

# SUMMONS

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**Council Meeting  
(Budget and Council Tax Setting Meeting)**

**PLEASE SIGN THE ATTENDANCE  
BOOK BEFORE ENTERING THE  
COUNCIL CHAMBER**

Date: **Tuesday 23 February 2016**

Time: **10.30 am**

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

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Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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

This summons and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **RECORDING AND BROADCASTING NOTIFICATION**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv> At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request. If you have any queries please contact Democratic Services using the contact details above.

## PART I

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

1 **Apologies**

2 **Minutes of Previous Meeting** (*Pages 7 - 70*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 29 September 2015 and the extraordinary meeting held on 24 November 2015.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

5 **Petitions**

5a) **Presentation of Petition** (*Pages 71 - 72*)

To receive a petition organised by Mrs Iona Hassan, details attached  
1,500 signatories (unverified) relate to Wiltshire Residents

5b) **Petitions Update** (*Pages 73 - 76*)

Report of the Democratic Governance Manger

6 **Public Participation**

The Council welcomes contributions from members of the public.

### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 15 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

### Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) **no later than 5pm on Tuesday 16 February 2016**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

## **BUDGET 2016/17**

To consider Wiltshire Council's Financial Plan  
The updated Budget Report, Budget Book and Fees and Charges as  
proposed can be accessed on the following link of the Council's website:

<https://cms.wiltshire.gov.uk/ieListMeetings.aspx?CId=1351&Year=0>

### 7 **Wiltshire Council's Financial Plan Update 2016/17**

7a) **Leader's Budget Speech**

7b) **Proposed Amendments to the Budget proposals from the Liberal Democrat Group, with the comments of the relevant Statutory Officer**  
(Pages 77 - 78)

7c) **The reports of the Special Overview and Scrutiny Management Committee held on 3 February (attached) and 12 February 2016 (to follow)** (Pages 79 - 90)

7d) **Relevant extract of the minutes of Cabinet held on 9 February 2016**  
(Pages 91 - 96)

7e) **Financial Plan - Report by Michael Hudson, Associate Director Finance and S.151 officer**

Report can be accessed [here](#)

7f) **Council Tax Setting 2016/2017** (Pages 97 - 116)

Report by Carolyn Godfrey, Corporate Director

### 8 **Treasury Management Strategy 2016/17** (Pages 117 - 140)

Report by Carolyn Godfrey, Corporate Director

## **POLICY FRAMEWORK**

Under its Constitution, the Council is responsible for approving the Policy Framework of the Council expressed in various plans and strategies which includes the subjects referred to in item 9 and 10 below

### 9 **Integrated Emergency Management Plan** (Pages 141 - 260)

To consider the Integrated Emergency Management Plan as recommended for approval by Cabinet at its meeting on 13 October 2015, noting further minor amendments which have been made to the document since the Cabinet recommendation as detailed in the attached covering report.

Report by Maggie Rae, Corporate Director as considered by Cabinet as background information, the draft Integrated Emergency Management Plan and relevant extract of the Cabinet minute attached.

10 **Pay Policy Statement** (*Pages 261 - 280*)

To consider the Pay Policy Statement as recommended by the Staffing Policy Committee at its meeting on 6 January 2016.

Report by Dr Carlton Brand, Corporate Director and relevant extract of the minutes of the Staffing Policy Committee are attached.

**COUNCILLORS' MOTIONS**

11 **Notices of Motion** (*Pages 281 - 284*)

For Council's ease of reference the rules on how motions on notice are dealt with at Council and guidance on amendments to motions taken from Part 4 of the Council's constitution are attached.

11a) **Notice of Motion No.28 - Planning Legal Agreements - Councillors Terry Chivers and Jeff Osborn** (*Pages 285 - 288*)

To consider the attached motion and officer response.

11b) **Notice of Motion No. 29 - Pavement Parking - Councillors Terry Chivers and Jeff Osborn** (*Pages 289 - 294*)

To consider the attached motion and officer response.

11c) **Notice of motion No. 30 - Fracking - Councillors Jeff Osborn and Helen Osborn** (*Pages 295 - 298*)

To consider the attached motion and response.

**OTHER ITEMS OF BUSINESS**

12 **Review of Proportionality and Allocation of Seats on Committees to Political Groups**

12a) **Review of Committee Places** (*Pages 299 - 304*)

Report by Robin Townsend, Associate Director - Corporate Function, Procurement and Programme Office

12b) **Membership of Committees and Other Bodies**

To determine any requests from Group Leaders for changes to membership of committees in accordance with the allocation of seats to political groups as approved by the Council and other bodies.

13 **Appointment of Employer Representative to the Local Pension Board** (*Pages 305 - 306*)

Report by Carolyn Godfrey, Corporate Director



14 **Cabinet Scheme of Delegation (Pages 307 - 314)**

Report by Dr Carlton Brand, Corporate Director

**MINUTES OF CABINET AND COMMITTEES**

15 **Minutes of Cabinet and Committees**

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the [Minutes Book](#)
- b. The Chairman will invite the Leader, Cabinet members and Chairmen of Committees to make any important announcements.
- c. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority – please submit any questions to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) by 15 February 2016.
- e. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

**COUNCILLORS' QUESTIONS**

16 **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) not later than **5pm on 16 February 2016**. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

**PART II**

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

**None**

Dr Carlton Brand  
Corporate Director and Head of Paid Service  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire



## COUNCIL

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### **DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 29 SEPTEMBER 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Richard Britton (Chairman), Cllr Rosemary Brown, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Anna Cuthbert, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Keith Humphries, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Paul Oatway, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr David Pollitt, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Baroness Scott of Bybrook O.B.E, Cllr Jonathon Seed, Cllr James Sheppard, Cllr John Smale, Cllr Toby Sturgis, Cllr Melody Thompson, Cllr John Thomson, Cllr Ian Thorn, Cllr Ian Tomes, Cllr Dick Tonge, Cllr Tony Trotman, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Christopher Williams and Cllr Graham Wright

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#### **67 Apologies**

Apologies for absence were received from Councillors Allison Bucknell, Bob Jones, Magnus Macdonald, Ricky Rogers, John Walsh, Nick Blakemore and Christine Crisp.

#### **68 Minutes of Previous Meeting**

The minutes of the Meeting held on 14 July 2015 were presented.

#### **Resolved:**

**That the minutes of the last Council meeting held on 14 July 2015 be approved as a correct record and signed by the Chairman.**

#### **69 Declarations of Interest**

There were no declarations of interest made.

## 70 **Announcements by the Chairman**

The Chairman drew the meetings attention to the arrangements for the day's meeting, specifically referencing fire safety and that the meeting was being recorded for live webcast.

The Chairman stated that details of his and the Vice-Chairman's activities since the last meeting would be available via his blog <http://wiltshirecouncilchair.blogspot.co.uk/>

The Chairman did, however, make the following announcements at the meeting:

### **(A) HM Queen – Longest Serving Monarch**

Firstly, on behalf of the Council, the Chairman had written to Her Majesty the Queen to offer congratulations to her on becoming the longest serving monarch and thanking her for her dedication and service to the Country.

The office of the Queen had, in reply, offered her thanks and sent her best wishes.

### **(B) Councillor Jane Scott, Leader of the Council**

Secondly, the Chairman, congratulated Cllr Jane Scott on the recent announcement of her appointment to the House of Lords as a Life Peer. He felt that this was indeed an honour and a well deserved privilege for Cllr Scott, but it was also an honour for Wiltshire.

## 71 **Petitions**

A report by the Democratic Governance Manager was presented which provided details of the five petitions received for the period since the last Council meeting. It was highlighted that no requests had been received to present petitions at this meeting.

**Resolved:**

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

## 72 **Public Participation**

The Chairman drew the meeting's to the questions and answers circulated in the agenda supplement.

The Chairman stated that there was a question and statement regarding the

Community Governance Review and that this would be taken under that item later on the agenda.

Mrs Iris Thompson, resident of Malmesbury, expressed her strong concern regarding the impact of the building of a new roundabout and the safety of the access to the road where she lived. Her consultant's opinion differed with the Council's consultant. She felt that she had not had a proper response to allay her fears, and stated that she felt the Council was failing her and neighbours.

Cllr Philip Whitehead, Cabinet Member for Highways and Transport, explained that whilst he understood why Mrs Thompson was concerned, the Council's engineers were happy that the design was safe, and that he had agreed to review the impact on the access to Inglenook once it was constructed.

It was noted that Jenny Raggett, Campaign for Better Transport, and Patrick Kinnersly, White Horse Alliance, were not present to present their questions which were taken as read.

Details of the questions and responses are attached as Appendix A to these minutes.

### 73 **Statement of Gambling Principles**

Cllr Keith Humphries, Cabinet Member for of the Public Protection, and Cllr Pip Ridout, Chairman of the Licensing Committee, presented a report which outlined the results of the public consultation, and sought the approval of the draft Statement of Gambling Principles. The report highlighted the amendments which had been made to the previous draft considered by the Licensing Committee on 28 April 2015, and the meeting's attention was drawn to the minutes of the meeting of Licensing Committee held on the 21 September where approval of the Statement was recommended.

Cllr Humphries responded to questions raised.

Having been proposed by Cllr Ridout, and seconded by Cllr Allen, the meeting unanimously,

#### **Resolved**

**That the Licensing Committee notes the amendments made to the Statement of Gambling Principles (as shown in red on the Statement attached as Appendix 5 to the report).**

### 74 **Notices of Motion**

The meeting considered the following motions:

75 **Notice of Motion No. 24 - Highways and Streetscene maintenance Contract - Councillors Jon Hubbard and Jeff Osborn**

The Chairman reported receipt of the above mentioned motion from Councillors Jon Hubbard and Jeff Osborn worded as follows:

- “• *Council notes the decision of the Cabinet to end the BBLP Highways and Street-scene maintenance contract 2 years early.*
- *Council requires the Cabinet member to instigate an independent enquiry into the issues surrounding this contract, specifically:*
- *Identifying and detailing the perceived savings that the council claims to have achieved, and why if such savings were being achieved the council felt it necessary to end the contract early?*
- *In tendering the contract was the case for an "in house" operation seriously considered?*
- *What were the performance issues experienced with the contract?*
- *What the true costs are to Wiltshire Taxpayers resulting from the early ending of the contract*
- *What lessons should be learnt from the failure of this contact for any future contacts the council considers awarding?*
- *Why has it been necessary for all details about the ending of the contract to be kept secret, what is being hidden from the taxpayers?”*

The motion was moved by Cllr Hubbard and duly seconded by Cllr Jeff Osborn.

In presenting his motion, Cllr Hubbard stated that he considered that an independent inquiry was justified in order to establish the facts of the matter to enable the Council to learn the lessons from the failure of the contract.

Cllr Philip Whitehead, Cabinet member for Highways and Transport explained that in his opinion, an external inquiry would undermine the work of the Scrutiny Committee which was already tasked with looking into this matter and that given there was to be a Peer Review, the extra expenditure on an external consultant would better be spent elsewhere.

The Chairman proposed that the motion be debated and this was duly seconded by Cllr Wheeler and on being put to the vote, it was

**Resolved: That the motion be debated.**

Debate

The Chairman invited Group Leaders to comment before opening the debate to other Members.

Cllr Jane Scott commended the work of Scrutiny and stated that she had nothing further to add.

Cllr Glenis Ansell stated that it was clear that Scrutiny had not been able to scrutinise this issue properly.

Cllr Ernie Clark whilst supportive of the work of Scrutiny, considered that the public would feel greater assurance if this was examined independently.

Cllr Ian McLennan stated the matter had already impacted negatively on the Council's reputation and that the public remained concerned as to the independence of the Council's internal systems.

Cllr Simon Killane, Chairman of the Overview & Scrutiny Management Committee, stated that he considered that the task group, chaired by Independent Group member, Cllr Jeff Osborn, provided robust and effective challenge; that he was keen to make sure that the chairman of the Financial Planning Task Group was also involved; and that he welcomed the peer review.

Cllr Alan Hill stated that whilst he accepted that the motion was well intended, he considered the ongoing involvement of Scrutiny and the reports due to be considered by Cabinet in public session would ensure that the matter would be dealt with in an open and transparent way, thereby helping to allay people's concerns.

Cllr Ansell, as Chairman of the Financial Planning Task Group, stated that her Group had not yet had the opportunity to scrutinise the BBLP contract.

Cllr Chris Devine made reference to the comments of the Chairman of Balfour Beatty with regard to how the company had bid for a large number of Government contracts during the start of the recession for which they did not have the required management and human resources to carry out these contracts, and that subsequently they had been extracting themselves from these contracts. This, he felt, explained the substantive reason for the failure, and therefore the additional expenditure of an independent inquiry was unnecessary.

Cllr Jeff Osborn, with reference to the work of the Task Group he had chaired, stated that they had focused on how to improve the operational aspects of performance rather than scrutinising the contract itself. He felt that to get to the bottom of the matter it would require forensic analysis.

Cllr Chris Caswill felt that the Scrutiny process was too closely managed by the Cabinet and that contracts of this size, when awarded to private companies, did not offer good value for money to the Council. He asked why, if the Council's professional officers had had concerns as to BBLP's ability to perform, these concerns were not raised with Councillors sooner.

Cllr Linda Packard made reference to the size and complexity of the contract, and felt that it could not easily be scrutinised by Councillors who were,

essentially, lay people. She also queried why the contract had appeared to be signed in September when the work had already started in May of that year.

Cllr Graham Payne stated that whilst he agreed with Cllr Devine as to the causes of the problems, he commended Cllrs Hubbard and Jeff Osborn for performing their duty as opposition members by bringing this matter to Council for debate. He felt that there had a failure of local management by BBLP; and that the Council must have been aware of performance problems given that the Council went to some efforts to withhold a significant payment due to performance failures. Furthermore he felt that there should be improvements in the Council's procurement processes so that a better assessment of a contractor's ability to manage and deliver good performance.

Cllr Tony Deane, Chairman of the Audit Committee, stated that he felt the officer's had managed the situation well given the difficult situation and that he did not see the need for an external investigation.

Cllr Ian Thorn, queried whether the Council's due diligence procedures could be improved, and whether the Council should be more wary of contracts of this nature. He felt that the money spent on an external inquiry would be justified if it meant the Council would save money on these contracts in the future.

Cllr Helen Osborn queried whether this contract had been accepted as the cheapest, and how best the Council could ensure the competence of contractors.

Cllr Chuck Berry felt that the contractor would not have taken the decision to come out of the contract easily and asked whether they should be asked to give a full account as to the reasons why.

Cllr Gordon King felt that Scrutiny did not have the capacity to provide the single version of the truth necessary to resolve this matter.

Cllr Terry Chivers felt that the public deserved an answer and expressed concern as to the capacity of the Task Group to provide this.

Cllr Peter Edge stated that Task Group had focused on operational issues, and expressed concern that Scrutiny had not been involved earlier enough in the process to be able to properly investigate the issues.

Cllr Killane, in response to some of the issues raised, stated that he disputed the assertion that the Executive in any way managed Scrutiny processes, and stated that Scrutiny was independent. He and the Chairman of the Audit Committee had met and would be discussing opportunities for more collaborative engagement.



Cllr Bridget Wayman stated that she felt that the majority of the questions posed by the motion could be answered through a robust Scrutiny of the matter and that she did not feel an independent inquiry was required.

Cllr Whitehead, in response to some of the issues raised, stated that he would work with Scrutiny to answer their questions and reiterated that conclusion of the contact had not cost the Council money.

Cllr Hubbard, in summing up his motion, stated that he did not attach any blame to Scrutiny as they had not looked at the contract but had looked only at elements of delivery. Furthermore, that he was exercising his role as an opposition councillor by bringing this matter to the attention of Council through effective challenge and questioning; that not enough questions were asked at the beginning of the procurement process; why had the Council's due diligence procedure not picked this up, that BBLP had apparently undercharged for the contract; and that it would be worth spending the money to get to the truth.

Having been put to a recorded vote, the motion was LOST and it was therefore

**Resolved: That motion No. 24 as detailed above be not adopted.**

*Note: Details of the recorded vote made is attached as an appendix.*

76 **Notice of Motion No. 25 - Syrian Refugees - Councillors Jon Hubbard and Gordon King**

The Chairman reported receipt of the above mentioned motion from Councillors Jon Hubbard and Gordon King worded as follows:

*'Council notes that over 6 million people have been displaced in Syria and over 3 million people have fled to nearby countries; further notes that thousands of displaced Syrian people have attempted to cross the Mediterranean and have died in the process.*

*Council recognises the Government's support through the international aid programme and the recent commitment to resettle 20,000 refugees from the camps in Syria over the next few years.*

*Council further notes the opportunity to safely resettle the most vulnerable refugees through the Syrian Vulnerable Persons Relocation Programme.*

*Council recognises that it is our moral responsibility to do all we can as a Council and as a country to help to alleviate this once in a generation humanitarian crisis.*

*Council resolves to participate in the Syrian Vulnerable Persons Relocation Programme; and*

*Calls on local people to contact the council if interested in fostering refugee children or if there are offers of suitable self-contained accommodation'.*

In presenting his motion, Cllr Hubbard stated that he was speaking not as politician but as human being responding to a major crisis; made reference to previous migration issues; that whilst he did not want to exaggerate the issues, he felt that it was a once in a generation matter; that the motion asks for Council to step up and do its part. Furthermore he was proud of how the Council was responding already, commended the Leader for the steps taken so far, but stated that he would like the Council to do more, because enough is never enough in this kind of situation. Finally, he made reference to volunteer efforts in the Melksham community that he represented, which reflected the efforts across the county and the country.

In response, Cllr Scott stated that she thanked Cllr Hubbard for his motion which she fully supported. The Council had set up a task group with many local partners working together to formulate a plan, since submitted to Government, to detail what help could be offered. Cllr Scott emphasised the need to ensure that all those seeking refuge had their needs met, sustainably in the future, with a view to a pathway to citizenship if they wished; it was now up to the Government to respond but that should contact them in the next few days if they had not yet replied, especially as winter is coming. The Council and partners would then assess what capacity there was once the first phase had been accepted. Cllr Scott thanked the people of Wiltshire who had offered help, and expressed her desire to co-ordinate efforts from the voluntary sector. The Chairman then proposed, subsequently seconded by Cllr Wheeler, that the motion be debated at the meeting and on being put to the vote, it was

**Resolved: That the motion be debated.**

The Chairman invited the Group Leaders to comment before opening the matter up for wider debate.

In response to a question from Cllr Ansell, Cllr Scott stated that 20-30 refugees would be helped in the first phase. The Council had a duty to ensure it was in a position to provide sustainable help to refugees with vulnerable needs.

In response to issues raised by Cllr Oldrieve, Cllr Wickham and Cllr Clewer, and with agreement of the mover and seconder of the motion, paragraph five of the motion was amended to read as follows:

*To participate in the Government's Syrian Vulnerable Persons Relocation Programme and any other such schemes introduced to support other vulnerable persons seeking refugee status.*

Having been put to a vote, the meeting;

## Resolved

That the motion be adopted amended to read as follows:

1. To note that over 6 million people have been displaced in Syria and over 3 million people have fled to nearby countries; further note that thousands of displaced Syrian people have attempted to cross the Mediterranean and have died in the process.
2. To recognise the Government's support through the international aid programme and the recent commitment to resettle 20,000 refugees from the camps in Syria over the next few years.
3. To note the opportunity to safely resettle the most vulnerable refugees through the Syrian Vulnerable Persons Relocation Programme.
4. To recognise that it is our moral responsibility to do all we can as a Council and as a country to help to alleviate this once in a generation humanitarian crisis.
5. To participate in the Government's Syrian Vulnerable Persons Relocation Programme and any other such schemes introduced to support other vulnerable persons seeking refugee status; and
6. To call on local people to contact the council if interested in fostering refugee children or if there are offers of suitable self-contained accommodation.

Admin Note: The meeting adjourned at 12:00pm and reconvened at 12:45pm

### 77 **Notice of Motion No. 26 - Community Area Transport Group (CATG) process - Councillors Chris Caswill and Jeff Osborn**

The Chairman reported receipt of the above mentioned motion from Councillors Chris Caswill and Jeff Osborn worded as follows:

*'Council notes that a process for handling responses to highways issues logged by Wiltshire residents has been centrally imposed on Area Boards and Community Area Transport Groups (CATGs). Council regrets that this process has been imposed without local consultation. Council is particularly concerned that*

*(a) the process as described in the administrative flowchart is lengthy and bureaucratic, and*

*(b) the process does not recognise and include the representative role of the local Wiltshire Council member, even though that role is specifically set out in the Council Constitution, and*

- (c) Wiltshire Councillors who are not CATG members are limited to the largely symbolic approval of CATG representations, and*
- (d) Parish and Town Councils have an effective veto on action on resident requests from residents, but are required to give first stage consideration to the residents' issues without the benefit of any professional officer advice, and*
- (e) all Community Areas are being required to limit their active consideration of residents' issues to 5 at any one time, regardless of the size of the Community Area and its highway network, and*
- (f) the process will be neither comprehensible nor acceptable to residents who expect their elected representatives to act on their behalf and the Council to provide timely responses to their requests. Council recognises that there are resource constraints on highways and road safety improvements as a result of the combination of Government funding cuts and Cabinet decisions. However the current lengthy and rigid process is neither effective nor consistent with representative democracy. Council therefore requests the Cabinet member for Highways to withdraw the current CATG process, to consult with backbench members, and thereafter to replace it with a more flexible system, which incorporates the representative role of the local Wiltshire Council member'.*

In presenting his motion, Cllr Caswill stated that with the current CATG process as it stood he was less able to represent his constituents as the Town Council effectively has a veto on proposals; In his view the local Wiltshire Councillor should have primacy. He also expressed concern as to the length and complexity of the process.

In response, Cllr Whitehead stated he had recently reaffirmed at a meeting with the Chairmen of the CATG groups that the paperwork and processes had not been imposed on them, but were there to ensure consistency and efficiency. Whilst CATGs were a success, they took up greater proportion of officer time in comparison to the size of the funding involved. Furthermore, in his view, it was not prudent for a project to go forward without the support of a Parish or Town Council; and that any project should have the wider support of the community. In his experience CATGs were able to progress schemes relatively quickly.

The Chairman then proposed, subsequently seconded by Cllr Wheeler, that the motion be debated and on being put to the vote, it was

**Resolved: That the motion be debated.**

The Chairman invited the Group Leaders to comment before opening the matter up for wider debate.

Cllr Hubbard stated that he felt that he believed the Town and Parish councils should not have an effective veto on projects and that there should be some flexibility for projects to come forward that did not have their support.

Cllr McLennan stated that his experience of the CATG process had been positive and that he felt the local Wiltshire Councillors and the Parishes were positively engaged.

Cllr Hill argued that the system worked best when it focused on finding solutions for the wider community rather than on the wishes of individuals.

Cllr Jeff Osborn stated that his experience of the process had been process but understood that in some areas it may not work as well.

Cllr Jacobs and Cllr Clewer both emphasised the importance of the process in seeking community wide solutions.

Cllr Seed made reference to particular instances where the process had encouraged Councillors representing different communities to work together even though they were from different political groups.

Cllr Packard argued that no scheme should be progressed without the support of the local Town or Parish Council.

Cllr Wright felt that as an Independent Wiltshire Councillor, he still felt able to participate effectively in the process.

Cllr Chivers felt that the process may prejudice some smaller parishes that were less able to raise money through their precept.

Cllr Whitehead stated, in response, that the public, in general, welcomed increases in their precept where they could see it being spent directly for their community's benefit. He went on to state that the requirement for a 25% contribution from Town and Parish Councils could be calculated across the five prioritised projects, so that some projects had greater percentage contribution with some projects having less or even none at all.

Cllr Caswill, in summing up his motion, stated he welcomed the points of clarification from the Lead Member; that he was supportive process, having previous been successful in securing support for projects.

Having been put to the vote, the motion was LOST and it was therefore.

**Resolved: That the motion be not adopted.**

## 78 **Devolution Discussions**

Cllr Jane Scott OBE, Leader of Wiltshire Council, presented a report which updated Council on ongoing discussions with Government in respect of the Government's devolution proposals.

Issues raised in the course of the presentation and discussion included: that the Government had asked Councils to submit proposals by the 4 September 2015; that document set out the aspirations of the Council with regard to devolution; that Wiltshire's bid focused on building on existing partnerships – including Police, Health and LEP partners; that there was a desire to deliver more in partnership with Towns and Parishes; that there had not been any feedback from Government yet; that it was not thought that Wiltshire would be in the first wave of devolution deals announced in the Autumn Statement.

Following a suggestion at the meeting, Cllr Scott agreed that recommendation iii) be amended to include consultation with a cross party working group.

Having been proposed by Cllr Scott, subsequently seconded by Cllr Thompson, it was

### **Resolved**

- i) To note the progress made to date;**
- ii) To debate and contribute to the initial proposals that have been put to the Secretary of State for Communities and Local Government to strengthen the councils position and enable positive and constructive discussion with central government;**
- iii) To delegate to the Corporate Directors, following consultation with the Leader of the Council and a cross party working group, to discuss and develop proposals with Secretary of State for Communities and Local Government and partner organisations; and**
- iv) That the final devolution proposal is brought back to Council for approval.**

## 79 **Community Governance Review - Progress Report**

Cllr Stuart Wheeler, Chairman of the Community Governance Review Working Group, presented a report which updated Council on progress on the

Community Governance Review (CGR), with special reference to consultations now in hand, and to prepare the ground for a full report at the extraordinary meeting of Council on 24 November 2015.

The Chairman reported receipt of questions from Mr Lance Allen , Clerk to Trowbridge Town Council as previously circulated. Mr Allen presented his questions which were responded to by Cllr Stuart Wheeler. A copy of the questions and responses are attached as an appendix to these minutes.

In response to the issues raised, Cllr Wheeler stated that he considered that the Working Group had been consistent in applying the nationally agreed guidelines in considering what parcels of undeveloped land to include in proposals; and that he did not support the inclusion of the land suggested by the Town Council. He went on to say, that during the consultation, the Town Council and all other interested parties were able to put their alternative views across; and that it would, ultimately, be the decision of the Council as to what proposals to accept.

Councillor Wheeler proposed, subsequently seconded by Cllr Scott, that the recommendations in the report be accepted.

In response to an issue raised, the Chairman requested the Working Group to consider the most appropriate method of communication which could be used to contact affected parties.

Councillor Jeff Osborn proposed, subsequently seconded by Cllr Helen Osborn, the following amendment:

*'that all the proposals in appendix C be consulted upon'.*

Having been put to the vote, this amendment was LOST..

*Admin Note: Cllr Ernie Clarke abstained from the vote*

Councillor Steve Oldrieve proposed, subsequently seconded by Cllr Jon Hubbard the following amendment:

*'That the following words be deleted from the proposal: to endorse the steps taken by the Working Party to date'.*

Having been put to the vote, this amendment was LOST.

Having been proposed by Cllr Wheeler, subsequently seconded by Cllr Scott, it was

**Resolved**

**To note progress with the Community Governance Review so far, and to endorse the steps taken by the Working Party to date, with a further report to be presented to the November meeting of Council.**

*Admin Note: Cllr Ernie Clarke abstained from the vote.*

**80 Urgent Executive Decisions taken by Cabinet**

Council received a report as required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 concerning decisions taken by Cabinet under the Special Urgency procedure. The report related to the period since the last such report to Council in May 2015.

The Deputy Leader confirmed that one decision had been taken by Cabinet using the Special Urgency procedure during this period, namely a report on the expansion of St Leonards CE VA Primary School – Award of Contract, details of which were contained in the report. He confirmed that the relevant Regulations had been complied with and that this was a procedure only used in exceptional and urgent circumstances.

**Resolved:**

**That Council notes the report and that one decision had been taken under the special urgency provision in the period since the last report on the 12 May 2015**

**81 Membership of Committees and other bodies**

The Chairman invited Group Leaders to present any requests for changes to committee membership in accordance with the allocation of seats to political groups previously approved by Council.

Following requests made by Councillor Ernie Clark, Leader of the Independent Group, the meeting;

**Resolved**

- 1. That Councillor Ernie Clark be appointed to the Northern Area Planning Committee in the place of Councillor Howard Marshall; and**
- 2. That Councillor Ernie Clark be removed from the substitute list for the Northern Area Planning Committee.**

**82 Minutes of Cabinet and Committees**



The Chairman moved that Council receive and note the following minutes as listed in the separate Minutes Book:

Cabinet	9 July 2015 21 July 2015 15 September 2015
Capital Assets Committee	21 July 2015 15 September 2015
Overview and Scrutiny Management	7 July 2015 20 July 2015
Children's Select Committee	21 July 2015
Health Select Committee	28 July 2015
Strategic Planning Committee	15 July 2015
Northern Area Planning Committee	15 July 2015 5 August 2015 26 August 2015
Eastern Area Planning Committee	6 August 2015 27 August 2015
Western Area Planning Committee	1 July 2015 12 August 2015
Southern Area Planning Committee	2 July 2015 23 July 2015
Audit Committee	29 July 2015
Staffing Policy Committee	8 July 2015
Joint Strategic Economic Committee	18 June 2015
Wiltshire Health and Wellbeing Board	16 July 2015
Wiltshire and Swindon Fire Authority	11 June 2015

The Chairmen of committees were invited to make any special announcements in connection with their respective committees and all members were given the opportunity to raise any questions arising from those minutes.

Cllr Chuck Berry, Chairman of the Health Select Committee, extended an invitation to members of Council to attend the Health Workshop scheduled for the 9 October 2015.

Councillor Sturgis stated, in response to a question from Cllr Caswill, that he was not aware of an alternative minute regarding the Middlefields item discussed at the last Cabinet Capital Assets Committee meeting.

There being no further questions, the meeting;

**Resolved:**

**That the minutes of the circulated Minutes Book be received and noted.**

### 83 Councillors' Questions

The Chairman reported receipt of questions from Councillors Jon Hubbard and Chris Caswill, the details of which were circulated in Agenda Supplement No. 1 together with responses where available from the relevant Cabinet member.

Questioners were permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded.

Question ref: 15/03 - Cllr Sturgis stated, in response to a supplementary question from Cllr Caswill, that the Destination of Trips (DOT) figures were used to check the soundness of the models.

Question ref: 15/04 - Cllr Sturgis stated, in response to a supplementary question from Cllr Caswill, that the response made reference to the fact that the modelling assumptions would be made available upon request.

Question ref: 15/05 - Cllr Whitehead stated, in response to a supplementary question from Cllr Caswill, that the modelling assumptions were amended depending on the nature and the traffic characteristics of the town.

Question ref: 15/08 - Cllr Sturgis stated, in response to a supplementary question from Cllr Caswill, that the Environment Agency set out what data was required and that the Council would check that the developer had provided the right data.

Question ref: 15/09 - Cllr Sturgis stated, in response to a supplementary question from Cllr Caswill, that the Environment Agency was responsible for the statement in relation to flooding.

A copy of the questions and responses is attached as an appendix to these minutes.

(Duration of meeting: 10.30 am - 4.07 pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail

[Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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



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**Wiltshire Council**

**Council**

**29 September 2015**

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**Statement and Question from Mr Lance Allan, Clerk to Trowbridge Town Council for Councillor Stuart Wheeler, Cabinet member for Hubs, Heritage and Arts, Governance, Support Services and Customer Care**

**Statement:**

For consideration as item 10 on the Wiltshire Council agenda today is the **Community Governance Review – Progress Report**, at paragraph 3.2 of the report it states as follows;

*Members should be aware that there are proposals (set out in Appendix C) which the CGR Working Party considered did not demonstrate sufficient community identity or local administrative factors to be put out for consultation. Those schemes are not currently out for consultation. However as the final decisions on the CGR rest with the Council, this is an opportunity for members to review that list and to express any views to the CGR Working Party.*

Wiltshire Councillors have important decisions to make regarding this Community Governance Review, similar to the decision they made earlier this year to adopt the Core Strategy for Wiltshire, decisions which will determine how the towns and villages of Wiltshire can grow into sustainable communities. Sustainable communities which will work with Wiltshire Council and other partners to deliver ONE WILTSHIRE, taking on additional assets and services, investing in infrastructure, supporting the establishment of health and well-being centres and developing vibrant town centres.

Some of the proposals *not currently out for consultation* have been proposed by Trowbridge Town Council and relate to areas which have been allocated in the Core Strategy as an Urban Extension and are now subject to planning applications, others are in areas where better natural boundaries such as canals, woodlands, rivers, business parks and new roads exist. There are therefore very clear community identity and local administrative factors which should persuade Wiltshire Councillors when reviewing that list that the CGR Working Party needs to arrange for the proposals contained in Appendix C to be subject to consultation, so that Wiltshire Councillors are able to make a final decision.

The CGR Working Party has delayed progress with a review in respect of the Chippenham area until completion of the Development Plan Document, but has so far refused to take account of the already adopted Core Strategy as a factor in respect of the Trowbridge area. The CGR Working Party has failed to provide any evidence, justification or reasoning why they have concluded that the proposals contained in Appendix C are not appropriate for public consultation.

Without public consultation, Wiltshire Councillors are being denied the opportunity to make important decisions.

### **Question 1**

Will the Council instead of; '*endorsing the steps taken by the working party to date*', as included in the recommendation at the end of the Community Governance Review – Progress Report, ask the Community Governance Review Working Party to; consult the public on all of the proposals made by Trowbridge Town Council and others set out in Appendix C, including those which relate to areas identified for development in the Core Strategy, so that Wiltshire Council has an opportunity to consider these proposals and make a decision at a later date?

### **Response**

The CGR Working Party have carefully considered all of the proposals put forward in accordance with the relevant legislation and guidance, in particular 'Guidance on Community Governance Reviews' published by the Department for Communities and Local Government (DCLG) and the Local Government Boundary Commission for England, which can be found at:

[https://www.google.co.uk/?gws\\_rd=ssl#q=guidance+on+community+governance+reviews](https://www.google.co.uk/?gws_rd=ssl#q=guidance+on+community+governance+reviews)

Section 3 of the above guidance sets out the criteria for undertaking a community governance review and the factors to be taken into consideration under section 93 Local Government and Public Involvement in Health Act 2007.

A community governance review (CGR) must reflect the identities and interests of the communities in that area and also facilitate effective and convenient local government. Consequently, a CGR must take into account the impact of community governance arrangements on community cohesion, and the size, population and boundaries of a local community or parish.

The Working Party applied these criteria in formulating their proposals for consultation. Whilst recognising that a CGR is not governed by planning legislation the Working Party took into consideration the Council's Core Strategy and areas of permitted rather than speculative development as relevant factors.

The Working Party are consulting on proposals or options that they consider best meet the relevant criteria. However, it is open to responders to the consultation to put forward any other views they may have about the review if they wish. These will be considered by the Working Party and reported to the Council in November. It will be for full Council to decide how to proceed in relation to each of the areas under review. Council may decide that there should be further consultation on alternative proposals. Nothing has been formally ruled out at this stage.

**Question from Ms Jenny Raggett, Campaign for Better Transport**

**To Councillor Councillor Fleur de Rhé-Philipe, Cabinet Member for Economic Development, Skills and Transport**

**Question 2**

Campaign for Better Transport is listed on the Swindon and Wiltshire Local Nature Partnership web site as a stakeholder. Can you please tell us:

- (a) Whether the SW LEP Nature Partnership is still in any way active or has it been dismantled? What is its current status and activity?
- (b) If the Nature Partnership is not active then how are the environmental impacts of development including transport being scrutinized by the council and consulted on by organisations such as ourselves?

**Response**

- a) The Local Nature Partnership is still an active partnership. Wiltshire Wildlife Trust provides the secretariat for the Partnership. The Partnership website including contact details for the Trust may be found here: <http://www.link2nature.org.uk/> It is understood that 'Stakeholders of the Wider Partnership' listed on the website are organisations which have attended previous LNP forum events. The Board continues to meet, however there are currently no further forum events planned.
- b) The environmental impacts of development are scrutinised by a number of internal and external consultees, who advise the planning officers on a wide range of specialist environmental subjects as appropriate. All planning applications are also publicly accessible via our website<sup>[1]</sup>, where the public and wider organisations can comment on individual planning applications.

**Question 3**

Could you please explain the working arrangement with Wiltshire Council and WS Akins. Are they working on a contract basis, and if so for how much and for how long? Which council or SWLEP transport projects that they are involved in and what major project work are they being asked to do?

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<sup>[1]</sup> <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>

## **Response**

Atkins were awarded the Council's term Highways Consultancy Contract in 2012.

The contract period is five years, with possible extensions of up to two years subject to performance

The contract is based on a set of agreed rates – individual projects are priced accordingly.

Atkins provide technical support on a range of projects, ranging from the design of small transport improvements (such as pedestrian crossings, pedestrian/cycle schemes and local safety improvements) through to major highway improvements (such as the ongoing dualling of the A350 North West of Chippenham)

They also provide transport modelling support to help guide decisions on spatial planning and business case development to assist with funding bids to external bodies



**Question from Mr Patrick Kinnersly, White Horse Alliance**

**To Councillor Fleur de Rhé-Philippe, Cabinet Member for Economic Development, Skills and Strategic Transport**

**Question 4 - Financing of Road Projects**

In relation to the **A350 Yarnbrook and West Ashton Relief Road (YWARR)**, can the Council confirm that the developer of Ashton Park has made a binding commitment to pay £11.594m towards the £17.094m cost of the road, that the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) has formally undertaken to provide £5.5m through the Local Growth Fund and therefore that the Council will not at any point have to contribute to the cost of this road?

In view of uncertainties over the final construction costs of the **YWARR** and other major schemes listed in the table provided by the Council, notably the **Badger to Chequers component of the A350 dualling** and the **M4 J17 improvements** where developer and Council contributions are not known, will the Council please provide a 'worst-case' estimate of total liabilities that it would have to meet from Council budgets if all the listed schemes were to proceed to completion?

**Response**

The Council has made no provision to contribute to the scheme, other than to act as a conduit for the Local Growth Fund allocation secured by the Local Enterprise Partnership. Heads of terms for a legal agreement have yet to be decided, however the Council's working assumption is that the developer will bear the remainder of the scheme cost.

The preceding answer confirms that there is no financial liability for the Council in respect of the Yarnbrook/West Ashton scheme – the detailed extent and costing for the other two schemes have yet to be finalised.

**Question 5 - Staffing and Expertise in WC Transport Teams**

In its response to our question on this subject the Council produced what appeared to be a comprehensive list of Council and Atkins personnel and their qualifications. However we could not find any post listed for 'Director' or 'Head of Service' for Sustainable Transport. For the sake of completeness please could you confirm that this post still exists and provide the professional qualifications of the post-holder?

## Response

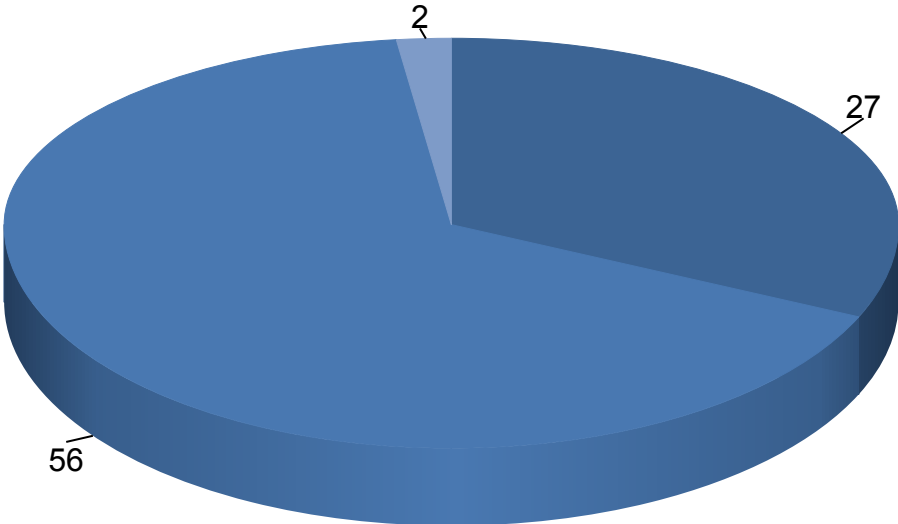
I confirm that the post exists.

Post	Professional Qualifications
Head of Service – Sustainable Transport	Member of Chartered Institute of Highways and Transport

29/09/2015

11:45:56

Voting - Motion 24 - Councillors Jon Hubbard and Jeff Osborn



Confirmation presences: 85

- Yes 27
- No 56
- Abstained 2

29/09/2015

11:45:56

**Voting - Motion 24 - Councillors Jon Hubbard and Jeff Osborn**

Confirmation presences: 85

**Yes : 27**

Cllr Brian Dalton (LD) :1  
Cllr Chris Caswill (Ind) :1  
Cllr Chris Hurst (LD) :1  
Cllr David Jenkins (LD) :1  
Cllr David Pollitt (UKIP) :1  
Cllr Dennis Drewett (Ind) :1  
Cllr Desna Allen (LD) :1  
Cllr Ernie Clark (Ind) :1  
Cllr Glenis Ansell (LD) :1  
Cllr Gordon King (LD) :1  
Cllr Graham Wright (Ind) :1  
Cllr Helen Osborn (Ind) :1  
Cllr Ian McLennan (Lab) :1  
Cllr Ian Thorn (LD) :1  
Cllr Ian Tomes (Lab) :1  
Cllr Ian West (LD) :1  
Cllr Jeff Osborn (Ind) :1  
Cllr Jon Hubbard (LD) :1  
Cllr Linda Packard (LD) :1  
Cllr Mark Packard (LD) :1  
Cllr Nick Fogg MBE (Ind) :1  
Cllr Pat Aves (LD) :1  
Cllr Peter Edge (LD) :1  
Cllr Rosemary Brown (LD) :1  
Cllr Stephen Oldrieve (LD) :1  
Cllr Terry Chivers (Ind) :1  
Cllr Trevor Carbin (LD) :1

**No : 56**

Cllr Alan Hill (Con) :1  
Cllr Alan MacRae (Con) :1  
Cllr Andrew Davis (Con) :1  
Cllr Anna Cuthbert (Con) :1  
Cllr Bill Moss (Con) :1  
Cllr Bridget Wayman (Con) :1  
Cllr Charles Howard (Con) :1  
Cllr Christopher Devine (Con) :1  
Cllr Christopher Newbury (Con) :1  
Cllr Christopher Williams (Con) :1  
Cllr Chuck Berry (Con) :1  
Cllr Fleur de Rhé-Phillipe (Con) :1  
Cllr Fred Westmoreland (Con) :1  
Cllr Horace Prickett (Con) :1  
Cllr Howard Marshall (Con) :1  
Cllr Jacqui Lay (Con) :1

Cllr James Sheppard (Con)	:1
Cllr Jane Scott OBE (Con)	:1
Cllr Jemima Milton (Con)	:1
Cllr Jerry Kunkler (Con)	:1
Cllr Jerry Wickham (Con)	:1
Cllr John Knight (Con)	:1
Cllr John Smale (Con)	:1
Cllr John Thomson (Con)	:1
Cllr Jonathon Seed (Con)	:1
Cllr Jose Green (Con)	:1
Cllr Julian Johnson (Con)	:1
Cllr Keith Humphries (Con)	:1
Cllr Laura Mayes (Con)	:1
Cllr Leo Randall (Con)	:1
Cllr Mark Connolly (Con)	:1
Cllr Mary Champion (Con)	:1
Cllr Melody Thompson (Con)	:1
Cllr Mike Hewitt (Con)	:1
Cllr Molly Groom (Con)	:1
Cllr Nina Phillips (Con)	:1
Cllr Paul Oatway QPM (Con)	:1
Cllr Peter Evans (Con)	:1
Cllr Peter Hutton (Con)	:1
Cllr Phillip Whalley (Con)	:1
Cllr Phillip Whitehead (Con)	:1
Cllr Pip Ridout (Con)	:1
Cllr Richard Britton (Con)	:1
Cllr Richard Clewer (Con)	:1
Cllr Richard Gamble (Con)	:1
Cllr Richard Tonge (Con)	:1
Cllr Roy While (Con)	:1
Cllr Sheila Parker (Con)	:1
Cllr Simon Jacobs (Con)	:1
Cllr Simon Killane (Ind)	:1
Cllr Stewart Dobson (Con)	:1
Cllr Stuart Wheeler (Con)	:1
Cllr Sue Evans (Con)	:1
Cllr Toby Sturgis (Con)	:1
Cllr Tony Deane (Con)	:1
Cllr Tony Trotman (Con)	:1
<b>Abstained</b>	<b>: 2</b>
Cllr Graham Payne (Con)	:1
Cllr John Noeken (Con)	:1

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**Wiltshire Council**

**Council**

**29 September**

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## **Councillors' Questions**

**From Councillor Jon Hubbard, Melksham South Division**

**To Councillor Richard Tonge, Cabinet Member for Finance**

### **Question (15/02)**

Could the Cabinet Member please confirm if at any time during the tendering process for the Highways and Streetscene contract any advice was received from officers that in in-house model of provision for many of the services within the contract could be made that would be cheaper and perform better?

*Note: This question has been referred to Councillor Tonge as it relates to a decision taken while he was Cabinet Member for Highways and Transport.*

### **Response**

Members of Cabinet *and* members on the Environment Select Committee received three reports from officers covering four options for the highways and street scene services, including an in house option. These options were:

- Option 1. A full in house service provision
- Option 2. Two separate contracts, one for highways and one for street scene services
- Option 3. A single combined contract
- Option 4. Continuation of the mixed model inherited from the district councils at the time of unitary transfer (in house and external)

The report to Cabinet on November 15, 2011 from M Boden, Corporate Director outlined these four options in detail and the process to be followed to select the preferred option.

The report to Environment Select Committee on March 1, 2012 and then to Cabinet on March 20, 2012 from C Brand, Corporate Director (authors P Khansari and M Smith, Service Directors) evaluated each of these options in turn and recommended that members select Option 3 as offering the best combination of price and quality. *The report from officers did not say that Option 1 would be cheaper and would perform better.*

The final report to Cabinet on December 18, 2012 (a part 1 and part 2 report) from P Khansari and M Smith, Service Directors outlined the tenders submitted from five contractors and recommended the selection of contractor A with the best overall assessed score (Balfour Beatty).

**Councillors' Questions**

**From Councillor Chris Caswill, Chippenham Monkton Division**

**To Councillor Toby Sturgis, Cabinet Member for Strategic Planning,  
Development Management, Strategic Housing, Property and Waste**

**Question (15/03)**

At a public meeting on 3 September, a representative of Atkins, the Council's traffic consultants, acknowledged that no data on traffic movements in and across Chippenham had been collected since 2007-8. Will you confirm that to be correct?

**Response**

This is not correct; as was explained at the meeting. A comprehensive set of data, including roadside interviews and number plate surveys at six locations, traffic counts at 34 junctions and 16 other sites, car park counts at eight locations including the rail station and Sadlers Mead, journey time surveys on six routes, and queue length surveys, was collected.

Although there has been no further data collection on this scale, amendments have been made to the model to take account of traffic growth between 2010 and 2015, using factors for Chippenham published by the Department for Transport. Comparisons between 2007/8 traffic flows and current flows have also been made on nine roads using traffic counts undertaken by the Department for Transport which helps to confirm the reliability of the model.

**Question (15/04)**

At the same meeting, the same person offered to share with the Council the assumptions which lie behind the modelling of Chippenham (and in particular, Monkton Park) traffic flows. Has this happened yet, and if so will you now make those assumptions public?

**Response**

A query was raised by a meeting attendee regarding the destinations of trips that originate in the Monkton Park area in the model forecast year (2026). The offer related to sharing information on the patterns of movements that are built into the Chippenham Transport Model.

This information can be provided to individuals on request, and shows the destinations of trips that have originated in Monkton Park in the AM (08:00 – 09:00) and PM (17:00 – 18:00) peak hours.



### **Question (15/05)**

Why did the Council not require and examine those assumptions before completing the Chippenham DPD?

### **Response**

The information provided under the response to Q2 (above) is based on the extensive data collection that took place when the Chippenham Transport Model was developed. The patterns of movement identified from this data have been carried forward to the most recent work, with traffic volumes then increased in line with factors published by the Department for Transport.

The assumptions used were in line with recognised practice. Traffic forecasts have been validated through traffic counts.

### **Question (15/06)**

Reference is made in the Council's Flooding Evidence paper to 2007, 2009 and 2011 reports by Scott Wilson flooding consultants. It is now understood that one or more of these reports recommended that no development take place east of the River Avon until hydrological and other flood assessment studies had been carried out over a period of time? Is that correct, and if so, why has this advice been ignored in the Chippenham DPD?

### **Response**

None of the work commissioned from Scott Wilson recommended that no development take place east of the River Avon. Their work contained a number of recommendations for the whole of Wiltshire, none of which have been ignored. The most pertinent recommendation involving Chippenham was made in 2009 and it suggested:

*"...to mitigate against the anticipated effects of climate change further information through additional hydraulic modelling may be required to inform potential flood alleviation options within existing urban areas of Chippenham, Salisbury and Malmesbury."*

Scott Wilson then prepared a Surface Water Management Plan - Focussed on Chippenham, Trowbridge and Salisbury, which was published in 2011, carried out further modelling and produced a number of observations mainly addressing issues in the urban area.

It did also refer to potential developments located in greenfield areas and commented:

*"These are not served by the public sewer system and flow paths associated with ordinary watercourses (ditches, mainly) are likely to convey water to the River Avon. Surface water management should be considered during the master planning*

*phases to direct development away from potential flow routes and to provide green open space. Site level investigation should be undertaken to identify the suitability of infiltration SuDS due to the presence in some areas of River Terrace Deposits and Alluvial Deposits.”*

The draft Chippenham Site Allocations Plan follows this approach.

Hydraulic modelling is carried out periodically by the Environment Agency to update its flood risk maps. Such work is being carried out currently for the River Avon at Chippenham but the Agency indicate there are only likely to be very minor changes to current flood risk areas. These do not affect proposals of the draft Chippenham Site Allocations Plan. In terms of planning for development detailed site level investigation and hydraulic modelling is carried out as part of Flood Risk Assessments required for planning applications over one hectare and these are used to inform sustainable drainage measures.

### **Question (15/07)**

Are the Scott Wilson reports publicly available, and if so, where?

### **Response**

All three reports from Scott Wilson were published on Council websites (2007 work was commissioned by the former North Wiltshire District Council.) They continue to remain available to view on the following links:

Wiltshire Surface Water Management Plan – Focussed on Chippenham, Trowbridge and Salisbury, Phase I & II - Final Report 2011

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/planningpolicyevidencebase/planningpolicysurfacewatermanagementplan.htm>

Wiltshire Strategic Flood Risk Assessment High Level Executive Summary, published in June 2009:

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/planningpolicyevidencebase/strategicfloodriskassessment.htm>

North Wiltshire Strategic Flood Risk Assessment Level One 2007:

[http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/planningpolicyevidencebase/evidencebasenorth.htm#SFRA\\_Level\\_One](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/planningpolicyevidencebase/evidencebasenorth.htm#SFRA_Level_One)

### **Question (15/08)**

The risk of increased flooding from green field developments around Chippenham, including the Rawlings Farm and East Chippenham sites is dealt with by requiring each site not to increase water runoff above current levels. Is it correct that measurement of current and future run off will depend entirely on calculations made by developers? And that the Council will also rely on the management and assessment of the necessary urban drainage systems being undertaken by the developers?

## **Response**

The assessment of current and future surface water runoff will not depend entirely on calculations by developers. A flood risk assessment will be required as part of any planning submission; and this will need to include relevant information on ground conditions, existing flows and supporting calculations. This information will be reviewed by the Council as part of the planning process. Detailed or complex computer modelling will be checked by independent consultants if necessary.

The responsibility for management of drainage is set out within the Flood and Water Management Act. This could be by the Council, sewerage undertaker, management company, householders or named persons. In the event of the relevant organisation ceasing to trade ownership/maintenance responsibility would be expected to fall to the Council. It is important that any new drainage systems are suitable and effective, and the Council is keen to ensure that is the case with any future development around Chippenham.

## **Question (15/9)**

It was also stated at the 3 September public meeting that the necessary urban drainage systems must be located within Flood Zones 1, the areas of lowest flood risk, and that systems which rely on infiltration will not be acceptable in the clay soil. Will you confirm this to be correct and that the Council will absolutely and without exception require this?

## **Response**

In accordance with guidance any attenuation or sustainable drainage systems would need to be in Flood Zone 1 areas. The area does have clay soils which are unlikely to be effective for infiltration, and it is considered that other sustainable drainage techniques would be required. The exact arrangements would require careful consideration by the developer in order to be able to demonstrate an effective drainage system is in place to conform to current standards.

The risk of flooding to our communities is understood, and the distress and disturbance caused by flooding is appreciated, especially following the major flooding last year. It is important that new development does not add to or create additional flood risk. This is taken forward by the proposals in the draft Plan.

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## COUNCIL

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### **DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 24 NOVEMBER 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Richard Britton (Chairman), Cllr Rosemary Brown, Cllr Allison Bucknell (Vice-Chair), Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Anna Cuthbert, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Mary Douglas, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Keith Humphries, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr David Pollitt, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Baroness Scott of Bybrook O.B.E, Cllr Jonathon Seed, Cllr James Sheppard, Cllr John Smale, Cllr Toby Sturgis, Cllr Melody Thompson, Cllr John Thomson, Cllr Ian Thorn, Cllr Ian Tomes, Cllr Dick Tonge, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams and Cllr Graham Wright

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#### **81 Apologies**

Apologies for absence were received from Cllrs Stewart Dobson, Horace Prickett, Mary Champion, Nick Blakemore and Bill Douglas.

#### **82 Declarations of Interest**

There were no disclosable interests declared. The Chairman referred members to the specific advice they had received from the monitoring officer.

It was noted that membership of a Parish, Town or City Council was not a pecuniary interest; however in the interest of transparency, that it would be prudent for Members to declare such membership at the start of a scheme if they intended to speak on it.

### **83 Announcements by the Chairman**

Rather than read out all the announcements, the Chairman referred members to his Chairman's blog which included full details of his announcements. This covered engagements he had attended as well as those attended the Vice-Chairman.

In addition, the Vice-Chairman, expressed the Council's congratulations to the winners of this year's Best Kept Village Competition organised by the Council For The Protection Of Rural England, which were:

- Aldbourne - the best kept large village
- Great Somerford - the best kept medium village
- Wilcot - the best kept small village
- Stapleford - the Laurence Kitching winner of winners award.

The Chairman stated that he had attended four different remembrance events across the County and commended the dedication of the Royal British Legion and expressed his hope they would continue to draw in the new generation needed to maintain their success.

Finally, The Chairman made reference to the death of Mary Pearce, a former West Wiltshire District and Trowbridge Town Councillor. It was noted that she had been the first female chair of both councils and had been considered a stalwart of the town.

### **84 Public Participation**

The Chairman stated that there were a number of speakers registered to speak under on items 7 and 8 – community governance review, and that there were three sets of public questions which had been included in Agenda Supplement 1. He stated that he would deal with the statements and questions under the respective scheme area. Responses to the questions were included in Agenda Supplement 2

### **85 Councillors' Questions**

There were no formal questions, but Cllr Jon Hubbard asked if he could express his thanks to the officers for their hard work on the Community Governance Review.

### **86 Review of Proportionality and Allocation of Seats on Committees to Political Groups**

The Chairman referred the meeting to the report. In moving the recommendation, subsequently seconded by the Vice-Chairman, the Chairman

asked if the affected group leaders could confirm their committee changes as a result of the review.

The Baroness Janes Scott of Bybrook, OBE, Leader of the Conservative Group stated that Cllr Howard Marshall would be appointed to the North Area Planning Committee; and that Cllr John Noeken would be replaced on the Overview & Scrutiny Committee by Cllr Tony Trotman.

Cllr Ernie Clark, Leader of the Independent Group, stated the Cllr Howard Marshall would be replaced on the Appeals Committee by Cllr Graham White; and that he, Cllr Ernie Clark would come off the Northern Area Planning Committee and become a substitute on that Committee.

There being no further amendments, the meeting;

### **Resolved**

- (a) To note this report and the legal requirements.**
- (b) To confirm the aggregate number and the draft scheme of committee places available to members of the Council as set out in Appendix 2 as presented.**
- (c) To agree to keep the status quo position on the Police and Crime Panel pending a further report reviewing the allocation of seats to political groups to Council in February 2016 following the 26 November by-election.**
- (d) To make those changes to the appointment of councillors and substitutes to serve on those committees in accordance with the revised scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.**
- (e) To approve the committee membership changes as proposed by group leaders.**

### **87 Notice of motion No. 27 - Inclusion of Laverstock and Ford Parish into Salisbury Parish - Councillors Mary Douglas and Richard Clewer**

The Chairman reported receipt of one motion which had been received within the required timescale, and that given that the matter was inextricably linked to item 8, he stated that he would take the motion under that item.

### **88 Community Governance Reviews**

The Chairman outlined how he intended to deal with the various Community Governance Review schemes under consideration on this item. He then asked

Cllr Stuart Wheeler, Chair of the Community Governance Review Working Group, to introduce the report.

Cllr Wheeler thanked the members on the Working Group for their support during the process, thanked the officers support provided to the Working Group and to the process, making particular reference to: John Watling, Phil Morgan, Ian Gibbons, Paul Taylor, Yamina Rhouati and all Democratic Services. Cllr Wheeler made special reference to the work of Jessica Croman in Democratic Services who had helped to co-ordinate and support the working group and various public meetings, wishing her well in her maternity leave.

In proposing the general proposals of the Working Group, subsequently seconded by Cllr Jon Hubbard, Cllr Wheeler went to outline to terms of reference and composition of the Working Group and that members of the group had withdrawn from deliberations of final recommendations where they had an interest as a resident or member of the relevant local council. Cllr Wheeler clarified that none of the parishes in his area were affected by any of the proposals, allowing him to participate without fettering. He went on to outline how the views of the public had been sought and what matters the working group could consider in accordance with the national guidance. He clarified that the matter of the precept and the impact of the proposals on planning development matters did not form part of the deliberations of the working group.

Cllr Ernie Clark proposed the wording of the proposal be amended to ask the Working Group to take action so that any properties which might be moved from one parish to another was written to individually by this Council alerting them to the consultation and advising how they can make their representations to the working group.

Cllr Stuart Wheeler indicated that he was happy to accept this as a friendly amendment, and it therefore became part of the substantive motion.

Cllr Ian McLennan spoke in support of the amendment, and Cllr Jon Hubbard raised some concerns over the issue of consistency as this represented a change to the procedure part way through the process.

The being no further debate, the meeting;

### **Resolved**

- 1. To approve the recommendations set out in the appendices to the report as presented, as subsequently debated and amended, in respect of the parishes that have been reviewed;**
- 2. That, where changes to the area or structure of parishes are approved, the Working Group gives further consideration to the consequential changes (if any) that may need to be made to the electoral**



**arrangements for those parish councils, including any changes to warding and brings these back to Council for final approval; and**

- 3. That the Working Group be instructed that any properties which might be moved from one civil parish to another is written to individually by Wiltshire Council alerting them to the consultation and advising how they can make their representations to the working group.**

## 89 **Salisbury**

The Chairman invited Cllr Stuart Wheeler to introduce the items on Salisbury. Cllr Wheeler reserved the right to speak in detail on the specific proposals after the matter of the Notice of Motion – No. 27 had been resolved.

Cllrs Andrew Roberts, Sven Hocking and Matthew Deane, Salisbury Town Council, spoke in support of the motion.

Cllr David Burton, Laverstock and Ford Parish Council, spoke in objection to the motion. The Chairman drew the meeting's attention to the question received from Cllr David Burton, Chairman of Laverstock and Ford Parish Council, and the response from Wiltshire Council, included in the agenda supplement no. 2. Cllr Burton, in presenting his question, emphasised how the parish council served a predominately rural community.

Cllr Mary Douglas moved the motion which was duly seconded by Cllr Richard Clewer.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman.

Councillor Mary Douglas and Cllr Richard Clewer spoke in support of their motion.

Cllr Ernie Clark, Jon Hubbard and Cllr Ian McLennan spoke against the motion.

The Chairman invited comments from the Political Group Leaders. Cllr Glenis Ansell and Cllr Ricky Rogers stated that they did not support the motion.

The following Councillors spoke in the debate: Cllr Peter Edge, Cllr John Walsh, Cllr Julian Johnson, Cllr Bill Moss, Cllr Jeff Osborn, Cllr Nick Fogg, Cllr Ian Tomes, Cllr Richard Clewer, Cllr Christopher Devine, Cllr Simon Killane, Cllr Mollie Groom, Cllr Alan Hill, Cllr Brian Dalton, Cllr Terry Chivers, and Cllr Christopher Newbury.

Issues discussed in the course of the debate included: the access to services and community identity; whether the Working Group had fully considered the matters in this area; the length of the process and the submissions already

made; the benefits and drawbacks of merging communities; how councils could work in partnership without formal merger; and the views of the public.

Following a recorded vote, the meeting;

**Resolved**

**That Council instruct the Working Group to investigate and consult on the merger of Laverstock and Ford Parish into Salisbury City Parish; and bring the matter back to Full Council for a decision at the earliest opportunity.**

A record of the vote is appended to these minutes.

Cllr Wheeler then presented the specific schemes for the Salisbury Area (ref 1, 2, 3, 4, 5, 6 and 7), and outlined that the Working Group's proposed changes. In his presentation,

Cllr Julian Johnson and Cllr Brian Dalton, Local Members, raised no objection to the proposals.

**Resolved**

**That the area of land in the parish of Britford shown hatched and edged in green on Map 1b (Area A1,A2 & B7), being land between the A354 Coombe Road and Old Blandford Road, becomes part of the parish of Salisbury.**

The meeting considered the two proposals for the Properties within Hampton Park (ref 2 and 3).

Cllrs Andrew Roberts, Colin Froude and Matthew Deane, Salisbury City Council, spoke in support of their proposal.

Cllr Derek Hayes, Laverstock and Ford Parish Council, spoke in support of their proposal.

Cllr Baroness Jane Scott OBE proposed, subsequently seconded by Cllr John Thomson, that consideration of both these schemes be deferred so that they may be considered as part of the consideration of the proposal to merge Laverstock and Ford Parish Council and Salisbury City Council.

There being no further debate, the meeting;

**Resolved**

**To defer consideration of proposals affecting the Properties within Hampton Park (ref 2 and 3), and that these be referred back to the Working Group.**

The meeting considered the proposal for the Properties within Halfpenny Road Estate (ref 4).

Cllr Richard Clewer proposed, subsequently seconded by Cllr Mary Douglas, that consideration of the proposal be deferred and that the proposal be referred back to the Working Group for consideration.

Having been put to the vote, the amendment was lost.

The meeting then discussed the original motion and, there being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of Netherhampton shown hatched and edged in green on Map 4 (Area A1,A2 & B7), being land between the edge of the Harnham Trading Estate and Halfpenny Road, becomes part of the parish of Salisbury.**

The meeting considered the proposal for the Properties near Skew Road/Wilton Road Junction (ref 5).

Cllr Richard Edge, subsequently seconded by Cllr Trevor Carbin, proposed an amendment that:

*That the area with the line going South on The Avenue be amended, to show the line going North to the point at which it meets the Salisbury Parish boundary on the east of The Avenue.*

*This is to correct the original map outline submission of Wilton Town Council and the recent correspondence received from the Town Clerk, and that this proposal be referred back to the working party to consider and subsequently brought back to full council to determine.*

Having been put to the vote, the amendment was lost.

The meeting then discussed the original motion and, there being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of Salisbury shown hatched and edged in green on Map 5 (Area A1,A2 & B7), being land near the Skew Road/Wilton Road junction, becomes part of the parish of Quidhampton.**

The meeting considered the proposal for The Avenue and Fugglestone Red Area (ref 6).

Cllr Ricky Rogers confirmed that he was happy to accept the recommendation of the Working Group.

There being no further debate, the meeting;

### **Resolved**

**That the proposal for the area of land at The Avenue and Fugglestone Red in the parish of Salisbury, shown edged green on Map 6 (Area A1,A2 & B7), to become part of the parish of Wilton be not supported and that there be no changes in this area.**

The meeting considered the proposal for the New cemetery land - The Avenue and A360 Area (ref 7).

There being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of South Newton shown hatched and edged in green on Map 7 (Area A1,A2 & B7), being land near the Avenue and A360, becomes part of the parish of Salisbury.**

## 90 **Trowbridge**

Cllr Wheeler presented the Trowbridge Area schemes (ref 8, 19, 20, 21, 22, 23, 26 and 27), and outlined the recommendations of the Working Group and drew attention to the reasons for the proposal the defer consideration of all of the proposals in that area.

Cllr Ernie Clark clarified that he had not been involved in the discussion of the Trowbridge items.

The Chairman made reference to the large number of members of the public registered to speak on this item, but asked them to reconsider whether they wished to speak on the item given that the Working Group's proposal was to defer the matter.

Mr Francis Morland chose to speak and raised an issue regarding the changes to the statutory framework and process which, in his opinion, resulted in disproportionate power resting in the hands of the representatives of more urban communities. The Chairman stated that points raised did not relate directly to the proposal to defer consideration.

Cllr Stephen Siddall, of Holt Parish Council spoke against the proposals to change the boundary with Trowbridge Town Council.

Cllr John Knight proposed, subsequently seconded by Cllr Jeff Osborn, that the schemes referenced 24, 25, 28 and 29 should also be considered fully by the Working Group as part of the deferral of the schemes in the Trowbridge area.

Cllr Stuart Wheeler stated that he would accept those amendments as a friendly amendment to the substantive motion, and made clear that it would be for the Working Group to consider whether to endorse any proposals made for recommendation to Council for final decision.

Cllr Trevor Carbin proposed, subsequently seconded by Cllr Magnus MacDonald, that scheme ref 24 should not be included in the proposal to defer, and that it not be subject to further consultation.

Cllr Stuart Wheeler argued that the proposals for the Trowbridge Area should be considered together and did not support the amendment.

Having been put to vote, the motion was lost.

The meeting then proceeded to consider the proposal, as amended, to defer all schemes in the Trowbridge Area.

Cllr Jon Hubbard spoke in support of the motion, and the need to consider the schemes as a whole.

There being no further debate, the meeting;

### **Resolved**

**That decisions on the proposals numbered 18, 19, 20, 21, 22, 23, and 26 for changes to the areas of Trowbridge and surrounding parishes be deferred for further consideration and consultation by the Working Group and that there also be consultation on proposal 24 (Lady Down Farm), proposal 25 (Hilperton Gap South), proposal 27 (West Ashton Road Employment Land) proposal 28 (Ashton Park Urban Extension) and proposal 29 (White Horse Business Park).**

### 91 **Chippenham**

Cllr Wheeler presented the Chippenham scheme (ref 30) and the Chippenham Without – Change of Name (ref 31), and outlined that the Working Group's proposed changes. In his presentation, Cllr Wheeler explained that the Working Group recommended that consideration of both schemes be postponed to consider the implications of the Chippenham Sites Allocation DPD.

Cllr Linda Packard, local Ward Member and member of Chippenham Town Council, expressed her frustration at the delay.

Mr Malcolm Toogood, expressed his concern that the publication of the maps in relation to scheme no. 31 may have a negative impact on extant planning processes in the area.

There being no further debate, the meeting;

**Resolved**

- 1. That no decision be made at this stage on changes to the parish of Chippenham (other than proposal 42 below), pending conclusion of the Chippenham DPD process, following the directions given by the Core Strategy inspector; and**
- 2. That consideration of any proposed name change for Chippenham Without parish be deferred pending further consideration of any other community governance arrangements in the Chippenham area.**

92 **Devizes**

Cllr Wheeler presented the Properties within Roundway and Devizes parishes schemes (ref 32 and 33), and outlined that the Working Group's proposed changes. In his presentation, Cllr Wheeler explained that both local councils were in favour of the change, and that any warding issues would be dealt with at a later date.

Cllr Laura Mayes local Ward Member, expressed her support for the proposal.

There being no further debate, the meeting;

**Resolved**

- 1. That the parish of Roundway be abolished and that the areas currently within Roundway parish become part of Devizes parish; and**
- 2. That the Working Group consider and consult on the most appropriate way to give effect to this decision.**

Cllr Wheeler presented the Bishop Cannings area schemes (ref 34, 35, 35b and 35c), and outlined that the Working Group's proposed changes. In his presentation, Cllr Wheeler explained that both local councils were in favour of the change, and that any warding issues would be dealt with at a later date.

Councillor Cllr Laura Mayes local Ward Member, expressed her support for the proposal.

There being no further debate, the meeting;

**Resolved**

1. That the area of land in the parish of Roundway shown hatched and edged in green on Map 2 (Bishops Cannings & Devizes), being land between Franklyn Road and Windsor Drive, becomes part of the parish of Bishops Cannings;
2. That further consideration be given by the Working Group to the proposal that the area of Bishops Cannings parish to the south of Brickley Lane/Broadway House become part of Roundway/Devizes Parish;
3. That the area of land in the parish of Bishops Cannings shown hatched and edged in green on Map Scheme 35b - Hopton Boundary Changes 12 October 2015, being land at Hopton Industrial Estate , becomes part of the parish of Roundway/Devizes; and
4. That there should be a single electoral ward for the parish of Bishops Cannings, replacing the current two wards of Bishops Cannings and Cannings Hill.

93 **Calne**

Cllr Wheeler presented the Sandpit Road area scheme (ref 36), and outlined the Working Group's proposed changes.

Cllr Tony Trotman, local Ward Member, expressed his support.

There being no further debate, the meeting;

**Resolved**

**That the area of land in the parish of Calne Without in the Sandpit Road area shown hatched and edged in green on Map 1 (Area A7) becomes part of the parish of Calne**

Cllr Wheeler presented the Wenhill Heights area scheme (ref 37), and outlined that the Working Group's proposed changes.

There being no further debate, the meeting;

**Resolved**

**That the area of land in the parish of Calne Without in the area of Wenhill Heights shown hatched and edged in green on Map Scheme 37 - Area A7- Calne Area Wenhill Heights Map 2 becomes part of the parish of Calne**

Cllr Wheeler presented the John Bentley school area scheme (ref 38), and outlined that the Working Group's proposed changes.

There being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of Calne Without in the vicinity of John Bentley School shown hatched and edged in green on Scheme 38 - Area A7- Calne Area John Bentley School Map 3 becomes part of the parish of Calne**

Cllr Wheeler presented The Knowle, Stockley Lane Area which affected six properties on Stockley Lane scheme (ref 39), and outlined the Working Group's proposed changes.

Cllr Christine Crisp, the Local Member, stated that some local residents were not in favour of the change.

There being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of Calne Without at The Knowle, Stockley Lane shown hatched and edged in green on Map Scheme 39 - Area A7- Calne Area The Knowle Stockley Lane Map 4 becomes part of the parish of Calne**

## 94 **Corsham**

Cllr Wheeler presented the Properties within Rudloe excluding Wadswick area (Corsham Town Council proposal) scheme (ref 40) and the Properties within Rudloe Estate (part) (Box Parish Council proposal) (ref 41), and outlined that the Working Group's proposed changes. In proposing the recommendations, subsequently seconded by Cllr Jon Hubbard, Cllr Wheeler stated that the working group had supported the proposal from Box Parish Council to move the remainder of the Rudloe community within the Box area, and recommended that the alternative proposal from Corsham Town Council not be supported.

Cllrs Ernie Clark and Ian Mclennan made reference to the views of the public and the importance of community affinity.

Cllr Ruth Hopkins, Chair of Corsham Town Council, agreed that the current boundaries, splitting the Rudloe community, did not make sense, but argued that the Town Council's proposals wanted to match the aspirations of the community and take account of possible new developments.



Cllr Pauline Irons, Chair of Box Parish Council, urged the Council to accept the Working Group's recommendations and emphasised the importance of governance and identity. In her opinion, the overall view of the community was clear.

Cllr Sheila Parker, local Member, spoke in support of the Working Group's recommendation.

Cllr Philip Whalley proposed, subsequently seconded by Cllr Alan Macrae, that:

*The area of land in the parish of Box to the south-east of the B3109 Bradford Road shown hatched on Map Scheme 40-41 Area 8 Corsham and Box Map 2 become part of Corsham Parish; and*

*In addition the use of the B3109 Bradford Road as the eastern boundary for the parish of Box puts in place a clear boundary tied to firm ground detail and removes an anomalous and outdated parish boundary.*

In response to the amendment, Cllr Wheeler stated that this additional proposal should be referred to the Working Group to allow for consideration and consultation. Cllr Whalley accepted this modification to his amendment and, having been put to the vote, the meeting;

### **Resolved**

**To accept the following amendment to be added the substantive motion:**

- 1. That the working group is asked to consider the proposal that the area of land in the parish of Box to the south-east of the B3109 Bradford Road shown hatched on Map Scheme 40-41 Area 8 Corsham and Box Map 2 should become part of Corsham Parish and report back to council; and**
- 2. That the working group is asked to consider that In addition the use of the B3109 Bradford Road as the eastern boundary for the parish of Box puts in place a clear boundary tied to firm ground detail and removes an anomalous and outdated parish boundary and report back to council.**

The meeting then voted on the substantive motion as amended, and;

### **Resolved**

- 1. That the proposal for the area of land at Rudloe in the parish of Box, shown edged green on Map Scheme 40 and 41 - Area A8 - Corsham and Box Area Map 2 to become part of the parish of Corsham be not supported;**

2. That the area of land in the parish of Corsham shown hatched and edged in green on Scheme 40 and 41 - Area A8 - Corsham and Box Area Map 3 being land at Rudloe, becomes part of the parish of Box;
3. That the working group is asked to consider the proposal that the area of land in the parish of Box to the south-east of the B3109 Bradford Road shown hatched on Map Scheme 40-41 Area 8 Corsham and Box Map 2 should become part of Corsham Parish and report back to council; and
4. That the working group is asked to consider that In addition the use of the B3109 Bradford Road as the eastern boundary for the parish of Box puts in place a clear boundary tied to firm ground detail and removes an anomalous and outdated parish boundary and report back to council.

Cllr Wheeler presented the Properties within Land to the East of the A350 scheme (ref 42), and outlined that the Working Group's proposed changes.

Cllr Peter Hutton, a Local Member, stated that he was pleased that Corsham Town Council had accepted this proposal positively.

There being no further debate, the meeting;

#### **Resolved**

**That the area of land in the parish of Corsham shown hatched and edged in green on Map Scheme 42 - Area A8 - Corsham and Chippenham A350 Map 1 being land to the east of the A350, becomes part of the parish of Chippenham.**

#### 95 **Melksham**

Cllr Stuart Wheeler introduced the proposals for the Melksham Area (ref 43, 44, 45, 46, 47 and 48), and outlined that the Working Group's proposed changes.

The meeting then considered the scheme for the merger of Melksham Town Council and Melksham Without Parish Council (ref 44 and 45).

Representations were received from Cllr Richard Wood, Melksham Without Parish Council, Mike Mills, Tony Bruun and Brain Warwick

Cllr Jon Hubbard spoke in support of the proposal to merge the two parish councils.

Cllrs Terry Chivers and Roy While spoke against the proposal to merge.

Issues discussed in the course of the debate included: the potential impact on community identity; how the councils currently worked together; the potential impact on efficiency of administration; the benefits and drawbacks of merging communities; how councils could work in partnership without formal merger; and the views of the public.

Having been put to a recorded vote, the meeting;

**Resolved**

**That there be no change to the structure of Melksham and Melksham Without parishes and that they remain as separate parishes**

A record of the vote is appended to these minutes.

The meeting then considered the scheme for the Properties within Melksham Without (Snarlton Lane, Thyme Road area) (ref 43).

Representation were received from Alan Banes and Brian Warwick

Cllr Terry Chivers spoke in support of the proposal.

There being no further debate, the meeting;

**Resolved**

**That the area of land in the parish of Melksham Without shown hatched and edged in green on Scheme 43 - Area A9 - Melksham and Melksham Without Map 1, being land in the vicinity of Snarlton Lane and Thyme Road, becomes part of the parish of Melksham**

The meeting then considered the scheme for the Re-draw north west boundary to align with the A365 and Dunch Lane junction (ref 46).

Representation were received from Alan Banes and Brain Warwick

There being no further debate, the meeting;

**Resolved**

**That the area of land in the parish of Melksham Without shown hatched and edged in green on Scheme 46 - Area A9 - Melksham and Melksham Without Map 2, being land in the vicinity of Dunch Lane and the A365 becomes part of the parish of Melksham.**

The meeting then considered the scheme for the Southern boundary with Seend, Locking Close and the canal – Giles Wood (ref 47).

Representations were received from Mike Mills in support of the proposal, and from Cllr Kevin Reed, Seend Parish Council, against the proposal.

Cllr Terry Chivers and Cllr Jon Hubbard spoke in support of the proposal.

Cllr Jonathon Seed and Cllr Philip Whitehead spoke against the proposal.

The meeting then considered passing the following motion, as recommended by the Working Group:

*That the area of land in the parish of Seend, shown hatched and edged in green on Map Scheme 47 - Area A9 - Melksham and Melksham Without Map 3 being land in the vicinity of Locking Close and Giles Wood becomes part of the parish of Melksham Without.*

Having been put to a recorded vote, the motion was lost. This vote, in effect, meant that there would be no change to the border between Melksham Without Parish Council and Seend Parish Council.

A record of this vote is appended to these minute.

The meeting then considered the scheme for the Land between Berryfield Lane and the River Avon – LCP (ref 48).

A representation was received from Alan Banes.

Cllr Terry Chivers spoke in support of the proposal.

There being no further debate, the meeting;

### **Resolved**

**That the area of land common to the parishes of Broughton Gifford and Melksham Without, shown hatched and edged in green on Map Scheme 48 - Area A9 - Melksham and Melksham Without Map 4, being land in the vicinity of Berry Lane becomes part of the parish of Melksham Without.**

## 96 **Lyneham**

Cllr Wheeler presented the Properties within Preston excluding Thickthorn Area scheme (ref 49) and the Properties within Thickthorn Area (ref 50), and outlined that the Working Group's proposed changes.

Cllr Jon Hubbard added that the views received during the consultation period did not prove decisive, so the working group had proposed no change.

Cllr Cllr Alison Bucknell, local Ward Member, stated that the Parish Council had been satisfied with the process.

Cllr Toby Sturgis, local Ward Member, stated that he was happy with the recommendation that there be no change.

There being no further debate, the meeting;

### **Resolved**

**That the proposals for areas of Lyneham and Bradenstoke parish, shown edged green on Maps Scheme 49 - Area B1 - Lyneham and Clyffe Pypard Map 2, and Scheme 50 - Area B1 - Lyneham and Clyffe Pypard Map 1 (Area B1), to become part of the parish of Clyffe Pypard be not supported and that there be no changes in this area.**

### 97 **Bishopstrow**

Cllr Wheeler presented the Properties within Sutton Veny (A36 area) scheme (ref 51), and outlined the Working Group's proposed changes.

Cllr Fleur de Rhé-Philipe, local Ward Member, explained that the parish involved was in favour of the proposals.

There being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of Sutton Veny, shown hatched and edged in green on Map Scheme 51 - Area B2 - Bishopstrow Map 2 being land in the vicinity of the A36 becomes part of the parish of Bishopstrow.**

Cllr Wheeler then presented the Properties within Barrow House Area scheme (ref 52), and outlined that the Working Group's proposed changes.

Cllr Andrew Davis, local Ward Member, explained that Warminster Town Council was satisfied with the proposal

There being no further debate, the meeting;

### **Resolved**

**That the area of land in the parish of Warminster, shown hatched and edged in green on Map Scheme 52 - Area B2 - Bishopstrow Map 1 being land in the vicinity of Barrow House becomes part of the parish of Bishopstrow**

Cllr Wheeler then presented the Bishopstrow. Grange Lane and Home Farm area (ref 52b), and outlined the Working Group's proposed changes.

Cllrs Fleur de Rhé-Philippe and Pip Ridout, local Ward Members, expressed their support.

There being no further debate, the meeting;

**Resolved**

**That no changes be made to the areas of Bishopstrow and Warminster in the vicinity of Grange Lane and Home Farm.**

98 **Nomansland**

Cllr Wheeler presented the Nomansland (Redlynch and Landford) scheme (ref 53), and outlined the Working Group's proposed changes.

Cllr Leo Randall, local Ward Member, stated that the parishes involved were in favour of the proposals.

There being no further debate, the meeting;

**Resolved**

**That the area of land in the parish of Redlynch shown hatched and edged in green on Map Scheme 53 - Area B3 - Redlynch and Landford Map 1 being land at Nomansland becomes part of the parish of Landford.**

Cllr Wheeler then presented the Nomansland (Redlynch and Landford) scheme (ref 54), and outlined the Working Group's proposed changes.

Cllr Leo Randall, local Ward Member, stated that an alternative had been proposed by a local landowner but that the parishes had not supported this and had decided to stick to their original proposal.

There being no further debate, the meeting;

**Resolved**

**That, subject to proposal 53 above being approved, the area of land in the parish of Redlynch shown hatched and edged in green on Map Scheme 53 - Area B3 - Redlynch and Landford Map 2 being land at Hamptworth becomes part of the parish of Landford.**

99 **Tisbury**

Cllr Wheeler explained the circumstance regarding the Tisbury schemes (ref 55 and 56), and outlined that the Working Group had proposed that there be no changes at this time.

Cllr Ernie Clark commented that it would be helpful to give the participant parishes a deadline. Cllr Tony Deane stated that he would be encouraging the relevant parties to expedite the process.

There being no further debate, the meeting;

**Resolved**

**That no changes be made to the governance arrangements in the Tisbury area at this stage.**

100 **Tidworth**

Cllr Wheeler explained the circumstance regarding the Tidworth scheme and outlined that the Working Group had proposed deferring consideration of the matter.

There being no further debate, the meeting;

**Resolved**

**To ask the Working Group to consider this matter further and report back to Council with a recommendation.**

(Duration of meeting: 10:30 – 17:42)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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

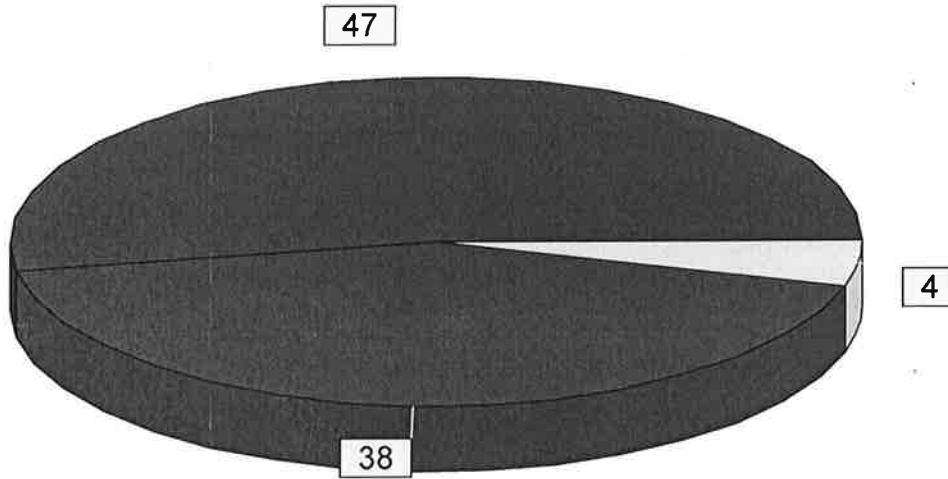
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24/11/2015

12:32:12

Voting 1/1 - Vote - 24/11/2015 12:31:55



Confirmation presences: 89

■ Yes	: 47
■ No	: 38
■ Abstained	: 4

Record Vote - Notice of Motion - Salisbury

24/11/2015

12:32:18

Voting 1/1 - Vote - 24/11/2015 12:31:55

Confirmation presences: 89

<b>Yes</b>	<b>: 47</b>
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Alan MacRae (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Pollitt (UKIP)	: 1
Cllr Dennis Drewett (Ind)	: 1
Cllr Desna Allen (LD)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Helen Osborn (Ind)	: 1
Cllr Howard Marshall (Ind)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jeff Osborn (Ind)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C) (null)	: 1
Cllr John Knight (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Julian Johnson (C)	: 1
Cllr Keith Humphries (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mark Packard (LD)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Richard Tonge (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Simon Killane (Ind)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tony Deane (C)	: 1
<b>No</b>	<b>: 38</b>
Cllr Bill Moss (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Chris Caswill (Ind)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Devine (C)	: 1
Cllr Christopher Newbury (C)	: 1
Cllr Christopher Williams (C)	: 1

# Record Vote - Notice of Motion - Salisbury

24/11/2015

12:32:18

## Voting 1/1 - Vote - 24/11/2015 12:31:55

Cllr David Jenkins (LD)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Glenis Ansell (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Ian Tomes (Lab)	: 1
Cllr Ian West (LD)	: 1
Cllr Jemima Milton (C)	: 1
Cllr John Noeken (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Leo Randall (C)	: 1
Cllr Linda Packard (LD)	: 1
Cllr Magnus Macdonald (LD)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Nina Phillips (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Peter Edge (LD)	: 1
Cllr Richard Britton (C) (null)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Rosemary Brown (LD)	: 1
Cllr Sheila Parker (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Terry Chivers (Ind)	: 1
Cllr Tony Trotman (CON)	: 1
Cllr Trevor Carbin (LD)	: 1
<hr/> Abstained	: 4
Cllr Bridget Wayman (C)	: 1
Cllr Graham Payne (C)	: 1
Cllr Roy While (C)	: 1
Cllr Stuart Wheeler (C)	: 1

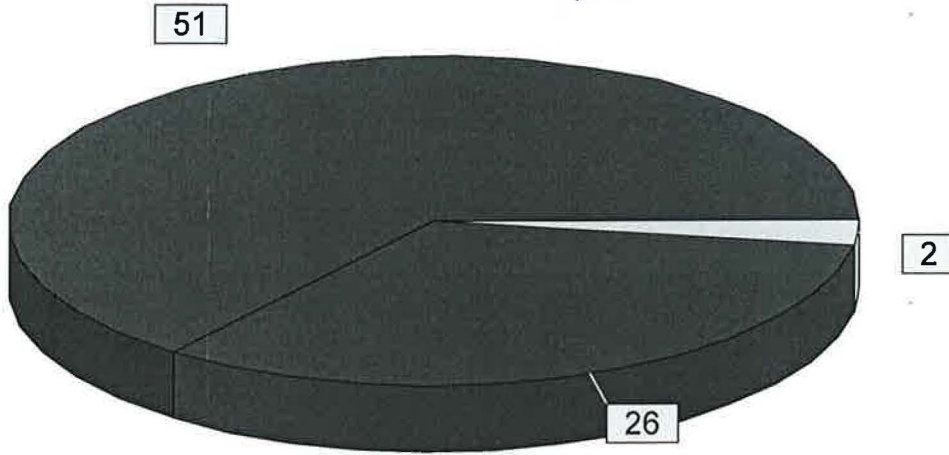
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24/11/2015

14:50:06

Voting 2/2 - Vote - 24/11/2015 14:49:56

*Schemes 44+45*



Confirmation presences: 85

Yes	: 51
No	: 26
Abstained	: 2

Recorded Vote - Seend/Melksham WO - Area A9

24/11/2015

14:50:11

Voting 2/2 - Vote - 24/11/2015 14:49:56

Confirmation presences: 85

<b>Yes</b>	<b>: 51</b>
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Alan MacRae (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Charles Howard (C)	: 1
Cllr Chris Caswill (Ind)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Dennis Drewett (Ind)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Glenis Ansell (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Howard Marshall (Ind)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jerry Wickham (C) (null)	: 1
Cllr John Noeken (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Julian Johnson (C)	: 1
Cllr Keith Humphries (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Nina Phillips (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Richard Britton (C) (null)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Roy While (C)	: 1
Cllr Sheila Parker (C)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Simon Killane (Ind)	: 1
Cllr Sue Evans (C)	: 1
Cllr Terry Chivers (Ind)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (CON)	: 1
<b>No</b>	<b>: 26</b>
Cllr Anna Cuthbert (C)	: 1
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Chris Hurst (LD)	: 1

Recorded Vote - Seend/Melksham WO - Area A9

24/11/2015

14:50:11

Voting 2/2 - Vote - 24/11/2015 14:49:56

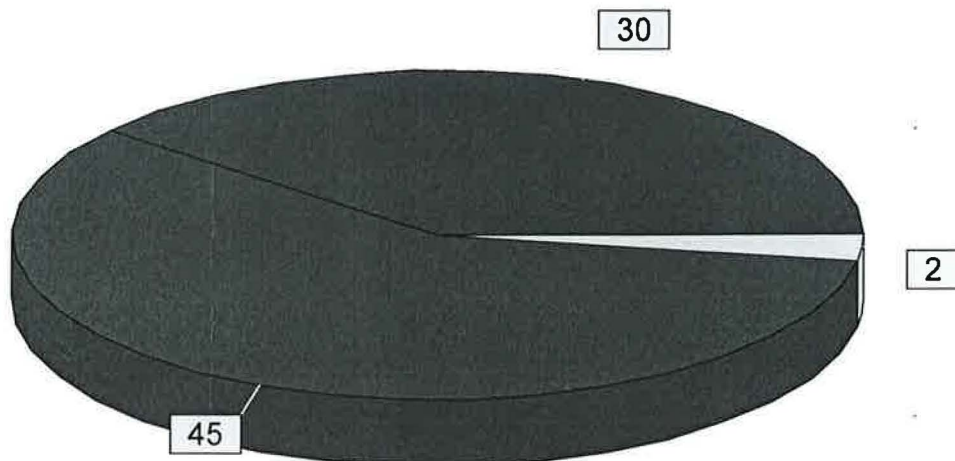
Cllr Christine Crisp (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr David Pollitt (UKIP)	: 1
Cllr Desna Allen (LD)	: 1
Cllr Helen Osborn (Ind)	: 1
Cllr Ian West (LD)	: 1
Cllr Jeff Osborn (Ind)	: 1
Cllr John Knight (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Linda Packard (LD)	: 1
Cllr Magnus Macdonald (LD)	: 1
Cllr Mark Packard (LD)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Peter Edge (LD)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Tonge (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Trevor Carbin (LD)	: 1
<hr/> Abstained	: 2
Cllr Jonathon Seed (C)	: 1
Cllr Stuart Wheeler (C)	: 1

Recorded Vote - Seend/Melksham WO - Area A9

24/11/2015

15:19:20

Voting 3/3 - Vote - 24/11/2015 15:19:10



Confirmation presences: 83

Yes	: 30
No	: 45
Abstained	: 2



Recorded Vote - Seend/Melksham WO - Area A9

24/11/2015

15:19:33

Voting 3/3 - Vote - 24/11/2015 15:19:10

Confirmation presences: 83

<b>Yes</b>	<b>: 30</b>
Cllr Bob Jones MBE (LD)	: 1
Cllr Brian Dalton (LD)	: 1
Cllr Chris Caswill (Ind)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Chuck Berry (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr David Pollitt (UKIP)	: 1
Cllr Desna Allen (LD)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Glenis Ansell (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Helen Osborn (Ind)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian West (LD)	: 1
Cllr Jeff Osborn (Ind)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Linda Packard (LD)	: 1
Cllr Magnus Macdonald (LD)	: 1
Cllr Mark Packard (LD)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Peter Edge (LD)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Terry Chivers (Ind)	: 1
Cllr Tony Trotman (CON)	: 1
Cllr Trevor Carbin (LD)	: 1
<b>No</b>	<b>: 45</b>
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Charles Howard (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Dennis Drewett (Ind)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Howard Marshall (Ind)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jerry Wickham (C) (null)	: 1
Cllr John Knight (C)	: 1
Cllr John Noeken (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Julian Johnson (C)	: 1
Cllr Laura Mayes (C)	: 1

Recorded Vote - Seend/Melksham WO - Area A9

24/11/2015

15:19:33

Voting 3/3 - Vote - 24/11/2015 15:19:10

Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Melody Thompson (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Nina Phillips (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C) (null)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Richard Tonge (C)	: 1
Cllr Sheila Parker (C)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Simon Killane (Ind)	: 1
Cllr Sue Evans (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tony Deane (C)	: 1
<u>Abstained</u>	<u>: 2</u>
Cllr Alan MacRae (C)	: 1
Cllr Stuart Wheeler (C)	: 1

**Wiltshire Council**

**Council**

**23 February 2016**

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## **Petition Received for Presentation to Council**

### **Call for an urgent moratorium (ban) on fracking in Wiltshire**

- 87,521 supporters
- BY: [Iona Hassan](#)
- TARGET: Wiltshire Council

The petition which can be found <http://www.thepetitionsite.com/en-gb/takeaction/369/646/655/> states as follows:

Public safety is a primary duty of any council. Evidence shows that contamination of ground water and surface water are key challenges associated with unconventional oil or gas extraction (including fracking).

Unconventional oil and gas drilling and hydraulic fracturing pose great risks to both the stability and health of our environment, species and ecosystems. Areas where unconventional gas drilling has taken place have seen a rise in land, air, and water pollution.

Safe and clean water supplies are critical for homes, hospitals, businesses, nature and the rural economy. Impacts on the rural economy, including effects on house prices, buildings insurance and the tourism & agricultural industries, should also be fully considered.

Evidence from the UK government's own reports [4] suggest that shale gas production will have little effect on reducing greenhouse gas emissions at a time when we should be seeking to reduce these substantially. Investment should be made in clean renewable energy technologies.

We ask Wiltshire Council to agree an urgent moratorium on any form of unconventional oil or gas extraction in Wiltshire until the complete local assessment of the environmental impacts, including noise, light and air pollution and the possible impacts on Wiltshire's aquifers and rivers, has been undertaken and the findings have been reported to the Council and the general public.

Additional information

Assessment of the impacts of fracking on ground water and surface water is largely absent from the government's own report [1], and yet experts have suggested [2,5,6] that aquifers and watercourses may be particularly vulnerable.

We ask the council to oppose unconventional oil and gas exploration and extraction county wide due to the potential adverse effects to our natural environment (particularly to our aquifers and rivers), concerns regarding public health [3], noise and air pollution (through increased traffic and fugitive emissions) and its impacts on meeting legally binding targets on climate change.

The hydrogeology in Wiltshire is highly complex. With the government's AEA report identifying one of the main environmental risks from hydraulic fracturing as groundwater contamination and surface water contamination [5] we feel that this has not been considered sufficiently in the Habitats Regulation Assessment (HRA) [1]. Any effects on water resources and contamination should be considered fully before any licences or planning permissions are granted.

1. Habitats Regulations Assessment: 14th Onshore Oil and Gas licensing Round, Consultation on proposed assessment, URN: 15D/401 OGA August 2015. From <https://www.gov.uk/government/consultations/habitats-regulations-assessments-of-14th-onshore-oil-and-gas-licensing-round>

2. <http://nora.nerc.ac.uk/16467/1/OR12001.pdf>  
Potential groundwater impact from exploitation of shale gas in the UK – BGS. Pg 7 – Summary

3. <http://www.medact.org/news/new-report-health-fracking-the-impacts-opportunity-costs/>  
FULL REPORT - [http://www.medact.org/wp-content/uploads/2015/03/medact\\_fracking-report\\_WEB3.pdf](http://www.medact.org/wp-content/uploads/2015/03/medact_fracking-report_WEB3.pdf)

4. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/237330/MacKay\\_Stone\\_shale\\_study\\_report\\_09092013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/237330/MacKay_Stone_shale_study_report_09092013.pdf)

5. Support to the identification of potential risks for the environment and human health arising from hydrocarbon operations involving hydraulic fracturing in Europe, AEA, August 2012.  
<http://ec.europa.eu/environment/integration/energy/pdf/fracking%20study.pdf> – pg 6.

6. <http://www.publications.parliament.uk/pa/cm201415/cmselect/cmenvaud/856/85606.htm#a5>

**Wiltshire Council**

**Council**

**23 February 2016**

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## **Petitions Update**

### **Petitions Received**

As at 10 February 2016, five petitions have been received by Wiltshire Council since the last report to Council on 29 September 2015. Further details are shown at Appendix 1 to this report.

A request has been received to present a petition Calling 'for an urgent moratorium (ban) on fracking in Wiltshire' to this meeting of Council which is dealt with under item 5 (a).

### **Proposal**

**That Council notes the petitions received and the action being taken, as set out in the Appendix to this report.**

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**Yamina Rhouati**  
**Democratic Governance Manager**

Background Papers

None

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NAME	DATE RECEIVED	RESPONDENTS	ACTION
<p><b>Petitions on fracking:</b></p> <p>Gordon Chandler</p> <p>Petition the Council to apply pressure on organizations to stop all fracking operations planned to take place in Wiltshire.</p>	29.08.15	46	<p>This petition was not reported to Council in September 2015 due to an insufficient number of signatures. The Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste responded advising that the petition would be considered as part of the Council's response to the Oil and Gas Authority consultation. Since the last meeting of Council the signatures on this petition have increased.</p>
<p>Hydraulic Fracturing- Concern over PEDL licenses approved in the four license blocks identified in Wiltshire.</p>	13.01.16	10	<p>This petition was received without contact details for a response and is to be considered alongside other petitions and further letters addressed to Economy and Planning on this subject.</p>
<p>Iona Hassan</p> <p>Call for an urgent moratorium on fracking in Wiltshire.</p>	09.02.16	87,514 (of which approximately 1,500 are Wiltshire residents - unverified).	<p>This petition is to be presented to Council on 23.02.16, oil and gas drilling and hydraulic fracturing are also to be the subject of a motion at this meeting of Council.</p>

<p>Rebecca Leitch</p> <p>Keep two of the Trowbridge Children Centres open -Petition against proposals to close Bellefield and Longfield childrens centres</p>	17/11/15	688	<p>This petition was considered as part of the consultation on changes to children's centre provision and was reported to Cabinet in December 2015. A response was sent to the petitioner advising that it had been decided to keep 2 children's centres in Trowbridge-Studley Green and Longfield.</p>
<p>Mr and Mrs Blanchard</p> <p>The residents of Devizes are petitioning against the 3 hour maximum stay in the town centre car parks. We would like all day parking to be an option in all car parks.</p>	30/11/15	1,672	<p>The petitioners were invited to Devizes Area Board in January 2016 to discuss this issue and received a response from the Cabinet Member for Highways and Transport. It was considered that the current management of car parks in Devizes served the needs of the town as the results of the parking survey conducted by the Council in 2014 indicated that 72% of respondents either agreed or strongly agreed that the Council should prioritise short stay parking near the town centre and locate long stay parking on the fringes of the town.</p>

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



**Wiltshire Council**  
**Council**  
**23 February 2016**

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## **Wiltshire Council Financial Plan**

### **Amendments to Budget**

The following amendments are likely to be moved by Cllr Glenis Ansell, Leader of the Liberal Democrat Group:

- i) **To increase the proposed budget for Children’s Safeguarding by £125,000 to a figure of £31.389m funded though:**
- The Rural Grant set aside by the Administration prior to the additional and final funding settlement announcement.
- This could produce a significant annual saving and reduce the demands on children’s care
- ii) **To increase the proposed budget for Capital Financing by £100,000 to a figure of £21.999m, and the Capital Programme by £469,000 to fund Sensory stimulation and developmental play equipment for adults with learning difficulties, funded though:**
- Reduction in the Council’s overall budget for catering, saving up to £50,000
  - Reduce the Council’s Fleet budget by £25,000 by removing underutilised vehicles
  - £25,000 of the Rural Grant set aside by the Administration prior to the additional and final funding settlement announcement.

### **Financial Summary**

Financial Summary is appended.

### **Statutory Officers’ Comments**

We are aware of the full details of the Liberal Democrat amendment as set out and consider the proposals are viable and deliverable, and do not impact adversely on the substantive motion as they would not change the net budget requirement, the level of Council Tax or reserves proposed.

## Liberal Democrat Party 2016/17 Budget Amendment Summary

<b>Revenue Budget:</b>				<b>Capital Budget:</b>			
<b>Investment</b>	<b>2016/17 £m</b>	<b>Funding</b>	<b>2016/17 £m</b>	<b>Investment</b>	<b>2016/17 £m</b>	<b>Funding</b>	<b>2016-21 £m</b>
Investment in 'Pause', a national initiative to reduce the demand / cost placed on Children's services by working with women who have experienced, or are at risk of, repeat removal of children from their care by giving them opportunities to break the cycle and create a more positive future. This is a national pilot in place at seven authorities, an example of it's work can be found at the following links <a href="http://www.pause.org.uk">www.pause.org.uk</a> and <a href="http://www.doncasterchildrenstrust.co.uk/pause-">www.doncasterchildrenstrust.co.uk/pause-</a>	0.125	Catering budget (officers to review the current net cost of catering across all services (£0.289m) to look at pricing, controls, procurement, etc... in order to reduce the spend and introduce commercial pricing, and procurement savings)	0.050	Sensory stimulation and developmental play equipment for adults with learning difficulties - To provide equipment to bolster the council's budget to reflect the growing population to enable greater development through play and work alongside our care and leisure services	0.469	Borrowing - fund investment from recurring revenue savings identified (£0.100m of savings to fund borrowing repayable for 5 years)	0.500
Sensory stimulation and developmental play equipment for adults with learning difficulties - investment to fund borrowing for equipment (see capital proposal)	0.100	Rural services grant - to utilise the assumed grant uplift prior to the final settlement announcement.	0.150	Loan interest repayment (based on today's PWLB rates the Council will be able to borrow £0.469m over 5 years with an annual repayment of £0.1m, meaning the loan will be fully repaid (interest & principal) at the end of that period, leaving £0.1m to be re-invested at this point.	£ 0.031		
Carry on the 'good neighbours scheme' rather than the administrations proposals to delegate more to area boards. This is nil cost as the funding is within the administration's budget, this is purely a policy issue.	0.000	Reduce Fleet beyond the administration's proposals by at least one vehicle	0.025				
<b>Total invest</b>	<b>£ 0.225</b>	<b>Total Funding</b>	<b>0.225</b>	<b>Total invest</b>	<b>£ 0.500</b>	<b>Total Funding</b>	<b>0.500</b>
<b>Balance</b>	<b>£ -</b>			<b>Balance</b>	<b>£ -</b>		

## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 3 FEBRUARY 2016 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Tony Trotman, Cllr John Walsh and Cllr Bridget Wayman

#### **Also Present:**

Cllr David Jenkins, Cllr Baroness Scott of Bybrook O.B.E, Cllr Allison Bucknell, Cllr Fleur de Rhé-Philipe, Cllr Dick Tonge, Cllr Stuart Wheeler, Cllr Christopher Williams, Cllr Keith Humphries, Cllr Alan MacRae, Cllr Toby Sturgis, Cllr John Thomson, Cllr Roy While and Cllr Philip Whitehead

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#### 12 **Apologies**

Apologies were received from Councillor Howard Greenman.

#### 13 **Declarations of Interest**

There were no declarations.

#### 14 **Chairman's Announcements**

There were no announcements.

#### 15 **Public Participation**

There were no statements or questions submitted.

#### 16 **Date of Next Meeting**

The date of the next meeting was confirmed as the extraordinary meeting to consider opposition budget amendments on 12 February 2016.

The next ordinary meeting was confirmed as 1 March 2016.

17 **Procedure of Meeting**

Members noted the proposed meeting structure.

18 **Wiltshire Council's Financial Plan Update 2016/17**

The draft Wiltshire Council Financial Plan Update for 2016/17 was presented by Councillor Dick Tonge, Cabinet Member for Finance and Michael Hudson, Associate Director of Finance, ahead of its submission to Cabinet on 9 February and Full Council on 23 February 2016.

Details of proposed investments and savings were outlined within the context of continued reductions in the government revenue support grant to the council, increases in service costs particularly in relation to vulnerable people, as well as the impact of the savings implemented through previous budgets.

The Committee, along with other members in attendance including the Chairman of the Financial Planning Task Group and members of the Executive, discussed the proposed budget, and clarification was sought on several issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes. Particular focus was given to service budget proposals, in particular how savings would be achieved, clarification over grant funding for area boards and priority areas for further investment, along with other topics as detailed in the appended report.

At the conclusion of debate, it was,

**Resolved:**

**For the comments of the Committee be reported to and considered by Cabinet and Council.**

19 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.55 am)

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**Wiltshire Council**

**APPENDIX**

**Cabinet  
9 February 2016**

**Council  
23 February 2016**

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## **Special Meeting of the Overview and Scrutiny Management Committee Report on the Draft 2016/17 Budget**

### **Purpose of report**

1. To report to Cabinet and Full Council a summary of the main issues discussed at the special meeting of the Overview and Scrutiny Management Committee held on 3 February 2016.

### **Background**

2. This special meeting of the Overview and Scrutiny Management Committee provided an opportunity for non-executive councillors to question the Cabinet Member for Finance and the Associate Director for Finance on the draft 2016/17 budget before it is considered at Cabinet on 9 February 2016 and Full Council on 23 February 2016.
3. The Cabinet Member for Finance, supported by the Associate Director of Finance, were in attendance along with the Leader of the Council and members of the Executive and Corporate Leadership Team to provide clarification and answer queries raised by the Committee.
4. In addition to the Budget Papers as available on the website, a briefing from the Cabinet Member open to all members was held on 2 February to provide key details on the Financial Plan. The same briefing was provided as public events held in Trowbridge, Salisbury, Chippenham and Devizes.
5. Details had included:
  - Council Tax to be increased by 1.99%, plus a 2% Social Care Levy.
  - The continuing reductions in grant funding from central government, being 16.3% for the next financial year.
  - Increases in investment for the most vulnerable, older and young people.
  - Details of service changes required to achieve the £25.254m savings proposed.

### **Main issues raised during questioning and debate**

6. The Chairman invited the Chairman of the Financial Planning Task Group and the Select Committee Chairmen to lead off discussion, with a focus on budget proposals and their implications for services, before opening up to general queries.

### Financial Planning Task Group

7. The Chairman of the Financial Planning Task Group noted the work of the Task Group in tracking key spends for the council over the course of the financial year,

and detailed the comments from the Task Group following their meeting with the Cabinet Member for Finance on 29 January, as included as an annex to this report. The Cabinet Member thanked the Task Group for their work across the year.

8. The Committee also discussed the proposed rise in Council Tax and introduction of a Social Care Levy, noting that the levels of debt due to non-payment of these should be periodically reviewed by the Financial Planning Task Group.

#### Health Select Committee

9. The Committee noted the high proportion of older Wiltshire residents and the focus therefore given to health services and social care in the budget.
10. The level of savings required of 'Other Public Health and Public Protection' were raised, in respect of delivering prevention schemes.
11. The need for continued close working with partners such as the Wiltshire Clinical Commissioning Group (CCG) to drive integration and identify efficiencies and improvements was noted.
12. In response to queries on whether potential procurement savings within the health budget had been investigated, it was stated it had, but that many contracts had seven year terms and were currently in the middle of their operational periods.
13. The Committee sought expanded details of the proposed savings under 'Adult Social Care Operations' as outlined in the budget book. The Cabinet Member for Health and Adult Social Care, Councillor Keith Humphries, stated he would circulate a detailed breakdown of the proposed savings to the Health Select Committee.

#### Children's Select Committee

14. The Committee discussed the increased pressures upon Children's Services, such as the impact of Special Guardianship Orders, which offer an option for children needing permanent care, increasing to just over 200 young people. It was recognised that taking into account the totality of the service there was an increase in funding, although around £3.6M in savings had been identified.
15. It was noted that in the past the Children's Select Committee and Safeguarding Children and Young People Task Group had expressed concern at the level of dependency upon agency workers, and that significant savings had been identified with the reduction in that dependency.
16. A commitment to reducing the numbers of Looked After Children in residential or out of county placements was detailed. Increasing the proportion of placements within Wiltshire and with foster carers would provide savings as well as typically being beneficial for the young people.
17. In response to queries arising from the report, it was stated that there would be further updates to clarify the separation between Area Boards' locally held young people's funds and Local Youth Network (LYN) grants, as requested by the Financial

Planning Task Group. Further clarification on this matter would be presented to Cabinet and Council.

18. The Cabinet Member for Communities, Campuses, Area Boards and Broadband also confirmed that all Area Board grants would face a reduction of 10% in the proposed budget, but that any unspent LYN grant funds would be carried over to the next financial year. The Committee welcomed the clarification, as this would enable those in receipt of grants to plan accordingly for future years.
19. Other topics discussed included pressures on Special Education Needs and Early Years Grant Funding, and how the council would manage the market to ensure the level of provision of free child care as set out by central government.

#### Environment Select Committee

20. The Committee assessed details of the Highways and Waste budgets, and in particular the need to monitor both closely given the new contracts that had been put in place for both service areas. The Cabinet Member also clarified new wording in respect of the report of the Financial Planning Task Group's report comment on Highways. The amended wording is reflected in the appended Task Group report.
21. Details were sought on economic development in respect of the Local Enterprise Partnership and associated planned capital programme expenditure. It was stated there had been no reduction, but that some funding had been spread over several years to match when the projects would be delivered,.
22. The Committee sought details of the impact of the proposed budget on housing and rents and other associated issues. It was stated these issues had been raised and answered at the meeting of the Wiltshire Council Housing Board on 25 January and the minutes would be circulated to the Committee.
23. The level of public health grant allocated for leisure services was discussed, and it was confirmed that those areas currently without a bricks and mortar health and wellbeing centre (formerly campus) would not be excluded from those funds.
24. The predicted increase in income from Planning was noted as well as the need to ensure that any savings through efficiencies and restructuring would not affect the council's capacity to achieve the predicted increase in income.
25. Other topics raised included details of service savings and potential staff reductions in Enforcement. It was clarified these were vacant posts that would not be filled, and not therefore a further reduction in the current level of enforcement activity.

#### General Enquiries and Observations

26. The Committee noted that a schedule of all amendments to the budget papers would be presented to Cabinet and Council to track any alterations before and after its own deliberations.
27. The Committee encouraged the Select Committees to continue to monitor the progress of service areas within their remits.

28. Other topics raised included reiterating the requirement for all proposals and amendments to take into account the key priorities of the council's Business Plan, and the progression of negotiations in respect of delegation of council assets and services to Salisbury City Council, and it was stated that any delays to this process would not have an impact on the predicted budget for the next financial year.

## **Conclusion**

29. That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee and the Financial Planning Task Group in considering the update to the Financial Plan 2016/17.

### **Councillor Simon Killane Chairman of the Overview and Scrutiny Management Committee**

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Annex 1- Report of the Financial Planning Task Group



## Overview and Scrutiny Management Committee

3 February 2016

**Report of the Financial Planning Task Group – 29 January 2016:  
Financial Plan Update 2016/17**

Issue	Response / Comments
(page and paragraphs numbers refer to the <a href="#">Budget report</a> )	
<b>Budget Setting Process</b>	
<b>Budget setting process for 2016/17</b> <ul style="list-style-type: none"> <li>• Public consultation</li> <li>• Financial Planning Task Group 29 Jan</li> <li>• Councillor briefing 2 Feb</li> <li>• OSMC meeting 3 Feb</li> <li>• OSMC meeting 12 Feb (opposition budget)</li> </ul>	<p>A robust approach over several months involving the political and corporate leadership.</p> <p>The outcome from three stages of scrutiny should mean that full Council is informed when it comes to the debate.</p>
<b>Revenue Budget 2015/16</b>	
<p>(Page 7)</p> <p>The 2015/16 revised revenue budget of £314.983 million is forecast to be balanced (para 3.2)</p> <p>The capital, Housing Revenue Account (HRA) and schools budgets are also on target to be balanced (para 3.3)</p>	<p>The Task Group will scrutinise the final outturn figures once available.</p>
<b>Specific budget areas 2016/17</b>	
<p>(Page 8)</p> <p><b>Action 2 - Stimulate economic growth:</b> “The budget continues the commitment to invest in growing and protecting our economy, with £0.582 million in 2016/17 invested in continuing the support for Action Wiltshire.”</p>	<p>It was noted that the Economy and Planning budget line (page 48) shows a reduction of £0.590M from 2015/16.</p> <p>This breaks down into £0.316M savings from ‘Employees’ and ‘Supplies and Services’ and a £0.263 increase in Gross Income.</p>

<p>(page 9)</p> <p><b>Action 3 – Area Boards and working with communities</b></p>	<p>The cabinet member confirmed that the one-off young people’s funds held by Area Boards (sometimes known as Locally Held Funds) will not be touched. For unspent annual Local Youth Network (LYN) grants only funding for specific projects can be carried over to the new financial year.</p> <p>Further clarity will be provided at OS Management Committee on 3 February.</p> <p>Members requested greater accounting separation between these two funding streams.</p>
<p>(page 15)</p> <p><b>Better Care Plan</b>  “Locally Wiltshire’s Better Care Fund has been uplifted by £0.9 million, however the budget for the £28 million is still being finalised. We have thus assumed £10.277 million allocated in 2015/16 will continue to be allocated to Wiltshire Council in 2016-17.”</p>	<p>It was noted that the final Better Care Fund allocation would be discussed at the Joint Commissioning Board on 4<sup>th</sup> February.</p>
<p>(page 15-17)</p> <p><b>Social Care Levy</b>  “this report proposes that the Council implement this new Levy for 2016/17 at 2%.”  (para 6.12)</p> <p><b>Council tax</b>  “this report recommend a 1.99% increase in the Council Tax for 2016/17. (para 6.13)</p>	<p>No increase in debt due to non-payment of council tax has been assumed against the proposed 1.99% council tax rise and 2% social care levy. The council has good protection systems in place, a very high proportion of direct debits for council tax and one of the highest collection rates in the country (over 18 months). In addition currently no local economic factors point to a significant downturn in residents’ ability to pay. For example, Wiltshire has a high employment rate.</p>
<p>(page 18)</p> <p><b>Government Funding – Future Years’ negotiation</b>  “the Secretary of State invited councils to approach DCLG to negotiate settlements with the potential for greater retention locally of business rates (NNDR), although on the understanding of greater responsibilities... Regular updates will be given to Council.” (para 6.17)</p>	<p>Further announcements on the final DCLG settlements are expected on 4<sup>th</sup> February.</p> <p>The Financial Planning Task Group requests to be kept informed on the outcomes of negotiations and will report back to the OS Management Committee.</p>

<p>(page 19)</p> <p>“Overall the pressures of £24.965 million will be funded in part by the additional £11.559 million raised by Council Tax and £4.322 million from the 2% Social Care Levy. That leaves a gap of £9.084 million.” (para 17.3)</p>	<p>It was clarified that the £11.559M refers to additional council tax income, and a further £4.322M from the 2% Social Care Levy.</p>
<p>(page 20)</p> <p><b>Adult Social Care</b> See table</p> <p><b>Savings summary table</b> £3.837M saving are to be found from ‘Older People’</p>	<p>The £1.4M increase in the cost of ‘forensic mental health’ cases is due to an increase in the number of cases and a greater onus on providing care services.</p> <p>It was reported the proposed savings were realistic with delivery of initiatives to reduce the use of expensive residential care, including HomeFirst, Help To Live At Home and Extra Care.</p>
<p>(page 22)</p> <p><b>Highways</b> “The county highways network and street scene services are a priority. The ability to attract inward investment for a thriving economy and to ensure citizens and residents live and work in well maintained private and public space means that we will increase expenditure by £3.350m.” (para 7.9)</p>	<p>“the growth in the Highways budget is to reverse some of the reductions that have been made over last few years and to enable previously reported increase in future costs following the introduction of the new contract for Highways and Streetscene.</p>
<p>(page 22)</p> <p><b>Waste</b> “The County has seen on average a growth in its residential properties by 2% each year for the last three years. It forecasts that this will continue into 2016/17. Whilst individual houses can be added to rounds, where whole estates are being developed and sold this creates added pressures and needs for new bins and rounds, as well as costs of disposal. As such the Council has estimated it needs to divert £0.900m of monies raised from Council Tax to Waste services to fund this growth, so that there is a direct link between income raised and costs incurred.” (para 7.10)</p>	<p>It was reported that reviews to waste collection rounds, extra income from garden waste fees and other income streams such as third party subsidies would contribute to the proposed net savings of £0.505M (see Service Budget Summary page 48).</p>

<p>(page 23)</p> <p><b>Housing</b></p> <p>“An extra £250,000 has been identified to assist with the funding of deposits and offers to private landlords to secure suitable alternative accommodation as well as with our homeless prevention work to better manage the increased workloads and support that housing officers will need to provide to those households impacted by Welfare Reform.” (para 7.14)</p>	<p>The £0.250M has been included to reflect an increasing risk of homelessness due to the impacts of Welfare Reform.</p> <p>Further details of how these funds would be used and managed were requested for the OS Management Committee meeting.</p>
<p>(page 25)</p> <p><b>Other pressures</b></p> <p>“Increased demand has an impact on ‘back office’ services through increased costs, for example additional legal / advocacy for child protection... As a result additional funding has been directed to Legal (£0.4m)” (para 7.17)</p>	<p>Previous years have seen increased demand for legal services due to rising numbers of court cases and reduced income due to a national challenge to the charging of land search fees.</p> <p>The proposed investment will provide a prudent level of in-house legal advice and reduce the need to pay for external legal advice.</p>
<p>(page 25)</p> <p><b>Fees and Charges</b></p> <p>“Exceptions to this are for Garden Waste where a 5% increase is proposed.” (para 8.2)</p>	<p>The Waste Service Changes Task Group is looking at the impact of the introduction of fees for garden waste collections and will now need to consider the 5% increase if agreed.</p>
<p>(page 26)</p> <p><b>Capital Programme borrowing</b></p> <p>“The total 4 year [capital] programme thus requires circa £100.164 million of borrowing ... borrowing in 2016/17 has been reduced to just £1 million. There is an assumed £99.164 million over the following three years at this stage (2017-20)...</p> <p>...The total capital financing budget in 2017/18 is anticipated to be around £26m or circa 8% of the Councils net budget, up from 5% in 2014/2015.” (para 8.7)</p>	<p>The levels of borrowing projected are included as a cost pressure under future years’ calculations.</p> <p>Interest rates will continue to be monitored to determine the appropriate times to borrow.</p> <p>The task group will continue to monitor the council’s levels of borrowing.</p>
<p>(page 32)</p> <p><b>Savings</b></p> <p><b>Voluntary Sector grants</b></p>	<p>As was already agreed in 2014, Voluntary and Community Sector (VCS) grants will be reduced by 10% for the second year running. All funded VCS groups were written to and advised of this 2-year reduction.</p>

<p>(page 38)</p> <p><b>General Fund Reserve</b>  “...the current forecast outturn is circa £10 million. This means the General Fund Reserve is in line with the revised recommended level, and future use of these funds are seen as a matter of last recourse given the low levels compared to other councils.”</p>	<p>The task group noted that the council has low levels of reserves compared to other councils and will continue to monitor this as a risk.</p>
<p>(page 38)</p> <p><b>11. Assessment of Reserves</b>  See table</p>	<p>The task group noted that proposal to add £1M to the General Fund Reserve (GFR) in 2018.</p> <p>It was reported that at present the council carries the risk for any potential decrease in the collection of Business Rates and until the future position is known it has been considered prudent to plan an increase in the funds held in reserve.</p>
<p>(page 48)</p> <p><b>Service Budget summary</b>  See table</p> <p><b>Other Public Health &amp; Public Protection in Public Health and Protection:</b>  2016/17 £2.904M budget reduced by £0.398M.</p> <p><b>Early Help in Operational Children’s Services</b> are asked to save £0.504M</p> <p><b>Library Heritage and Arts</b> shows a reduced budget from £3.671M to £2.912M = £0.759M reduction.</p>	<p>These proposed reductions to 2016/17 budgets would be achieved mostly through staff restructuring.</p> <p>These proposed reductions to 2016/17 budgets would be achieved mostly through staff restructuring.</p> <p>Of the £0.842M proposed savings from Libraries, Heritage and Arts, £0.547M would be from ‘Supplies and Services’.</p>

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**Cllr Glenis Ansell, Chairman of the Financial Planning Task Group**

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## CABINET

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EXTRACT FROM THE MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 9 February 2016.

### 22 Treasury Management Strategy 2016/17

🔑 Councillor Dick Tonge, Cabinet Member for Finance, presented a report which asked Cabinet to consider and recommend that Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2016-17. In his presentation, Cllr Tonge highlighted the small number of changes proposed to be made from the previously approved strategy and mentioned the changes made during the year by Cabinet and now incorporated into the strategy.

#### Resolved

To recommend to Council that it:


- a) **adopt the Prudential and Treasury Indicators (Appendix A) and approve the proposed changes to the additional maturity indicator and Upper Limits on the Maturity Structure of Borrowing, Trl 5 (paragraphs 28 to 31 of Appendix A);**
- b) **adopt the Annual Investment Strategy (Appendix B), including the ratification of the removal of the minimum requirement for high credit quality relating to support ratings (previously in paragraph 28), following the changes to Fitch ratings implemented by them in respect of “bail-in”, as approved, via delegated authority to the Associate Director, Finance, Revenues & Benefits and Pensions;**
- c) **delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- d) **authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- e) **agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- f) **agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term**

**deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.**

Reason for Decision:

To enable the Council to agree a Treasury Management Strategy for 2016-17 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

**23 Wiltshire Council's Financial Plan 2016/17**

 The Leader invited Councillor Dick Tonge, Cabinet Member for Finance, to present the Financial Plan and associated reports which detailed the draft proposals for Cabinet's consideration for onward recommendation to the Budget and Council tax setting meeting of Council on 23 February 2016 with a view to setting the Council's budget for 2016/17.

In her introduction, the Leader emphasised the need to find more savings due to changing demand and the reduction in grant funding from Central Government and stressed the importance of economic development and job creation;. The Leader thanked the officers for their work on developing a draft budget that aligned with corporate priorities.

Cllr Tonge, in his presentation, highlighted the detail in the report; that the largest proportion of money was allocated to supporting the most vulnerable in our society; that the budget was focused on protecting front line services that delivered the Business Plan; that it was proposed to increase the Council Tax for the first time in six years; that the Council would look to maximise efficiencies; and that a nationally mandated rent reduction would need to be taken into account.

Cllr Simon Killane, Chair of the Overview & Scrutiny Management Committee, outlined the process by which non-executive Councillors had been involved, and referred to the report of the Committee's meeting on 3 February which had scrutinised the budget proposals.

Cllr Glenis Ansell, Chairman of the Financial Planning Task Group, outlined how major issues would be tracked, including libraries, Adult Social Care and spending on agency workers. She emphasised the importance of building relationships between members of her group and the Cabinet members. The Group had asked for greater clarity with regard to Local Youth Network funding, deposits for those renting and possible reductions in grants to the voluntary sector. The Group would also review, in 6 month's time, the impact of the changes in Council tax to the debt levels.

Cllr Jon Hubbard, Chairman of the Children's Select Committee, clarified that whilst he had been able to comment on the budget, his Committee had not had



a meeting at the appropriate time to contribute to the budget considerations as a committee.

Cllr Tonge in response to an issue raised by Cllr Caswill over what constituted a front line service, clarified that a front-line service was a service used by the public. The Leader added that the Council was being clear to the public that, to enable the continued protection of the vulnerable, some support services had to be cut meaning that, for instance, response times to correspondence would not always be as swift as before.

In response to an issue raised by Cllr Caswill, Michael Hudson, Section 151 Officer, stated that the fees and charges policy agreed by council two years ago set out the process by which fees and charges were set, In relation to apparent significant increases, he added that this was a reflection that charges may not have increased for some time or where fees were set by statute. .

In response to an issue raised by Cllr Caswill, Cllr Laura Mayes stated that Early Years Help referred to support given to children at various ages, not just in early years; and that the family intervention service was being brought completely in house, allowing the Council to make efficiencies in this area and reach more children. This would be achieved through changes in the management of the service rather than reductions in front-line services.

In response to an issue raised by Cllr Caswill, Cllr Stuart Wheeler and Cllr Alison Bucknell stated that managers were being supported to help officers manage stress; that members would continue to monitor the situation.

Corporate Directors Maggie Rae and Carlton Brand highlighted that more emphasis, through the Healthy Workplace Charter, was being placed on staff taking more responsibility for their own health and wellbeing; that staff surveys provided useful monitoring information, with the last staff survey indicating positive results, the monitoring of sickness and stress levels which compared favourably against the average; and that appraisals were a key tool in focusing and prioritising work to reduce stress.

Michael Hudson, Section 151 Officer, stated that he had reviewed the proposals made by different service areas and clarified that plans would be in place to achieve the savings required. Corporate Directors Maggie Rae and Carolyn Godfrey gave examples of where savings could be made that didn't affect staffing levels.

Cllr Caswill stated that he remained concerned that some service reviews may result in some services being stopped, and referenced in his opinion, the decision of the Council to stop providing public toilets.

The Leader stated he was incorrect, and that the Council had never said it would stop providing toilets. The Council was, however, looking to see what

would be the best level of local governance to provide this service which involved discussions with town and parish councils.

Some towns and parishes had expressed an interest in taking on this service in their respective areas. As a result, discussions had been held with towns and parishes on this issue. The results of this discussion would then be considered.

In response to a request from Cllr Hubbard for a transcript of what had been said, the Leader replied that she did not believe that her comments were in conflict with what had been communicated by Wiltshire Council

In response to an issue raised by Cllr Caswill, the Leader reassured members that changes to the Councils policy framework would be subject to public consultation, and consideration by Scrutiny, Cabinet and Council as appropriate.

In response to an issue raised by Cllr Caswill, Cllr Philip Whitehead explained that the Council had piloted the removal of some white-lines for safety reasons, but that it was still the policy to paint white lines on roads where required.

In response to an issue raised by Cllr Gordon King, the Leader confirmed that there had not yet been a detailed announcement about possible changes to the Government Grant. Officers would be asked to provide an update to Members when the matter was clearer.

In response to an issues raised by Cllr Bridget Wayman, Chair of the Environment Select Committee, Cllr Jonathon Seed stated that the flood/drainage budget remained unchanged.

## **Resolved**

**To recommend to Council that it:**

- a. Endorses the update of the Financial Plan for 2016/17.**
- b. Approve the investment and savings proposals summarised at Sections 7 and 9 respectively of this report and at Appendix 1, to provide a net revenue budget for 2016/17 of £313.585 million.**
- c. To vote separately:**
  - i. To increase Wiltshire Council's element of the Band D Council tax for 2016/17 by 1.99% to £1,246.76, as calculated in accordance with statute, as set out in Section 10 of this report.**
  - ii. To introduce a Social Care Levy of 2% to contribute to funding Adult Care pressures, raising £4.322 million.**

- iii. **To set the Council's total net expenditure budget for 2016/17 at £313.585 million.**
- iv. **To set a 1% reduction for social dwelling rents.**
- v. **To set the Housing Revenue Account (HRA) Budget for 2016/17 as set out at Appendix 1F of this report.**
- vi. **That all other service charges related to the HRA be increased by CPI plus 1%, including garage rents.**
- vii. **To approve the Capital programme proposed at Appendix 1E of this report.**
- viii. **To set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1G of this report.**

Reason for Decision:

To enable Council to:

- Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2016/17 and to issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for 2015-17.

These decisions were published on the 15 February 2016 and will come into force on 23 February 2016.
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**Wiltshire Council**

**Council**

**23 February 2016**

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## **Council Tax Setting 2016/2017**

### **Executive Summary**

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set the Council Tax for the year 2016/2017.

Using the tax base, approved by Cabinet on 15 December 2015 of 176,780.23 band D equivalent households, and the draft net budget requirement of £313.585 million (which in order to fund requires a council tax requirement of £224.724 million) gives a band D council tax, inclusive of the 2% Social Care levy, for 2016/2017 of £1,271.20.

Fire, Police and Town/Parish precepts are in addition to the Wiltshire Council basic Council Tax.

The main body of the report sets out the statutory calculations, and shows the Fire, Police and Town/Parish precepts for every parish in Wiltshire along with the total Council Tax figures.

### **Proposal**

That the Council approves the resolutions as set out within this report.

### **Reason for Proposal**

To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

**Carolyn Godfrey**  
**Corporate Director**

## **Council Tax Setting 2016/2017**

### **Purpose of Report**

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2016/2017.

### **Background**

2. The Localism Act 2011 requires the billing authority to calculate the council tax requirement for the year.
3. Cabinet approved the 2016/2017 Wiltshire Council tax base of 176,780.23 on 15 December 2015.

### **Wiltshire Council**

4. The spending review announced that for the rest of the current Parliament, local authorities responsible for adult social care (ASC authorities) will be given an additional 2% flexibility on their current council tax referendum threshold to be used entirely for adult social care. This flexibility is being offered in recognition of demographic changes which are leading to growing demand for adult social care, and increased pressure on council budgets.
5. At the Cabinet meeting on 9 February 2016 it was recommended that Wiltshire Council increase its basic element of the band D Council Tax by 1.99% for 2016/2017. This results in an average band D Council Tax of £1,246.76 for 2016/2017 (£1,222.43 for 2015/2016).
6. It was also recommended at the same meeting that Wiltshire Council take up the additional 2.00% flexibility in respect of adult social care for 2016/2017. This results in an average band D Council Tax of £1,271.20 for 2016/2017 (£1,222.43 for 2015/2016).
7. Since the Cabinet meeting on 9 February 2016, the precept levels of other precepting authorities have been received. These are detailed below:

### **Town & Parish Councils**

8. The Town & Parish Council Precepts for 2016/2017 are detailed in Appendix B and total £15,415,782.30. The increase in the average band D Council Tax for Town & Parish Councils is 4.86% and results in an average band D Council Tax figure of £87.20 for 2016/2017 (£83.16 for 2015/2016).

## **Office of the Police & Crime Commissioner for Wiltshire & Swindon**

9. The Office of the Police & Crime Commissioner for Wiltshire & Swindon met on 4 February 2016 and set their precept in respect of the Wiltshire area at £29,539,976 adjusted by a Council Tax Collection Fund contribution of £677,935. This results in a band D Council Tax of £167.10 for 2016/2017. This represents an increase of 1.90% compared to £163.98 for 2015/2016.

## **Dorset & Wiltshire Fire & Rescue Authority**

10. The Dorset Fire Authority (“Dorset”) and the Wiltshire and Swindon Fire Authority (“Wiltshire”) are merging with effect from 1 April 2016. The Secretary of State agreed that the merger was in the interests of efficiency, economy and effectiveness, and the Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 20156 came into force for certain purposes on 1 April 2015. The authorities have set up a shadow authority ahead of the merger on 1 April 2016.
11. Dorset’s band D Council Tax for 2015/2016 was £67.86 and Wiltshire’s was £64.88.
12. In relation to 2016/2017 the Dorset and Wiltshire Fire and Rescue Authority needs to be able to make a comparison between its relevant basic amount of council tax for that year and a relevant basic amount of council tax for 2015/2016. As there was no relevant basic amount of council tax for the combined area for 2015/2016 the Secretary of State needs to set an alternative notional amount.
13. The Secretary of State considers that it is appropriate to set an Alternative Notional Amount for the newly merged Dorset and Wiltshire Fire and Rescue Authority of £67.86 in respect of 2015/2016, i.e. the same level as the relevant basic amount of council tax for the outgoing Dorset Fire Authority, to allow equalisation to take effect in the first year of the new authority.
14. Dorset & Wiltshire Fire & Rescue Authority met on 12 February 2016 and set their precept in respect of the Wiltshire area at £12,234,960 adjusted by a Council Tax Collection Fund contribution of £268,230. This results in a band D Council Tax of £69.21 for 2016/2017. This represents an increase of 1.99% compared to the alternative Notional Amount of £67.86 for 2015/2016.

## **Conclusions**

15. The recommendations are set out in the formal Council Tax Resolution in Appendix A.
16. If the formal Council Tax Resolution in Appendix A is approved, the total band D Council Tax will be as follows:

	<b>2015/2016</b> <b>£</b>	<b>2016/2017</b> <b>£</b>	<b>Increase</b> <b>£</b>	<b>Increase</b> <b>%</b>
Wiltshire Council	1,222.43	1,246.76	24.33	1.99
Wiltshire Council – Adult Social Care		24.44	24.44	2.00
<b>Wiltshire Council Sub – Total</b>	<b>1,222.43</b>	<b>1,271.20</b>	<b>48.77</b>	<b>3.99</b>
Office of the Police & Crime Commissioner for Wiltshire & Swindon	163.98	167.10	3.12	1.90
Dorset & Wiltshire Fire & Rescue Authority	67.86 (Alternative Notional Amount)	69.21	1.35	1.99
<b>Sub – Total</b>	<b>1,454.27</b>	<b>1,507.51</b>	<b>53.24</b>	<b>3.66</b>
Town & Parish Council (average)	83.16	87.20	4.04	4.86
<b>Total</b>	<b>1,537.43</b>	<b>1,594.71</b>	<b>57.28</b>	<b>3.73</b>

### **Risks Assessment**

17. A full risk assessment of the budget proposals has been provided to Cabinet on 9 February 2016 in Wiltshire Council's Financial Plan 2016/2017.

### **Equality and Diversity Impacts of the Proposal**

18. None have been identified as directly arising from this report, although equality and diversity impacts have been considered by officers and portfolio holders when preparing budget proposals.

### **Financial Implications**

19. The financial implications are outlined in the report.

### **Legal Implications**

20. The legal implications are outlined in the report.

### **Public Health Implications**

21. None have been identified as arising directly from this report.

### **Environmental Implications**

22. None have been identified as arising directly from this report.



## **Safeguarding Implications**

23. None have been identified as arising directly from this report.

## **Options Considered**

24. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

## **Reasons for Proposals**

25. To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended

## **Proposal**

26. That the Council approves the resolutions as set out within the report.

**Michael Hudson**  
**Associate Director, Finance**

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Report Author: Stuart Donnelly Principal Accountant

*The following published documents set out the statutory requirements and powers relevant to the subject of this report:*

Local Government Finance Act 1992

Localism Act 2011

Referendums Relating to Council Tax Increases (Principles) (England) Report 2016 to 2017

Referendums Relating to Council Tax Increases (Alternative Notional Amounts) (England) Report 2016 to 2017

*The following published documents have been referred to during the preparation of this report:*

Wiltshire Council's Financial Plan 2016/2017

Council Tax Base 2016/2017 Cabinet Report 15 December 2015

## **Appendices:**

Appendix A Wiltshire Council - Council Tax Resolution 2016/2017

Appendix B Wiltshire Council - Council Tax Banding Schedule by Authority 2016/2017

Appendix C Wiltshire Council - Town & Parish Precepts 2016/2017

**The Council is recommended to resolve as follows:**

1. It be noted that on 15 December 2015 the Council calculated:
  - (a) the Council Tax Base 2016/2017 for the whole Wiltshire Council area as 176,780.23 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2016/2017 (excluding Parish precepts) is £224,723,905.
3. That the following amounts be calculated for the year 2016/2017 in accordance with Sections 31 to 36 of the Act:
  - (a) £938,802,024 **(Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
  - (b) £698,662,337 **(Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £240,139,687 **(Net Revenue Expenditure including parish precepts)** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
  - (d) £1,358.40 **(Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax)** being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
<b>905.60</b>	<b>1,056.53</b>	<b>1,207.47</b>	<b>1,358.40</b>	<b>1,660.27</b>	<b>1,962.14</b>	<b>2,264.00</b>	<b>2,716.80</b>

- (e) £15,415,782 **(Aggregate of Town & Parish Council Precepts)** being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
- (f) £1,271.20 **(band D Council Tax for Wiltshire Council purposes only)** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
<b>847.4</b> <b>7</b>	<b>988.7</b> <b>1</b>	<b>1,129.9</b> <b>6</b>	<b>1,271.2</b> <b>0</b>	<b>1,553.6</b> <b>9</b>	<b>1,836.1</b> <b>8</b>	<b>2,118.6</b> <b>7</b>	<b>2,542.4</b> <b>0</b>

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## Wiltshire Council - Council Tax Banding Schedule by Authority 2016/2017

Council Tax Schedule 2016/2017	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council (inclusive of Adult Social Care Levy)	847.47	988.71	1,129.96	1,271.20	1,553.69	1,836.18	2,118.67	2,542.40
Office of the Police & Crime Commissioner for Wiltshire & Swindon	111.40	129.97	148.53	167.10	204.23	241.37	278.50	334.20
Dorset & Wiltshire Fire & Rescue Authority	46.14	53.83	61.52	69.21	84.59	99.97	115.35	138.42
Town & Parish Council (Average)	58.13	67.82	77.51	87.20	106.58	125.96	145.33	174.40
<b>Total</b>	<b>1,063.14</b>	<b>1,240.33</b>	<b>1,417.52</b>	<b>1,594.71</b>	<b>1,949.09</b>	<b>2,303.48</b>	<b>2,657.85</b>	<b>3,189.42</b>

Council Tax Charge by band per Parish/Town Council								
Aldbourn Parish Council	23.41	27.31	31.21	35.11	42.91	50.71	58.52	70.22
Alderbury Parish Council	31.73	37.01	42.30	47.59	58.17	68.74	79.32	95.18
All Cannings Parish Council	32.85	38.33	43.80	49.28	60.23	71.18	82.13	98.56
Allington Parish Council	28.94	33.76	38.59	43.41	53.06	62.70	72.35	86.82
Alton Parish Council	29.17	34.04	38.90	43.76	53.48	63.21	72.93	87.52
Alvediston Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amesbury Town Council	47.85	55.82	63.80	71.77	87.72	103.67	119.62	143.54
Ansty Parish Council	15.00	17.50	20.00	22.50	27.50	32.50	37.50	45.00
Ashton Keynes Parish Council	33.20	38.73	44.27	49.80	60.87	71.93	83.00	99.60
Atworth Parish Council	32.67	38.11	43.56	49.00	59.89	70.78	81.67	98.00
Avebury Parish Council	32.34	37.73	43.12	48.51	59.29	70.07	80.85	97.02
Barford St Martin Parish Council	30.08	35.09	40.11	45.12	55.15	65.17	75.20	90.24
Baydon Parish Council	30.58	35.68	40.77	45.87	56.06	66.26	76.45	91.74
Beechingstoke Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Berwick Bassett & W/Bourne Monkton Parish Council	24.77	28.90	33.03	37.16	45.42	53.68	61.93	74.32
Berwick St James Parish Council	10.38	12.11	13.84	15.57	19.03	22.49	25.95	31.14
Berwick St John Parish Council	35.39	41.29	47.19	53.09	64.89	76.69	88.48	106.18
Berwick St Leonard Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Biddestone Parish Council	20.95	24.45	27.94	31.43	38.41	45.40	52.38	62.86
Bishops Cannings Parish Council	27.07	31.58	36.09	40.60	49.62	58.64	67.67	81.20
Bishopstone Parish Council	15.36	17.92	20.48	23.04	28.16	33.28	38.40	46.08
Bishopstrow Parish Council	12.37	14.44	16.50	18.56	22.68	26.81	30.93	37.12
Bowerchalke Parish Council	20.63	24.06	27.50	30.94	37.82	44.69	51.57	61.88
Box Parish Council	61.54	71.80	82.05	92.31	112.82	133.34	153.85	184.62
Boyton Parish Council	6.99	8.16	9.32	10.49	12.82	15.15	17.48	20.98
Bradford On Avon Town Council	79.26	92.47	105.68	118.89	145.31	171.73	198.15	237.78
Bratton Parish Council	39.62	46.22	52.83	59.43	72.64	85.84	99.05	118.86
Braydon Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bremhill Parish Council	7.07	8.25	9.43	10.61	12.97	15.33	17.68	21.22
Brinkworth Parish Council	18.59	21.68	24.78	27.88	34.08	40.27	46.47	55.76
Britford Parish Council	10.76	12.55	14.35	16.14	19.73	23.31	26.90	32.28
Broad Hinton & W/Bourne Bassett Parish Council	10.27	11.98	13.69	15.40	18.82	22.24	25.67	30.80
Broad Town Parish Council	9.52	11.11	12.69	14.28	17.45	20.63	23.80	28.56
Broadchalke Parish Council	14.00	16.33	18.67	21.00	25.67	30.33	35.00	42.00
Brokenborough Parish Council	8.89	10.37	11.85	13.33	16.29	19.25	22.22	26.66
Bromham Parish Council	34.03	39.71	45.38	51.05	62.39	73.74	85.08	102.10
Broughton Gifford Parish Council	18.41	21.47	24.54	27.61	33.75	39.88	46.02	55.22
Bulford Parish Council	25.88	30.19	34.51	38.82	47.45	56.07	64.70	77.64
Bulkington Parish Council	25.63	29.90	34.17	38.44	46.98	55.52	64.07	76.88
Burbage Parish Council	26.23	30.61	34.98	39.35	48.09	56.84	65.58	78.70
Burcombe Parish Council	31.83	37.14	42.44	47.75	58.36	68.97	79.58	95.50
Buttermere Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Calne Town Council	140.21	163.57	186.94	210.31	257.05	303.78	350.52	420.62
Calne Without Parish Council	4.50	5.25	6.00	6.75	8.25	9.75	11.25	13.50
Castle Combe Parish Council	18.50	21.58	24.67	27.75	33.92	40.08	46.25	55.50
Chapmanslade Parish Council	10.64	12.41	14.19	15.96	19.51	23.05	26.60	31.92
Charlton Parish Council	15.50	18.08	20.67	23.25	28.42	33.58	38.75	46.50
Charlton St Peter & Wilsford Parish Council	8.71	10.16	11.61	13.06	15.96	18.86	21.77	26.12

## Wiltshire Council - Council Tax Banding Schedule by Authority 2016/2017

Council Tax Schedule 2016/2017	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council (inclusive of Adult Social Care Levy)	847.47	988.71	1,129.96	1,271.20	1,553.69	1,836.18	2,118.67	2,542.40
Office of the Police & Crime Commissioner for Wiltshire & Swindon	111.40	129.97	148.53	167.10	204.23	241.37	278.50	334.20
Dorset & Wiltshire Fire & Rescue Authority	46.14	53.83	61.52	69.21	84.59	99.97	115.35	138.42
Town & Parish Council (Average)	58.13	67.82	77.51	87.20	106.58	125.96	145.33	174.40
<b>Total</b>	<b>1,063.14</b>	<b>1,240.33</b>	<b>1,417.52</b>	<b>1,594.71</b>	<b>1,949.09</b>	<b>2,303.48</b>	<b>2,657.85</b>	<b>3,189.42</b>

Council Tax Charge by band per Parish/Town Council								
Cherhill Parish Council	13.29	15.50	17.72	19.93	24.36	28.79	33.22	39.86
Cheverell Magna (Great Cheverell) Parish Council	23.97	27.97	31.96	35.96	43.95	51.94	59.93	71.92
Chicklade Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chilmark Parish Council	19.98	23.31	26.64	29.97	36.63	43.29	49.95	59.94
Chilton Foliat Parish Council	22.87	26.69	30.50	34.31	41.93	49.56	57.18	68.62
Chippenham Town Council	104.40	121.80	139.20	156.60	191.40	226.20	261.00	313.20
Chippenham Without Parish Council	47.57	55.49	63.42	71.35	87.21	103.06	118.92	142.70
Chirton Parish Council	28.79	33.59	38.39	43.19	52.79	62.39	71.98	86.38
Chitterne Parish Council	35.40	41.30	47.20	53.10	64.90	76.70	88.50	106.20
Cholderton Parish Council	29.80	34.77	39.73	44.70	54.63	64.57	74.50	89.40
Christian Malford Parish Council	19.21	22.42	25.62	28.82	35.22	41.63	48.03	57.64
Chute Forest Parish Council	40.33	47.06	53.78	60.50	73.94	87.39	100.83	121.00
Chute Parish Council	31.70	36.98	42.27	47.55	58.12	68.68	79.25	95.10
Clarendon Park Parish Council	1.19	1.39	1.59	1.79	2.19	2.59	2.98	3.58
Clyffe Pypard Parish Council	8.93	10.41	11.90	13.39	16.37	19.34	22.32	26.78
Codford Parish Council	27.57	32.16	36.76	41.35	50.54	59.73	68.92	82.70
Coleme Parish Council	37.56	43.82	50.08	56.34	68.86	81.38	93.90	112.68
Collingbourne Ducis Parish Council	35.74	41.70	47.65	53.61	65.52	77.44	89.35	107.22
Collingbourne Kingston Parish Council	32.07	37.42	42.76	48.11	58.80	69.49	80.18	96.22
Compton Bassett Parish Council	21.37	24.93	28.49	32.05	39.17	46.29	53.42	64.10
Compton Chamberlayne Parish Council	27.31	31.87	36.42	40.97	50.07	59.18	68.28	81.94
Coombe Bissett Parish Council	20.39	23.78	27.18	30.58	37.38	44.17	50.97	61.16
Corsham Town Council	96.31	112.37	128.42	144.47	176.57	208.68	240.78	288.94
Corsley Parish Council	15.99	18.65	21.32	23.98	29.31	34.64	39.97	47.96
Coulston Parish Council	23.56	27.49	31.41	35.34	43.19	51.05	58.90	70.68
Cricklade Town Council	116.07	135.41	154.76	174.10	212.79	251.48	290.17	348.20
Crudwell Parish Council	19.86	23.17	26.48	29.79	36.41	43.03	49.65	59.58
Dauntsey Parish Council	38.77	45.24	51.70	58.16	71.08	84.01	96.93	116.32
Devizes Town Council	95.36	111.25	127.15	143.04	174.83	206.61	238.40	286.08
Dilton Marsh Parish Council	26.37	30.76	35.16	39.55	48.34	57.13	65.92	79.10
Dinton Parish Council	22.74	26.53	30.32	34.11	41.69	49.27	56.85	68.22
Donhead St Andrew Parish Council	21.36	24.92	28.48	32.04	39.16	46.28	53.40	64.08
Donhead St Mary Parish Council	21.33	24.89	28.44	32.00	39.11	46.22	53.33	64.00
Downton Parish Council	38.13	44.48	50.84	57.19	69.90	82.61	95.32	114.38
Durnford Parish Council	8.74	10.20	11.65	13.11	16.02	18.94	21.85	26.22
Durrington Town Council	34.87	40.69	46.50	52.31	63.93	75.56	87.18	104.62
East Kennett Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
East Knoyle Parish Council	16.78	19.58	22.37	25.17	30.76	36.36	41.95	50.34
Easterton Parish Council	42.48	49.56	56.64	63.72	77.88	92.04	106.20	127.44
Easton Grey Parish Council	3.02	3.52	4.03	4.53	5.54	6.54	7.55	9.06
Easton Royal Parish Council	29.12	33.97	38.83	43.68	53.39	63.09	72.80	87.36
Ebbesbourne Wake Parish Council	23.67	27.62	31.56	35.51	43.40	51.29	59.18	71.02
Edington Parish Council	16.45	19.20	21.94	24.68	30.16	35.65	41.13	49.36
Enford Parish Council	27.19	31.72	36.25	40.78	49.84	58.90	67.97	81.56
Erestone Parish Council	49.85	58.15	66.46	74.77	91.39	108.00	124.62	149.54
Etchilhampton Parish Council	13.39	15.63	17.86	20.09	24.55	29.02	33.48	40.18
Everleigh Parish Council	25.36	29.59	33.81	38.04	46.49	54.95	63.40	76.08
Figheledean Parish Council	47.53	55.45	63.37	71.29	87.13	102.97	118.82	142.58

## Wiltshire Council - Council Tax Banding Schedule by Authority 2016/2017

Council Tax Schedule 2016/2017	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council (inclusive of Adult Social Care Levy)	847.47	988.71	1,129.96	1,271.20	1,553.69	1,836.18	2,118.67	2,542.40
Office of the Police & Crime Commissioner for Wiltshire & Swindon	111.40	129.97	148.53	167.10	204.23	241.37	278.50	334.20
Dorset & Wiltshire Fire & Rescue Authority	46.14	53.83	61.52	69.21	84.59	99.97	115.35	138.42
Town & Parish Council (Average)	58.13	67.82	77.51	87.20	106.58	125.96	145.33	174.40
<b>Total</b>	<b>1,063.14</b>	<b>1,240.33</b>	<b>1,417.52</b>	<b>1,594.71</b>	<b>1,949.09</b>	<b>2,303.48</b>	<b>2,657.85</b>	<b>3,189.42</b>

Council Tax Charge by band per Parish/Town Council								
Firsdow Parish Council	28.97	33.80	38.63	43.46	53.12	62.78	72.43	86.92
Fittleton Parish Council	30.94	36.10	41.25	46.41	56.72	67.04	77.35	92.82
Fonthill Bishop Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fonthill Gifford Parish Council	25.01	29.18	33.35	37.52	45.86	54.20	62.53	75.04
Fovant Parish Council	20.13	23.48	26.84	30.19	36.90	43.61	50.32	60.38
Froxfield Parish Council	27.69	32.31	36.92	41.54	50.77	60.00	69.23	83.08
Fyfield & West Overton Parish Council	15.29	17.83	20.38	22.93	28.03	33.12	38.22	45.86
Grafton Parish Council	14.50	16.92	19.33	21.75	26.58	31.42	36.25	43.50
Great Bedwyn Parish Council	17.92	20.91	23.89	26.88	32.85	38.83	44.80	53.76
Great Hinton Parish Council	22.93	26.75	30.57	34.39	42.03	49.67	57.32	68.78
Great Somerford Parish Council	13.69	15.98	18.26	20.54	25.10	29.67	34.23	41.08
Great Wishford Parish Council	21.82	25.46	29.09	32.73	40.00	47.28	54.55	65.46
Grimstead Parish Council	27.55	32.14	36.73	41.32	50.50	59.68	68.87	82.64
Grittleton Parish Council	9.56	11.15	12.75	14.34	17.53	20.71	23.90	28.68
Ham Parish Council	9.11	10.62	12.14	13.66	16.70	19.73	22.77	27.32
Hankerton Parish Council	16.26	18.97	21.68	24.39	29.81	35.23	40.65	48.78
Heddington Parish Council	12.61	14.72	16.82	18.92	23.12	27.33	31.53	37.84
Heytesbury & Knook Parish Council	17.51	20.42	23.34	26.26	32.10	37.93	43.77	52.52
Heywood Parish Council	9.19	10.72	12.25	13.78	16.84	19.90	22.97	27.56
Hilmarton Parish Council	17.21	20.08	22.95	25.82	31.56	37.30	43.03	51.64
Hilperton Parish Council	9.52	11.11	12.69	14.28	17.45	20.63	23.80	28.56
Hindon Parish Council	24.96	29.12	33.28	37.44	45.76	54.08	62.40	74.88
Holt Parish Council	18.74	21.86	24.99	28.11	34.36	40.60	46.85	56.22
Horningsham Parish Council	50.68	59.13	67.57	76.02	92.91	109.81	126.70	152.04
Hullavington Parish Council	23.77	27.74	31.70	35.66	43.58	51.51	59.43	71.32
Idmiston Parish Council	18.59	21.69	24.79	27.89	34.09	40.29	46.48	55.78
Keevil Parish Council	19.17	22.37	25.56	28.76	35.15	41.54	47.93	57.52
Kilmington Parish Council	29.92	34.91	39.89	44.88	54.85	64.83	74.80	89.76
Kington Langley Parish Council	35.11	40.96	46.81	52.66	64.36	76.06	87.77	105.32
Kington St Michael Parish Council	35.86	41.84	47.81	53.79	65.74	77.70	89.65	107.58
Lacock Parish Council	23.09	26.93	30.78	34.63	42.33	50.02	57.72	69.26
Landford Parish Council	24.62	28.72	32.83	36.93	45.14	53.34	61.55	73.86
Langley Burrell Parish Council	34.67	40.44	46.22	52.00	63.56	75.11	86.67	104.00
Latton Parish Council	19.64	22.91	26.19	29.46	36.01	42.55	49.10	58.92
Laverstock & Ford Parish Council	8.59	10.02	11.45	12.88	15.74	18.60	21.47	25.76
Lea & Cleverton Parish Council	15.22	17.76	20.29	22.83	27.90	32.98	38.05	45.66
Leigh Parish Council	18.56	21.65	24.75	27.84	34.03	40.21	46.40	55.68
Limpley Stoke Parish Council	36.69	42.80	48.92	55.03	67.26	79.49	91.72	110.06
Little Bedwyn Parish Council	15.36	17.92	20.48	23.04	28.16	33.28	38.40	46.08
Little Cheverell Parish Council	20.69	24.13	27.58	31.03	37.93	44.82	51.72	62.06
Little Somerford Parish Council	22.66	26.44	30.21	33.99	41.54	49.10	56.65	67.98
Longbridge Deverill Parish Council	11.85	13.82	15.80	17.77	21.72	25.67	29.62	35.54
Luckington Parish Council	19.59	22.85	26.12	29.38	35.91	42.44	48.97	58.76
Ludgershall Town Council	62.72	73.17	83.63	94.08	114.99	135.89	156.80	188.16
Lydiard Millicent Parish Council	30.65	35.76	40.87	45.98	56.20	66.42	76.63	91.96
Lydiard Tregoze Parish Council	23.59	27.53	31.46	35.39	43.25	51.12	58.98	70.78
Lyneham & Bradenstoke Parish Council	19.86	23.17	26.48	29.79	36.41	43.03	49.65	59.58
Maiden Bradley Parish Council	69.65	81.26	92.87	104.48	127.70	150.92	174.13	208.96

## Wiltshire Council - Council Tax Banding Schedule by Authority 2016/2017

Council Tax Schedule 2016/2017	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council (inclusive of Adult Social Care Levy)	847.47	988.71	1,129.96	1,271.20	1,553.69	1,836.18	2,118.67	2,542.40
Office of the Police & Crime Commissioner for Wiltshire & Swindon	111.40	129.97	148.53	167.10	204.23	241.37	278.50	334.20
Dorset & Wiltshire Fire & Rescue Authority	46.14	53.83	61.52	69.21	84.59	99.97	115.35	138.42
Town & Parish Council (Average)	58.13	67.82	77.51	87.20	106.58	125.96	145.33	174.40
<b>Total</b>	<b>1,063.14</b>	<b>1,240.33</b>	<b>1,417.52</b>	<b>1,594.71</b>	<b>1,949.09</b>	<b>2,303.48</b>	<b>2,657.85</b>	<b>3,189.42</b>

Council Tax Charge by band per Parish/Town Council								
Malmesbury Town Council	126.39	147.46	168.52	189.59	231.72	273.85	315.98	379.18
Manningford Parish Council	21.81	25.44	29.08	32.71	39.98	47.25	54.52	65.42
Marden Parish Council	7.28	8.49	9.71	10.92	13.35	15.77	18.20	21.84
Market Lavington Parish Council	41.01	47.85	54.68	61.52	75.19	88.86	102.53	123.04
Marlborough Town Council	104.49	121.90	139.32	156.73	191.56	226.39	261.22	313.46
Marston Meysey Parish Council	17.80	20.77	23.73	26.70	32.63	38.57	44.50	53.40
Marston Parish Council	17.58	20.51	23.44	26.37	32.23	38.09	43.95	52.74
Melksham Town Council	63.39	73.96	84.52	95.09	116.22	137.35	158.48	190.18
Melksham Without Parish Council	45.96	53.62	61.28	68.94	84.26	99.58	114.90	137.88
Mere Parish Council	68.58	80.01	91.44	102.87	125.73	148.59	171.45	205.74
Mildenhall Parish Council	50.52	58.94	67.36	75.78	92.62	109.46	126.30	151.56
Milston Parish Council	10.73	12.51	14.30	16.09	19.67	23.24	26.82	32.18
Milton Lilbourne Parish Council	24.58	28.68	32.77	36.87	45.06	53.26	61.45	73.74
Minety Parish Council	12.49	14.57	16.65	18.73	22.89	27.05	31.22	37.46
Monkton Farleigh Parish Council	19.17	22.37	25.56	28.76	35.15	41.54	47.93	57.52
Netheravon Parish Council	36.28	42.33	48.37	54.42	66.51	78.61	90.70	108.84
Netherhampton Parish Council	6.03	7.03	8.04	9.04	11.05	13.06	15.07	18.08
Nettleton Parish Council	11.62	13.56	15.49	17.43	21.30	25.18	29.05	34.86
Newton Toney Parish Council	38.52	44.94	51.36	57.78	70.62	83.46	96.30	115.56
North Bradley Parish Council	9.89	11.54	13.19	14.84	18.14	21.44	24.73	29.68
North Newton Parish Council	39.77	46.39	53.02	59.65	72.91	86.16	99.42	119.30
North Wraxall Parish Council	19.23	22.43	25.64	28.84	35.25	41.66	48.07	57.68
Norton & Foxley Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Norton Bavant Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oaksey Parish Council	42.21	49.25	56.28	63.32	77.39	91.46	105.53	126.64
Odstock Parish Council	32.00	37.33	42.67	48.00	58.67	69.33	80.00	96.00
Ogbourne St Andrew Parish Council	10.48	12.23	13.97	15.72	19.21	22.71	26.20	31.44
Ogbourne St George Parish Council	26.16	30.52	34.88	39.24	47.96	56.68	65.40	78.48
Orcheston Parish Council	12.56	14.65	16.75	18.84	23.03	27.21	31.40	37.68
Patney Parish Council	22.07	25.75	29.43	33.11	40.47	47.83	55.18	66.22
Pewsey Parish Council	39.90	46.55	53.20	59.85	73.15	86.45	99.75	119.70
Pitton & Farley Parish Council	25.18	29.38	33.57	37.77	46.16	54.56	62.95	75.54
Potterne Parish Council	19.86	23.17	26.48	29.79	36.41	43.03	49.65	59.58
Poulshot Parish Council	37.83	44.14	50.44	56.75	69.36	81.97	94.58	113.50
Preshute Parish Council	32.02	37.36	42.69	48.03	58.70	69.38	80.05	96.06
Purton Parish Council	71.90	83.88	95.87	107.85	131.82	155.78	179.75	215.70
Quidhampton Parish Council	38.82	45.29	51.76	58.23	71.17	84.11	97.05	116.46
Ramsbury Parish Council	33.85	39.50	45.14	50.78	62.06	73.35	84.63	101.56
Redlynch Parish Council	20.36	23.75	27.15	30.54	37.33	44.11	50.90	61.08
Roundway Parish Council	32.76	38.22	43.68	49.14	60.06	70.98	81.90	98.28
Rowde Parish Council	38.93	45.41	51.90	58.39	71.37	84.34	97.32	116.78
Royal Wootton Bassett Town Council	126.54	147.63	168.72	189.81	231.99	274.17	316.35	379.62



## Wiltshire Council - Council Tax Banding Schedule by Authority 2016/2017

Council Tax Schedule 2016/2017	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council (inclusive of Adult Social Care Levy)	847.47	988.71	1,129.96	1,271.20	1,553.69	1,836.18	2,118.67	2,542.40
Office of the Police & Crime Commissioner for Wiltshire & Swindon	111.40	129.97	148.53	167.10	204.23	241.37	278.50	334.20
Dorset & Wiltshire Fire & Rescue Authority	46.14	53.83	61.52	69.21	84.59	99.97	115.35	138.42
Town & Parish Council (Average)	58.13	67.82	77.51	87.20	106.58	125.96	145.33	174.40
<b>Total</b>	<b>1,063.14</b>	<b>1,240.33</b>	<b>1,417.52</b>	<b>1,594.71</b>	<b>1,949.09</b>	<b>2,303.48</b>	<b>2,657.85</b>	<b>3,189.42</b>

Council Tax Charge by band per Parish/Town Council								
Rushall Parish Council	37.82	44.12	50.43	56.73	69.34	81.94	94.55	113.46
Salisbury City Council	70.00	81.67	93.33	105.00	128.33	151.67	175.00	210.00
Savernake Parish Council	4.87	5.68	6.49	7.30	8.92	10.54	12.17	14.60
Seagry Parish Council	48.36	56.42	64.48	72.54	88.66	104.78	120.90	145.08
Sedgehill & Semley Parish Council	18.62	21.72	24.83	27.93	34.14	40.34	46.55	55.86
Seend Parish Council	15.58	18.18	20.77	23.37	28.56	33.76	38.95	46.74
Semington Parish Council	21.12	24.64	28.16	31.68	38.72	45.76	52.80	63.36
Shalbourne Parish Council	7.58	8.84	10.11	11.37	13.90	16.42	18.95	22.74
Sherrington Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherston Parish Council	24.79	28.93	33.06	37.19	45.45	53.72	61.98	74.38
Shrewton Parish Council	21.17	24.69	28.22	31.75	38.81	45.86	52.92	63.50
Sopworth Parish Council	5.13	5.98	6.84	7.69	9.40	11.11	12.82	15.38
South Newton Parish Council	14.13	16.49	18.84	21.20	25.91	30.62	35.33	42.40
South Wraxall Parish Council	10.31	12.03	13.75	15.47	18.91	22.35	25.78	30.94
Southwick Parish Council	17.02	19.86	22.69	25.53	31.20	36.88	42.55	51.06
St Paul Without	8.33	9.71	11.10	12.49	15.27	18.04	20.82	24.98
Stanton St Bernard Parish Council	27.90	32.55	37.20	41.85	51.15	60.45	69.75	83.70
Stanton St Quintin Parish Council	14.05	16.39	18.73	21.07	25.75	30.43	35.12	42.14
Stapleford Parish Council	15.85	18.49	21.13	23.77	29.05	34.33	39.62	47.54
Staverton Parish Council	21.96	25.62	29.28	32.94	40.26	47.58	54.90	65.88
Steeple Ashton Parish Council	31.62	36.89	42.16	47.43	57.97	68.51	79.05	94.86
Steeple Langford Parish Council	12.41	14.48	16.55	18.62	22.76	26.90	31.03	37.24
Stert Parish Council	6.57	7.67	8.76	9.86	12.05	14.24	16.43	19.72
Stockton Parish Council	8.28	9.66	11.04	12.42	15.18	17.94	20.70	24.84
Stourton Parish Council	12.31	14.37	16.42	18.47	22.57	26.68	30.78	36.94
Stratford Tony Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton Benger Parish Council	13.53	15.78	18.04	20.29	24.80	29.31	33.82	40.58
Sutton Mandeville Parish Council	6.48	7.56	8.64	9.72	11.88	14.04	16.20	19.44
Sutton Veny Parish Council	26.44	30.85	35.25	39.66	48.47	57.29	66.10	79.32
Swallowcliffe Parish Council	15.05	17.55	20.06	22.57	27.59	32.60	37.62	45.14
Teffont Parish Council	34.91	40.72	46.54	52.36	64.00	75.63	87.27	104.72
Tidcombe & Fosbury Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tidworth Town Council	80.89	94.37	107.85	121.33	148.29	175.25	202.22	242.66
Tilshead Parish Council	31.03	36.21	41.38	46.55	56.89	67.24	77.58	93.10
Tisbury Parish Council	45.73	53.36	60.98	68.60	83.84	99.09	114.33	137.20
Tockenham Parish Council	35.17	41.04	46.90	52.76	64.48	76.21	87.93	105.52
Tollard Royal Parish Council	48.38	56.44	64.51	72.57	88.70	104.82	120.95	145.14
Trowbridge Town Council	93.09	108.61	124.12	139.64	170.67	201.70	232.73	279.28
Upavon Parish Council	25.22	29.42	33.63	37.83	46.24	54.64	63.05	75.66
Upper Deverills Parish Council	27.04	31.55	36.05	40.56	49.57	58.59	67.60	81.12
Upton Lovell Parish Council	22.51	26.27	30.02	33.77	41.27	48.78	56.28	67.54
Upton Scudamore Parish Council	15.50	18.08	20.67	23.25	28.42	33.58	38.75	46.50
Urchfont Parish Council	57.51	67.10	76.68	86.27	105.44	124.61	143.78	172.54
Warmminster Town Council	58.11	67.80	77.48	87.17	106.54	125.91	145.28	174.34
West Ashton Parish Council	14.01	16.34	18.68	21.01	25.68	30.35	35.02	42.02
West Dean Parish Council	53.67	62.61	71.56	80.50	98.39	116.28	134.17	161.00
West Knoyle Parish Council	40.55	47.30	54.06	60.82	74.34	87.85	101.37	121.64
West Lavington Parish Council	41.97	48.96	55.96	62.95	76.94	90.93	104.92	125.90

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Town & Parish Council (Average)	58.13	67.82	77.51	87.20	106.58	125.96	145.33	174.40
<b>Total</b>	<b>1,063.14</b>	<b>1,240.33</b>	<b>1,417.52</b>	<b>1,594.71</b>	<b>1,949.09</b>	<b>2,303.48</b>	<b>2,657.85</b>	<b>3,189.42</b>

Council Tax Charge by band per Parish/Town Council								
West Tisbury Parish Council	23.08	26.93	30.77	34.62	42.31	50.01	57.70	69.24
Westbury Town Council	67.59	78.85	90.12	101.38	123.91	146.44	168.97	202.76
Westwood Parish Council	28.28	32.99	37.71	42.42	51.85	61.27	70.70	84.84
Whiteparish Parish Council	26.17	30.54	34.90	39.26	47.98	56.71	65.43	78.52
Wilcot & Huish Parish Council	15.94	18.60	21.25	23.91	29.22	34.54	39.85	47.82
Wilsford-cum-Lake Parish Council	5.35	6.25	7.14	8.03	9.81	11.60	13.38	16.06
Wilton Town Council	76.56	89.32	102.08	114.84	140.36	165.88	191.40	229.68
Wingfield Parish Council	40.63	47.40	54.17	60.94	74.48	88.02	101.57	121.88
Winsley Parish Council	18.17	21.19	24.22	27.25	33.31	39.36	45.42	54.50
Winterbourne Parish Council	23.36	27.25	31.15	35.04	42.83	50.61	58.40	70.08
Winterbourne Stoke Parish Council	56.95	66.44	75.93	85.42	104.40	123.38	142.37	170.84
Winterslow Parish Council	30.23	35.27	40.31	45.35	55.43	65.51	75.58	90.70
Woodborough Parish Council	28.28	32.99	37.71	42.42	51.85	61.27	70.70	84.84
Woodford Parish Council	14.52	16.94	19.36	21.78	26.62	31.46	36.30	43.56
Wootton Rivers Parish Council	12.05	14.05	16.06	18.07	22.09	26.10	30.12	36.14
Worton Parish Council	26.98	31.48	35.97	40.47	49.46	58.46	67.45	80.94
Wylye Parish Council	15.56	18.15	20.75	23.34	28.53	33.71	38.90	46.68
Yatton Keynell Parish Council	23.59	27.53	31.46	35.39	43.25	51.12	58.98	70.78
Zeals Parish Council	11.43	13.33	15.24	17.14	20.95	24.76	28.57	34.28

## Wiltshire Council - Town &amp; Parish Precepts 2016/2017

Parish/Town Council	2015/2016			2016/2017			C Tax Increase/Decrease
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Aldbourn Parish Council	770.38	25,063.24	32.53	792.60	27,831.38	35.11	7.93%
Alderbury Parish Council	929.22	44,028.31	47.38	942.95	44,876.60	47.59	0.44%
All Cannings Parish Council	255.85	11,848.41	46.31	264.49	13,033.25	49.28	6.41%
Allington Parish Council	189.00	7,842.18	41.49	196.43	8,527.86	43.41	4.63%
Alton Parish Council	107.77	3,891.44	36.11	113.81	4,980.46	43.76	21.19%
Alvediston Parish Meeting	46.87	0.00	0.00	50.70	0.00	0.00	0.00%
Amesbury Town Council	3,517.22	214,374.55	60.95	3,762.23	270,000.00	71.77	17.75%
Ansty Parish Council	70.67	1,523.63	21.56	75.54	1,700.00	22.50	4.36%
Ashton Keynes Parish Council	665.12	33,008.06	49.63	673.44	33,534.45	49.80	0.34%
Atworth Parish Council	476.32	22,787.00	47.84	490.22	24,020.00	49.00	2.42%
Avebury Parish Council	218.03	10,416.07	47.77	224.94	10,912.89	48.51	1.55%
Barford St Martin Parish Council	195.24	7,702.88	39.45	197.87	8,928.52	45.12	14.37%
Baydon Parish Council	283.11	13,390.00	47.30	291.89	13,390.00	45.87	(3.02%)
Beechingstoke Parish Council	62.53	0.00	0.00	65.06	0.00	0.00	0.00%
Berwick Bassett & W/Bourne Monkton Parish Council	87.75	2,260.61	25.76	90.57	3,366.00	37.16	44.25%
Berwick St James Parish Council	74.19	1,190.01	16.04	79.60	1,239.20	15.57	(2.93%)
Berwick St John Parish Council	129.83	7,000.00	53.92	131.86	7,000.00	53.09	(1.54%)
Berwick St Leonard Parish Council	15.52	0.00	0.00	15.52	0.00	0.00	0.00%
Biddestone Parish Council	246.58	8,000.00	32.44	254.50	8,000.00	31.43	(3.11%)
Bishops Cannings Parish Council	772.63	24,225.00	31.35	805.51	32,700.00	40.60	29.51%
Bishopstone Parish Council	267.87	5,368.00	20.04	273.58	6,304.30	23.04	14.97%
Bishopstrow Parish Council	63.18	1,200.00	18.99	64.66	1,200.00	18.56	(2.26%)
Bowerchalke Parish Council	172.78	5,346.62	30.94	175.60	5,433.06	30.94	0.00%
Box Parish Council	1,460.10	135,597.00	92.87	1,503.49	138,780.00	92.31	(0.60%)
Boyton Parish Council	85.85	750.20	8.74	88.60	929.00	10.49	20.02%
Bradford On Avon Town Council	3,767.78	417,854.00	110.90	3,855.80	458,422.07	118.89	7.20%
Bratton Parish Council	491.71	26,809.69	54.52	504.77	30,000.00	59.43	9.01%
Braydon Parish Council	27.36	0.00	0.00	30.46	0.00	0.00	0.00%
Bremhill Parish Council	451.47	6,392.13	14.16	469.28	4,980.58	10.61	(25.07%)
Brinkworth Parish Council	590.69	16,470.18	27.88	608.77	16,972.51	27.88	0.00%
Britford Parish Council	187.33	2,974.64	15.88	192.03	3,100.00	16.14	1.64%
Broad Hinton & W/Bourne Bassett Parish Council	380.84	5,858.79	15.38	387.27	5,963.96	15.40	0.13%
Broad Town Parish Council	261.25	3,625.00	13.88	266.04	3,800.00	14.28	2.88%
Broadchalke Parish Council	314.64	6,551.01	20.82	317.78	6,673.18	21.00	0.86%
Brokenborough Parish Council	99.50	1,326.34	13.33	101.12	1,348.00	13.33	0.00%
Bromham Parish Council	752.81	34,612.03	45.98	758.99	38,750.17	51.05	11.03%
Broughton Gifford Parish Council	335.73	9,152.00	27.26	338.98	9,360.35	27.61	1.28%
Bulford Parish Council	1,186.68	46,167.46	38.90	1,190.29	46,209.89	38.82	(0.21%)
Bulkington Parish Council	118.21	4,500.00	38.07	120.96	4,650.00	38.44	0.97%
Burbage Parish Council	754.06	26,309.82	34.89	774.35	30,472.71	39.35	12.78%
Burcombe Parish Council	61.87	3,000.00	48.49	62.83	3,000.00	47.75	(1.53%)
Buttermere Parish Council	30.89	0.00	0.00	31.37	0.00	0.00	0.00%
Calne Town Council	5,337.54	1,122,660.00	210.33	5,509.96	1,158,800.00	210.31	(0.01%)
Calne Without Parish Council	1,106.55	7,871.87	7.11	1,181.20	7,976.94	6.75	(5.06%)
Castle Combe Parish Council	166.67	4,632.33	27.79	170.38	4,728.82	27.75	(0.14%)
Chapmanslade Parish Council	297.38	4,390.51	14.76	312.06	4,980.29	15.96	8.13%
Charlton Parish Council	228.25	5,209.84	22.83	240.16	5,583.77	23.25	1.84%
Charlton St Peter & Wilsford Parish Council	80.93	1,100.00	13.59	84.22	1,100.00	13.06	(3.90%)
Cherhill Parish Council	345.59	6,779.75	19.62	349.32	6,960.35	19.93	1.58%
Cheverell Magna (Great Cheverell) Parish Council	244.11	8,521.88	34.91	249.55	8,973.82	35.96	3.01%
Chicklade Parish Council	36.09	0.00	0.00	38.61	0.00	0.00	0.00%
Chilmark Parish Council	229.86	6,889.47	29.97	240.21	7,199.09	29.97	0.00%

## Wiltshire Council - Town &amp; Parish Precepts 2016/2017

Parish/Town Council	2015/2016			2016/2017			C Tax Increase/Decrease
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Chilton Foliat Parish Council	189.62	6,600.00	34.81	192.39	6,600.00	34.31	(1.44%)
Chippenham Town Council	11,465.93	1,747,577.00	152.41	11,783.15	1,845,241.29	156.60	2.75%
Chippenham Without Parish Council	86.17	5,000.00	58.02	84.09	6,000.00	71.35	22.97%
Chirton Parish Council	172.07	4,247.00	24.68	179.12	7,736.19	43.19	75.00%
Chitterne Parish Council	132.17	6,280.56	47.52	132.75	7,049.13	53.10	11.74%
Cholderton Parish Council	85.01	3,800.00	44.70	89.15	3,985.00	44.70	0.00%
Christian Malford Parish Council	346.18	9,976.33	28.82	358.20	10,323.32	28.82	0.00%
Chute Forest Parish Council	88.31	3,868.00	43.80	89.42	5,410.00	60.50	38.13%
Chute Parish Council	168.71	6,100.00	36.16	166.78	7,931.00	47.55	31.50%
Clarendon Park Parish Council	110.66	3,600.00	32.53	111.61	200.00	1.79	(94.50%)
Clyffe Pypard Parish Council	143.52	2,000.00	13.94	149.40	2,000.00	13.39	(3.95%)
Codford Parish Council	334.31	7,600.00	22.73	346.82	14,339.82	41.35	81.92%
Coleme Parish Council	930.59	51,467.73	55.31	943.90	53,176.88	56.34	1.86%
Collingbourne Ducis Parish Council	364.40	18,257.00	50.10	373.94	20,047.00	53.61	7.01%
Collingbourne Kingston Parish Council	213.66	9,449.55	44.23	216.85	10,433.48	48.11	8.77%
Compton Bassett Parish Council	107.28	3,370.00	31.41	108.41	3,474.42	32.05	2.04%
Compton Chamberlayne Parish Council	58.41	2,500.00	42.80	61.02	2,500.00	40.97	(4.28%)
Coombe Bissett Parish Council	344.72	10,893.44	31.60	359.11	10,980.82	30.58	(3.23%)
Corsham Town Council	4,364.97	596,953.00	136.76	4,558.99	658,652.00	144.47	5.64%
Corsley Parish Council	333.92	8,000.00	23.96	341.90	8,200.00	23.98	0.08%
Coulston Parish Council	81.59	1,960.00	24.02	81.73	2,888.00	35.34	47.13%
Cricklade Town Council	1,505.80	250,426.00	166.31	1,521.69	264,926.00	174.10	4.68%
Crudwell Parish Council	498.99	15,226.40	30.51	506.82	15,098.00	29.79	(2.36%)
Dauntsey Parish Council	248.23	13,000.00	52.37	257.93	15,000.00	58.16	11.06%
Devizes Town Council	3,787.69	473,864.00	125.11	3,890.29	556,477.00	143.04	14.33%
Dilton Marsh Parish Council	674.42	21,301.43	31.58	689.94	27,284.26	39.55	25.24%
Dinton Parish Council	287.97	10,296.00	35.75	300.00	10,233.18	34.11	(4.59%)
Donhead St Andrew Parish Council	244.31	7,252.00	29.68	249.69	8,000.00	32.04	7.95%
Donhead St Mary Parish Council	458.37	15,441.82	33.69	469.01	15,010.00	32.00	(5.02%)
Downton Parish Council	1,247.02	60,616.13	48.61	1,298.55	74,263.51	57.19	17.65%
Durnford Parish Council	173.83	2,072.05	11.92	181.12	2,374.48	13.11	9.98%
Durrington Town Council	2,115.83	108,203.24	51.14	2,148.02	112,355.00	52.31	2.29%
East Kennett Parish Council	50.76	0.00	0.00	50.38	0.00	0.00	0.00%
East Knoyle Parish Council	336.31	7,599.31	22.60	344.92	8,681.88	25.17	11.37%
Easterton Parish Council	232.08	14,790.00	63.73	245.62	15,650.91	63.72	(0.02%)
Easton Grey Parish Council	42.19	200.00	4.74	44.11	200.00	4.53	(4.43%)
Easton Royal Parish Council	136.82	5,600.00	40.93	140.79	6,150.00	43.68	6.72%
Ebbesbourne Wake Parish Council	100.05	999.50	9.99	98.56	3,500.00	35.51	255.46%
Edington Parish Council	324.60	7,109.15	21.90	326.80	8,065.65	24.68	12.69%
Enford Parish Council	247.98	7,217.95	29.11	254.18	10,365.00	40.78	40.09%
Erlestoke Parish Council	88.78	6,034.38	67.97	90.88	6,795.10	74.77	10.00%
Etchilhampton Parish Council	71.17	1,429.85	20.09	69.11	1,388.42	20.09	0.00%
Everleigh Parish Council	89.24	3,428.69	38.42	89.97	3,422.55	38.04	(0.99%)
Figheledean Parish Council	220.39	15,554.51	70.58	225.65	16,086.59	71.29	1.01%
Firsdown Parish Council	275.47	10,410.10	37.79	276.84	12,031.05	43.46	15.00%
Fittleton Parish Council	102.45	4,626.44	45.16	100.73	4,675.00	46.41	2.77%
Fonthill Bishop Parish Council	42.24	0.00	0.00	43.27	0.00	0.00	0.00%
Fonthill Gifford Parish Council	54.84	1,500.00	27.35	53.31	2,000.00	37.52	37.18%
Fovant Parish Council	314.66	9,195.11	29.22	326.30	9,850.00	30.19	3.32%
Froxfield Parish Council	142.64	6,000.00	42.06	144.44	6,000.00	41.54	(1.24%)
Fyfield & West Overton Parish Council	387.12	8,436.93	21.79	390.86	8,963.45	22.93	5.23%

## Wiltshire Council - Town &amp; Parish Precepts 2016/2017

Parish/Town Council	2015/2016			2016/2017			C Tax Increase/Decrease
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Grafton Parish Council	331.03	6,500.00	19.64	334.68	7,280.00	21.75	10.74%
Great Bedwyn Parish Council	548.43	15,425.25	28.13	554.09	14,896.54	26.88	(4.44%)
Great Hinton Parish Council	100.69	3,000.00	29.79	101.77	3,500.00	34.39	15.44%
Great Somerford Parish Council	363.97	6,977.00	19.17	373.29	7,667.68	20.54	7.15%
Great Wishford Parish Council	133.13	3,531.29	26.53	137.47	4,500.00	32.73	23.37%
Grimstead Parish Council	271.52	11,500.00	42.35	278.31	11,500.00	41.32	(2.43%)
Grittleton Parish Council	270.00	3,931.57	14.56	274.41	3,934.00	14.34	(1.51%)
Ham Parish Council	105.75	2,500.00	23.64	109.79	1,500.00	13.66	(42.22%)
Hankerton Parish Council	149.39	3,644.15	24.39	152.97	3,730.95	24.39	0.00%
Heddington Parish Council	189.00	2,634.24	13.94	197.05	3,729.16	18.92	35.72%
Heytesbury & Knook Parish Council	330.45	8,683.43	26.28	341.06	8,957.02	26.26	(0.08%)
Heywood Parish Council	290.38	3,979.55	13.70	296.33	4,084.06	13.78	0.58%
Hilmarton Parish Council	302.01	7,169.53	23.74	309.84	8,000.00	25.82	8.76%
Hilperton Parish Council	1,814.20	25,906.78	14.28	1,850.31	26,422.43	14.28	0.00%
Hindon Parish Council	224.47	10,341.16	46.07	226.25	8,471.41	37.44	(18.73%)
Holt Parish Council	661.02	17,697.00	26.77	674.81	18,968.33	28.11	5.01%
Horningsham Parish Council	155.26	10,292.03	66.29	160.19	12,177.71	76.02	14.68%
Hullavington Parish Council	478.26	17,380.24	36.34	494.75	17,642.44	35.66	(1.87%)
Idmiston Parish Council	870.34	25,086.47	28.82	910.08	25,379.93	27.89	(3.23%)
Keevil Parish Council	229.90	6,431.47	27.98	225.11	6,475.00	28.76	2.79%
Kilmington Parish Council	131.50	4,727.55	35.95	134.56	6,039.00	44.88	24.84%
Kington Langley Parish Council	353.25	18,396.50	52.08	359.33	18,922.53	52.66	1.11%
Kington St Michael Parish Council	297.85	16,313.77	54.77	310.66	16,711.00	53.79	(1.79%)
Lacock Parish Council	482.88	16,741.13	34.67	492.00	17,037.22	34.63	(0.12%)
Landford Parish Council	571.00	21,000.00	36.78	582.15	21,500.00	36.93	0.41%
Langley Burrell Parish Council	169.03	7,500.00	44.37	191.82	9,975.00	52.00	17.20%
Latton Parish Council	230.79	6,800.00	29.46	239.08	7,043.30	29.46	0.00%
Laverstock & Ford Parish Council	2,579.44	33,211.80	12.88	2,971.41	38,271.76	12.88	0.00%
Lea & Cleverton Parish Council	395.76	8,782.75	22.19	405.36	9,256.00	22.83	2.88%
Leigh Parish Council	136.62	3,870.86	28.33	142.25	3,960.35	27.84	(1.73%)
Limpley Stoke Parish Council	289.48	14,236.87	49.18	299.24	16,466.00	55.03	11.90%
Little Bedwyn Parish Council	130.24	3,091.66	23.74	134.33	3,095.00	23.04	(2.95%)
Little Cheverell Parish Council	78.70	2,445.35	31.07	80.57	2,500.00	31.03	(0.13%)
Little Somerford Parish Council	182.79	6,076.00	33.24	178.75	6,076.00	33.99	2.26%
Longbridge Deverill Parish Council	379.97	6,482.38	17.06	388.40	6,900.00	17.77	4.16%
Luckington Parish Council	293.81	8,201.62	27.91	299.17	8,790.56	29.38	5.27%
Ludgershall Town Council	1,330.07	114,044.80	85.74	1,354.18	127,400.00	94.08	9.73%
Lydiard Millicent Parish Council	738.67	21,211.50	28.72	754.95	34,712.00	45.98	60.10%
Lydiard Tregoze Parish Council	207.37	7,135.00	34.41	210.04	7,434.30	35.39	2.85%
Lyneham & Bradenstoke Parish Council	1,452.02	50,000.00	34.43	1,477.49	44,021.00	29.79	(13.48%)
Maiden Bradley Parish Council	131.06	12,358.90	94.30	131.53	13,742.67	104.48	10.80%
Malmesbury Town Council	1,896.44	336,599.15	177.49	1,961.86	371,957.00	189.59	6.82%
Manningford Parish Council	185.59	6,169.30	33.24	191.91	6,276.47	32.71	(1.59%)
Marden Parish Council	52.82	600.00	11.36	54.94	600.00	10.92	(3.87%)
Market Lavington Parish Council	731.14	44,027.97	60.22	741.47	45,617.57	61.52	2.16%
Marlborough Town Council	3,171.08	473,544.00	149.33	3,252.83	509,813.70	156.73	4.96%
Marston Meysey Parish Council	108.62	2,900.00	26.70	113.32	3,025.64	26.70	0.00%
Marston Parish Council	76.52	2,000.00	26.14	75.84	2,000.00	26.37	0.88%
Melksham Town Council	4,382.93	384,930.00	87.82	4,543.35	432,020.00	95.09	8.28%
Melksham Without Parish Council	3,121.00	166,423.59	53.32	3,205.60	221,000.00	68.94	29.29%
Mere Parish Council	1,119.81	105,002.13	93.77	1,138.63	117,126.24	102.87	9.70%

## Wiltshire Council - Town &amp; Parish Precepts 2016/2017

Parish/Town Council	2015/2016			2016/2017			C Tax Increase/Decrease
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Mildenhall Parish Council	212.48	13,000.00	61.18	216.86	16,432.93	75.78	23.86%
Milston Parish Council	53.58	800.00	14.93	52.84	850.00	16.09	7.77%
Milton Lilbourne Parish Council	260.23	8,906.69	34.23	270.77	9,983.20	36.87	7.71%
Minety Parish Council	672.66	11,960.69	17.78	694.11	13,000.00	18.73	5.34%
Monkton Farleigh Parish Council	168.50	5,000.00	29.67	173.88	5,000.00	28.76	(3.07%)
Netheravon Parish Council	381.60	21,500.00	56.34	380.37	20,700.00	54.42	(3.41%)
Netherhampton Parish Council	194.75	1,760.46	9.04	195.30	1,766.00	9.04	0.00%
Nettleton Parish Council	326.45	5,000.00	15.32	343.30	5,985.13	17.43	13.77%
Newton Toney Parish Council	165.30	7,960.00	48.15	169.84	9,813.36	57.78	20.00%
North Bradley Parish Council	672.55	9,659.16	14.36	688.04	10,208.35	14.84	3.34%
North Newton Parish Council	188.46	5,500.00	29.18	194.47	11,600.00	59.65	104.42%
North Wraxall Parish Council	205.80	6,000.00	29.15	213.10	6,145.27	28.84	(1.06%)
Norton & Foxley Parish Meeting	63.58	0.00	0.00	63.45	0.00	0.00	0.00%
Norton Bavant Parish Council	55.12	0.00	0.00	58.22	0.00	0.00	0.00%
Oaksey Parish Council	226.31	13,798.12	60.97	227.60	14,410.89	63.32	3.85%
Odstock Parish Council	245.34	11,268.47	45.93	250.35	12,016.80	48.00	4.51%
Ogbourne St Andrew Parish Council	184.17	2,894.41	15.72	190.74	2,998.91	15.72	0.00%
Ogbourne St George Parish Council	214.03	8,451.98	39.49	229.33	9,000.00	39.24	(0.63%)
Orcheston Parish Council	102.12	1,452.12	14.22	103.49	1,950.00	18.84	32.49%
Patney Parish Council	60.78	973.29	16.01	63.42	2,100.00	33.11	106.81%
Pewsey Parish Council	1,452.17	85,648.24	58.98	1,502.69	89,936.68	59.85	1.48%
Pitton & Farley Parish Council	358.96	9,323.98	25.97	367.17	13,868.32	37.77	45.44%
Potterne Parish Council	572.39	16,238.00	28.37	577.95	17,217.00	29.79	5.01%
Poulshot Parish Council	152.00	6,784.39	44.63	151.68	8,608.19	56.75	27.16%
Preshute Parish Council	82.39	2,050.00	24.88	85.36	4,100.00	48.03	93.05%
Purton Parish Council	1,724.79	185,087.21	107.31	1,964.84	211,907.99	107.85	0.50%
Quidhampton Parish Council	146.54	6,466.00	44.12	150.36	8,755.00	58.23	31.98%
Ramsbury Parish Council	907.32	45,986.00	50.68	924.16	46,924.76	50.78	0.20%
Redlynch Parish Council	1,530.82	45,832.75	29.94	1,552.30	47,407.24	30.54	2.00%
Roundway Parish Council	1,950.08	80,088.96	41.07	2,003.33	98,446.87	49.14	19.65%
Rowde Parish Council	483.11	27,120.45	56.14	490.48	28,639.13	58.39	4.01%
Royal Wootton Bassett Town Council	4,226.50	802,232.00	189.81	4,422.68	839,469.00	189.81	0.00%
Rushall Parish Council	73.30	3,478.09	47.45	74.08	4,202.80	56.73	19.56%
Salisbury City Council	13,820.27	1,451,128.30	105.00	14,254.89	1,496,763.40	105.00	0.00%
Savernake Parish Council	134.52	1,000.00	7.43	136.92	1,000.00	7.30	(1.75%)
Seagry Parish Council	161.57	11,500.00	71.18	161.98	11,750.00	72.54	1.91%
Sedgehill & Semley Parish Council	279.01	6,580.88	23.59	286.42	8,000.00	27.93	18.40%
Seend Parish Council	510.33	10,021.00	19.64	519.59	12,141.00	23.37	18.99%
Semington Parish Council	376.62	9,258.05	24.58	377.39	11,956.45	31.68	28.89%
Shalbourne Parish Council	319.70	3,000.00	9.38	325.51	3,700.00	11.37	21.22%
Sherrington Parish Council	34.92	0.00	0.00	34.55	0.00	0.00	0.00%
Sherston Parish Council	694.53	25,322.62	36.46	709.63	26,391.14	37.19	2.00%
Shrewton Parish Council	722.03	21,848.04	30.26	736.42	23,382.65	31.75	4.92%
Sopworth Parish Council	63.61	494.26	7.77	64.99	500.00	7.69	(1.03%)
South Newton Parish Council	225.99	4,355.81	19.27	229.39	4,863.07	21.20	10.02%
South Wraxall Parish Council	217.77	3,496.49	16.06	226.30	3,500.00	15.47	(3.67%)
Southwick Parish Council	712.16	16,477.04	23.14	740.60	18,905.87	25.53	10.33%
St Paul Without	945.08	11,463.00	12.13	983.41	12,282.00	12.49	2.97%
Stanton St Bernard Parish Council	82.83	3,469.65	41.89	83.63	3,500.00	41.85	(0.10%)
Stanton St Quintin Parish Council	256.05	5,402.00	21.10	260.19	5,482.44	21.07	(0.14%)
Stapleford Parish Council	135.06	3,173.56	23.50	140.85	3,348.24	23.77	1.15%

## Wiltshire Council - Town &amp; Parish Precepts 2016/2017

Parish/Town Council	2015/2016			2016/2017			C Tax Increase/Decrease
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Staverton Parish Council	652.89	21,505.22	32.94	671.08	22,105.38	32.94	0.00%
Steeple Ashton Parish Council	425.03	19,194.35	45.16	439.73	20,856.39	47.43	5.03%
Steeple Langford Parish Council	232.69	4,500.00	19.34	241.73	4,500.00	18.62	(3.72%)
Stert Parish Council	90.05	911.30	10.12	92.76	915.05	9.86	(2.57%)
Stockton Parish Council	78.48	500.00	6.37	80.51	1,000.00	12.42	94.98%
Stourton Parish Council	96.41	1,898.00	19.69	100.07	1,848.00	18.47	(6.20%)
Stratford Tony Parish Council	29.02	0.00	0.00	29.31	0.00	0.00	0.00%
Sutton Benger Parish Council	467.73	9,508.95	20.33	496.41	10,072.16	20.29	(0.20%)
Sutton Mandeville Parish Council	136.47	1,275.00	9.34	137.35	1,335.00	9.72	4.07%
Sutton Veny Parish Council	306.94	10,651.95	34.70	313.62	12,437.35	39.66	14.29%
Swallowcliffe Parish Council	101.88	2,266.05	22.24	102.51	2,313.65	22.57	1.48%
Teffont Parish Council	141.79	7,463.00	52.63	142.52	7,463.00	52.36	(0.51%)
Tidcombe & Fosbury Parish Council	54.33	0.00	0.00	56.00	0.00	0.00	0.00%
Tidworth Town Council	2,038.77	241,759.85	118.58	2,171.87	263,516.77	121.33	2.32%
Tilthead Parish Council	133.58	6,295.00	47.13	134.79	6,275.00	46.55	(1.23%)
Tisbury Parish Council	893.69	52,106.39	58.30	941.85	64,615.39	68.60	17.67%
Tockenham Parish Council	114.24	4,405.28	38.56	113.41	5,982.95	52.76	36.83%
Tollard Royal Parish Council	63.88	4,000.00	62.62	61.94	4,495.00	72.57	15.89%
Trowbridge Town Council	10,226.12	1,427,981.00	139.64	10,671.89	1,490,276.00	139.64	0.00%
Upavon Parish Council	450.10	17,089.75	37.97	464.96	17,590.15	37.83	(0.37%)
Upper Deverills Parish Council	166.57	6,510.00	39.08	169.47	6,873.00	40.56	3.79%
Upton Lovell Parish Council	90.72	3,050.50	33.63	90.34	3,050.50	33.77	0.42%
Upton Scudamore Parish Council	135.97	3,127.58	23.00	137.05	3,186.96	23.25	1.09%
Urchfont Parish Council	490.43	41,485.38	84.59	505.47	43,606.90	86.27	1.99%
Warminster Town Council	5,707.03	470,211.33	82.39	5,934.66	517,325.08	87.17	5.80%
West Ashton Parish Council	306.24	4,143.62	13.53	309.72	6,507.65	21.01	55.28%
West Dean Parish Council	103.81	6,000.00	57.80	107.45	8,650.00	80.50	39.27%
West Knoyle Parish Council	63.23	3,203.76	50.67	65.34	3,973.91	60.82	20.03%
West Lavington Parish Council	449.11	25,725.02	57.28	456.02	28,706.46	62.95	9.90%
West Tisbury Parish Council	267.91	6,419.00	23.96	273.59	9,471.00	34.62	44.49%
Westbury Town Council	4,494.73	394,427.00	87.75	4,796.05	486,217.00	101.38	15.53%
Westwood Parish Council	470.72	16,060.96	34.12	481.40	20,420.97	42.42	24.33%
Whiteparish Parish Council	685.06	26,895.46	39.26	706.46	27,735.62	39.26	0.00%
Wilcot & Huish Parish Council	264.09	6,012.57	22.77	269.22	6,437.05	23.91	5.01%
Wilsford-cum-Lake Parish Council	52.23	500.00	9.57	62.28	500.00	8.03	(16.09%)
Wilton Town Council	1,273.21	132,048.88	103.71	1,364.07	156,653.54	114.84	10.73%
Wingfield Parish Council	185.00	9,407.03	50.85	188.43	11,483.27	60.94	19.84%
Winsley Parish Council	903.84	18,662.99	20.65	917.45	25,000.00	27.25	31.96%
Winterbourne Parish Council	554.84	17,834.00	32.14	564.88	19,790.82	35.04	9.02%
Winterbourne Stoke Parish Council	82.56	5,830.00	70.62	85.34	7,290.00	85.42	20.96%
Winterslow Parish Council	874.28	33,212.22	37.99	898.08	40,731.06	45.35	19.37%
Woodborough Parish Council	139.74	5,995.66	42.91	141.44	6,000.00	42.42	(1.14%)
Woodford Parish Council	228.35	4,505.35	19.73	235.02	5,117.89	21.78	10.39%
Wootton Rivers Parish Council	127.68	2,307.18	18.07	128.11	2,314.95	18.07	0.00%
Worton Parish Council	257.68	10,015.58	38.87	266.24	10,774.20	40.47	4.12%
Wylye Parish Council	203.40	4,903.54	24.11	213.44	4,982.64	23.34	(3.19%)
Yatton Keynell Parish Council	365.68	8,750.00	23.93	367.33	13,000.00	35.39	47.89%
Zeals Parish Council	256.76	4,452.05	17.34	271.84	4,658.69	17.14	(1.15%)
<b>TOTAL / AVERAGE</b>	<b>170,842.49</b>	<b>14,206,458.20</b>	<b>83.16</b>	<b>176,780.23</b>	<b>15,415,782.30</b>	<b>87.20</b>	<b>4.86%</b>

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Wiltshire Council

Council

23 February 2016

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## Treasury Management Strategy 2016-17

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### Executive Summary

This report presents the Treasury Management Strategy for 2016-17 including:

- a) the Prudential and Treasury Indicators (Prls and Trls) for the next three years (**two proposed changes to last year: the additional maturity indicator and the Upper Limits on the Maturity Structure of Borrowing, Trl 5**);
- b) other debt management decisions required for 2016-17 that do not feature within the Prls or Trls, as shown in paragraphs 3.12 to 3.21; and
- c) the Annual Investment Strategy for 2016-17 (**one change to last year, being the removal of the minimum requirement for high credit quality relating to support ratings (previously in Appendix B paragraph 28)**) following the Fitch ratings changes in respect of “bail-in”, as approved by Cabinet and Council in February 2015, via delegated authority to the Associate Director, Finance.
- d) **Changes from last year’s Strategy are highlighted in bold italic, underlined.**

### Proposals

Following recommendation by Cabinet at its meeting on 9 February 2016, Council is recommended to:

- a) adopt the Prudential and Treasury Indicators (Appendix A) and **approve the proposed changes to the additional maturity indicator and Upper Limits on the Maturity Structure of Borrowing, Trl 5 (paragraphs 28 to 31 of Appendix A)**;
- b) adopt the Annual Investment Strategy (Appendix B), **including the ratification of the removal of the minimum requirement for high credit quality relating to support ratings (previously in paragraph 28)**, following the changes to Fitch ratings implemented by them in respect of “bail-in”, as approved, via delegated authority to the Associate Director, Finance, Revenues & Benefits and Pensions;
- c) delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
- d) authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;

- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
- f) agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.

**Reasons for Proposals**

To enable the Council to agree a Treasury Management Strategy for 2016-17 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

**Carolyn Godfrey  
Corporate Director**

## Treasury Management Strategy 2016-17

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### 1. Purpose of Report

- 1.1 This report, which was presented to Cabinet on 9 February 2016, asks the Council to approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2016-17.

### 2. Background

- 2.1 The Council is required by legislation to approve an annual Treasury Management Strategy, which incorporates the setting of Prudential and Treasury Indicators and an Annual Investment Strategy.

### 3. Main Considerations for the the Council

#### Prudential Indicators (PrIs) and Treasury Indicators (TrIs)

##### *Basis of the Indicators*

- 3.1 A summary of the PrIs and TrIs is shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit (TrI 1) and the Operational Boundary (TrI 2), which control the Council's maximum exposure to debt.
- 3.2 The PrIs and TrIs have been set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the Council.
- 3.3 **To allow for the ongoing effects of the recommended accounting treatment relating to existing LOBO loans (explained in paragraph 3.20 below), it is proposed that the additional maturity indicator (for LOBO loans only) and the relevant upper limit percentages are uplifted. The proposed additional maturity indicator and new upper limits are reflected in TrI 5, Upper & Lower Limits on the Maturity Structure of Borrowing (Appendix A, paragraphs 28 to 31).**

## *Monitoring and Reporting of the Prudential Indicators*

- 3.4 Progress will be monitored against the Prls and Trls throughout the year, particularly against the two borrowing limits. Cabinet will be kept informed of any issues that arise, including potential or actual breaches. Members will receive quarterly capital monitoring reports and quarterly treasury reports.
- 3.5 The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members in the quarterly treasury report. The operational boundary is a key management tool for in-year monitoring. It will not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary is considered significant and will lead to further investigation and action as appropriate. Any breach of the operational boundary will be reported to members at the earliest meeting following the breach. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for unusual cash movements, for example, and should not be breached.

## Borrowing Strategy

### *Levels*

- 3.6 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded (please refer to Appendix A – paragraph 12) with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are low and by borrowing internally and, therefore, having less cash to invest, counterparty (the other party that participates in a financial transaction, such as an organisation/bank from whom the Council borrows money/with which the Council deposits cash surpluses) risk is reduced.
- 3.7 Against this background and the risks within the economic forecast, caution will be adopted with the 2016-17 treasury operations. The Associate Director, Finance, Revenues & Benefits and Pensions will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
- a) if it was considered that there was a significant risk of a sharp **fall** in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
  - b) if it was considered that there was a significant risk of a much sharper **rise** in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

Any decisions will be reported to Cabinet at the earliest meeting following the decision.

### *Rate and Timing of Borrowing*

- 3.8 Taking account of the cash required to support the capital programme over the next three to five years, the Council has an anticipated underlying requirement, subject to the approval of the capital programme at Council on 23<sup>rd</sup> February 2016, to borrow an additional £85.2 million between now and the end of 2018-19. This is reflected in Prl 4 in Appendix A (Gross Borrowing – General Fund), i.e. the increase in gross borrowing to £318.3 million in 2018-19 from £233.1 million in 2014-15 and includes the refinancing of maturing loans. In 2016-17 two (PWLB) loans mature and become repayable, the first a £2 million loan maturing in June 2016 and the second a £10 million loan maturing in March 2017.
- 3.9 The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.
- 3.10 It is, of course, not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.
- 3.11 In supporting the capital programme, the Council will consider all borrowing options, such as:
- a) internal borrowing, using medium term cash balances;
  - b) fixed rate Public Works Loan Board (PWLB) borrowing;
  - c) long term fixed rate market loans at rates, which, dependent upon market conditions and availability, can be significantly below PWLB rates for the equivalent maturity period;

The decision will be made whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

### Other Debt Management Issues

#### *Policy on Borrowing in Advance of Need*

- 3.12 The Council will not borrow more than, or in advance of, its needs purely in order to profit from the investment of the extra sums borrowed because it is illegal. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the security of such funds is ensured.

#### *Debt Rescheduling*

- 3.13 As short term borrowing rates will be cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching

from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the debt repayment cost (i.e. premiums for early repayment).

3.14 The reasons for any rescheduling to take place will include:

- a) the generation of cash savings and / or discounted cash flow savings;
- b) helping to fulfil the treasury strategy;
- c) enhancing the balance of the portfolio (the maturity profile and/or the balance of volatility).

3.15 Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt early as short term rates on investments are likely to be lower than rates paid on current debt.

3.16 All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

#### *Lender Option Borrower Option (LOBO) Market Loans*

3.17 Wiltshire Council currently has borrowings of £61 million in LOBO loans.

3.18 There are basically two main types of LOBO loan (of which the Council has both in its portfolio):

- a) a loan with an 'initial period' at a relatively low rate of interest, on the completion of which, the rate will automatically increase to a 'secondary rate' under the terms of the loan agreement. The interest rate is then subject to 'call option dates' at certain predetermined stages (e.g. every six months, every five years) over the life of the loan, at which time the lender has the option to set a revised interest rate and the borrower has the option to repay the loan without penalty; or
- b) a loan subject to 'call option dates' only (i.e. there is no 'secondary rate') at which time the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.

3.19 If the lender exercises his option to revise the interest rate at one of the 'call option dates', the Council's strategy is that it will always exercise its option to repay the loan. Consideration will then be given to refinancing the debt where the overall level of debt prior to the repayment needs to be maintained.

3.20 LOBO loans are treated in accordance with CIPFAs Treasury Management in Public Services Guidance Notes for Local Authorities 2011 Edition, relating to the determination of the maturity of borrowing that affects the date on which a LOBO loan should be treated as maturing. The Guidance states that "if the lender has the right to increase the interest rate payable without limit, such as in a LOBO loan, this should be treated as a right to require payment." For the purposes of the appropriate PrI, therefore, maturity occurs at the next call option date – i.e. the date on which the lender has the right to increase the interest rate payable without limit. However, in the current market of relatively low interest

rates and very little significant upward movement in rates predicted in the near future, it is unlikely that the loans would be called in the short to medium term.

- 3.21 There have been no significant developments in respect of the changes to the future role of the PWLB following an amendment the Government tabled to the National Infrastructure Bill, referred to in last year's report. The 'new' clause (10) "enables a Minister of the Crown or the Commissioners for Her Majesty's Revenue and Customs, following a statutory consultation process, to make an order under the Public Bodies Act 2011 abolishing the board of Public Works Loan Commissioners and transferring its functions to another person." CIPFA have indicated that there is expected to be a consultation period followed by secondary legislation, which will be scrutinised by both Houses. When more details become available, this will be reported to Cabinet in the next appropriate quarterly treasury report.

### Short Term Cash Deficits

- 3.22 Temporary loans, where both the borrower and lender have the option to redeem the loan within twelve months, are used to offset short term revenue cash deficits. They may also be used to cover short term capital requirements until longer term loans become more cost effective. The majority of these loans will be at fixed interest rates, maturing on specific dates. The strategy is that the Council shall utilise temporary loans for any short term cash deficits that arise in respect of revenue and/or capital.

### Cash Investments

#### *Annual Investment Strategy*

- 3.23 The Annual Investment Strategy for 2016-17, which sets out the policy framework for the investment of cash balances, is shown in Appendix B.

#### Other key issues

- 3.24 Other key issues to note are:

- a) the risk appetite of this Council is low in order to give priority to the security of its investments;
- b) the borrowing of monies purely to invest or on-lend and make a return is unlawful;
- c) all Council investments will be in sterling. This will avoid foreign exchange rate risk.

#### *Short Term Cash Surpluses*

- 3.25 It is anticipated that temporary short term (up to three months) cash surpluses will arise regularly during the year, due to timing differences between income streams and payments. Investment of these surpluses will be in specific investments (e.g. short term Sterling investments of less than one year). Such investments will normally be short term deposits maturing on specific dates that reflect cash flow requirements at the date the deposit is made. However, under certain market conditions, money market funds will be used, particularly if they provide improved returns.

### *Longer Term Cash Surpluses (over three months, up to one year)*

- 3.26 Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long term basis. These cash surpluses may be used for capital financing requirements, where longer term interest rates mean that it is less cost effective to take out longer term loans.
- 3.27 Improved returns may be obtained by placing these surpluses in money market funds. The Associate Director, Finance, Revenues & Benefits and Pensions has delegated authority to select money market funds and appoint External Cash Managers within the current approved strategy and it is proposed that this authority is retained.
- 3.28 The proposed Investment Strategy for 2016-17 includes the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that the Council's treasury adviser may recommend for investment of longer term cash surpluses.
- 3.29 Although the Council has been well positioned in terms of the balance between both loans and investments, rates of interest paid on deposits have been moving slightly lower over the last financial year. Following a further period of similarly low rates, the UK Bank Rate, according to Capita's latest forecast, is not expected to start increasing until quarter two of 2016.

### *Icelandic Deposits*

- 3.30 The major portion of the recoverable deposits (circa £11.7 million of the £12 million invested in 2008) has now been recovered and the Council is currently in liaison with Bevan Brittan solicitors (together with other local authorities) to recover any remaining monies due for distribution and the proportion of an earlier distribution in Icelandic Krona, still being held in an escrow account in Iceland.

### Minimum Revenue Provision

- 3.31 The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
- 3.32 In accordance with Local Authorities (Capital Finance and Accounting) Regulations 2008 the Council adopted a MRP annual policy in May 2009.
- 3.33 For financial year 2015-16 the annual policy remained unchanged, in that a regulatory method of setting aside 4% of the borrowing requirement for supported borrowing and an asset life method calculation for any unsupported borrowing was applied.
- 3.34 It is proposed that this policy is retained, but kept under review, in 2016-17.

## **4. Overview and Scrutiny Engagement**

- 4.1 None have been identified as arising directly from this report.



## **5. Safeguarding Considerations**

5.1 None have been identified as arising directly from this report.

## **6. Public Health Implications**

6.1 None have been identified as arising directly from this report.

## **7. Procurement Implications**

7.1 None have been identified as arising directly from this report.

## **8. Equalities Impact of the proposal**

8.1 None have been identified as arising directly from this report.

## **9. Environment and Climate Change Considerations**

9.1 None have been identified as arising directly from this report.

## **10. Risks Assessment and Financial Implications**

10.1 The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties.

10.2 The strategies in Appendix A and Appendix B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.

10.3 The Council's treasury adviser is currently predicting the following interest rate movements:

a) the Bank Rate has remained at 0.50% since March 2009. It is expected to rise to 0.75% by the end of the second quarter of 2016, rising further to 1.00% by the end of the final quarter of 2016. Then it is expected to rise again (by a further 0.25%) in each of the second and third quarters of 2017, rising to 2.00% by the end of quarter three 2018, remaining at 2% through to the first quarter of 2019;

b) medium term (10 year) PWLB borrowing rates are expected to rise, slightly, from 2.90% to 3.30% during 2016, then rising gradually to 4.10% by the end of March 2019.

10.4 Interest rates have remained low during 2015-16, following on from the economic downturn that started in late 2008. Based on the latest forecast, interest rates are not expected to rise until the second quarter of 2016. PWLB rates will fluctuate in line with Gilt prices, depending on market sentiment.

10.5 The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list is based on counterparty categories relating to country, type, sector, maximum investment,

and maximum duration of investment (see Appendix B). The Council uses the credit worthiness service provided by its treasury advisers, which is a comprehensive modelling approach incorporating the credit ratings of all three major credit rating agencies, together with 'overlays' of Credit Default Swap (CDS) spreads (default risk), credit watches, credit outlooks and sovereign ratings from the agencies (a more detailed explanation is included within the Annual Investment Strategy in Appendix B).

10.6 Interest earnings are an important source of revenue for the Council and it is, therefore, critical that the portfolio is managed in a way that maximises the investment income stream, whilst managing exposure to risk and maintaining sufficient liquidity.

## **11. Legal Implications**

11.1 None have been identified as arising directly from this report.

## **12. Options Considered**

12.1 Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council. This may incorporate consideration of alternative sources of capital financing, such as the issuing of bonds, rather than the more traditional borrowing approaches, together with longer term investments, where appropriate and subject to security and liquidity of investments. Currently, the issuing of bonds has not been taken forward because of both the costs of issuance, such as gaining and maintaining a suitable credit rating (local authorities, including Wiltshire Council are presently rated AAA) and the interest rates, which may not be competitive (with PWLB rates).

LGA – Municipal Bond Agency:

12.2 The Council may also consider making use of this new source of borrowing as and when (and if) appropriate. The Municipal Bond Agency is in the process of being set up and becoming fully operational and will offer loans to local authorities in the near future. It is also hoped that the borrowing rates will be lower than those offered by the Public Works Loan Board (PWLB).

12.3 The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

## **13. Conclusion**

13.1 The Council is asked to approve and adopt the Treasury Strategy for 2016-17, including the proposed changes from last year.

**Michael Hudson**  
**Associate Director, Finance, Revenues & Benefits and Pensions**

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### **Background Papers**

The following unpublished documents have been relied on in the preparation of this Report: NONE

### **Appendices**

Appendix A Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19  
Appendix B Annual Investment Strategy for 2016-17

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

1. The Prudential and Treasury Management Codes and Treasury Guidelines require the Council to set a number of Prudential and Treasury Indicators for the financial year ahead. This appendix sets out the indicators required by the latest codes analysed between Prudential Indicators and Treasury Indicators.

**Prudential Indicators****Prl 1 – Capital Expenditure**

2. This Prl shows the actual and anticipated level of capital expenditure for the five years 2014-15 to 2018-19. The Capital Programme 2016-17 to 2018-19 will be submitted to Cabinet and Council in February 2016, which will ratify the budget for 2016-17. The estimate for 2017-18 is based on indicative figures as part of the Capital Programme and the estimate for 2018-19 is currently the same as 2017-18, however, estimated capital expenditure figures for future years are subject to change.

	<b>2014-15 Actual £million</b>	<b>2015-16 Expected £million</b>	<b>2016-17 Estimate £million</b>	<b>2017-18 Estimate £million</b>	<b>2018-19 Estimate £million</b>
<b>General Fund</b>	89.8	147.2	122.7	110.9	110.9
<b>Housing Revenue Account</b>	8.8	12.2	11.9	11.0	11.0
<b>Total</b>	<b>98.6</b>	<b>159.4</b>	<b>134.6</b>	<b>121.9</b>	<b>121.9</b>

3. The capital expenditure figures shown in Prl 1 assume a certain level of financing from borrowing each year. New and existing borrowing needs to be affordable and sustainable.

**Prl 2 – Ratio of Financing Costs to Net Revenue Stream**

4. Prl 2 identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream (funding receivable from the Government and council tax payers and rents receivable in the case of the HRA).

	<b>2014-15 Actual £million</b>	<b>2015-16 Expected £million</b>	<b>2016-17 Estimate £million</b>	<b>2017-18 Estimate £million</b>	<b>2018-19 Estimate £million</b>
<b>General Fund</b>	<b>6.3%</b>	<b>7.1%</b>	<b>8.1%</b>	<b>8.8%</b>	<b>8.9%</b>
<b>Housing Revenue Account</b>	<b>14.8%</b>	<b>14.7%</b>	<b>15.2%</b>	<b>14.7%</b>	<b>14.3%</b>

5. The General Fund cost of financing will rise proportionately over the reporting period because of the effect on financing costs where 'new debt' is expected to rise faster than 'old debt' is repaid. Previously the rise in General Fund financing costs was not an affordability issue as the new borrowing taken out was supported by Revenue Support Grant. Only by the use of continued Unsupported Borrowing was there any pressure on the Council Tax. In terms of the movement in the HRA ratio of financing costs in 2015-16, through 2016-17, 2017-18 and 2018-19, this is a reflection of fixed borrowing costs over the period against expected rental income.

## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

6. However, the changes to the Revenue Support Grant mechanism that were introduced for 2006-07 and later years (specifically the grant “floor”) mean that the Council may not be able to afford the financing costs of all the supported capital expenditure indicated by the Government, because we do not receive the full grant. This has the effect of “levelling the playing field” so that support for capital borrowing has to be considered alongside all other revenue priorities in the budget process. Support for capital can no longer be “passported” automatically.

Prl 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax and Housing Rents

7. Prl 3 represents the potential increase in Council Tax/Housing Rents required to fund the planned increase in the capital budgets for the forthcoming year and future years as a proportion of the tax base at Band D/average weekly housing rents. Due to the change to the subsidy system there is no planned effect on average housing rents due to the additional borrowing required.

	2016-17 £	2017-18 £	2018-19 £
Effect on Band D Council Tax	-17.81	-25.19	-26.04
Effect on Average Housing Rent per week	0.00	0.00	0.00

8. The anticipated effect on Band D Council Tax in all years is a credit because there is a potential decrease in financing costs associated with the potential reduction in planned capital budgets against previous estimates on the basis of this Prl.

Prl 4 – Gross Borrowing and the Capital Financing Requirement

9. Prl 4 measures the so-called “Golden Rule” and focuses on prudence. Its purpose, as described in the Prudential Code, is: *“In order to ensure that over the medium term gross borrowing will only be for a capital purpose, the local authority should ensure that gross borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two years”.*
10. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, resulting in no net increase in CFR.
11. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time through future applications of capital receipts, capital grants/contributions or further charges to revenue.
12. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital.

## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

	2014-15 Actual £million	2015-16 Expected £million	2016-17 Estimate £million	2017-18 Estimate £million	2018-19 Estimate £million
CFR – General Fund	369.1	413.8	439.1	449.1	432.1
CFR – HRA	122.6	122.6	122.6	122.6	122.6
Gross Borrowing – Gen Fund	233.1	280.1	314.1	323.1	318.3
Gross Borrowing – HRA	118.8	118.8	118.8	118.8	118.8
<b>CFR not funded by gross borrowing – Gen Fund</b>	<b>136.0</b>	<b>133.7</b>	<b>125.0</b>	<b>126.0</b>	<b>113.8</b>
<b>CFR not funded by gross borrowing – HRA</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

13. General Fund gross borrowing is expected to increase as planned additional long term borrowing is taken out.
14. No problems are foreseen in meeting the “Golden Rule” over the period under review. The table above shows a relatively significant margin not funded by gross borrowing.

Pr1 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

15. The Revised CIPFA Code of Practice for Treasury Management in the Public Services 2009 was adopted by Wiltshire Council at its meeting on 23 February 2010.
16. All recommendations within this report are consistent with the Revised CIPFA Code.

**Treasury Management Indicators within the Prudential Code**

Tr1 1 – Authorised Limit for External Debt

17. The Authorised Limit is the Operational Boundary (see Tr1 2 below), including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict, the Council approved an amended allowance of 2.5% in the Treasury Management Strategy 2012-13 at its meeting on 28 February 2012. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2016-17 to 2018-19 (e.g. for 2016-17 this is reflected in the difference between the Authorised Limit of £471.7 million in the table below and the Operational Boundary of £460.2 million in the table following paragraph 21). This will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast). There is no allowance in respect of HRA borrowing as it is capped and, therefore, cannot be exceeded.

## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

<b>Authorised Limit</b>	<b>2016-17 £million</b>	<b>2017-18 £million</b>	<b>2018-19 £million</b>
Borrowing – General Fund	471.7	483.0	466.6
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>595.1</b>	<b>606.4</b>	<b>590.0</b>

18. The Authorised Limit set by the Council is the statutory borrowing limit under Section 3(1) of the Local Government Act 2003, a breach would be serious and, therefore, there is the need to build in sufficient headroom.

Trl 2 – Operational Boundary for External Debt

19. The Operational Boundary and the Authorised Limit are central to the Prudential Code and reflect the limits that authorities place on the amount of their external borrowing.

20. The Operational Boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for General Fund borrowing 2016-17 (£460.2 million) is:

- Expected Capital Financing Requirement at 31 March 2016 of £413.8 million
- Plus the expected long-term borrowing to finance capital expenditure (unsupported only £40.9 million)
- Less the expected set-aside for debt repayment (£14.5 million)
- Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£20.0 million).

21. The basis of the calculation for HRA borrowing 2016-17 is the debt settlement of £123.2 million.

<b>Operational Boundary</b>	<b>2016-17 £million</b>	<b>2017-18 £million</b>	<b>2018-19 £million</b>
Borrowing	460.2	471.2	455.2
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>583.6</b>	<b>594.6</b>	<b>578.6</b>

22. The Operational Boundary for each year also includes a small provision for other long term liabilities.

23. The Operational Boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Cabinet.

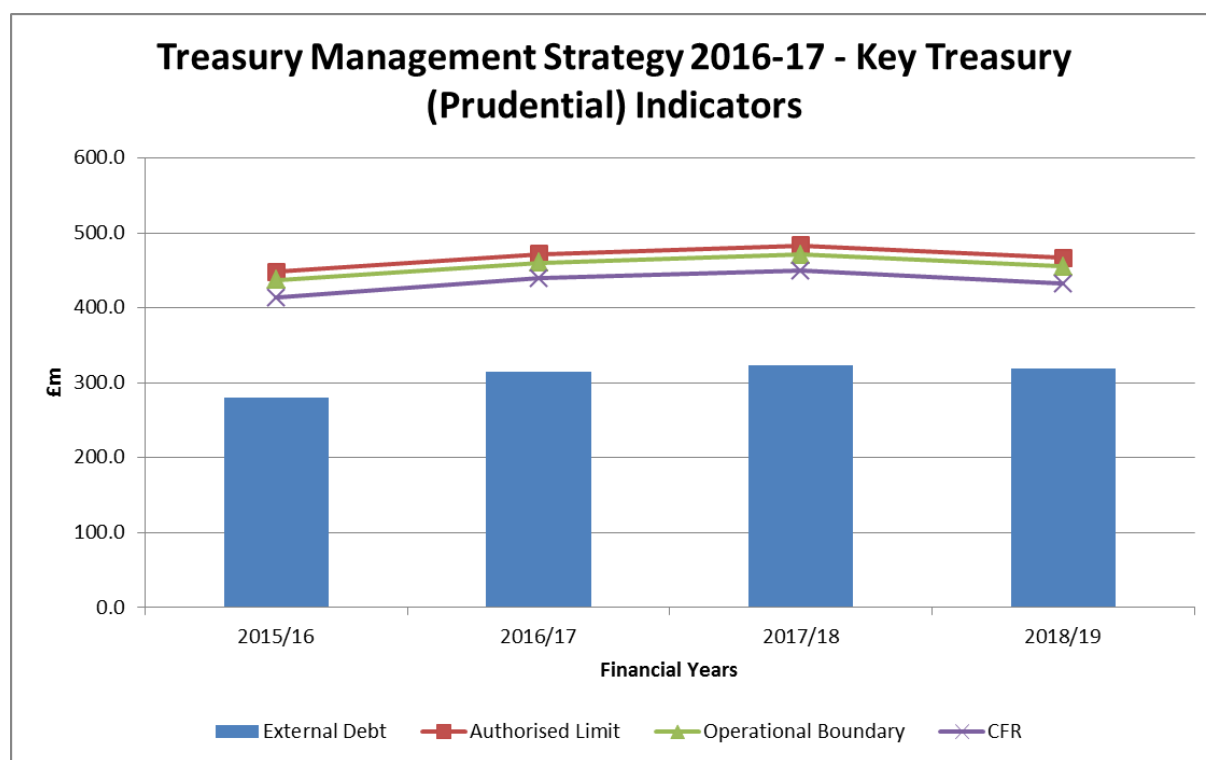
## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

## Trl 3 – External Debt – Actuals at 31 March 2015 and Expected 2016

24. This Trl shows the amount of gross external debt outstanding in periods prior to the budget years under consideration. Other long term liabilities relate to a provision for any borrowing required for finance leases on certain properties, plant, vehicles and equipment. It should be noted that as these figures are taken at a point in time, they are not comparable with the Authorised Limit and Operational Boundary, which are control limits.

	31/3/15 Actual £million	31/3/16 Expected £million
Borrowing – General Fund	233.1	280.1
Borrowing – HRA	118.8	118.8
Other Long Term Liabilities	0.2	0.2
<b>TOTAL</b>	<b>352.1</b>	<b>399.1</b>

The above Trls 1-3, together with the Capital Financing Requirement, are represented in the graph below, which shows their relative 'positioning'. In order that the associated prudential/ treasury indicators are not breached, external debt should not exceed the CFR and the CFR should be below both the Operational Boundary and the Authorised Limit:





## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

**Treasury Management Indicators within the Treasury Management Code**Trl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Variable Interest Rate Exposures, respectively

25. Future interest rates are difficult to predict. Anticipated rates are shown in the main report, under Risk Assessment. Indications are that best value will be achieved by taking long-term loans at fixed rates in 2016-17. However, consideration of short term variable rate loans may prove to be advantageous, in 2016-17 and in future financial years.
26. Interest rates will be monitored closely, in conjunction with the treasury adviser, to take advantage of any favourable changes in circumstances. The strategy should still be flexible, the upper limit for fixed interest rate and variable interest rate exposures are set out below.

**The Council's upper limit for fixed interest rate exposure for the three year period 2016-17 to 2018-19 is 100% of net outstanding principal sums.**

**The Council's upper limit for variable interest rate exposure is 52% for 2016-17, 54% for 2017-18 and 56% for 2018-19 of net outstanding principal sums.**

Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing

27. The Council's policy needs to ensure that it is not forced to refinance too much of its long term debt in any year when interest rates are high. The present long-term General Fund debt, of £231.1 million, falls due for repayment over the next 60 years. LOBO (Lender Option Borrower Option) market loans are included at rates determined by reference to the earliest date on which the lender can require payment (i.e. at the next interest rate call date), as currently recommended by CIPFA.
28. **To allow for the ongoing effects of this recommended accounting treatment relating to existing LOBO loans, it is proposed that the relevant upper limit percentages are uplifted. The proposed new limits are reflected in the table below.**
29. In order to protect the Council from this risk and to safeguard the continuity in treasury management financing costs, the following limits have been adopted.

<b>Limits on the Maturity Structure of Borrowing</b>	<b>Upper</b>	<b>Lower Limit</b>
Maturing Period:		
- under 12 months*	<b>25%</b>	0%
- 12 months and within 24 months*	<b>25%</b>	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

**\*Uplifted from 15% last year**

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

30. Most of the Council's debt matures within the period "10 years and above", albeit PWLB debt only. Depending on the maturity profile, the upper limits may require further amendment for future borrowing.
31. In addition to the main maturity indicators (above) it is considered prudent that, under normal circumstances, no more than 15% of long term loans, excluding LOBO loans, should fall due for repayment within any one financial year **and 25% in the case of LOBO loans, where maturity is deemed to be the "next call option date"** (see paragraph 3.20 in the main report).

Trl 6 – Principal Sums invested for periods of longer than 364 days

32. This Trl is covered by the Annual Investment Strategy, which is detailed in the following appendix.

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

**The Main Strategy**

1. The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").
2. The general investment policy of the Council is the prudent investment of any surplus cash balances, the priorities of which are (in order):
  - a) the security of capital (first);
  - b) the liquidity of investments (second); and (then)
  - c) return (third).
3. The Council will aim to achieve the optimum return on investments commensurate with high levels of security and liquidity. The risk appetite of this Council is low in order to give priority to the security of its investments.
4. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
5. All Council investments will be in sterling. This will avoid foreign exchange rate risk.
6. Investment of the Council's normal cash flow requirements will be in specified investments, as prescribed in "The Guidance". The categories of organisations with which investments will be placed and the minimum high credit quality required for each category are those set out in the minimum requirements for high credit quality below.
7. Investments in money market funds may be made if the fund has a high credit rating (AAA), as prescribed in the minimum requirements for high credit quality below.
8. For specified investments made under the recommendations of the Council's treasury adviser, the approved policy must be followed and is bound by the minimum requirements for high credit quality below.
9. In addition, using the professional judgement of the Council's treasury advisers, non specified investments may be made in UK Government Bonds (Gilts) and in multilateral development banks, such as the European Bank for Reconstruction and Development (EBRD), (as defined in Statutory Instrument 2004 No. 534) with a high credit rating, as prescribed in the minimum requirements for high credit quality below. (Multilateral development banks, or MDBs are supranational institutions set up by sovereign states, which reflect the development aid and cooperation policies established by these states. They have the common task of fostering economic and social progress in developing countries by financing projects, supporting investment and generating capital.)

**WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17**

10. Such investments are the only non-specified investments authorised for use and will only be:
  - a) in sterling
  - b) in the case of UK Gilts, for a maximum of 50 years; and
  - c) for investments maturing in excess of 12 months, limited to £30 million.
11. The Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1 January 2010, and will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority will comply with the requirements of SI 2009 No 393. The Pension Fund Investment Strategy is approved by the Pension Fund Committee.
12. In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the advisors ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.
13. Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita Asset Services, in producing its colour codings which show the varying degrees of suggested creditworthiness.
14. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
15. The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.
16. The intention of the strategy is to provide security of investment and minimisation of risk.

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

***Creditworthiness Policy***

17. This Council uses Capita Asset Services, Treasury solutions as its external treasury management advisors. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.
18. Capita provide a creditworthiness service, which employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:
  - a) credit watches and credit outlooks from credit rating agencies;
  - b) CDS spreads to give early warning of likely changes in credit ratings;
  - c) sovereign ratings to select counterparties from only the most creditworthy countries.
19. This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:
  - a) Yellow – 5 years (this category is for AAA rated Government debt or its equivalent, including an investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
  - b) Dark pink – 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
  - c) Light pink – 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
  - d) Purple – 2 years;
  - e) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries):
  - f) Orange – 1 year;
  - g) Red – 6 months;
  - h) Green – 100 days; and
  - i) No Colour – not to be used.
20. The advisor's creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

21. All credit ratings will be monitored at least weekly (daily if there are any updates released by Capita Asset Services). The Council is alerted to changes in ratings of all three agencies through its use of the creditworthiness service.
22. If a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
23. In addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
24. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that government support.
25. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings.

**The Minimum requirements for "high credit quality"**

26. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
27. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect of money market funds, as shown below, where a different overall AAA rating is the highest.
28. **The minimum requirements for high credit quality, by type of institution, are as follows (please refer also to paragraph 30, relating to the removal of one of the minimum requirements this year):**
  - **Banks incorporated inside the United Kingdom with a short term credit rating of at least F1 or Government backed and their subsidiaries;**
  - **Banks incorporated outside the United Kingdom with a short term credit rating of at least F1+ and a long term rating of A+;**
  - **United Kingdom building societies with a short term credit rating of at least F1 or Government backed;**
  - **All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for most of these bodies);**

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

- **Multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;**
  - **All banks & building societies must have a bank viability rating of at least bbb – except where the counterparty is UK Government backed (fully and partially) – (aaa being the highest, through aa, a and bbb);**
  - **Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor's, Moody's Investor Services Ltd or Fitch Ratings Ltd.; and**
  - **Deposits must only be placed in money market funds subject to individual signed management agreements.**
29. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):
- a) **Up to £15 million:**
- **UK incorporated banks with a long term credit rating of at least AA;**
  - **Overseas banks that have a long term credit rating of at least AA;**
  - **Multilateral development banks;**
  - **Local authorities and other public bodies; and**
  - **Money market funds.**
- b) **Up to £12 million:**
- **Government backed UK banks and UK building societies and their subsidiaries**
- c) **Up to £8 million:**
- **Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
  - **Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
  - **UK Building societies with long term credit rating of at least A; and**

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

- Government backed overseas banks and their subsidiaries
30. *The minimum requirement for high credit quality relating to support ratings has been removed this year (previously in paragraph 28), following the changes to Fitch ratings implemented (May 2015) by them in respect of “bail-in”, as approved by Cabinet and Council in February 2015. The ratings were amended in May/June 2015 and implemented under the adoption of the Treasury Strategy 2015-16 by Cabinet/Council and to “authorise the Associate Director, Finance, Revenues & Benefits and Pensions to amend the Strategy accordingly.”*



**Wiltshire Council**

**Council**

**23 February 2016**

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## **Integrated Emergency Management Plan**

### **Purpose of Report**

The draft Integrated Emergency Management Plan ('the Plan') was considered by Cabinet at its meeting on 13 October 2015 when it was recommended to Council for approval. The report and associated appendices presented to Cabinet are attached as background information.

The Plan is reviewed following every emergency to ensure it remains fit for purpose. This report seeks to draw Council's attention to the further changes that are being proposed since the Cabinet made its recommendation. For ease of reference, these are shown as tracked changes within the Plan and summarised as follows:

### **Page 9, para 1.11 Continuous Improvement**

The Corporate Resilience Group has been added to the Policy, since the Group provides a forum for sharing best practice, learning from incidents and developing both business continuity and emergency response.

### **Page 68, para 3.5.1 Appendix A**

Amendments have been made to the corporate structure to reflect organisational changes made since October.

### **Proposals**

**That Council:**

- (a) adopt the Integrated Emergency Management Plan as presented.**
- (b) authorise the Corporate Director, Maggie Rae following consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care to make any necessary minor changes to the Integrated Emergency Management Plan in the interests of clarity and accuracy.**

Appendix A – Report to Cabinet 13 October 2015  
Appendix 1 – Integrated Incident Management Plan (Updated)  
Appendix 2 – Examples of Emergency Planning Team good practice  
Appendix 3 – Overview and Scrutiny Report

**Maggie Rae**  
**Corporate Director**

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### **Background Papers**

None

## **Wiltshire Council**

### **Cabinet**

**13 October 2015**

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**Subject: Wiltshire Council Integrated Emergency Management Plan**

**Cabinet member: Keith Humphries  
Health (including Public Health) and Adult Social Care**

**Key Decision: Yes**

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#### **Executive Summary**

This report outlines recent improvements and proposed future work to enhance the resilience of Wiltshire Council and the wider community.

In order to capture learning from recent incidents and streamline the authority's response, three existing plans; the Major Incident Plan, Business Continuity Plan and Recovery Plan have been combined into a proposed new single Integrated Emergency Management Plan.

As Wiltshire Council has continued to become more efficient, the Emergency Planning function has evolved to reflect our new structures and to increase our resilience.

This new Integrated Emergency Management Plan is presented to Cabinet for approval, and will require adoption by Full Council, in line with the Council's Constitution. The Overview and Scrutiny has been consulted as part of this process.

In addition to improving the council's level of preparedness, the Emergency Planning Resilience and Response Team has been integral in improving the county's community resilience. This paper therefore also outlines the breadth of work that they have undertaken to achieve this.

#### **Proposals**

- 1) The Cabinet is requested to recommend the Integrated Emergency Management Plan for approval by Full Council**
- 2) The Cabinet is requested to note the progress made by the Emergency Planning Team in increasing the resilience of Wiltshire Council and local communities.**

**Reason for Proposal**

This proposal seeks to formalise and reinforce Wiltshire Council's commitment to continual improvement in response during emergencies, and to support communities becoming stronger and more resilient. The Integrated Emergency Management Plan is a best-practice approach to preparing for emergencies, which will assure partners and communities that Wiltshire Council has planned and prepared for major incidents.

The new Plan replaces three previous documents, and will align the organisation to the highest national and international standards for Major Incident Response, Business Continuity and Recovery.

**Maggie Rae**  
**Corporate Director**

## **Wiltshire Council**

### **Cabinet**

**13 October 2015**

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**Subject: Wiltshire Council Integrated Emergency Management Plan**

**Cabinet member: Keith Humphries  
Health (including Public Health) and Adult Social Care**

**Key Decision: Yes**

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### **Purpose of Report**

1. This is a key decision, as in line with the Wiltshire Council Constitution, Emergency Planning policies must be agreed by Full Council, and has been the subject of consultation with overview and scrutiny.
2. Wiltshire Council has a number of statutory duties under the Civil Contingencies Act 2004 ('The Act'). In summary, The Act requires Wiltshire Council to work collaboratively with specified partners to put in place plans and to respond to all stages and types of emergencies.
3. The Council has in place Major Incident, Business Continuity and Recovery Plans in place, this report introduces a single new Wiltshire Council Integrated Emergency Management Plan (Appendix 1). The new plan clearly details the Council's Policy on Emergency Planning, and how the Council will discharge its duties under The Act with respect to Major Incidents, Business Continuity and Recovery.
4. This report also summarises how the Emergency Planning function in the Council has been strengthened and embedded throughout the organisation, with partners, and directly with the community. Examples of good practice are highlighted in Appendix 2.

### **Relevance to the Council's Business Plan**

5. A major aim of the Wiltshire Council Business Plan is to create safe and resilient communities. The Integrated Emergency Management Plan and new approach to resilience directly helps to deliver this aim by putting in place plans and structures which enable the county to respond effectively in the event of an emergency.

### **Main Considerations for the Council**

6. Wiltshire Council currently has in place a Major Incident Plan (approved by Full Council in November 2012), a Recovery Plan (approved by Full Council in November 2012) and an implemented Corporate Business Continuity Plan.
7. The introduction of an Integrated Emergency Management Plan ('The Integrated Plan') is a major advance in the county's emergency preparedness. It not only

updates and simplifies three critical existing plans but also aligns the authority with recognised international best practice and the learning and experience from recent local incident response such as the widespread flooding in 2014.

8. The Integrated Plan meets statutory duties that are set out in the Civil Contingencies Act 2004 (The Act). In particular, the statutory duty under section 2 (1) (d) to maintain plans for the purpose of ensuring that if an emergency occurs, the Council is able to perform its functions so far as to prevent the emergency, or to reduce, control or mitigate its effects.
9. Part 2 of The Integrated Plan addresses the duty in section 2 (1) (d) with an enhanced Major Incident section, which clearly defines triggers and points of escalation.
10. There is a further statutory duty to have business continuity plans in place under s2 (1) (c) of The Act.
11. Part 3 of The Integrated Plan addresses section 2 (1) (c) with a proportionate and streamlined approach to refresh existing business continuity arrangements. The new approach concentrates effort on the highest priority services, and has a 'light-touch' approach to services that are not immediately required in the first few days after a business disruption.
12. Finally, the local authority is the agency responsible for planning for the recovery of the community following any major emergency, as stated in the Emergency Response and Recovery Non Statutory Guidance accompanying the Civil Contingencies Act 2004, published by the Cabinet Office.
13. Part 4 of The Integrated Plan addresses this recommendation in non-statutory guidance by putting in place a simple framework for Wiltshire Council to lead the recovery phase of an incident.

## **Background**

14. Wiltshire Council has been incrementally improving its ability to respond to emergencies over the last 2 years. The appointment of new Emergency Planning professionals, integrated within the Public Health and Public Protection team has enabled the delivery of a strategic vision which has vastly increased the authority's overall resilience and sustainability.
15. Changes have concentrated on the key areas of emergency response, community resilience and business continuity.

## Emergency Response

16. When our communities need us most, emergency planning is everybody's responsibility. At every level of the organisation, we are applying this cultural shift through our work, and as part of this, a programme of training is being delivered from the strategic level right through to inclusion in every new starter's induction.
17. Emergency response requires a resilient command structure that has a well-trained group of managers. The current command structure at Wiltshire Council has been

improved to include all Corporate Directors and Associate Directors on a strategic (gold) rota, and over 50 Heads of Service on a tactical (silver) rota.

18. The flooding of 2014 lasted over three months in duration, and stretched the ability of Wiltshire Council to respond over a long period of time. Training more people to be able to respond in an emergency has the advantage of being more resilient, with knowledge spread across the whole organisation and crucially, the ability to provide a sustained response during a prolonged incident.
19. Wiltshire Council takes the lead on engagement with the voluntary sector. The Emergency Planning Team has built excellent relations with regional voluntary groups, chairing a revitalised Voluntary Agency Group as part of the Local Resilience Forum. This has been very useful during incidents, when the assistance of the voluntary sector has been requested. For example, during a case of suspected human trafficking, the British Red Cross were central in setting up a reception centre for housing and caring for the victims.
20. Emergency response is predicated on having effective plans in place. The Emergency Planning Team works closely with the Local Resilience Forum to review risks and to put in place plans to prepare for risks that are relevant for Wiltshire.
21. Plans in the past have concentrated on being comprehensive to the detriment of being user-friendly. After a thorough review, the Emergency Planning Team has introduced a new style of simplified plan which is focused on what to do in an emergency situation. The new style plans have been well-received, and adopted by the Wiltshire and Swindon Local Resilience Forum.
22. An important facet of emergency response is to anticipate potential problems. The Emergency Planning Team now provides more comprehensive support to large events, by coordinating the Council's response to identified risks such as child protection, severe weather and highways network management. This approach has increased the safety of high profile events such as the Tour of Britain, Magna Carta pageant and Summer Solstice.

### Community Resilience

23. A strategic community resilience programme has been developed through Community Area Boards, to increase the ability of local town and parish councils to better cope during emergency incidents.
24. In the past, individual parish and town councils have been approached by a range of council teams to prepare a variety of plans, such as flood plans, snow plans and emergency plans.
25. A new approach has been pioneered by the Emergency Planning Team, where key Council Departments and the Emergency Services guide the local community on key local risks and how to prepare for them. 6 community area boards have been engaged in the first year of the programme, with training provided to over 50 town and parish councils.

## Business Continuity

26. Business continuity is the process of making an organisation resilient, enabling it to continue to operate key services during a disruption. Therefore, in the event of heavy snow, widespread staff sickness or IT failure; essential services to the most vulnerable members of the community will be maintained.
27. The Emergency Planning Team has introduced a new corporate business continuity process that improves the current system by being simpler and proportionate. As a result priority services, such as social care, have put in place more comprehensive plans than less critical services that do not need to be restored immediately.

## **Safeguarding Implications**

28. Any safeguarding issues will be managed through existing safeguarding procedures for children and adults.

## **Public Health Implications**

29. Emergencies threaten the health of our population and can cause both direct or indirect public health risks. The effects on health are extensive and significant, ranging from death and injuries from accidents or injuries, pollution, extremes of heat or cold, to infectious diseases and mental health problems.

## **Corporate Procurement Implications**

30. There are no procurement requirements to implement the Integrated Emergency Management Plan.

## **Equalities Impact of the Proposal**

31. The Plan will be applied having regard to equalities legislative duties, council policy and other relevant officer Codes of Conduct.

## **Environmental and Climate Change Considerations**

32. The world's climate and weather patterns are changing. Global temperatures are rising, causing more extreme weather events, such as flooding - (DEFRA Policy). This trend also increases the probability of storms, flash floods, heatwaves and severe cold, making it vital for the council to be as well prepared as possible. The council is also working with partners to improve the county's long term energy resilience in order to reduce power failures.

## **Risk Assessment**

33. The need for a simple, easy to follow Integrated Emergency Management Plan will provide greater confidence to responders, and therefore better outcomes to the public. The adoption of The Plan will significantly improve command, coordination and response arrangements at the Council, thereby reducing the risk of the Council being unable to provide a satisfactory response to any incident that occurs.



34. The new plan accurately reflects the current procedure for responding to both external and internal emergencies. If the plan is not adopted, there will be a dichotomy between practice and existing plans.

### **Financial Implications**

35. There are no financial implications arising directly from the adoption of the plan, although there is mention of training requirements - these will be absorbed within existing budgets.

### **Legal Implications**

36. The Plan is the over-arching plan that documents the council's duties under the Civil Contingencies Act 2004. Through the Local Resilience Forum, Wiltshire Council considers relevant risks and has in place plans to control or mitigate disruptive challenges caused by a variety of risks.

### **Options Considered**

37. Because of the extensive learning from previous incidents, and changes to the organisation, making no change to the current plans was not considered to be a viable option.

### **Overview and Scrutiny Consultation**

38. The Overview and Scrutiny Management Committee received the draft Integrated Emergency Management Plan and covering report at its meeting on 8<sup>th</sup> September 2015. Deborah Haynes, Consultant in Public Health gave a presentation to the committee focussing on the policy aspects of The Plan, its links to the Business Plan and relevance to the local communities of Wiltshire. The outcome of the meeting is reported in Appendix 3.

### **Conclusions**

39. Wiltshire Council works collaboratively with responders to prepare for and mitigate against serious risks that can affect the county's people and places. It is by having in place a simple and effective plan that the County will be able to coordinate successful responses to future incidents.
40. The new plan takes learning from previous incidents, and puts in place clear triggers for actions. Roles and responsibilities are defined, and a command and control structure now aligns with internationally recognised best practice.
41. The new Integrated Emergency Management Plan will be fully implemented. After 12 months and following each major emergency incident, the plan will be reviewed. If there are any significant amendments, The Plan will return for an appropriate level of overview and scrutiny.

**Maggie Rae**  
**Corporate Director**

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Report Author: Deborah Haynes

Public Health Consultant  
October 2015

**Background Documents - None**

**Appendices:**

Appendix 1 – Integrated Incident Management Plan

Appendix 2 – Examples of Emergency Planning Team good practice

Appendix 3 – Overview and Scrutiny Report

# Wiltshire Council

## Draft Integrated Emergency Management Plan



Wiltshire Council’s Business Plan has the stated aim of creating safe and resilient communities. From experience, we know that it is during an emergency that communities often stand strong and demonstrate their resilience most effectively.

Wiltshire Council recognises its duty in identifying risks and planning for emergencies. This cannot be done in isolation, and any major incident will require all our partners and communities to work together to overcome the challenges that collectively face us.

This Integrated Emergency Management Plan is a best-practice approach to preparing for emergencies, which will assure partners and communities that Wiltshire Council has planned, and is prepared, for major incidents. The Plan replaces three previous plans, and will align the organisation to the highest national and international standards for Major Incident Response, Business Continuity and Recovery.

In the last few years, Wiltshire Council has worked closely with partners to deal successfully with snow, outbreaks of contagious disease, large fires, unexploded bombs, Foot and Mouth, pandemic influenza and in 2013/14 the most severe floods in a generation. This document is driven by our desire to continuously improve, and to serve our communities in the most effective and efficient way possible.

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## 1.1 Wiltshire Council Commitment

Wiltshire Council recognises the importance of its role during emergencies and incidents, and is fully committed to protecting the residents, businesses, infrastructure and environment of the county. It will fulfil this duty by working closely and effectively with partner agencies to prevent and manage major emergencies through anticipation; assessment; prevention; preparation; response; and recovery.

Business Continuity supports the organisation to ensure that resources are effectively deployed to maintain and recover services through disruption. It is essential that business continuity is considered an integral part within each service of Wiltshire Council.

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## 1.2 Role of Wiltshire Council

Wiltshire Council's responsibilities are:

- to support the emergency services and those agencies engaged in the response to an incident
- to lead in certain major incidents
- to provide a co-ordinated response for all council resources
- to lead in community resilience, reassurance and the provision of information and advice
- to activate and co-ordinate the response of the voluntary agencies, utilities and other supporting agencies
- to provide transportation and suitable temporary accommodation for survivors, evacuees, friends and relatives, etc.
- to provide and equip suitable premises for use as emergency mortuaries and body holding facilities
- to provide, on request, a media centre
- to provide emergency catering
- to provide, on request, engineering, highways, environmental health, communications and appropriate specialist support services
- to maintain service delivery in line with Business Continuity Management procedures and ensure a return to normality as soon as possible
- to provide Business Continuity advice to Wiltshire businesses
- to lead the recovery operation to restore the community, its facilities and infrastructure.

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## 1.3 Policy Leadership

The policy framework for Emergency Planning and Business Continuity is agreed by Full Council of Wiltshire Council.

The Integrated Emergency Management Plan is endorsed and promoted by The Corporate Leadership Team for use by all staff of the Council.



It is recognised that Corporate and Tactical On-Call Officers are permitted to act outside the parameters of the policy (if they are required to do so in extreme circumstances). In such circumstances they must document the reasons for operating outside the policy.

## 1.4 Scope, Aim and Objectives

### 1.4.1 Scope

Includes:

- Wiltshire Council response arrangements for a major incident
- Business Continuity Management ~~for~~ both internally and for local businesses
- Leading the recovery phase of an incident.
- This policy will not impact on day to day running of the council,

### 1.4.2 Aim

Wiltshire Council will ensure preparedness and commitment to providing an appropriate response to incidents affecting residents, businesses, infrastructure or the environment whilst ensuring that it delivers business critical services.

### 1.4.3 Objectives

We will do this by:

- Protecting life and the health of the public in Wiltshire
- Looking after our vulnerable residents
- Protecting the environment
- Protecting property
- Protecting the economy
- Working collaboratively with Category 1 and 2 Responders, and other organisations that may be required from time to time to assist in response.
- Providing information to the public that will enable them to prepare and help their community in an emergency
- Preparing the council and businesses with Business Continuity support

## 1.5 Equalities and Human Rights

In the development of this plan, and during the implementation of this plan, all staff will have regard to The Equalities Act and take into account relevant Articles of the Human Rights Act.

## 1.6 Legislative Framework

The following legal areas are the subject of this policy:

- Civil Contingencies Act 2004
- Health and Social Care Act 2012 s46 and s47
- The Control of Major Accident Hazards Regulations 1999

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- The Pipeline Safety Regulations (PSR) 1996
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Reservoirs Act 1975
- The Public Health Act 1936

The following non- statutory guidance is available for emergency planning:

- Emergency Preparedness (Cabinet Office)
- Emergency Response and Recovery (Cabinet Office)
- Guidance on dealing with fatalities
- Expecting the unexpected: Business continuity in an uncertain world
- Recovery – An emergency management guide

## 1.7 Administration of the Incident Response, Business Continuity and Recovery

Arrangements are in place for emergency preparedness, resilience and response which:

- Have a change control process and version control
- Take account of changing business objectives and processes
- Take account of any changes in the organisations functions and/ or organisational and structural and staff changes
- Take account of change in supplier and contractual arrangements
- Take account of any updates to risk assessments
- Have a review schedule
- Use consistent unambiguous terminology
- Identify who is responsible for making sure the policies and arrangements are updated, distributed and regularly tested
- Policies and plans will be distributed and made available to relevant staff
- Have a process for identifying reporting and implementing lessons following exercises, emergencies and /or business continuity incidents.
- Include references to other sources of information and supporting documentation

## 1.8 Assurance Standards

**1.8.1** Wiltshire Council will align its Integrated Emergency Management delivery to best practice nationally. This includes:

- Nationally accepted standards promoted by the Cabinet Office in its Guidance on part 1 of the Civil Contingencies Act 2004, its associated regulations and non- statutory arrangements.

- Maintaining standards that align to the NHS England Core Standards for Emergency preparedness, resilience and response.
- National Occupational Standards for Civil Contingencies, developed by Skills for Justice
- Align with BS 11200, which sets standards for Crisis management
- Align with the internationally recognised standard for Business Continuity ISO22301.
- Chief Executives Guidance for Local Authorities (Solace)

**1.8.2** Heads of Service are expected to certify on an annual basis that they are able to meet Business Continuity requirements; this process will be incorporated into normal corporate reporting cycles. Following each review, notice will be given to the Strategic On-Call Officers, and to the Emergency Planning Resilience and Response team that the plan is fit for purpose.

## 1.9 Review

Wiltshire Council plans are to work in conjunction with the Wiltshire and Swindon Local Resilience Forum Emergency Multi Agency Procedures (EMAP).

Review of documents will take place on an agreed timescale, or when triggered by a significant change in the following:

- Changes in legislation
- Changes in organisational structure
- Recommendation from a post-incident debrief
- Learning from training and exercising
- Changes in national guidance
- Learning from high profile incidents that have taken place nationally or internationally
- biannual peer review with a similar authority
- triannual external review
- Training, exercising regimes
- Internal / external contact lists

It shall be the responsibility of Heads of Service to ensure that their service meets the standards required by the Wiltshire Council Business Continuity Plan.

## 1.10 Response and Recovery Arrangements

Wiltshire Council's arrangements for response in a major incident are stated in Section 2 of this Integrated Emergency Management Plan. Recovery arrangements are specified in Section 4 of this Integrated Emergency Management Plan.

### Definition of an Emergency

The Civil Contingencies Act 2004 defines an emergency as:

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“An event or situation that threatens serious damage to human welfare, the environment, or war or terrorism which threatens serious damage to the security of the United Kingdom”.

Damage to human welfare can be defined as involving one or more of the following:

- loss of human life
- human illness or injury
- homelessness
- damage to property
- disruption of a supply of money, food, water energy or fuel
- disruption of facilities for transport
- disruption to health services

Damage to the environment can be further defined as:

- contamination of land, water or air with biological, chemical or radioactive matter
- disruption or destruction of plant or animal life

### Definition of a Major Incident

A major incident is an emergency that requires the implementation of special arrangements by one or all of the emergency services, the NHS or the local authorities and will generally include some of the following features:

- the involvement either directly or indirectly of large numbers of people
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually made to police
- the initial treatment, rescue and transportation of a large number of casualties
- the need for a large scale combined resources of the police, fire and rescue service and ambulance service
- the mobilisation and organisation of the emergency services and supporting agencies, for example the Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

## 1.11 Continuous Improvement

### Corporate Resilience Group

The Corporate Resilience Group will be established to facilitate business continuity and emergency planning learning and development across Wiltshire Council. The group will be chaired by an Associate Director and will be administered by the Emergency Planning Resilience and Response Team. The group will include representation by Head of Service or a nominated deputy from Priority 1 Services and other services that are required. The terms of reference for the group can be found in Appendix E.

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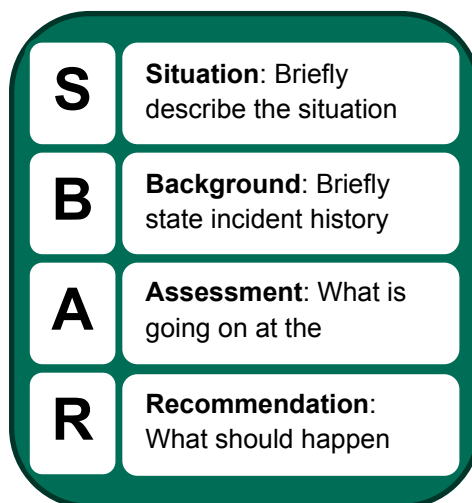
**1.11.1 Debrief**

The debriefing of staff following the response to an incident is likely to be one of the most effective methods of capturing information to identify lessons following an emergency. The debrief will allow staff to pass on relevant information and ensure that ongoing actions undertaken in the next shift or incident are as effective as possible.

There are several different types of debrief that will be used during an incident.

**Shift Handover Brief**

The shift handover debrief will take place when a new shift takes over the control of the incident and will provide an opportunity to share information on the progress and outstanding actions. The Situation, Background, Assessment and Recommendation (SBAR) technique provides a standard template to brief the person taking over in your role during an incident.



**Hot Debrief**

A Hot Debrief should be completed at the end of the shift or when a member of staff is stood down and should be used to capture information in the immediate aftermath of the incident.

**Internal Debrief**

Cold debriefings should be more structured, following a set agenda and should result in the production of a report on the incident response. The cold debrief allows staff to consider the response and comment on sections such as the methods used in response, an evaluation of the effectiveness of response, consider any staff welfare issues, identification of the positives and negatives associated with the response and the identification of lessons identified and key recommendations to ensure learning from the them.

**Standard Agenda**

The following standard agenda should be used for the cold debrief:

- Introduction
  - Attendees and Apologies
  - Overview of the incident
- Review
  - Service / Agency response (Operational, Tactical, Strategic)
  - Communications
- Staff Welfare
  - Issues or concerns
- Feedback
  - Positives
  - Negatives

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- Lessons identified
  - Key lessons identified
  - Recommendations to implement the changes
- Set a date to review the report

### Debrief Report

Following the debrief process, a full debrief report summarising the incident, actions taken in response to resolve issues, positives, negatives, lessons identified and future recommendations should be produced.

The Strategic On-Call Officer will establish whether the report should be written externally or by the Emergency Planning Resilience and Response Team. The report will be circulated to the Resilience Group and will be discussed in future meetings to ensure learning is shared and implemented throughout the organisations.

### 1.12 Record Keeping

It is essential that a comprehensive record is kept of the Council's involvement during an incident in order to assess the effectiveness of the response.

Wiltshire Council will make available trained staff who are able to keep a log of key decisions during an incident.

To support the evidence trail it is essential that any notes, jottings or paper scraps written on during the incident are kept and as such no written information or notes should be destroyed.

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MAJOR INCIDENT PLAN

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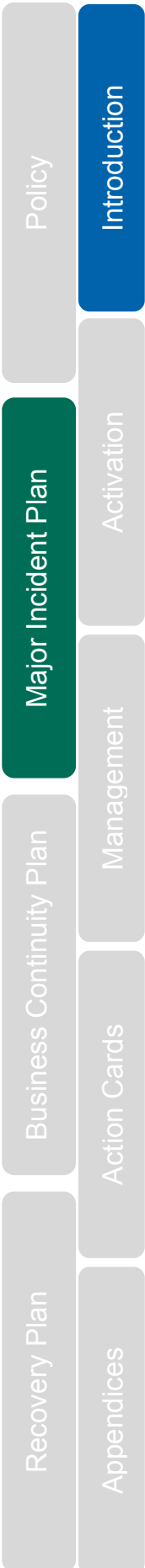
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## 2.1 Introduction

<b>Purpose</b>	The Corporate Major Incident Plan sets out the arrangements for the council’s response to emergencies within or affecting Wiltshire.
<b>Background Information</b>	<p>The Wiltshire and Swindon Local Resilience Forum assess the highest risks that affect the partnership within the Community Risk Register. The latest version of this can be found here: <a href="http://www.wiltshireandswindonprepared.org.uk/community-risk-register">www.wiltshireandswindonprepared.org.uk/community-risk-register</a></p> <p>This is a generic plan for mobilising staff and resources in response to an emergency and for performing council functions in relation to a wide range of possible scenarios.</p>
<b>Emergency Definition</b>	The definition of emergency is found in the policy section of the <i>Wiltshire Council Major Incident Plan</i> and is taken from the Civil Contingencies Act 2004.
<b>Aim</b>	The aim of this plan is to provide a coordinated Wiltshire Council emergency response framework.
<b>Objectives</b>	<p>The objectives of this plan are:</p> <ul style="list-style-type: none"> <li>• to detail the Council’s alerting and callout procedures</li> <li>• to define the roles and responsibilities of key staff and service areas</li> <li>• to detail the Council’s emergency response strategy</li> <li>• to define the Council’s incident management arrangements including the handover process from response to recovery</li> <li>• to detail the Council’s emergency response capabilities and related emergency plans</li> </ul>
<b>Scope</b>	This plan is designed to enable a response to any major incident or emergency that might arise in or affect Wiltshire and that requires the coordination of multiple services to respond. The plan is not designed to deal with ‘routine’ out of hours minor emergencies that fall to individual service departments, and which are dealt with by existing schemes and other procedures established and operated by services independently. The plan is not designed to replace local site or building specific procedures, such as fire evacuation plans.
<b>Links to other plans</b>	<p>This plan links to the Wiltshire and Swindon Local Resilience Forum plans.</p> <p>Key plans to be aware of include:</p> <ul style="list-style-type: none"> <li>• Emergency Multi-Agency Procedures (EMAP) <ul style="list-style-type: none"> <li>◦ contains the full list of LRF plans</li> </ul> </li> <li>• Operation Link</li> </ul> <p>There are also other LRF and LHRP plans, guides and procedures.</p> <p>This plan links to the following Wiltshire Council plans:</p> <ul style="list-style-type: none"> <li>• Emergency Contacts Directory</li> <li>• Council Incident Room Plan</li> <li>• Welfare Plan (includes Rest Centres, Humanitarian Assistance Centre, Faith)</li> <li>• Recovery Plan</li> <li>• Animal Health Plan</li> </ul>





- Emergency Telecoms and Procedures Guide
- Excess Death Guide Part B
- Flood Plan
- Heatwave Plan Action Cards
- Pipeline Plan
- Post Room Procedures

This plan also links to the following site specific plans:

- Porton Down Off-Site Plan
- PSD Purton Off-Site Plan
- Chemring Countermeasures Off-Site Plan
- Gasper New Lake Off-Site Reservoir Plan
- Shearwater Off-Site Reservoir Plan

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## 2.2 Activation

Elements of this plan can be used in isolation and, as such, the whole plan does not need to be activated on every occasion. It is however best practice to stand up resources early and have to later stand down resources than have to attempt to catch-up during an incident that has escalated beyond initial expectations.

### 2.2.1 Incident Notification

Notification of an emergency will usually be from one of the following to the Silver/Tactical On-Call Officer On-Call:

- Emergency Services or another multi-agency partner through Operation Link
- Wiltshire Council Staff
- Neighbouring Local Authority

### 2.2.2 Activation Triggers

The Wiltshire Council Major Incident Plan (MIP) will be invoked in response to an incident that is or has the potential to cause the following:

- The involvement of a large number of people
- Requirement for large scale multi-agency response
- Significant number of calls or media enquiries
- Significant financial implications
- Impacts on Wiltshire Council's reputation

However the Major Incident Plan will never take the place of service arrangements for dealing with 'routine' minor emergencies.

### 2.2.3 Level of Incident

The Tactical On-Call Officer has responsibility for determining the initial level of Council response to an emergency and for initiating call-out procedures.

There are three levels of response:

Level	Impact	Response
<b>Minor Incident</b>	Minor emergency (e.g. gas / water main leak) with minimal impacts on the community or minor business continuity impact	Silver/Tactical On-Call Officer has overall management for the incident with support from emergency planning and additional services (as required)
<b>Significant Incident</b>	Significant incident that has not been declared a major incident or an incident which could severely impact on the local authority to deliver critical functions	Silver/Tactical On-Call Officer has overall management for the incident with significant levels of support from emergency planning, internal services and multi-agency partners which is likely to include a Tactical Coordinating Group (TCG). The Duty Gold/Strategic On-Call Officer must be briefed about the incident.
<b>Major Incident</b>	Major disruption to the	Gold/Strategic on call Director has

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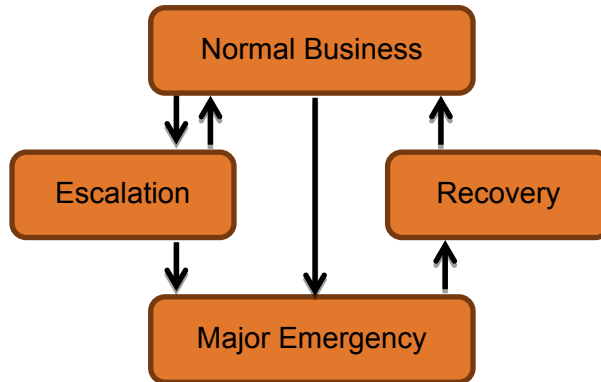
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	community declared as a major incident in line with the definition in the policy section.	overall strategic management of the incident with a full strategic level response at Local Resilience Forum level. The full Wiltshire Council incident management plan to coordinate the response.
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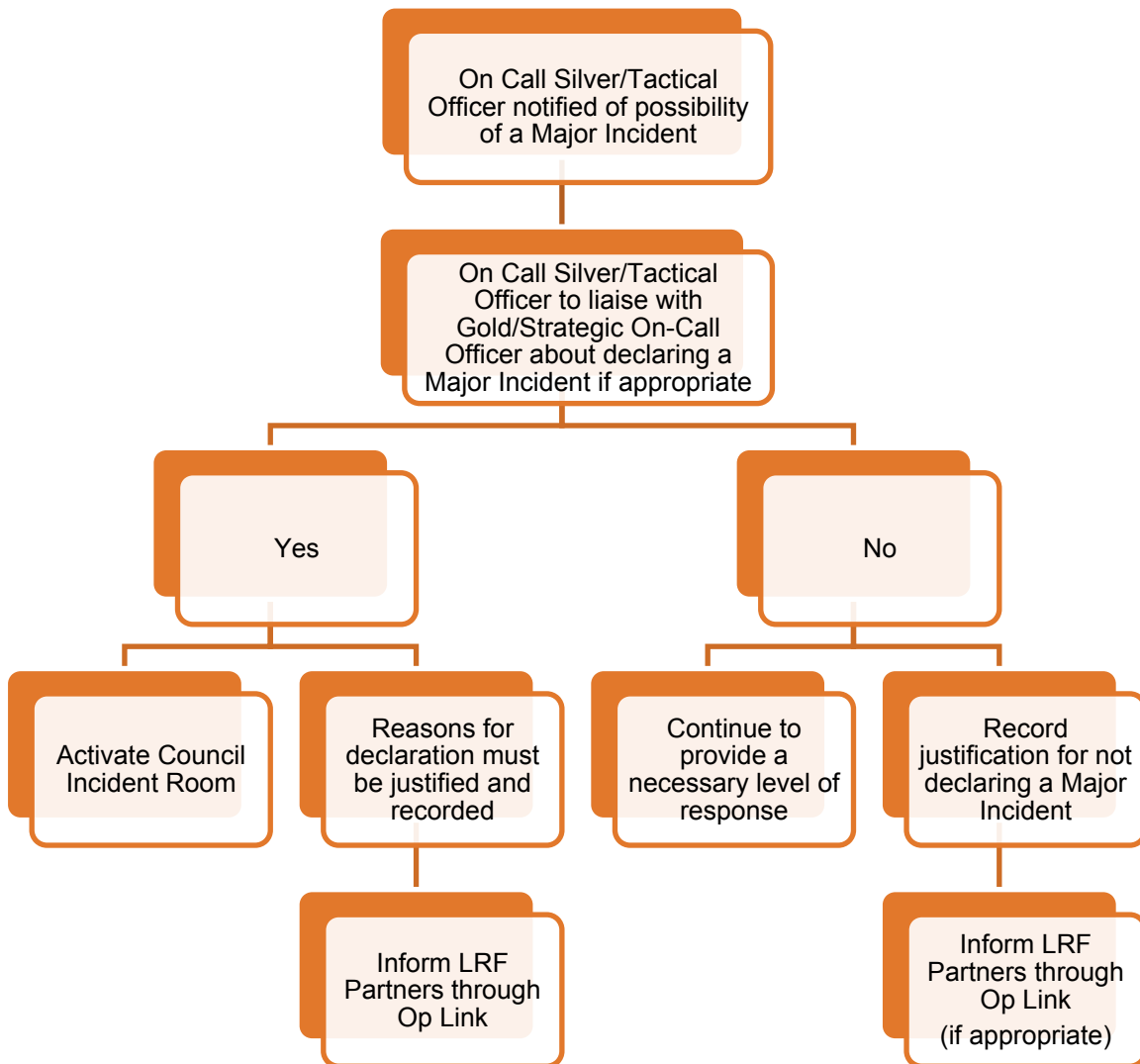
Two Phase Response Model:



The activation of the Major Incident Plan (MIP) by Wiltshire Council does not in itself constitute the declaration of a multi-agency major incident by the Wiltshire and Swindon Local Resilience Forum. Wiltshire Council may activate elements of this plan to respond to incidents that fall short of being declared a major emergency but still require a coordinated response by the local authority.

### 2.2.4 Activation Process

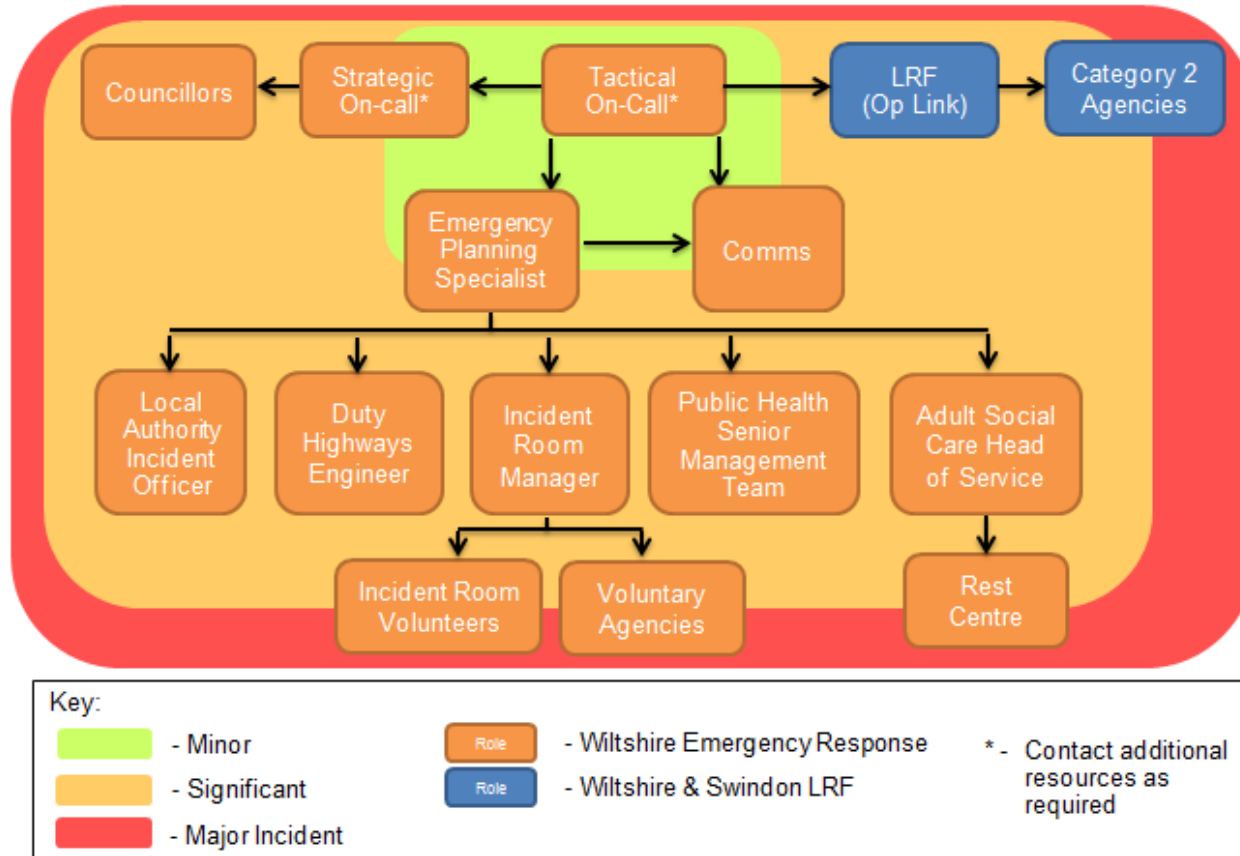
Following notification of an incident the Tactical On-Call Officer should follow the following steps to determine the appropriate level of response.



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### 2.2.5 Response Activation

The On-Call Tactical Officer is responsible for activating the relevant services based on the nature of the incident.

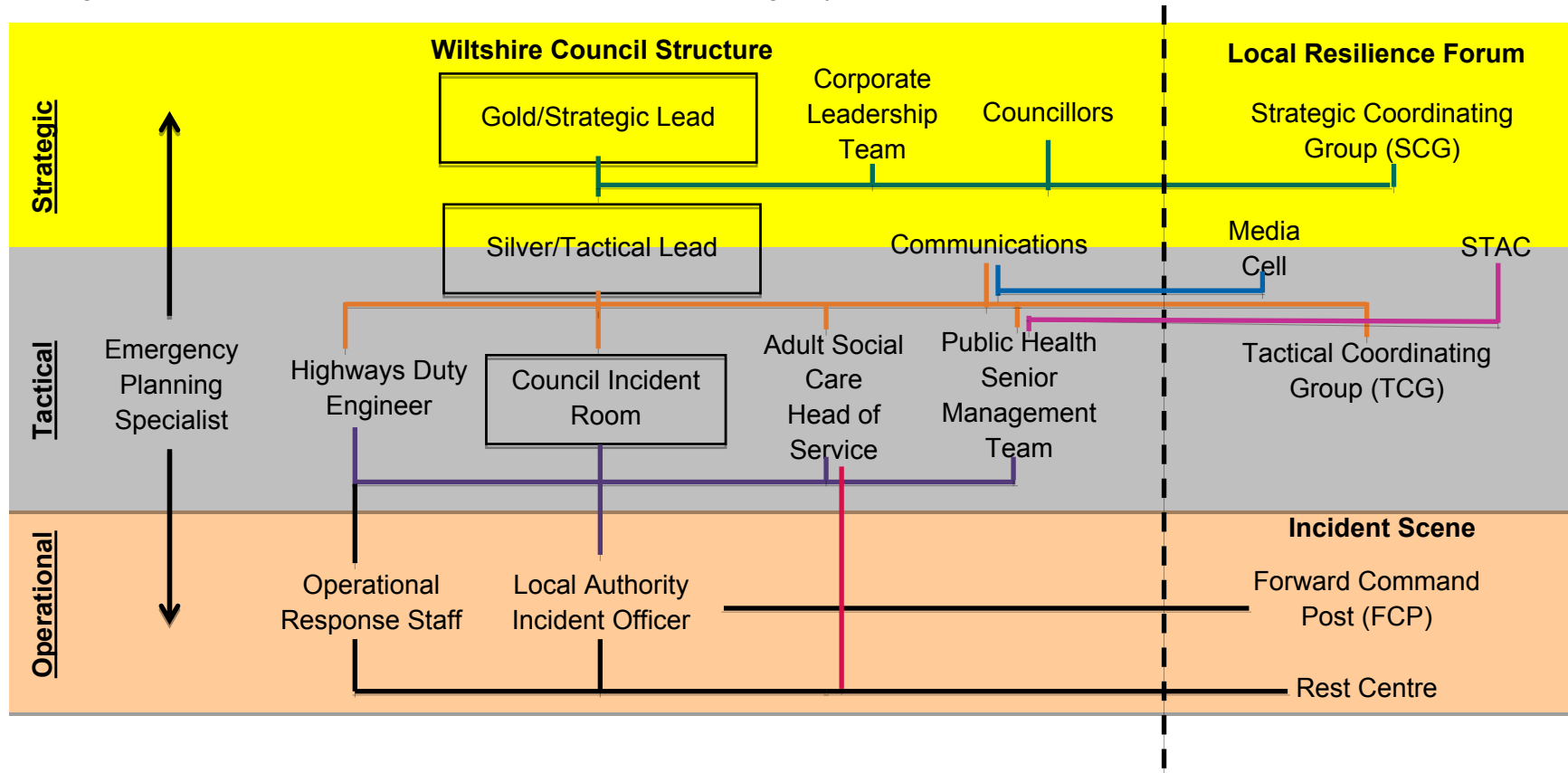


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### 2.3 Incident Management

The diagram below shows the Wiltshire Council structure for emergency response:



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### 2.3.2 Response Structure

#### Strategic Response

The Gold/strategic lead is in overall charge of the Wiltshire Council response and has responsibility for formulating the strategy for the incident. This role involves forecasting the long-term requirements of the response to the incident and for instigating the recovery process. They will be responsible for considering the Council reputation and communications strategy, whilst also maintaining oversight or finance and ensuring sufficient resources are available for response. The Duty Strategic On-Call Officer is the Wiltshire Council strategic lead.

Upon the declaration of a major incident the strategic lead will ensure that Wiltshire Council has appropriate internal and external multi-agency strategic leadership. They will therefore identify appropriate representation for the Strategic Coordinating Group and identify a lead for the Corporate Leadership Team (CLT).

#### Strategic Coordinating Group (SCG)

In the event of a Major Incident or emergency being declared in Wiltshire or Swindon and the SCG being activated, multi-agency Gold commanders will meet together to set the strategic direction for the incident.

#### SCG Sites

Primary Location	Police HQ, Devizes, SN10 2DN
Secondary Location	Gablecross Police Station, Swindon, SN3 4RB
Tertiary Location	County Hall, Trowbridge, BA14 8JN

The Duty Strategic On-Call Officer can be supported by the following roles:

Tactical Advisor	<p><b>Lead:</b> Emergency Planning Specialist</p> <p><b>Role:</b> To provide advice to the strategic lead and provide support in the implementation of the strategy</p>
Comms Advisor	<p><b>Lead:</b> Senior Communications Manager</p> <p><b>Role:</b> To provide advice and support in the development and implementation of the communications strategy</p>
Loggist	<p><b>Contact:</b> Loggist</p> <p><b>Role:</b> Log all the decisions and their justification made by the strategic lead. The strategic lead should speak to the loggist before the SCG to discuss how the information should be recorded.</p>

Further information on the SCG can be found within the Wiltshire & Swindon LRF Emergency Multi-Agency Procedures (EMAP) and EMAP Annex A.

#### Corporate Leadership Team (CLT)

The role of the Corporate Leadership Team (CLT) will be to undertake planning at a strategic (Gold) level within Wiltshire Council; forecasting the long-term impacts and



requirements for the incident and instigating the recovery process. CLT will call upon expertise from appropriate internal and external representatives.

Location

Primary Location	Pitman Room, County Hall, Trowbridge, BA14 8JN
Secondary Location	Monkton Park, Chippenham, SN15 1ER
Alternative	CLT can meet via teleconference (as required)

CLT maintain strategic oversight and provide the strategy to be implemented. The strategy will be developed in coordination with the multi-agency strategy developed at the Strategic Coordinating Group.

Led by a Strategic On-Call Officer (or nominated deputy), CLT will ensure service departments are able to manage their service delivery response to the emergency whilst continuing to maintain priority services. This may require the implementation of the Corporate Business Continuity Plan or CLT making a formal mutual aid request from neighbouring authorities.

CLT are responsible for ensuring that relevant members (e.g. Leader / Cabinet Members) are informed of the emergency and any significant developments. CLT will also assist in the preparation of visits by VIPs / MPs.

CLT will lead on the development of the communications strategy for the incident and oversee any disaster appeals that are developed in response to the incident.

CLT will lead on emergency budget management and the consideration of funding such as through the Bellwin Scheme.

**Council Members**

Council members will provide the primary link with affected communities. Councillors will be expected to lead on the consultation and assessment of the long-term impacts on the community. Council members should maintain support to the community; highlighting relevant gaps in service provision.

The Leader and Cabinet members will be briefed by the Strategic On-Call Officer at the earliest opportunity, with further briefings will be provided as required. The Communications Team will send all members briefings to Councillors. Requests for information on specific issues should be directed through Members services. Relevant Councillors may be required for public and press briefings.

**Tactical Response**

The tactical level is responsible for formulating the tactics that will be adopted by Wiltshire Council to achieve the strategy set by the SCG and CLT led by the Tactical On-Call Officer.

**Council Incident Room (CIR) Manager**

The Council Incident Room Manager role can be completed by a trained member of Wiltshire Council staff.



The Council Incident Room Manager will coordinate the staffing and operation of the Council Incident Room to ensure the overall coordination of the incident is maintained.

**Council Incident Room (CIR)**

The Council Incident Room can be activated by the Tactical On-Call Officer through Emergency Planning (in hours) or Duty Level 2 (out of hours) to support the overall coordination of the council response. The Council Incident Room team will be staffed as detailed in the Council Incident Room Plan.

Location

<b>Primary</b>	<b>Location:</b>	Westwood Room, County Hall, Trowbridge, BA14 8JN
<b>Secondary</b>	<b>Location:</b>	Monkton Room / Bewley Room, Monkton Park, Chippenham, SN15 1ER
<b>Secondary</b>	<b>Location:</b>	De La Wyle Room, Bourne Hill, Salisbury, SP1 3UZ

Role

The Council Incident Room will provide overall coordination of the Council response including the allocation of tasks to service areas, establishing a central point for information coming into the council and provision of situational updates to senior management. Further details on establishing the Council Incident Room can be found within the Council Incident Room plan.

**Public Health Senior Management Team (PH SMT)**

Public Health support will be coordinated through the Public Health Senior Management Team and out of hours through the duty Public Health Consultant.

The PH service will provide specialist support and guidance in response to public health issues and potential public health impacts of any incident.

Should a Strategic Coordinating Group decide to activate a Science and Technical Advice Cell (STAC) to support strategic decision making, PH SMT will arrange appropriate representation from Wiltshire Council.

Through links with the wider NHS and the Local Health Resilience Partnership (LHRP) they can mobilise local resources and may take a lead in managing a Public Health Emergency in Wiltshire.

**Adult Social Care Head of Service**

Welfare support can be provided through the Adult Social Care Head of Service and supporting team.

Adult Social Care will provide a coordination role in the identification of vulnerable people and staffing of welfare centres in an evacuation. They will coordinate the identification of temporary accommodation for a small number of evacuees. In the event of a large incident Adult Social Care Head of Service will coordinate staff operate Rest Centres, Survivor Reception Centres and Family and Friends Reception Centres providing registration, comfort, advice and support.

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**Highways Duty Engineer**

Highways, specialist equipment and contractors are provided through the Highways Duty Engineer.

The Highways Duty Engineer will coordinate the clearance of gullies, repair of highways / road structures, road closures and diversions. They lead on the coordination of specialist roles including; civil engineering advice, specialist burial and cemetery support, waste clearance and land contamination issues. They will liaise with the building team for specialist engineering advice and commissioning building recovery and securing unstable structures. They will also organise the procurement of access to specialist plant, contractors, equipment and vehicles.

Specifically in flooding events the drainage team would be called to work alongside the Highways Duty Engineers in the Operational Flood plan.

**Tactical Coordinating Group (TCG)**

The Tactical Coordinating Group (TCG) will be established at an appropriate location close to the scene of the incident with several suggested locations included in the Wiltshire and Swindon LRF Emergency Multi Agency Procedures Annex A. Wiltshire Council will be represented at the TCG by the Tactical On-Call Officer who have appropriate powers to implement the local authority strategy.

They can be supported by the following roles:

Tactical Advisor	<p><b>Lead:</b> Emergency Planning Specialist</p> <p><b>Role:</b> To provide advice and support in the implementation of the tactical response</p>
Public Health Advisor	<p><b>Lead:</b> Public Health Senior Management Team</p> <p><b>Role:</b> To provide public health advice and support in the implementation of the public health tactical response</p>
Comms Advisor	<p><b>Contact:</b> Communications Officer</p> <p><b>Role:</b> To provide advice and support in the implementation of the communications strategy and provision of messages to the public and media</p>
Loggist	<p><b>Contact:</b> Loggist</p> <p><b>Role:</b> Log all the decisions actions and the justification for them made by the Wiltshire Council Tactical representative</p>

**Emergency Planning Specialist**

Emergency Planning specialist will be provided through the Emergency Planning Resilience and Response Team in hours and out of hours the Public protection level 2 rota will call in an emergency planning specialist.

Emergency Planning will provide specialist advice as a tactical advisor to both the Strategic and Tactical representatives.

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The Emergency Planning Resilience and Response Team will provide a range of support to facilitate the overall coordination of the Council response, activation of resources and production of situational awareness. They will advise on a recommended battle rhythm to ensure the production of situation reports to inform decision making at a tactical and strategic level.

**Communications**

Communications support will be provided through the Communications Team in hours and through the Duty Communications Officer out of hours.

Communications will provide support to the Strategic and Tactical lead and will lead on the development of both the content and methods of delivery of messages to the public. Communications will also lead on monitoring information on the incident available through the media and social media. Communications will provide a representative to attend or lead the LRF Media Cell.

**Operational Response**

The contact details for activating the operational support resources can be found through the Emergency Contacts Directory.

**Forward Control Point**

The Forward Command Post is the co-location point from which the on scene response will be coordinated by multi-agency resources.

**Local Authority Incident Officer (LAIO)**

The Local Authority Incident Officer role will be provided by an appropriate public protection officer in hours and out of hours will be provided by the duty Local Authority Incident Officer (LAIO) north or south depending on the incident.

The LAIO is the local authority representative at the scene of the incident and is responsible for attending the initial silver meetings at the scene of the incident. The LAIO will also provide situational awareness from the scene and act as the point of contact between the scene of the incident and the Tactical Lead and also the Council Incident Room.

**All Services**

All additional services that are required in response to the incident can be requested through the Council Incident Room or Highways Control Room as appropriate.

**2.3.3 Response Considerations**

**Logging**

Each member of staff responding to a major incident must retain a log of their actions, options, decisions and the justification. This should be completed on the paper based logging system.



The Strategic On-Call Officer in the SCG will have a loggist present with them and a loggist will be available for the TCG. A log will also be maintained within the Council Incident Room.

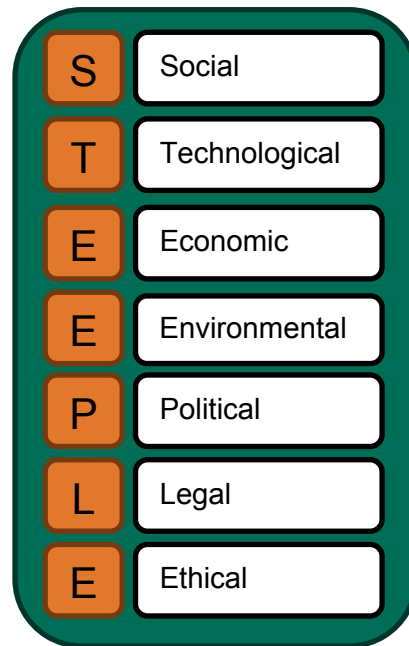
A well-kept log will enable officers to keep track of the tasks and events, enabling outstanding tasks to be actioned and monitored. The log will also support staff at the handover to see which actions have been completed and to understand the actions that remain outstanding.

It is essential that a comprehensive record is kept of the Council's involvement in a major incident in order to assess the effectiveness of the Council's response. The information may also be required to be produced as evidence of the Council's actions in the event of a public enquiry or other legal proceedings. To support the evidence trail it is essential that any notes, jottings or paper scraps written on during the incident are kept and as such no written information or notes should be destroyed; as all will be evidence at any future investigation.

Response staff should avoid using disposable sticky notes and should never use pencil erasers or correction fluid.

**Situation Reporting**

A battle rhythm for situation reporting will be established by the Council Incident Room to meet the briefing requirements for the SCG. Depending on the nature of the incident a request may go to specific Heads of Service or all Heads of Service to complete a Service Level Situation Report (found in Appendix D of the Corporate Business Continuity Plan). This information would be used to inform the Wiltshire Council Situation report (Appendix A) which will be produced by Emergency Planning / Council Incident Room and sent to the Tactical On-Call Officer / Strategic On-Call Officer to inform decision making. It is recommended that the STEEPLE analysis tool is used when considering the situation.



**Multi-Agency Working**

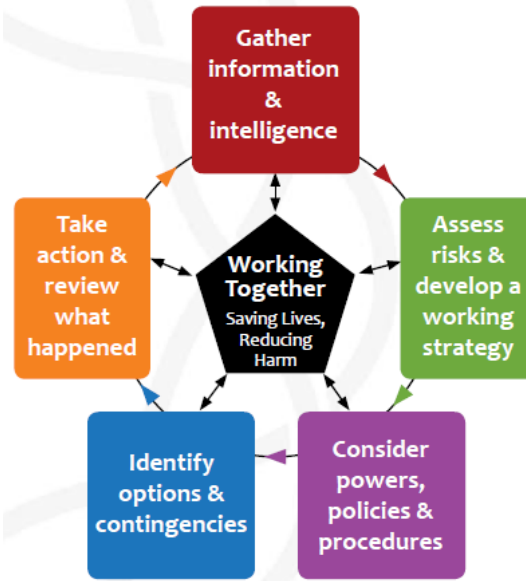
The Joint Emergency Services Interoperability Programme (JESIP) has been developed to improve the way in which blue light responders and multi-agency partners work together in response to a major incident. There are a couple of key sections from this to be aware of during a major incident.

It is important to be aware of the shared situational awareness mnemonic 'METHANE'. This will be used by multi-agency partners in the initial stages of an incident to share information on the incident and can be seen in the diagram below. Wiltshire Council response staff should also be aware of the Joint Decision Model which will be used in a major incident for multi-agency partners to decide upon the appropriate action to take in

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response. Each section of the model should be considered against the Aims and Objectives of the incident.

- M** Major Incident declared?
- E** Exact Location
- T** Type of incident
- H** Hazards present or suspected
- A** Access - routes that are safe to use
- N** Number, type, severity of casualties
- E** Emergency services present and those required



**Mutual Aid**

Wiltshire Council is able to request assistance under mutual aid arrangements from neighbouring authorities if the response to a major incident exceeds the resources available. Mutual aid can include equipment, staff or services from one or more neighbouring authorities.

Requests should be made formally between a Wiltshire Council Strategic On-Call Officer and the chief executive of the other local authorities involved and agreements need to be reached on terms and conditions applicable to the support measures prior to their deployment.

**Military Aid to the Civil Authorities (MACA)**

During a major incident the military can be available to support the local authority under the following areas:

- **Military Aid to Government Departments (MAGD)**  
This is used for work of national importance and in maintaining services essential services to the life, health and safety of the local community.  
Example: Animal disease epidemics such as foot and mouth
- **Military Aid to the Civil Power (MACP)**  
This is assistance provided by armed forces to the civil power in maintenance of law and order.  
Example: Terrorism incident requiring specialist expertise
- **Military Aid to the Civil Community (MACC)**  
The military might be asked under Category A of MACC to provide aid to the civil community to assist in alleviating hardship to the victims dealing with an emergency such as a natural disaster.  
Example: Flooding

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The principles that should be used to determine whether military aid should be requested include:

- where the need to act is clear and where other options have been discounted by the civil authorities (SCG)
- where the civil authority (SCG) lacks the capability to fulfil the task and it is unreasonable or too expensive to expect it to develop one
- and / or the civil authority has the capability but the need to act is urgent and it lack readily available resources

There are no predefined military forces for these tasks and therefore military support is not guaranteed. When it is provided the civil authorities normally have to pay for it, however if there is a threat to life, no charges are made to the requesting authority.

**Finances**

The provision of resources and services in emergency circumstances remains the responsibility of each service area and will be funded by service budgets. The cost of providing resources and services will be met by the relevant service; typically the service responsible for the provision on a day-to-day basis. It is essential that full financial records are kept by all services detailing any expenditure incurred as part of the incident.

The Tactical On-Call Officer is responsible for reporting expenditure incurred to the Finance Department and will brief the Corporate Leadership Team at regular appropriate intervals on expenditure levels. The Strategic On-Call Officer, Tactical On-Call Officer for Finance and Duty Tactical On-Call Officer have delegated powers to invoke additional expenditure if required in the event of a major incident. The Corporate Leadership Team will monitor the financial expenditure until the formal stand-down of the local authority.

The Chief Financial Officer will be responsible for making a claim to the agency or organisation responsible for the incident. The Bellwin Scheme provides emergency financial assistance to local authorities in England following large expenses incurred following the declaration of a major incident. The government will pay 85% of eligible expenditure above the 0.2% of its calculated annual budget. Further information can be found through the [Bellwin Scheme](#).

**Communications and ICT**

The Wiltshire Council Emergency Telecommunications and Procedures Guide provides information on the forms of communication available to staff during an incident.

The email account [EPRR@wiltshire.gov.uk](mailto:EPRR@wiltshire.gov.uk) will be used as the primary email account for Wiltshire Council staff in emergency response. For resilience a secondary email account has been created [wiltshireepr@gmail.com](mailto:wiltshireepr@gmail.com) in the event that there is an issue with the Wiltshire Council email account.



**Welfare**

All staff responding to a major incident are required to consider their own personal welfare requirements and complete regular dynamic risk assessments to ensure their own personal safety when responding to an incident.

During an emergency staff may be required to work beyond their normal hours however it is recommended that staff should work in shifts of between six and eight hours and staff do not work shifts exceeding twelve hours. Refer to the HR Policy.

All staff should go through both a hot debriefs immediately after their shift and a cold debrief at a later date providing an opportunity to feedback on the response. Staff should also be offered counselling support where appropriate following a major incident.

**Vulnerability**

The Local Authority has a responsibility to make specific considerations to people that are considered vulnerable and have been affected by an emergency. The Wiltshire Council Emergency Duty Service can access information on vulnerable people and should be contacted during an incident to identify the vulnerable people within the area.

**Community Resilience**

Wiltshire Council is working with communities to ensure that they have considered developing community resilience plans to identify the resources available within their area and provide an initial response in the event of an incident.

Parishes that have developed emergency plans are asked to share them with Wiltshire Council. In an incident, Wiltshire Council will contact Parish and Town Councils in order to notify them of an incident and to assist them with their needs.

**Category 2 Responders and Voluntary Agencies**

Upon the notification of an incident the Tactical On-Call Officer should consider the appropriate agencies and partners that should be notified about the incident.

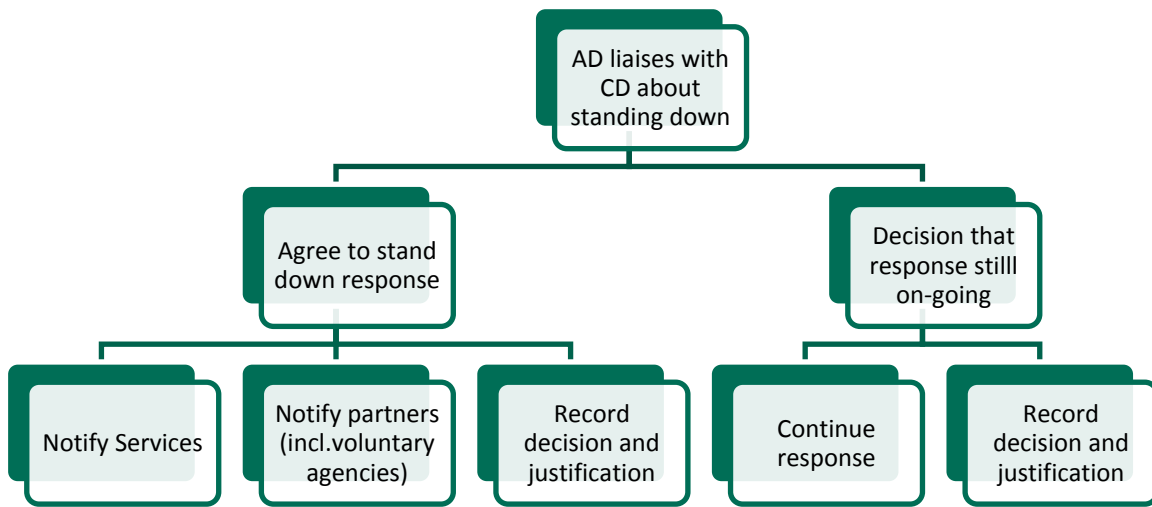
Category 2 responders include utilities and transport providers and they have a duty under the Civil Contingencies Act 2004 to cooperate and share information with Category 1 responders. Contact details for Category 2 responders within Wiltshire can be found within the Wiltshire Council Emergency Contacts Directory Section 2.

Information on support available from voluntary agencies within Wiltshire can be found in the Wiltshire and Swindon Local Resilience Forum Voluntary Agencies Emergency Committee (VASEC) Guide. Early consideration should be given to notifying voluntary agencies of an incident. RAYNET can be contacted to place voluntary agencies on standby using the details contained within the VASEC guide.

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### 2.4.4 Stand Down Arrangements



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Involvement in an emergency will finish at different times for different agencies and services. The emergency services direct involvement in the incident will often finish once the initial situation has been resolved, often handing over the scene to the Local Authority. The local authority will often lead on the longer term issues of restoration and recovery of the community and the area affected.

When the incident has been brought under control it is essential that clear instructions are provided to responding services that they should stand down operations. During a major incident it is likely that some services will be required to stand down before others.

The Tactical On-Call Officer will liaise with the Strategic On-Call Officer to establish the point at which the Local Authority response is stood down. This will then be communicated through the Council Incident Room to all responding service areas and partner agencies (including voluntary agencies through RAYNET).

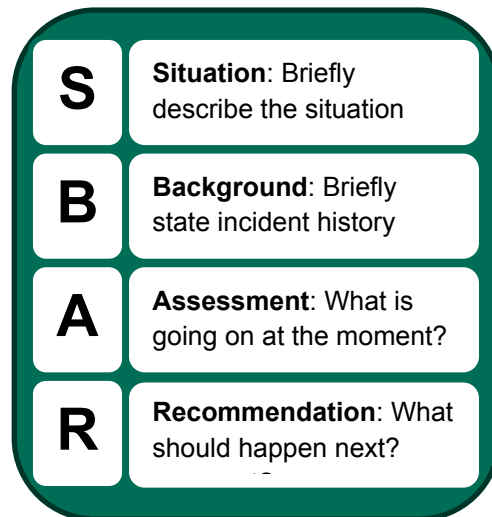
### 2.4.5 Debrief

The debriefing of staff following the response to an incident is likely to be one of the most effective methods of capturing information to identify lessons following an emergency. The debrief will allow staff to pass on relevant information and ensure that ongoing actions undertaken in the next shift or incident are as effective as possible. It is recommended that debriefs are carried out by an independent person, who was not involved in the subject of the debrief.

There are several different types of debrief that will be used during an incident.

**Shift Handover Brief**

The shift handover debrief will take place when a new shift takes over the control of the incident and will provide an opportunity to share information on the progress and outstanding actions. The Situation, Background, Assessment and Recommendation (SBAR) technique provides a standard template to brief the person taking over in your role during an incident.



**Hot Debrief**

An informal 'Hot Debrief' should be completed at the end of the shift or when a member of staff is stood down. The hot debrief should be used to capture information in the immediate aftermath of the incident. Normally this will identify immediate remedies to problems arising from the response, identify areas for improvement to prevent reoccurrence and maintain morale / relieve stress.

**Internal Debrief**

The internal debrief will be more structured, following a set agenda and result in the production of a report on the incident response. The internal debrief allows staff to consider the response to the incident in hindsight and should be completed prior to any multi-agency debrief. Staff may provide comments on; the methods used in response, an evaluation of the effectiveness of response, staff welfare issues, identification of the positives and negatives associated with the response, identification of lessons identified and key recommendations to ensure learning from the them. This information will be used to inform future responses and information from this debrief should be included within the multi-agency debrief.

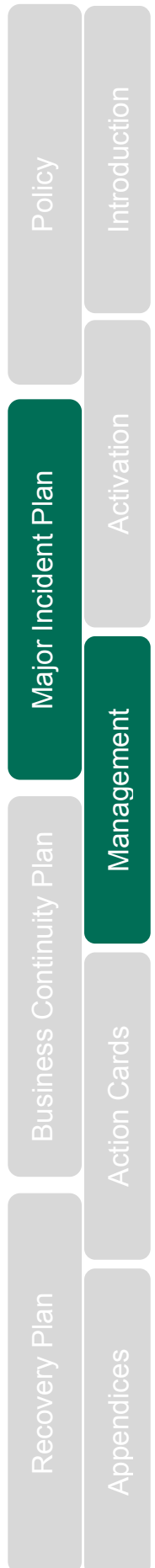
**Multi-Agency Debrief**

The multi-agency debrief allows multi-agency partners that responded to an incident to come together to discuss the response. Key points from the internal debrief will be fed in and this will facilitate discussion between different agencies and allow the identification of aspects of the response that went well and aspects that were not so positive. A report will be produced by the lead agency which will make recommendations for multi-agency partners to take forward into future emergency response.

**Standard Agenda**

The following standard agenda should be used in each type of debrief:

- Introduction
  - Attendees and Apologies
  - Overview of the incident
- Review
  - Service / Agency response (Operational, Tactical, Strategic)
  - Communications





- Staff Welfare
  - Issues or concerns
- Feedback
  - Positives
  - Negatives
- Lessons identified
  - Key lessons identified
  - Recommendations to implement the changes
- Set a date to review the report

**Debrief Report**

Following the debrief process, a full debrief report summarising the incident, actions taken in the emergency response to resolve issues, positives, negatives, lessons identified and future recommendations should be produced within a timescale agreed by strategic leads following the major incident.

The Strategic On-Call Officer will establish whether the report should be written externally or by the Emergency Planning Resilience and Response Team. The report will be circulated to multi-agency partners and actions monitored through the LRF.

**2.4.6 Recovery**

A request to initiate the recovery plan will be made by the chairman of the SCG to the Council’s Strategic On-Call Officer on duty. It is a legal requirement that a formal handover document (see Appendix X) is signed as responsibility is passed from a multi-agency body to the Council.

Details of the procedures and structures for response can be found within the Wiltshire Council recovery plan.

**2.4.7 Training and Exercising**

The Wiltshire Council Major Incident Plan will undergo training and exercising in accordance with the Wiltshire Council Plan Maintenance document which sets out a cycle for validating, testing and exercising the plan and training personnel on their role in the plan.

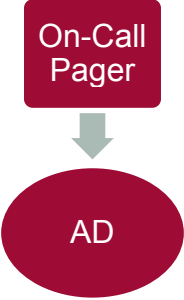
The Wiltshire Council Major Incident Plan will be reviewed on an annual basis and will be subject to training within six months and having been exercised within twelve months.



2.4 Action Cards

2.3.1 Gold / Strategic Action Card	
Role	Responsibilities
<p><b>Gold / Strategic</b> To lead the strategic (Gold) Wiltshire Council response to an emergency.</p>	<ul style="list-style-type: none"> <li>Decide whether to activate Gold response</li> <li>Management of additional resources where needed</li> <li>Management of media and communications</li> <li>Liaison with elected members</li> <li>Management of financial aspects</li> <li>Maintaining corporate reputation</li> <li>Representation at the Strategic Coordinating Group</li> </ul>
<p>Activation Process</p> <pre> graph TD     A[Silver / Tactical] --&gt; C((Gold / Strategic))     B[On-Call Pager] --&gt; C             </pre>	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>Gain full situational awareness</li> <li>Decide whether to activate Wiltshire Council Gold arrangements</li> <li>Notify the Silver / Tactical of the decision and justification</li> <li>Start log recording all decisions, options, actions and justification</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>Silver / Tactical on call</li> <li>Emergency Planning</li> <li>Media Advisor</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Forming a tactical advice team</li> <li><input type="checkbox"/> Set the Aims and Objectives for response</li> <li><input type="checkbox"/> Inform the LRF via Operation Link                             <ul style="list-style-type: none"> <li>Consider with the LRF if the Strategic Coordination Group is required</li> </ul> </li> <li><input type="checkbox"/> Briefing other Gold / Strategic Colleagues</li> <li><input type="checkbox"/> Establishing a battle rhythm for response</li> <li><input type="checkbox"/> Consider the requirement for business continuity management</li> <li><input type="checkbox"/> Consider the need to establish a recovery group</li> <li><input type="checkbox"/> Consider if mutual aid is required</li> <li><input type="checkbox"/> Consider notifying elected members</li> <li><input type="checkbox"/> Refer to incident specific plans</li> <li><input type="checkbox"/> Liaison with DCLG</li> <li><input type="checkbox"/> Attend the Strategic Coordination Group, if appropriate</li> <li><input type="checkbox"/> Discussing with the loggist what you want them to record at the SCG meetings</li> </ul>	
<p>Plans / Procedures to Consider</p> <ul style="list-style-type: none"> <li>Operation Link</li> <li>W&amp;S LRF Emergency Multi-Agency Procedures</li> <li>Wiltshire Council Corporate Business Continuity Plan</li> <li>Recovery Plan</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>Stand down at the end of your shift or when Gold is stood down</li> <li>Inform Silver / Tactical and give contact of replacement</li> <li>Give a full briefing to the subsequent Gold / Strategic when handing over</li> </ul>


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2.3.2 Silver / Tactical Action Card	
Role	Responsibilities
<p><b>Silver/Tactical</b></p> <p>To lead on the tactical (silver) Wiltshire Council response to a business disruption incident.</p>	<ul style="list-style-type: none"> <li>• Lead on the implementation of the tactical response</li> <li>• Assure appropriate attendance at TCG meetings</li> <li>• Coordinate Council resources in response</li> </ul>
<p>Activation Process</p> <div style="text-align: center;">  <p>The diagram shows a red rectangular box labeled 'On-Call Pager' with a downward-pointing arrow leading to a red oval labeled 'AD'.</p> </div>	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• Gain a full situational awareness</li> <li>• Decide whether the incident may be a Major Incident with Gold / Strategic</li> <li>• Decide whether a Business Continuity Response is also required</li> <li>• Start log recording all decisions, options, actions and justification</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>• Gold / Strategic on call</li> <li>• Public Health On-Call</li> <li>• Level 2</li> <li>• Emergency Planning</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start the internal notification cascade</li> <li><input type="checkbox"/> Inform the LRF via Operation Link</li> <li><input type="checkbox"/> Set the battle rhythm (battle rhythm may change if SCG is called)</li> <li><input type="checkbox"/> Set aims and objectives, for Gold to review if called upon</li> <li><input type="checkbox"/> Consider STEEPLE analysis tool to analyse the problem (see appendix)</li> <li><input type="checkbox"/> Consider using the JESIP Joint Decision Model (see appendix)</li> <li><input type="checkbox"/> Refer to incident specific plans</li> <li><input type="checkbox"/> Attend the Tactical Coordination Group, if appropriate</li> <li><input type="checkbox"/> Using the Incident Support officer to record decisions and actions                         <ul style="list-style-type: none"> <li>➤ Seek support from:                                 <ul style="list-style-type: none"> <li>➤ Level 2 (see master rota) for opening incident room and rest centre</li> <li>➤ Public Health (07699719123) for air quality, outbreak of communicable disease</li> <li>➤ Duty Engineer (07899967458) for Highways issues, sandbags, plant, 4x4</li> <li>➤ Communications (07747007340)</li> </ul> </li> </ul> </li> </ul>	
<p>Plans / Procedures to Consider</p> <ul style="list-style-type: none"> <li>• Operation Link</li> <li>• W&amp;S LRF Emergency Multi-Agency Procedures</li> <li>• Wiltshire Council Corporate Business Continuity Plan</li> <li>• Welfare Plan</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when Silver is stood down</li> <li>• Inform Gold / Strategic and give contact of replacement</li> <li>• Give a full briefing to the subsequent Silver / Tactical when handing over</li> </ul>


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2.3.3 PH On call Action Card	
Role	Responsibilities
<p><b>Public Health On call</b> To lead on the provision of public health advice in response to an incident within Wiltshire</p>	<ul style="list-style-type: none"> <li>• Provide public health information and guidance for the general public and incident management</li> <li>• Mobilise local response to a public health emergency</li> <li>• Mobilise environmental testing (e.g. air quality monitoring)</li> <li>• Liaise with PHE and NHS colleagues as required</li> <li>• Represent the local authority in a STAC</li> <li>• Authorise expenditure from the public health budget</li> </ul>
<p>Activation Process</p> <pre> graph TD     EP[Emergency Planning] --&gt; PHSMT((Public Health SMT))     PHE[PHE / NHS] --&gt; PHSMT     ST[Silver / Tactical] --&gt; PHSMT             </pre>	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• Follow instructions from pager.</li> <li>• Gain situational awareness from Local Health Resilience Partnership members.</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>• Director of Public Health</li> <li>• Public Health England (Out of Hours)</li> <li>• NHS England (On-Call Director)</li> <li>• Silver / Tactical</li> <li>• Emergency Planning</li> <li>• LAIO or Public Protection Officer</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gain a full situational awareness</li> <li><input type="checkbox"/> Start a log recording all decisions, options, actions and justification</li> <li><input type="checkbox"/> Activate public health response in accordance with the Communicable Disease Control Plan or Major Incident Plan as required</li> <li><input type="checkbox"/> Participation in outbreak control team</li> <li><input type="checkbox"/> Alerting Council Communications lead (if required)</li> <li><input type="checkbox"/> Providing a briefing for Gold / Strategic and Cabinet Members (if required)</li> <li><input type="checkbox"/></li> </ul>	
<p>Plans / Procedures to Consider</p> <ul style="list-style-type: none"> <li>• W&amp;S LHRP Communicable Disease Plan</li> <li>• W&amp;S LHRP Pandemic Influenza Plan</li> <li>• W&amp;S LRF Animal Health Plan</li> <li>• Animal Health Plan</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>• Inform Silver / Tactical or CIR and give contact of replacement</li> <li>• Give a full briefing to the subsequent Public Health SMT when handing over</li> </ul>

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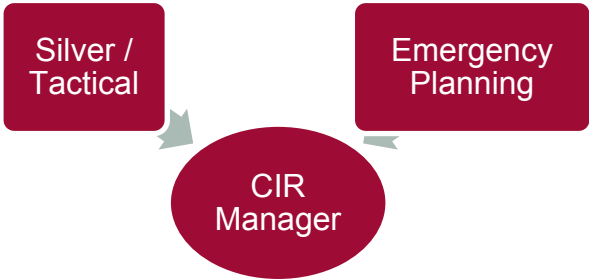
2.3.4 Emergency Planning Action Card	
Role	Responsibilities
<p><b>Emergency Planning</b> To provide emergency response advice to the Silver / Tactical, Public Health SM and LAIO</p>	<ul style="list-style-type: none"> <li>To take role of tactical advisor in an emergency</li> <li>Provide advice and support to LAIO on-call</li> <li>Provide Public Protection advice</li> <li>Escalate issues to the Public Health SMT or Tactical / Silver</li> <li>To provide assistance or support as directed to the Public Health SMT on-call</li> </ul>
<p>Activation Process</p> 	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>Start log recording all decisions, options, actions and justification</li> <li>Provide advice and support to LAIO</li> <li>Report back to Silver / Tactical, establish battle rhythm.</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>PH SMT on call</li> <li>Silver / Tactical on call</li> </ul>
Actions to Consider within the Role	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend the Council Incident Room on the instruction of the Silver / Tactical</li> <li><input type="checkbox"/> Ensure Parishes with a community plan have been contacted.</li> <li><input type="checkbox"/> Interaction with LAIO                             <ul style="list-style-type: none"> <li><input type="radio"/> Support LAIO by providing information they need eg to feed into briefings</li> <li><input type="radio"/> Support LAIO by making phone calls for them, eg to call other OOH officers</li> <li><input type="radio"/> Request information from LAIO , eg to brief the Silver / Tactical, or PH SMT on call</li> <li><input type="radio"/> Request an action by LAIO, eg to obtain information, or speak to residents</li> </ul> </li> <li><input type="checkbox"/> Interaction with Silver / Tactical or PH SM on call                             <ul style="list-style-type: none"> <li><input type="radio"/> Provide information and updates from LAIO</li> <li><input type="radio"/> To action tasks allocated to Emergency Planning</li> <li><input type="radio"/> Request information from LAIO , eg to brief the Silver / Tactical, or PH SMT on call</li> <li><input type="radio"/> Request deployment by another service, eg Highways, Building Control, etc</li> </ul> </li> <li><input type="checkbox"/> Use GIS to identify risks</li> <li><input type="checkbox"/> Use the app to update case information and upload photographs</li> </ul>	
Plans / Procedures to Consider	Standing Down
<ul style="list-style-type: none"> <li>Emergency Contacts Directory</li> <li>Council Incident Room Plan</li> <li>W&amp;S LRF Emergency Multi-Agency Procedures</li> <li>Welfare Plan</li> <li>Recovery Plan</li> </ul>	<ul style="list-style-type: none"> <li>Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>Inform LAIO and give contact of replacement</li> <li>Give a full briefing to the subsequent Emergency Planning when handing over</li> </ul>

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2.3.5 LAIO Action Card	
Role	Responsibilities
<p><b>LAIO</b></p> <p>To attend the scene of the incident on behalf of Wiltshire Council</p>	<ul style="list-style-type: none"> <li>• Deployment to any Emergency</li> <li>• Deployment to Public Protection issue</li> </ul>
<p>Activation Process</p>  <pre> graph TD     LAIO[LAIO] --&gt; ST[Silver / Tactical]             </pre>	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• Start log recording all decisions, options, actions and justification</li> <li>• Introduce to Incident Commander</li> <li>• Report back to Silver / Tactical</li> <li>• Meet Wiltshire Council colleagues on scene</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>• Emergencies – Emergency Planning On Call</li> <li>• Noise – Emergency Planning On Call</li> <li>• Health and Safety - Jo McClay, John Carter</li> <li>• Food – Jo McClay, Jenni Thomson</li> </ul>
Actions to Consider within the Role	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue the log of activities, conversations, decisions and the rationale behind them</li> <li><input type="checkbox"/> Advise emergency services on the support available from the council</li> <li><input type="checkbox"/> Attend operational command briefings</li> <li><input type="checkbox"/> Contact Silver / Tactical to provide him/her with updates of the resources required and actions taken.</li> <li><input type="checkbox"/> Contact Emergency Planning, to                         <ul style="list-style-type: none"> <li>○ Provide information</li> <li>○ Request an action</li> <li>○ Request information</li> </ul> </li> <li><input type="checkbox"/> Answer questions by Emergency Planning</li> <li><input type="checkbox"/> Respond to requests and information from the Silver / Tactical and Gold / Strategic</li> <li><input type="checkbox"/> Co-ordinate all council staff and resources on site, including contractors</li> <li><input type="checkbox"/> Note time of arrival</li> <li><input type="checkbox"/> Call forward council services as required</li> <li><input type="checkbox"/> Look after the welfare of all staff deployed on behalf of Wiltshire Council, including your own.</li> <li><input type="checkbox"/> Use tablets to log updates, upload photos and update case information in the app</li> </ul>	
Plans / Procedures to Consider	Standing Down
<ul style="list-style-type: none"> <li>• Emergency Contacts Directory</li> <li>• Emergency Telecoms &amp; Procedures Guide</li> <li>• W&amp;S LRF Emergency Multi-Agency Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Stand down when instructed by Silver / Tactical</li> <li>• Inform Wiltshire Council staff on site</li> <li>• Inform Emergency Planning, if involved</li> <li>• Give a full briefing to the subsequent LAIO when handing over</li> </ul>

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2.3.6 Council Incident Room (CIR) Manager Action Card	
Role	Responsibilities
<p><b>CIR Manager</b> Overseeing the coordination and completion of actions and the timely distribution of information</p>	<ul style="list-style-type: none"> <li>Oversees the Council Incident Room</li> <li>Coordinates the completion and monitoring of actions and distribution of situation reports</li> <li>Resolves issues where required</li> <li>Liaises with the Silver / Tactical</li> <li>Monitors the welfare of staff in the CIR</li> </ul>
<p>Activation Process</p> 	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>Attend the CIR</li> <li>Initiate call out for CIR volunteers</li> <li>Begin setting up the CIR</li> </ul>
	<p>Advice Available from</p> <ul style="list-style-type: none"> <li>Silver / Tactical</li> <li>Emergency Planning (Specialist)</li> <li>Communications</li> <li>Public Health SMT</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li>Contacting the relevant number of staff to attend the CIR and set up CIR</li> <li>Brief staff on arrival on the incident and assign to relevant roles in the CIR</li> <li>Coordinate requests and information in the CIR tasking Coordinators with actions</li> <li>Coordinate the flow of messages between the CIR and Silver / Tactical, Highways Incident Room, Local Authority Incident Officer (LAIO), Rest Centre, internal services and multi-agency partners</li> <li>Ensure the timely distribution of situational awareness</li> <li>Ensure the loggist records details of the current situation, all messages into and out of the CIR, details of all actions taken with options available and justification</li> <li>Regularly brief the CIR staff to ensure that they are aware of the whole picture; updates are particularly important following any major developments</li> <li>Forecast ahead, in consultation with Coordinators and Services to ensure any potential future issues are identified and resources are in place</li> <li>Keep an eye on staff in the CIR, look for signs of stress in staff and ensure breaks are taken when required (including consideration for food and drink)</li> <li>Requirement for a rota (particularly if incident is likely to exceed 8 hours)</li> <li>Complete a hot debrief with all Council Incident Room staff when they finish their shift</li> </ul>	
<p>Plans to Consider</p> <ul style="list-style-type: none"> <li>Emergency Contacts Directory</li> <li>Major Incident Plan</li> <li>Corporate Business Continuity Plan</li> <li>Welfare Plan</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>Notify Silver / Tactical that you are standing down and inform them who the subsequent CIR Manager will be (if appropriate)</li> <li>Complete handover with subsequent CIR Manager</li> <li>Complete a Hot Debrief Form</li> </ul>

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2.3.7 Communications Action Card	
Role	Responsibilities
<p><b>Communications</b></p> <p>To lead on the provisions of communications to staff and the public in an emergency</p>	<ul style="list-style-type: none"> <li>• Provide support and guidance to Gold / Strategic in establishing a media strategy</li> <li>• Liaison with multi-agency partners</li> <li>• Representation at the LRF media cell</li> <li>• Coordinate the provision of information to Wiltshire Council staff and the public</li> <li>• Coordinate all Wiltshire Council statements, media releases and interviews</li> </ul>
<p>Activation Process</p> <pre> graph TD     A[Silver / Tactical] --&gt; C((Comms))     B[Emergency Planning] --&gt; C             </pre>	<p>Information Required</p> <ul style="list-style-type: none"> <li>• Full situational awareness of the incident</li> <li>• Confirm which agency is leading on media messages</li> <li>• Identifying additional information available through media and social media</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>• Gold / Strategic</li> <li>• Silver / Tactical</li> <li>• Public Health SMT</li> <li>• Council Incident Room</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start a log; recording all decisions, options, actions and justification</li> <li><input type="checkbox"/> Provide support and guidance to the Gold / Strategic in establishing a media strategy (if required)</li> <li><input type="checkbox"/> Ensure appropriate representation at the Strategic Coordinating Group (if required), Tactical Coordinating Group and the Council Incident Room</li> <li><input type="checkbox"/> Develop media briefings in coordination with multi-agency partner media leads</li> <li><input type="checkbox"/> Develop and disseminate briefings internally to Cabinet Members, Councillors and staff</li> <li><input type="checkbox"/> Facilitate the provision of a media handling centre at the scene of the incident in accordance with the W&amp;S LRF Media and Communications Guide</li> <li><input type="checkbox"/> Providing and updating information on the website, social media and the internet</li> <li><input type="checkbox"/> When advised to stand down ensure that information is provided to the public and the media to raise awareness that agencies are returning to business as usual and that the incident response has been stood down</li> </ul>	
<p>Plans / Procedures to Consider</p> <ul style="list-style-type: none"> <li>• Emergency Contacts Directory</li> <li>• W&amp;S LRF Media and Communications Guide</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>• Inform Silver / Tactical, CIR and give contact of replacement</li> <li>• Give a full briefing to the subsequent Communications officer when handing over</li> </ul>

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2.3.8 Adult Social Care Head of Service Action Card	
Role	Responsibilities
<p><b>Adult Social Care Head of Service</b></p> <p>To lead on the provision of welfare to those affected by the incident</p>	<ul style="list-style-type: none"> <li>• Identification of temporary accommodation for a small number of displaced residents / evacuees</li> <li>• Coordinate staffing of a Rest Centre</li> <li>• Liaison between the Rest Centre Manager and Council Incident Room</li> <li>• Coordinate staffing of a Survivor Reception Centre to support the Police</li> <li>• Identification of vulnerable people</li> <li>• Liaison with multi-agency partners</li> </ul>
Activation Process	Immediate Actions
<pre> graph TD     A[Silver / Tactical] --&gt; C((Adult Social Care HoS))     B[Emergency Planning] --&gt; C             </pre>	<ul style="list-style-type: none"> <li>• Gain a full situational awareness</li> <li>• Location of the Rest Centre</li> <li>• Location of nearest Rest Centre bag</li> <li>• Time Rest Centre will be opened</li> <li>• Number of people evacuated</li> <li>• Name of contact opening Rest Centre</li> </ul>
	Advice Available from
	<ul style="list-style-type: none"> <li>• Silver / Tactical</li> <li>• Emergency Planning / Level 2</li> <li>• Public Health SMT</li> <li>• Council Incident Room (CIR)</li> <li>• Wiltshire Police</li> </ul>
Actions to Consider within the Role	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Start a log; record all options, decisions, actions and the justification for the decision</li> <li><input type="checkbox"/> Obtain contact details for the Silver / Tactical and Emergency Planning / Level 2</li> <li><input type="checkbox"/> Identification of vulnerable residents known to Wiltshire Council</li> <li><input type="checkbox"/> Coordination of temporary accommodation for a small number of displaced / evacuated residents</li> <li><input type="checkbox"/> Coordination of staff to activate and operate the Rest Centre; including the consideration for staff rotation (if required)</li> <li><input type="checkbox"/> Provision of your contact details to all staff activated to attend the Rest Centre</li> <li><input type="checkbox"/> Consideration of Rest Centre staff welfare; ensuring their safe arrival initially at the Rest Centre and then at home at the end of their shift</li> <li><input type="checkbox"/> Coordination of staff to operate the Survivor Reception Centre in cooperation with Wiltshire Police; including the consideration for staff rotation (if required)</li> <li><input type="checkbox"/> Coordination of staff to activate and operate the Family &amp; Friends Reception Centre; including the consideration for staff rotation (if required)</li> </ul>	
Plans / Procedures to Consider	Standing Down
<ul style="list-style-type: none"> <li>• Major Incident Plan</li> <li>• Emergency Contact Directory</li> <li>• Welfare Plan</li> <li>• W&amp;S LRF/LHRP Vulnerable Individuals Plan</li> <li>• Rest Centre Staff Contact List</li> </ul>	<ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>• Inform Silver / Tactical, CIR and give contact of replacement</li> <li>• Give a full briefing to the subsequent Adult Care Head of Service when handing over at the end of your shift</li> </ul>


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2.3.8 Highways Duty Engineer Action Card	
Role	Responsibilities
<p><b>Highways Duty Engineer</b></p> <p>To lead on the coordination of emergency response on highways and the provision of vehicles, plant, equipment and resourcing additional equipment.</p>	<ul style="list-style-type: none"> <li>• Authorise and effect repairs to highways</li> <li>• Clearance and clean-up of road network</li> <li>• Coordination of traffic management</li> <li>• Coordination of contractors, skilled operators, plant, additional equipment, transport and fuel</li> <li>• Provision of access to vehicles (which includes 4x4's)</li> <li>• Liaison with multi-agency partners</li> <li>• Coordination of civil engineering advice and support</li> </ul>
Activation Process	Information Required
<pre> graph TD     A[Silver / Tactical] --&gt; D((Highways Duty Engineer))     B[Multi-Agency Partner] --&gt; D     C[Emergency Planning] --&gt; D             </pre>	<ul style="list-style-type: none"> <li>• Gain a full situational awareness</li> <li>• Specific impacts of the incident on highways network</li> <li>• Is there a requirement for specialist plant, materials, vehicles or advice</li> </ul>
	Advice Available from
	<ul style="list-style-type: none"> <li>• Emergency Services</li> <li>• Highways Agency</li> <li>• Silver / Tactical</li> <li>• Local Authority Incident Officer</li> <li>• Emergency Planning</li> <li>• Council Incident Room</li> </ul>
Actions to Consider within the Role	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Deploying officers to make a detailed assessment</li> <li><input type="checkbox"/> Liaison with the Local Authority Incident Officer (LAIO), Emergency Services, Environment Agency and Utility companies to establish the resource requirements at the scene</li> <li><input type="checkbox"/> Requirement for road closures or car park closures</li> <li><input type="checkbox"/> Potential damage to the highways and requirement for repair</li> <li><input type="checkbox"/> Flooding impacts (if required) and requirement for emergency pumping, drainage and sandbags</li> <li><input type="checkbox"/> Procurement of specialist equipment, plant, materials, contractors, specialist advice or vehicles</li> <li><input type="checkbox"/> Provision of emergency structural advice at the incident</li> </ul>	
Plans / Procedures to Consider	Standing Down
<ul style="list-style-type: none"> <li>• Emergency Contact Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when instructed to by Silver / Tactical</li> <li>• Inform Silver / Tactical, Council Incident Room and give contact of replacement</li> <li>• Give a full briefing to the subsequent Highways Duty Engineer when handing over</li> </ul>

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2.5 Appendices

2.5.1 Appendix A: Wiltshire Council Situation Report

		Situation Report		Report Number:	
				Date:	Dd/mm/yyyy
				Time:	hh:mm
INCIDENT:		INCIDENT Name			
		CAD NUMBER (if applicable)			
1	Level of Response	1: Monitoring	2: Information Sharing and Communications	3: Incident Response and Coordination	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 OVERVIEW OF CURRENT SITUATION					
METHANE REPORT					
Major Incident Declared:		Yes/No	Time Declared :		hh:mm
Exact Location					
Type of Incident					
Hazards					
Access					
Casualties Information					
Emergencies Services involved					
General Situation (top line information to include status of incident in Wiltshire, summary of arrangements including deployment of resources)					
Actions Completed					
Outstanding Actions					
3 HORIZON SCAN					

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INCIDENT IMPACT ASSESSMENT		
<b>RED</b>	Incident having significant impact	
<b>AMBER</b>	Incident having moderate impact	
<b>GREEN</b>	Limited or no impact	
<b>UNKNOWN</b>	Unknown at this time	
<b>N/A</b>	No Impact	
SERVICE AREA	RAG	COMMENTS
4 Adult Social Care (Vulnerable People)		
5 Housing (Including displaced residents and Rest Centres)		
6 Children (including all schools, education, nurseries and looked after children)		
7 Public Health		
8 Public Protection		
9 Highways (Including highway maintenance, drainage and plant equipment)		
10 Passenger Transport (Council transport assets)		
11 Building Control		
12 Waste Management		
13 Communication (Warning and informing public)		
14 Other (Services not listed above)		
15 Other (Services not listed above)		
16 Other (Services not listed above)		

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COMMUNITY IMPACT ASSESSMENT (Impact of incident on the Wiltshire residents & environment)		
<b>RED</b>	Incident having significant impact with possible long term consequences	
<b>AMBER</b>	Incident having a moderate impact with possible short to long term consequences	
<b>GREEN</b>	Limited or no impact	
COMMUNITY IMPACT AREA	RAG	COMMENTS (Please provide details to support the assessment of areas which have been identified as AMBER or RED)
17 <b>Social</b> (Encompassing the social consequences of an event and effect on residents)		
18 <b>Health</b> (Encompassing the direct health impacts on Wiltshire)		
19 <b>Environment</b> (Encompassing the impact of the contamination or pollution on Wiltshire)		
20 <b>Economic</b> (Encompassing the economic cost or losses to businesses)		
21 <b>Infrastructure</b> (Encompassing the impact on local transport, buildings and services)		
22 <b>OTHER PERTINENT INFORMATION</b> (Details that do not sit elsewhere in the report)		
23 <b>INCIDENT IMAGES</b>		
Description	IMAGE #1	
Description	IMAGE #2	
24 Sitrep completed by		
25 Time of Next Update:		
26 Contact Details		

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2.5.2 Appendix B: Recovery Handover Document

Handover certificate

Upon this status certificate being signed by both Wiltshire Council and Wiltshire Police, the command and control for dealing with the recovery phase of the incident at .....is to be taken over by Wiltshire Council.

It is agreed between the chairman of the strategic co-ordinating group (SCG) and the lead Strategic On-Call Officer of Wiltshire Council that the following six points apply:

1. There is no known further risk to life specific to this incident.
2. The circumstances dictate it more appropriate for the command and control to rest with Wiltshire Council in that the phase is clearly now one of recovery.
3. There are no serious public order or crime prevention issues that impact on the overall strategic co-ordination of the recovery phase.
4. Wiltshire Fire and Rescue Service, together with the South Western Ambulance Service Foundation Trust, are now operating at a level, which does not necessitate a strategic (gold) co-ordinating group (SCG) to co-ordinate and facilitate their activity.
5. There are no known scenarios that may give rise for the requirement to reinstate the strategic (gold) co-ordinating group in the foreseeable future in relation to this incident.
6. Wiltshire Council is satisfied that it has the infrastructure and processes in place to take over co-ordination from the police.

Signed:..... Wiltshire Council

Signed: ..... Wiltshire Police

Date and time:.....


The signatories below have read and acknowledge the contents of this status certificate.

.....  
Wiltshire Fire and Rescue Service

.....  
South Western Ambulance Service Foundation Trust

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2.5.3 Appendix C: LAIO Situation Report Template

		Situation Report		Report Number:	
				Date:	Dd/mm/yyyy
				Time:	hh:mm
INCIDENT:		INCIDENT Name			
		CAD NUMBER (if applicable)			
1 OVERVIEW OF CURRENT SITUATION					
METHANE REPORT					
Major Incident Declared:	Yes/No	Time Declared :	hh:mm		
Exact Location					
Type of Incident					
Hazards					
Access					
Casualties Information					
Emergencies Services involved					
General Situation (top line Information to include status of incident in Wiltshire, summary of arrangements including deployment of resources)					
2 HORIZON SCAN					
SERVICES REQUIRED					
SERVICE AREA	REQUIRE	COMMENTS			
3 Reception Centre / Housing <small>(Number of people requiring shelter, specialist requirements)</small>	<input type="checkbox"/>				
4 Passenger Transport <small>(Number of people requiring transport)</small>	<input type="checkbox"/>				

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5	<b>Public Protection</b> (e.g. private water supply, environmental impacts)	<input type="checkbox"/>	
6	<b>Public Health</b> (Including air quality, health impacts, outbreak control)	<input type="checkbox"/>	
7	<b>Adult Social Care</b> (Vulnerable People Search)	<input type="checkbox"/>	
8	<b>Highways</b> (Including highway maintenance, drainage, gully clearance)	<input type="checkbox"/>	
9	<b>Building Control</b> (Structural damage and risk to public)	<input type="checkbox"/>	
10	<b>Waste Management</b>	<input type="checkbox"/>	
11	<b>Communications</b> (Media Officer / Media Handling Centre)	<input type="checkbox"/>	
12	<b>Other</b> (Services not listed above)	<input type="checkbox"/>	
13	<b>Other</b> (Services not listed above)	<input type="checkbox"/>	
14	<b>OTHER PERTINENT INFORMATION</b> (Details that do not sit elsewhere in the report)		
15	<b>INCIDENT IMAGES</b>		
	Description	IMAGE #1	
	Description	IMAGE #2	
16	<b>Sitrep completed by</b>		
17	<b>Time of Next Update:</b>		
18	<b>Contact Details</b>		

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CORPORATE BUSINESS CONTINUITY PLAN

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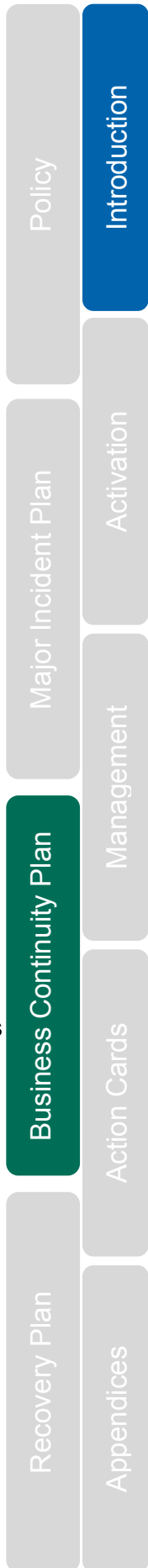
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### 3.1 Introduction

<b>Purpose</b>	The Corporate Business Continuity Plan sets out the procedures and actions to be taken by Wiltshire Council in the event of disruption to council services.
<b>Background Information</b>	<p>This plan has been developed to meet the requirements of the Cabinet Office ‘Expectations and Indicators of Good Practice Set for Category 1 and 2 Responders’ and aligned to both the Business Continuity Institute ‘Good Practice Guide 2013’ and ‘ISO22301:2012’. The plan links to the Wiltshire Council Corporate Risk Register and Wiltshire &amp; Swindon Local Resilience Forum Community Risk Register.</p> <p>This plan provides both the strategic management framework within which the service restoration will operate and practical generic advice / information to help achieve a successful recovery.</p>
<b>Business Continuity Definition</b>	The strategic and tactical capability of the organisation to plan for and respond to incidents and business disruptions in order to continue business operations at an acceptable predefined level.
<b>Aim</b>	The aim of this plan is to ensure the continuity of critical services delivered by Wiltshire Council through an incident.
<b>Objectives</b>	<p>The objectives of this plan are:</p> <ul style="list-style-type: none"> <li>• To establish the organisational structure required to manage the corporate response to a business disruption</li> <li>• To identify priority 1 services and maintain them in response to an incident on a continuous basis wherever possible</li> <li>• To reinstate all services to business as usual</li> <li>• To identify the immediate actions to be taken in response</li> <li>• To communicate with staff, suppliers/partners and the public during an emergency or business disruption</li> <li>• To ensure the council continues to meet its statutory obligations as a Category 1 responder as defined in the Civil Contingencies Act 2004</li> </ul>
<b>Scope</b>	This plan establishes how Wiltshire Council will provide continuity of its critical services though a disruption; including the prioritisation of services for recovery. The plan will not supersede service level arrangements to respond to minor disruption.
<b>Links to other plans</b>	<p>This plan links to:</p> <ul style="list-style-type: none"> <li>• Major Incident Plan</li> <li>• Recovery Plan</li> <li>• Wiltshire Council Service Level Business Continuity Plans</li> </ul>



## 3.2 Activation

### 3.2.1 Incident Notification

Every member of staff has a responsibility to bring to the attention of their line manager any situation which might lead to the requirement to activate their Service Level Business Continuity plan or the Corporate Business Continuity plan. The line manager should then discuss with the head of service the level of response that is required to the incident.

Notification of a business disruption incident that needs coordination at a council-wide level should be given to the on-call Council Silver/Tactical Officer.

### 3.2.2 Activation Triggers

The Wiltshire Council Corporate Business Continuity Plan (CBCP) will be invoked in response to an incident with the potential to impact the delivery of critical services due to the following impacts:

Impact	Examples
Staff shortage	<ul style="list-style-type: none"> <li>• Pandemic influenza / communicable disease</li> <li>• Adverse weather causing transport difficulties</li> <li>• Industrial action</li> <li>• Fuel shortage</li> <li>• Response to external emergencies</li> <li>• Acts of terrorism (fear of attending workplace)</li> </ul>
Loss of Access	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Flood</li> <li>• Act of terrorism</li> <li>• Unsafe building</li> <li>• Adverse weather conditions</li> <li>• Security threat</li> </ul>
Loss of ICT	<ul style="list-style-type: none"> <li>• Loss of server access</li> <li>• Loss of power</li> <li>• Loss of information</li> <li>• Cyber attack</li> </ul>
Loss of Communications	<ul style="list-style-type: none"> <li>• Power failure affecting phone exchange / server</li> <li>• Loss of service due to supplier issue</li> <li>• Industrial action on postal service</li> <li>• Adverse weather affecting postal service</li> </ul>
Loss of supply from external provider	<ul style="list-style-type: none"> <li>• Utility failure (gas, electric, water)</li> <li>• Supplier going into receivership</li> <li>• Adverse weather affecting supply</li> </ul>
Fuel Shortage	<ul style="list-style-type: none"> <li>• Industrial action / Public Protest</li> <li>• Scarcity of supply</li> <li>• Technical issue with infrastructure</li> </ul>
Resources overstretched	<ul style="list-style-type: none"> <li>• Excessive demands on the service</li> </ul>
Financial loss	<ul style="list-style-type: none"> <li>• Significant unexpected expenditure</li> </ul>
Loss of reputation	<ul style="list-style-type: none"> <li>• Significant negative press coverage</li> </ul>

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### 3.2.4 Activation

When an incident occurs with the potential to disrupt the Local Authority’s services, the Head of Service is responsible for determining if the incident can be managed by the Service or whether there is a requirement to notify the Duty Tactical On-Call Officer.

The Tactical On-call Officer has responsibility for determining the level of response to a business continuity disruption and for initiating call-out procedures.

There are three levels of response:

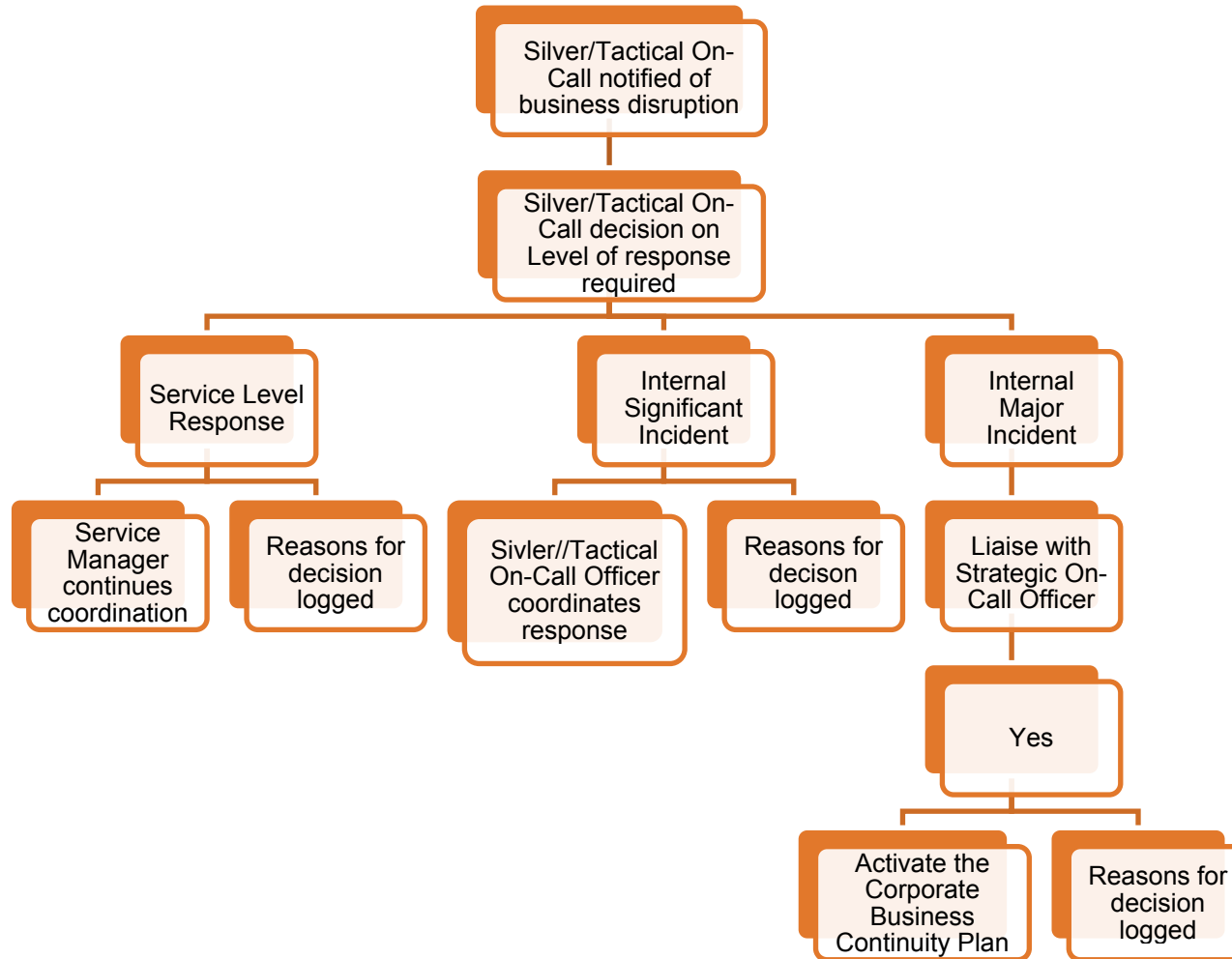
Level	Impact	Response
<b>Internal Minor Incident</b>	Relatively minor incidents that may result in limited disruption of services but involve no threat to health, no legal / statutory implications and pose no threat to Wiltshire Council.	Head of Service responds within their service with support from staff and other services as required
<b>Internal Significant Incident</b>	Incident with the potential to disrupt critical services and pose a potential threat to health, property, legal or statutory implications or pose a threat to Wiltshire Council.	Head of Service will notify their Associate Director and the Silver/Tactical On-call officer who will coordinate the response with support from internal services.
<b>Internal Major Incident</b>	Major Incident that will disrupt critical services and will significantly threaten health or life, legal or statutory implications or the reputation of Wiltshire Council.	The full Wiltshire Council response will be activated.

The Corporate Business Continuity Plan can be activated in response to an incident in progress or in response to a potential incident which could impact on the ability of the local authority to deliver critical services. The activation of this plan does not constitute the declaration of an Internal Major Incident.

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### 3.2.3 Activation Process

Upon notification of an incident the Tactical On-Call Officer should take the following steps to determine the appropriate response:

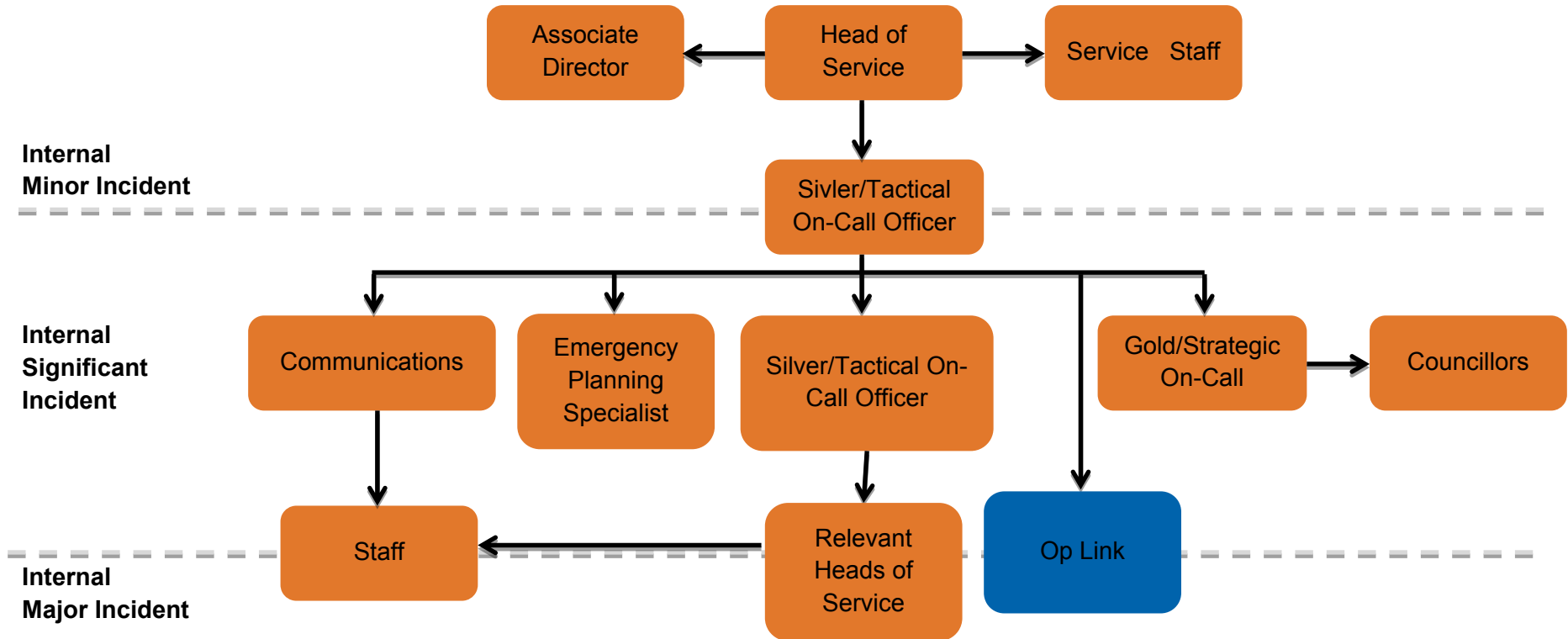


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### 3.2.4 Response Activation

The Head of Service or Tactical On-Call Officer On-Call is responsible for activating the relevant services to respond to the business disruption.

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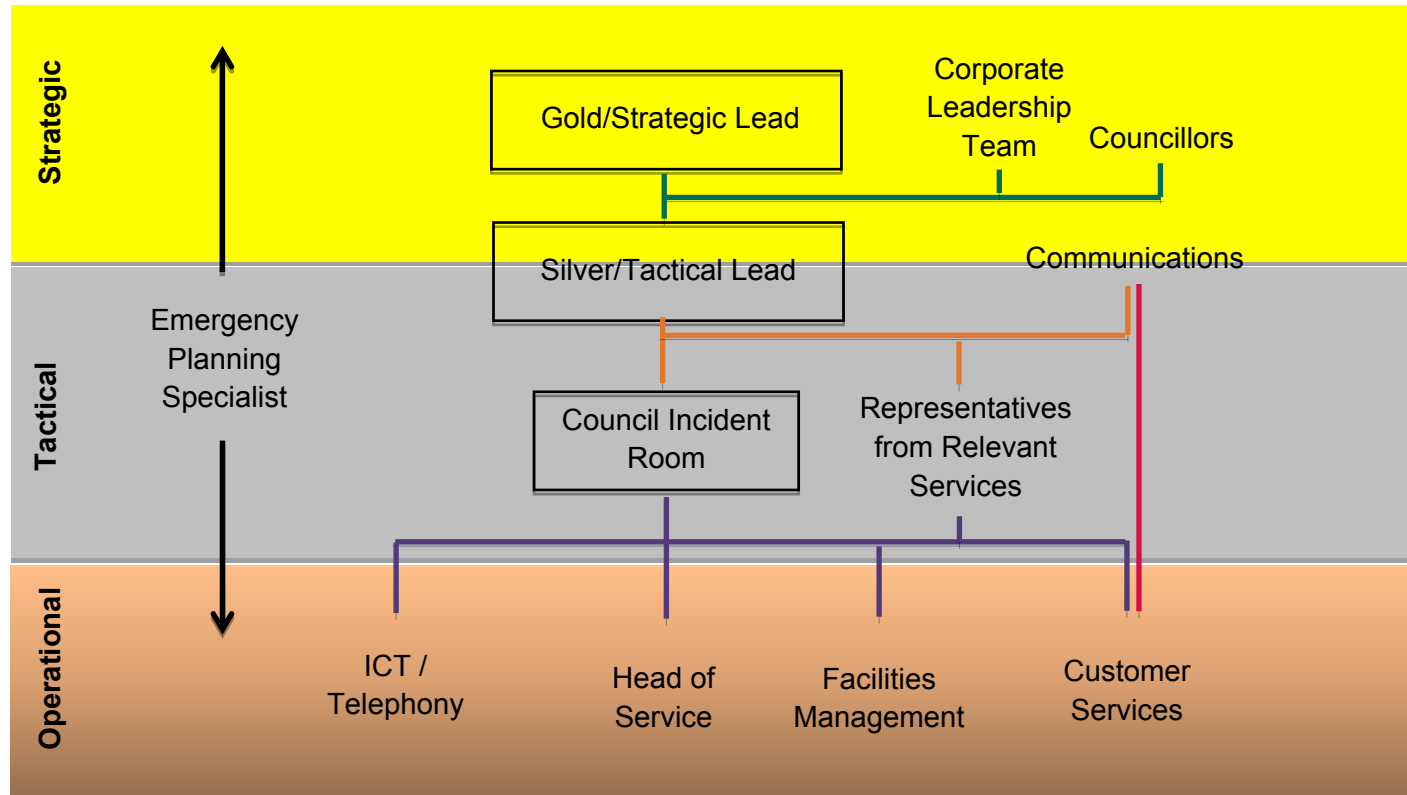


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### 3.3 Incident Management

#### 3.3.1 Response Coordination

The diagram below shows the Wiltshire Council structure for business continuity response.



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### 3.3.2 Response Structure

#### Strategic Response

The Duty Gold/Strategic On-Call is the strategic lead for Wiltshire Council. They have overall management of the business continuity response to a service disruption and, as required, the emergency response of the council. The Duty Gold/Strategic On-Call will forecast and manage the long-term requirements for the response. The Duty Strategic On-Call and CLT should maintain strategic oversight and provide a strategy for implementation.

The Duty Gold/Strategic On-Call will set the aims and objectives for response. They will be responsible for setting the communications strategy and signing off external media messages whilst also ensuring the leader, Cabinet Members and Council Members are informed of the incident and any significant developments. The Duty Gold/Strategic On-Call will also maintain an overview of the financial expenditure associated with the incident and will ensure that the required resources are made available to facilitate the response.

#### Tactical Response

The Duty Silver/Tactical On-Call Officer is the tactical lead for Wiltshire Council. They are responsible for setting the tactics that will be adopted by Wiltshire Council to implement the strategy set by the Duty Strategic On-Call Officer.

In the event that the incident has resulted in both an internal incident and external emergency response, the Silver/Tactical On-Call Officer may consider nominating a deputy to manage the service disruption and activating a secondary incident room.

The Silver/Tactical On-Call Officer can request the support of relevant Heads of Service or representatives from services to support the coordination of response to the disruption.

The Silver/Tactical On-Call Officer will ensure the continuity of Priority 1 and 2 services and coordinate support from Priority 3 and 4 services.

#### Emergency Planning Specialist

An Emergency Planning Specialist will be provided through the Emergency Planning Resilience and Response Team in hours and out of hours the Public Protection Duty Level 2 will call in an Emergency Planning Specialist.

Emergency Planning will provide specialist advice as a tactical advisor to both the strategic and tactical representatives.

The Emergency Planning Specialist will provide a range of support to facilitate the overall coordination of the Council response, activation of services and provide supporting the Silver/Tactical On-Call Officer. They will advise on a recommended battle rhythm to ensure the production of Situation Reports to inform decision making at a strategic and tactical level.





**Communications**

The Duty Communications Officer / Communications Team will provide support and guidance to the Gold/Strategic On-Call Officer in setting the media strategy.

Communications will lead on the development of a communications strategy to be agreed by the Gold/Strategic On-Call Officer. Communications will create both internal messages to staff and external messages to the media and public. They will also be responsible for monitoring information within the media and social media during the service disruption and relaying this information to the Silver/Tactical On-Call Officer and Council incident Room.

**Council Incident Room**

The Council Incident Room (CIR) will provide the central point for coordinating information during the service disruption. The Council Incident Room will be activated by Emergency Planning (in hours) or the Duty Level 2 (out of hours) following the procedures in the Council Incident Room plan. The Council Incident Room Manager will coordinate the response with support Council Incident Room staff; contact details can be found in the Emergency Contacts Directory.

Location

<b>Primary</b>	<b>Location:</b>	Westwood Room, County Hall, Trowbridge, BA14 8JN
<b>Secondary</b>	<b>Location:</b>	Monkton Room / Bewley Room, Monkton Park, Chippenham, SN15 1ER
<b>Secondary</b>	<b>Location:</b>	De La Wyle / Bourne Hill / Salisbury SP1 3UZ

Role

The CIR will collate the service level situation reports, produce the Wiltshire Council Situation Report and liaise directly with services reporting issues.

**Operational Response**

The operational response to the incident will be led by individual Heads of Service, and be coordinated through the Council Incident Room (CIR) in liaison with the Silver/Tactical On-Call Officer. This will involve the coordination of all services to effectively manage the response to the service disruption.

**Heads of Service**

All Heads of Service will retain responsibility for implementing their service level business continuity plans. Priority 1 services will be required to ensure that they are able to continue the delivery of critical services and should raise any issues to the Council Incident Room. Priority 2, 3 and 4 services will be required to maintain services unless direction is received from the Silver/Tactical On-Call Officer to suspend, reduce or significantly alter delivery.

All Heads of Service are required to complete (or nominate a member of the team to complete) the Service Level Situation Report (Appendix C). Services should highlight at

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the earliest opportunity any business critical services that require additional support to maintain delivery.

**Facilities Management**

The Facilities Management team are responsible for the coordination of the response to impacts on premises managed by Wiltshire Council.

**ICT / Telephony**

The ICT Team are responsible for assessing the impacts of the service disruption on ICT infrastructure and applications. They will make a decision as to whether Disaster Recovery arrangements need to be activated and will coordinate the response of ICT and prioritise the recovery of applications for services. The telephony team will assess the impacts of the service disruption on the council telecommunications and will coordinate the recovery of Customer Services. Both ICT and Telephony, if requested, will send appropriate representation to support the Silver/Tactical On-Call Officer in coordinating the response to the incident.

**Customer Services**

Customer Services are responsible for the communication of messages about the service disruption to the public through the Council phone lines, emails, apps and public information desks. Customer Services will also feedback from the public that will be fed to the Council Incident Room using the Service Level Situation Report (Appendix C).

**3.3.3 Response Considerations**

**Situation Reporting**

Heads of Service will be required to complete the service level situation report (Appendix C) on the level of impact of the service disruption. Services will report whether they are Red (critical services not covered), Amber (staff moved to cover critical roles and some impact in non-critical areas) or Green (limited or no impact). Heads of Service or their nominated deputy will send the service level situation report to [bcresponse@wiltshire.gov.uk](mailto:bcresponse@wiltshire.gov.uk) by the set deadline.

The Council Incident Room will collate the information from the service level returns into a centralised spreadsheet. The Incident Room will contact any services reporting red or amber to identify if any additional support is required. The information will then be collated into a Wiltshire Council Situation Report (Appendix D) which will be sent to the Gold/Strategic On-Call Officer, Silver/Tactical On-Call Officer Communications, Customer Services and wider as required.

The Wiltshire Council Situation Report can then be used to support decision-making and the provision of information to Councillors, staff and the public.

**Logging**

All staff responding to a service disruption are required to ensure that they maintain a log of the information they receive, options considered, their decisions, actions and



justification. The log will support staff in keeping track of the incident; facilitating the completion of tasks and supporting staff in the handover process.

**Communications**

The Gold/Strategic On-Call Officer is responsible for developing the strategy for all communications with the public, customers, partners, staff and the media and will be supported by the communications team.

**Internal Communications**

Communications will prepare messages to be sent internally to staff with the support of the Duty Silver/Tactical On-Call Officer or Council Incident Room as appropriate. Messages will be sent at regular intervals to ensure that all staff are kept informed of the latest developments. The Intranet, Hot Wire, email, staff notice boards and where appropriate the media will be used to send generic messages to all staff and notify staff of the actions that they should be taking. If significant numbers of staff are asked to stay at home or to work from home, consideration should be given to establishing a staff information phone line to keep staff updated.

It is the responsibility of Heads of Service to send information about their service to their staff or request staff to return to work. This may be done by using the service call out cascades found within Service Level Business Continuity Plans.

The Gold/Strategic On-Call Officer is responsible for briefing the Leader, Cabinet Members and Council Members. The Elected Wire and Councillor briefing notes may be used to keep all Councillors informed during the incident.

**External Communications**

Heads of Service are responsible for notifying relevant partners, external contractors and customers through pre-existing channels and in accordance with the information held in the Service Level Business Continuity Plans (as appropriate). Heads of Service are also required to ensure the Emergency Alerts are updated on the external website if the disruption will impact on the public.

The Gold/Strategic On-Call Officer is responsible for agreeing key strategic messages for the public. The Silver/Tactical On-Call Officer or Gold/Strategic On-Call Officer will also notify the Wiltshire and Swindon Local Resilience Forum partners of the internal incident through Operation Link, if required.

The Communications Team will update information on the Council website, social media and send briefings to the media. This will inform the public of any disruption to services, advice on the impacts of the disruption and will be updated as the situation changes.

The Customer Services team will maintain the call centre as a Priority 1 service to ensure that customers can continue to contact the council. Information on the latest situation will be provided through the Situation Reports and the Council Incident Room.

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**Priority Services**

There are a number of council services that have been identified as Priority 1 services (recovery time within 24 hours) of service disruption, Priority 2 services (recovery time within 72 hours) and Priority 3 (recovery time of within one week) and Priority 4 (more than one week). The list of services in each Category can be found in Appendix A.

**Service Prioritisation**

The Silver/Tactical On-Call Officer supported by relevant heads of service will plan whether services will be:

- Enhanced to respond to the service disruption / emergency
- Reduced in order to facilitate making resources available for higher priority services
- Suspended in order to enable the reallocation of resources

Decisions about the reallocation of significant numbers of staff will be proposed by the Silver/Tactical On-Call Officer to the Gold/Strategic on-Call. Decisions will be made by the Corporate Leadership Team, based on the council’s capabilities, constraints and the needs of the community. Heads of Service will be required to implement any reallocation as determined by the Corporate Leadership Team.

**Equipment**

Heads of Service will be responsible for ensuring that they have sufficient resources available to maintain the continuity of services and should have contact details in their business continuity plans for equipment required. If additional resources are required requests can be made to the Council Incident Room who will support resourcing. Some services may be scaled down to make additional resources available.

If mutual aid is required the Gold/Strategic On-Call Officer will request this from neighbouring authorities.

**Finances**

Heads of Service are responsible for recording expenditure that is associated with the response to the service disruption and passing this information to the finance team as and when requested. Heads of Service will be responsible for using their available budget to respond to the service disruption.

The Finance Team will be responsible for monitoring expenditure and ensuring that arrangements allow sufficient flexibility for Silver/Tactical On-Call Officer to act where additional expenditure is required to maintain the continuity of services (particularly Priority 1 Services).

The Assistant Director is responsible for reporting expenditure incurred to the Finance Department and will brief the Corporate Leadership Team at regular intervals on expenditure levels. The Gold/Strategic On-Call Officer, Associate Director for Finance and Duty Silver/Tactical On-Call Officer have delegated powers to invoke additional

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expenditure if required in the event of a major incident. The Corporate Leadership Team will monitor the financial expenditure until formal stand-down by the local authority.

**Welfare**

All staff are required to consider their own personal welfare requirements to ensure their own personal safety. Further information on staff policies can be found on the Wiltshire Council Intranet on the HR Direct pages.

If staff are redeployed to new duties (to maintain priority services) Heads of Service must facilitate safe working including the provision of relevant risk assessments, training and appropriate personal protective clothing or equipment. Particular care should be given to the redeployment of appropriate people to appropriate roles, taking into account personal circumstances. Where necessary, Occupational Health will be consulted prior, during and post event.

**Relocation**

In the event that one of the Council premises becomes unavailable as a result of the service disruption, there is the capability to move Priority 1 staff to alternative premises (primarily council hubs). Facilities Management are responsible for making the space available as requested by the Duty Silver/Tactical On-Call Officer. Services at the receiving location may need to implement their business continuity plan to reduce or suspend services to make space for the additional staff.

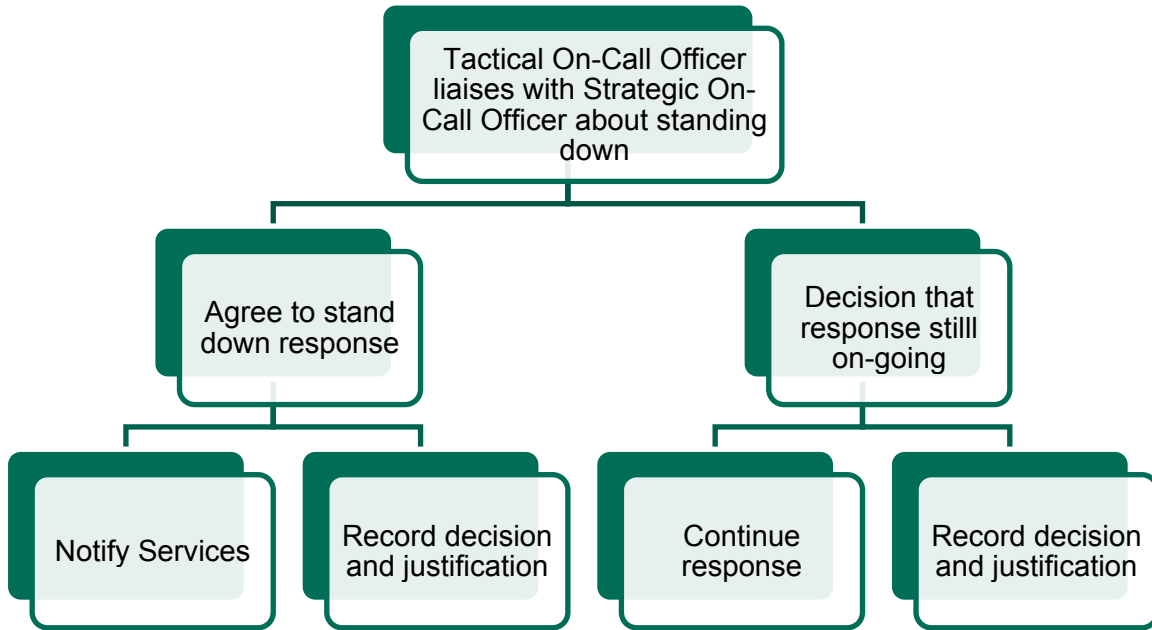
The following desk space has been identified at each of the council hubs:

	County Hall		Monkton Park	Bourne Hill
	OCH	MECH		
<b>Total Standard Desk Capacity</b>	406	565	288	300
<b>Capacity in Break Out Areas</b>	97	364	271	50+
<b>High Seats Capacity in Break Out</b>	24	108		
<b>Total Meeting Rooms</b>	11	25	11	8
<b>Total Meeting Rooms Capacity</b>	108	136	136	82
<b>Total</b>	635	1173	695	432

Human Resources will be responsible for providing guidance on the specific policies associated with working from an alternative location.

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### 3.3.4 Stand Down Resources



### 3.3.5 Debrief

Information on debriefing an incident can be found within the policy section of the plan.


### 3.3.6 Training and Exercising

The Wiltshire Council Corporate Business Continuity Plan will undergo training and exercising in accordance with the Wiltshire Council Plan Maintenance document which sets out a cycle for plan review, training and exercising.

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3.4 Action Cards

3.3.1 Gold / Strategic Action Card	
Role	Responsibilities
<p><b>Gold / Strategic</b> To lead on the strategic Wiltshire Council response to a business disruption.</p>	<ul style="list-style-type: none"> <li>Decision to declare Internal Major Incident</li> <li>Maintain overall executive control</li> <li>Establish communications strategy</li> <li>Liaison with elected members</li> <li>Management of additional resources</li> <li>Management of finance</li> <li>Maintaining corporate reputation</li> <li>Set Aims and Objectives for the incident</li> </ul>
<p>Activation Process</p> 	<p>Information Required</p> <ul style="list-style-type: none"> <li>Details of disruption</li> <li>Services reporting red / amber impacts to business critical functions</li> <li>Anticipated length of disruption</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>Silver / Tactical</li> <li>Council Incident Room</li> <li>Emergency Planning Specialist</li> <li>Heads of Service</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start a log of the incident and record all information, options, decisions, justification and actions</li> <li><input type="checkbox"/> Establish the strategic objectives of the response</li> <li><input type="checkbox"/> Devise the short, medium and long-term strategy for recovery</li> <li><input type="checkbox"/> Establish the communications strategy and approve external media statements before they are issued</li> <li><input type="checkbox"/> Resolve conflicts in response and recovery</li> <li><input type="checkbox"/> Approve significant expenditure</li> <li><input type="checkbox"/> Ensure the Council continues to meet statutory and legal requirements</li> <li><input type="checkbox"/> Authorise the implementation of the corporate business continuity plan</li> <li><input type="checkbox"/> Keep elected members informed</li> <li><input type="checkbox"/> Identifying a media spokesperson for the incident</li> <li><input type="checkbox"/> Receive and consider situation reports</li> <li><input type="checkbox"/> Consider requesting assistance from other local authorities / agencies</li> <li><input type="checkbox"/> Protect the reputation of Wiltshire Council</li> <li><input type="checkbox"/> Is disruption major or affects wider than the authority? In which case consider declaring a major incident or respond to the declaration by another organisation.</li> </ul>	
<p>Plans/Procedures to Consider</p> <ul style="list-style-type: none"> <li>Corporate Business Continuity Plan</li> <li>Emergency Contacts Directory</li> <li>W&amp;S LRF Operation Link</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>Stand down at the end of your shift or when Gold is stood down</li> <li>Inform Silver / Tactical and give contact of replacement</li> <li>Give a full briefing to the subsequent Gold / Strategic when handing over</li> </ul>

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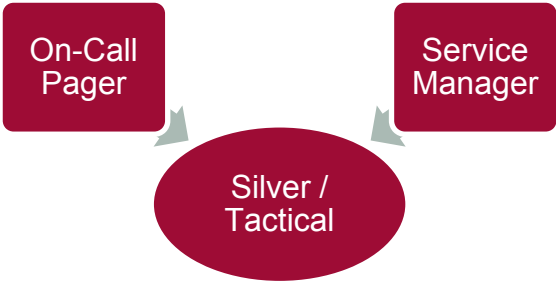
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3.3.2 Silver / Tactical Action Card	
Role	Responsibilities
<p><b>Silver / Tactical</b></p> <p>To lead on the tactical Wiltshire Council response to a business disruption.</p>	<ul style="list-style-type: none"> <li>• Lead on the implementation of the tactical response</li> <li>• Coordinate Council resources to ensure continuity of business critical functions</li> </ul>
<p>Activation Process</p>  <pre> graph TD     OP[On-Call Pager] --&gt; ST((Silver / Tactical))     SM[Service Manager] --&gt; ST             </pre>	<p>Information Required</p> <ul style="list-style-type: none"> <li>• Details of disruption</li> <li>• Services reporting red / amber impacts to business critical functions</li> <li>• Anticipated length of disruption</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>• Gold / Strategic</li> <li>• Council Incident Room</li> <li>• Emergency Planning Specialist</li> <li>• Heads of Service</li> </ul>
Actions to Consider within the Role	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Decide if a coordinated business continuity response is required</li> <li><input type="checkbox"/> Inform the necessary On-Call staff (Emergency Planning Specialist, Facilities Management, IT)</li> <li><input type="checkbox"/> Consider assembling representatives from relevant services to coordinate the response</li> <li><input type="checkbox"/> Determine priority of services to be recovered</li> <li><input type="checkbox"/> Consider whether services will be:                             <ul style="list-style-type: none"> <li>○ Enhanced to respond to the service disruption / emergency</li> <li>○ Reduced in order to facilitate making resources available for higher priority services</li> <li>○ Suspended in order to enable the reallocation of resources</li> </ul> </li> <li><input type="checkbox"/> Set the battle rhythm</li> <li><input type="checkbox"/> Set aims and objectives, for Gold to review if called upon</li> <li><input type="checkbox"/> Consider STEEPLE analysis tool to analyse the problem (see appendix)</li> <li><input type="checkbox"/> Refer to incident specific plans</li> <li><input type="checkbox"/> Start a log of the incident and record all information, options, decisions, justification and actions</li> </ul>	
Plans/Procedures to Consider	Standing Down
<ul style="list-style-type: none"> <li>• Corporate Business Continuity Plan</li> <li>• Emergency Contacts Directory</li> <li>• Wiltshire &amp; Swindon Local Resilience Forum Operation Link</li> </ul>	<ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when tactical response is stood down</li> <li>• Inform Gold / Strategic and give contact of replacement</li> <li>• Give a full briefing to the subsequent Silver / Tactical when handing over</li> </ul>

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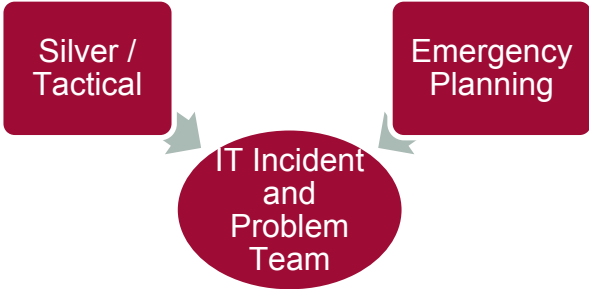


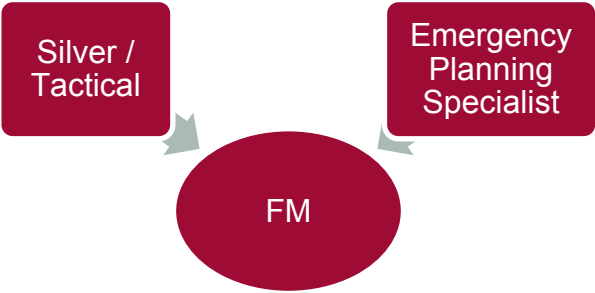
3.3.3 Head of Service Action Card	
Role	Responsibilities
<p><b>Head of Service</b> To coordinate the response to and recovery of your service to a business continuity incident</p>	<ul style="list-style-type: none"> <li>Maintain overview of your service</li> <li>Identify the impacts of the disruption on business critical functions</li> <li>Provide situation awareness of impacts on your service to the Council Incident Room (<a href="mailto:bcreponse@wiltshire.gov.uk">bcreponse@wiltshire.gov.uk</a>)</li> </ul>
<p>Activation Process</p> <pre> graph TD     Incident[Incident] --&gt; HOS((Head of Service))     CIR[Council Incident Room] --&gt; HOS     SM[Service Manager] --&gt; HOS             </pre>	<p>Information Required</p> <ul style="list-style-type: none"> <li>Impacts on your service delivery (particularly business critical functions)</li> <li>Confirm the staffing levels available</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Silver / Tactical</li> <li>Council Incident Room</li> <li>Emergency Planning Specialist</li> </ul>
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activation of your service business continuity plan</li> <li><input type="checkbox"/> Start a log of the incident and record the information on the options available, decisions on actions to take and justification of those decisions</li> <li><input type="checkbox"/> Identification of business critical staff</li> <li><input type="checkbox"/> Confirm alternative working space (if required)</li> <li><input type="checkbox"/> Notifying service staff of business disruption</li> <li><input type="checkbox"/> Provide (<i>as required</i>) situational awareness reports to the Council Incident Room on the status of your service (see appendix B)</li> <li><input type="checkbox"/> Provide mutual aid to other service areas (as required)</li> <li><input type="checkbox"/> Consider temporary redeployment, special incident leave, honorarium payments, travel claims, additional hours or non-standard patterns of work, annual leave, flexitime, unexplained absence and flexible home working.</li> </ul>	
<p>Plans/Procedures to Consider</p> <ul style="list-style-type: none"> <li>Corporate Business Continuity Plan</li> <li>Service Business Continuity Plan</li> <li>Service Level Procedures</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>Notify staff in your service that the business disruption is over</li> <li>Stand down at the end of your shift or when instructed to by the Silver / Tactical, Council Incident Room</li> <li>Inform the Silver / Tactical, Council Incident Room and give contact of nominated representative</li> <li>Give a full briefing to the subsequent nominated representative when handing over</li> <li>Contribute to the debrief</li> </ul>

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3.3.4 Emergency Planning Specialist Action Card			
Role	Responsibilities		
<p><b>Emergency Planning Specialist</b></p> <p>To provide assistance and guidance to the Tactical On-Call Officer and supporting the Council Incident Room</p>	<ul style="list-style-type: none"> <li>Support Silver / Tactical in incident management and coordination</li> <li>Activation of relevant services</li> </ul>	Policy	Introduction
Activation Process		Information Required	
	<ul style="list-style-type: none"> <li>Services reporting impacts</li> <li>Additional services that are required to contact</li> </ul>	Major Incident Plan	Activation
	Advice Available from		
<ul style="list-style-type: none"> <li>Silver / Tactical</li> <li>Heads of Service</li> <li>Communications</li> </ul>			
Actions to Consider within the Role			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Start a log of the incident and record all information, options, decisions, justification and actions</li> <li><input type="checkbox"/> Provision of support and guidance to Silver / Tactical</li> <li><input type="checkbox"/> Activation and notification of services (as required)</li> <li><input type="checkbox"/> Support the coordination and management of the incident</li> <li><input type="checkbox"/> Collating and disseminating Situation Reports</li> </ul>			Management
Plans/Procedures to Consider		Standing Down	
<ul style="list-style-type: none"> <li>Emergency Contacts Directory</li> <li>Corporate Business Continuity Plan</li> </ul>	<ul style="list-style-type: none"> <li>Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>Inform the Silver / Tactical and give contact of replacement</li> <li>Give a full briefing to the subsequent Emergency Planning Specialist when handing over</li> </ul>	Business Continuity Plan	Action Cards
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3.3.5 Communications Action Card			
Role	Responsibilities		
<p><b>Communications</b></p> <p>To lead on the provisions of communications to staff and the public as a result of the business disruption</p>	<ul style="list-style-type: none"> <li>• Provide support and guidance to the Gold / Strategic in establishing a media strategy</li> <li>• Provide media guidance to the Silver / Tactical</li> <li>• Manage the provision of information to Wiltshire Council staff and the public</li> <li>• Manage all Wiltshire Council statements, media releases and interviews</li> </ul>	Policy	Introduction
Activation Process	Information Required	Major Incident Plan	Activation
<pre> graph TD     A[Silver / Tactical] --&gt; C((Comms))     B[Emergency Planning Specialist] --&gt; C             </pre>	<ul style="list-style-type: none"> <li>• Full situational awareness of the business disruption including the anticipated impacts and expected length of disruption</li> <li>• Information on the services that are reporting impacts as a result of the disruption</li> </ul>		
	Advice Available from	Management	
	<ul style="list-style-type: none"> <li>• Gold / Strategic</li> <li>• Silver / Tactical</li> <li>• Emergency Planning Specialist</li> <li>• Council Incident Room</li> </ul>		
Actions to Consider within the Role		Business Continuity Plan	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Managing all Wiltshire Council statements and media releases</li> <li><input type="checkbox"/> Arrange press conferences, media releases and media visits</li> <li><input type="checkbox"/> Monitor press and media coverage and take action as required</li> <li><input type="checkbox"/> Manage internal communications with staff</li> <li><input type="checkbox"/> Advice on actions required to protect Wiltshire Council's reputation</li> </ul>			
Plans/Procedures to Consider	Standing Down	Action Cards	
<ul style="list-style-type: none"> <li>• Corporate Business Continuity Plan</li> <li>• Emergency Contacts Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>• Inform Silver / Tactical, Council Incident Room and give contact of replacement</li> <li>• Give a full briefing to the subsequent Communications officer when handing over</li> </ul>		
		Recovery Plan	Appendices

3.3.6 ICT Action Card		Policy	Introduction
Role	Responsibilities		
<p><b>ICT</b></p> <p>To lead on the restoration and recovery of ICT and Telephony for all Wiltshire Council services</p>	<ul style="list-style-type: none"> <li>Establish the impacts of the incident on IT and Telephony</li> <li>Activate the Disaster Recovery Plan (if required)</li> </ul>	Major Incident Plan	Activation
<p>Activation Process</p> 	<p>Information Required</p> <ul style="list-style-type: none"> <li>Services reporting impacts</li> <li>Anticipated impacts of disruption</li> </ul>		
<p>Advice Available from</p> <ul style="list-style-type: none"> <li>Silver / Tactical</li> <li>Council Incident Room</li> </ul>		Business Continuity Plan	Management
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start a log of the incident and record all information, options, decisions, justification and actions</li> <li><input type="checkbox"/> Implement the Wiltshire Council disaster recovery plan (if applicable)</li> <li><input type="checkbox"/> Restore and secure IT systems, applications, data</li> <li><input type="checkbox"/> Maintenance and recovery of external website provision</li> <li><input type="checkbox"/> Provide advice to the Council Incident Room and Silver / Tactical about the IT implications of the incident</li> </ul>			
<p>Plans/Procedures to Consider</p> <ul style="list-style-type: none"> <li>Emergency Contacts Directory</li> <li>Disaster Recovery Plan</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>Stand down at the end of your shift or when instructed to by the Silver / Tactical, Council Incident Room</li> <li>Inform Silver / Tactical, Council Incident Room and give contact of replacement</li> <li>Give a full briefing to the subsequent ICT team when handing over at the end of your shift</li> </ul>	Recovery Plan	Appendices
<p>Action Cards</p>			

3.3.7 Facilities Management Action Card			
Role	Responsibilities		
<p><b>Facilities Management</b> To lead on the continued provision of business premises to enable staff to continue to deliver priority services</p>	<ul style="list-style-type: none"> <li>Ensure provision of business premises and parking for staff</li> <li>Lead on the response to issues with utilities in Wiltshire Council buildings</li> <li>Lead on emergency repairs / remedial works and liaise with contractors</li> <li>Support the emergency services in responding to an incident</li> </ul>	Policy	Introduction
<p>Activation Process</p> 	<p>Information Required</p> <ul style="list-style-type: none"> <li>Buildings affected and the impacts</li> <li>Numbers of staff requiring alternative working premises</li> </ul> <p>Advice Available from</p> <ul style="list-style-type: none"> <li>Silver / Tactical</li> <li>Council Incident Room</li> <li>FM Head of Service</li> <li>Asset Management</li> <li>IT</li> <li>Emergency Planning Specialist</li> </ul>	Major Incident Plan	Activation
<p>Actions to Consider within the Role</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start a log of the incident and record all information, options, decisions, justification and actions</li> <li><input type="checkbox"/> Arrange and manage alternative accommodation for priority staff displaced by an incident and liaise with IT to ensure staff have the appropriate telephony and IT equipment available to work at alternative premises</li> <li><input type="checkbox"/> Arrange and manage access for staff at Wiltshire Council buildings as required in response to the incident</li> <li><input type="checkbox"/> Arrange emergency repairs and remedial work at Wiltshire Council premises and liaise with contractors</li> <li><input type="checkbox"/> Manage the coordination of parking spaces for staff</li> <li><input type="checkbox"/> Arrange as required catering for staff</li> <li><input type="checkbox"/> Manage the provision of stationary and printing facilities for staff</li> <li><input type="checkbox"/> Manage the activation and coordination of emergency procedures to responds to incidents involving utility failures at Council buildings include gas leaks, water leaks and electrical issues</li> <li><input type="checkbox"/> Advice and coordinate with the emergency services when required in an incident (e.g. bomb or fire)</li> </ul>		Business Continuity Plan	Management
<p>Plans/Procedures to Consider</p> <ul style="list-style-type: none"> <li>Emergency Contacts Directory</li> <li>Facilities Management Out of Hours Procedures</li> </ul>	<p>Standing Down</p> <ul style="list-style-type: none"> <li>Stand down at the end of your shift or when instructed to by the Silver / Tactical</li> <li>Inform Silver / Tactical, Council Incident Room and give contact of replacement</li> <li>Give a full briefing to the subsequent Facilities Management team when handing over the incident</li> </ul>	Recovery Plan	Appendices

### 3.5 Appendices

#### 3.5.1 Appendix A: Priority Services List

The full list of Priority 1-4 services will be collated as part of the initial Service Level Business Continuity planning process.

#### Priority 1 Services (Restore Within 24 hours)

<u><a href="#">Maggie Rae</a></u>	<u><a href="#">Adult Care Operations</a></u>	<u><a href="#">Adult Social Care Ops – Locality</a></u>
		<u><a href="#">Adult Social Care Ops – Locality (Comensura)</a></u>
		<u><a href="#">Adult Social Care – Mental Health</a></u>
		<u><a href="#">Adult Social Care Ops – Hospital Teams</a></u>
		<u><a href="#">Adult Social Care – Learning Disabilities</a></u>
	<u><a href="#">Adult Care Commissioning and Housing</a></u>	<u><a href="#">Community Commissioning</a></u>
		<u><a href="#">Operations &amp; People</a></u>
		<u><a href="#">Strategy &amp; Asset Management</a></u>
	<u><a href="#">Communities and Communications</a></u>	<u><a href="#">Communications (News &amp; Information)</a></u>
	<u><a href="#">Public Health and Public Protection</a></u>	<u><a href="#">Public Protection (Environment)</a></u>
		<u><a href="#">Public Protection (Food Safety)</a></u>
		<u><a href="#">Emergency Planning</a></u>
		<u><a href="#">Public Health</a></u>
<u><a href="#">Carolyn Godfrey</a></u>	<u><a href="#">Children &amp; Families Social Care</a></u>	<u><a href="#">Safeguarding &amp; Assessment</a></u>
		<u><a href="#">SEND &amp; Canons House</a></u>
		<u><a href="#">Children in Care, Fostering, Adoption and Emergency Duty Service</a></u>
	<u><a href="#">Legal and Governance</a></u>	<u><a href="#">Legal Services</a></u>
		<u><a href="#">Electoral Services</a></u>

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		<a href="#">Lieutenancy Office</a>
<b><u>Carlton Brand</u></b>	<u>People and Business</u>	<a href="#">Strategy Assets &amp; Facilities Management</a>
		<a href="#">Customer Services</a>
		<a href="#">Registration Service</a>
		<a href="#">ICT Infrastructure</a>
		<a href="#">ICT Frontline Services</a>
	<u>Highways and Transport</u>	<a href="#">Local Highways &amp; Weather Emergencies (North)</a>
		<a href="#">Local Highways &amp; Weather Emergencies (North)</a>
		<a href="#">Passenger Transport</a>
	<u>Economic Development &amp; Planning</u>	<a href="#">Admin, Land Charges and Technical Support</a>
	<u>Waste and Recycling</u>	<a href="#">Environment Services</a>

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Priority 2 Services (restore within 48 hours)

<b><u>Maggie Rae</u></b>	<u>Adult Care Commissioning and Housing</u>	<a href="#">Safeguarding &amp; Quality Assurance</a>
		<a href="#">Specialist Commissioning</a>
	<u>Public Health and Public Protection</u>	<a href="#">Leisure</a>
		<a href="#">Prevention of Harm</a>
		<a href="#">Occupational Health and Safety</a>
<u>Communities and Communications</u>	<a href="#">Communications (Events &amp; Marketing)</a>	
<b><u>Carolyn Godfrey</u></b>	<u>Commissioning, Performance and School Effectiveness</u>	<a href="#">School Effectiveness</a>
		<a href="#">School Place Commissioning</a>
		<a href="#">Performance &amp; Information Management</a>
		<a href="#">Safeguarding Quality Assurance</a>
<u>Finance, Revenue &amp; Benefits</u>	<a href="#">Chief Accountant</a>	



Carlton Brand		<a href="#">Finance</a>
		<a href="#">Revenue &amp; Benefits</a>
	<a href="#">Waste and Recycling</a>	<a href="#">Waste &amp; Recycling Collection</a>
		<a href="#">Waste Management</a>
	<a href="#">Highways and Transport</a>	<a href="#">Highways &amp; Asset Management</a>
	<a href="#">People and Business</a>	<a href="#">HR Strategy &amp; Policy</a>
		<a href="#">Business Services Financial</a>

[Priority 3 Services \(Restore within a week\)](#)

Maggie Rae	<a href="#">Communities and Communications</a>	<a href="#">City Hall</a>
		<a href="#">Libraries, Heritage and Arts</a>
		<a href="#">Community Governance and Area Boards</a>
		<a href="#">Strategic Campus &amp; Health &amp; Wellbeing</a>
	<a href="#">Public Health and Public Protection</a>	<a href="#">Sexual Health</a>
	<a href="#">Policy &amp; Performance</a>	<a href="#">Corporate Support</a>
	<a href="#">Adult Care Commissioning &amp; Housing</a>	<a href="#">Business Change, Performance &amp; Governance</a>
Carolyn Godfrey	<a href="#">Finance</a>	<a href="#">Pensions</a>
	<a href="#">Commissioning, Performance and School Effectiveness</a>	<a href="#">Commissioning &amp; Joint Planning Children's Services</a>
	<a href="#">Children &amp; Families Social Care</a>	<a href="#">Virtual School</a>
		<a href="#">Operational Children's Services: Early Help</a>
	<a href="#">Legal and Governance</a>	<a href="#">Governance Service</a>
<a href="#">Electoral Services</a>		
<a href="#">Lieutenancy Office</a>		
Carlton	<a href="#">Economic Development &amp;</a>	<a href="#">Development Control South</a>

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Brand	Planning	<a href="#">Development Control Central</a>
		<a href="#">Development Control North</a>
		<a href="#">Account Management</a>
		<a href="#">Service Delivery</a>
		<a href="#">Major Projects</a>
	Highways and Transport	<a href="#">Parking</a>
		<a href="#">Sustainable Transport</a>
	Waste and Recycling	<a href="#">Waste Management Commissioning</a>

Priority 4 Services (Restore within 2 weeks)

Maggie Rae	Public Health and Public Protection	<a href="#">Adult Health Improvement</a>
		<a href="#">Maternal Health Improvement</a>
		<a href="#">Child Health Improvement</a>
	Policy & Performance	<a href="#">Corporate Performance</a>
		<a href="#">Programme Office</a>
		<a href="#">Procurement</a>
		<a href="#">Systems Thinking</a>
Carlton Brand	People and Business	<a href="#">Organisational Development and Learning</a>
	Economic Development & Planning	<a href="#">Place Shaping</a>

Maggie Rae	Adult Care	<a href="#">Adult Social Care Ops – Locality</a>
		<a href="#">Adult Social Care Ops – Locality (Comensura)</a>
		<a href="#">Adult Social Care – Mental Health</a>
		<a href="#">Adult Social Care Ops – Hospital Teams</a>
		<a href="#">Adult Social Care – Learning Disabilities</a>
	Adult Care	<a href="#">Care, Support &amp; Accommodation</a>

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	Commissioning and Housing	
	Communities and Communications	Communications (News & Information)
	Public Health and Public Protection	Public Protection (Environment)
		Public Protection (Food Safety)
		Emergency Planning
	Public Health	
Carolyn Godfrey	Operational Childrens Services	Safeguarding & Assessment S&W
		Safeguarding & Assessment N&E
		Emergency Duty Service
	Legal and Governance	Legal Services
Carlton Brandy	People and Business Services	Facilities Management
		Customer Services
		Registration Service
		Information Services
	Highways and Transport	Highways & Street scene (N)
		Highways & Street scene (S)
		Passenger Transport

**Priority 2 Services (Restore within 72 hours)**

Maggie Rae	Adult Care	Finance & Benefits Team
	Adult Care	Strategic Housing
	Commissioning and Housing	Business & Tenancy
	Public Health and Public Protection	Leisure
		Occupational Health and Safety
Communities and Communications	Communications (Events & Marketing)	
		Civic Hall
Carolyn Godfrey	Commissioning, Performance and School Effectiveness	School Effectiveness
	Operational Childrens Services	Early Intervention, Youth & Prevention
	Finance	DCE Finance
Revenue & Benefits		
Carlton Brand	Waste and Environment	Waste & Recycling Collection
	Highways and Transport	Highways & Asset Commissioning
	People and Business Services	HR Strategy & Policy
	Economy and Planning	Admin, Land Charges, Tech Support
	Waste and Environment	Environment Services
Waste Collection Management		

**Priority 3 / 4 Services**

Priority 3 (Within a Week) / Priority 4 (More than a week)

Maggie	Communities and	Libraries
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Rae	Communications	Heritage and Arts
		Community Governance and Area Service
		Campus
	Public Health and Public Protection	Adult Health Improvement
		Intelligence and Data
		Maternal Health Improvement
		Child Health Improvement
	Corporate Services	Corporate Support
		Corporate Performance
		Programme Office
		Procurement
	Adult Care Commissioning and Housing	Project Change
		New Housing
DCS Business Change		
Disabilities Commissioning		
Health Integration and Workforce Development		
Carolyn Godfrey	Finance	Technical Accountability
		Pensions
	Commissioning, Performance and School Effectiveness	Performance Management
		Joint Commissioning
		Safeguarding Quality Assurance
	Operational Childrens Services	Virtual Service
0-25 SEND Service		
Legal and Governance	Governance Service	
	Electoral Services	
	Lieutenancy Office	
Carlton Brand	People and Business Services	Business Services Financial
		Organisational Development and Learning
	Economy and Planning	Development Control South
		Development Control Central
		Development Control North
		Place Shaping
		Account Management
		Service Delivery
	Highways and Transport	Major Projects
		Sustainable Transport
	Waste and Environment	Waste Management Commissioning
	Systems Thinking	

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3.5.2 Appendix B: Service Level Situation Report

OFFICIAL

		<h2 style="text-align: center;">Service Level Situation Report</h2>		Report:	1	Of	1
				Date:	dd/mm/yy		
				Time:	hh:mm		
Incident	[Insert Incident Title Here]						
<b>1. Service Information</b>							
Strategic On-Call Officer:							
Tactical On-Call Officer:							
Service Name:							
<b>2. Service Level Impacts</b>							
Percentage of staff available:							
Situation Overview:							
<b>3. Service Status</b>							
<b>Red</b>	<input type="checkbox"/>	<b>Amber</b>	<input type="checkbox"/>	<b>Green</b>	<input type="checkbox"/>		
<i>Critical roles are currently not able to be covered</i>		<i>Staff have been moved to cover critical roles and there is some impact on non-critical areas</i>			<i>Limited or no impact</i>		
Comments	<p><i>Provide details of the red / amber impacts.</i></p> <p><i>Include details of any mitigating actions taken or outstanding actions to be taken</i></p>						
<b>4. Additional Information</b>							
Issues Identified:	<i>Details of any issues identified</i>						
Horizon Scanning:	<i>Details of any potential future issues</i>						
Requests	<i>List any specific requests to the Council Incident Room</i>						
<b>5. Completed By</b>							
Name:							
Contact Number:							
Email:							

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3.5.3 Appendix C: Business Continuity Situation Report

		<b>Wiltshire Council Business Continuity Situation Report</b>		Report Number:	1
				Date:	Dd/mm/yyyy
				Time:	hh:mm
INCIDENT:		[Insert Here]			
STAFFING LEVELS					
1	Wiltshire Council				
	Percentage of Staff Available (All)	Percentage of Staff Available (MR)	Percentage of Staff Available (CG)	Percentage of Staff Available (CB)	
OVERVIEW OF CURRENT SITUATION					
2	General Situation (top line Information to include status of incident in Wiltshire, summary of arrangements)				
3	Requests				
4	Horizon Scanning				
INCIDENT IMPACT ASSESSMENT					
	RED	Critical roles are currently not able to be covered			
	AMBER	Staff have been moved to cover critical roles and there is some impact on non-critical areas			
	Green	Limited or no impact (Green services will not be included in the Situation Report)			
5	WILTSHIRE COUNCIL				
	RED	AMBER	Green		
	0	0	0		
6	MAGGIE RAE				

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	<b>RED</b>	<b>AMBER</b>	<b>Green</b>	Policy	Introduction
	0	0	0		
	<b>SERVICE AREA</b>	<b>RAG</b>	<b>COMMENTS</b>		
	Insert Service Name	<b>Red / Amber</b>			
	Insert Service Name	<b>Red / Amber</b>			
	Insert Service Name	<b>Red / Amber</b>			
<b>7</b>	<b>CAROLYN GODFREY</b>			Major Incident Plan	Activation
	<b>RED</b>	<b>AMBER</b>	<b>Green</b>		
	0	0	0		
	<b>SERVICE AREA</b>	<b>RAG</b>	<b>COMMENTS</b>		
	Insert Service Name	<b>Red / Amber</b>			
	Insert Service Name	<b>Red / Amber</b>			
<b>8</b>	<b>CARLTON BRAND</b>			Business Continuity Plan	Management
	<b>RED</b>	<b>AMBER</b>	<b>Green</b>		
	0	0	0		
	<b>SERVICE AREA</b>	<b>RAG</b>	<b>COMMENTS</b>		
	Insert Service Name	<b>Red / Amber</b>			
	Insert Service Name	<b>Red / Amber</b>			
<b>9</b>	<b>SitRep Completed By:</b>			Recovery Plan	Action Cards
	<b>Time of next update:</b>				
	<b>Contact Details:</b>				
<b>10</b>			Appendices		
<b>11</b>					

### 3.5.4 Appendix D: Business Continuity Programme

#### Business Continuity Management

The Wiltshire Council Business Continuity Management (BCM) programme is developed, administered and delivered by the Emergency Planning Resilience and Response Team on an annual cycle. Within Wiltshire Council Business Continuity (BC) arrangements are made at two different levels; corporate planning for the entire organisation and service level planning.

#### Corporate Business Continuity Plan

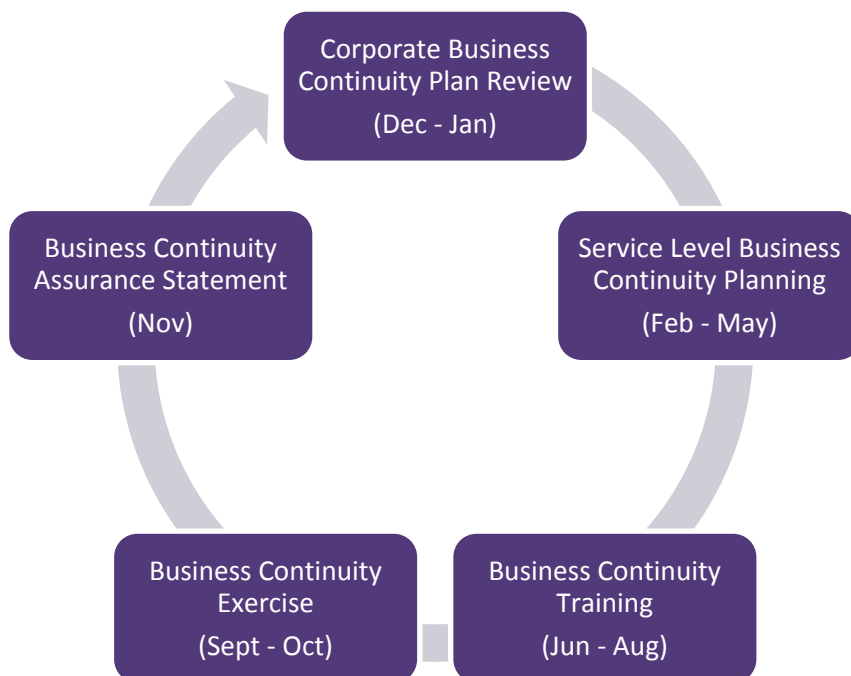
The Corporate Business Continuity Plan establishes the procedures for the management across the organisation of a business disruption and facilitates the coordinated recovery of services.

#### Service Level Business Continuity Plans

All Heads of Service are required to complete a Service Level Business Continuity Plan (BCP) using the standardised template. This will identify the impacts of non-delivery; establish the requirements for service recovery; including timeframe, personnel and equipment required. It was also establish the procedures for maintaining or recovering service delivery.

#### Business Continuity Programme

The Emergency Planning Resilience and Response Team will oversee the Business Continuity Programme.



#### Plan Review

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The Corporate Business Continuity Plan will be reviewed on an annual basis between December and January.

Service Level Business Continuity Plan

The Service Level Business Continuity Plan will be reviewed annually between February and May. All Heads of Service will be offered one to one introductory sessions to business continuity and how to complete their service level plan within the standardised Wiltshire Council template.

Associate Directors should ensure Heads of Service have sufficient time to complete Business Continuity Plans and are required to sign off the plan upon its completion. A report will be produced by the Emergency Planning Resilience and Response Team for each Corporate Director based on the information from their Service Area following the period of plan review in July.

Service level plans may need to be reviewed at other times during the year if there is a key business change, restructuring, expansion/contraction, new services are created, services are relocated or due to learning following an incident.

Business Continuity Training

Training is crucial to embedding business continuity; all staff should be trained on relevant business continuity arrangements.

Training of staff should begin with inclusion in the Wiltshire Council induction programme. There will be a specific focus on raising awareness annually by the Emergency Planning Resilience and Response Team during Business Continuity Awareness Week.

Heads of Service should ensure that staff are made aware of their responsibilities in the Service Level Business Continuity Plan.

Specific Business Continuity training will be offered by the Emergency Planning Resilience and Response Team annually between June and August.

Business Continuity Exercise

The Emergency Planning Resilience and Response Team will run Business Continuity exercises in September/October. Heads of Service are required to attend or send a representative to an event to exercise and validate their Service Level Business Continuity Plan.

Business Continuity Assurance Statement

In November Heads of Service will be required to complete an assurance statement for their service. The assurance statement will assess the service business continuity plan, training of both the Head of Service and staff in their roles in the Service Level Business Continuity plan and Corporate Business Continuity Plan and whether the plan has been validated through an exercise.

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Services will be assessed as green if they have completed the four stages within the twelve month programme. They will be assessed as amber if one or two stages are incomplete and they will be assessed as red if more than two stages are incomplete.

Heads of Service are required to ensure that they have signed off their assurance statement. The Emergency Planning Resilience and Response Team will then provide an assurance statement for all services across Wiltshire Council to the Corporate Leadership Team based on these returns.

**Corporate Resilience Group**

~~The Corporate Resilience Group will be established to facilitate business continuity and emergency planning learning and development across Wiltshire Council. The group will be chaired by an Associate Director and will be administered by the Emergency Planning Resilience and Response Team. The group will include representation by Head of Service or a nominated deputy from Priority 1 Services and other services that are required. The terms of reference for the group can be found in Appendix E.~~



**Roles and Responsibilities**

<b>Corporate Director</b>	
<b>Role</b>	The Corporate Director has a key role to embed business continuity within their Directorate.
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>to work collaboratively with their Associate Directors and Heads of Service to ensure the business continuity management programme is implemented within their area</li> <li>to promote and provide visible support to business continuity in their area</li> <li>to authorise resource and officer time commitment to achieve the requirements of the business continuity programme</li> <li>to approve or challenge the results of the Service Level Business Continuity Plan</li> <li>to incorporate business continuity management as a standard agenda item in Corporate Leadership Team meetings</li> </ul>

<b>Associate Directors</b>	
<b>Role</b>	The Associate Director is responsible for ensuring the Heads of Service in their area implement and embed business continuity.
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Working collaboratively with Corporate Director in ensuring the business continuity policy is implemented within their service area</li> <li>Overseeing the development, implementation and maintenance of service level business continuity plans</li> <li>Chair the Corporate Resilience Group on an annual basis</li> <li>Ensuring the cooperation of Heads of Service in the Corporate Resilience Group</li> <li>Promoting business continuity actively within their area</li> <li>Signing off service level business continuity plans</li> <li>Discussing business continuity with Heads of Service during meetings</li> <li>Signing off the Service Annual Business Continuity Governance Statement</li> </ul>

<b>Heads of Service</b>	
<b>Role</b>	Heads of Service have full responsibility for developing, implementing and maintaining their service level business continuity planning and training their staff on their role in the plan
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Completing a Service Level Business Continuity Plan</li> <li>Ensuring the service business continuity plan is signed off by their Associate Director.</li> <li>Ensures that they (and at least one nominated representative) hold a copy of their service business continuity plan both at work and in an alternative location</li> <li>ensure any services delivered by a contractor or reliant on a supplier to deliver the service have adequate business continuity plans in place</li> <li>Attending at least one business continuity training session each year</li> <li>Ensuring that their service business continuity plan is validated by an exercise annually</li> </ul>

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	<ul style="list-style-type: none"> <li>• Complete an annual review of their Service Level Business Continuity Plan</li> <li>• Regularly (minimum annually) ensure that all staff (including new starters) are aware of their role within the service business continuity plan</li> <li>• Link their business continuity plan to their service plan</li> <li>• Complete a Service Annual Business Continuity Governance Statement and submit it to the Associate Director</li> </ul>
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Head of Service Emergency Planning Resilience and Response	
Role	The Head of Service for Emergency Planning Resilience and Response has overall responsibility for the Business Continuity Programme.
Responsibility	<ul style="list-style-type: none"> <li>• Overall responsibility for the management of the business continuity management programme</li> <li>• Ensures that issues, risks and reports are dealt with at an appropriate level</li> <li>• Facilitates the delivery of the business continuity programme by the Emergency Planning Resilience and Response Officer leading on business continuity</li> </ul>

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Emergency Planning Resilience and Response Officer (BC Lead)	
Role	The Emergency Planning Resilience and Response Officer has responsibility for coordinating the Business Continuity Programme on a day to day basis.
Responsibility	<ul style="list-style-type: none"> <li>• Being the main focal point for business continuity management within the council</li> <li>• Facilitating the programme for all Heads of Service to complete business continuity plans</li> <li>• Provision of guidance to Heads of Service and ensuring the consistency in completion of service business continuity plans</li> <li>• Revises and maintains the corporate business continuity plan</li> <li>• Coordinates the delivery of the Corporate Resilience Group</li> <li>• Coordinates training staff at all levels on business continuity</li> <li>• Delivers a minimum of one corporate business continuity exercise annually to support Heads of Service in validating their business continuity plans</li> <li>• Promotes business continuity internally to staff</li> </ul>

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Wiltshire Council Staff	
Role	All Wiltshire Council employees have a responsibility to be aware of their role in their Service Business Continuity Plan and the Corporate Business Continuity Plan
Responsibility	<ul style="list-style-type: none"> <li>• Maintaining awareness of the Corporate Business Continuity Plan</li> <li>• Participating in business continuity training and exercises</li> <li>• Fulfilling their role in accordance with the plans</li> <li>• Ensuring their contact details are kept up to date in the plan</li> </ul>

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3.5.5 Appendix E: Corporate Resilience Group Terms of Reference

Corporate Resilience Group – Terms of Reference	
<p><b>Scope</b> The CRG will facilitate learning, development and discussion of both business continuity and emergency planning within Wiltshire Council. The group will be chaired by an Associate Director with the administration and secretariat for the group provided by the Emergency Planning Resilience and Response Team.</p>	
<p><b>Aim</b> The aim of the CRG is to coordinate the Wiltshire Council implementation of business continuity and emergency planning</p>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Coordination of the implementation of business continuity management within Wiltshire Council</li> <li>• Provide a forum for discussion of emergency plans under review</li> <li>• Coordination of emergency planning and business continuity training</li> <li>• Provide a forum for the development of exercises to validate plans and discussion of lessons identified from these exercises</li> <li>• Provide a briefing forum for emergency risks and / or hazards and ensure a coordinated approach to manage risks</li> <li>• To review recommendations arising from incidents, service reviews, audits, exercises, national arrangements and deliver changes within the organisation where applicable</li> </ul>
<p><b>Attendance</b> Priority 1 Services and other services as required will be represented by a Head of Service or nominated deputy at all meetings. They will be responsible for the delivery of actions and disseminating information throughout their service area.</p>	
<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Frequency will be quarterly with additional ad hoc meetings for specific issues when required</li> <li>• Meetings will be held at County Hall, Trowbridge, BA14 8JN</li> <li>• Minutes are to be kept of all meetings and circulated to all members within 7 working days of the meeting</li> </ul>	
<p><b>Standard Agenda</b></p> <ul style="list-style-type: none"> <li>• Introductions / Apologies for absence / Notification of Substitutes</li> <li>• Review / Agreement of previous minutes</li> <li>• Incident Reporting and Review</li> <li>• Business Continuity Management Programme Update</li> <li>• Training and Exercising Update</li> <li>• Contract Management / Supply Chain Management</li> <li>• Risk Management</li> <li>• ICT – Disaster Recovery Update</li> <li>• Facilities Management Update</li> <li>• Any Other Business</li> <li>• Date of next meeting</li> </ul>	

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# PART 4

## RECOVERY PLAN

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## 4.1 Introduction

<b>Plan Title:</b>	Wiltshire Recovery Plan
<b>Plan Author:</b>	Surriya Subramaniam
<b>Date of Publication:</b>	April 2015
<b>Review Date:</b>	April 2015
<b>Training Requirements:</b>	EPRR Team Training
<b>Training Date:</b>	13 June 2015
<b>Exercise Requirements:</b>	N/A (Live Exercise / Table top Exercise)
<b>Exercise Date:</b>	N/A

### Document History

Version	Date	Comments	Reviewer
<del>7.0.1</del>	26.01.15	First Draft Plan	S.Subramaniam
<del>7.00.2</del>	12.01.15	Published version of Plan	S.Subramaniam
<del>7.10.3</del>	25.01.15	Minor Corrections to Plan	S.Subramaniam
<u>1.0</u>	<u>26.01.16</u>	<u>Update following anthrax debrief</u>	<u>S.Subramaniam</u>

<b>Purpose</b>	This plan provides guidance for Wiltshire Council on how to support recovery in communities, following an incident.
<b>Background Information</b>	Under the Civil Contingencies Act 2004 Wiltshire Council has a responsibility to develop emergency plans in accordance with the local risks as identified in the Wiltshire and Swindon Local Resilience Forum Community Risk Register. Wiltshire Council has a generic major incident plan to guide the standard emergency response and a number of specific emergency plans for specific types of emergency or specific sites.
<b>Recovery Definition</b>	Recovery is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency.
<b>Aim</b>	To enable Wiltshire Council to support local residents and businesses to manager its own recovery from incidents
<b>Objectives</b>	The aim will be achieved by: <ul style="list-style-type: none"> <li>• Putting in place a framework for overseeing recovery.</li> <li>• Recovery will start as soon after the incident commences as appropriate</li> <li>• Concentrating resources on the health and well-being of communities, critical infrastructure, the economy and the environment.</li> <li>• Providing information, specialist services and resources.</li> </ul>
<b>Scope</b>	This plan covers strategic recovery in Wiltshire, the responsibility for which is transferred by a Strategic Coordinating Group to Wiltshire Council, following an incident.
<b>Links to other plans</b>	The plan is part of the Integrated Emergency Management Plan.

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## 4.2 Activation

### 4.2.1 Plan Activation

Recovery will be considered at the earliest opportunity after an incident has commenced. The plan will be activated when a chairperson is appointed and a Recovery Coordinating Group (RCG) is convened.

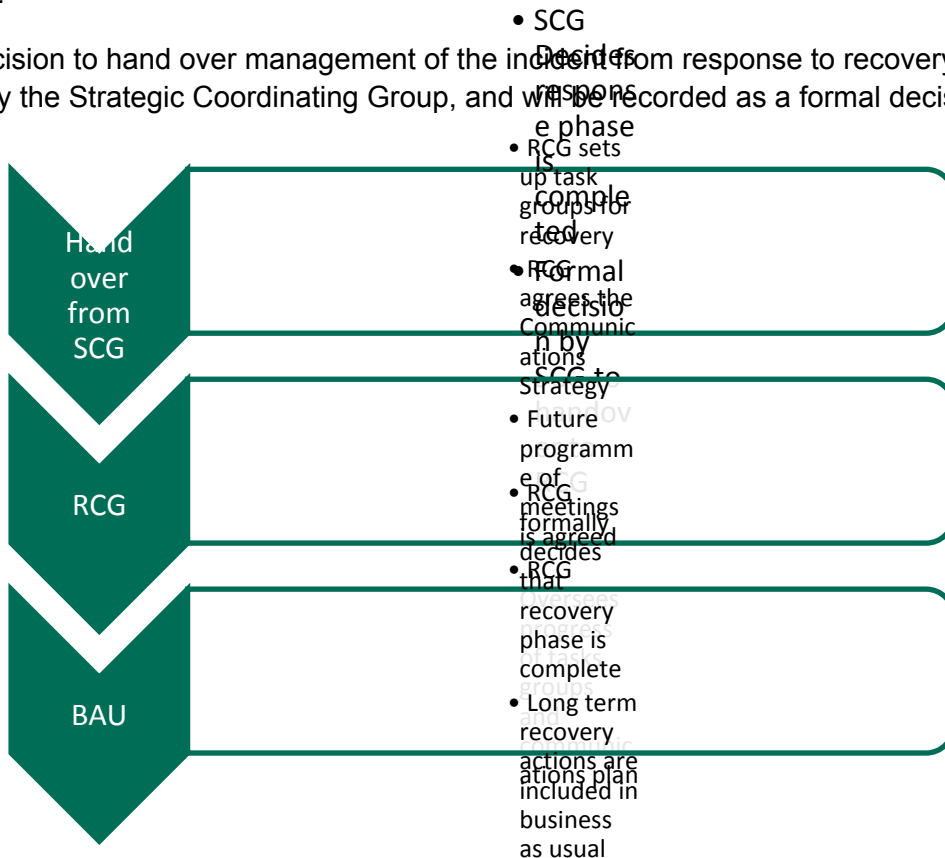
### 4.2.2 Activation Process

A Recovery Coordinating Group will be set up when requested by the Chair of the Strategic Coordinating Group.

The Recovery Coordinating Group may be set up during or after an incident. In certain circumstances, a Recovery Coordinating Group may be formed as a sub-group of the Strategic Coordinating Group until full handover takes place.

The Recovery Coordinating Group will be chaired by a senior manager of Wiltshire Council.

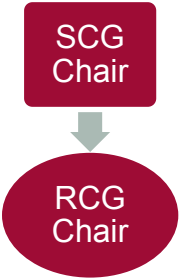
The decision to hand over management of the incident from response to recovery will be made by the Strategic Coordinating Group, and will be recorded as a formal decision.



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4.3 Action Cards

Chairperson of Recovery Coordinating Group	
Role	Responsibilities
<p><b>Chairperson of the Recovery Coordinating Group</b></p>	<ul style="list-style-type: none"> <li>• Convening Group</li> <li>• Forming Recovery Coordinating Group</li> <li>• Overseeing assessments of risks to community.</li> </ul>
<p>Notification</p> 	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• Confirm handover from SCG</li> <li>• Refer to Agenda</li> <li>• Consider appropriate partners</li> <li>• Consider any necessary sub-groups</li> </ul>
	<p>Information Required</p> <ul style="list-style-type: none"> <li>• Situation Report</li> <li>• Assessment of existing risks</li> <li>• Knowledge of community groups</li> </ul>
Actions to Consider	
<p>Consider the following:</p> <ul style="list-style-type: none"> <li>➤ Agreeing recovery objectives in these areas:                             <ul style="list-style-type: none"> <li>-Health and Well being</li> <li>-Economic</li> <li>-Infrastructure</li> <li>-Environmental.</li> </ul> </li> <li>➤ Inviting the most appropriate organisations to attend the Recovery Coordinating Group.</li> <li>➤ Creating sub-groups (could be in the areas above) to carry out operational recovery tasks.</li> <li>➤ Asking sub-groups to carry out impact assessments.</li> <li>➤ Opportunities to carry out long term economic regeneration.</li> <li>➤ Creating and implementing a communications strategy for informing residents and businesses</li> <li>➤ How to empower local communities during recovery</li> <li>➤ Involvement of appropriate voluntary groups.</li> <li>➤ How to record and apportion expenditure, including managing donations</li> <li>➤ A strategy for transitioning from recovery phase to business as usual.</li> <li>➤ Effective protocols for political involvement and liaison (Parish, District / County / Unitary and Parliamentary) are established.</li> </ul>	
Resources Available	Plans to Consider
<p>Equipment predetermined for incident:</p> <ul style="list-style-type: none"> <li>• GIS mapping</li> <li>• Local knowledge from Parish Councils and community groups.</li> </ul>	<ul style="list-style-type: none"> <li>• National Recovery guidance</li> </ul> <p><a href="https://www.gov.uk/national-recovery-guidance">https://www.gov.uk/national-recovery-guidance</a></p>

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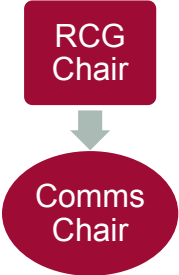
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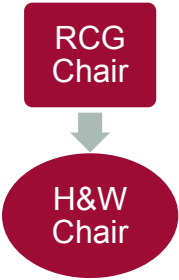
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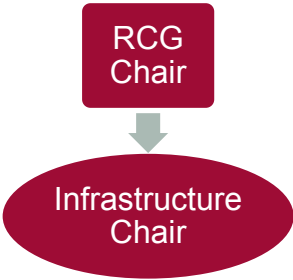
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Chairperson of Communications Group	
Role	Responsibilities
<b>Chairperson of the Communications Group</b>	<ul style="list-style-type: none"> <li>• Convening Group</li> <li>• Ensure that the public and media are fully informed and consulted</li> <li>• Oversee the communications output of all other sub-groups</li> </ul>
Notification	Immediate Actions
 <p style="text-align: center;">RCG Chair ↓ Comms Chair</p>	<ul style="list-style-type: none"> <li>• ensure involvement of stakeholders</li> <li>• ensure consistency of message</li> <li>• react to negative media stories and misinformation</li> </ul>
	Information Required
	<ul style="list-style-type: none"> <li>• Situation Report</li> <li>• Assessment of existing risks</li> <li>• Knowledge of community groups</li> </ul>
Actions to Consider	
<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Co-ordinate communications across all recovery groups, including attending meetings</li> <li>• Consider longer-term strategy:                             <ul style="list-style-type: none"> <li>○ Key target audiences, including those inside and outside of the area</li> <li>○ Key messages, focussing on public/business reassurance and rebuilding image.</li> <li>○ Mechanisms to ensure cross agency working and consistency of message.</li> <li>○ Key spokespersons, both overall and for specific aspects of the recovery period.</li> </ul> </li> <li>• The communications strategy:                             <ul style="list-style-type: none"> <li>○ Media relations/information programme</li> <li>○ Resources needed Web content/presence</li> <li>○ Public information helplines</li> <li>○ Publications/printed materials</li> <li>○ Exhibition/display materials</li> <li>○ Drop in/information centres</li> <li>○ Interpretation and translation</li> <li>○ Public forums/meetings</li> <li>○ Information points.</li> </ul> </li> <li>• Inform the following key groups:                             <ul style="list-style-type: none"> <li>○ Residents</li> <li>○ Key business partners/employers</li> <li>○ Elected members</li> <li>○ Staff in all agencies</li> </ul> </li> <li>• Consider use of “trusted” individuals and “opinion formers” to get the message across, including those from the communities affected</li> </ul>	
Resources Available	Plans to Consider
<ul style="list-style-type: none"> <li>• Internet access</li> <li>• Local knowledge from Parish Councils and community groups.</li> </ul>	<ul style="list-style-type: none"> <li>• National Recovery guidance</li> </ul> <p><a href="https://www.gov.uk/national-recovery-guidance">https://www.gov.uk/national-recovery-guidance</a></p>

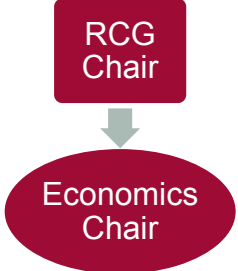
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Chairperson of Health and Well Being Group	
Role	Responsibilities
<p><b>Chairperson of the Health and Well Being Group</b></p>	<ul style="list-style-type: none"> <li>• Convening Group</li> <li>• To co-ordinate the provision Physical impacts, psychological impacts, community displacement, death and bereavement.</li> <li>• Implement agreed strategy</li> </ul>
Notification	Immediate Actions
 <p>RCG Chair ↓ H&amp;W Chair</p>	<ul style="list-style-type: none"> <li>• ensure involvement of stakeholders</li> <li>• consider group membership</li> <li>• create a risk assessment for health and well being</li> </ul>
	Information Required
	<ul style="list-style-type: none"> <li>• Situation Report</li> <li>• Assessment of existing risks</li> <li>• Knowledge of community groups</li> </ul>
Actions to Consider	
<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Assess impact on vulnerable individuals / establishments and community care</li> <li>• Co-ordination of welfare assistance in order to avoid duplication of effort</li> <li>• Provide welfare to those affected</li> <li>• Prepare a health monitoring and protection strategy</li> <li>• Maintain normal Health Service</li> <li>• Establish extra health services if required</li> <li>• Ensure public are informed about any health implications.</li> <li>• Publicise changes to health related services during any period of disruption</li> <li>• Provide long term health monitoring if necessary</li> <li>• Assess if long term temporary or permanent accommodation is required.</li> <li>• Assessment of any long term material aid, eg. essential household items</li> <li>• Co-ordination of donated goods / materials (includes storage, management &amp; distribution)</li> <li>• Recognition of the effect on faith communities</li> <li>• Support arrangement for funerals</li> <li>• Financial assistance for:                             <ul style="list-style-type: none"> <li>○ Loss of income to individuals / community</li> <li>○ Displaced individuals / families</li> <li>○ Loss of work</li> </ul> </li> <li>• Assistance with insurance and advice services, (e.g. ABI)</li> <li>• Assistance with legal aid</li> </ul>	
Resources Available	Plans to Consider
<ul style="list-style-type: none"> <li>• Databases of vulnerable people</li> <li>• Local knowledge from Parish Councils and community groups.</li> </ul>	<ul style="list-style-type: none"> <li>• National Recovery guidance</li> </ul> <p><a href="https://www.gov.uk/national-recovery-guidance">https://www.gov.uk/national-recovery-guidance</a></p>

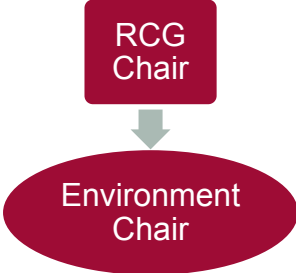
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Chairperson of Infrastructure Group	
Role	Responsibilities
<p><b>Chairperson of the Infrastructure Group</b></p>	<ul style="list-style-type: none"> <li>• Convening Group</li> <li>• To co-ordinate cleaning, repair or replacement of the physical infrastructure and clean-up of the natural environment to an agreed state</li> <li>• Implement agreed strategy</li> </ul>
<p>Notification</p> 	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• ensure involvement of stakeholders</li> <li>• consider group membership</li> <li>• carry out infrastructure risk assessment</li> </ul> <p>Information Required</p> <ul style="list-style-type: none"> <li>• Situation Report</li> <li>• Assessment of existing risks</li> <li>• Knowledge of community groups</li> </ul>
<p>Actions to Consider</p> <p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Review integrity of key assets and prepare strategy for reinstatement or improvement where required</li> <li>• Compile assessments of level and nature of damage to essential services / assets, building / structural, transport, health and educational infrastructure</li> <li>• Restoration of utilities and services</li> <li>• Ensure any relevant monitoring is carried out and results used</li> <li>• Develop strategy on how community will be involved in physical rehabilitation</li> <li>• Identification of ownership of land, premises and infrastructure</li> <li>• Identify and procurement of resources / plant, as required</li> <li>• Identify use of local capacities and expertise so as to reduce reliance on external sources</li> <li>• Attempt to change community status from passive to active, helping to promote a positive psychological outlook.</li> <li>• Commission remedial work (building to make safe, demolition, decontamination and clear up of waste/debris).</li> <li>• For essential services / assets, building / structural, transport, health and educational infrastructure, consider:                         <ul style="list-style-type: none"> <li>○ Temporary structures</li> <li>○ Redesign</li> <li>○ Repair</li> <li>○ Rebuilding</li> </ul> </li> <li>• Consider planning permission for new build, repairs to listed / graded buildings.</li> <li>• Identify whether compulsory purchase orders are required</li> <li>• Identify any potential future prevention / mitigation aspects</li> <li>• Consider location and reconstruction requirements for memorial structure(s)</li> </ul>	
<p>Resources Available</p> <ul style="list-style-type: none"> <li>• Internet access</li> <li>• Local knowledge from Parish Councils and community groups.</li> </ul>	<p>Plans to Consider</p> <ul style="list-style-type: none"> <li>• National Recovery guidance</li> </ul> <p><a href="https://www.gov.uk/national-recovery-guidance">https://www.gov.uk/national-recovery-guidance</a></p>

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Chairperson of Economic Group	
Role	Responsibilities
<p><b>Chairperson of the Economics Group</b></p>	<ul style="list-style-type: none"> <li>• Convening Group</li> <li>• Assess the economic impact</li> <li>• Enable businesses affected by the emergency to resume trading as soon as possible.</li> </ul>
<p>Notification</p>	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• ensure involvement of stakeholders</li> <li>• consider group membership</li> <li>• carry out economic risk assessment</li> </ul>
 <p>RCG Chair</p> <p>↓</p> <p>Economics Chair</p>	<p>Information Required</p> <ul style="list-style-type: none"> <li>• Situation Report</li> <li>• Assessment of existing risks</li> <li>• Knowledge of community groups</li> </ul>
Actions to Consider	
<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Evaluate the impact to the local economy                             <ul style="list-style-type: none"> <li>○ impact on its main business sector(s)</li> <li>○ trading operations and environment,</li> <li>○ accessibility for customers and suppliers,</li> <li>○ and to essential services</li> </ul> </li> <li>• Assistance to businesses affected to enable them to resume normal business as quickly and effectively as possible</li> <li>• Consider establishment of relevant schemes to assist businesses</li> <li>• Promotion of the area as 'open for business'</li> <li>• Facilitate access to buildings and an early return as possible to premises</li> <li>• Identify alternative premises, potentially for long periods of time, using Industrial and Commercial Property Registers and local agents.</li> <li>• Assistance with advice services, for example, in conjunction with ABI</li> <li>• Provision of information to the business community affected                             <ul style="list-style-type: none"> <li>○ a single enquiry number/help-line service,</li> <li>○ drop in centre,</li> <li>○ website / social media</li> <li>○ leaflets as appropriate</li> </ul> </li> </ul>	
Resources Available	Plans to Consider
<ul style="list-style-type: none"> <li>• Internet access</li> <li>• Local knowledge from Parish Councils and community groups.</li> </ul>	<ul style="list-style-type: none"> <li>• National Recovery guidance</li> </ul> <p><a href="https://www.gov.uk/national-recovery-guidance">https://www.gov.uk/national-recovery-guidance</a></p>

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Chairperson of Environmental Group		Policy	Introduction
Role	Responsibilities		
<p><b>Chairperson of the Environmental Group</b></p>	<ul style="list-style-type: none"> <li>• Convening Group</li> <li>• Assess the environmental impact</li> <li>• Enable the environment to return to as close to its original state as possible</li> </ul>		
<p>Notification</p>	<p>Immediate Actions</p> <ul style="list-style-type: none"> <li>• ensure involvement of stakeholders</li> <li>• consider group membership</li> <li>• carry out environmental risk assessment</li> </ul>		
	<p>Information Required</p> <ul style="list-style-type: none"> <li>• Situation Report</li> <li>• Assessment of existing risks</li> <li>• Knowledge of community groups</li> </ul>		
<p><b>Actions to Consider</b></p> <p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Evaluate the impact to the local environment                             <ul style="list-style-type: none"> <li>○ Liaise with health group to decide impact on food chain</li> <li>○ Liaise with health group to decide impact of contamination of water courses</li> <li>○ Liaise with health group to decide return of residents</li> <li>○ Assess the most appropriate method of decontamination</li> <li>○ Map areas affected</li> </ul> </li> <li>• Length of restriction on public access</li> <li>• ensuring that waste is legally and safely disposed of</li> <li>• ensuring the co-operation and co-ordination of site owners into the decontamination strategy</li> <li>• considering what is an acceptable level of residual hazard to declare the area “clean”</li> <li>• setting target levels for the decontamination process</li> <li>• ensuring that further contamination is avoided or kept to a minimum</li> <li>• Using communications to update local residents and interested parties</li> <li>• Facilitating criminal investigation</li> </ul>		Major Incident Plan	Activation
<p>Resources Available</p> <ul style="list-style-type: none"> <li>• Internet access</li> <li>• Local knowledge from Parish Councils and community groups.</li> </ul>	<p>Plans to Consider</p> <ul style="list-style-type: none"> <li>• UK Recovery handbook for chemical incidents <a href="https://www.gov.uk/government/publications/uk-recovery-handbook-for-chemical-incidents-and-associated-publications">https://www.gov.uk/government/publications/uk-recovery-handbook-for-chemical-incidents-and-associated-publications</a></li> <li>• National Recovery guidance <a href="https://www.gov.uk/national-recovery-guidance">https://www.gov.uk/national-recovery-guidance</a></li> </ul>	Business Continuity Plan	Action Cards
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			Appendices

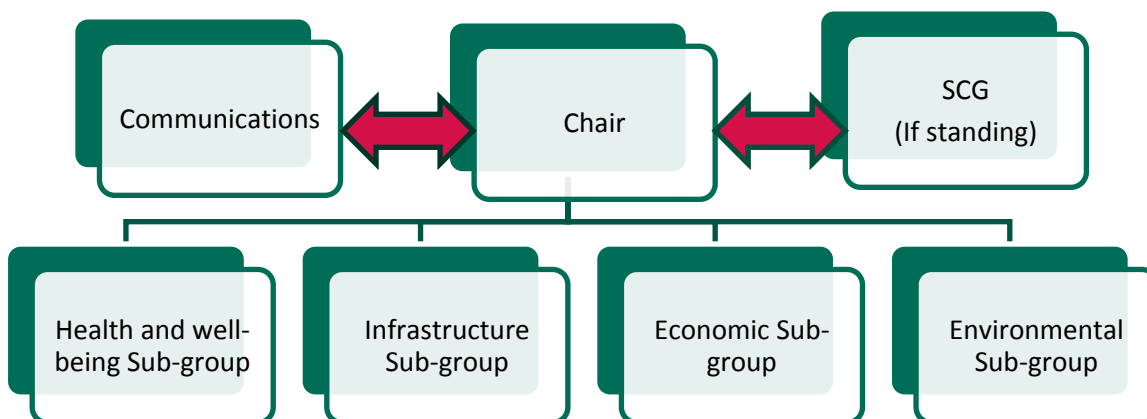


## 4.4 Recovery Management

### 4.4.1 Recovery Arrangements

The scale of recovery arrangements can vary immensely depending up on the incident.

#### Recovery Structure (Diagram)



- The Chair of the Recovery Coordinating Group shall decide, in consultation with the Strategic Coordinating Group, which sub-groups are required (if any).
- A draft agenda for the initial meeting is attached in Appendix A
- In forming any necessary sub-groups, relevant internal and external partners shall be invited to attend. External partners could include representatives from both Category 1 and Category 2 responders.
- Sub-groups can meet together as a group or individually, as deemed appropriate by the Chair of the Recovery Coordinating Group.
- Draft objectives are attached in Appendix Y.

#### Recovery Arrangements

The Recovery Coordinating Group shall formally agree the action plans of each sub-group. Each Sub group will be responsible for implementing its action plan. The Sub group will also be responsible for reporting progress to the Recovery Coordinating Group.

Suggested targets / milestones could include some of the following:

- Demands on public services returned to normal levels (including health)
- Utilities are again fully functional
- Transport infrastructure is running normally
- Local businesses are trading normally
- Tourism in the area has been re-established.

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**Warning and Informing**

Communications will be responsible for creating and implementing a communications action plan. The plan will include methods of consulting with affected communities, and identify opportunities for engagement that will allow the local community to be involved and empowered during the recovery process.

The communications plans should recognise that local communities will have a wealth of knowledge, experience and resources that could assist in the recovery process.

**Resources**

The Recovery Coordinating Group shall be hosted at Wiltshire Council premises.

Resources required to implement the action plans of Sub groups/Communications, shall be reviewed and approved by the Recovery Coordinating Group.

**Welfare**

Welfare requirements will be identified from the community, and provided on a short term basis. Support will be prioritised for individuals or families that are unable to make alternative arrangements for themselves.

**Vulnerability**

Identification of individuals that are vulnerable will include by accessing local knowledge in the community, carrying out vulnerable people searches, and information provided from the NHS.

**Faith Groups**

Information about faith groups is available in the Welfare Plan, and can be referred to, if necessary.

**Community Resilience**

Parish Councils that have resilience plans will be better equipped to support recovery. Areas that have no plans or resilience mechanisms in place, may require extra support from Wiltshire Council until they establish themselves.

**Voluntary Agencies**

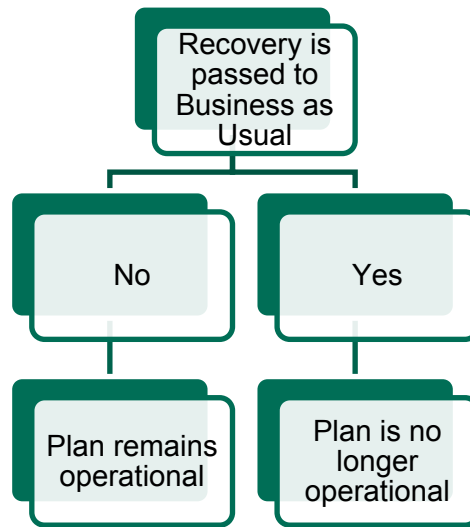
The Recovery Coordinating Group will task each sub-group to approach appropriate voluntary groups. The LRF will also contact appropriate members of the VASEC (Voluntary Agencies Emergency Committee).

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### 4.4.2 Stand Down Arrangements

#### Diagram of Standing Down Plan



#### Stand Down Plan

The Chair of the Recovery Coordination Group shall decide whether to transition from the Recovery phase to business as usual, taking due consideration of the views of the sub groups and community. The decision to cease the Recovery Phase will be minuted at a Recovery Coordination Group closing meeting.

#### Stand Down Notification

When the Recovery phase is ended, the Chair of the Recovery Coordination Group will notify both the LRF and LHRP, and community leaders.

### 4.4.3 Debrief

#### Hot Debrief

All staff responding to the incident should be given a hot debrief before leaving their shift in the response phase.

#### Internal Debrief

All internal staff that responded should be invited to feedback to and/or at the internal debrief

#### Multi-Agency Debrief

The information from the internal debrief should be fed into the multi-agency debrief

Alternatively this section could direct readers to the Major Incident Plan section which describes the Wiltshire Council debrief process

### 4.4.4 Further Information

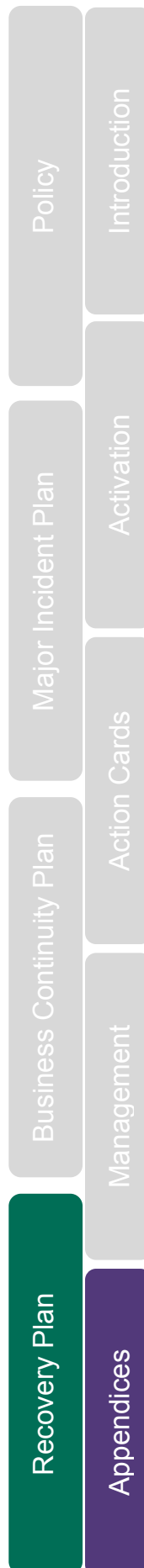
National Recovery guidance can be found at <https://www.gov.uk/national-recovery-guidance> including:

- [Decontamination of buildings](#)
- [Recovery from Chemical, Biological, Radiation, Nuclear incidents](#)
- [Site Clearance](#)

## 4.5 Appendices

### 4.5.1. Appendix A: Draft Agenda for Recovery Coordinating Group

1. Agree / review Terms of Reference
2. Agree appointment of Chairperson
3. Any urgent issues
4. Feedback of progress and exceptions
  - a. Health and Wellbeing
  - b. Infrastructure
  - c. Economic
  - d. Environment



4.5.2 Appendix B: Draft Objectives for Recovery Coordinating Group

**Recovery Coordination Group Objectives**

- To feed in recovery issues whilst the SGC is running
- To decide the overall recovery strategy, including communications, clean up, health, welfare, economic and business recovery
- Ensure that relevant stakeholders, especially the communities affected, are involved in the development and implementation of the strategy
- To establish appropriate Sub-Groups as required by the emergency.
- To produce an impact assessment on the situation
- To co-ordinate the recommendations and actions of the Sub-Groups and monitor progress
- To monitor financial matters and pursue funding and other assistance.
- To agree exit strategy criteria and timescale
- Decide the final “state” of the physical infrastructure and natural environment affected by the emergency
- Deal with other issues that fall outside the scope of the working groups
- To provide reassurance to the public and to minimise fear and alarm.
- To make recommendations, at an early stage, to elected Local Authority members on the strategic choice between 'normalisation' (restoring an area to its previous condition) and 'regeneration' (aspiring to transform an area in support of longer term development objectives) of an affected area

**Health and Well Being Objectives**

- Provide welfare to those affected
- Allocation of welfare tasks to individual agencies
- Co-ordination of welfare assistance in order to avoid duplication of effort
- Collation of data on affected persons
- Prepare a health monitoring and protection strategy
- Maintain normal Health Service
- Establish extra health services if required
- Ensure public are informed about any health implications.

**Economic Objectives**

- To support affected businesses
- To devise an economic recovery strategy that takes account of any longer term strategic regeneration and economic development opportunities in the affected area

**Environmental Objectives**

- To develop a preferred remediation strategy for submission to, and agreement by, the Recovery Co-ordinating Group, to cover clean up and restoration of the natural environment to an agreed state

**Infrastructure Objectives**

- To develop a preferred remediation strategy for submission to, and agreement by, the Recovery Co-ordinating Group, to cover cleaning, repair or replacement of the physical infrastructure to an agreed state
- Review integrity of key assets and prepare strategy for reinstatement where required
- To implement the agreed strategy(s).



**Communications Objectives**

- To ensure effective communication and consultation with affected communities
- To formulate an overall Communications Strategy
- To ensure all information presented to the affected communities is in an understandable language
- To ensure the involvement of stakeholders
- To ensure consistency of message
- To react to negative media stories and misinformation
- To have a representative on the other Sub-Groups if possible
- To ensure that all staff, elected members and those involved are kept informed.

Health and Well being	Physical impacts (including individuals' health, housing, financial needs)
	Psychological impacts
	Deaths
	Community displacement
Economic	Economic and business recovery
Infrastructure	Disruption to daily life (eg. educational establishments, welfare services, transport system)
	Disruption to utilities / essential services
	Damage to residential properties and security of empty buildings
Environmental	Pollution and decontamination
	Waste
	Natural resources and habitats

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4.5.3 Appendix C: Plan Administration

Document History

Version	Date	Comments	Reviewer
7.2	05/02/15	First Draft Recovery Plan	Surriya Subramaniam

Amendment History

Version	Date	Comments	Pages	Reviewer

Distribution List

Name of Organisation	Format	Copies	Date

Training Schedule

Date	Training Details	Location

Exercise Schedule

Date	Exercise Details	Location

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## **Appendix 2 – Examples of Emergency Planning Team good practice**

### Flooding 2013/14

During winter 2014, about 600 residents and businesses in Wiltshire suffered the worst flooding of a generation.

Wiltshire Council successfully led the coordination of council departments and other agencies during this difficult period. The Council has taken further responsibility for promoting and administering various government grants to help residents and businesses recover after the flooding.

Following the flooding events, a comprehensive review of all the learning has been carried out. The resulting improvements are being implemented to create a more resilient organisational and partnership response to flooding, and any other major incidents that may face the county in the future.

Key improvements include the drafting of an integrated emergency management plan; improved ability to handle customer enquiries; greater staff resilience at strategic, tactical and operational levels; and improvements to technology to support the Council during incidents.

### Water Outage

In April 2015, over 10,000 households in the north of Wiltshire suffered a water outage. Water companies are obliged to provide on average 10 Litres of water for each 24 hour period of outage.

The Emergency Planning Team kept continuous contact with the Water company, to ensure that local residents were kept up to date with arrangements.

When the water company struggled to supply bottled water to residents, the local Highways Teams were brought in to assist. This resulted in more members of the public able to access water supplies. Furthermore, by providing storage at a local Highways Depot, the water company was able to distribute water more efficiently to those that needed it.

As a result of the learning from this incident, we have improved collaborative working with the water company, and tested how to identify and protect the most vulnerable. Critical to this has been the excellent relationships that have been forged between Public Health, adult social care and the wider health services.

### Pipeline breach

In April 2014, at a location near Marlborough, Emergency Planning received reports that a major fuel pipeline had leaked. Emergency Planning worked with the Fire Service and the Environment Agency to safeguard the environment.

Public Health, Environmental Protection and Highways all worked together to assist in the incident. The county has a network of high volume fuel pipelines, and we now have an established way of dealing with breaches.

### Human Trafficking

A suspected case of human trafficking became apparent in the county in April 2015. The Emergency Planning Team worked with the Police to establish a reception centre to provide refuge and assessment of a group of people that were rescued from what was purported to be modern day slavery.

The Reception Centre that was set up was hailed by the UK Human Trafficking Centre as the best ever created, and a debrief report will be produced that will be shared as national best practice.

### Ebola

Countries in West Africa were devastated by the killer Ebola virus in 2014/15. The UK Government was at the vanguard of the international response, setting up field hospitals and sending personnel to assist. Particular risks existed in Wiltshire, because the county has both a large military contingent and is a renowned centre for research and testing of Ebola.

The Emergency Planning Team worked with health colleagues to put in place plans for Wiltshire. The plans were tested and exercised with all partners, so the county was prepared in case returning health care workers showed symptoms of the disease.

This work not only kept the county prepared from Ebola, but will also be useful for any future communicable disease outbreak.

### Waste Recycling Site Fires

Waste Recycling Sites are licensed by the Environment Agency and are governed by guidance on how to store waste materials to prevent fires.

Following a series of waste recycling site fires nationally, and three in the Wiltshire and Swindon area, many improvements have been put in place.

Smoke plumes from fires are a clear danger for local residents. It was apparent from the waste fire in Devizes (January 2014) that there was a need to have quickly deployable air quality monitoring equipment. During the Devizes waste fire, monitors were commissioned, and clear communications were sent to local residents.

Public Health and Environmental Protection now have the ability to deploy air quality monitoring equipment at short notice. This capability was successfully tested during the Averages site fire in Swindon.



The Environment Agency and Police have carried out risk assessments of all waste recycling sites in Wiltshire, and have carried out joint visits. Enforcement action is being taken on a site that has not complied with safety regulations.

### Events

Large sporting and cultural events bring social, community and economic benefits to an area. They help with community cohesion, can increase civic pride, and will also bring increased spend and profile to an area.

Large events also create a range of risks. The crowds need to be managed, contingencies are required for heavy rain or heatwave, and plans need to be in place for evacuation. The Tour of Britain and Summer Solstice are two events which required careful planning and management, so that tens of thousands of visitors were able to enjoy the events safely.

We have a role in scrutinising plans and also in putting in necessary support to keep the public safe. At The Tour of Britain over 150 marshalls were recruited and trained and used to both engage spectators as well as keep them safe. At the Summer Solstice, over 35,000 people came to Stonehenge, we were required to put in place detailed traffic management and welfare provision for young people.

### Counter Terrorism Training

Working alongside counter terrorism security advisors from Wiltshire Police, we have delivered a series of training sessions for colleagues working in customer-facing roles, at City Hall and in our libraries, leisure centres, registry offices and in electoral services. Project Griffin sessions provide practical help for frontline staff to identify suspicious packages and activity, while Project Argus workshops explored how managers would react in the event of an incident

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**Overview and Scrutiny Management Committee  
Report on the Integrated Emergency Management Plan**

**Purpose of report**

1. To feed back to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 8 September 2015.

**Background**

2. It was stated that the draft Plan consolidated the existing Major Incident, Business Continuity and Recovery Plans, as well as reflecting the organisational changes in the past few years to further embed the responsibilities of the Civil Contingencies Act 2004 across all services of Wiltshire Council.
3. Details were provided on the Local Resilience Forum, Chaired by the Chief Constable of Wiltshire Police and Vice-Chaired by Maggie Rae, Corporate Director, Wiltshire Council, which brings together 'Category 1' responders<sup>1</sup>, 'Category 2' responders<sup>2</sup> and other responders<sup>3</sup> to prepare for emergencies within Wiltshire based on the National Risk Register, and creating plans for specific local risks so that services are maintained and communities protected.
4. Although the number of dedicated officers assigned to Emergency Planning had been reduced as part of organisational restructuring, it was clarified that the responsibility had been broadened to cover all senior officers which included an on-call rota for all Corporate and Associate Directors, and to embed the responsibility across services rather than a single centralised team.
5. It was also emphasised the Plan would be a 'live' document, periodically reviewed on a schedule but also in response to any emergency events that occurred, to ensure it remained fit for purpose.

**Main issues raised during questioning and debate**

6. The Committee discussed how military assistance was built into the plan, and it was stated that Wiltshire had very close working arrangements with the Military and sites such as Porton Down in relation to specific risks, although as military protocol required requests for civil assistance to be approved by High Command, military assistance could not formally be guaranteed.

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<sup>1</sup> Emergency Services, Local Authorities, NHS England Team, Public Health England, Environment Agency

<sup>2</sup> Utilities, Telecoms, Transport, Met Office, Highways England, HSE

<sup>3</sup> Including military, voluntary sector, coastguard, media outlets, community groups

7. Details were sought on how the effectiveness of the Plan would be monitored internally and by the Department for Communities and Local Government (DCLG), and it was stated representatives from the DCLG attended Local Resilience Forums to monitor them, as well as annual capability surveys providing benchmarking of Plan effectiveness and indications of perceived gaps.
8. The effectiveness of the Plan was raised in response to comments there were not formal powers to enforce the Plan amongst partner bodies, which is why it was stated creating close working relationships such as through the Local Resilience Forums, which included bodies beyond that required by statute to be involved in Emergency Planning, was so important.
9. The Committee sought details on the roles elected representatives had within the Plan. Councillors would be expected to lead on consultation and assessment if long-term impacts on their community, and help identify gaps in service provision. The Committee considered that utilising Area Boards as a hub for wider community areas to improve preparedness and risk assessment should be emphasised, and noted that the existence of Plans still relied heavily on effective communication to and ability of local responders. It was also agreed a requirement to brief all councillors on major events be included within the Plan, to enable councillors to communicate that information to the community areas.
10. In response to queries it was stated around 1/3 of Town and Parish Councils in Wiltshire had associated Emergency Plans, but that this represented an increase on the past and a move in the right direction, though further work was required to encourage Parishes to complete these.
11. The Committee requested further details of how the responsibility toward Emergency Planning was being embedded with council staff, and it was stated the requirement was now included a part of induction training, targeted work with specific teams was undertaken, and many more service teams consulted and engaged around events, such as a member of the Schools team being present in the Emergency Planning room during the response to the 2014 floods.
12. Details were sought on ensuring the appropriate officers and teams were adequately resourced for the work required, and it was stated that a general fund existed to cover all emergencies to ensure adequate resourcing. It was also stated ensuring contracts with service providers and contractors took account of responsibilities or expectations in the event of emergency events was a vital part of ensuring business continuity and a key part of the Plan.
13. The ongoing Middle Eastern-European migration crisis was raised as an example of a national concern which might, in time, impact upon Wiltshire, and it was stated the Council had been working with partner agencies to discuss what role Wiltshire could and should have in such an issue.
14. The Committee accepted as stated in paragraph 5 that the Plan would be reviewed in response to emergency events so that lessons would be learned immediately, but queried the timescale of the document in the event no such events occurred, and

were informed the document had been designed to cover a maximum of a 2 year period before being re-evaluated in its totality.

15. The Committee considered how Scrutiny could add value to the development and monitoring of the Plan, and considered that as it was an evolving document, it would be beneficial for each Select Committee to consider the plan at some point with a focus on their specific remit, and forward any comments and conclusions to the Cabinet Member.
16. The Committee also acknowledged the excellent work of the team preparing the Plan, noting the significant improvements in the council's operations and planning as presented at the meeting, and hoped further improvements would build upon that work.

## **Conclusion**

17. **That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee in considering the draft Integrated Emergency Management Plan.**
18. **To recommend all Select Committees consider including relevant assessment of the Integrated Emergency Management Plan on their Forward Work Programs and in order to further embed the Plan into the work of the Council and partner services.**

**Councillor Simon Killane**

**Chairman of the Overview and Scrutiny Management Committee**

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Report Author: Kieran Elliott, Senior Democratic Services Officer 01225 718504 or [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk) and Paul Kelly, Overview and Scrutiny Manager (and designated Scrutiny Officer), 01225 713049 or [paul.kelly@wiltshire.gov.uk](mailto:paul.kelly@wiltshire.gov.uk)

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Extract of Cabinet minutes – dated 13 October 2015

### **113 Integrated Emergency Management Plan**

**Key** Councillor Keith Humphries presented the draft Integrated Emergency Management Plan for Cabinet's consideration and onward recommendation to Council.

The accompanying report outlined recent improvements and proposed future work to enhance the resilience of Wiltshire Council and the wider community.

Issues raised in the course of the presentation and discussion included: that the Council is a category one responder and is required to work with partners to put plans in place to respond to emergencies; the evolution of the emergency planning function and how it had been strengthened; how the emergency planning function has been linked to Public Health; how the new plan brings together three plans including business continuity, recovery and emergency plans; how the plan links to the Local Resilience Forum co-chaired by Maggie Rae in her capacity as Director for Public Health; how national civil risks are taken into account including flu, flooding and power outages; how voluntary groups can be worked with to improve community resilience; how potential problems can be anticipated including support to festivals; and how the Council has been recognised as an exemplar.

Cllr Humphries thanked, in particular, the work of the Overview and Scrutiny Committee for its input. Furthermore, he expressed his wish to continue this relationship, and drew attention to their report and recommendations in the pack.

Cllr Simon Killane, Chair of the Overview and Scrutiny Committee, welcomed the opportunity to have had a robust and detailed discussion on the Plan; he also made reference to the recommendation and the focus on engagement of staff and volunteers with the plan. He looked forward to having the opportunity to continue to look at this as it is an evolving, living document.

Cllr Humphries, in response to issues raised by Cllr Sturgis and Cllr Fleur de Philippe, stated that officers are going out to Area Boards and Parishes, and that they would continue to work to promote engagement with the plan in the communities, recognising the benefit of gaining assistance and knowledge from local communities.

#### **Resolved**

- 1. To recommend the Integrated Emergency Management Plan for approval by Full Council**
- 2. To note the progress made by the Emergency Planning Team in increasing the resilience of Wiltshire Council and local communities.**

#### Reason for Decision

This proposal seeks to formalise and reinforce Wiltshire Council's commitment to continual improvement in response during emergencies, and to support communities

becoming stronger and more resilient. The Integrated Emergency Management Plan is a best-practice approach to preparing for emergencies, which will assure partners and communities that Wiltshire Council has planned and prepared for major incidents.

The new Plan replaces three previous documents, and will align the organisation to the highest national and international standards for Major Incident Response, Business Continuity and Recovery.



**Wiltshire Council**

**Council**

**23 February 2016**

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## **Pay Policy Statement**

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### **Summary**

Under section 38 of the Localism Act 2011 every local authority is required to prepare and publish a pay policy statement for the financial year 2012/13 and this must be updated in each subsequent financial year.

The statement has been updated for 2016/17 with minor revisions. This includes the impact of forthcoming legislation on pay arrangements, the ability to pay at a rate higher than the median pay rate for posts where there are skills shortages, and information relating to the publication of trade union facility time as required by the Local Government Transparency Code 2015. In addition, the total number of council employees and the latest pay ratios has been updated.

### **Proposals**

That Council approve the updated Pay Policy Statement set out in Appendix 1.

### **Reason for Proposal**

The proposals set out in the report and pay policy statement reflect the council's commitment to openness and transparency, and meet the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2015.

**Barry Pirie**  
**Associate Director People and Business**

## **Pay policy statement**

### **Purpose of Report**

1. This report presents the updated pay policy statement which applies to all non-schools employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

### **Background**

2. Under section 38 of the Localism Act 2011 every local authority is required to update their pay policy statement each financial year.
3. Wiltshire Council published its first pay policy statement in February 2012 and is required to publish an updated policy by 1 April 2016.
4. The legislation requires that approval of the pay policy statement is sought from full council.

### **Main Considerations for the Council**

5. The pay policy statement has been updated to include:
  - A revised introduction stating the forthcoming legislation that will impact on the council's pay arrangements. This includes the new national living wage, gender pay gap reporting, and the public sector exit payment cap.
  - The ability to pay at a rate higher than the median pay rate for posts where there are skills shortages as stated in the council's market supplement policy.
  - Information relating to the publication of trade union facility time as required by the Local Government Transparency Code 2015.
  - An updated total number of council employees and the latest pay ratios.
6. The current ratio of lowest paid to highest paid employee within the council is 1:10.9 which is well within the guidelines recommended in the Hutton review, which is 1:20.

7. At its meeting on 6 January 2016 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by full council.

### **Environmental and climate change considerations**

8. No environmental and climate change considerations have been identified.

### **Equalities Impact of the Proposal**

9. The pay policy statement was equality impact assessed on 1<sup>st</sup> February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2016/17.

### **Risk Assessment**

10. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
11. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.

### **Financial Implications**

12. The employment policies referred to within the pay policy statement (appendix 1) are already in existence and therefore there is no additional cost.

### **Legal Implications**

13. Legal services, upon reviewing the overriding legislation, confirm that there are no legal implications arising from the proposed pay policy statement.

### **Conclusions**

14. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.
15. Full council is recommended to approve the pay policy statement for 2016/17.

**Barry Pirie**  
**Associate Director People and Business**

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Report Author: Amanda George, HR Policy and Reward Manager  
Date of report: 23 February 2016

## **Appendices**

Appendix 1 – Pay Policy Statement (2016/17 update)

## **Wiltshire Council Human Resources**

### **Pay Policy Statement**

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### **What is it?**

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2016-2017.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy is applicable to council staff and does not include schools support staff or teachers.

The pay policy statement sets out the authority's policies for council staff for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

Remuneration for the purposes of this statement includes three elements:

- basic salary
- pension
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Corporate Director  
Associate Director  
Head of Service  
Some specialist roles

The term "lowest paid employees" refers to those employees on the lowest spinal column point (scp) of our grading system. This is scp 6 of grade A, which is currently £13,614 per annum.

**Go straight to the section:**

- [Introduction](#)
- [Who does it apply to?](#)
- [When does it apply?](#)
- [What are the main points?](#)
- [The level and elements of remuneration for employees](#)
- [Remuneration on recruitment](#)
- [Increases and additions to remuneration](#)
- [The use of performance-related pay](#)
- [The use of bonuses](#)
- [The approach to the payment of employees on their ceasing to be employed by the authority](#)
- [The pension scheme](#)
- [Any other allowances arising from employment](#)
- [Governance arrangements](#)
- [The publication of and access to information relating to remuneration of chief officers](#)
- [The relationship between the remuneration of chief officers and employees who are not chief officers.](#)

**Introduction**

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with an annual budget of £313,585m (2016/17).

In order to deliver these services around 11,521 people work for the council, 4,840 of whom work in the council (non-schools), in a variety of diverse roles such as corporate director, social worker, public protection officer and general cleaner.

The council published the Business Plan 2013 – 2017 in September 2013. At the heart of the business plan is the vision to create stronger and more resilient communities, and the four year plan sets out the key actions that will be taken to deliver this. The key priorities are to continue to protect the vulnerable in our communities, boost the local economy and encourage communities to come together and provide support so they can do more for themselves.

This is set against a background of continuing budget cuts from central government whilst there is an increasing service delivery expectation. In order to help meet this expectation, the job family approach is currently being implemented across the council with the expectation that all employees will be moved into role profiles which describe different levels of work during 2016. The job family approach will allow greater clarity of career paths for individuals and will provide greater flexibility of staff which is key to effective service delivery when resources are limited.

The coming year will be challenging with the council having to find innovative ways to deliver services within strict cost parameters. It is now more important than ever to ensure the council has the right people in the right place at the right time to deliver services, and the focus will be on developing our future leaders in order to drive efficiencies and excellence. An annual review of market pay for senior roles will ensure the council is able to compete in the jobs market to recruit and retain the right people in these senior roles.

The forthcoming legislation and government initiatives planned for 2016/2017 will have an impact on pay arrangements. The new National Living Wage (NLW) will be introduced from 1<sup>st</sup> April 2016 with a new hourly rate of £7.20 and increasing to over £9.00 by April 2020. From April 2016, it will result in the bottom 3 spinal points of Wiltshire Council's pay range being below the new NLW rate of £7.20, and action will need to be taken to rectify this. The government has also indicated there will be a 1% cap on public sector pay awards for the next 4 years from 2016/17.

The government has also announced that Gender Pay Gap legislation for organisations to provide gender pay gap information will be extended to include the public sector. Regulations on when and where the data should be published will be set out in due course. In addition, the government has proposed a cap on public sector total exit payments at £95,000. As well as redundancy pay this payment will include any compensation payment as a result of a voluntary exit, any payment in lieu of notice, and the costs associated with early access to an unreduced pension. The exit payment cap will have implications for the Wiltshire Council's redundancy pay policy and the current voluntary redundancy procedure. There is also an expectation that nationally the LGPS will need to be reviewed and the early retirement regulations amended as a result.

### **Who does it apply to?**

This pay policy statement applies to all non- schools employees of Wiltshire Council with the exception of Centrally Employed Teachers who fall under the Teacher's Pay Policy.

### **When does it apply?**

This pay policy statement was originally published in February 2012 and has been updated for the financial year 2016/2017. It will be reviewed and updated on an annual basis.

### **What are the main points?**

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.

2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

### **The level and elements of remuneration for employees**

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.
4. A small number of jobs i.e. Youth and Community workers, centrally employed teachers and Soulbury staff are subject to national salary scales which determine the pay for each job, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

### **Hay job evaluation scheme:**

6. The Hay job evaluation scheme is used to evaluate senior manager jobs within the council (currently 112 employees), which include the following roles:
  - Corporate Director
  - Associate Director
  - Head of Service
  - Strategic and technical specialists
7. Each job is assessed by a panel of three Hay trained evaluators. The evaluators consider the job against each Hay element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
8. The Hay Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade for the job. There are 6 Hay grades each containing a salary range over 4 spinal column points.
10. See the [Hay job evaluation scheme](#), the [points to grades](#) and [salary bands](#) for further details.
11. The council's policy is to pay the median market rate for the jobs evaluated using the Hay job evaluation scheme, and aims to ensure that the pay scales for Hay graded posts are sensitive to labour market pressures. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for Hay grades are determined using the Hay pay



databank for the public and not for profit sector and are reviewed on an annual basis and realigned should a pay drift be identified.

**Greater London Provincial Council job evaluation (GLPC) scheme:**

12. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council (currently 4,570 employees).
13. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a suite of agreed role profiles that set out the level of work required of the grade within the relevant job family.
14. There are 8 job families each containing a set of role profiles stating the requirements at each grade.
15. There are 15 grades, each grade containing between 3 and 4 increments except for the lowest grade which has just one salary point. The GLPC pay grades were first implemented and agreed with the unions as part of the Pay Reform agreement in 2007.
16. See the [GLPC evaluation scheme](#), [the points to grades](#) and [salary bands](#) for further details.
17. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process and a sample of the scores are checked externally by job evaluation specialists in the South West Councils organisation.
18. For jobs evaluated using the GLPC job evaluation scheme the national pay spine determined by the National Joint Council (NJC) for Local Government Services applies and changes to the national pay spine are subject to annual pay negotiations.

**Remuneration on recruitment**

19. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
20. The council advertises all posts through the careers website, and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
21. Candidates are normally appointed on the minimum spinal column point of the grade for the post.
22. If a candidate is currently being paid above the minimum point of the post they are applying for, the appointment may in some circumstances be on the next increment above their current salary, subject to the maximum of the

grade.

23. The recruitment procedure for Corporate and Associate Director posts are undertaken by the Officer Appointments Committee. This committee represents Council for all Corporate and Associate Director appointments. Once an appointment is proposed by the committee, cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
24. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are assessed by applying the Hay job evaluation scheme. The job is then allocated the appropriate existing Hay grade and pay band, and a salary offer will only be made within that pay band.
25. Where it is necessary for any newly appointed employee to relocate more than 15 miles in order to take up an appointment the council may make a contribution towards relocation expenses.

### **Market supplements**

26. The council has a [market supplement policy](#) which stipulates that if there are recruitment difficulties for a particular post and it is shown that the council are paying below the market rate for the job, a market supplement may be paid.
27. Market supplements are only payable to a small number of jobs which are evaluated using the GLPC or HAY schemes. See the list of [market supplements](#) for current details.
28. Where skills shortages exist in specific areas, or where despite paying at the median market rate for the role the pay rate for the role is still not sufficient to recruit and retain the skills required, a rate higher than the market median may be paid. This requires the authorisation of the corporate directors.
29. The level of market supplement applied to GLPC posts is determined by analysing market data from an external source e.g. Croner Solutions. The data used for assessing market supplements for Hay graded posts is the Hay pay databank for the public and not for profit sector. The Hay databank provides the market median, upper quartile and upper decile pay range for each Hay pay grade.

### **Increases and additions to remuneration**

30. The council's policy is to apply the nationally negotiated NJC pay award for GLPC graded employees which takes effect from 1<sup>st</sup> April each year and which applies to the national pay spine.

31. Most NJC employees received a pay award of 2.2% in January 2015 along with a non-consolidated variable payment, paid in December 2014, whilst those on the lower spinal points received a higher percentage increase. It has been agreed that the 2.2% pay award will apply until March 2016 as part of a pay deal for financial years 2014/15 and 2015/16.
32. For 2016/2017 the pay award is yet to be agreed. However, in his July 2015 budget, the Chancellor announced a new National Living Wage of £7.20 from 1<sup>st</sup> April 2016 and a cap on public sector pay awards of 1% for 4 years from 2016/2017 onwards.
33. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1<sup>st</sup> April each year, or six months after the start date (if the starting date is between October and April). There is no provision for the payment of an increment at any other time.
34. The council's policy for Hay graded employees is to review salaries on an annual basis using the Hay pay databank and realign these should a pay drift be identified. As a result the JNC pay award is not applied to Hay graded employees.
35. For Hay graded employees incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1<sup>st</sup> April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time.
36. The council also employs a small number of specialist employees covered by either Youth and Community, Teachers or Soulbury salary scales which are also negotiated nationally.
37. The council currently employs a number of public health and police staff who have TUPE'd from other organisations. These staff are subject to protected terms and conditions from their previous employers until a harmonisation exercise takes place.

#### **The use of performance-related pay**

38. It is the council's policy that Hay graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded. If the performance does not meet the required standard an increment may be withheld.
39. For GLPC graded employees, increments are awarded automatically to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy.

### **The use of bonuses**

40. The council does not offer a bonus or honorarium scheme to any employee.

### **The approach to the payment of employees on their ceasing to be employed by the authority**

41. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.

42. The council does not make any additional payments to employees whose employment ceases, except in the case of redundancy.

43. All employees, including chief and senior officers, are subject to the same redundancy payments policy which has been agreed by Staffing Policy Committee.

44. There is no discretion to make redundancy payments which do not comply with the policy.

45. If employees choose to volunteer and are accepted for redundancy they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).

46. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £475), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).

47. If employees are aged 55 or over, and have been a member of the pension scheme for at least 3 months, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.

48. No augmentation to pension will apply for any employee.

49. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.

- The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
- The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
- The appointment has corporate director approval.

50. These conditions apply for 12 months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

### **The pension scheme**

51. All employees are entitled to join the Local Government Pension Scheme (LGPS).

52. The LGPS changed in 2014 and the benefits structure has moved from a Final Salary basis to a Career Average Revaluation Earnings (CARE) approach for benefits accruing after this date. Employee contribution bandings have also changed and the new regulations have introduced 9 bandings with rates varying between 5.5 – 12.5% according to the employee's salary.

53. The benefits of the scheme for all members include:

- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
- Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
- The right to voluntarily retire from age 55 (on an actuarially reduced pension), even though the Scheme's normal pension age is 65.
- Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.

54. Further information about the pension scheme can be found on the [pensions website](#).

### **Any other allowances arising from employment**

#### **Payment for acting up or additional duties**

55. This policy applies only to all employees who, on a temporary basis:

- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
- carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
- take on additional duties within their role.

56. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

### **Unsocial hours allowances**

57. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings/early mornings/nights/Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.

58. Unsocial hours allowances are only payable for GLPC graded jobs, and are not available for senior managers.

### **Overtime allowances**

59. The council has an overtime policy where all employees are entitled to receive additional payment for hours worked in excess of 37 hours. GLPC graded employees are able to claim overtime hours at their normal hourly rate x1.5 for hours worked on a Monday to Saturday, and x 2 for working a Sunday. Hay graded staff are able to claim overtime hours but only in exceptional circumstances and payment is based on the highest spinal point (point 49) of the GLPC pay scale.

### **Standby and callout allowances**

60. The council has a standby and callout policy where all employees receive an allowance should they be on standby out of normal office hours. If employees are called out whilst on standby additional hours or overtime will be paid in accordance with the overtime policy.

### **Local election duties – Acting Returning Officer**

61. The role of Acting Returning Officer is currently being carried out by a nominated corporate director. Fees are paid in line with the guidance stipulated from the Elections and Democracy Division for the relevant elections.

### **Governance arrangements**

62. The council's policy is to apply the nationally negotiated NJC pay award to the pay scales for jobs evaluated using the GLPC job evaluation scheme.
63. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.
64. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.
65. For these local conditions of employment, the council consults and negotiates with the relevant trade unions in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.
66. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.
67. The full remit of the council's Staffing Policy Committee is contained within the constitution.

**The publication of and access to information relating to remuneration of chief officers**

68. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to senior employees via the council's website:
- Senior employees salaries which are £50,000 and above
  - A list of their responsibilities
  - An organisational chart of the staff structure for the top three tiers of the local authority to include each individual's job title, contact details, grade, salary in a £5,000 bracket, grade maximum and whether each individual is a permanent or temporary employee.

69. This information is updated on a monthly basis.

**The publication of and access to information relating to trade union facility time**

70. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to trade union facility time as a percentage of the Council's total wage bill via the council's website:



- Basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary)
- Basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full-time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary divided by the total paybill).

**The relationship between the basic pay remuneration of chief officers and employees who are not chief officers.**

71. In terms of overall remuneration packages the council’s policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.
72. The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of the highest remunerated post compared with the lowest remunerated post of 1:20
73. The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding pensions and allowances. The figures include all staff in the council (non schools) and are based on annual full time equivalent salaries.

	Annual FTE Salary	Ratio
Highest Paid	£148,271	
Lowest paid	£13,614	10.9
Mean Salary	£25,236	5.9
Median Salary	£23,698	6.3

74. The council would therefore not expect the basic pay remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees. The current ratio is well within the Hutton review guidelines at 1:10.9.

**Definitions**

**NJC** – National Joint Council

**JNC** – Joint Negotiating Committee

**GLPC** – Greater London Provincial Council

**SOULBURY** staff - Educational improvement professionals. These staff are drawn from different sources, including senior members of the teaching profession. Their role is to advise local authorities and educational institutions on a wide range of professional, organisational, management, curriculum and related children’s services issues, with the overall aim of enhancing the quality of education and related services.



## **Equal Opportunities**

This policy has been Equality Impact Assessed (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

## **Legislation**

*Localism Act 2011*

*Equality Act 2010*

This policy has been reviewed by the legal team to ensure compliance with the above legislation and our statutory duties.

## **Further information**

There are a number of related policies and procedures that you should be aware of including:

Hay job evaluation policy and procedure

GLPC job evaluation policy and procedure

Market supplements policy and procedure

Moving home policy and procedure

Redundancy payments policy

Overtime policy

Unsocial hours guidance

Standby and callout policy

Starting salaries and incremental progression policy and procedure

Acting up and additional duties policy and procedure

The Transparency Code 2015

Trade Union Recognition Agreement

The policies not published with this report are available from the HR department at Wiltshire Council on request.

Policy author	HR Policy and Reward Team – AG
Policy implemented	28 February 2012
Policy last updated	06 January 2016

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### **Extract of the Staffing Policy Committee dated 6 January 2016**

Consideration was given to a report by the Associate Director, People & Business, which presented an updated pay policy statement for the financial year 2016/17 for approval, prior to agreement by Council and publication on the Council's website.

It was noted that chapter 8 of the Localism Act 2011 stated that every local authority must prepare a pay policy statement for the financial year 2012/13 and each subsequent financial year. Wiltshire Council originally published its pay policy statement in February 2012 and the updated policy was required to be published on the website by 1 April 2016.

The Committee was informed that the existing policy had been updated to include:

- A revised introduction stating the forthcoming legislation that will impact on the council's pay arrangements. This includes the new National Living Wage, gender pay gap reporting, and the public sector exit payment cap.
- The ability to pay at a rate higher than the median pay rate for posts where there are skills shortages as stated in the Council's market supplement policy.
- Information relating to the publication of trade union facility time as required by the Local Government Transparency Code 2015.
- An updated total number of council employees and the latest pay ratios.

#### **Resolved:**

**To approve the draft Pay Policy Statement for endorsement by Council on 23 February 2016 on the understanding that the budget figure would first be reviewed and updated and subject to the heading prior to para. 71 reading as follows:-**

**The relationship between the *basic pay* remuneration of chief officers and employees who are not chief officers.**

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## Notices of motion

**The following rules taken from Part 4 – Rules of Procedure – Council explain how motions are to be dealt with at the meeting:**

### At the meeting

89. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors.
90. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.
91. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.
92. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.
93. On considering a notice of motion and subject to paragraphs 95-100 below, the following options shall then be open to the council:
  - debate the motion and vote on it
  - refer it to an appropriate member body with or without debate
  - refer it to the Leader of Council with or without debate
94. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.
95. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.
96. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.
97. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they

have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.

98. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken into account by the member body when considering the motion.
99. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.
100. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 14.2 of this Constitution.

## **Part 4C – Guidance on Amendments to Motions**

1. The requirements concerning amendments to motions are contained in the Council's Rules of Procedure in Part 4 of the Constitution. Paragraph 103 provides:

*An amendment to a motion must be relevant to the motion and will either be:*

- *to refer the matter to an appropriate body or individual for consideration or reconsideration*
- *to leave out words*
- *to leave out words and insert or add others or*
- *to insert or add words*

*as long as the effect of the amendment is not to negate the motion.*

2. The Chairman will determine the validity of any proposed amendment under this paragraph, after taking advice from the Monitoring Officer. The Chairman's decision on any proposed amendment is final.
3. In exercising judgment on the validity or otherwise of any proposed amendment, the Chairman will have regard to the following principles:
  - the overriding principle of fairness in the conduct of the Council's business;
  - the amendment is relevant to the motion;
  - the proposed amendment does not negate the motion; this can be secured more appropriately by voting against the original motion.
  - The content of the proposed amendment is proportionate to the original motion in nature and extent;
  - The proposed amendment does not amount to a device to frustrate the purpose of the original motion or to raise a late motion.
4. Councillors are encouraged, where practicable, to seek advice from the Monitoring Officer in connection with any proposed amendment in advance of the meeting at which it is to be moved.

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**Wiltshire Council**

**Council**

**23 February 2016**

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**Notice of motion No. 28**

**Planning Legal Agreements – From Councillors Terry Chivers and Jeff Osborn**

To consider the following motion:

**‘In the event of any legal agreement, being changed after planning permission on major planning applications has been granted; this should only be done in full consultation with the local Town or Parish Councils’.**

To assist Council in its consideration of the above motion, an officer response is attached.

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## **Notice of motion No. 28 – Planning Legal Agreements**

### **Officer Response**

We already have a system in place for consulting with parish councils on significant changes to legal agreements including those relating to major applications. However, with minor changes, the planning service agrees numerous deeds of variation without a formal application under the Scheme of Delegation. The expense, workload, delay (not least to the Housing Associations that the Council works in partnership with) and additional staff time that the generation and processing of formal applications and engagement would produce would hinder the effective and timely operation of the planning system and the delivery of housing at a time when the Government is seeking to speed up housing construction. Such a requirement would add very limited value to the process but would add significant time penalties and costs to all parties. A system is already in place that ensures that any changes to section 106 legal agreements are uploaded to the Council's web site once completed.

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Wiltshire Council

Council

23 February 2016

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## Notice of motion No. 29

### Pavement Parking – From Councillors Terry Chivers and Jeff Osborn

To consider the following motion:

**‘Road Safety Minister Andrew Jones recently stated it was up to local Councils to introduce bye laws, to ban pavement parking. Within the County of Wiltshire pavement parking is becoming a menace, often forcing vulnerable pedestrians, the blind, disabled and parents with children and pushchairs to walk on busy roads.**

**It is also worth noting the damage parking often caused to local footways. This Council investigates making pavement parking a ticketable offence as soon as possible’.**

To assist Council in its consideration of the following motion, an officer response is attached.

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## **Notice of Motion No. 29 – Pavement Parking**

### **Officer Response**

#### **1. Background**

1.1 In 2015 a private members bill was proposed in Parliament which would have made it an offence to park a vehicle on a pavement. However the bill was withdrawn by Parliament shortly after the second reading in December 2015 it is believed in response to Police concerns about enforcement. Consequently it is still not necessarily an offence to park a vehicle on a pavement (except in London). There are, however, a number of offences associated with the practice as set out below:-

1.1.1 To drive a vehicle on a footway (or pavement) is an offence under the Highways Act 1835 and is also prohibited by rule 145 of the Highway Code. This is enforced by the Police. Clearly any vehicle parked on a pavement will have most likely been driven on and the Police can take action if they consider appropriate.

1.1.2 To park on a pavement in such a manner as to obstruct pedestrians from moving along it is an offence. This is enforced by the Police where a pedestrian wants to pass but is physically prevented from doing so by a parked vehicle.

1.1.3 To damage a pavement by driving and/or parking on it is an offence. However it is necessary to prove that the pavement was undamaged before a vehicle was driven on it and that a specific vehicle has caused the damage. In practice this can be difficult to prove as most damage to the pavement/footways are likely to have been caused over a long period of time by repeated parking.

1.1.4 It is an offence to park on a pavement which is adjacent to a carriageway which has yellow lines on it (see below for further explanation in paragraph 3.1.).

#### **2. The Highway Code**

2.1 Section 244 of the code states that a driver MUST NOT park partially or wholly on the pavement in London, and should not do so elsewhere unless signs permit it. Rule 245 states that a vehicle must not stop or park where the kerb has been lowered to help wheelchair users and powered mobility vehicles. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs.

#### **3. Current Enforcement Arrangements**

Local authorities and the police may act to tackle pavement parking in various ways, such as under legislation governing obstruction and dangerous parking; designating limited areas of 'no pavement parking' through a Traffic Regulation Order (TRO); or establishing a special parking area

### 3.1 Yellow Lines

3.1.1 Vehicles parked on a pavement adjacent to a carriageway which has yellow lines on it, can be issued with a Penalty Charge Notice. The yellow line restrictions cover the pavement as well as the carriageway. This offence is dealt with by the council's Civil Enforcement Officers who will routinely deal with the problem when out on their regular patrols and will also respond to complaints from the general public.

3.1.2 The Council has powers under the Road Traffic Regulation Act 1984 to introduce permanent or temporary Traffic Regulation Orders (TROs) aimed at dealing with pavement and/or verge parking problems. TROs are enforced by the Police. However each TRO is site specific and there are considerable legal costs associated with the process as well as the need to sign each location to allow enforcement. A public consultation would be necessary if a permanent TRO is proposed.

3.1.3 Bollards, where appropriate can be installed by a highway authority to prevent vehicles from mounting a pavement. This is an expensive procedure and not considered appropriate for other than small, confined areas where there are concerns regarding the safety of pedestrians and other users of the pavement/footway.

## 4. Highways Act 1980

4.1 As highway authority the Council has various powers under the Highways Act to undertake enforcement to service notice on vehicle owners to remove vehicles obstructing the highway or to immediately remove obstructions (such as parked vehicles) from land recorded as highway which are considered to be causing a nuisance or danger to users of the highway which would potentially include vehicles parked on footway or pavement.

## 5. Pavement Parking and Byelaws

5.1 If byelaws were proposed, it would be recommended that these would need to be a countywide initiative to ensure equal treatment and avoid the perception that pavement parking is allowed in certain areas (unless an area was signed and lined showing pavement parking was allowed).

5.2 A full countywide public consultation would need to be undertaken before the byelaws are presented to full Council and it would be expected for this to take up considerable time and resources.

5.3 If made, for the byelaws to be lawfully enforceable there would need to be appropriate signs in place in every area where the by-laws would apply which would potentially carry a substantial additional cost to the council.



- 5.4 However it is considered that any enforcement of the byelaws would be difficult as the offender would need to be observed committing the offence and approached at that time by a council enforcement officer. The council would therefore need to employ additional staff as it does not have the resources currently in place to manage such a county wide operation.
- 5.5 Any prosecution under the byelaws would be undertaken through the Magistrates Court with all the associated legal costs of bringing a prosecution.
- 5.6 Parking on the pavement is often undertaken to allow vehicle road movements to continue in particular along narrow rural roads. In rural areas parking on pavements may be tolerated as there may be little or no appropriate alternative parking for residents in some small towns or villages. Parking on the pavement may be necessary to ensure the highway is clear for passing traffic when highway maintenance work is being undertaken. It has also been found that parking can have the effect of reducing speeds in traffic passing through rural areas. The prevention of pavement parking in a number of areas will create displacement parking. For example the imposition of pavement parking byelaws in one road will displace parking problems to surrounding roads where road parking would be allowed.
- 5.7 Banning pavement parking will need a countywide review of all the parking arrangements in both urban and rural areas to ensure a managed transfer. This will carry significant costs.

## **6. Enforcement Capacity**

- 6.1 The police have powers already which make it an offence wilfully to obstruct the free passage of the highway. The police have prioritised other enforcement arrangements above pavement parking issues.
- 6.2 The council's parking enforcement priorities are to ensure traffic management and compliance with the current parking arrangements. CEOs are scheduled to maximise their effectiveness, by focusing their presence on areas where traffic flow and parking availability carry the greatest risk of issues. However, the council already receives criticism that it does not support rural communities with the current enforceable parking arrangements.
- 6.3 The introduction of pavement parking byelaws would require sufficient resources to ensure compliance. There is insufficient capacity within the current CEO arrangements to meet the existing demand for parking enforcement. To undertake byelaw enforcement the number of CEOs would need to be increased to a level to ensure compliance. Before considering enforcing byelaws for parking on the pavement, there would remain higher priority enforcement duties for the current parking arrangements. Adding byelaw enforcement to Parking Services would raise expectations of enforcement, within local communities, which would be unachievable without considerable increases in revenue funding arrangements.

## **7. Conclusion**

- 7.1 The police have powers already which make it an offence wilfully to obstruct the free passage of the highway but the police appear reluctant to take enforcement action on cars parked on pavements.
- 7.2 There are an array of services the council already employs to control irresponsible parking. But it recognises it does not currently use of byelaws.
- 7.3 The requirement for parking enforcement is already greater than the council's resource capacity of the service. The council's resources are scheduled to maximise their benefit by focusing on maintaining traffic flow and parking availability in high priority areas.
- 7.4 Introducing byelaws banning pavement parking would carry significant additional costs to the council and unless ongoing funding is provided there would be insufficient resources to manage the byelaw.
- 7.5 The introduction of byelaws preventing pavement parking would add little value due to the council's ability to enforce any arrangement. It would raise unrealistic expectations. When pavement parking issues arise the police and council should consider using the powers already available to them. However, this would need to be considered within the current resource availability and enforcement priorities.

**Wiltshire Council**

**Council**

**23 February 2016**

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**Notice of Motion No. 30 – Fracking – From Councillors Jeff and Helen Osborn**

To consider the following motion:

“This Council is concerned that the Oil and Gas Authority (OGA) has recently decided to offer licences for four blocks of land in Wiltshire.

Council notes that the OGA states that the licences for these blocks will contain conditions prohibiting activities in order to protect ecological sites.

Nonetheless, in its response to the Habitats Regulations Assessment (HRA), Council made a cogent case against the “water hungry” nature of this mode of exploration and exploitation because of the serious impact it will have on Wiltshire aquifers. This in consequence will constrain future housing development in the county.

For these and related reasons, Council has major reservations regarding fracking in the county and its default position should be one of opposition.

Furthermore these applications covering as they do hydrocarbon exploitation are contrary to the recent international moves in Paris to limit such forms of energy in order to counter climate change.”

To assist Council in its consideration of the above motion, an officer response is attached.

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## **Notice of motion 30 Fracking**

### **Officer Response**

Councillors Briefing Note 271 provides information about the licences awarded by the Government to companies giving them the right to explore for oil and gas in areas of Wiltshire. It is explained that in addition to a licence a company must apply for planning permission from the Mineral Planning Authority before they can carry out exploratory investigations.

Wiltshire Council is the Mineral Planning Authority for the area. The Council must work within the planning system which governs the development and use of land in the public interest and determine applications for planning permission in accordance with planning law and policy. The Council cannot legally predetermine its position in advance on a planning application, should one be submitted. If an application for development is received by the Council, it will be assessed on its planning merits taking into account the policies of the development plan and all relevant material considerations, including advice from statutory consultees. Local communities would have the opportunity to express their views as part of the decision making process.

As set out in Protocol 4 of The Constitution (The Planning Code of Good Practice for Members of Wiltshire Council), a planning decision may be challenged and ruled unlawful on the ground of bias and predetermination. The adoption of a blanket position on planning for Hydrocarbon extraction could be seen as constraining the proper exercise of the functions of the Council's Strategic Planning Committee and would render such a position open to challenge by way of judicial review.

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**Wiltshire Council**

**Council**

**23 February 2016**

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## **Review of Proportionality and Allocation of Seats on Committees to Political Groups**

### **Introduction**

1. Following changes in the number of seats held by individual political groups on the Council, a request has been received from the Leader of the Conservative group for a review of the allocation of seats to political groups.
2. This report guides the Council through the legal requirements in allocating seats to the political groups.

### **Review of Allocation of Seats to Political Groups**

#### **Legal Position**

3. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees when requested to do so by a leader of a political group where changes have occurred in the size of political groups.
4. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

#### **Political Groups**

5. There are currently 4 political groups on the Council. The respective strengths of those Groups following these changes are as follows:-

Name of Group	No. of Councillors in Group
Conservative	62
Liberal Democrat	20
Independent	11
Labour	4
Ungrouped Member	1

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

### **Principles**

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

### **Application of Principles**

9. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated councillors to serve on committees.

### **Councillors not in a Political Group**

10. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group has to be reserved, with appointments to these seats being made by the Council at its discretion.

### **Method to Calculate Places**

11. The principles in paragraph 8 can be applied in the following sequence:



- (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
  - (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
  - (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions “so far as reasonably practicable” can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
  - (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.
  - (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 8).
  - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 8).
12. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 8 and the sequence in paragraph 11.
  13. Attached to this report at Appendix 1 is a numerical guide to proportional representation on Committees based on the respective strengths of the political groups set out in paragraph 5.
  14. This indicates that the net effect of the change in political group sizes is that the Conservative Group gains two seats and the Liberal Democrat Group lose one seat. A draft scheme of committee places to follow.
  15. The change to political groupings would mean a change to the allocation of seats to political groups on the Police and Crime Panel with the Conservative group gaining one seat and the Liberal Democrat group losing one seat.

The membership of the Police and Crime Panel takes into account the collective political composition of both Wiltshire Council and Swindon Borough Council as follows:

Conservatives	94	61.04%	6.71	7 (+1)
Labour	27	17.53%	1.93	2
Lib dem	22	14.29%	1.57	1 (-1)
Ind	11	7.14%	0.79	1

Swindon appoints 2 Conservative and 2 Labour councillors, this would leave Wiltshire Council to appoint 5 Conservatives, 1 Liberal Democrat and 1 Independent. The net effect of the change will be that the Conservative group has one additional seat at the expense of the Liberal Democrat group.

16. The allocation of seats to the Wiltshire and Swindon Fire Authority and the Wiltshire and Dorset Fire Authority are not affected.

### **Matters for Decision**

15. The Council is asked:
- (a) To note this report and the legal requirements.
  - (b) To confirm the aggregate number and the draft scheme of committee places available to members of the Council as set out in Appendix 2 (to follow).
  - (c) To make those changes to the appointment of councillors and substitutes to serve on those committees in accordance with the revised scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.

**Robin Townsend**  
**Associate Director – Corporate Functions, Procurement and Programme Office**

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Report Author: Yamina Rhouati, Democratic Governance Manager

Unpublished documents relied upon in the production of this report: NONE

Environmental impact of the recommendations contained in this report: NONE

### **Appendices**

Appendix 1 – Numerical Guide to political proportionality  
Appendix 2 – Draft Scheme of Committee Places (to follow)

Proportional Representation Table

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	62	20	4	11	1	
1	0.633		0.041	0.112	0.010	0.80
2	1.265	0.408	0.082	0.224	0.020	2.00
3	1.898	0.612	0.122	0.337	0.031	3.00
4	2.531	0.816	0.163	0.449	0.041	4.00
5	3.163	1.020	0.204	0.561	0.051	5.00
6	3.796	1.224	0.245	0.673	0.061	6.00
7	4.429	1.429	0.286	0.786	0.071	7.00
8	5.061	1.633	0.327	0.898	0.082	8.00
9	5.694	1.837	0.367	1.010	0.092	9.00
10	6.327	2.041	0.408	1.122	0.102	10.00
11	6.959	2.245	0.449	1.235	0.112	11.00
12	7.592	2.449	0.490	1.347	0.122	12.00
13	8.224	2.653	0.531	1.459	0.133	13.00
14	8.857	2.857	0.571	1.571	0.143	14.00
15	9.490	3.061	0.612	1.684	0.153	15.00
16	10.122	3.265	0.653	1.796	0.163	16.00
17	10.755	3.469	0.694	1.908	0.173	17.00
18	11.388	3.673	0.735	2.020	0.184	18.00
19	12.020	3.878	0.776	2.133	0.194	19.00
20	12.653	4.082	0.816	2.245	0.204	20.00
21	13.286	4.286	0.857	2.357	0.214	21.00
22	13.918	4.490	0.898	2.469	0.224	22.00
23	14.551	4.694	0.939	2.582	0.235	23.00
24	15.184	4.898	0.980	2.694	0.245	24.00
25	15.816	5.102	1.020	2.806	0.255	25.00
26	16.449	5.306	1.061	2.918	0.265	26.00
27	17.082	5.510	1.102	3.031	0.276	27.00
28	17.714	5.714	1.143	3.143	0.286	28.00
29	18.347	5.918	1.184	3.255	0.296	29.00
30	18.980	6.122	1.224	3.367	0.306	30.00
31	19.612	6.327	1.265	3.480	0.316	31.00
32	20.245	6.531	1.306	3.592	0.327	32.00
33	20.878	6.735	1.347	3.704	0.337	33.00
34	21.510	6.939	1.388	3.816	0.347	34.00
35	22.143	7.143	1.429	3.929	0.357	35.00
36	22.776	7.347	1.469	4.041	0.367	36.00
37	23.408	7.551	1.510	4.153	0.378	37.00
38	24.041	7.755	1.551	4.265	0.388	38.00
39	24.673	7.959	1.592	4.378	0.398	39.00
40	25.306	8.163	1.633	4.490	0.408	40.00
41	25.939	8.367	1.673	4.602	0.418	41.00
42	26.571	8.571	1.714	4.714	0.429	42.00
43	27.204	8.776	1.755	4.827	0.439	43.00
44	27.837	8.980	1.796	4.939	0.449	44.00
45	28.469	9.184	1.837	5.051	0.459	45.00
46	29.102	9.388	1.878	5.163	0.469	46.00
47	29.735	9.592	1.918	5.276	0.480	47.00
48	30.367	9.796	1.959	5.388	0.490	48.00
49	31.000	10.000	2.000	5.500	0.500	49.00
50	31.633	10.204	2.041	5.612	0.510	50.00
51	32.265	10.408	2.082	5.724	0.520	51.00
52	32.898	10.612	2.122	5.837	0.531	52.00
53	33.531	10.816	2.163	5.949	0.541	53.00
54	34.163	11.020	2.204	6.061	0.551	54.00
55	34.796	11.224	2.245	6.173	0.561	55.00
56	35.429	11.429	2.286	6.286	0.571	56.00
57	36.061	11.633	2.327	6.398	0.582	57.00
58	36.694	11.837	2.367	6.510	0.592	58.00
59	37.327	12.041	2.408	6.622	0.602	59.00
60	37.959	12.245	2.449	6.735	0.612	60.00
61	38.592	12.449	2.490	6.847	0.622	61.00
62	39.224	12.653	2.531	6.959	0.633	62.00
63	39.857	12.857	2.571	7.071	0.643	63.00
64	40.490	13.061	2.612	7.184	0.653	64.00
65	41.122	13.265	2.653	7.296	0.663	65.00
66	41.755	13.469	2.694	7.408	0.673	66.00
67	42.388	13.673	2.735	7.520	0.684	67.00
68	43.020	13.878	2.776	7.633	0.694	68.00
69	43.653	14.082	2.816	7.745	0.704	69.00
70	44.286	14.286	2.857	7.857	0.714	70.00
71	44.918	14.490	2.898	7.969	0.724	71.00
72	45.551	14.694	2.939	8.082	0.735	72.00
73	46.184	14.898	2.980	8.194	0.745	73.00
74	46.816	15.102	3.020	8.306	0.755	74.00
75	47.449	15.306	3.061	8.418	0.765	75.00
76	48.082	15.510	3.102	8.531	0.776	76.00
77	48.714	15.714	3.143	8.643	0.786	77.00
78	49.347	15.918	3.184	8.755	0.796	78.00
79	49.980	16.122	3.224	8.867	0.806	79.00
80	50.612	16.327	3.265	8.980	0.816	80.00
81	51.245	16.531	3.306	9.092	0.827	81.00
82	51.878	16.735	3.347	9.204	0.837	82.00
83	52.510	16.939	3.388	9.316	0.847	83.00
84	53.143	17.143	3.429	9.429	0.857	84.00
85	53.776	17.347	3.469	9.541	0.867	85.00
86	54.408	17.551	3.510	9.653	0.878	86.00
87	55.041	17.755	3.551	9.765	0.888	87.00
88	55.673	17.959	3.592	9.878	0.898	88.00
89	56.306	18.163	3.633	9.990	0.908	89.00
90	56.939	18.367	3.673	10.102	0.918	90.00
91	57.571	18.571	3.714	10.214	0.929	91.00
92	58.204	18.776	3.755	10.327	0.939	92.00
93	58.837	18.980	3.796	10.439	0.949	93.00
94	59.469	19.184	3.837	10.551	0.959	94.00
95	60.102	19.388	3.878	10.663	0.969	95.00
96	60.735	19.592	3.918	10.776	0.980	96.00
97	61.367	19.796	3.959	10.888	0.990	97.00
98	62.000	20.000	4.000	11.000	1.000	98.00
99	62.633	20.204	4.041	11.112	1.010	99.00

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	62	20	4	11	1	
100	63.265	20.408	4.082	11.224	1.020	100.00
101	63.898	20.612	4.122	11.337	1.031	101.00
102	64.531	20.816	4.163	11.449	1.041	102.00
103	65.163	21.020	4.204	11.561	1.051	103.00
104	65.796	21.224	4.245	11.673	1.061	104.00
105	66.429	21.429	4.286	11.786	1.071	105.00
106	67.061	21.633	4.327	11.898	1.082	106.00
107	67.694	21.837	4.367	12.010	1.092	107.00
108	68.327	22.041	4.408	12.122	1.102	108.00
109	68.959	22.245	4.449	12.235	1.112	109.00
110	69.592	22.449	4.490	12.347	1.122	110.00
111	70.224	22.653	4.531	12.459	1.133	111.00
112	70.857	22.857	4.571	12.571	1.143	112.00
113	71.490	23.061	4.612	12.684	1.153	113.00
114	72.122	23.265	4.653	12.796	1.163	114.00
115	72.755	23.469	4.694	12.908	1.173	115.00
116	73.388	23.673	4.735	13.020	1.184	116.00
117	74.020	23.878	4.776	13.133	1.194	117.00
118	74.653	24.082	4.816	13.245	1.204	118.00
119	75.286	24.286	4.857	13.357	1.214	119.00
120	75.918	24.490	4.898	13.469	1.224	120.00
121	76.551	24.694	4.939	13.582	1.235	121.00
122	77.184	24.898	4.980	13.694	1.245	122.00
123	77.816	25.102	5.020	13.806	1.255	123.00
124	78.449	25.306	5.061	13.918	1.265	124.00
125	79.082	25.510	5.102	14.031	1.276	125.00
126	79.714	25.714	5.143	14.143	1.286	126.00
127	80.347	25.918	5.184	14.255	1.296	127.00
128	80.980	26.122	5.224	14.367	1.306	128.00
129	81.612	26.327	5.265	14.480	1.316	129.00
130	82.245	26.531	5.306	14.592	1.327	130.00
131	82.878	26.735	5.347	14.704	1.337	131.00
132	83.510	26.939	5.388	14.816	1.347	132.00
133	84.143	27.143	5.429	14.929	1.357	133.00
134	84.776	27.347	5.469	15.041	1.367	134.00
135	85.408	27.551	5.510	15.153	1.378	135.00
136	86.041	27.755	5.551	15.265	1.388	136.00
137	86.673	27.959	5.592	15.378	1.398	137.00
138	87.306	28.163	5.633	15.490	1.408	138.00
139	87.939	28.367	5.673	15.602	1.418	139.00
140	88.571	28.571	5.714	15.714	1.429	140.00
141	89.204	28.776	5.755	15.827	1.439	141.00
142	89.837	28.980	5.796	15.939	1.449	142.00
143	90.469	29.184	5.837	16.051	1.459	143.00
144	91.102	29.388	5.878	16.163	1.469	144.00
145	91.735	29.592	5.918	16.276	1.480	145.00
146	92.367	29.796	5.959	16.388	1.490	146.00
147	93.000	30.000	6.000	16.500	1.500	147.00
148	93.633	30.204	6.041	16.612	1.510	148.00
149	94.265	30.408	6.082	16.724	1.520	149.00
150	94.898	30.612	6.122	16.837	1.531	150.00
151	95.531	30.816	6.163	16.949	1.541	151.00
152	96.163	31.020	6.204	17.061	1.551	152.00
153	96.796	31.224	6.245	17.173	1.561	153.00
154	97.429	31.429	6.286	17.286	1.571	154.00
155	98.061	31.633	6.327	17.398	1.582	155.00
156	98.694	31.837	6.367	17.510	1.592	156.00
157	99.327	32.041	6.408	17.622	1.602	157.00
158	99.959	32.245	6.449	17.735	1.612	158.00
159	100.592	32.449	6.490	17.847	1.622	159.00
160	101.224	32.653	6.531	17.959	1.633	160.00
161	101.857	32.857	6.571	18.071	1.643	161.00
162	102.490	33.061	6.612	18.184	1.653	162.00
163	103.122	33.265	6.653	18.296	1.663	163.00
164	103.755	33.469	6.694	18.408	1.673	164.00
165	104.388	33.673	6.735	18.520	1.684	165.00
166	105.020	33.878	6.776	18.633	1.694	166.00
167	105.653	34.082	6.816	18.745	1.704	167.00
168	106.286	34.286	6.857	18.857	1.714	168.00
169	106.918	34.490	6.898	18.969	1.724	169.00
170	107.551	34.694	6.939	19.082	1.735	170.00
171	108.184	34.898	6.980	19.194	1.745	171.00
172	108.816	35.102	7.020	19.306	1.755	172.00
173	109.449	35.306	7.061	19.418	1.765	173.00
174	110.082	35.510	7.102	19.531	1.776	174.00
175	110.714	35.714	7.143	19.643	1.786	175.00
176	111.347	35.918	7.184	19.755	1.796	176.00
177	111.980	36.122	7.224	19.867	1.806	177.00
178	112.612	36.327	7.265	19.980	1.816	178.00
179	113.245	36.531	7.306	20.092	1.827	179.00
180	113.878	36.735	7.347	20.204	1.837	180.00
181	114.510	36.939	7.388	20.316	1.847	181.00
182	115.143	37.143	7.429	20.429	1.857	182.00
183	115.776	37.347	7.469	20.541	1.867	183.00
184	116.408	37.551	7.510	20.653	1.878	184.00
185	117.041	37.755	7.551	20.765	1.888	185.00
186	117.673	37.959	7.592	20.878	1.898	186.00
187	118.306	38.163	7.633	20.990	1.908	187.00
188	118.939	38.367	7.673	21.102	1.918	188.00
189	119.571	38.571	7.714	21.214	1.929	189.00
190	120.204	38.776	7.755	21.327	1.939	190.00
191	120.837	38.980	7.796	21.439	1.949	191.00
192	121.469	39.184	7.837	21.551	1.959	192.00
193	122.102	39.388	7.878	21.663	1.969	193.00
194	122.735	39.592	7.918	21.776	1.980	194.00
195	123.367	39.796	7.959	21.888	1.990	195.00
196	124.000	40.000	8.000	22.000	2.000	196.00
197	124.633	40.204	8.041	22.112	2.010	197.00
198	125.265	40.408	8.082	22.224	2.020	198.00
199	125.898	40.612	8.122	22.337	2.031	199.00
200	126.531	40.816	8.163	22.449	2.041	200.00

**Wiltshire Council**

**Annual Council**

**23 February 2016**

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## **Appointment to the Local Pension Board**

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### **Executive Summary**

At the Council meeting on 14 July 2015, two nominations were approved for the Employer representatives' vacancies to the Local Pension Board from Wiltshire Council and Swindon Borough Council. The representative from Swindon Borough Council (Kirsty Cole) resigned in October 2015, and nominations were sought in line with the Terms of Reference for a replacement.

This ensures all Board positions are filled and fulfils the Council's statutory obligations under the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015.

Link to previous papers and minutes of the Council meeting in relation to the Local Pension Board appointments and its Terms of Reference can be found below:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CIId=130&MIId=8697&Ver=4>

<http://cms.wiltshire.gov.uk/documents/s93063/Report.pdf>

### **Proposal**

To approve the following appointment as Employer Representative for the Local Pension Board:

**Sarah Holbrook – Wiltshire Police**

### **Reason for Proposal**

To ensure that Wiltshire Council complies with its statutory obligations as administering authority to the Wiltshire Pension Fund.

**Carolyn Godfrey**  
**Corporate Director**

Report Author:

David Anthony,  
Head of Pensions  
01225 713620

[David.Anthony@Wiltshire.gov.uk](mailto:David.Anthony@Wiltshire.gov.uk)

8 February 2016

## **Background Papers**

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**Wiltshire Council**

**Council**

**23 February 2016**

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## **Revised Cabinet Member Responsibilities**

1. The Leader has taken the opportunity to review some of the responsibilities of her Cabinet Members. As a result, the Leader has given written notice that she has made the following change with effect from 9 February 2016 as reported to the Cabinet meeting of that date.
2. The Cabinet Member for Economic Development, Skills and Strategic Transport will take on responsibility for strategic property. Responsibility for the operational use of property will remain with the Cabinet Member for Strategic Planning and Waste.
3. This change is intended to provide greater focus and clarity in the exercise of the council's functions as landowner.
4. I am therefore reporting this change to Council as required by the Constitution (paragraph 9 of the Cabinet Procedure Rules).
5. Details of the changes are shown in the attached Appendix.

### **Proposal**

**That Council notes the change to the Cabinet Scheme of Delegation for Individual members of the Cabinet as detailed in the report and Appendix presented.**

**Dr Carlton Brand  
Corporate Director**

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Background papers: None

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**Part 3 Section C**

**Delegation of Executive Functions**

**Individual members of Cabinet**

**Appendix 2**

<b>Cabinet Member</b>	<b>Responsibilities</b>	<b>Cabinet Member(s)</b>
<p><b>Leader</b></p> <p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>○ Setting strategic direction</li> <li>○ Ensuring the needs and aspirations of Wiltshire people are known</li> <li>○ Management initiatives</li> <li>○ Identifying priorities and setting targets</li> <li>○ Setting priorities</li> <li>○ Communication policy</li> <li>○ Promoting the council</li> <li>○ Relationships with other political group leaders and the chairman of the council</li> </ul>	<p>Baroness Scott OBE of Bybrook</p> <p>Correspondence address: Leader of the Council Wiltshire Council Bythesea Road Trowbridge BA14 8JN</p>
<p><b>Deputy Leader</b></p> <p><b>Communities, Campuses, Area Boards and Broadband</b></p>	<ul style="list-style-type: none"> <li>○ Broadband</li> <li>○ Community development in local areas including area boards</li> <li>○ Campus development</li> </ul>	<p>Cllr John Thomson Sherston</p> <p>Correspondence address: Wiltshire Council Bythesea Road, Trowbridge BA11 8JN</p>
<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>○ Finance</li> </ul>	<p>Cllr Richard (Dick)</p>

	<ul style="list-style-type: none"> <li>○ Probity and financial management</li> <li>○ Housing benefit</li> <li>○ Welfare Reform</li> <li>○ Council tax</li> <li>○ Performance</li> <li>○ Risk</li> <li>○ Pensions</li> <li>○ Audit</li> <li>○ Procurement and commissioning</li> <li>○ Business transformation (systems thinking/lean)</li> </ul>	<p>Tonge Corsham Without and Box Hill</p> <p>Correspondence address: Wiltshire Council Bythesea Road, Trowbridge BA11 8JN</p>
<p><b>Children’s Services</b></p>	<ul style="list-style-type: none"> <li>○ Performance of children’s social services including child protection, fostering and adoption, children’s homes and special educational needs</li> <li>○ Relations with other organisations, especially the health service and voluntary organisations regarding children’s services</li> <li>○ Partnership with Wiltshire’s school governors and headteachers on education matters including school performance and funding, curriculum, buildings and admissions</li> <li>○ Performance of the youth development service and early</li> </ul>	<p>Cllr Laura Mayes Roundway</p> <p>Correspondence address: Wiltshire Council Bythesea Road, Trowbridge BA11 8JN</p>

	years provision and youth justice	
<b>Health (including Public Health) and Adult Social Care</b>	<ul style="list-style-type: none"> <li>○ Performance of adult care services including services for people with learning disability, mental health problems or a physical impairment and for older people</li> <li>○ Relations with other organisations, especially the health service and voluntary organisations regarding social care services</li> <li>○ The Supporting People Programme</li> <li>○ Public health</li> <li>○ Community safety</li> <li>○ Environmental health</li> <li>○ Trading standards</li> <li>○ Licensing</li> <li>○ Emergency planning</li> </ul>	<p>Cllr Keith Humphries Warminster Broadway Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN</p>
economic development, skills <del>and</del> strategic transport <u>and strategic property</u>	<ul style="list-style-type: none"> <li>○ Economic development</li> <li>○ Tourism</li> <li>○ Performance and strategy for transport including the Local Transport Plan and related strategies and policies</li> <li>○ <u>Strategic property</u></li> <li>○ Local Economic Partnership</li> </ul>	<p>Cllr Fleur de Rhé-Philippe Warminster Without Correspondence address: Wiltshire Council Bythesea Road, Trowbridge BA11 8JN</p>

<p>strategic planning and development management), <b>operational</b> property, waste and strategic housing</p>	<ul style="list-style-type: none"> <li>○ Performance of waste management including collection, disposal and recycling and <b>operational</b> property management including county farms</li> <li>○ Performance of countryside management and the provision of gypsy and traveller services</li> <li>○ Climate change and carbon trading</li> <li>○ Development management services including planning enforcement and conservation</li> <li>○ Strategic Housing</li> <li>○ Strategic planning including the Local Development Framework</li> <li>○ Wiltshire and Swindon minerals and waste local plans</li> </ul>	<p>Cllr Toby Sturgis Brinkworth Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN</p>
<p><b>Hubs, Governance (including information management), Support Services (HR, legal, ICT, business services, democratic services), Heritage and Arts, and Customer Care</b></p>	<ul style="list-style-type: none"> <li>○ Cultural development including heritage, museums and arts</li> <li>○ Governance including information management</li> <li>○ Registration service and coroners</li> <li>○ Human resources and organisational development</li> <li>○ Equalities and</li> </ul>	<p>Cllr Stuart Wheeler Burbage and the Bedwyns Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN</p>

	<p>diversity</p> <ul style="list-style-type: none"> <li>○ Legal</li> <li>○ ICT</li> <li>○ Business Services</li> <li>○ Democratic Services</li> <li>○ Councillor development</li> <li>○ Customer care</li> </ul>	
<b>Housing, Leisure, Libraries and Flooding</b>	<ul style="list-style-type: none"> <li>○ Housing</li> <li>○ Leisure and sports</li> <li>○ Libraries</li> <li>○ Flooding</li> </ul>	<p>Cllr Jonathon Seed</p> <p>Summerham and Seed Division</p> <p>Correspondence address:</p> <p>Wiltshire Council Bythesea Road Trowbridge BA14 8JN</p>
<b>Highways and Transport</b>	<ul style="list-style-type: none"> <li>○ Highways maintenance and improvements</li> <li>○ Rights of way</li> <li>○ Public conveniences</li> <li>○ Grounds and open space management including allotments</li> <li>○ Cemeteries and markets</li> <li>○ Litter and cleansing activities and environmental enforcement including abandoned vehicles, fly tipping etc</li> <li>○ Traffic management including car parking, road safety and passenger transport</li> </ul>	<p>Cllr Philip Whitehead</p> <p>Urchfont and the Cannings Division</p> <p>Correspondence address:</p> <p>Wiltshire Council Bythesea Road Trowbridge BA14 8JN</p>

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