

## Councillors Briefing Note No. 1

**Department:** Children and Education

**Further Enquiries to:** Nick Glass

**Date Prepared:** July 2009

**Direct Line:** (01225) 713853

### Academies Briefing for Members July 2009.

There are three Academies proposed:-

Name of School	Academy	Opening Date	Number on Role
Castledown	The Wellington Academy	September 2009	1150 inc 200 6 <sup>th</sup> form
St Joseph's Catholic St Edmund's Girls Wyvern College	To be decided but is known for the time being as the Laverstock Academy	September 2010	1500 250 6 <sup>th</sup> form
Salisbury High	To be decided but is known for the time being as the Salisbury Academy	September 2010	1200 250 6 <sup>th</sup> form

- The Wellington Academy is agreed and opening in September 2009 sponsored by Wellington College. The principal and vice principal have been appointed. Staff have 'moved over' to the new staffing structure from the predecessor school.

**The remaining text refers to the two Academy proposals in Salisbury.**

- There are two Academies proposed.
  - Laverstock Academy as the result of the amalgamation of the three secondary schools on the Laverstock campus. The school would be sited on the same footprint with a phased building programme.
  - Salisbury Academy would be created from the original Salisbury High School and would be sited on or close to the present site on Bemerton Heath.
- Laverstock and Salisbury High Academy projects have gained Ministerial approval to move to the Expression of Interest stage. The Expressions of Interest will be submitted to the DCSF by the end of July if approved by Cabinet. If the EsOI are then approved by Ministers the projects will move to the Feasibility Stage. This will allow the Sponsors to consult widely with stakeholders and decide the detail of the projects. Once this process has been completed, by the end of December 2009, then the Outline Business Case is signed and the funds are allocated by the DCSF. The Academies will then open in September 2010 with new build complete by 2013.

- Both the Academies will be sponsored by the LA and the Diocese of Salisbury. The Diocese of Clifton will be an additional sponsor at the Laverstock Academy. Two independent schools have expressed an interest in being involved with the projects.
- Strategies for the transformation of educational outcomes for young people will include the following essential features as part of a new education landscape for Salisbury:
  - 11-18 Co-ed education
  - A commitment to full inclusion
  - 'human scale schooling' – schools within schools
  - Personalised learning
  - Strong Christian ethos
  - Integrated multi- agency work and partnership
  - Full extended services and opportunities
  - A commitment to work across the city to deliver a viable 14-19 curriculum.
  - Specialisms of Humanities and Sport at Laverstock, and Mathematics and Arts at Salisbury Academy.
- Reorganisation of school structures at both sites will use the 'schools within schools' model. We believe that learning will be best achieved through smaller schools within schools, each with its own self-contained group of staff. Within this structure, every teacher will know every student. It will enable students to have a much stronger sense of belonging and will be more easily influenced into constructive patterns of learning and behaviour. Through this human scale school model, the Academies will deliver the highest quality personalised learning and pastoral support. Teachers will work with fewer students and will be better able to understand each student's achievements and needs; this will be of particular benefit to vulnerable children and children with LDD/SEN. The sponsors are working with James Wetz, a former Wiltshire Headteacher and now a research fellow at the University of Bristol to develop his model of human scale education at the two Academies.
- The sponsors would wish for both Academy sites to be 'hub' sites for wider health and community services as part of meeting the LA's strategic planning for 21<sup>st</sup> century schools.
- The Academies will develop their ethos using the uniqueness of a Christian Faith based education and philosophy where the care for the individual is central to achievement.
- Develop the house systems to foster both sporting and cultural development in students.
- Both Academies will be pioneers in implementing unique and innovative approaches to curriculum design and delivery so that there are clear pathways and qualification routes that are suitable for all learners and learning styles. This will ensure higher achievement and better progression routes post 16.
- To aim to offer each student the security of a core curriculum at Year 7 and 8 within their 'home school' but with growing specialisation as they move up the school with increasing use of high quality specialised facilities.
- A range of qualifications will be offered: GCSE, Vocational qualifications, Diplomas both pre and post 16.
- Opportunities afforded by new technologies and ICT will be fully exploited. The Academies will develop an e-learning and e-communication strategy, enabling students and staff to access learning and other resources on demand, with their own personal devices, directly or remotely to the Academies 'Virtual Learning Environment' and, in addition, improve and enhance home-school communication.
- The Academies will embrace the notion of collaborative arrangements both between the two Academies and across the city to support the principles that are underpinning the 14-19 reforms. This would allow for the full entitlement of courses to be offered.
- The sponsors will seek to develop the skills and expertise of all the staff in the Academies and to attract and retain the very best staff through innovative professional development and career

progression opportunities. All staff will be supported to develop high level skills to ensure every aspect of the Academies performance is sustained at the very highest level. The LA is working with a local University to develop this programme.

- The Academies' timetables will be constructed so that there were flexible working arrangements for both staff and students. The Academy facilities will open beyond the normal school day thereby supporting comprehensive adult/lifelong learning in their communities.
- The development of the Academies has the possibility of attracting a very large sum for capital building to the city to reinvest in secondary education and create 'world class' provision.

## Councillors Briefing Note No. 2

**Department:** Transport, Environment & Leisure

**Further Enquiries to:** Mark Kimberlin

**Date Prepared:** July 2009

**Direct Line:** (01225) 713155

### **Pandemic Flu (Swine Flu) - Emergency Planning Preparations**

#### ***Initial Response***

The Council's pandemic flu plan has been reviewed and revised. The Emergency Planning Group is working with Wiltshire NHS to identify anti viral distribution points. Representatives of the Emergency Planning Group have attended initial meetings of the Local Resilience Forum (which comprises partner agencies in Wiltshire and Swindon including emergency services and the PCT) and are now participating in weekly telephone conference calls.

#### ***Follow Up***

A programme of Business Continuity Management training and exercising of plans by department commenced in March 2009 to ensure all services have a plan in place by the end of 2009. All plans will be validated in early 2010.

A representative of the Emergency Planning Group attended the Joint Consultative Committee meeting held on 20 May to outline the current planning arrangements for Swine Flu.

A briefing was given to the Extended Leadership Team (ELT) comprising all Corporate Directors and Service Directors on 15 June. A specific Swine Flu Business Impact Analysis pro forma was distributed at ELT. Actions arising from this meeting of ELT are:

- Service Directors and their Heads of Service to complete a business impact analysis for each of their services specifically for Swine Flu to address issues arising from reduced numbers of staff being at work and also a higher than average death rate for return to John Edwards by the end of July
- George Batten and Maggie Rae to provide a further staff update in early August.

Advice from the Emergency Planning Group is available but staff will not be able to respond to requests from all Departments close to the deadline for the analyses to be returned. To date the Emergency Planning Group has received one request to attend a meeting of the Department of Resources Departmental Leadership Team on 15 July.

### ***Current Planning***

Meetings have been arranged with representatives from Human Resources, Legal and Health and Safety services to discuss policy on staff arrangements during any pandemic.

The Emergency Planning Group staff are working with all Local Resilience Forum agencies, undertakers and others to determine current capacity within Wiltshire to cope with an increased number of deaths.

The latest draft of the Excess Deaths plan for Wiltshire has been finalised and circulated for comment.

Further updates will be provided in due course to reflect any changes to planning assumptions or to provide additional information about processes or the virus.

## COUNCILLORS BRIEFING NOTE

### No. 3

**Department:** Economic Development, Planning and Housing

**Further Enquiries to:** Alistair Cunningham

**Date Prepared:** July 2009

**Direct Line:** (01225) 713203

### ADOPTION OF WILTSHIRE AND SWINDON MINERALS AND WASTE CORE STRATEGIES

Wiltshire Council and Swindon Borough Council have now formally adopted the following Development Plan Documents (DPDs):

- Wiltshire and Swindon Minerals Core Strategy 2006 – 2026 DPD
- Wiltshire and Swindon Waste Core Strategy 2006 – 2026 DPD

The Minerals and Waste Core Strategies form part of the Local Development Framework for Wiltshire Council and Swindon Borough Council and set out the visions, objectives and strategic spatial approach for managing minerals and waste developments over the period 2006-2026.

The DPDs were subject to extensive stakeholder consultation prior to Independent Examination by government appointed Planning Inspectors. The adopted DPDs incorporate minor changes to the Submission Draft documents as set out in the recommendations of the Inspectors' Reports.

Copies of the Adoption Statement, the adopted DPDs, the Inspectors' Reports, Sustainability Appraisal Reports and Sustainability Appraisal Adoption Statements are available for public inspection at the following Wiltshire Council offices:

- Trowbridge (County Hall and Bradley Road)
- Chippenham
- Devizes
- Salisbury

and at Swindon Borough Council offices at Premier House and Wat Tyler House, Swindon.

The documents can also be viewed at all libraries within Wiltshire and Swindon, during normal opening hours and on the Council's website:

<http://www.wiltshire.gov.uk/environmentandplanning/planning/planningpolicy/mineralsandwastedevelopmentplan.htm> .

The next stage of plan preparation involves the identification of sites for waste management and sand and gravel extraction up to 2026. Consultations on a draft Waste Sites DPD will be undertaken towards the end of 2009 before submission to the Secretary of State for Independent Examination early 2010.

Consultations on an initial list of potential sand and gravel sites will take place by the end of 2009. A draft DPD will then be published early 2010 for further consultation prior to submission to the Secretary of State for Independent Examination.

Further information is available by contacting the Minerals and Waste Policy Team on 01225 713429, or e-mail [mineralsandwastepolicy@wiltshire.gov.uk](mailto:mineralsandwastepolicy@wiltshire.gov.uk)

-oOo-

## COUNCILLORS BRIEFING NOTE

### No. 4

**Department:** Transport, Environment  
and Leisure

**Further Enquiries to:** Martin Litherland

**Date Prepared:** July 2009

**Direct Line:** (01225) 718524

## RECYCLING ARRANGEMENTS FOR RIGID PLASTICS

### Introduction

Recently a company that had been working with the Council's contractors, Hills Waste Solutions, until March 2009, was implicated in media reports about illegal exports of clinical and other hazardous waste to Brazil. The company is called Worldwide Biorecyclables Ltd. and is based at Swindon. The company had provided a rigid plastics recycling service to Hills for a trial lasting about 9 months.

This note provides information on the relationship between the company and the Council's contractor, and relevant background information on recycling arrangements.

### Background

Hills Waste Solutions Ltd. undertakes the recycling of the County's municipal waste under contract to the Council. This contract covers the provision of:

- The kerbside black box recycling service in north, west and south Wiltshire (in east Wiltshire the black box service is provided by the East Area Hub).
- A central Materials Recycling Facility at Lower Compton near Calne, together with the operation of 10 Household Recycling Centres (HRCs) across the County.

In addition, Hills also service in the region of 250 local "bring sites" comprising bottle banks, can banks, paper banks, etc.



## **Wiltshire Waste Contract**

Within the contract there is an emphasis on landfill diversion, which has stimulated efforts to develop additional markets for a wide range of potentially recyclable materials. Recent examples of such service developments are the introduction of Tetrapak recycling at all of Wiltshire's HRCs, and new facilities for domestic batteries. Hills are responsible for exploring potential markets and for putting appropriate arrangements in place when opportunities arise. This is normally undertaken in consultation with the Council.

Under the contract, Hills effectively take "ownership" of the waste collected by them or delivered to them by the Council's waste collection service and are incentivised to recycle. Therefore, they take responsibility for the risk of securing sustainable markets for materials they sell for recycling. Under the contract, Hills also have to ensure that they are operating legally and that any third party arrangements are also legal.

Hills have long-term arrangements in place for the majority of materials currently collected for recycling. A good example of how this has benefited the Council occurred when the prices for recyclable materials collapsed in December 2008 as a result of the global economic downturn. Hills were able to continue to send all of the material separated for recycling to reprocessors. Some of this was stockpiled for a limited period but none landfilled. Some other UK authorities without long-term arrangements in place with appropriate reprocessors were forced to landfill material collected for recycling.

Hills are obliged to comply with relevant legislation and have a strong track record in doing so. They are subject to frequent visits by the Environment Agency which has undertaken audits of waste flows through Hills' facility at Lower Compton. Hills have a clear duty of care to pass materials onto organisations authorised to transport and/or receive materials for recycling, and are required to maintain records of evidence relating to all transactions of waste from their site.

Within this context, Hills are responsible for securing appropriate markets for recyclable materials and will change brokers or reprocessors from time to time, when it is advantageous to do so. Wiltshire Council is consulted when significant changes are proposed, or when opportunities arise to extend the range of materials collected for recycling. Hills actively co-operate with the Council on the frequent updating of a central "Reprocessors List", identifying the various transport and reprocessing contractors for each material (see below).

### **Rigid plastics trial**

In May 2008, Hills identified Worldwide Biorecyclables Ltd. as a possible outlet for hard, dense and rigid plastics. The Company is based at South Marston, Swindon. Hills then approached officers of the Council with a proposal to trial the collection of such plastics at a selection of HRCs.

It was understood that Worldwide Biorecyclables was accepting these plastics for bulking up and baling for shipment to a reprocessing facility in Brazil.

The trial involved the use of separate skips located at most HRCs. Trained staff advised members of the public on the types of rigid plastics that were acceptable and helped control the quality of the material collected. This arrangement was completely separate from collections of plastic types 1, 2, 3 (mainly plastic bottles) which have been established at the HRCs for some time. These plastics go to a different reprocessor.

From the 9 months of operation, the Council has weighbridge tickets showing about 750 tonnes of rigid plastics were delivered to South Marston for bulking up prior to onward transportation to appropriate recycling facilities. This represents approximately 0.3% of the Council's overall waste arisings for 2008/09 and less than 1% of all recycling.

## **Auditing of waste streams and destinations**

Hills provide the authority with information relating to the various brokers and reproprocessors involved in handling Wiltshire's municipal waste. Wiltshire Council regularly audits this data in order to ensure that its "Reprocessors List" is kept up to date. This list is reviewed at quarterly management meetings between the Council and Hills. Changes in reproprocessors are also identified at regular 6 weekly contract meetings between the Council and Hills.

The Environment Agency reviewed these arrangements as part of a two-day audit of the Council's waste data arrangements during 2008 and reported that it considered Wiltshire's approach to demonstrate best practice. Reports indicate that not all Councils collect such information from their contractors about the destinations of recyclates.

Before the trial commenced, Hills and the Council obtained confirmation that Worldwide Biorecyclables Ltd. was operating under an appropriate exemption provided by the Environment Agency, enabling them to handle and bulk up the rigid plastics, and also that the company was registered with the Environment Agency as a Registered Waste Carrier and Broker. Both registrations took place in May 2008. The HRC trial commenced in late June 2008, and ceased at the end of March 2009.

It is important to note that recyclable materials are now increasingly placed on the global market, as the UK does not currently have reprocessing facilities for all materials.

## **Recycling in Brazil**

Officers understand that recycling is relatively advanced in Brazil. Indeed, the country appears to achieve higher recycling rates than Europe. Because of this, Brazil has invested significantly in its recycling and reprocessing infrastructure which currently has in the region of 30% spare capacity. As a consequence, Brazil actively imports large volumes of waste for recycling and recovery.

## **Clinical waste**

Media reports have stated that containers exported to Brazil by Worldwide Bio-reyclables Ltd. contained a mix of clinical wastes, besides plastics. The export of this clinical waste, which could not be recycled, is illegal. However, the export of plastics for reprocessing would normally be legal.

The small tonnage of clinical waste dealt with by Wiltshire Council is collected separately and delivered directly by the Council's in-house Collection Service to a specialist treatment facility in Avonmouth operated by Ethos Recycling Ltd. It is not handled by Hills or mixed with plastics at any stage.

## **Hazardous Waste**

The media reports also refer to other types of hazardous waste, such as batteries, being found in the containers. Very little hazardous waste is dealt with directly by Wiltshire Council (other than items legally disposed of by residents in their residual waste collection, which goes direct to landfill or Energy from Waste). Small quantities would be received at the Council's HRCs, but these are dealt with by specialist, licensed contractors. Weight tickets or Transfer Notes cover these waste movements, and the recipients are also identified in the Council's "Reprocessors List" audits. These arrangements have been followed, without incident, for several years and are also the subject of regular audits.

The Environment Agency is the enforcing authority relating to waste, both domestically and that destined for export. It has a responsibility for checking on waste operators (collectors, brokers, reproprocessors and exporters) as well as permitting waste activities. The Environment Agency is actively investigating this incident and Wiltshire Council officers will offer every assistance relating to the delivery of waste rigid plastics from the Council's HRCs to Worldwide Biorecyclables Ltd.

-oOo-

## COUNCILLORS BRIEFING NOTE

### No. 5

**Department:** Economic Development, Planning and Housing

**Further Enquiries to:** Alistair Cunningham

**Date Prepared:** July 2009

**Direct Line:** (01225) 713203

### **SOUTH WILTSHIRE CORE STRATEGY PUBLICATION OF PROPOSED SUBMISSION DRAFT REPRESENTATIONS INVITED 10 AUGUST TO 30 SEPTEMBER 2009**

The Cabinet resolved on 15 July 2009 that the South Wiltshire Core Strategy be taken forward by the Council in order to update planning policies in the Salisbury District Local Plan and that the document should proceed to the next stage of its preparation (Publication Stage). The document has been in preparation since 2006. It is based on evidence and shaped by significant public consultation undertaken by the former Salisbury District Council.

The representation period is due to commence on 10 August and end on 30 September. A hard copy of the South Wiltshire Core Strategy document will be sent to all Councillors, together with a formal notification that the representation period will start by 10 August.

At the Publication Stage, representations are invited on whether the document is considered to be sound and legally compliant. In order to clarify this, a copy of the representation form and guidance note is attached as **Appendix 1**. However, if you wish to talk to an Officer for further explanation, please contact the Spatial Planning Team on the following number (01722) 434390 or e-mail [james.sutton@wiltshire.gov.uk](mailto:james.sutton@wiltshire.gov.uk).

Following the representation period, the Council will consider any comments received to ensure that no fundamental issues have been raised on the soundness of the Plan before submitting the document to the Secretary of State for independent examination by a Government appointed Inspector. It is the role of the Inspector to consider any representations received and to propose changes to the document in light of these rather than the Council. Before submission to the Secretary of State, the Core Strategy will be presented for approval at a special meeting of Full Council to be held during October 2009.

Hard copies of the Core Strategy and the associated proposed submission documents will be available at the following offices and libraries of Wiltshire Council:

#### Offices

- County Hall, Trowbridge
- Planning Office, Wyndham Road, Salisbury
- Milford Street, Salisbury
- Monkton Park, Chippenham
- Browfort, Devizes

#### Libraries

- Amesbury
- Downton
- Durrington
- Mere
- Salisbury
- Tisbury
- Warminster
- Wilton

These documents will also be available on the Council's website.

During the representation period, both public exhibitions and meetings have been arranged at which you will be able to find out more about the document and how you can comment. Details of these are set out below.

Public exhibitions, attended by Officers, will take place between **12.30 p.m. and 7.00 p.m.** as follows:

- 11 August 2009 Guildhall, Salisbury
- 1 September 2009 Guildhall, Salisbury
- 2 September 2009 Victoria Hall, Tisbury
- 3 September 2009 Antrobus House, Amesbury
- 7 September 2009 Michael Herbert Hall, Wilton
- 8 September 2009 Lecture Hall, Mere
- 10 September 2009 Memorial Hall, Downton

In addition, the following four meetings of the Area Boards have been arranged at which a presentation on the South Wiltshire Core Strategy will take place at **7.00 p.m.**

Date	Area Board	Venue
3 September 2009	Salisbury	City Hall, Salisbury
8 September 2009	Amesbury	Antrobus House, Amesbury
15 September 2009	Southern Wiltshire	Trafalgar School, Downton
16 September 2009	South West Wiltshire	Nadder Hall, Tisbury

There will be the opportunity to speak to Officers and ask questions.

If you have any further queries about the South Wiltshire Core Strategy, please contact the Spatial Planning Team on (01722) 434390.

-oOo-

## Notes to Accompany Representation Form for Development Plan Documents

### 1. Introduction

1.1 The development plan document (DPD) is published in order for representations to be made prior to submission. The representations will be considered alongside the submitted DPD, which will be examined by a Planning Inspector. The Planning and Compulsory Purchase Act 2004<sup>1</sup> (the 2004 Act) states that the purpose of the examination is to consider whether the DPD complies with the legal requirements and is 'sound'.

- If you are seeking to make representations on the **way** in which the LPA has prepared the published DPD it is likely that your comments or objections will relate to a matter of **legal compliance**.
- If it is the **actual content** on which you wish to comment or object it is likely it will relate to whether the DPD is **justified, effective or consistent with national policy**.

### 2. Legal Compliance

2.1 The Inspector will first check that the DPD meets the legal requirements under s20(5)(a) of the 2004 Act before moving on to test for soundness.

You should consider the following before making a representation on legal compliance:

- The DPD in question should be within the current Local Development Scheme (LDS) and the key stages should have been followed. The LDS is effectively a programme of work prepared by the LPA, setting out the Local Development Documents it proposes to produce over a 3 year period. It will set out the key stages in the production of any DPDs which the LPA propose to bring forward for independent examination. If the DPD is not in the current LDS it should not have been published for representations. The LDS should be on the LPA's website and available at their main offices.
- The process of community involvement for the DPD in question should be in general accordance with the LPA's Statement of Community Involvement (where one exists). The Statement of Community Involvement (SCI) is a document which sets out a LPA's strategy for involving the community in the preparation and revision of Local Development Documents (including DPDs) and the consideration of planning applications.
- The DPD should comply with the Town and County Planning (Local Development) (England Regulations) 2004 as amended<sup>2</sup>. On publication, the LPA must publish the documents prescribed in the regulations, and make them available at their principal offices and their website. The LPA must also place local advertisements and notify the DPD bodies (as set out in the regulations) and any persons who have requested to be notified.
- The LPA is required to provide a Sustainability Appraisal Report when they publish a DPD. This should identify the process by which the Sustainability Appraisal has been carried out, and the baseline information used to inform the process and the outcomes of that process. Sustainability Appraisal is a tool for appraising policies to ensure they reflect social, environmental, and economic factors.
- The DPD should have regard to national policy and conform generally to the Regional Spatial Strategy (RSS). The RSS sets out the region's policies in relation to the development and use of land and forms part of the development plan for LPAs. In London it is called the Spatial Development Strategy.
- The DPD must have regard to any Sustainable Community Strategy (SCS) for its area (i.e. county and district). The SCS is usually prepared by the Local Strategic Partnership which is representative of a range of interests in the LPA's area. The SCS is subject to consultation but not to an independent examination.

<sup>1</sup> View at [http://www.opsi.gov.uk/ACTS/acts2004/ukpga\\_20040005\\_en\\_1](http://www.opsi.gov.uk/ACTS/acts2004/ukpga_20040005_en_1)

<sup>2</sup> View at <http://www.opsi.gov.uk/si/si2004/20042204.htm> (2004 regulations) and [http://www.opsi.gov.uk/si/si2008/pdf/uksi\\_20081371\\_en.pdf](http://www.opsi.gov.uk/si/si2008/pdf/uksi_20081371_en.pdf) (2008 amending regulations)  
CM09091 App1

### 3. Soundness

3.1 To be sound a DPD should be:

- ***Justified***

This means that the DPD should be founded on a robust and credible evidence base involving:

- Evidence of participation of the local community and others having a stake in the area
- Research/fact finding: the choices made in the plan are backed up by facts

The DPD should also provide the most appropriate strategy when considered against reasonable alternatives. These alternatives should be realistic and subject to sustainability appraisal. The DPD should show how the policies and proposals help to ensure that the social, environmental, economic and resource use objectives of sustainability will be achieved.

- ***Effective***

This means the DPD should be deliverable, embracing:

- Sound infrastructure delivery planning
- Having no regulatory or national planning barriers to delivery
- Delivery partners who are signed up to it
- Coherence with the strategies of neighbouring authorities

The DPD should also be flexible and able to be monitored.

The DPD should indicate who is to be responsible for making sure that the policies and proposals happen and when they will happen.

The plan should be flexible to deal with changing circumstances, which may involve minor changes to respond to the outcome of the monitoring process or more significant changes to respond to problems such as lack of funding for major infrastructure proposals. Although it is important that policies are flexible, the DPD should make clear that major changes may require a formal review including public consultation.

Any measures which the LPA has included to make sure that targets are met should be clearly linked to an Annual Monitoring Report. This report must be produced each year by all local authorities and will show whether the DPD needs amendment.

- ***Consistent with national policy***

The DPD should be consistent with national policy. Where there is a departure, LPAs must provide clear and convincing reasoning to justify their approach. Conversely, you may feel the LPA should include a policy or policies which would depart from national or regional policy to some degree in order to meet a clearly identified and fully justified local need, but they have not done so. In this instance it will be important for you to say in your representations what the local circumstances are that justify a different policy approach to that in national or regional policy and support your assertion with evidence.

3.2 If you think the content of a DPD is not sound because it does not include a policy where it should do, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by any national planning policy or in the Regional Spatial Strategy (or the Spatial Development Strategy in London)? If so it does not need to be included.
- Is what you are concerned with covered by any other policies in the DPD on which you are seeking to make representations or in any other DPD in the LPA's Local Development Framework (LDF). There is no need for repetition between documents in the LDF.
- If the policy is not covered elsewhere, in what way is the DPD unsound without the policy?
- If the DPD is unsound without the policy, what should the policy say?

#### 4. General advice

4.1 If you wish to make a representation seeking a change to a DPD or part of a DPD you should make clear in what way the DPD or part of the DPD is not sound having regard to the legal compliance check and three tests set out above. You should try to support your representation by evidence showing why the DPD should be changed. It will be helpful if you also say precisely how you think the DPD should be changed. Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further submissions based on the original representation made at publication. After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.

4.2 Where there are groups who share a common view on how they wish to see a DPD changed, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

4.3 Further detailed guidance on the preparation, publication and examination of DPDs is provided in *Planning Policy Statement 12: Local Spatial Planning*<sup>3</sup> and in *The Plan Making Manual*<sup>4</sup>.

---

<sup>3</sup> View at <http://www.communities.gov.uk/publications/planningandbuilding/pps12lsp>

<sup>4</sup> View at <http://www.pas.gov.uk/pas/core/page.do?pageId=51391>





## South Wiltshire Core Strategy Development Plan Document (DPD) Publication Stage Representation Form

Ref:  
(For official use only)

Name of the DPD to which this representation relates:

South Wiltshire Core Strategy

**Please return to Wiltshire Council, by 5pm on Wednesday 30<sup>th</sup> September 2009**

**By post to:** Planning Office, Spatial Planning South Team, 61 Wyndham Road, Salisbury, Wiltshire, SP2 7NN or

**By e-mail to:** james.sutton@wiltshire.gov.uk

**By fax to:** 01722 434 247

This form has two parts –

Part A – Personal Details

Part B – Your representation(s). Please fill in a separate sheet for each representation you wish to make.

### Part A

#### 1. Personal Details\*

*\*If an agent is appointed, please complete only the Title, Name and Organisation boxes below but complete the full contact details of the agent in 2.*

#### 2. Agent's Details (if applicable)

Title

First Name

Last Name

Job Title

(where relevant)

Organisation

(where relevant)

Address Line 1

Line 2

Line 3

Line 4

Post Code

Telephone Number

E-mail Address

(where relevant)

---

**Part B – Please use a separate sheet for each representation**


---

Name or Organisation :

3. To which part of the DPD does this representation relate?

Paragraph

Policy

Proposals Map

4. Do you consider the DPD is :

4.(1) Legally compliant

Yes

No

4.(2) Sound

Yes

No

*If you have entered **No** to 4.(2), please continue to Q5. In all other circumstances, please go to Qu 6.*

5. Do you consider the DPD is **unsound** because it is not:

(1) Justified

(2) Effective

(3) Consistent with national policy

6. Please give details of why you consider the DPD is not legally compliant or is unsound. Please be as precise as possible.

If you wish to support the legal compliance or soundness of the DPD, please also use this box to set out your comments.

(Continue on a separate sheet /expand box if necessary)

7. Please set out what change(s) you consider necessary to make the DPD legally compliant or sound, having regard to the test you have identified at 5 above where this relates to soundness. You will need to say why this change will make the DPD legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

(Continue on a separate sheet /expand box if necessary)

## APPENDIX 1

**Please note** your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation at publication stage.

**After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.**

8. If your representation is seeking a change, do you consider it necessary to participate at the oral part of the examination?

☐

**No**, I do not wish to participate at the oral examination

☐

**Yes**, I wish to participate at the oral examination

9. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary:

**Please note** the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the oral part of the examination.

Signature:

Date:

## Member Bulletin

### Northern Flood Working Group.

Councillor Howard Greenman is standing down as the Chair of the Northern Flood Working Group due to pressure of work from his housing portfolio. Howard has made a huge contribution to flood prevention in North Wiltshire over the last two years bringing together an effective group including the Environment Agency, the Water Authorities and the affected Parish Councils.

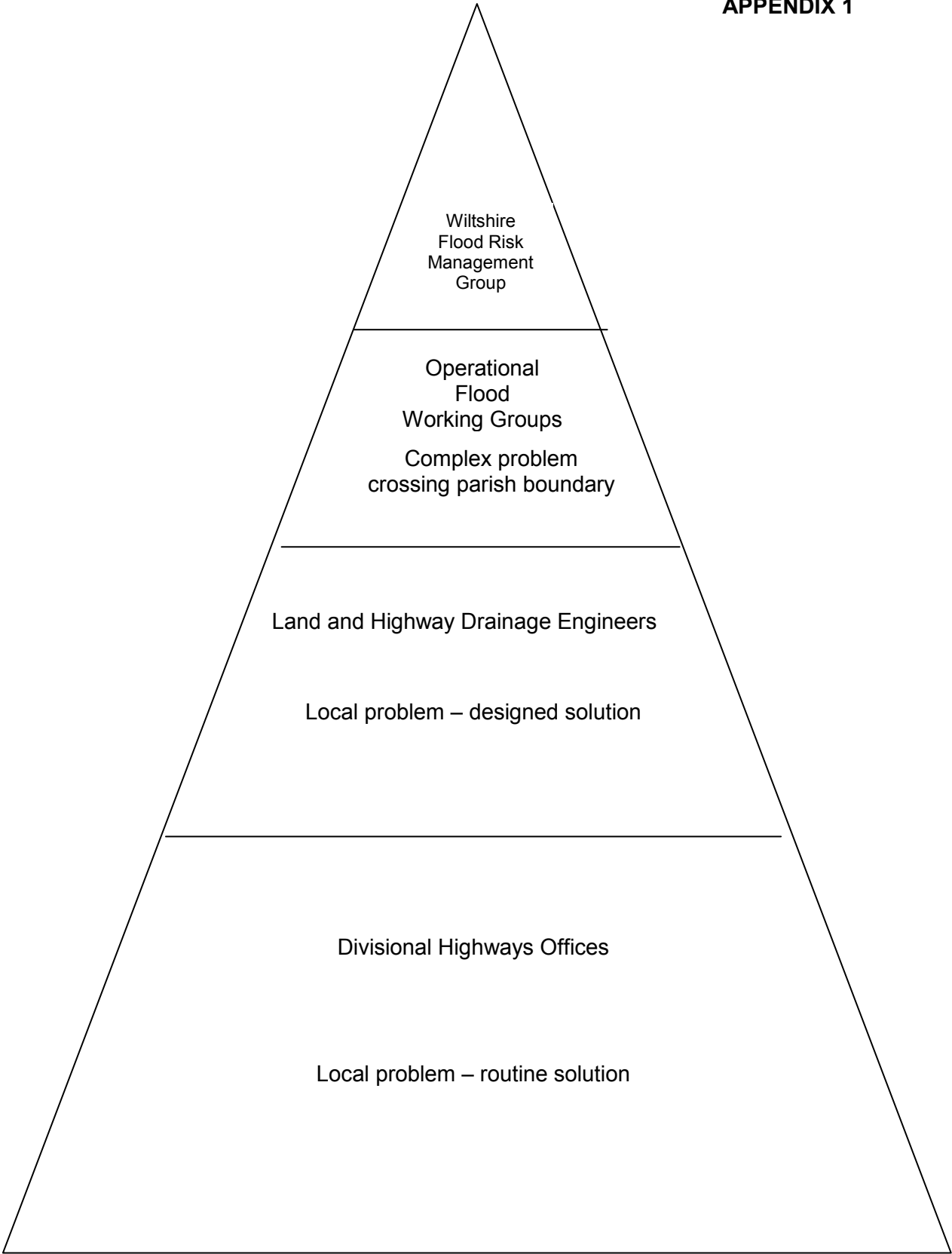
Effective immediately Councillor Jonathon Seed will take over this responsibility.

The area covered by the Northern Flood Group is shown on the attachment together with a previous relevant member bulletin. This bulletin will be emailed to all Parish and Town Councils.

The emergency numbers to report flooding problems are;

Normal working hours	Clarence	0800 232323
Out of hours		01722 413834
Dick Tonge		
01225 742471		

**APPENDIX 1**



# Operational Flood Working Groups

## North Operational Flood Working Group



### Legend

- Watercourses
- Area Board Boundaries
- Operational Flood Working Groups

**PLANT AND EQUIPMENT INVENTORY  
(WORKING DRAFT)**

1. Plant and equipment available in house – 24 hours per day, 7 days per week. (Ringway, Wiltshire Council or former District Council owned).

Number	Tonne	Equipment
4000		Sandbags in most depots, plus bulk sand in all depots
4		2" diaphragm pumps
2		Green Goddess with 6" and 1" pumps on board
7		Unimogs (1No. has a 6" high volume pump)
5		Gully tankers with high jetting facilities
1		Vactor unit with high jetting facilities
	32	Hook lift lorry with 20 No hook lift skips
	26	Grab lorry
2		JCB's on full-time
12		Large tractor units via Simon Jackson
2		Mobile incident room trailers
21		Landrovers with 4 wheel drive and power winches
2		Lighting units
4		Loading shovels in our operational depots

2. Plant and equipment available via Ringway Infrastructure Services (RIS) supply chain partners within 2 hours.
  - EEC have a plentiful supply of Gully tankers they can draft into Wiltshire.
  - Access to at least 11 No. excavators/JCB's via M J Church.
  - Access to 2 No. low-loaders.
  - Access to at least 10 No. lighting units.
  - Traffic Management support from RIS A417/419 DBFO contract at Cirencester.
  - Contacts with the Fire Brigade Service.

In addition to the Wiltshire Council and Mouchel staff associated with the highways and land drainage service, all the above are fully supported by dedicated RIS staff including a Contracts Manager, 3 duty engineers and 50 operatives who can be called out to deal with serious incidents.

## COUNCILLORS BRIEFING NOTE

### No. 7

**Department:** Public Health

**Further Enquiries to:** Keith Humphries / Maggie Rae

**Date Prepared:** August 2009

**Direct Line:** 01225 718577/ 01380 [733738](tel:01225718577)

### WILTSHIRE END OF LIFE CARE STRATEGY STAKEHOLDER ENGAGEMENT

The Wiltshire End of Life Care Strategy has been developed by NHS Wiltshire and Wiltshire Council, other partners and local stakeholders. The strategy's aim is to respond to the needs of patients and carers in planning for end of life, and ensuring that their preferences on place of care are met. It sets out a vision for local implementation in Wiltshire and dovetails with the national End of Life Care Strategy 2008, the Gold Standards Framework 2005 and the Department of Health *High Quality Care for All: NHS Next Stage Review Final Report*.

End of Life care is care that helps all those with advanced, progressive, incurable conditions to live as well as possible until they die. It enables the supportive and palliative care needs of both patient and family to be identified and met throughout the last phase of life and into bereavement. It includes physical care, management of pain and other symptoms and provision of psychological, social, spiritual and practical support.

This strategy aims to address the following:

- To bring about a step change in access to high quality care for all people approaching the end of life. This should be irrespective of age, gender, ethnicity, religious belief, disability, sexual orientation, diagnosis or socioeconomic status.
- To ensure that high quality care is available wherever the person may be: at home, in a care home, in hospital, in a hospice or elsewhere.
- To enhance choice, quality, equality and value for money

Members are asked to note the the consultation. Appendix 1 contains an executive summary, the full strategy is available in draft format at <http://www.wiltshirepct.nhs.uk/Publications/Reports/Reports.htm>.

Comments are invited and can be emailed to [Alison.Bell@wiltshire.nhs.uk](mailto:Alison.Bell@wiltshire.nhs.uk) or by using the contact numbers above by the end of August.



# Appendix 1

## Wiltshire End of Life Care Strategy 2009 - 2014

### Executive Summary

#### 1. Introduction

- 1.1 This joint NHS Wiltshire and Wiltshire Council strategy was developed in collaboration with Wiltshire statutory and voluntary partners and local stakeholders and sets out a vision for high quality care across Wiltshire for all adults approaching the end of life.
- 1.2 The strategy dovetails with national and local strategies including the Gold Standards Framework 2005, the National End of Life Care Strategy 2008, NHS South West *Improving Health: Ambitions for the South West* and the NHS Wiltshire Strategic Framework 2009-2014.
- 1.2 The strategy will support strengthened commissioning arrangements to respond to the needs of patients and their carers in planning for the end of life and ensuring that their preferences on place of care are met.
- 1.3 A working definition of end of life care has been developed by the National Council for Palliative Care:

End of Life care is care that helps all those with advanced, progressive, incurable conditions to live as well as possible until they die. It enables the supportive and palliative care needs of both patient and family to be identified and met throughout the last phase of life and into bereavement. It includes physical care, management of pain and other symptoms and provision of psychological, social, spiritual and practical support.

- 1.4 This approach is underpinned by the principle of a compassionate approach to care that ensures respect for, and dignity of, the patient and their family and carers.

#### 2. Current Context

- 2.1 The Wiltshire Joint Strategic Needs Assessment identified that, on average over the last three years, 4145 Wiltshire residents have died each year. The majority of deaths occur in adults over the age of 65, following a period of chronic illness. 71% of men and 80% of women die in hospital and 27% of men and 18% of women die at home. Only 2% of men and women die in a hospice. This contrasts starkly with people's expressed preference; national figures indicate that 64% of people would prefer to die at home, 21% in a hospice and only 4% in hospital.

#### 3. The Vision for End of Life Care in Wiltshire

- 3.1 A vision for end of life care in Wiltshire was developed with stakeholders through the Wiltshire End of Life Care Strategy Group:

The provision of high quality care to the patient and their family/carers to ensure that everyone's wishes around end of life care are identified and respected, and dignity is preserved, both during the patient's life and after death.

- 3.2 Achieving this vision is dependent on NHS Wiltshire and Wiltshire Council working in partnership to consider how best to engage with the local community to raise the profile of end of life care.

#### 4. Scope of the End of Life Care Strategy

##### 4.1 The Wiltshire strategy for end of life care covers the population of Wiltshire, incorporating:

- Adults with any advanced, progressive, incurable illness e.g. heart failure, chronic obstructive pulmonary disease (COPD), stroke, advanced cancer, chronic neurological conditions and dementia;
- Adults with learning disabilities;
- Care provided in all settings (e.g. home, residential/ care homes, hospice, acute hospital, community hospital and other settings);
- Care provided in the last year(s) of life;
- Patients, carers and family members (including care after bereavement).

4.2 End of life care will also be needed in other locations such as hostels for the homeless and independent living homes.

4.3 Children's end of life care needs are excluded from this strategy but will be addressed through the NHS Wiltshire Children's Strategy.

#### 5. Aims of the Wiltshire End of Life Care Strategy

##### 5.1 The following aims have been agreed by the Wiltshire End of Life Care Strategy Group:

- To bring about a step change in access to high quality care for all people approaching the end of life. This should be irrespective of age, gender, ethnicity, religious belief, disability, sexual orientation, diagnosis or socioeconomic status.
- High quality care to be available wherever the person may be: at home, in a care home, in hospital, in a hospice or elsewhere.
- To enhance choice, quality, equality and value for money.

#### 6. Care Pathways and Care Planning

6.1 The strategy promotes a whole system approach to end of life care, from people approaching the end of life agreeing their needs to the delivery of their chosen care plan. This will involve advanced care planning and access to the care plan by all who should have access to it, in and out of hours. Support for carers before and after a death should form part of the care planning.

6.2 The introduction of neighbourhood teams by Wiltshire Community Health Services has provided access to an integrated health and social care response service for people nearing the end of life. Community teams should ensure that there is a pro-active programme of care for patients at the end of their life, which promotes independence, involves regular reviews and reduces the likelihood of crisis. The programmes are built around the Liverpool Care Planning Pathway and the Gold Standards Framework.

#### 7. Outcomes

7.1 Outcomes for the strategy have been based on the National End of Life Care Strategy - 2008, NHS South West *Improving Health: Ambitions for the South West* and the NHS Wiltshire Strategic Framework 2009-2014. Improvements are identified across the whole care pathway to enable the delivery of the outcomes, which must be measureable.

7.2 For example measuring the outcome of ensuring that everyone has a choice of where to die, that their wishes are respected and dignity is preserved requires that, by 31st March 2011, all health communities can identify the number of people with a plan for their death and are able to report the percentage of cases where the preference about place of death has been delivered.

- 7.3 Existing resources will be deployed more efficiently and effectively to support people in their preferred place of care. Through reconfiguring services, particularly home-based services, and redeploying resources, PCTs can better meet the end of life care needs of the local population.

## **8. Support for Carers**

- 8.1 Carers including the family, children and the friends of people approaching the end of their life, have a vital role in the provision of care. The approach to carers' needs in Wiltshire is set out in the multi-agency Carers' Policy and Strategy 2007-9, which is being updated for publication during 2009/10.

## **9. Implementation**

- 9.1 The implementation of the strategy will be overseen by the Wiltshire End of Life Care Strategy Group, which is reviewing its terms of reference. The group will link with key organizations to ensure appropriate management support. The impact of delivering the strategy on the workforce will be included in the relevant workforce strategies.
- 9.2 Key to the success of the strategy will be the development of services and pathways in collaboration with Practice Based Commissioners, Wiltshire Community Health Services, Wiltshire Council and other partners and stakeholders.
- 9.3 The delivery of the initiative will require an assessment of capacity and skills, particularly outside the acute hospital sector. Reducing the amount of time people approaching the end of their life spend in hospital should make resources available to support people in their preferred place of care. In order to understand the potential for existing resources to be deployed more efficiently and effectively to support people in their preferred place of care, economic modelling will be undertaken to support the implementation of the End of Life Strategy.

## COUNCILLORS BRIEFING NOTE

### No. 8

**Cabinet Member:** Richard Tonge

**Department:** Transport, Environment  
and Leisure

**Further Enquiries to:** Parvis Khansari

**Date Prepared:** August 2009

**Direct Line:** (01225) 713340

### SPEEDING ISSUES AND SPEED LIMIT REVIEW

#### Speed Review – A and B Class Roads

As required by Government all Highway Authorities are reviewing the speed limits on A and B Class roads to ensure these are applied consistently and appropriately.

The background and concepts will be reviewed at the Area Boards and the Town and Parish Councils will be given the proposed changes in the Autumn. There will then be a period of 8 weeks during which comments can be submitted. The aim is to implement all the changes by 2011.

#### Speed Related Issues

There is a huge demand from communities to deal with various concerns in relation to speeding vehicles travelling through villages and towns. The Council constantly monitors accidents and works with the Police Authority and other agencies to deal with speed related issues. This involves a whole range of techniques from education of drivers and pedestrians, enforcement of speed limits and carrying out works on the highways.

The aim is now to delegate the decision for prioritising the locations for monitoring speeds and for intervention to resolve any problems to Area Boards. This is a significant shift in the way public concerns are dealt with. Officers are developing processes that would enable the Area Boards to make the decisions regarding speed related priorities.

It is hoped to be able to delegate this matter to Area Boards in the Autumn of this year and you will be informed once the details have been developed.

To assist you with any further queries received I draw your attention to the following document which outlines Wiltshire Council's Strategy on the setting of speed limits.

<http://www.wiltshire.gov.uk/speed-limit-strategy.pdf>

- oOo -

## COUNCILLORS BRIEFING NOTE

### No. 9

**Cabinet Member:**

**Department:** Department for  
Community Services

**Further Enquiries to:** Sandie Lewis

**Date Prepared:** August 2009

**Direct Line:** 01225 713510

### Members Briefing Update on Review of Voluntary & Community Sector August 2009

Following the development of the corporate VCS Support Unit within the Council, a number of work strands are developing to support the recommendations agreed by Members. Due to the fast pace of developments, this is the second update since the Spring 2009.

#### Summary of Developments

##### 1 VCS Support Unit

Corporate VCS Support Unit now implemented. Head of Strategy (Voluntary & Community Sector) in post; Business Relationship Manager (from WWDC) consolidated role; Grant Funding Co-ordinator advertised internally; Secondment from VCS to Unit out to advertisement.

##### 2 New VCS Frameworks for Funding and Contract Management

Work has begun on the new grants funding framework and performance framework for VCS contract management. This work is led by the Head of Strategy (VCS) and will be the primary work stream for the seconded VCS post holder from Autumn to Spring 2009/10

### 3 Tender for Infrastructure VCS Support

Expressions of Interest for the infrastructure (support) tender for the VCS are being sought in August/September 2009, so that the contract will be awarded in December 2009 and implemented 1st April 2010. This means that there will be a countywide infrastructure support organisation for the VCS, rather than the 4 (District Council model) CVS's that currently exist. Work has taken place to encourage the current CVS's (Councils for Voluntary Service) to work together, and a consortium bid may be forthcoming. **Whatever the outcome, efficiency savings will be made by the Council/PCT and a coherent model of support provision will be available for the voluntary sector across Wiltshire. The new service specification is complete and the savings made on management costs are being re-invested in the sector through the establishment of a county-wide volunteer bureau which will promote volunteering and recruit and place volunteers across Wiltshire.**

The PCT currently contributes £25k+ towards infrastructure support and this is potentially part of the new tendered contract, which their Board are asked to agree.

### 4 Quality Assurance Framework

Work on the Quality Assurance Framework has begun and will form one of the outcomes of the VCS secondment for 2010.

### 5 Grant Funding 2010/11

Reviews of all existing contractual arrangements with VCS organisations will be undertaken during 2010 to ensure that within One Council (and PCT) there is no duplication of funding or requirements and that Council/PCT grants are made to organisations that assist the Council in achieving its stated objectives and priorities.

**In order for this work to be undertaken systematically and in co-operation with the VCS, it has been agreed that grant funding to existing VCS organisations for 2010/11 will be at the same level as 2009/10.** This will ensure stability for front-line provision in the sector and allow planning and development within realistic timescales. **It is likely therefore that the report to Council Members planned for 2010 will outline more radical grant funding proposals for 2010/12.**

**As part of the overall review additional support will be made available to VCS organisations in relation to seeking extra sources of funding. This will be available through the expertise of the Charities Information Bureau (CIB) with whom the council have an existing service level agreement.**

Wiltshire PCT are in agreement with this proposal and wish to align their own grant funding arrangements with that of the Council. The PCT Board will shortly consider a recommendation from staff that all PCT grant funding be issued and managed through the Council VCS Support Unit, in line with joint Council and PCT priorities.

### 6 Assessing Economic and Social Impact of the VCS in Wiltshire

The new National Indicator 7 (NI7) results – creating the environment for a thriving third sector - helps us to improve our understanding of perceptions held about the Council by the VCS. In the National IPSOS/MORI Survey, 54% of VCS organisations stated that the Council had neither a positive nor a negative influence on their organisation. There are real gains to be made here to assist with the required 3.8% target improvement. Outcomes from the VCS

Infrastructure Tender will be one of the main elements in the Council's NI7 Delivery Plan, currently being developed through the VCS Support Unit.

## **7 Review of internal Compact Steering Group**

**The Compact** is a set of agreed principles within which the statutory, voluntary and community sectors agree to work and is subject to 4 codes of practice on Funding, Consultation & Communication, Volunteering and Equality & Diversity. The Compact, including codes of practice, is under review and new national guidance is due September 2009. This will be looked at as part of the corporate VCS Working Group.

## **8 Review Corporate Response/Relationships to VCS Organisations**

The Council aspires to having a strong productive relationship with VCS organisations. Without this, the Council will fail in its compliance with national targets, and fail to achieve the strong resilient communities to which it is committed. Achieving this is in part dependent on the outcomes of all of the above points. In addition, it is essential that the response from every part of the Council is coherent, consistent and in line with agreed arrangements. A new corporate VCS working group has therefore been set up and meets in September to agree the consistent framework and to oversee the development of relevant funding and performance frameworks.

## **9 Next Update**

A paper to elected Members is due during 2010 with recommendations on the way forward for the funding of VCS organisations in Wiltshire.

**Sandie Lewis**  
**Head of Strategy (Voluntary & Community Sector)**  
**August 2009**

## COUNCILLORS BRIEFING NOTE

No. 10

**Department:** Economic Development, Planning and Housing

**Further Enquiries to:** Alistair Cunningham

**Date Prepared:** August 2009

**Direct Line:** (01225) 713203

### WILTSHIRE AND SWINDON AGGREGATE MINERALS SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT – UPDATE ON PROGRESS AND TIMETABLE OF WORK

#### PROGRESS WITH MINERALS POLICY PLANNING

Wiltshire Council and Swindon Borough Council (the Councils) have made significant progress in reviewing the Minerals Local Plan 2001 and in June this year adopted the Minerals Core Strategy 2006–2026. The Minerals Development Control Policies document is scheduled for adoption in September of this year. These 'Development Plan Documents' (DPDs) identify the broad locations for future minerals development in Wiltshire and Swindon and describe the criteria for determining associated planning applications.

The next stage of Minerals Development Plan preparation involves the identification of potential sites and/or areas of land within Wiltshire and Swindon that can be considered suitable to accommodate future sand and gravel extraction through the plan period up to 2026.

Broad areas of mineral-bearing land have been identified within the adopted Minerals Core Strategy (the Mineral Resource Zones) and these will form the basis of the site identification and assessment process.

The Councils will be contacting landowners of potential land within the Mineral Resource Zones in September of this year. This will enable the Councils to determine the level of landowner interest in putting forward land to be considered for inclusion in the Aggregate Minerals Site Allocation DPD.

Once a draft list of potential sites and/or areas of search has been assembled, public consultation exercises will be undertaken to gather the views of consultees and interested parties. Members will be kept informed throughout this process.



At this stage, the list of sites/areas being appraised for future mineral extraction does not carry 'preferred area' or 'specific site' status. This will only happen as the Aggregate Minerals Site Allocations DPD progresses towards the adoption stage. It is expected that some areas currently being considered will still be discounted if further detailed assessments indicate that the development would not be appropriate. Factors that could influence such a decision include:

- Landowner/developer reticence to allow areas to be identified and brought forward
- Ecological concerns
- Landscape impacts
- Transport impacts
- Flood risk issues
- Unacceptable impacts on residents and businesses, etc.

The assessment process will entail all potential sites being appraised against a set of sustainability objectives defined by the Council's Site Appraisal Methodology – available at <http://www.wiltshire.gov.uk/environmentandplanning/planning/planningpolicy/mineralsandwastedevelopmentplan/aggregatemineralssiteallocations.htm> which will help to determine its suitability for accommodating future mineral workings. The site appraisal process will also be used to identify if there are any technical or land-use planning issues that require further detailed work to be undertaken in order to determine site suitability. Where appropriate, consultants will be appointed to undertake such assessments.

Member updates will be provided throughout the site selection process. Where appropriate, officers will hold community workshops in the areas that lie within close proximity to resource zones and potential sites for mineral working. It is intended that these workshops will provide updates to stakeholders and local communities and the Councils will be inviting those in attendance to comment on, and become involved in, any decisions concerning their area.

### **Update on the Minerals Site Allocations Preparation Timetable**

Due to unavoidable delays in the adoption of the Minerals Core Strategy and Development Control Policies DPDs and issues relating to staff resources, a revised draft timetable of work for the preparation of the Aggregates Minerals Site Allocations DPD is being discussed with the Government Office for the South West.

If you have any enquiries relating to these matters, please contact the Minerals and Waste Policy Team on (01225) 713429, or e-mail [mineralsandwastepolicy@wiltshire.gov.uk](mailto:mineralsandwastepolicy@wiltshire.gov.uk)

-oOo-

## COUNCILLORS BRIEFING NOTE

No. 11

**Department:** Economic Development, Planning and Housing

**Further Enquiries to:** Alistair Cunningham

**Date Prepared:** August 2009

**Direct Line:** (01225) 713203

### WILTSHIRE AND SWINDON WASTE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT – UPDATE ON PROGRESS AND REVISED TIMETABLE OF WORK

#### PROGRESS WITH WASTE POLICY PLANNING

Wiltshire Council and Swindon Borough Council (the Councils) have made significant progress in reviewing the Waste Local Plan 2005 and on the 16 July this year adopted the Waste Core Strategy 2006–2026, which replaces all but one of the policies contained in the Waste Local Plan. The final Waste Local Plan Policy will be replaced by the Waste Development Control Policies document - scheduled for adoption in September of this year. These 'Development Plan Documents' (DPDs) identify the broad locations for future waste management development in Wiltshire and Swindon and describe the criteria for determining associated planning applications.

The next stage of Waste Development Framework preparation involves refreshing the work undertaken to date on the identification and appraisal of potential sites within Wiltshire and Swindon that can be considered suitable to accommodate future waste management facilities throughout the plan period up to 2026.

The process of preparing the Waste Site Allocations DPD has been through an initial stage of consultation (April 2006) and this work is now being refreshed and augmented on the back of successfully adopting the Waste Core Strategy.

The majority of the 'long-list' of sites drawn up in 2006, along with potential additional sites, will now be subject to further rigorous assessment to determine their suitability before any decision is made as to whether to include them in the pre-submission Waste Site Allocations Document.

The assessment process will entail all potential sites being appraised against a set of sustainability objectives defined by the Council's Site Appraisal Methodology – available at <http://www.wiltshire.gov.uk/environmentandplanning/planning/planningpolicy/mineralsandwastedevelopmentplan/wastesiteallocations.htm> which will help to determine its suitability for accommodating future waste management facilities. The site appraisal process will also be used to identify if there are any technical or land-use planning issues that require further detailed work to be undertaken in order to determine site suitability. Where appropriate, consultants will be appointed to undertake such assessments.

At this stage, the list of potential sites being appraised for future waste management uses does not carry 'preferred area' or 'specific site' status. This will only happen as the Waste Site Allocations DPD progresses towards the adoption stage. It is expected that some sites or areas currently considered suitable may still be discounted if further detailed assessments indicate that the development would not be appropriate. Factors that could influence such a decision include:

- Landowner/developer reticence to allow sites to be identified and brought forward
- Ecological concerns
- Landscape impacts
- Transport impacts
- Flood risk issues
- Unacceptable impacts on residents and businesses etc.

Member updates will be provided throughout the site selection process. Where appropriate, officers will hold community workshops in the areas that lie within close proximity to sites of potential waste management facilities. It is intended that these workshops will provide updates to stakeholders and local communities and the Councils will be inviting those in attendance to comment on, and become involved in, any decisions made concerning their area.

Once the site assessments have been completed the pre-submission Waste Site Allocations DPD document will be published for public consultation. All consultees and stakeholders, as well as the wider communities of Wiltshire and Swindon, will be invited to submit comments.

The pre-submission document will contain all the potential sites that the Councils consider are suitable to accommodate future waste management uses.

#### **Update on the Waste Site Allocations Preparation Timetable**

Due to unavoidable delays in the adoption of the Waste Core Strategy and Waste Development Control Policies DPDs and issues relating to staff resources, a revised draft timetable of work for the preparation of the Waste Site Allocations DPD is being discussed with the Government Office for the South West.

If you have any enquiries relating to this matter, please contact the Minerals and Waste Policy Team on (01225) 713429, or email [mineralsandwastepolicy@wiltshire.gov.uk](mailto:mineralsandwastepolicy@wiltshire.gov.uk)

-oOo-

## COUNCILLORS BRIEFING NOTE

### No. 12

**Department:** Economic Development, Planning and Housing      **Further Enquiries to:** Alistair Cunningham

**Date Prepared:** September 2009      **Direct Line:** (01225) 713203

### WILTSHIRE LOCAL DEVELOPMENT FRAMEWORK WILTSHIRE CORE STRATEGY

#### Background

Wiltshire Council is preparing new planning policies for Wiltshire to update and gradually replace those within the former district local plans. These new policies will be set out in development plan documents (DPDs). Unlike local plans, more than one DPD can be prepared for any area as they can focus on different issues (for example, gypsy and travellers, housing allocations and minerals). Collectively, the policies within these documents, together with the Regional Spatial Strategy, form the area's statutory development plan and are part of the area's (in our case Wiltshire) Local Development Framework (LDF). Decisions on planning applications are made in accordance with the development plan.

The first and most important document (DPD) within the LDF is the Core Strategy. Planning regulations require all DPDs to be in conformity with this document. The former Wiltshire District Councils had begun work on individual core strategies, and the formation of the new Council provided the opportunity to bring all this work together to produce a single Core Strategy for Wiltshire which will cover the period from 2006 to 2026. Members will be aware as part of the process that policy and proposals for the south Wiltshire area are moving forward more quickly. This is explained later in this note.

#### Wiltshire Core Strategy - Timetable

The Wiltshire Local Development Scheme (January 2009)<sup>1</sup> sets out the timetable for the preparation of the Wiltshire Core Strategy, which is summarised as follows:

- Preparation for public consultation - up to Oct 2009
- Formal public consultation – Nov to Dec 2009

<sup>1</sup> The scheme provides the timescales and identifies the documents within the LDF that Wiltshire Council has prioritised for preparation in the period to 2011 to replace and update existing planning policies.

- Consider consultation response and prepare draft Core Strategy - Jan to Aug 2010
- Publication of Core Strategy (representations invited on soundness of draft Wiltshire Core Strategy) - Sept 2010
- Submit to Secretary of State for Examination by independent Inspector - Jan 2011
- Adoption - Aug 2011

To manage the project internally an LDF Board has been established. This is chaired by the Cabinet Member, Cllr John Brady, and comprises senior planning staff from the Economy and Enterprise Service, a Scrutiny representative and Service Directors from key parts of the organization, including Housing, Sustainable Transport and Development Services.

### **Wiltshire Core Strategy - Public Consultation Nov to Dec 2009**

Since early 2009, Officers have been preparing a document for public consultation, which pulls together and builds upon the work undertaken by the individual districts and seeks to validate this. It also sets out new information on the proposed allocation of strategic sites at main towns.

The consultation document will not cover all the content that will be within the final Core Strategy but is an important stage in its preparation, and will include:

- A spatial portrait of Wiltshire, with the key issues and challenges which need to be addressed;
- A Vision for Wiltshire and the planning objectives necessary to achieve this and Community Area Visions;
- A Spatial Strategy which shows how the emerging Regional Spatial Strategy growth requirements will be distributed across Wiltshire, by Community Area including specific housing numbers at the main towns. This will also indicate which small towns and villages should receive limited development and which are appropriate for infill only; and
- "Preferred options" for the allocation of strategic sites for additional housing and employment at the main towns.

Members of the Strategic Planning Committee<sup>2</sup> and Cabinet will consider the draft consultation document and arrangements for consultation at their respective meetings of 7 and 20 October. Prior to these meetings, a briefing for all Members will take place on 15 September to clarify the consultation process and provide more information on the content of the consultation document.

Subject to approval by Cabinet, it is proposed that the consultation document and supporting background papers will be made available for public consultation during November and December 2009. Exhibitions will take place in each Community Area within the northern and central parts of Wiltshire, where officers will be available to explain details and answer questions, with workshops also forming part of the consultation events. The document will be available on the Council's internet for on-line responses.

In general, the consultation document will not specifically relate to the south Wiltshire area, as the policies and proposals for this part of the County have been prepared through a separate process and already been the subject of significant public consultation. However, some consultation will take place in the south of Wiltshire to allow discussion on issues that have wider than local implications.

### **Relationship with South Wiltshire Core Strategy**

As mentioned above, the South Wiltshire Core Strategy is being prepared in advance of the Core Strategy for Wiltshire. This is to address a shortfall in housing supply within the former

---

<sup>2</sup> . In addition to its development management role (i.e. consideration of strategic planning applications) the Strategic Planning Committee is also able to comment on and make recommendations to Cabinet on LDF matters.

Salisbury district area at the earliest opportunity. Representations are currently being invited on the South Wiltshire Core Strategy Proposed Submission Document, with the period for comments ending on 30 September 2009. The comments received will be reported to the Council at its meeting on 10 November before the document can be submitted to the Secretary of State for examination by an independent Inspector.

Because the new Wiltshire Core Strategy has a particular focus on local issues at the Community Area level, and because the former Salisbury District corresponds to a separate Housing Market Area, it is possible to plan for the specific problems and issues of south Wiltshire in advance of the main Core Strategy. The resulting locally distinctive policies and proposals can then be incorporated into the emerging Wiltshire Core Strategy to be set alongside those of the other Community Areas without the need for re-examination.

### **Wiltshire Core Strategy - Next Steps**

Following the public consultation exercise closing at the end of December, the consultation response will be considered and used in developing the draft Core Strategy. This will include additional work to prepare specific policies. Further consultation will need to be undertaken on these policies during 2010, for example, on core policies relating to affordable housing and planning obligations.

Members will be kept up to date with progress throughout the process with further briefings. If you have any enquiries relating to these matters, please contact the Spatial Planning Team on (01225) 718381, or e-mail [spatialplanning@wiltshire.gov.uk](mailto:spatialplanning@wiltshire.gov.uk).

-oOo-

## COUNCILLORS BRIEFING NOTE

### No. 13

**Department:** Transport, Environment & Leisure      **Further Enquiries to:** Tracy Carter

**Date Prepared:** September 2009      **Direct Line:** (01225) 713258

#### DAMAGE TO HIGHWAYS – WINTER 2008/9

The winter of 2008/9 was the worst for many years. The mixture of wet and freezing weather caused severe damage to roads in many locations in Wiltshire. Where there is a minor fault in the surface, this freeze and thaw action results in the fault becoming very much worse. This is often a seasonal problem, but was particularly severe last year.

Historically, the Council repairs about 2,000 areas of damage a year. In the 12 months to March 2009 double that number were repaired. The increase was mainly achieved by the Parish Stewards using a new type of material which has worked very well. This enabled us to use the regular road mender teams more effectively and they were able to concentrate on longer stretches of damaged surfaces and spend far less time travelling between minor repairs.

In addition we have been working to review our systems with the Business Transformation Team; this has resulted in more efficient use of our resources.

The time to respond to requests to CLARENCE has reduced considerably when compared to the previous two years. The figures for Wilton depot, for example, are set out below:

Category of Defect	Target time	2007 Mean	2008 Mean	2009 Mean
P1	1 Day	2.8 Days	2.3 Days	0.8 Days
P2	7 Days	27.6 Days	20.4 Days	8.5 Days
P3	30 Days	54.9 Days	33.2 Days	13.4 Days

(P1 defects are generally those deeper than 75 mm on main roads, with P2 being 75 mm to 40 mm deep on main roads or more serious defects on minor roads. P3 are less serious defects).

The best means of preventing damage to the highway network remains a regular and sustained programme of carriageway surfacing that prevents water entering the surface. We are committed to continue with such resurfacing and with new investments in specialised equipment. By doing this we can stop the problems occurring in the first place and avoid the expense of repairing individual parts of the highway.

Defects on the highway can be reported through the CLARENCE phone line 0800-232323 or through the Council's website.



## COUNCILLORS BRIEFING NOTE

### No. 14

**Department:** Children and Education

**Further Enquiries to:** Julie Cathcart

**Date Prepared:** September 2009

**Direct Line:** (01225) 713861

#### **Update on the Implications for Wiltshire Council following the transfer of responsibility for 16-19 Education from the Learning & Skills Council to Local Authorities.**

This briefing note provides a summary overview of the key aspects of the transfer of responsibility for 16-19 from the Learning & Skills Council (LSC) to Local Authorities.

#### **16-19 Commissioning Process**

1. We still await the full publication of the National Commissioning Framework; this is now due early October. The National Commissioning Framework will outline in detail the responsibilities and expectations regarding the commissioning process on the Local Authorities and Sub Regional Groups.
2. Local authority responsibilities in April 2010 subject to the necessary legislation, responsibilities will transfer to local authorities from the LSC for commissioning and funding 16-19 education and training. Between September 2009 and March 2010, local authorities will shadow the LSC, with the LSC retaining its existing statutory responsibilities. This shadowing process will include local authority staff working closely with the LSC staff who are due to transfer to the local authority on 1 April 2010. In addition, during the same period, the Young Peoples Learning Agency (YPLA) and the Skills Funding Agency (SFA) will start to operate on a shadow basis within the LSC.
3. Each planning and commissioning cycle runs over a period in excess of two calendar years, as set out on the 16-19 Commissioning Schematic. Specifically the LA will be required to:
  1. **2008-10:** Local authorities will become responsible for the final four months of the delivery period August 2009 to July 2010, in particular payments to colleges, schools, and other providers. The LSC will have made arrangements to inform local authorities of these payments, and will have transferred contractual responsibilities to local authorities for private and third sector providers.
  2. **2009-11:** Local authorities will become responsible for delivering the plans and allocations made by the LSC up to 31 March for the delivery year August 2010 to July 2011. This will include setting up contracts with private and third sector providers, and, from August 2010, managing the delivery cycle, including making payments to colleges, schools and other providers
  3. **2010-12:** This will be the first cycle of the National Commissioning Framework, starting in the summer of 2010, with the National Statement of Priorities published in October 2010, leading to allocations in March 2011, for the delivery cycle running from August 2011 to July 2012.

#### **Transfer of Staffing and other resources**



4. It has been confirmed that Wiltshire Council will receive eight members of staff from the LSC. These staff will have a range of experience and expertise and will have held different levels of responsibility within the LSC.
5. The process of allocating staff is currently underway and will complete on the 1 October when we will be formally notified of the outcomes of the allocation process.
6. Transfer will be by statutory transfer order made by Government under Act of Parliament. As a statutory transfer LSC staff's contractual terms and conditions are protected, so staff will transfer on their existing terms and conditions of employment. To support staff transferring to Local Authorities DCSF have offered a package of support where bonuses and flexible benefits will be bought out at the value of two and a half years cover and the funding for the new functions will be ringfenced for three years. The LSC are working with the Government Actuaries Department to ensure there is broad comparability of pensions for staff moving to Local Authorities. The funding for these staff will be via a special purpose grant for a 3 year period.
7. Little further is known specifically about the arrangements for future capital investment in the 16-19 phase.
8. Based on our current understanding of the situation re capital we believe that the School Sixth Form capital funds are likely to be linked with the Building Schools for the Future programme. Whilst the Further Education College programme is likely to remain a national programme overseen by the Skills Funding Agency and the Young Peoples Learning Agency. We anticipate that capital funding for providers who support learners will LLDD will follow a similar pattern.
9. Unfortunately Wiltshire College has not yet received confirmation of funding for its re-build programme. Details of the next national bidding round are expected shortly. As an independent provider and given the funding is likely to remain a national programme, it is unlikely that this will be a direct cost to the Local Authority.

### **The Development of the Sub-Regional Group (SRG)**

- 10 The work of the SRG is beginning to gather pace. The shadow steering group is meeting on the 16.09.09 and it is anticipated that the Executive will meet during November to consider the staffing needs and the commissioning requirements and plans from April 2010.

Julie Cathcart  
Head of School Improvement  
13 September 2009

## COUNCILLORS BRIEFING NOTE

### No. 15

**Department:** Transport, Environment  
and Leisure

**Further Enquiries to:** Andy Conn

**Date Prepared:** September 2009

**Direct Line:** (01225) 713422

### MANAGING WILTSHIRE'S MUNICIPAL WASTE

#### Introduction

1. This note provides information on the amount of waste the Council has to deal with and how this is changing. The note also outlines the Council's waste management strategy and the progress made so far in meeting targets.
2. The Council has responsibility for collection and treatment or disposal of "municipal solid waste" (MSW). It has inherited the responsibilities of the four former District Council waste collection authorities and of the former County Council as waste disposal authority. Between 2001 and 2009, the 5 former authorities worked together as members of the Wiltshire Waste Partnership.
3. The amount of waste to be dealt with and rising costs of landfill or alternative processes mean that waste is a potential growth pressure on the Council's budget.

#### How much waste are we dealing with and is this changing ?

4. During 2008/09 The Wiltshire Councils dealt with about 251,000 tonnes of "municipal solid waste" (MSW)<sup>1</sup>.
5. In recent years MSW has not been growing. In 3 out of the last 5 years, the total of MSW has fallen. The total of 251,000 tonnes in 2008/09 compares with a total of about 255,000 tonnes collected 5 years previously, in 2003/04.

---

<sup>1</sup> About 222,000 tonnes of this came from households. The rest came from trade waste collections, parks and gardens and street cleaning.

6. This pattern is a major change from that experienced previously. Reliable data on waste tonnages has only been available since about 1998, but this had indicated a pattern of strong growth up to about 2003/04.
7. There is therefore limited data upon which to base forecasts. Totals can fluctuate from year to year and any forecast must be regarded as provisional. However, it is also apparent that the pattern of waste arisings is changing. Even during the period of economic growth prior to 2007, there was evidence both locally and nationally that creation of waste by households was becoming less closely related to economic performance or personal wealth.
8. The Council's forecast of future change in quantities of MSW arising in Wiltshire has therefore been revised.
9. The new forecast is a significant change from forecasts prepared for the Wiltshire Joint Municipal Waste Management Strategy (JMWMS - see next section). At the time of the adoption of the JMWMS a growth rate up to 4% a year was expected, based on trends experienced in Wiltshire since the late 1990s and a national forecast of 3% growth.
10. The current recommended forecast is for an annual average of 0% (no change), within a projection range of -1% to +1%. The forecast is therefore for Wiltshire's total MSW to stay at about 251,000 tonnes per year, although with annual fluctuations.
11. This forecast is based on recent experience in Wiltshire, national trends and an examination of trends and the views of other waste authorities in the South West Region.

### **What is the Council's strategy for managing this waste ?**

12. In the Spring of 2006 the Wiltshire Councils adopted a Joint Municipal Waste Management Strategy (JMWMS). The JMWMS provides guidance for waste management up to 2020/21.
13. The main objectives of the strategy are :-
  - The safe management of Wiltshire's waste
  - A major reduction in the proportion of waste sent to landfill, to comply with EU and government policy
14. Both objectives therefore respond to concerns about the environmental impact of waste.
15. The Strategy has five principles, which reflect the "waste hierarchy". The waste hierarchy states that :-
  - reducing waste is better than
  - re-using waste, which is better than
  - recycling or composting, which is better than
  - energy from waste treatment, which is better than
  - disposal to landfill.
16. There are targets for each of these principles. The next section of this note describes the key targets and the progress made in reaching them.

## How much progress have we made ?

### Waste Minimisation

17. Waste growth has been much less than forecast and the total is less than it was five years ago (see above). The target set in the JMWMS **to reduce waste growth to 1% less than the forecast growth rate** has therefore been comfortably met. Subsequently, the Wiltshire Councils adopted a more ambitious target in the Wiltshire LAA <sup>2</sup>. The new LAA target is based on measuring the amount of waste collected per household, excluding waste collected for recycling and composting. The target is therefore based on the recently introduced National Indicator, NI 191 <sup>3</sup>.
18. The LAA target is tougher as well as simpler. There is also evidence that it is achievable, as the Table 1 shows. Progress made is ahead of the new target.

**Table 1: LAA targets – residual waste per household (NI 191)**

Year	JMWMS target *	LAA Target (rounded)	Calculated Performance
	“Old Target”	“new target”	“progress made”
2007/08			727 kgs
2008/09	1274 kgs	698 kgs	664 kgs
2009/10		690 kgs	
2010/11		663 kgs	
* the JMMWS target was expressed in a different way, but can be recalculated to compare with the new target based on waste per household.			

### Recycling and Composting

19. The JMWMS set a number of targets for recycling and composting. Table 2 shows that overall performance during 2008/09 met the target set for 2010/11.

**Table 2: Recycling and composting targets and performance**

Year	JMWMS Target	National Target <sup>4 5</sup>	Wiltshire Performance
2005/06	<b>33%</b>	30%	31.6%
2006/07			38.1%
2007/08			36.7% <sup>6</sup>
2008/09			40.5%
2009/10			
2010/11	<b>40%</b>	40%	
2015/16		45%	
2020/21	<b>50%</b>	50%	

<sup>2</sup> LAA = the Local Agreement for Wiltshire 2008/09 to 2010/11

<sup>3</sup> There are 3 National Indicators for waste management, NI 191 for waste minimisation(reduce, re-use, recycle), NI 192 for recycling and composting and NI 193 for waste sent to landfill.

<sup>4</sup> National targets for 2010/11 onwards are in the “Waste Strategy for England” 2007

<sup>5</sup> The former BVPI target of 33% by 2005/06 was capped by Central Government at 30%. However, 33% was retained as a local (Wiltshire Waste Partnership) target.

<sup>6</sup> The Wiltshire performance in 2007/08 was affected by a DEFRA decision to exclude one previously accepted form of waste re-use, namely use of chipped wood waste for engineering at landfills.

20. The JMWMS also set a target **to provide a kerbside recycling collection to at least 95% of Wiltshire households by 2010/11**. This was met during 2008/09, with the extension of kerbside recycling services throughout South Wiltshire. Almost all households now receive a fortnightly kerbside recycling collection.
21. The final target set by the JMWMS to support recycling was for **all collections of residual waste to be fortnightly by 2010/11**. This target has been partially met, with alternating weekly collection services in East and West Wiltshire.

#### Other diversion of waste from landfill

22. The JMWMS seeks to **recover sufficient waste tonnage to reduce Wiltshire's reliance on landfill for biodegradable waste <sup>7</sup> under the Landfill Allowance Trading Scheme (LATS)**.
23. There are two financial drivers encouraging waste authorities to reduce waste to landfill:
- The Landfill Allowances Trading Scheme (LATS) gives each waste disposal authority an annual allowance for the tonnage of biodegradable waste that it can landfill each year. Biodegradable waste is, on average about 68% of total MSW. The allowance is being reduced each year until 2020. So, Wiltshire's allowance in 2009/10 is about 93,000 tonnes and in 2019/20 it will be about 43,000 tonnes. Authorities which exceed their allowance have to purchase allowances from another local authority or pay a fine, which is currently set at £150 per tonne of biodegradable waste.
  - Landfill Tax is charged on all waste sent to landfill. The government's decision to increase landfill tax much more rapidly has meant that it has become a bigger issue since the JMWMS was adopted. Landfill tax will be £40 per tonne <sup>8</sup> during 2009/10 and is set to increase by £8 a year to £72 per tonne by 2013/14.
24. Progress with waste reduction and recycling described above mean that the amount of waste that the Council needs to divert from landfill to meet its LATS allowances is less than when the JMWMS forecasts were prepared.
25. Also two other forms of landfill diversion have been commenced by the Council. First, the contractor is sending about 8000 tonnes a year of wood waste to an energy from waste plant on a short term contract. Second, the Council's 25 year contract to send 50,000 tonnes per year to the Lakeside Energy from Waste incinerator near Slough commenced at the end of June 2009, and should be fully operational by the Autumn.
26. The scale of waste diversion to comply with LATS allowances is therefore much reduced. On current forecasts, the Council can expect to be LATS compliant until about 2013, provided that the Lakeside contract functions as agreed.
27. However, the steep increases in Landfill Tax and government discussions about further restrictions on landfill both mean that further diversion may be both financially advantageous and necessary.

---

<sup>7</sup> Biodegradable waste is waste that rots down quickly in landfills, producing landfill gases. These include methane, which is at least 20 times as effective as carbon dioxide at contributing to global warming. Typical biodegradable materials are paper, card, textiles, wood, food and garden waste.

<sup>8</sup> Some wastes are defined as "inert" and taxed at £2.50 per tonne, eg soil and rubble. However, almost all MSW attracts tax at the full rate.

28. The Council is negotiating with Hills Waste Solutions and their technology partner, Entsorga, who are proposing to build a Mechanical Biological Treatment<sup>9</sup> plant with a potential capacity of 60,000 tonnes per year.
29. The Council is also discussing the business case for a joint project with Swindon Borough Council, to divert more waste from landfill in the longer term.

#### Providing more waste treatment capacity

30. The two other principles in the JMWMS seek to

**increase MSW management facilities in pursuit of recycling, composting and overall recovery targets, and**

**support and encourage the provision of facilities by working in partnership with the private sector, with a particular emphasis upon development in the south and west of the County, in accordance with the Proximity Principle and the Wiltshire and Swindon Waste Local Plan.**

31. The comments above on progress show that much has been achieved. However significant further investment will be needed to:-
- a) Increase recycling and composting from the current performance level of about 40% to the 2020/21 target of 50%
  - b) Secure further contracts for diversion from waste from landfill, by MBT and working with Swindon Borough Council
  - c) Increase waste treatment capacity in the south and west of the County.

#### **Conclusions**

32. Growth of municipal waste has been replaced by stabilisation, and a 0% rate of change is forecast. However, the rate of change is uncertain and needs to be closely monitored.
33. A number of key targets in the Joint Municipal Waste Management Strategy have been achieved, for waste minimisation, recycling / composting and other waste treatment.
34. Significant further investment and action will be needed to reach remaining targets and deal with rising environmental and financial pressures to divert waste from landfill.

-oOo-

---

<sup>9</sup> Mechanical Biological Treatment or MBT can take many forms. The main features of the process proposed for Westbury are a controlled indoor composting process to greatly reduce the waste tonnage through drying and some biodegradation, followed by shredding to create a Refuse Derived Fuel (RDF).

## COUNCILLORS BRIEFING NOTE

No. 16

**Department:** Resources

**Further Enquiries to:** Barry Pirie

**Date Prepared:** September 2009

**Direct Line:** (01225) 718266

### FAQ's – New Chief Executive Wiltshire Council

**1. Why is Wiltshire Council recruiting a Chief Executive when there is already a Chief Executive in place?**

The Staffing Regulations, in the Local Government and Public Involvement in Health Act 2007, provide the framework on which all staffing issues associated with the move to Wiltshire Council have been determined. These regulations state that the post of head of paid service (Chief Executive) of the new single tier council must be recruited by means of open competition. This means that the Chief Executives of the five District and County Councils could not be appointed to the post of Chief Executive for the new Wiltshire Council without going through a recruitment process which allows open competition.

**2. Why have Wiltshire Council engaged the services of an external agency to carry out the recruitment to this post?**

It is usual for member led appointments to be managed by executive search organisations, in this case Tribal Resourcing. This enables the Council to focus on the candidates who most closely match the requirements of the post rather than having to review all applicants for a post. In this case it is likely that there will be significant interest in the post.

The use of an executive search organisation brings other benefits. These include a high level of expertise in relation to recruiting to positions at this level. Tribal Resourcing have experience of recruiting Chief Executives for Local Authorities, the NHS, Central Government and for the Voluntary Sector. They have also recruited executives and non-executives across the public sector. This experience gives Tribal Resourcing access to a database of candidates and they are able to regularly make contact with sources and candidates working for private sector companies. This

expertise is not available within the Council, as it is rare that the Council needs to recruit to positions at this level.

### **3. What is the HR department's role in the recruitment of a new Chief Executive?**

HR is leading on the recruitment of a new Chief Executive. They are working closely with Tribal to ensure the process is managed in line with Wiltshire Council's policies and procedures and that it is undertaken in a fair and transparent manner. They will also ensure that the process adopted results in a skilled and experienced person being appointed on merit.

HR has worked with Tribal Resourcing to design and implement a recruitment advertising campaign, including a recruitment micro-site, (<http://www.wiltshirechiefexecutive.com/>), to market the vacancy nationally.

HR has worked with Tribal to develop a Job Description and Person Specification for the post, ensuring the Council's objectives and requirements of the post are clear. HR will brief the members involved in the selection of a new Chief Executive to ensure they understand their roles and responsibilities in the process.

HR will review all proposals made by Tribal in relation to each stage of the process to ensure the Council's recruitment and selection policies and procedures are being adhered to.

### **4. Why was the job advertised in the Sunday Times, were there not cheaper alternatives?**

It is usual for jobs at this level to be advertised in the national press, as the Council are looking to recruit from the national jobs market place. The Sunday Times has more readers in Health, Education and Central Government than any other National Newspaper and has a unique position in that it attracts a large Private Sector audience as well as an active Public Sector audience.

The alternative national newspapers have a smaller readership, and would therefore not reach as wide an audience as the Sunday Times.

### **5. Where else has the Council advertised the post?**

As well as the Sunday Times a recruitment advertisement has also been placed in the Municipal Journal (MJ). The MJ is a widely read publication within local government. The MJ's readers are senior managers at the UK's 462 local authorities plus senior councillors, private companies, Whitehall civil servants, professional associations, and public sector bodies. They read The MJ first for news and jobs and information on the Government's plans for local government.

In addition to recruitment advertisements in these publications the job has been advertised widely on line. This is a very cost effective way of reaching a wide audience of prospective candidates. The job is currently being advertised on Guardian online ([www.Guardian.co.uk/jobs](http://www.Guardian.co.uk/jobs)) and Careers for Leaders ([www.careersforleaders.com](http://www.careersforleaders.com)). Alongside this Tribal have worked with HR to develop a recruitment micro-site for this post. All candidates are being signposted to this micro-site where they can find a wide range of information about the role and the



Council, and apply for the post. This micro-site can be viewed at <http://www.wiltshirechiefexecutive.com>.

## **6. How much is Wiltshire Council spending on the recruitment of a new Chief Executive?**

A budget of £50,000 has been set aside for this appointment. This includes all costs associated with the recruitment & selection process, including advertising, executive search, expenses, accommodation etc.

## **7. Could this not be done more cheaply?**

There are cheaper alternatives, however this is a high profile post and the successful candidate will be required to ensure the overall implementation of the new Council's vision and transformation agenda. This is critical to ensuring the Council meets its objective to deliver high quality, low cost, customer focused services. The use of an executive search organisation will help us to ensure only the strongest candidates are considered, and the national press advertising campaign will assist with the attraction of the right calibre of candidates as the recruitment advertisement will sit alongside other job vacancies of a similar size.

## **8. How did Wiltshire Council decide on the salary for the new Chief Executive post?**

All of the pay scales for HAY graded senior management posts within the Council are based on the median pay rates for the "Public Sector and Not for Profit" market, as measured by Hay Group's pay survey. In practice this has meant that the middle of the Council's pay ranges for these posts equates to the market median. In the case of the salary range for the new Chief Executive this data was used, in addition to information about pay scales for similar sized roles in other South West authorities and the salary ranges of Chief Executive posts in the other five large new unitary authorities, (Cornwall, Durham, Shropshire, Northumberland and Central Bedfordshire). All of this data resulted in a median salary range for this post of £171,000 to £189,000.

## **9. Why did the Council not use private sector pay scales as a benchmark for the salary for the Chief Executive?**

Comparisons with pay scales in other industries would be inappropriate as that would be inconsistent with the way all other Wiltshire Council pay scales for HAY graded senior managers are assessed.

However Wiltshire Council is equal in size to organisations in the FTSE 250 based on its size (total budget and number of staff). The average basic salary for Chief Executive posts in these organisations is £425,000. This excludes bonuses, and in some cases this can equate to 100% of the basic salary. Clearly this would be inappropriate.

## **10. How long will it take to recruit a new Chief Executive?**

The recruitment advertising started on the 6<sup>th</sup> September 2009 with an advertisement in the Sunday Times. The recruitment advertising campaign ends on 28<sup>th</sup> September 2009, the closing date for all applications. A process to shortlist the most suitable

candidates will be undertaken by the member's appointment panel and interviews are scheduled to take place on 3<sup>rd</sup> & 4<sup>th</sup> November 2009. Subject to the panel being able to select a suitable candidate, the Council will approve the selection on 10<sup>th</sup> November 2009. It is anticipated the new Chief Executive will be in post by no later than 1<sup>st</sup> March 2010.

#### **11. What will happen to the existing Chief Executive?**

The existing post of Chief Executive (ex-Wiltshire County Council) will be redundant. The current postholder will have the opportunity to apply for the new post of Chief Executive if he chooses to do so.

## MEMBERS BRIEFING NOTES

### No. 17

**Department:** Resources

**Further Enquiries to:** Rita Sanders

**Date Prepared:** September 2009

**Direct Line:** 01225 718375

### SCHOOL STANDARDS AND FRAMEWORK ACT 1998: ADMISSION AND EXCLUSION APPEALS

The Appeal Panel decisions from 1 July 2008 to 30 June 2009 are set out below for Councillors' information:

School	Appeal	Date(s)	Decision(s)
Abbeyfield School (Secondary)	1 Admissions	31 March 09	1 Place Found
Amesbury Archer Primary School	9 Admissions	18 July 08 7 Nov 08 7 May 09 18 May 09 26 June 09	1 Allowed 8 Dismissed
Bradford on Avon Christ Church (Primary)	9 Admissions	8 Aug 08 26 Jan 09 9 March 09 29 April 09	2 Allowed 5 Dismissed 2 Withdrawn
Castledown Foundation School (Secondary)	1 Exclusion	11 Dec 08	1 Dismissed
Corsham Primary School	5 Admissions	17 March 09 23 April 09	3 Dismissed 2 Place Found
Dinton C of E VC Primary	1 Admission	31 March 09	1 Place Found
Fynamore Primary School	3 Admissions	3 July 08 14 April 09 30 April 09	2 Dismissed 1 Withdrawn
George Ward School (Secondary)	1 Admission	1 April 2009	1 Place Found
Gomeldon Primary School	3 Admissions	28 April 09	2 Dismissed 1 Place Found
Great Bedwyn	3 Admissions	30 March 09 1 April 09	2 Dismissed 1 Withdrawn
Greentrees Primary School	1 Admission	8 May 09	1 Dismissed
Hilmarton Primary School	4 Admissions	1 May 09	3 Dismissed 1 Withdrawn
Hilpertown Primary	1 Admission	1 April 09	1 Place Found
Kings Lodge Community Primary School	6 Admissions	30 April 2009	3 Dismissed 2 Withdrawn

			1 Place Found
Manor Fields (Salisbury Highbury Primary)	2 Admissions	26 June 2009	1 Allowed 1 Place Found
Monkton Park Community Primary	8 Admissions	17 July 08 22 Sept 08 7 Oct 08 12 Dec 08 13 Jan 09 30 March 09	2 Allowed 6 Dismissed
Neston Primary School	1 Admission	23 April 09	1 Place Found
North Bradley Primary	2 Admissions	-	2 Allowed
Nursted Primary	1 Admission	17 Oct 08	1 Allowed
Princecroft Primary	1 Exclusion	21 Oct 08	1 Dismissed
Queen's Crescent School (Primary)	3 Admissions	5 May 2009	3 Allowed
Redland Community Primary School	3 Admissions	21 April 09	3 Allowed
Salisbury High School (Secondary)	4 Exclusions	1 Oct 08 9 Jan 09 23 Jan 09 10 June 09	3 Dismissed 1 Withdrawn
Shaw CE Primary	2 Admissions	29 April 09	1 Dismissed 1 Withdrawn
St Laurence (Secondary)	14 Admissions	1 June 09	4 Allowed 2 Withdrawn 8 Places Found
St Paul's Primary School	2 Admissions	21 Nov 08	1 Allowed 1 Dismissed
Stratford sub Castle Primary	1 Admission	31 March 08	1 Place Found
Sutton Veny C of E (VC) School (Primary)	1 Admission	31 March 09	1 Dismissed
The Corsham School (Secondary)	6 Admissions	3 July 08 13 Jan 09 17 June 09	3 Allowed 2 Dismissed 1 Place Found
The Mead Community Primary School	15 Admissions  1 Exclusion	17 July 08 7 Aug 08 8 Aug 09 9 March 09 27 March 09 11 May 09 17 Nov 08	1 Allowed 12 Dismissed 1 Withdrawn 1 Place Found  Third option
The Stonehenge School (Secondary)	1 Admission 1 Exclusion	14 May 09 23 Feb 09	1 Place Found 1 Dismissed
The Trafalgar School at Downton (Secondary)	20 Admissions	13 March 09 21 March 09 8 May 09 29 June 09	1 Allowed 3 Dismissed 5 Withdrawn 8 Settled 3 Place Found
Urchfont Primary	2 Admissions	1 April 09	2 Allowed
Wandsdyke Community School (Primary)	2 Admissions	17 July 08 20 May 09	1 Allowed 1 Withdrawn
Warminster Kingdown (Secondary)	2 Exclusions	6 Jan 09 30 Jan 09	1 Dismissed 1 Withdrawn
Westbury Leigh C of E Primary School	1 Admission	31 March 09	1 Place Found
Winterbourne Earls Primary	1 Admission	28 April 09	1 Dismissed
Woodlands Primary School	2 Admissions	28 Jan 09 28 April 09	2 Dismissed

**TOTAL NUMBER OF APPEALS HEARD:** 95

Admission Appeals: 87 (28 allowed, 59 dismissed,)

Exclusion Appeals: 8 (7 dismissed, 1 Third Option)

**TOTAL NUMBER OF ADMISSION APPEALS WITHDRAWN:** 18

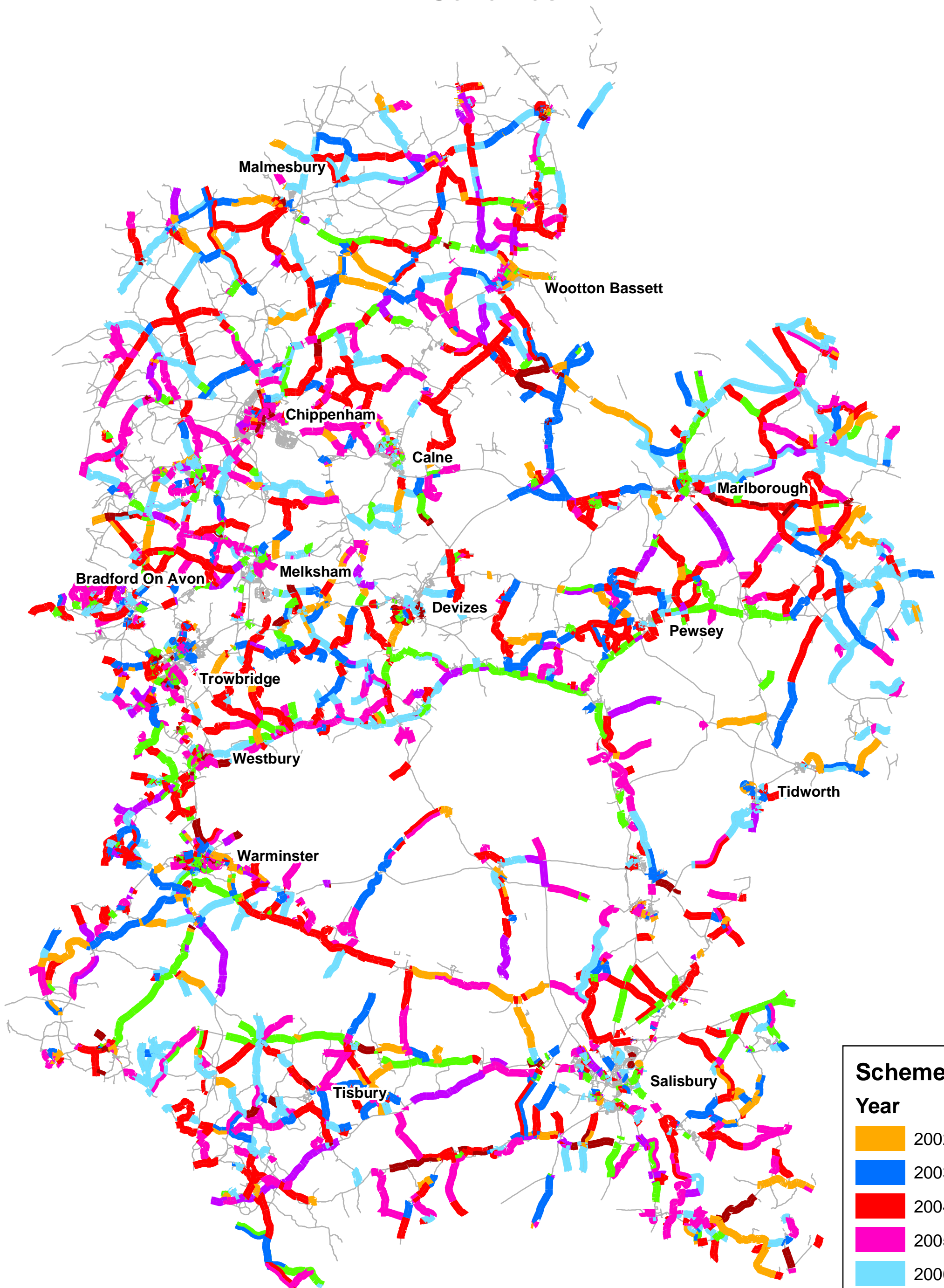
**TOTAL NUMBER OF EXCLUSION APPEALS WITHDRAWN:** 2

**TOTAL NUMBER OF PLACES FOUND PRIOR TO APPEAL:** 26

**TOTAL NUMBER OF APPEALS SETTLED:** 8



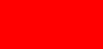





**TOTAL NUMBER OF APPEALS RECEIVED:** 149

# Schemes



## Schemes

### Year

	2002
	2003
	2004
	2005
	2006
	2007
	2008
	2009

CONDITION OF ROADS IN WILTSHIRE AREAS BOARDS 2009

FIGURE 2

Principal Roads	Amesbury	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Southern	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	South West Wiltshire	Tidworth	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade
Length Surveyed in Area	54.28	11.85	31.96	29.69	19.97	45.29	32.65	17.79	53.92	36.75	50.17	14.73	46.19	35.06	21.59	18.10	10.53	12.86
Length to be considered for	3.70	1.50	1.69	1.57	1.15	3.81	1.78	2.37	2.32	1.34	4.29	0.81	1.94	2.91	0.96	0.58	0.68	0.58
Area Performance Indicator	6.82	12.66	5.29	5.29	5.76	8.42	5.44	13.31	4.29	3.63	8.56	5.49	4.19	8.31	4.44	3.21	6.47	4.49

Non Principal Classified Roads	Amesbury	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Southern	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	South West Wiltshire	Tidworth	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade
Length Surveyed in Area	61.09	47.04	37.63	103.32	48.19	51.07	57.02	154.15	70.27	37.21	71.42	8.42	151.78	31.88	18.75	78.60	27.17	73.51
Length to be considered for	2.82	4.67	3.37	9.67	3.17	3.13	4.37	19.93	3.21	1.81	5.47	0.96	7.43	2.15	1.01	1.35	1.26	6.59
Area Performance Indicator	4.62	9.93	8.96	9.36	6.57	6.13	7.67	12.93	4.57	4.88	7.66	11.40	4.90	6.74	5.41	1.72	4.65	8.97

Non Principal Unclassified Roads	Amesbury	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Southern	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	South West Wiltshire	Tidworth	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade
Length Surveyed in Area	90.63	69.04	67.55	148.11	82.86	97.16	107.60	82.14	111.91	82.45	107.06	94.23	176.45	61.89	100.71	102.66	59.11	92.21
Length to be considered for	10.99	1.26	4.02	7.75	3.18	3.62	6.92	9.04	4.50	2.13	3.25	8.07	28.74	2.19	2.07	2.85	1.42	9.62
Area Performance Indicator	12.13	1.83	5.95	5.23	3.84	3.73	6.43	11.01	4.02	2.58	3.04	8.56	16.29	3.54	2.06	2.78	2.40	10.43

All Roads	Amesbury	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Southern	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	South West Wiltshire	Tidworth	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade
Surveyed Length in Area	206.00	127.93	137.14	281.12	151.02	193.52	197.27	254.08	236.10	156.40	228.65	117.38	374.42	128.83	141.05	199.36	96.81	178.58
Length to be considered for	17.51	7.43	9.08	18.99	7.50	10.56	13.07	31.33	10.03	5.28	13.01	9.84	38.11	7.25	4.04	4.78	3.37	16.79
Average Area Performance Indicator	9	6	7	7	5	5	7	12	4	3	6	8	10	6	3	2	3	9



Table excludes effects of 2009/10 Road Surfacing



## COUNCILLORS BRIEFING NOTE

No. 18

**Department:** Transport, Environment  
and Leisure

**Further Enquiries to:** Peter Binley

**Date Prepared:** October 2009

**Direct Line:** (01225) 713412

### ROAD CONDITIONS IN WILTSHIRE

Road conditions are monitored nationally by means of surveys using specialist equipment with lasers for the main roads, and by visual inspection of the minor roads. The surveys are carried out annually, with those for the more important roads being reported as National Indicators. Comparing the 2007/8 figures for County Council highway authorities the roads in Wiltshire would be ranked for condition as:-

A Class Roads	12 <sup>th</sup> equal out of 34
B and C Class roads	3 <sup>rd</sup> equal out of 34

Compared to roads in other counties in the South West the condition of roads in Wiltshire in 2007/8 would be ranked as:-

A Class Roads	3 <sup>rd</sup> equal out of 5
B and C Class Roads	1 <sup>st</sup> equal out of 5
Unclassified Roads	1 <sup>st</sup> out of 5

Overall the conditions of roads in Wiltshire compare favourably with similar local authorities, and are in better condition than in many areas.

The effects of recent winter weather has undoubtedly had a detrimental effect on the condition of the network, and the proportion of network in need of works will increase slightly in the short term, but the results for future years are still expected to be in line with those of other authorities given the extensive road resurfacing programmes currently being undertaken in Wiltshire.



Roads for resurfacing are identified annually because roads deteriorate at different rates according to construction type, traffic volumes, weather effects and ground conditions. Road surfacing programmes are developed using technical surveys and local knowledge of the network, and this usually results in a spread of work across the network as shown on Figure 1. One of the key factors is to ensure there is adequate skid resistance. The safety of the network is more important than its appearance.

There are variations in the condition of the various road types across the network because of the rates of deterioration and local factors. The breakdown by area board is shown on Figure 2. It should be noted that the results do not include the effects of the 2009/10 surfacing programme.

This information will be used to help identify schemes, but the priority remains road safety, and it is important to carry out works at those locations with the greatest safety risk irrespective of geographical location. It should be noted that even in areas with roads in better than average condition there will be some sites in need of attention.

The maintenance work on roads and bridges to be carried out each year is included in the Community Area Highways Information documents prepared for each community area annually in March.

-oOo-

## Councillors Briefing Note No. 19

**Department:** Transport, Environment & Leisure      **Further Enquiries to:** Kate D'Milne

**Date Prepared:** October 2009      **Direct Line:** (01225) 713236

### CCTV SECURITY AT COUNTY HALL

Due to increasing incidents of vandalism and theft within the County Hall/MECH complex, particularly out of hours, a review of security was carried out in 2008.

Corporate Leadership Team have given approval for close circuit television equipment to be installed in order to increase security of the site and fabric of the building, to safeguard staff and to protect the public.

The preferred option was a system provided by Group 4 Technology (who currently supply the door entry/access system). The plan involved the installation of cameras working in conjunction with the security door access system, giving an additional increased level of security.

The objective of this update is to inform councillors of the progress of the scheme.

Twenty one cameras have now been installed and are due to be switched on during October 2009.

The system will record 24 hours per day, 7 days per week. It will not be continually monitored, as it is anticipated that the cameras themselves will act as a deterrent.

The system will allow the night security guard to get an overview of the grounds from one location throughout the night. Two employees from Strategic Property Services will receive specific training on the system and will be able to retrieve footage when a building security breach (incident) has occurred. This is in compliance with the submitted Code of Practice which is available on the intranet.

The Code of Practice is available to view on the link:

<http://www.wiltshire.gov.uk/council/councilownedpremises/countyhallcctvpolicy.htm>.

The code of practice clearly states what the system is used for. We are not watching staff movements. The system is purely for protecting the safety of the building its occupants and users. The images recorded on the system will only be used as evidence in any subsequent criminal investigation.

Building Awareness will not only help to improve security but will reduce the amount of vandalism and theft on the complex. In turn this will reduce the costs incurred by the Council.

## COUNCILLORS BRIEFING NOTE

No. 20

**Department:** Community Services

**Further Enquiries to:** Nicola Gregson

**Date Prepared:** October 2009

**Direct Line:** (01225) 771673

### Cessation of Garden Service : Age Concern Wiltshire

- Age Concern Wiltshire have announced that they will be discontinuing their Gardening Service which forms part of a Social Enterprise Scheme that was funded by DEFRA for three years.
- The Council were not consulted about the funding application to DEFRA and no exit strategy was planned that we were made aware of.
- The service was available to older people in North Wilts and Devizes and was provided by volunteers and paid employees. In 2008/09 a total number of 225 people received the service.
- The gardening service has been provided to clients, regardless of status, in North, and East Wiltshire at a charge of £15 per hour.
- Age Concern took the decision to close the service having been unable to obtain continuation funding. Funding from the Council to continue this service has not been sought formally.
- A small 'free' gardening service will continue to be provided for eligible Service Users, provided by volunteers working through Age Concern.
- Funded by the Council, Ridgeway Community Housing provide a low cost garden maintenance service to people in East Wilts. This contract ends in March 2010

- Currently, the Council is seeking bids from service providers to deliver a range of home improvement services including low level gardening tasks that will commence in April 2010.
- The Council funds a range of services provided by Age Concern Wiltshire to a total value of £233,000 and the PCT £147,000.

## Councillors Briefing Note No. 21

**Department:** Children and Education

**Further Enquiries to:** David Marriott

**Date Prepared:** November 2009

**Direct Line:** (01225) 713819

### Appointment of LEA Governors Briefing for Members November 2009

- **A Guide to the Law for School Governors** published and distributed by the Department for Children, Schools and Families (DCSF) states:

*“LEA governors are appointed by the local authority. Local authorities can appoint any eligible person as an LEA governor. A person is disqualified from appointment as an LEA governor if they are eligible to be a staff governor of the school.”*

- The term LEA governor (as opposed to LA governor) is somewhat out of date but remains the accepted term since it would need primary legislation in parliament to change it
- A copy of **A Guide to the Law for School Governors** can be downloaded from [www.governornet.co.uk](http://www.governornet.co.uk)
- School governors make up the largest volunteer force in England. Unpaid, they take on one of the most important and valuable roles in education – the strategic leadership of a school. The purpose of the governing body is to help the school to provide the best possible education for its pupils by setting the school aims and policies (together with the head).
- The composition of a governing body is determined by the stakeholder principle. This means that key groups of people with an interest in the school are represented fairly. The governing body can change the number of governors within set limits, but must always observe the proper proportions of each stakeholder group.
- One stakeholder group is the local authority represented by the LEA governor – appointed by the local authority under the scheme agreed many years ago by the then Education Advisory Panel. Potential candidates are nominated by the lead councillor, for the constituency in which the school is located, in consultation with the chair of governors.

#### Procedure for the appointment of LEA governors

The following procedure will apply whenever a vacancy occurs in a school's governing body for an LEA Governor:

1. Upon receipt of notice of a vacancy on the governing body of a school the Director, Department for Children & Education will notify the Councillor in whose electoral division the School is situated (“the Lead Councillor”) of the vacancy and will invite the Lead Councillor and the Chairman of Governors to submit nominations for a replacement, following the steps outlined below.

2. The Lead Councillor will consult the Chairman of Governors (or the Vice-Chairman if there is no Chairman) and any other Councillors, with a view to agreeing the nominee to be put forward to the Director, Department for Children & Education for appointment.
3. Where agreement is reached between the Lead Councillor and the Chairman of Governors (or the Vice-Chairman if there is no Chairman), the Lead Councillor will notify the Director, Department for Children & Education of the agreed nominee, upon receipt of which the Director, Department for Children & Education will confirm the appointment.
4. Where agreement is not possible the Lead Councillor and the Chairman of Governors will submit details of their respective nominees to the Director, Department for Children & Education on the form attached and will send copies to each other within 28 days of the date of notification of the vacancy.
5. The Director, Department for Children & Education will invite the Lead Councillor and the Chairman of Governors to submit any written comments as to the suitability of the other's nominee within the next 7 days.
6. Following consultation with the Cabinet Member for Education, the Director, Department for Children & Education will determine the appointment of the replacement LEA Governor having regard to the information submitted and the agreed criteria for selection as indicated on the application form.
7. The Director, Department for Children & Education will notify the parties of his decision in writing within 7 days. The Director, Department for Children & Education's decision is final and there is no right of appeal.
  - The **Governor Services Team** offers advice, training and support to school governing bodies, and ensures that governing bodies are correctly constituted. **It is this team that appoint LEA governors on behalf of the Director for Children and Education.** The team can advise councillors on all matters relating to the LEA governor appointment process
  - The team is based at Bythesea Road, Trowbridge and operates a voicemail service out of office hours:

<b>David Marriott</b> Manager	01225 713819	david.marriott@wiltshire.gov.uk
<b>Sandra Singer</b> Team Leader	01225 713821	sandra.singer@wiltshire.gov.uk
<b>Swapnil Mittal</b>	01225 713820	swapnil.mittal@wiltshire.gov.uk
<b>Barbara Gosden</b>	01225 713774	barbara.gosden@wiltshire.gov.uk

## COUNCILLORS BRIEFING NOTE

No. 22

**Department:** Public Health

**Further Enquiries to:** Sarah Fussell

**Date Prepared:** 12<sup>th</sup> November 2009

**Direct Line:** (01225) 718520

### **Alcohol Strategy and Implementation Plan 2009-11**

The Wiltshire Alcohol Strategy was launched at the Wiltshire Assembly on 30<sup>th</sup> October 2009. The Strategy and Plan have been developed and endorsed by all members of the Community Safety Partnership, including the Council, the NHS, the police, the police authority, probation and the youth offending service.

The Alcohol Strategy sets out a vision for reducing alcohol related problems in Wiltshire under the 4 themes of prevention, intervention, enforcement and rehabilitation. The Implementation Plan contains a comprehensive range of actions to achieve this vision, including communicating clear messages about alcohol, educating and preventing harm among young people, providing services for individuals with alcohol problems and their families, and managing the night-time economy.

For each action the Implementation Plan identifies a Lead Officer and sets out milestones and deliverable dates. These Lead Officers are from a wide range of agencies which reflects the cross-cutting nature of addressing alcohol misuse. An Alcohol Strategy Implementation Group meets quarterly to review progress and is accountable to the Community Safety Partnership.

Successful implementation of the Wiltshire Alcohol Strategy will not only reduce alcohol related problems across Wiltshire but also lead to an improvement in both the health and quality of life of Wiltshire residents.

The Alcohol Strategy and Implementation Plan are available on:  
<http://www.wiltshire.gov.uk/wilts-alcohol-strategy-imp-plan-2009-11.pdf>

## COUNCILLORS BRIEFING NOTE

No. 23

**Department:** DCE

**Further Enquiries to:** David Whewell

**Date Prepared:** 4 December 2009

**Direct Line:** (01225) 713772

### **Youth Work Staffing Allocations for Community Areas – 2010/2011**

A requirement in the DCSF guidance Aiming High for Young People, A Ten Year Strategy for Positive Activities, 2007

[http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=PU214&docs/cyp\\_tenyearstrategy\\_260707.pdf](http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=PU214&docs/cyp_tenyearstrategy_260707.pdf) and the Education and Inspection Act 2006

<http://www.dcsf.gov.uk/educationandinspectionsact/> requires Local Authorities to consider how best to ensure the provision of sufficient educational and recreational positive activities for young people in their local area.

During 2008/2009 a management graduate trainee, seconded to the Development Service for Young People, undertook research which examined how the core youth work staffing resources of the Council were currently allocated across the 20 community areas of Wiltshire. This allocation comprises of the percentage of time that a main professional grade youth development co-ordinator and/or a Team Leader is required to undertake face to face work together with the number of hours of assistant youth worker time allocated to the community area. Excluded from this analysis was the current cost of the provision of buildings as these will be considered in the 'workplace transformation' exercise being undertaken at present and also that transfers of physical assets are not physically possible across Community areas. The full report (which does contain 'part 2' confidential information) is available from [david.whewell@wiltshire.gov.uk](mailto:david.whewell@wiltshire.gov.uk).

One outcome of this report indicated that the allocation of youth work staffing resource ranged from £4 per head of 13-19 population to £46 per head of 13-19 population. This allocation had developed on an historical basis over the preceding years and was clearly inequitable for both the young people of Wiltshire and the communities of which they are a part.



The graduate trainee also undertook a national trawl across local authorities in order to examine how core staffing resources were allocated in other areas and was able to identify a small number of authorities who had determined a formula funding approach although with no clear coherence across authorities.

After consultation across the service it was considered that Wiltshire would benefit from adopting a formula approach to this staffing allocation, based upon the following criteria,

- 25% of the total budget as a fixed amount for each community area
- 50% based upon the numbers of 13-19 year olds in each community area
- 10% based upon deprivation using the indices of multiple deprivation
- 10% based upon rurality/sparsity
- 5% held centrally to cover emergency and/or training/maternity cover

Significant discussion has taken place across all levels of the service in order to ensure that staff are aware of and understand the potential implications for their delivery in the community areas in which they work and whilst recognising that any move to an equitable redistribution of staffing resources will mean there are “winners and losers”, all concerned have indicated that this will provide a fairer, transparent and consistent approach to more equitably responding to the needs of Wiltshire’s young people.

Currently team leaders and youth development co-ordinators are considering the options for delivery based upon how a reallocation of these resources would impact upon the community areas in which they work and we have asked colleagues to ensure that these considerations are discussed at both Community Area Young People’s Issues Groups and at Community Area Board meetings. We have also indicated that this should not be an exercise in providing just “more or less of the same” as many Members have raised questions about the needs of young people across their divisions and community areas. Members will be pleased to learn also that young people have participated in indicating when services need to be provided in that over 2000 young people (34% users and 66% non users) have been consulted on their preferences for provision in a survey undertaken across all community areas. This report will be available before the end of December. Where there is the potential for significant impact on delivery then we have also considered the phasing in of these reallocations over a six month period in the new financial year.

On the following page is a table indicating how we are intending to make the allocations for each community area and Members are asked to note that this is the core staffing resource for the area based upon the formula model. In some areas Members have previously agreed to provide support for additional resources to be made available for young people’s services based upon a recognition of the wider needs of their community areas. In all areas Members may wish to participate with young people and advise the professional staff as to the use of these resources.

We recognise that transition to a formula model does create some tensions and anxieties for Members, the staff, the young people and the communities of which they are a part but firmly believe that the best interests of all Wiltshire’s citizens will be met by adopting this equitable and transparent approach to the allocation of youth work staffing resources.

## **Proposed Youth Work Staffing Allocations 2010/2011**

The following figures show the amount available in each Community Area of youth work staffing allocations which is inclusive of the proportion of a full time professionally qualified youth development coordinator or Team Leader allocated to face to face work. Members will need to note that these are person hours and that open provision in youth development centres generally requires a minimum of three staff on duty.

<b>Community Area</b>	<b>Hrs pw</b>	<b>Community Area</b>	<b>Hrs pw</b>
Amesbury	75	Mere	54
Bradford	39	Pewsey	56
Calne	54	Salisbury	76
Chippenham	86	Tidworth	62
Corsham	50	Tisbury	42
Devizes	80	Trowbridge	85
Downton	43	Warminster	56
Malmesbury	49	Westbury	47
Marlborough	76	Wilton	52
Melksham	54	WB & Cricklade	65

It has always been the intention of the service, as a core of delivery, to ensure access for young people to the provision of building based youth work (where young people are recognised as having a right to assemble) in each of the community areas, for four evenings per week. This requires a total of 36 staff hours per week of which only 12 can be ascribed to the full time member of staff.

In the Downton community area, there is currently no allocated building for youth work delivery so alternative provision must be made, although this allocation improves current staffing resources.

The Tisbury community area shares a resource with the Mere community area and staff are assured that there will be no detriment to service provision, in fact this allocation improves current staffing resources.

In both the Salisbury community area and the Wootton Bassett, Cricklade community area there is currently an over allocation of resources based upon this model and discussions are taking place as to how most effectively to address this.

All of the staffing allocations over and above the building based youth work programme will be available for projects and activities across the wider community area in response to localised need.

This core youth work staffing model proposes to address the significant inequality in resource allocation that has developed historically across the community areas of Wiltshire and does not reflect any reduction in the budget for youth work delivery. In fact, it seeks to offer to Members, young people and the communities of which they are a part a coherent, transparent and equitable model that ensures, whatever base budget is determined year on year, is reflective of the needs of all young people of Wiltshire.

Contact can be made with the Head of Youth Work, [david.whewell@wiltshire.gov.uk](mailto:david.whewell@wiltshire.gov.uk) or telephone 01225 713772. Alternatively, [kevin.sweeney@wiltshire.gov.uk](mailto:kevin.sweeney@wiltshire.gov.uk) , the Operations Manager, telephone 01380 735780.

## COUNCILLORS BRIEFING NOTE

No. 24

**Department:** Community Services

**Further Enquiries to:** Mayur Bhatt

**Date Prepared:** December 2009

**Direct Line:** (01225) 718061

Single Equality Partnership Scheme

### 1. Introduction

The aim of this briefing note is to let you know about our planned single equality scheme partner engagement activity.

### 2. Background

As you know, we have certain legal requirements under existing legislation to promote equality in the areas of disability, gender and race. The proposed new Equality Bill (to be introduced in 2010) will bring together, strengthen and extend our existing equality duties to incorporate other dimensions of equality such as sexual orientation, age and transgender. Therefore, there will be a more comprehensive approach to promoting equality and inclusion

The Corporate Equality & Diversity Team is working to develop a single integrated equality scheme in accordance with the comprehensive approach above. As our other statutory partners are doing the same, we decided to plan joint activities to engage with different communities across Wiltshire, and ask for their help in developing our work to promote equality and fairness for all.

These activities will take place between December 2009 and February 2010 with the aim of publishing our final scheme in April 2010.

### 3. Partnership details

The partnership is as follows:

- Wiltshire Council
- NHS Wiltshire

- Wiltshire Police
- Wiltshire Fire and Rescue Service

We are hoping a partnership approach will make it easier for people and community groups to provide their thoughts and opinions on our work to promote equality for all. Additionally, local groups and organisations have told us that we should be working together more so this is an opportunity to respond to that suggestion.

#### **4. Engagement activity**

We have prepared an engagement document and questionnaire for distribution to local groups and organisations across Wiltshire (a copy of which is attached). We will also be visiting groups and organisations upon their request and holding a joint engagement event in February 2010 (date to be confirmed). We are particularly looking at engaging and getting views from individuals and organisations that work with diverse communities such as Gypsy & Traveller communities, disabled people, older people, LGB&T groups, women groups, younger people, BME groups etc.

It would also be helpful if you can let my team know about community groups that you are aware of and recommend that we speak to.

#### **5. What it means for you**

The information we get back from these engagement events will help inform our single equality scheme. It will also inform the development of departmental equality plans, which my team are happy to work with you on.

I am more than happy to provide a briefing at appropriate senior management meetings, so please let me know if that is what you request.

When we are engaging with local groups, we will be letting the local Community Area Manager know and invite them to attend. Where this is not possible, we will feedback to the Community Area Managers and, if appropriate, report any emerging issues to the local area board.

If any members or officers would like to be involved in our visits to community groups then please can you let me know.

#### **6. And finally.....**

Thank you for your support in advance.

Briefing Prepared by:  
Mayur Bhatt (Head of Equality and Diversity)

# Single equality scheme partner engagement



# What is this about?

This document is about asking for your help and opinions in developing our work to promote equality and fairness for all.

## Who are we?

We are:

- Wiltshire Council
- NHS Wiltshire
- Wiltshire Police
- Wiltshire Fire and Rescue Service

We are working together to make sure that everyone has equal opportunities, is free from discrimination and harassment, is able to get along well in our communities and is able to participate and feel valued in our work.

## Why are we doing this?

We are doing this together because we think the partnership approach and attached questionnaire may make it easier for you to provide your thoughts and opinions on our work to promote equality for all.

By working together we can take joint action and provide services that are fair for all. It is vital to us that our service delivery is focused on our customers' needs. Additionally, groups and organisations have told us that we should be working together more so we are responding to this suggestion.

## What do we want you to do?

Over the coming years, public services have to continue to spend money wisely making the best use of resources and ensuring equality of opportunity for all in Wiltshire. We would like you to respond to the questions on the next few pages to tell us your thoughts on how we can do this most effectively. You may find it helpful to look first at the summary of each of our services and the progress we have made so far as individual organisations.

## What will we do with the information?

The information will be anonymous and will be used to inform our individual single equality scheme action plans. The information will also be shared across strategic partnerships and the voluntary and community sector to help them plan their services. The information is important so that we understand the needs of the different communities in Wiltshire.

## How do I give my views or make comments?

- You can fill in a form and hand it to the staff in your library or use the People's Network computers to fill in the form online in your library
- You can email your comments to [equalities@wiltshire.gov.uk](mailto:equalities@wiltshire.gov.uk)



- You can fill in the survey on line at:  
[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
[www.wiltshirepct.nhs.uk](http://www.wiltshirepct.nhs.uk)  
[www.wiltshire.police.uk](http://www.wiltshire.police.uk)  
[www.wiltshirefirebrigade.com](http://www.wiltshirefirebrigade.com)
- You can send this form to:  
 PALS NHS Wiltshire, Southgate House, Pans Lane, Devizes SN10 5EQ
- You can invite one of the partners to visit your organisation or local group by contacting Wiltshire Council's Corporate Equality and Diversity team at:  
[equalities@wiltshire.gov.uk](mailto:equalities@wiltshire.gov.uk) or  
 by telephone on 0300 456 0100 or  
 by textphone on 01225 712500
- You can attend our joint engagement event in February 2010. More details will follow. If you are interested in attending, please email:  
[equalities@wiltshire.gov.uk](mailto:equalities@wiltshire.gov.uk)

**Please let us have your comments by 3 March 2010.**

**Thank you for your support.**

## Summary of our services and progress to date

### Wiltshire Council

The new Wiltshire Council started on 1 April 2009 when the county council and four district councils became a unitary authority. The council is divided into five departments committed to encouraging and supporting communities to get involved in making Wiltshire a good place in which to live and work.

**Department for Children and Education** helps children and young people achieve the highest possible standards of health, development and education by supporting them in their families, schools and communities.

**Department of Community Services** supports people and communities and makes sure those who are vulnerable get the support they need so that everyone can feel safe and be involved in making decisions about services.

**Department of Transport, Environment and Leisure** aims to provide transport and leisure services that everyone can access.

**Department of Economic Development, Planning and Housing** aims to meet the needs and aspirations of people in Wiltshire when planning for the future.

**Department of Resources** covers a range of services, including employment that supports the smooth running of the council.

Structure changes will be completed by 1 April 2010

- The current department of Transport, Environment and Leisure and the department of Economic Development, Planning and Housing will be amalgamated to form a new department of **Neighbourhood and Planning**.
- Property will be transferred to the department of Resources.
- Public protection, emergency planning, community safety and research and intelligence will be located with the Joint Director of Public Health.
- Leisure will be located in the new department of Neighbourhood and Planning while the review of leisure is undertaken.

## **Community Area Boards**

Wiltshire Council also has a new community structure in place so that local people can get involved in local decisions via new Area Boards. There are 18 across the county that each meet every six to eight weeks at various locations to make decisions about issues affecting the community. Wiltshire councillors, representatives from town and parish councils, members of the local Community Area Partnership plus representatives from the police, fire and the NHS attend meetings. So local people can come along and discuss issues with the councillors who will take these views into account when making final decisions. These new arrangements for communities are aimed at improving access to the council, its services and the democratic process and community area managers are developing different ways of involving diverse groups.

For more information, please go to: [www.wiltshire.gov.uk/communityandliving/areaboards](http://www.wiltshire.gov.uk/communityandliving/areaboards) or contact Steve Milton on 01722 434255/ textphone 01225 712500

## **Key equality and diversity achievements:**

We have:

- supported voluntary groups and partnerships through funding to promote the reporting of hate crime
- developed an anti-bullying strategy in partnership with the Children and Young People's Trust Board and actively involved children and young people in finding solutions to address bullying
- developed a domestic violence strategy to raise awareness of domestic abuse and increase access to support and services, including minority communities and people affected by multiple discrimination
- opened specialist day services for older people who need high levels of support to remain independent at home and have choice and control over their lives, which may not always be possible in nursing or residential care
- developed youth work provision with partners in the health and voluntary sector with lesbian, gay, bisexual and transgender (LGBT) young people
- completed a needs assessment and successfully secured funding to improve transit and permanent pitch provision across the county for gypsy and traveller communities. All permanent pitches will benefit from a type of 'village hall' for social events and drop-in

clinics. This would have a huge impact as it would give a social hub and an information centre to reduce isolation and aid access to services such as early years playgroups

- set up six bridging projects for disabled young people and their peers to engage in youth work opportunities to increase their participation in all aspects of community life
- supported staff forums for disabled people and BME staff and increased promotion of the 'Disability Confident' campaign to make sure disabled staff get the support they need at work.

For further details of the council's work, please contact our equality and diversity team at [equalities@wiltshire.gov.uk](mailto:equalities@wiltshire.gov.uk) or by telephone on 0300 456 0100 or textphone on 01225 712500.

## **NHS Wiltshire**

NHS Wiltshire exists to improve the health and well-being of people of Wiltshire. It does this by:

- assessing the health needs of people of Wiltshire
- planning and paying for a full range of equitable services to meet these health needs
- contracting for the delivery of services with a variety of providers including NHS trusts, the voluntary and charity sector, private sector providers and its own provider service, namely Wiltshire Community Health Services
- monitoring the performance of its contractors.

Both NHS Wiltshire and Wiltshire Community Health Services are working with local people to help them to live healthier lives and reduce inequalities in people's health across Wiltshire. This is being delivered by tackling the biggest influences on health such as stopping smoking and increasing physical activity.

NHS Wiltshire also co-ordinates the planning and funding of local NHS primary care contractors including 62 general practitioner practices, 61 dental practices, 53 opticians and 67 pharmacies.

NHS Wiltshire employs approximately 2,900 staff, most of whom work in Wiltshire Community Health Services, such as neighbourhood teams, maternity services and health visitors.

### **Key equality and diversity achievements:**

- Making it easier for our service users with disabilities to access our premises.
- Publishing a Joint Strategic Needs Analysis with Wiltshire Council - this document reports on the health needs of our communities.
- Improving our understanding of health needs of special groups, including older people, women and people with disabilities, black and ethnic minority groups, prisoners, homeless people, military population and Gypsies and travellers.
- Creating opportunities to improve our links with groups such as traveller communities, migrant workers and people from ethnic minority communities to allow them to air their views on our plans and help us to learn about their experiences of the services we offer.
- Reviewing and revising our single equality scheme and action plan to improve equality outcomes for specialist groups.

- Developing our HR policies and practices to attract applicants from groups currently under-represented in our workforce.

For further details of NHS Wiltshire's work please visit our website [www.wiltshirepct.nhs.uk](http://www.wiltshirepct.nhs.uk) or call our freephone Patient Advice Helpline Service on 0800 389 7671.

## Wiltshire Police

Wiltshire Police wants to make Wiltshire the 'safest county in the country' by working with partners and communities. We want to provide a service that is focused on our customer's needs so that we:

- have safe, satisfied and confident communities
- have staff who are committed and motivated
- manage risks
- communicate our successes
- coordinate our activity

Everyone expects and should receive our protection and a high quality service which meets their individual needs, and so we want to make sure that all employees and volunteers are:

- valued
- treated fairly
- provided with a work environment free from discrimination, victimisation and oppression

Our Single Equality Scheme 2010-2013 will be a way of planning actions that are customer focused and which increase public trust and confidence in the Wiltshire Police to tackle crime, disorder and antisocial behaviour.

### Key equality and diversity achievements:

- We have set up 'Stop Watch' where police, community groups, Wiltshire Police Authority and our independent advisory group discuss police use of stop and search powers. Wiltshire Police works to prevent and detect crime and make communities safe through a fair, ethical and non-discriminatory use of stop and search powers. Wiltshire is now seen as one of the leading police services nationally on this issue.
- We regularly consult with diversity groups and this has led to big improvements in the service we give to all communities.
- Consultation includes the 'True Vision' hate-crime reporting process, identifying how visually impaired people cope with anti social behaviour and other related issues.
- We have introduced autism-alert cards to allow police officers to identify people who come in contact with officers as they require a higher level of service through recognition of their condition. This may be developed further in the future to cover other conditions.
- We have developed a positive action programme to recruit people from black and minority ethnic communities into the police service to be more representative of the community we serve. Our human resources team has dedicated officers undertaking this work.

For further information, visit our website at [www.wiltshire.police.uk](http://www.wiltshire.police.uk) or contact your local neighbourhood policing team by ringing 0845 403 7000.

## **Wiltshire and Swindon Fire Authority**

The members of Wiltshire & Swindon Fire Authority are responsible for making sure the Fire and Rescue Service runs smoothly by:

- agreeing an annual budget
- looking at new national and local policies
- checking performance for best practice and best value

There are 13 members, nine appointed by Wiltshire Council and four by Swindon Borough Council for a one year period. There are also three lay persons on the authority's standards committee which monitors the code of conduct for members.

In 2009 Wiltshire Fire & Rescue Service introduced five strategic aims to improve planning and performance:

- To provide the best possible response to fires and other emergencies
- To create stronger and safer communities
- To develop a healthy, safe, well trained workforce and make sure our jobs are accessible to all
- To protect our environment and heritage
- To make funding available for the above aims so we are as efficient as possible

All of our work now fits in with the above so we can clearly show how we are doing and check progress over the next three years. We are very proud that the Department for Communities and Local Government (CLG) has said that we are one of the few fire and rescue services in the country that is performing at the highest level in our fire fighting and emergency operations. The Audit Commission has also said that, compared to other fire and rescue services, we require a relatively low amount of council tax from the public to help fund this vital emergency service.

### **Key equality and diversity achievements:**

- Improved access to community fire stations.
- Introduction of rural safety teams.
- Development of equality and diversity training for all staff and elected members.
- Development of equality and diversity monitoring linked to organisations from which we purchase goods and services.
- community safety advice provided to vulnerable people
- Introduction of youth education advisors to work with schools.
- Integrated risk management plan for 2010 to 2013 has been developed with input from the public.

- Working in partnership with the Great Western Ambulance Trust to provide response to medical emergencies in rural areas.

For further details of Wiltshire Fire and Rescue's work please visit our website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or call our Equality and Diversity Advisor on 01722 439300

## **Priorities under our single equality schemes**

We want to improve our work on equality and inclusion because we want a good quality of life for all in Wiltshire.

Existing work through our partnerships has focused on the priorities below which we have already consulted widely on.

Now we want to know from you how we can improve to ensure equality and inclusion for all.

Our priorities are:

### **knowing our communities – this means:**

- understanding who lives in Wiltshire, finding out their needs and what opportunities there are for different groups
- looking at any unfairness or inequalities in health, education, community safety and employment, and working with communities to reduce these.

### **shaping our communities – this means:**

- working with other organisations and communities to find out the most important areas of work
- making sure there is strong leadership to work towards improving the quality of life for all.

### **engaging with our communities – this means:**

- promoting involvement and working together with different communities
- listening to experiences of different communities so that we can improve our services.

### **responding to individual needs – this means:**

- delivering a service that meets individual needs
- understanding how our services can affect different groups.

### **employment opportunities – this means:**

- making our jobs accessible to all
- treating our staff fairly.

# Questions

## Knowing our communities

- 1) Do you agree or disagree that local public services are good at communicating and interacting with all of Wiltshire's different communities?

Strongly Agree	<input type="checkbox"/>	Strongly disagree	<input type="checkbox"/>
Agree	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Disagree	<input type="checkbox"/>		

- 2) How good do you think local public services are at knowing how Wiltshire's different communities are changing?

Very Good	<input type="checkbox"/>	Very Bad	<input type="checkbox"/>
Good	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Bad	<input type="checkbox"/>		

- 3) How can the way local public services find out about Wiltshire's different communities be improved?

.....

.....

.....

- 4) Do you belong to an organisation that represents your interests?

Yes ☐ No ☐

- 5) If so, which organisation?

.....

.....

.....

## Shaping our communities

- 6) How confident are you that public service staff believe in equality and inclusion?

Very Confident	<input type="checkbox"/>	Not confident at all	<input type="checkbox"/>
Confident	<input type="checkbox"/>	Not very confident	<input type="checkbox"/>

- 7) How strongly do you agree or disagree that people in authority in local public services take equality and inclusion issues into consideration when making decisions?

Strongly Agree	<input type="checkbox"/>	Strongly disagree	<input type="checkbox"/>
Agree	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Disagree	<input type="checkbox"/>		

- 8) How could local public services improve their commitment to equality and inclusion?

.....

.....

.....

## Engaging with our communities

- 9) How good do you think public services are at providing different people in our communities with a fair chance to get involved in local issues?

Very Good	<input type="checkbox"/>	Very Bad	<input type="checkbox"/>
Good	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Bad	<input type="checkbox"/>		

- 10) Do you agree or disagree that you can influence decision making in local public services?

Strongly Agree	<input type="checkbox"/>	Strongly disagree	<input type="checkbox"/>
Agree	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Disagree	<input type="checkbox"/>		

- 11) How can local public services increase your influence and involvement in the ways services are delivered?

.....

.....

.....

## Responding to individual needs

- 12) How well do you think local public services listen to what you tell them?

Very Well	<input type="checkbox"/>	Not well at all	<input type="checkbox"/>
Well	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Not well	<input type="checkbox"/>		

- 13) Do you think local public services are flexible in the way they deliver to you?

Very flexible	<input type="checkbox"/>	Not flexible at all	<input type="checkbox"/>
Flexible	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Not flexible	<input type="checkbox"/>		

- 14) What can local public services do better to meet your needs?

.....

.....

.....



## A modern and diverse workforce

15) Are you aware of career opportunities within public services?

Very aware ☐ Not aware at all ☐  
 Aware ☐ Don't know ☐  
 Slightly aware ☐

**16) Would you consider a career in public services?**

Yes ☐      No ☐      Don't know ☐

**17) How can public services improve the way they promote employment opportunities?**

.....

.....

.....

**From the priorities below, tick the ones that are the most important to you:**

Knowing our communities	<input type="checkbox"/>	Responding to individual needs	<input type="checkbox"/>
Shaping our communities	<input type="checkbox"/>	A modern and diverse workforce	<input type="checkbox"/>
Engaging with our communities	<input type="checkbox"/>		

## Other comments

Do you have any other comments or suggestions to make?

[illegible]

# Equality and inclusion monitoring

Your response to the questions below will help us to know whether we are reaching diverse communities in Wiltshire.

This information is confidential and will only be used to analyse our engagement work. It will not identify who you are.

## Are you:

- A Wiltshire Council employee ☐
- A NHS Wiltshire employee ☐
- A Wiltshire Police employee ☐
- A Wiltshire Fire and Rescue Service ☐
- A member of the public ☐
- A representative of an organisation ☐

## Your gender

- Male ☐
- Female ☐
- Transgender ☐
- I would rather not say ☐

## Your age

- Under 18yrs ☐
- 18yrs – 50yrs ☐
- 51yrs – 64yrs ☐
- 65yrs or over ☐
- I would rather not say ☐

## Your sexual orientation

- Bisexual ☐
- Gay ☐
- Lesbian ☐
- Heterosexual ☐
- I would rather not say ☐

## Do you consider yourself to have a disability or a long term condition?

- Yes ☐
- No ☐
- I would rather not say ☐

## Are you a carer of a disabled person or a person with a long term condition?

- Yes ☐
- No ☐
- I would rather not say ☐

**How would you describe your ethnic group?**

- I would rather not say ☐
- White ☐
- Asian or Asian British ☐
- Black or black british ☐
- Chinese/other ethnic group ☐
- Dual heritage ☐
- British ☐
- Bangladesh ☐
- African ☐
- Chinese ☐
- White and Asian ☐
- Irish ☐
- Indian ☐
- Caribbean ☐
- East European ☐
- White and black African ☐
- Traveller (incl. Gypsy, Roma or Irish traveller) ☐
- Pakistani ☐
- Moroccan ☐
- White and black Caribbean ☐
- Other ☐
- Other white ☐
- Other Asian ☐
- Other ethnic group ☐

**If you would like to be more specific about your ethnic group, please tell us:**

.....

**You can send this form to:**

**PALS NHS Wiltshire,  
Southgate House,  
Pans Lane,  
Devizes SN10 5EQ**

**Many thanks again for your support.**



Information about Wiltshire Council's services can be made available on request in other languages and formats such as large print and audio. Please contact the council on 0300 456 0100, by textphone on 01225 712500 or by email on [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

يمكن، عند الطلب، الحصول على معلومات حول خدمات مجلس بلدية ويلتشير وذلك بأشكال (معلومات بخط عريض أو سماعية) ولغات مختلفة. الرجاء الاتصال بمجلس البلدية على الرقم ٠٣٠٠٤٥٦٠١٠٠ أو من خلال الاتصال النصي (تيكست فون) على الرقم ٧١٢٥٠٠ (٠١٢٢٥) أو بالبريد الإلكتروني على العنوان التالي: [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

如果有需要我們可以使用其他形式（例如：大字體版本或者錄音帶）或其他語言版本向您提供有關威爾特郡政務會各項服務的資訊，敬請與政務會聯繫，電話：0300 456 0100，文本電話：(01225) 712500，或者發電子郵件至：[customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

Na życzenie udostępniamy informacje na temat usług oferowanych przez władze samorządowe hrabstwa Wiltshire (Wiltshire Council) w innych formatach (takich jak dużym drukiem lub w wersji audio) i w innych językach. Prosimy skontaktować się z władzami samorządowymi pod numerem telefonu 0300 456 0100 lub telefonu tekstowego (01225) 712500 bądź za pośrednictwem poczty elektronicznej na adres: [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

ولشائر کونسل (Wiltshire Council) کی سروسز کے بارے میں معلومات دوسری طرزوں میں فراہم کی جاسکتی ہیں (جیسے کہ بڑی چھپائی یا آڈیو ہے) اور درخواست کرنے پر دوسری زبانوں میں فراہم کی جاسکتی ہیں۔ براہ کرم کونسل سے 0300 456 0100 پر رابطہ کریں، ٹیکسٹ فون سے (01225) 712500 پر رابطہ کریں یا [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk) پر ای میل بھیجیں۔

## COUNCILLORS BRIEFING NOTE

### No. 25

**Department:** Resources

**Further Enquiries to:** Glen Holmes

**Date Prepared:** December 2009

**Direct Line:** (01225) 712576

Councillors ICT Support Update

As part of the ongoing work to resolve problems you may be suffering with your Wiltshire Council ICT equipment we have recognised that the resetting of passwords is continuing to cause difficulties. As a result we have prepared simplified instructions for you to follow as per the attached document.

We have also identified that some of you have become frustrated, for a variety of reasons, when logging calls via the Steria support desk. Whilst we would still like to encourage you to use this facility we would also like to make you aware that if you do experience difficulties please feel free to contact David Vane directly and he will attempt to rectify your problems or alternatively log the call on your behalf.

David Vane can be contacted via the following details

07834 522219 or

02380 768495

[David.vane@wiltshire.gov.uk](mailto:David.vane@wiltshire.gov.uk)

## **Resolving Password Issues over WOW**

Every 28 days you are required to change your Windows Password.

You will be reminded every time you login to your laptop for 14 days before the 28 days are up.

When connected to the Wiltshire Network (From a docking station or wireless) this process causes no problems and a new password can be entered.



On some occasions users who do not visit a Wiltshire office before this time has passed will be prompted to change their password when they login to wow.



If this happens enter your old and new password as requested and click "Change Password" You will then be prompted to log back onto wow using your new password.



Once you have logged in you may get this Error when you open outlook or a similar Message when opening Internet Explorer

This is because the Cached (Saved) password on Your laptop is still saved as your old one and the Password on the Network is now the new one.

To overcome this issue once you have connected to WOW with your new password. *(You should have a yellow Padlock appear next to the time on the taskbar)*

Press "Ctrl Alt & Delete" together. You should get this Screen. Now select "Lock Computer"

Press "Ctrl Alt & Delete" to unlock your Laptop and now enter your new password.



This should have now synced your password on your laptop to the one saved on the Wiltshire Network.

\*You may need to restart your computer and connect to WOW again.

\*When you first logon to WOW and change your password your laptop is still trying to use your old password. This can cause your account to lockout giving you a message indicating this. You will need to call the Steria Service desk on 0800 121 8223 to get this unlocked before you can try the next step of "Locking Your Machine"