer a cost effective solution for the provision of central customer access facilities.

It is believed that the main Browfort office buildings could be closed by end of September 2012, with the closure of the accommodation used by the

Registration service being completed as soon as alternative accommodation can be provided for the service.

Cabinet has previously confirmed that the Browfort offices are unsustainable in terms of their current mechanical and electrical infrastructure. In recognition of this, it was scheduled for complete refurbishment as part of the Campus and Operational Delivery Programme, at a net capital cost of approximately £4 million. This cost was to be fully funded by the wider savings made within the Campus and Operational Delivery Programme and is fully budgeted within the existing capital budget. If approved, the proposals within this paper will mean that this refurbishment will not be undertaken.

Proposals

That Cabinet delegate to Dr Carlton Brand, Corporate Director, in consultation with Cllr Stuart Wheeler, Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries) the authority to :-

- a) Undertake all necessary actions to secure, develop and deliver a new customer access site in central Devizes as well as providing hot desk facilities and an alternative Ceremony Room in the Devizes area.
- b) Instruct officers within the Transformation Programme to commence the necessary consultation with key stakeholders and staff to enable the closure of Browfort offices during autumn 2012.
- c) Complete the early closure of Bradley Road in autumn 2012, ensuring the relocation of the current customer access facility to the refurbished County Hall ensuring these complement the new Library and other customer facilities within the refurbished building.
- d) Undertake the required actions to secure the closure of Urchfont Manor by the end of September 2012. Recognising that future Adult Education Service provision including, where required, local flexible delivery in line with the Department for Business Innovation and Skills strategic proposals for Further Education and Skills, will be determined by Cabinet after consultation with service users, area boards, local communities and partners.
- e) Market and dispose of the Bradley Road offices and Urchfont Manor sites as part of the Transformation Programme.
- f) Market and dispose of the Browfort offices site if officers cannot develop an appropriate, financially viable, alternative long term public service use for the site, such as use by another public body or Extra Care provision.
- g) Ask the Chief Financial Officer to ensure that the overall savings generated by these proposals are identified and tracked within the council's budget setting process and the costs of the alternative provision is properly reflected and funded in the councils capital and revenue budgets.

Reasons for Proposal

There are four main drivers behind these proposal:-

- 1 To create a town centre customer access location within Devizes. This will complement the council's commitment to deliver services by 'taking them to the customer' and help support foot fall into central Devizes, recognising the importance of this key Market Town and the current economic climate.
- 2 To reflect the smaller staff base across the council following the reduction in 412 staff positions during the Business Plan period 2011 to date, the reconfiguration of some services and the need for less office accommodation now that staff are able to work flexibly following the successful deployment of the council's new ICT provision. .
- 3 To respond to the current economic climate and ongoing budget pressures, whilst enabling the council to continue to invest in, and protect, front line service delivery by further rationalising and modernising its property portfolio.
- 4 To continue the delivery of the councils' policy to ensure all its property holdings are sustainable, fit for purpose, and represent value for money for Wiltshire residents, both now and in the future.

Dr Carlton Brand
Corporate Director

17 January 2011

Subject: Proposed Creation of Central Devizes Customer Access Point, the Closure of Browfort, Urchfont Manor and Bradley Road Buildings

**Cabinet member: Councillor Stuart Wheeler
Campus Development and Culture (including Leisure, Sport and Libraries)**

Key Decision: Yes

Purpose of Report

1. To seek approval from Cabinet to create a customer access facility in central Devizes, provide hot desk facilities in the Devizes area and provide an alternative Ceremony Room to service the Devizes area.
2. To seek approval for the closure and disposal of the existing buildings at the Browfort offices, Bradley Road offices and Urchfont Manor.

Background

3. The Browfort offices comprise Browfort, The Cedars, The Beeches, The Yew Trees and The Lodge. It has previously been identified as one of the council's four main office hubs, but is increasingly under utilised by officers as services are redesigned with an increased focus on flexibility and the ethos of 'take the service to the customer'. The council's overall office accommodation needs have reduced in line with a reducing number of office based staff, including a reduction of over 220 managers.
4. The Bradley Road office had been intended for phased closure as part of the council's wider transformation programme, but will now become surplus to requirements as the first phase of the refurbishment of County Hall is completed and an integrated customer access service is developed in the new Atrium. Therefore early closure can be achieved, bringing a benefit to the council's revenue budget.
5. The Department for Business Innovation and Skills has recently published its strategic proposals for Further Education and Skills. These include continued support for a community learning offer, with a wide range of learning opportunities available to adults. It intends to pilot locally-based "community learning trust" models to channel its future funding and to lead

the planning of local provision. The Adult Education Service remains non-statutory with a clear expectation that people who can afford to pay meet the full cost of their participation.

- 6 Consequently, a full review of the council's informal adult learning provision is needed, to ensure that it is appropriate to the needs our communities and the expectations of the Department of Business Innovation and Skill.
- 7 It is proposed that a service led consultation be undertaken with service users, Area Boards, communities and partners on the development of a service which would facilitate provision at a local level instead of the focus being on a fixed place of delivery, as is currently the case at Urchfont Manor College. Recommendations arising from the consultation would be presented to the Cabinet to consider at a later date.

Main considerations for the council

Council space requirements

- 8 As services are redesigned, and as staff work more flexibly, the total workstation requirement of the council is reducing, allowing further reduction in the size and cost of its property provision. At the initial stage of planning for the Workplace Transformation Programme, the Browfort offices, were envisaged to provide 250 workstations, enough accommodation for around 370 staff on a flexible basis. Staff reductions since the 2009 approval for the Programme are significantly above this figure and there is evidence from the Bourne Hill offices and other sites that the 3 : 2 staff to desk ratio currently used can be raised further without impacting on service delivery.

Current and future needs relating to these sites

- 9 The primary future office based needs of the council, in the Devizes area, have been identified by officers as customer access provision (including access to the Planning and Revenues and Benefits services), hot desking for staff and appropriate Registration service provision. These needs, along with the retention of the Library and leisure provision in the town, can be met without the continued use of Browfort offices, provided a suitable customer access location can be secured near to the town centre.
- 10 In Trowbridge, the council's office accommodation will be in the refurbished County Hall building, this will include a new Trowbridge Library and integrated customer access provision. Planning and Development Control services have already relocated from Bradley Road. The first phase of the refurbishment of County Hall will be completed in September 2012. Utilising a hot desking model based on the council's award winning Bourne Hill offices will provide sufficient capacity for the council to complete the early vacation and closure of the Bradley Road offices.

- 11 Urchfont Manor is currently used to deliver a significant part of the council's informal adult learning provision. Although this is also offered through council libraries, the heritage centre and the Family Learning Service, which is funded by the Department for Business Innovation and Skills. Adult learning is also provided by other bodies, including Wiltshire College and the Workers' Educational Association.
- 12 In line with the council's commitment to localise its service delivery, and the recent national guidance from the Department for Business Innovation and Skills, the Adult Education Service will consult on the development of a revised service focused on facilitating provision at a local level, instead of the focus being on a fixed place of delivery, as is currently the case at Urchfont Manor College. The current 'traded' service run from Urchfont has a projected £120,000 overspend for 2011/12.
- 13 Following the consultation, officers will bring forward long term revised proposals for voluntary Adult Education provision across Wiltshire, highlighting the council's role within this. It is anticipated that an appropriate non residential service focused on local delivery can be achieved, in line with latest government guidance.

Economic impact of the proposal

- 14 Currently, there is limited evidence staff based at Browfort, or visitors to the offices, routinely utilise facilities in the centre of Devizes. The occupancy of the building is typically below 130 staff at any one time and often much lower. Provision of a dedicated customer access facility near to the town centre will generate increased footfall to the area of the facility. The provision of hot desking facilities near to the town centre will also increase the number of staff visiting the central areas of Devizes.
- 15 It is highly likely that the redevelopment of the Browfort offices site, especially if it were used by a large public agency or for an extra care development, will bring economic benefit to the Devizes area, but at this time this cannot be quantified.
- 16 In relation to Urchfont Manor, the disposal of this facility will result in a limited loss of revenue to local businesses. This will include provisions from the local farm and a potential loss of revenue to the local public house. Other services, such as grounds maintenance, are provided through the council's Sodexo contract and so have little or no benefit to the local community. Depending on the future use of the building by a purchaser, it is possible that its disposal may, in the longer term, have a beneficial impact on the immediate local economy, but that is not possible to predict at this time.

- 17 The early closure of the council's Bradley Road offices will not, in itself, have a significant economic impact, although it is possible that the future redevelopment of this site will have a beneficial impact on the Trowbridge economy.

Savings after the cost of re-provision

- 18 The net impact of these proposals will be a revenue saving of approximately £750,000 per annum for the council, delivered via a mixture of reduced running costs and a reduced borrowing requirement. These figures are detailed within the Confidential Part Two paper that accompanies this report.

Environmental and climate change considerations

19. The disposal of these buildings and the targeted re-provision proposed will have a positive environmental impact. The extent of this will be determined by the exact mix and location of the re-provision.

Equalities Impact of the proposal

20. None identified at this time, though the central locations proposed in both Trowbridge and Devizes for the revised customer access facilities are likely to have better overall public transport links and access than the existing provision.
21. In relation to the Adult Education Service, the equality impact of any future service model will be fully assessed as part of the service led consultation.

Risk Assessment

22. In pure financial terms, this proposal will form part of the identified budget savings for 2012/13 and beyond. A major risk is that if the savings proposed are not fully implemented by September 2012, the council will need to identify, and achieve, additional savings in year.
23. Officers cannot formally pursue the options for alternative delivery locations in Devizes without approval from members and delegation of the delivery of the proposals within this paper to Dr Carlton Brand, Corporate Director, in consultation with Councillor Stuart Wheeler, who is the Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries).
24. The potential disposal of the Browfort and Bradley Road office sites will represent a significant gain to the council's capital budget, or alternatively offer the opportunity to advance other council objectives, but there is a risk

that the sites may remain vacant and plans to mitigate this risk will need to be developed

25. In relation to Urchfont Manor, there are currently five weddings and one 90th birthday party with confirmed bookings in the period up to the end of August 2012. There are a small number of provisional bookings, which have yet to pay a deposit, after this date. Closure in September 2012 will allow all confirmed bookings to go ahead.
26. A mixture of both day and residential courses are currently offered to service users at Urchfont Manor, including 13 courses linked to the Open University. The brochure for 2012 was published at the end of October 2011. Courses running in the autumn period 2012, although advertised have, as yet, received very few bookings and so the risk of needing to cancel confirmed bookings can be mitigated by ceasing the taking of bookings for courses and events beyond August 2012, subject to Cabinet's approval of this paper's recommendations.

Financial Implications

27. The above proposals will generate ongoing revenue savings of approximately £0.750 million per annum.

Legal Implications

28. There are no identified legal implications in respect of the property aspects of these proposals, beyond those associated with the provision of a new Customer Access facility in Devizes and the reprovision of the Ceremony Room.
29. Although these proposals are about the buildings, not services, it is important to highlight that the council will be undertaking full consultation regarding the future delivery model for Adult Education Services as set out in paragraph 7 above. This will include an assessment of the equality impact of any proposals for future delivery of these services in accordance with the council's duties under the Equality Act 2010.
30. Staff who are affected by these proposals will be consulted in accordance with the council's established practices and procedures.

Options Considered

31. The retention of Browfort, Urchfont and Bradley Road offices, which is unnecessary in terms of capacity and would be significantly more expensive

at a time when the council is seeking to target its investment on service delivery.

Conclusions

32. To minimise the operational impact, whilst securing the identified financial savings, it is proposed that the three sites highlighted within this report are closed in autumn 2012, provided that the alternative provision for customer access, hot desk facilities and the Devizes Ceremony Room has been provided by this time.

33. This timeframe will allow clear communication and planning for the staff that are based within these buildings, as well as all service users.

34. Given the potential for the timeframe to vary due to the need to secure alternative provision and the flexibility required to be able to negotiate with partners, it is recommended that authority to deliver the proposals within this paper is delegated to Dr Carlton Brand, Corporate Director, in consultation with Councillor Stuart Wheeler, Cabinet Member, for Campus Development and Culture (including Leisure, Sport and Libraries)

Dr Carlton Brand
Corporate Director

Report Author:

Mark Stone, Director, Transformation

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Extract of Cabinet minutes dated 17 January 2012

9 Proposed Creation of Central Devizes Customer Access Point and the Closure of Browfort, Urchfont Manor and Bradley Road Buildings

Public Participation

Written representations were received from the following members of the public in the form of questions and statements, details of which were circulated:

Nicola Mitchell, Chairman of Urchfont Parish Council

Celia Bell, Student Representative on the Urchfont Management Board

Diane Kerchevall

Dr Jennifer Johnson-Jones, Bedfordshire

Elizabeth Ann Hunter

Hilary M Garrett, Burnley

Jacky Attridge, Shrivenham, Oxon

Lyn Hamilton, Student at Urchfont, South Cadbury

Michele Lomas, Marlborough

Mr Arnold Lowrey, Cardiff

Mr and Mrs Hopkins

Mr John Blunden, Urchfont

Mr C P Cook

Mr Richard Hawkins

Mr Robert Hughes FRCS

Mr G J Skinner CBE

Janet Crowther, Kent

Mrs Mair Edwards

Mrs Nina Guilfoyle

Ms Catherine Brown

Ms Lorna Abel, Southampton

Ms Norah Kennedy

Ms Penny Copland-Griffiths

Ms Stella Hall

Ms Valerie Oxley, Nottinghamshire

Nicola Vesey Williams

Mr Nigel Partridge

Sally Boehme and Clifford Johnson

various members of Staff at Urchfont Manor:

Eleanor Young, Dianne Hayward, Margaret Simper, Catherine Brown, Dionne Surman, Christine Bozier, Audrey Laurie, Jessica Scull, Marie Smith, Sharon Davies, Christel Smart, John Young, Pete Rutt and Martin Brown

Various students and tutors at Urchfont Manor: Hazel Credland, Valerie Oxley and Arnold Lowrey

The Leader also referred to a late submission from Mr Chris Howes

Verbal representations were also made at the meeting by:

Nicola Mitchell, Chairman of Urchfont Parish Council
Mr David Motram
Mr John Blunden
Mr Peter Newell
Mr Cairns Langland
Mr Robert W Giles
Mrs Wendy Trinder
Mr Nigel Partridge

Cllr Stuart Wheeler, Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries) presented a report which sought approval to create a customer access facility in central Devizes, provide hot desking facilities in the Devizes area and provide an alternative Ceremony Room to service the Devizes area.

The report also sought approval to undertake the work necessary to cease using and to dispose of the buildings known as the Browfort offices (to include The Cedars, The Beeches, The Yew Trees and The Lodge), the Bradley Road offices and Urchfont Manor.

The Bradley Road offices had previously been intended for phased closure as part of the council's wider transformation programme and early closure could be achieved, bringing a benefit to the council's revenue budget.

The Browfort offices would no longer be required due to a combination of reduced staffing levels and furtherance of the hot desking model of 3:2 desk ratio. In Trowbridge, the Council's office accommodation would be in the refurbished County Hall building, which would include a new Trowbridge Library and integrated customer access provision.

Urchfont Manor was currently used to deliver a significant part of the council's informal adult learning provision although it was noted that adult education was also provided at other sites and by other providers such as Wiltshire College.

In keeping with the Council's commitment to localise its service delivery and recent national guidance from the Department for Business Innovation and Skills, the Adult Education Service would be consulting on the development of a revised service being provided at a local level.

Cllr Lionel Grundy Cabinet member for Children's Services explained that courses being run from Urchfont Manor (the provision of which were not a statutory function) were operating at a loss of approximately £120,000 per annum. Furthermore, Urchfont Manor was not accessible by public transport and was therefore not in keeping with localised service delivery. He also explained that the Council's budget for the Children and Education services was under constant pressure due to the

growing number of children at risk. The priority therefore had to be the protection of vulnerable children.

Following a query by the Leader, Cllr Toby Sturgis, Cabinet member for Waste, Property, Environment and Development Control Services explained that in accordance with the Council's normal approach, a specialist agent would be engaged for the disposal of such a property if agreed by Cabinet. This would ensure that the property was extensively marketed at the widest possible range of potential purchasers.

In response to representations by the public, the Leader put forward an additional recommendation in respect of securing continued community access as far as possible of the area around Urchfont Manor.

Cllr Jeff Osborn expressed concern that the Urchfont Management Committee of which he was a member, had not met to consider these proposals. The Leader explained that the Management Committee was at liberty to convene its meetings as and when it considered it appropriate to do so.

Following a lengthy debate and having heard contributions from members of the Council and members of the public to which members of Cabinet responded, it was

Resolved:

- a) To delegate to Dr Carlton Brand, Corporate Director, in consultation with Cllr Stuart Wheeler, Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries) the authority to:**
 - i. undertake all necessary actions to secure, develop and deliver a new customer access site in central Devizes as well as providing hot desk facilities and an alternative Ceremony Room in the Devizes area;**
 - ii. instruct officers within the Transformation Programme to commence the necessary consultation with key stakeholders and staff to enable the closure of Browfort offices during autumn 2012;**
 - iii. complete the early closure of Bradley Road in autumn 2012, ensuring the relocation of the current customer access facility to the refurbished County Hall ensuring these complement the new Library and other customer facilities within the refurbished building;**
 - iv. undertake the required actions to secure the closure of Urchfont Manor by the end of September 2012. Recognising that future Adult Education Service provision including, where required, local flexible delivery in line with the Department for Business Innovation and Skills strategic proposals for Further Education and Skills, will be determined by Cabinet after consultation with service users, area boards, local communities and partners;**

- v. **market and dispose of the Bradley Road offices and Urchfont Manor sites as part of the Transformation Programme;**
 - vi. **market and dispose of the Browfort offices site if officers cannot develop an appropriate, financially viable, alternative long term public service use for the site, such as use by another public body or Extra Care provision;**
 - vii. **ask the Chief Financial Officer to ensure that the overall savings generated by these proposals are identified and tracked within the council's budget setting process and the costs of the alternative provision is properly reflected and funded in the councils capital and revenue budgets;**
- b) That when disposing of Urchfont Manor, officers working with the community, take whatever steps are necessary to ensure continued community access and management of Oakfrith Wood, appropriate ongoing access by the school and community to the playing fields to the north of the Manor House and as far as is practicable, long term use of the existing cricket pitch by the Cricket Club. These arrangements are to be structured after negotiation with the successful purchaser in a manner that allows the council to achieve the maximum capital receipt whilst ensuring ongoing community use and access with completion of these negotiations to be delegated to the Corporate Director (Dr Carlton Brand) following consultation with the Cabinet member for Waste, Property, Environment and Development Control Services.**

Reasons for decision

There are four main drivers behind these decisions:-

- 1 To create a town centre customer access location within Devizes. This will complement the council's commitment to deliver services by 'taking them to the customer' and help support foot fall into central Devizes, recognising the importance of this key Market Town and the current economic climate.
- 2 To reflect the smaller staff base across the council following the reduction in 412 staff positions during the Business Plan period 2011 to date, the reconfiguration of some services and the need for less office accommodation now that staff are able to work flexibly following the successful deployment of the council's new ICT provision. .
- 3 To respond to the current economic climate and ongoing budget pressures, whilst enabling the council to continue to invest in, and protect, front line service delivery by further rationalising and modernising its property portfolio.
- 4 To continue the delivery of the councils' policy to ensure all its property holdings are sustainable, fit for purpose, and represent value for money for Wiltshire residents, both now and in the future.

Extract of Part 8 of the constitution

Call-in

31. Call-in should only be used in exceptional circumstances. This is where members of the appropriate overview and scrutiny committee have evidence which suggests that the Cabinet did not take the decision in accordance with the principles of decision making in the constitution.
32. When a decision is made by the cabinet, an individual member of the cabinet or a committee of the cabinet, or a key decision is made by an officer with delegated authority from the cabinet, or an area committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within two days of being made. The chair of the overview and scrutiny committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.
33. That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless an overview and scrutiny committee objects to it and calls it in.
34. During that period, the designated scrutiny officer shall call-in a decision for scrutiny by the committee if so requested by the chair or any three members of the committee, and shall then notify the decision-maker of the call-in. He/she shall call a meeting of the committee on such date as he/she may determine, where possible after consultation with the chair of the committee, and in any case within five days of the decision to call-in.
35. If, having considered the decision, the overview and scrutiny committee is still concerned about it, then it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to Full Council. If referred to the decision-maker they shall then reconsider within a further five working days, amending the decision or not, before adopting a final decision.
36. If, following an objection to the decision, the overview and scrutiny committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision-making person or body, the decision shall take effect on the date of the overview and scrutiny meeting, or the expiry of that further five working day period, whichever is the earlier.
37. If the matter was referred to Full Council and the council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. The council will refer any decision to which it objects back to the decision-making person or body, together with the council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the cabinet as a whole or a committee of it, a meeting will be convened to reconsider within five working days of the council request. Where the decision was made by an individual, the individual will reconsider within five working days of the council request. The council cannot make decisions in respect of a cabinet

decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget.

38. If the council does not meet, or if it does, but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been held, whichever is the earlier.
39. Where a cabinet decision has been taken by an area committee then the right of call-in shall extend to any other area committee which resolves to refer a decision which has been made but not implemented to a relevant overview and scrutiny committee for consideration in accordance with these provisions. An area committee may request the designated scrutiny officer to call-in the decision only if it is of the opinion that the decision will have an adverse effect on the area to which it relates. All other provisions relating to call-in shall apply as if the call-in had been exercised by members of a relevant overview and scrutiny committee.

Extract from Part 2 of the Council's Constitution

14.2 Principles of decision making

All decisions of the council will be made in accordance with the following principles:

- to produce action that is proportionate to the desired outcome
- to ensure open, fair and honest administration
- to be clear over desired outcomes and aims
- to record the options considered and discarded
- to state the reasons for the action
- to consult interested parties where appropriate and practicable
- to consult appropriate officers and to seek their professional advice
- to show due respect for human rights, and to provide equality of opportunity
- to obtain best value and operate efficiently, effectively and economically
- to serve Wiltshire communities and to work in partnership with other agencies having the same aim
- to promote the economic, social, and environmental well-being of the county
- to determine issues at the lowest level commensurate with their importance
- to keep and sustain what is useful in the traditions of the authority and to reject any practices or services retained purely out of sentiment.

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