

Councillors Briefing Note No. 172

Service : Public Health & Public Protection **Further Enquiries to:** Emma Seria-Walker

Date Prepared: 24th January 2014

Direct Line: 01225 716840

Consultation on Implementing a Cumulative Impact Area in Salisbury

Wiltshire Council, as the Licensing Authority, is required to review and amend its Licensing Policy Statement every 5 years and as such we are currently in the process of drafting a revised policy for the council.

As part of this review, we have the opportunity to assess the feasibility of utilising other tools that are available to us to achieve the licensing objectives set out in the Licensing Act 2003, which are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm

Cumulative Impact Area (CIA) Policies were introduced as a tool for licensing authorities to limit the growth of licensed premises in a particular area. This is set out in the statutory guidance issued under section 182 of the Licensing Act 2003.

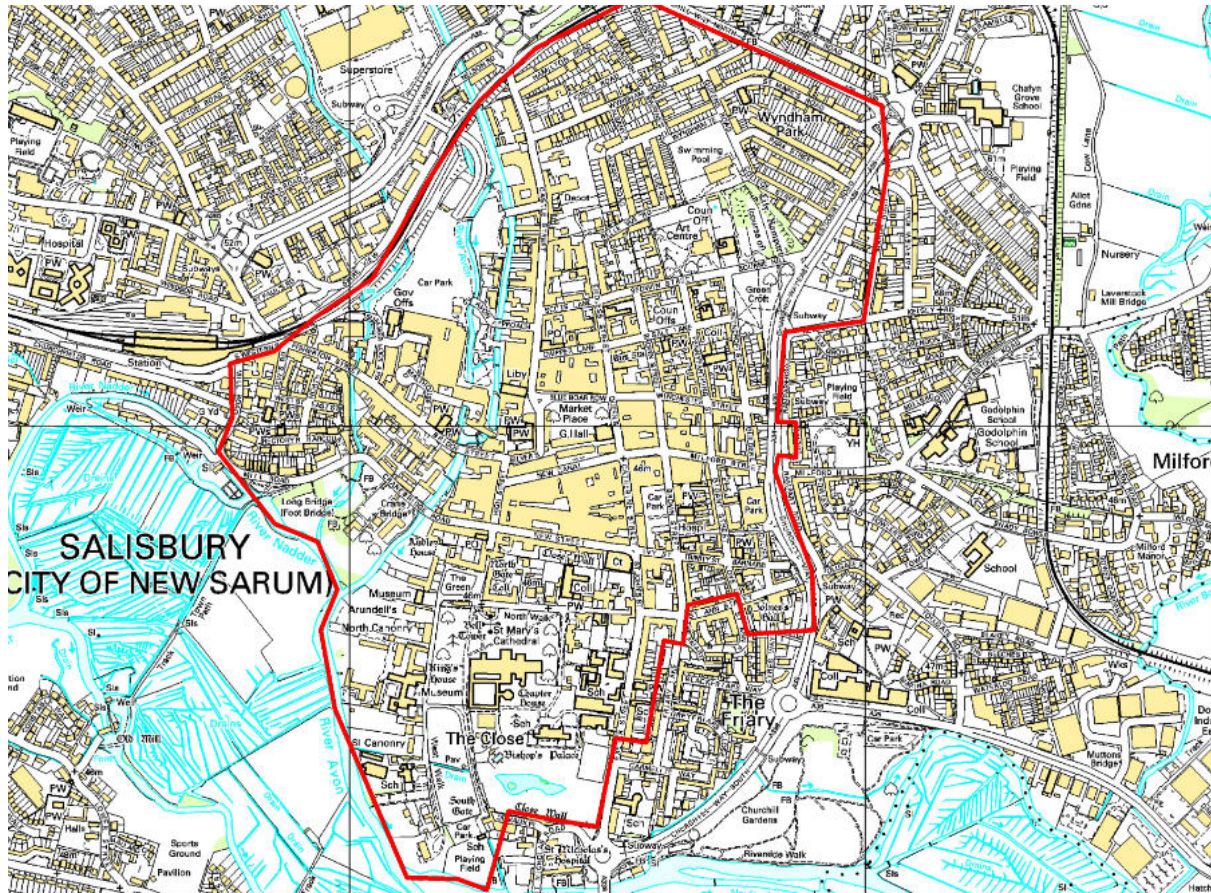
Salisbury has a vibrant and lively night time economy and has successfully achieved Purple Flag status for a second year. However, there continue to be areas within the Salisbury where the sheer density of licensed premises causes issues in relation to crime, anti-social behaviour, litter and noise nuisance.

The adoption of specific CIA policies will enable the Council to further control the number of licensed premises in a specific area. The effect of such policies, if adopted, will be to create a presumption that, where representations are received in respect of any applications for new or varied licences within the CIA, those applications will be refused or subject to certain conditions, unless the applicant can demonstrate that there will be no adverse cumulative impact on the area.

In order to gain the views of residents and businesses within the proposed area, a consultation will be launched and will run from January 27 until the 20th April 2014.

The proposed CIA is outlined in the map below and follows the boundaries of the Purple Flag area.

Map of proposed CIA



CIA's are already in place in Bristol, Bath and Southampton. Subject to consultation and agreement by councillors, a CIA in Salisbury could be in place by Christmas 2014.

Whilst we will primarily be targeting residents and businesses within Salisbury to participate in the consultation, we would welcome comments from all areas as Salisbury attracts visitors from all over the country.

The consultation can be accessed here:

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

Alternatively, the survey can be accessed directly by clicking here:

<http://www.wiltshire.gov.uk/salisbury-cia-2014-survey.htm>

Maggie Rae, Corporate Director

Councillors Briefing Note

No. 173

Service : Children's Services

Further Enquiries to: Carolyn Godfrey / Terence Herbert

Date Prepared: 29th January 2014

Direct Line: (01225) 713750 / 713790

Members briefing – Review of positive leisure-time activities for young people

Introduction

A report, which considered current open access youth services and activities, was reviewed by cabinet last week (21 January). The report set out options for ensuring sustainable provision for the future which reflects the modern lives and needs of young people while encouraging more of them to access activities within their local communities. Cabinet members agreed to a wide ranging public consultation on the options and specifically requested that young people have the opportunity to have their say. The consultation will start with council youth service staff this week (Friday 31 January), followed by a full consultation process throughout February.

As the report set out options which could impact on staff it was discussed as an exempt paper and in keeping with human resource guidelines the content of the cabinet report was intended to be shared at the members briefing scheduled for next Tuesday (4 February) on the rise of the full council meeting and following the meeting with staff who are potentially affected (31 January). However, yesterday (Tuesday 28 January) the union UNITE (regionally) issued an unexpected press release that contained exempt information and did not set out the context or options that will form the consultation. Given the media interest we thought it would be helpful to provide a briefing note ahead of next week.

Why does the service need a review?

As a local authority, Wiltshire Council has a statutory duty to secure for young people aged 13-19^[1] access to sufficient positive leisure-time activities to improve their well-being. For more than ten years, Wiltshire Council, and the former county and district councils, met this requirement through the provision of an open access development service for young people. The youth work team of the Integrated Youth Service currently operates across the county, offering a mix of centre and street-based youth work with an annual budget of £1.3m.

In the ten years since the service was first established the lives of young people have changed considerably. The rapid expansion of home entertainment, the growth in the number of commercial leisure providers, and the launch of smart technology combined with the phenomenon of social networking means young people are growing up in changing social environments and living very different lives. The council recognises that it needs to

^[1] Up to age 24 for young people with a learning difficulty.
CM08049/F

respond to these changes and consider the most appropriate approach to meet young people's needs. Feedback from prior consultation with young people reveals that;

- They want to have a greater influence about services which affect them;
- They value sport and leisure based activities;
- They want positive leisure-time activities to be decided locally; and
- They want community campuses to include suitable space for them.

At present, approximately 8 percent of the 13-19 population access the council's youth work provision.^[2] Many young people are likely to be engaged in a vast array of other activities offered by voluntary, community and private sector providers. Based on this the council needs to reflect on the future provision of positive leisure-time activities – recognising the valuable contribution of the voluntary and community sector – as well as considering how it positively engages with young people given the change in their lifestyles.

The council also recognises the need to consider changes to government youth policy. In 2012, the Department for Education set out a new approach called Positive for Youth, which included updated statutory guidance on services and activities to improve young people's well-being. Local authorities were reminded of their responsibility to continue to support young people, especially those who are more vulnerable, to engage positively in their communities and make a successful transition to adulthood. The government also defined a new role for councils to shift their role to be an enabler of services, rather than a direct provider, with an enhanced role for the voluntary and community sector.

This approach aligns with the principles of the Localism Act, which shifts power and control from local authorities and public sector providers into the hands of local communities and individuals. This also reflects the council's vision; to create stronger and more resilient communities by encouraging and supporting local communities to do more for themselves and, as a consequence, become less reliant on decreasing public sector resources.

Since becoming a unitary council in 2009, Wiltshire Council has adopted a radical and forward thinking approach to delivering its vision and services. A major programme of transformation will deliver significant savings and improved public services through the development of 18 community campuses. The campuses, designed by communities, will provide the services they want and need, in a location they consider best for their community and run by communities. The campuses will provide modern, sustainable, fit for purpose facilities, offering co-located services including libraries, leisure, police, health and community services. The first campus will open in Corsham in June 2014. The campuses offer new opportunities for local communities, including the younger generation, to participate and get involved in a range of services, activities and local decisions that affect them.

The council also needs to manage unprecedented financial challenges by balancing the growing demand for services against the reduction in funding from central government. This will mean the need to make decisions to reduce spending over the next four years (£120 million). In February 2013, the council agreed to reduce spending across the Integrated Youth Service by £250,000 per annum, based on the changes as highlighted above. It is proposed to reduce spending in next year's budget (2014/15) in the youth service by £500,000 per annum. The budget will be considered by full council on 25 February.

Next steps

Cabinet members agreed to progress with a full consultation process on all four options that were proposed in the report. All members stressed the importance that young people, staff and other key partners and stakeholders are consulted. A provisional recommendation to

^[2] Represents 3585 individuals covering the period 01/04/2013 to 30/09/2013.
CM08049/F

develop a community led approach was discussed but no decision will be made on a future option until consultation has taken place on all four options.

The four options are;

1. **Retain the current in-house service but reduce the value** – a number of options would be considered to make the required savings and deliver a service that meets the needs of young people in local community areas.
2. **Outsource the service** - this option would involve developing a new service specification for the provision of positive leisure-time activities; shaped by key stakeholders, including young people based on the resources available.
3. **Encourage and support staff to form a Public Service Mutual (PSM)** - A mutual can deliver a public service involving a high degree of employee control. It can operate for profit, not for profit, charity, social enterprise and community interest company.
4. **Develop a community led approach** - empower communities via community area boards, with funding from the council, to develop and make available positive leisure-time youth activities within their local area.

Option 4 - the community led approach includes a proposal to increase resource to strengthen local safeguarding arrangements by providing more early help to the most vulnerable young people.

The council takes its Public Sector Equality Duty seriously and will continue to assess the equality issues and impacts of each of the options as part of the decision making process. Plans for consultation are detailed within the cabinet report and alternative proposals will be welcomed during the process.

A briefing for members will be held following full council on Tuesday 4 February, and the full report will be published on the council's website on Monday 3 February.

Briefing ends.

For further information please contact:

Councillor Laura Mayes (Cabinet Member Children's Services) 01380 739177
Carolyn Godfrey (Corporate Director) 01225 713750
Terence Herbert (Associate Director) 01225 713790

Councillors Briefing Note No. 174

Service : Highways Asset Management

Further Enquiries to: Peter Binley, Head of Highways
Asset Management

Date Prepared: 7 February 2014

Direct Line: (01225) 713412

Flooding Response Update

Dear Member,

We are now approaching our ninth successive week of flooding caused by exceptional rainfall in the County and I thought that it might be helpful to update you on what is being done and give advice as to where you can help. The Council and its partners are continuing to tackle the problems caused by flooding and this briefing will also update you on partner organisations' plans for the weekend as continued bad weather is expected.

Ongoing Flood Resilience Work

Members will have seen the written answer that I gave to a question from Cllr Osborne on Tuesday. I attach a copy for your information. As part of that answer I announced a new community flood resilience scheme which will enable communities to help themselves through the immediate effects of flood difficulty. This will be known as the Parish Emergency Assistance Scheme and will enable towns and parishes to bid for sandbags, aquasacs, sand and flood warning signs. This scheme is funded and we have stocks of these items and more will be available within the next two weeks. We can certainly get immediate help to those communities that need them most. I have just approved the draft instruction for this scheme and it will be sent out to Members and Parishes early next week. In essence each Parish can bid for the following items and these will be provided free of charge provided a Parish has a Flood Plan, suitable storage and a means of getting the equipment out when needed.

Wiltshire Council will therefore provide 1 tonne of sand free of charge in one delivery to one location with:

In addition to one tonne of sand each

- 50 empty sandbags
- 50 gel sacs
- 6 flood warning signs
- 2 Drive Slowly signs
- 2 fluorescent tabards

You will recall that the council approved new Drainage Bye Laws on Tuesday and these will help us to get watercourses cleared. However experience has shown that landowners will often do this readily if they are asked and Councillors are ideally placed to undertake this liaison work in their communities.

In order to help those residents who have been flooded and to help to prevent a repetition of this devastating event in people's lives we are preparing a briefing pack for flooded residents and a shortened version of this will appear in the next issue of our Council magazine.

Immediate Flood Resilience Measures

Local Resilience Forum (LRF) teleconference calls took place this afternoon (Friday 3pm) and will take place on Saturday and Sunday morning.

The agencies which make up the LRF are working together to deal with the consequences of the recent wet weather – this includes groundwater flooding and flooding due to high river levels.

Areas of concern identified by the Environment Agency (EA) include (but are not limited to):

Coombe Bissett
Southampton Road, Salisbury
The Close, Salisbury
Devaux Place, Salisbury
Harnham Bridge, Salisbury
Aldbourn
Purton

Bradford on Avon: The EA has responded to concerns by building flood defences in the Bullpit area of Bradford on Avon to protect properties in that area – this is being supported by partner agencies.

One of our bridge engineers has inspected the Town Bridge and we do not have any structural concerns over the bridge.

A meeting is being held by Bradford on Avon Town Council on Monday.

Representatives from Wiltshire Council will be attending to update on the ongoing flooding response and longer-term plans.

Weather update:

Friday afternoon/evening: It will be a drier and brighter afternoon than of late, however, some scattered showers are expected to push in from the west. Cloud will thicken during the evening, with heavy rain soon arriving. Rain will be accompanied by strong to gale force winds. Becoming drier overnight into [Saturday morning](#).

Saturday: Will see strong winds and scattered, blustery showers. Showers will turn heavy at times with a risk of some turning thundery. It will continue unsettled overnight which will help to keep RSTs above freezing.

Outlook for Sunday and Monday: Strong winds and scattered showers will start the [afternoon on Sunday](#), but it will become drier and winds will ease. Clear spells overnight will allow RSTs to fall close to freezing. There will be scattered showers once again on Monday, with some clear spells possible overnight. Further cloud and rain arriving [Tuesday morning](#).

Safety messages:

Updates and safety messages are continuing to be communicated via the local media, social media and daily emails to communities.

- People are being urged to refrain from driving or walking through floodwater because it is never clear how deep the water is or what the water is covering.
- After periods of heavy rainfall, water stored within the ground can overflow and come to the surface as springs or seepage. This can cause problems for months after very bad weather and can often affect properties that are not frequently flooded.
- Groundwater and river levels often take days to react to rainfall, so people are being advised to be vigilant in the days following rainfall.
- Please ensure there is good ventilation if using portable indoor heating appliances to dry out indoor spaces. Do not use petrol or diesel generators or other similar fuel-driven equipment indoors: the exhaust gases contain carbon monoxide, which can kill.
- If you have been affected by sewage flooding please try to avoid coming into direct contact with the floodwater. Washing hands is the best way to get rid of harmful bugs. Use warm, clean water and soap, then rinse and dry your hands after being in contact with flood water, sewage or with items that have been in the water. If there is no clean water, use disposable soapy, wet wipes to carefully clean all parts of your hands and dry them.

Important information:

If people wish to report a highway issue, they can call the council's highways team on [0300 456 0105](tel:03004560105).

Information is available on the Wiltshire and Swindon Local Resilience Forum website:

Details of road closures are available on Wiltshire Council's website:

Advice from Public Health England and the Environment Agency for people who are at risk of or have been flooding is available from the Health Protection Agency.:

Details of flooding issues can also be found on the Environment Agency website.

Updates on road conditions are given through the council's @WiltshireWinter twitter account. People can follow this for up-to-date information during any adverse weather.

For more information and advice visit Wessex Water's website

I hope that the above helps and is of interest.

Regards



Jonathon Seed

Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding

Member - Summerham and Seend Division

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CM08049/F

Councillors' Briefing Note

No. 175

Further Enquiries to:

Alistair Cunningham, Associate Director, Economic Dev and Planning
Economic Development and Planning

Date Prepared:

Direct Line:

(01225) 713203

Army Basing Programme update

The Defence Infrastructure Organisation (DIO) has today (February 19) launched a six-week consultation on the draft Salisbury Plain Masterplan, which sets out proposed developments to accommodate the extra personnel and their families who are due to move to Wiltshire over the next five years as part of the Army Basing Programme.

The draft Masterplan can be viewed here:

www.gov.uk/government/consultations/salisbury-plain-training-area-master-plan-army-basing-programme

Feedback received through the consultation will help shape the final Masterplan which will identify where development could take place.

The plans to bring 4000 of servicemen and women to the Salisbury Plain area between this summer and 2019 were announced by the Ministry of Defence (MOD) in March 2013. They form part of the Regular Army Basing Plan which details the future for the Army as it restructures and moves back to the UK from Germany.

The Masterplan will identify potential sites for development at Bulford, Larkhill, Tidworth, Upavon, and Perham Down. Other Army sites on and around Salisbury Plain Training Area (SPTA), including Warminster, Westdown Camp, Knook Camp and Netheravon are unlikely to see any significant change.

The proposed developments, which will be subject to planning permission and Environmental Impact Assessments, involve extensive construction of new accommodation blocks for single soldiers and up to 1,200 service family homes, as well as construction and conversion of other buildings such as garages, armouries,

offices and mess facilities. To support the plan, the MOD will be investing up to £800M.

The Army is working closely with Wiltshire Council to ensure the right level of services and infrastructure is in place with a focus on housing, education, leisure and medical facilities, traffic and transport.

Any questions about the consultation should be sent to the team at DIO-ArmyBasing@mod.uk.

Exhibitions will be at the following locations from the launch of the consultation until Tuesday, 1st April. The exhibitions will be staffed by DIO personnel on the dates shown in brackets:

- Amesbury Library (24 Feb & 18 Mar)
- Tidworth Library (25 Feb & 19 Mar)
- Durrington Library (24 Feb & 19 Mar)
- Salisbury Library (25 Feb & 18 Mar)

A public meeting is being organised by Wiltshire Council, through the Tidworth Area Board medium, so communities within the Amesbury, Pewsey, Salisbury, Tidworth and Warminster community areas can find out more about the Army Basing Plans and how to take part in the consultation. It is due to be held at Wellington Academy on Monday 3 March 2014, starting at 7.00 p.m.

All local residents and interested parties are invited to view the exhibitions and provide any comments or feedback using the comment boxes at each location, by email to DIO-ArmyBasing@mod.uk or in writing using the freepost address below:

Army Basing Salisbury Plain
FREEPOST RTGX-TXYU-AXSL
Ropemaker Court
11 Lower Park Row
Bristol
BS1 5BN

Councillors Briefing Note

No. 176

Service : Local Highways
Further Enquiries to: Adrian Hampton, 01249 706799
Date Prepared: March 2013
Direct Line: x21799

Any Council Litter Bin Will Do

With the ever changing world of waste, it can make it difficult for anyone to understand how they should dispose of their litter, so the council is making it easy for residents with its 'Any Council Litter Bin Will Do' campaign.

The message is a simple one. Whether dog waste, litter, cigarette butts or chewing gum; put it in your nearest litter waste bin.

If you are walking your dog and there is a nearby litter bin, you can simply use this. If there is no nearby litter bin, take it home and dispose of it in the council provided household waste bin.

There is no longer a need for expensive specialised bins for dog waste as all the council's disposal facilities can accept this waste. This means all litter can be simply mixed and disposed of together. Easier, cheaper and more convenient.

Although the number of litter bins the council has in the community is fixed, Wiltshire Council is happy to re-site litter bins if requested by a parish or town council. This allows parish and town councils to identify their local needs and requirements. Providing the number of litter bins in an area does not exceed the current numbers, the council is happy to assist.

The council will also be reviewing the frequency of emptying litter bins over the next twelve months. There are some very exciting innovations that allow the council to match the frequency of emptying to the use of a litter bin, maximising the use of resources and ensuring Council Tax Payers money is wisely spent.

Parish and town councils who may wish to relocate existing bins should contact their local Highways Coordinator on the below number to request the changes.

There is also new legalisation that means that certain commercial premises are responsible for their customer's waste outside their properties. Sometimes the best way to meet this requirement is for the premises to provide and maintain litter bins themselves. This only recognises what historically the local village shop undertook, or new businesses, such as McDonalds, with their provision of community litter bins. If town or parish councils wish to discuss these arrangements their local Coordinator will also be pleased to help.

I hope this is useful and remember next time you are walking your dog 'any council litter bin will do!'

Councillors Briefing Note

No. 177

Service: Local Highways
Further Enquiries to: Adrian Hampton, Head Local Highways & Streetscene South
Local Highways
Date Prepared: March 2013
Direct Line: x21799

2014/ 15 Grass Cutting Arrangements

Grass cutting commenced early this year due to the increased grass growth following the warm and wet winter.

Maps of the council's grassed areas have already been issued to town and parish councils for their information. All Wiltshire Councillors should also have received the grass cutting maps.

Whilst Balfour Beatty Living Places (BBLP) have provided indicative cutting schedules, the contract requirement this year is for BBLP to keep grass length within certain heights. Below is attached the requirements, which relate to the provided maps. If any members wish further maps Local Highways will be pleased to provide these.

The reason for a grass length requirement rather than a frequency requirement is to ensure resources are increased when grass growth is excessive and reduced during times of long periods of dry weather, when grass does not grow.

The grass cutting requirement also recognises the affect that water logged ground can play on cutting operations. If there are difficulties accessing particular areas because of waterlogged or boggy conditions under the surface this grass will be left until the ground conditions are suitable.

BBLP have scheduled an identified number of grass cutting staff in each Community Board area, as they move to the new Community Team way of working. However, there are a number of reactive crews which supplement the Community Area Board scheduled staff during times of excessive grass growth. Crews commenced grass cutting on the 10th March 2013.

The council is currently reviewing the way the grass cutting information is given to town and parish councils. The Local Highway Service will shortly be holding a meeting with all town and parish councils across the county to show them how future information will be provided. A preliminary meeting with Trowbridge and Warminster Community Area Board councils has been undertaken to discuss this information and ensure the proposals are appropriate.

The Local Highway's Coordinator will also, wherever possible, be attending Community Area Board meetings (30minutes before the commencement of the CAB meetings) to discuss any parish or town council concerns throughout the grass cutting season.

Further grass cutting briefings will be issued at appropriate intervals.

Code	Max/Min Height Of Growth	Type of Mow
Sheltered Housing Schemes	50mm/12mm	First 2 cuts of season to be boxed off, thereafter as flown
High Amenity Areas	35mm/12mm	Box mown
General Grass Areas	125mm/20mm	Cuttings to be as flown
Low Amenity Areas	175mm/25mm	Cuttings to be as flown
Highway Verge Areas	175mm/25mm	Cuttings to be as flown
Rough Grass Areas	Minimum 75mm	Cuttings to be as flown
Flail Grass Areas	250mm/50mm	Cuttings to be as flown
Wild Flower/ Conservation Areas	Minimum 100mm	Cuttings to be collected and removed from site

Councillors Briefing Note

No.178

Further Enquiries to: Cllr Allison Bucknell

Date Prepared: 21 March 2014

Direct Line: 07976 891377

Supermarket Levy Briefing, March 2014

This briefing paper has been prepared for the Councillor Development Group.

The briefing provides some context and background information on the proposed 'Supermarket Levy' including examples of the arguments that have been articulated by various parties regarding the Levy to provide a framework for councillors to consider the merits of the proposal.

It sets out the following

- Outline the Sustainable Communities Act and the place of the Supermarket Levy within it
- Workings and objectives of the Levy
- Dealing with myths and misconceptions about the Levy
- Key arguments concerning the Levy
- Possibilities of local variation
- Experience in North Ireland, Scotland and Wales
- Progress with other English local authorities
- Procedure for obtaining support from central government
- Next steps

Various sources have been referred to in compiling this brief including Local Works however no further consultation has been carried out either internally or with residents or businesses across Wiltshire.

1. Sustainable Communities Act and the Supermarket Levy

The Sustainable Communities Act 2007 (SCA) provides an opportunity for local people to ask central government via local government to remove legislative or other barriers that prevent them from improving the economic, social and environmental well-being of their area. [\[1\]](#). Local Works, an organisation involved in developing the SCA, is leading a national campaign to use the SCA to establish a Supermarket Levy, a requirement for large retailers to pay an additional level of business rates. [\[2\]](#). Local Works are explicit in their view that "Large supermarkets are a major cause of

community decline” and they campaign to “Save our communities from large supermarkets” <http://localworks.org/pages/supermarkets> ¹

Councils are given the power by the SCA to make proposals to the Secretary of State (SoS), as to how government can ‘assist councils in promoting the sustainability of local communities’.

Under the Act, local sustainability has four measurements:

1. Thriving local regeneration
2. Environmental protection
3. Social inclusion
4. Active democratic participation

The Secretary of State is then under a duty to ‘reach agreement’ with councils, via their representative body, the Local Government Association on which proposals will be given priority.

The council must consult representatives of the local community and agree the proposal with them before it can be submitted under the Act. The proposal should then be submitted using the form on this site.

<http://barrierbusting.communities.gov.uk/who>

2. Objectives, workings and rationale of the Levy

Objectives:

- a) For councils to have the power to put a levy on the large supermarkets in their areas and for that money to help boost local jobs, local trade, local services and communities [3]

Workings:

- a) Proposals submitted by some councils so far have sought a local levy of up to 8.5% on the business rates on large retail outlets in their area with rateable annual value not less than £500,000; and
- b) Requires that the revenue from this levy go directly to the Local Authority in order to be used to improve local communities in their areas by promoting local economic activity, local services and facilities, social and community wellbeing and environmental protection [4].

Rationale:

- a) In Northern Ireland it was introduced to achieve a rebalancing of the rating system, so that smaller businesses receive help while the very largest retailers pay more [5]. In Scotland a variation was introduced as a ‘public health levy’ on large businesses sell both alcohol and tobacco. Local Works view is that the levy would “rebalance the detrimental impact that large supermarkets have on local economies and local communities.”

3. Clarification of key points about the Levy

¹ Local Works is a project of Unlock Democracy. Unlock Democracy is a UK pressure group, based in Islington, in London. Unlock Democracy was founded in 2007 as a result of members of Charter 88 (a pressure group advocating constitutional electoral reform) and the New Politics Network (the organisation established after the winding up of the think tank Democratic Left) merging the two organisations.
CM08049/F

There are some potential misunderstandings or misconceptions about the Levy. The following seeks to address those points.

- Local authorities do not currently have the power to implement a levy, hence the reason why Local Works is driving a campaign to lobby the Government to grant such powers. If granted, the local authority would then be able to decide whether it wishes to implement it or not [2].
- There is no guarantee of achieving such a levy even if local people support such a proposal. Central Government decides whether or not the proposal is implemented. Indeed, successive governments over the past decades have decided not to impose significant planning restrictions on supermarkets despite various calls to do so.
- The levy, although referred to as a 'supermarket levy', targets all large retailers. Wiltshire has 25 such properties with a rateable value of £500,000 or more.
- Theoretically an 8.5% levy could raise an estimated £2.5m per annum which on the face of it is significant however five of the large retailers that would be affected are within the Salisbury Business Improvement District (BID) area which already raises £400k per annum for local development. In addition The Community Infrastructure Levy charging schedule proposes a charge of £175 per sqm for superstore development which could raise around £1m per new supermarket even before any business rates are paid.
- Local Works believe that the supermarket levy could be imposed just on supermarkets by targeting premises over a certain size threshold. [19]. Specifically restricting the levy to supermarkets could potentially result in legal challenge. While it did not happen in Scotland there is still a risk under EU State Aid law which operates a general ban on what is known as "State aid" - the State favouring one business or group of businesses over their competitors. Difficulties can arise where the State changes the tax system so that some businesses get a competitive advantage over others. Whilst no action was taken in Northern Ireland (where the total number of shops affected was 76), the picture maybe very different in England where in Wiltshire alone at least 25 businesses would be affected.
- While the proposal is for a levy of up to 8.5% it would be possible for a smaller levy to be imposed on retail premises over the agreed threshold.
- There is misconception that all local communities do not want supermarkets. There are a number of examples where this is not the case. When Tidworth secured a large Tesco's for the town it was seen as a significant local victory. 700 people signed a petition in support of the extension to the Sainsbury's in Chippenham .
- Evidence from the Centre for Retail Research (CRR) that says over the next five years, the number of UK retail stores will drop from 281,930 to 220,000 if current trends continue. Online retail is set to account for 21.5% of total retail sales by 2018 from 12.7% today, the highest online retail share in the world.

Retailers with a strong web offering now need just 70 high street stores to create a national presence compared to 250 in the mid 2000's[29] Whether raising £1 - £2m per large local authority area from the Levy can have a significant impact on this trend is not known.

Some key arguments surrounding the Levy:

The arguments surrounding the Levy are as much to do with the pros and cons of supermarkets as they are to do with the principle of the levy. They tend to be divided between those in favour of smaller independent retailers over large supermarket chains, and those who fear that making the local retail market unattractive to the larger supermarket chains would have detrimental effects on the local economy.

There is a wide range of evidence and opinion quoted by both sides of the argument. Examples of which are set out below. This briefing paper does not seek to justify the arguments or the validity of associated evidence or opinion.

Jobs

Against:

- a) Possible impact on jobs. Northern Ireland has recorded no measureable impact, positive or negative, the benefits therefore perceived as negligible [6].
- b) Large retail businesses attract visitors and provide employment [18]. 966,500 jobs nationally according to <http://www.ibisworld.co.uk/market-research/supermarkets.html>. Supermarkets built on the edge of town centres are shown to have an important role to play in helping maintain and enhance the vitality and viability of those centres, says a report published by the University of Southampton. http://www.southampton.ac.uk/mediacentre/news/2010/dec/10_129.shtml
- c) Supermarkets provide a large number of flexible part time jobs that meet the needs of those with other responsibilities such as child care. [22]
- d) Supermarket and large retailers offer significant training as well as career development prospects [23]

For:

- a) Small retailers provide more jobs per sale than large retailers. In 2004 smaller retailers "accounted for over 500,000 employees from a turnover of around £21bn. By comparison, the Big Four supermarkets employed 800,000 people with a turnover of around £76bn. [7]
- b) In 2011 Tesco and Sainsbury's "expanded their floor space by 2,750,000 square feet, while number of people they employed fell by over 400", indicating efficiencies but fewer jobs [8].
- c) Between 2008 and 2010, Tesco, Asda and Sainsbury's, pledged to create 67,000 new jobs however only 28, 217 jobs were created. [31]

Economic activity

Against:

- a) There is a possibility of increased costs being passed on to consumers [6].
- b) Risk of large businesses moving away from the area, taking with them footfall that also benefits small businesses [18] "We consider Swindon, Bath and Southampton to be the largest competing centres to the Wiltshire centres and combined they draw **25.5%** of expenditure from the survey area. The strong

performance and dominance of centres outside of Wiltshire is also evident when examining the number of retailers looking for new retail space in the centres. Bristol had 104 retailer requirements registered on the Focus database at August 2010, reflecting a high level of demand to locate in the city. Below Bristol are the centres of Bath with 71 requirements, whilst Southampton and Bournemouth have 54 and 45, respectively.” [25] Notably Bristol has rejected the Supermarket Levy.

- c) Large stores may down-size to avoid a levy [18]
- d) Danger of sending an anti-business message particularly to large inward investors. Sainsbury’s confirmed it had slowed expansion plans north of the border because of the “combination of the downturn in the economy and the levy on supermarkets”, while Andy Clarke, chief executive of Asda, said it was “highly probable” that earmarked developments had been made unviable by the tax. The proportion of UK grocery stores being built in Scotland has fallen to its lowest level in eight years, according to property agent CBRE. [30]
- e) Danger of sending an anti-growth message to indigenous smaller businesses – in contrast to intention of the Wiltshire Council Business Plan.
- f) It could have a detrimental impact on achieving development of Business Improvement Districts. Large retailers are unlikely to be prepared to pay both a BID levy and a Supermarket Levy. Failure to secure support from the largest businesses in an area can significantly weaken the ability to establish a Business Improvement District.
- g) Large retailers in town centres can drive footfall. The proposed levy does not discriminate between out of town or town centre retail. [24]
- h) Large retailers can be the catalyst for other regeneration investment as they provide the financial capacity to drive development (see Sainsburys, Trowbridge; Morrisons, Trowbridge; tbc, Langley Park Chippenham)
- i) There are other mechanisms for managing the impact of large retail businesses e.g. retail impact assessments, Business Improvement Districts, CIL etc
- j) In terms of local spend, Wiltshire is already competing with Bath, Bristol, Swindon and Southampton which provide a significant number of large retail stores. [25]

For:

- a) A higher proportion of the turnover of independent retailers goes back into the local community, compared to that of supermarkets [10].
- b) Supermarkets have sufficient buying power to “adversely affect the competitiveness of suppliers and distort competition in the supplier market” for groceries and to a lesser extent, retail [11].
- c) There has been a large reduction in the number of specialist suppliers “From 1950 to 2000 the number of butchers in the UK declined from 40,000 to 10,000 and the number of greengrocers in the UK declined from 45,000 to 10,000” [11].

Environment

Against:

- a) Supermarkets have significantly improved their environmental performance over the last few years, introducing a number of initiatives and programmes under their Corporate and Social Responsibility strategies. While it is recognised they could do more they do have the scale and capacity to deliver significant beneficial impacts. [21]

- b) Supermarkets and large retailers have very efficient logistics operations and are arguably more environmentally friendly than smaller companies as only a relatively small proportion of goods are ever produced locally. Supermarkets also focus more on backhauling (goods gathered from a dispatch point immediately after a delivery so that the vehicles rarely travel without a load) such as excess waste, pallets or goods from other suppliers. [27]
- c) There are a number of studies that claim that when all potential inefficiencies are accounted for, local food distribution systems may be less sustainable than globalised systems. The merits of one set of metrics to assess this over another have been debated since the concept of 'food miles' was first coined. Large businesses operate highly efficient distribution systems because they can and the economies of scale of doing so deliver significant financial benefits. Small businesses rarely do because they lack the scale and capacity to implement such systems. Just because a business is small doesn't mean that it is dealing in locally sourced and produced goods.

For:

- a) Supply lorries for supermarkets often travel less than half capacity to supply stores at short notice, increasing HGV traffic [4].
- b) Supermarkets produce high volumes of non recyclable waste which goes to landfill [12]. This is due to over packaging but there is also significant food wastage. Supermarket's standardisation of fruits and vegetables means produce should be blemish free, travels and stores well and is a uniform size which results in waste in the food chain[4].
- c) Packaging makes up nearly a quarter of household waste, and 70 per cent of that is food related. Supermarkets' policies make it difficult to avoid this packaging. [32]The large, shed-like buildings used to house supermarkets are also extremely inefficient. A survey by Sheffield Hallam University found that large superstores are the most energy inefficient buildings in the retail/light industrial sector, despite the relatively new building stock. Per square foot they emit three times more carbon dioxide than greengrocers, and it would take more than sixty greengrocers to match the carbon dioxide emissions from a single average superstore. [33]

Community life

Against:

- a) Supermarkets function as essential one-stop-shops in some areas, offering cash points, electricity key charging, employment, access to decent cheap goods and food. They provide services in areas that may otherwise not be provided. The Levy may result in a disincentive to build stores of sufficient size to provide this breadth of services in relatively commercially marginal locations such as Tidworth.
- b) Research into the impact of supermarkets on the community suggests new retail models could play a vital role in strengthening communities [26]

For:

- a) 2005 research indicates "nearly three-quarters of residents surveyed identify local shopkeepers and traders as the 'heart and soul' of their community" [4].

- b) “Over half of local shopkeepers say that customers come into their shops for conversation and local news as much as to buy things. The average local shopkeeper will know seven out of every ten of their customers” [4].

Planning and land use

Against:

- a) The Wiltshire Core Strategy provides a level of control set out in Core Policy 38 on Retail and leisure development. It states that “All proposals for retail or leisure uses on sites which are not within a Primary or Secondary Retail Frontage, including extension of existing units, must be accompanied by an impact assessment which meets the requirement of national guidance and established best practice, and demonstrates that the proposal will not harm the vitality or viability of any nearby centres. All such proposals must also comply with the sequential approach, as set out in national guidance, to ensure that development is on the most central site available. [28]
- b) The Competition Commission looked into the OFT report of 2006 (see Local Works comments below) and found only 9 such covenant restrictions in place. Furthermore on 10 August 2010, the Competition Commission published the [Groceries Market Investigation \(Controlled Land\) Order 2010](#) (CLO). The purpose of the Order is to limit the ability of grocery retailers designated under the CLO as large grocery retailers to prevent land being used by their competitors for grocery retailing in the future.

For:

- a) The Office of Fair Trading found 69 sites owned by supermarkets where restrictive covenants had been used. In one case, restrictions placed on the land after purchase were to last 125 years. Such restrictions lead to rising rents and land prices in a given area, making land prohibitively expensive for small players [13].

4. Possibilities of local variation

As stated above, Local Works believe that the supermarket levy could be imposed on all retail premises over the threshold of no less than £500,000 rateable value, or just on supermarkets with premises over the threshold.

The proposal is for a levy of **up to** 8.5% therefore allowing the possibility of a smaller levy to be imposed on retail premises over the threshold [19].

The threshold could be increased to £1m rateable value which would mainly limit the impact to supermarkets only (there are 13 businesses in this category) however it would still include Leekes in Melksham.

5. Experience in North Ireland, Scotland and Wales

Northern Ireland

Currently Northern Ireland is the only part of the UK which operates a large retail levy. There has been an 8.5% retail levy on properties with a rateable value of £500,000 or more since April 2012 [4]. The levy is only in place for 3 years until 2015

and was implemented to help address the impact of the economic downturn. The levy was combined with an extension of rate relief to smaller businesses.

As yet there is no evidence of the impact of the levy although Local Works were claiming increased investment and no impact on jobs within 2 months of the levy being implemented.

Scotland

Scotland has introduced a public health supplement levy; a 9.3% supplement on retail outlets with rateable value of over £300,000 that sell both alcohol and tobacco [2].

A number of Sainsbury's store in Scotland ceased tobacco sales to avoid paying the levy [20]

The levy on large retailers selling alcohol and tobacco was introduced in 2012 will not be continued at the end of the 2014/15 financial year as it was only intended to "last for one three-year spending review period only, and that 2014-15 will be the final year" [14].

6. Progress with other English local authorities

While there is less information readily available on councils that have decided not to support the levy those which can be evidenced as having voted against the introduction of a supermarket levy are Leeds [14], Bristol [15], Gloucestershire [16], East Devon [17], Reading Borough Council and East Sussex.

Oxford City, Southward Borough, Derby City, Weymouth & Portland Borough, South Hams District, Wyre Forest District, Thanet District, Sefton Borough and Enfield Borough have decided to support a supermarket levy [2].

7. Procedure for obtaining support from central government

Before a proposal can be submitted a council is required to consult and try to reach agreement with local people on the issue. Proposals should then be submitted through the Barrier Busting website (<http://barrierbusting.communities.gov.uk/>), which provides guidance on the process. There is no deadline for the submission of proposals.

The Government is not prescriptive about how consultation and agreement of proposals with local people is carried out. Only that submitted proposals should include evidence of community engagement.

Following receipt of a proposal the Government will decide whether or not it should be implemented. If it accepts a proposal it will set out an action plan to implement it. The contents of the action plan will depend on the nature of the proposal but could include changes to guidance or legislation and the steps required to make these changes.

If it rejects a proposal it will explain the reasons for this. Where this occurs the proposing council can ask the Selector to resubmit it to the Government. If the

Selector agrees that the proposal should be implemented it will ask the Government to reconsider it.

Summary:

- There are a number of potential risks associated with imposing such a levy which could have a wider impact on the economy particularly at a time when the country is still emerging from a major recession.
- There are a number of potential benefits which could help to facilitate smaller retailers and support parts of the local economy.
- It is up to Councillors to debate the significance of these risks and whether the benefits outweigh the risks.
- Both sides of the argument are selective of the data and tend to be polarised, seeking out the specific evidence that supports their point of view.
- The views of Local Works have a high profile in this briefing because they are the organisation promoting the Supermarket Levy. However this report was not produced to endorse the views of Local Works.
- It is estimated that a levy could raise around £2.5m a year. It is not known what the negative cost would be. 25 properties would be affected.
- There are a range of other mechanisms to secure additional resources from large retailers including Business Improvement Districts and the Community Infrastructure Levy.
- Before a proposal is put to Government consultation and agreement with the local community should be sought.

8. Next Steps:

Following receipt of the briefing if required a face to face briefing for members can be provided to enable further clarification on the points raised.

If members wish to pursue the issue then a consultation process would be implemented.

Representative views of the local community including business and retailers as well as local development partnerships (Vision Partnerships, Swindon and Wiltshire Local Enterprise Partnership, Salisbury BID etc) would be sought.

A formal report would then be prepared for Council approval.

If supported a proposal would be submitted to Government.

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25. [Wiltshire Council Town Centre and Retail Study](#)
26. [The Guardian](#), Social value of supermarkets
27. [Retailweek](#) Driving Logistics efficiency
28. [Wiltshire Core Strategy](#)
29. [Daily Telegraph](#) impact of online retail
30. <http://www.telegraph.co.uk/finance/newsbysector/retailandconsumer/10518322/Alex-Salmond-faces-fresh-attack-on-supermarket-tax.html>

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32. INCPEN (2001) [Towards Greener Households: products, packaging and energy](#) London
33. Elsayed MA, Grant JF & Mortimer ND (2002) [Energy use in the United Kingdom non-domestic building stock: 2002 catalogue of results](#) Resources Research Unit, School of Environment and Development, Sheffield Hallam University.

List of premises likely to be affected:

- Tesco Stores Ltd, bourne way, Salisbury, sp1 2ny
- Tesco Stores Ltd, county way, Srowbridge, ba14 7aq
- Sainsburys Supermarkets Ltd, 5 bath rd, Chippenham
- Waitrose Ltd, churchill way west, Salisbury, sp2 7ts
- Morrisons, west cepen way, Chippenham, sn14 6UZ
- Homebase Ltd, great western way, lydiard fields, sn5 8ub
- Sainsburys Supermarkets Ltd, british row, Trowbridge
- Tesco Stores Ltd, london road, Amesbury, sp4 7rt
- Sainsburys Supermarkets Ltd, bath road, Melksham
- Asda Stores Ltd, western way, Melksham
- J.H. Leekes & Sons Limited, beanacre road, Melksham
- Wm Morrison Supermarkets Plc, weymouth st, Warminster
- Waitrose Ltd, 17-18 high st, Marlborough
- Asda Stores Ltd, 1 the shires, Trowbridge.
- Wm Morrison Supermarkets Plc, estcourt st, Devizes
- Tesco Stores Ltd, station road, Tidworth
- Sainsburys Supermarkets Ltd, 29 elms cross centre, Bradford on Avon
- B & Q Plc, parkridge development, bath road, Chippenham.
- Sainsburys Supermarkets Ltd, 33 the maltings, Salisbury
- Marks & Spencer Plc, 23-27 new canal, Salisbury
- Sainsburys Supermarkets Ltd, the pippin, Calne
- B & Q Plc Vendor Number 600231, southampton road, Salisbury
- Homebase Ltd F.T.A.O Jennai Pinnock, dolphin trading est, Salisbury
- Tesco Stores Ltd, blenheim rd, Marlborough
- Homebase Ltd, unit 4 hathaway park, Chippenham

Councillors Briefing Note No. 179

Service : Waste Services

Further Enquiries to: Sandra Truscott /
Martin Litherland

Date Prepared: March 2014

Direct Line: 01225 713328 / 01225 718523

Removal of mini recycling sites

On 25 February 2014 the Council approved the budget for 14/15, which included a series of savings proposals. These proposals incorporated the removal of all council-operated mini recycling sites in the county, in order to reduce operational costs and generate contract savings.

The changes

The Council currently has a network of 127 mini recycling sites where local residents can take glass, paper and cans for recycling. These are located at various sites, including public car parks, pub and village hall car parks, and supermarkets.

Although once the mainstay of recycling efforts within the county, the materials collected at these sites (glass bottles and jars, newspapers and magazines, telephone directories, food and drinks cans and, in some cases, textiles) have for some time duplicated those also collected through the kerbside black box service.

The kerbside black box service is available to every household in the county. We have also seen participation increase markedly following the introduction of new plastic bottle and cardboard, and free of charge "opt-in" garden waste, collections in 2011. It has never been easier for Wiltshire residents to recycle a wide range of materials at the kerbside, and these services have successfully supported a move to fortnightly collections of residual waste which has in turn contributed to further increases in recycling.

Conversely, we have seen a consistent decline in the performance of our remaining network of mini recycling sites over recent few years as the kerbside services have become increasingly popular and well used. In addition, the current network is considerably reduced from previous years following ad hoc requests from private landowners and parish councils for sites to be removed. Plastic bottle and cardboard sites were also removed during 2012 following the introduction of kerbside collections of these materials. Consequently, the contribution that mini recycling sites make to our overall recycling rates has reduced dramatically (see table 1).

Table 1:

Recycling Performance	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14 YTD
Kerbside						
Green waste	18,675	19,344	20,248	22,741	32,078	30,826
Black box	26,579	24,272	23,568	23,867	24,223	18,324
Plastic bottles /card	1,924	3,670	4,366	7,418	12,012	9,298
BRING SITES						
Paper, Glass, Cans etc	5,804	5,465	5062	4,339	3,655	2,252
Plastic bottles /card	1,581	1,853	1,513	1,090	151	0
HRCs						
Green waste	13,424	11,170	11,192	12,210	9,093	7,574
Recyclates	41,442	38,682	39,848	39,921	37,381	34,564
Total	109,429	104,456	105,797	111,586	118,593	102,838

Cost savings

We expect the removal of this service will realise annual contract savings of £123,000.

However, in year one this will be a lower figure as the removals will not realise a full year saving, and there are likely to be costs associated with removing infrastructure such as hard standing, fencing and signage at some sites, with some minor reinstatement being required.

We also anticipate that the majority of residents using these sites currently will better utilise their existing kerbside recycling collections once the sites have been removed, as happened with plastic bottles and cardboard when those bring sites were removed. Therefore, there should not be a notable increase in waste to landfill as a consequence of this action.

Residents can received up to two black boxes per household. Additional black boxes (and smaller black baskets for smaller households or the elderly) are already held in stock, and we do not anticipate any upsurge in demand leading to further acquisition costs.

Impact on performance and service users

The network of plastic bottle and cardboard mini recycling sites were removed following the introduction of the new kerbside collections of these materials in 2012. The table above (table 1) shows the impact of the kerbside collections on the performance of those sites, with a significant fall in tonnage collected as residents chose to utilise the new kerbside services instead. When these plastic bottle and cardboard mini recycling sites were removed, we saw the kerbside performance increase again.

We anticipate a similar outcome when the remaining mini recycling sites collecting glass, paper and cans are removed, as these materials are already collected via the black box service

Notices will be placed on containers and/or site signage advising site users that the facility will be closing, and will promote the use of the kerbside service and local Household

Recycling Centre as an alternative site where excess recyclables can be taken. The signs will also promote the fact that residents can request additional kerbside recycling containers.

Timetable for site closures and container removals. We currently anticipate that closure notices will be put up on site by the 5 April 2014, giving residents 4 weeks notice of the removals.

All mini recycling sites will be closed to residents from the 5 May 2014, with containers physically removed by the end of May/early June. These removals will be completed in series.

A removal schedule is currently being drawn up with Hills Waste Solutions Ltd, and individual parish councils, councillors, landowners and area boards will receive pre-notification of the removal date of their local sites in late March/early April.

Cleansing of sites

Arrangements will be put in place to enable ongoing cleansing of the sites after the containers have been removed, in order to deal with any residual littering or flytipping. The sites will be monitored by our Waste Technical Officers and the opportunity to cease frequent cleansing will be reviewed on a regular basis.

If you have any questions or concerns, please contact the project team on wastemanagement@wiltshire.gov.uk, or contact Sandra Truscott on 01225 713328 or Martin Litherland on 01225 718524

Councillors Briefing Note No. 180

Service : Finance

Further Enquiries to: Liz Williams, Head of Finance

Date Prepared: 19 March 2014

Direct Line: (01225) 713675

School Funding 2015-16

On 13 March 2014 the Department for Education (DfE) published the '[Fairer Schools Funding in 2015/16](#)' consultation paper. This consultation sets out how the Department intend allocating an "additional £350m in 2015/16 to increase the per-pupil budgets for the least fairly funded local areas".

Following the implementation of DfE proposals in 2013-14, requiring all local authorities to review their local funding formula for schools, a consultation on the implementation of the National Funding Formula for schools has been expected from the Department for implementation in 2015/16. This has not happened, however, the consultation says that these new proposals

"put us in a much better position to implement a national funding formula when the time is right. This will be when the government has set spending plans over a longer period of time, allowing us to give schools and local authorities more certainty about how the formula will affect them over a number of years."

Responses to the consultation should be emailed to SchoolFunding.Consultation@education.gsi.gov.uk **by 30 April 2014**. A response will be made by the Wiltshire Schools Forum.

Main Features of the DfE Consultation

The proposals in the consultation relate to 2015-16 financial year, funding for future years will be a matter for the next government spending review.

It is proposed that in 2015-16 an additional £350 million will be allocated to support schools in the least fairly funded authorities. Under the proposals 62 local authorities, including Wiltshire, will receive additional Dedicated Schools Grant (DSG) to support the schools budget. Indicative figures, based on October 2013 pupil numbers, suggest that under the new mechanism Wiltshire would receive an additional £5.4 million (2.2%). Final funding levels for 2015-16 will be based on

October 2014 pupil numbers and so this figure will change for the final allocation of grant.

The proposal is to allocate the additional funding to local authorities based on a minimum funding level for 5 pupil characteristics:

- Per pupil amount (Age weighted pupil unit (AWPU));
- Pupils from deprived backgrounds;
- Pupils who have been looked after;
- Pupils with low attainment;
- Pupils who speak English as an additional language;

and 2 school characteristics:

- The “lump sum” element of the funding formula;
- The sparsity sum.

Funding allocations for each local authority will be calculated using these minimum values and if that is more than the amount that would be allocated using the same per pupil cash level as the current year then local authorities will receive the higher amount. Other local authorities will receive the same cash value per pupil as in 2014-15 so no local authority should lose out on its per pupil funding value from 2014-15 to 2015-16.

A Minimum Funding Guarantee (MFG) will remain in place at -1.5% to ensure that individual schools cannot receive a reduction in per pupil funding of more than 1.5%.

An Area Cost Adjustment (ACA) will also be applied to the funding allocations to reflect the higher costs of employment in certain local authority areas. The final methodology for the ACA is still to be finalised however the proposed calculation would benefit Wiltshire.

Implications for Wiltshire Schools

The consultation document lists Wiltshire as one of the local authorities whose schools will benefit from this additional funding. This is a positive outcome as Wiltshire has historically been one of the lowest funded authorities. By not introducing a national funding formula for 2015-16 the proposals also allow for a year of more certainty and stability of funding following the changes implemented over the last two years.

Whilst the government will set minimum funding values for specific elements of the funding formula to enable funding to be distributed at a national level, there is no requirement for local authorities to use all of those formula factors or set values within their local formula at the new minimum levels. Local flexibility to determine the funding formula for schools, within the constraints of the funding regulations, is therefore retained. Again, this is helpful as it means that further large scale review of the Wiltshire local funding formula for schools will not be required.

In some cases the Wiltshire local factor for the elements listed above is higher than the minimum level being proposed and in some cases it is lower. There are also some factors included in the list above that Wiltshire does not include in its current formula including factors for looked after children and for sparsity.

Because of the changes to the school funding formula over the last two years (2013-14 and 2014-15) arising from the government's school funding reform proposals, school budgets in Wiltshire have been subject to a high degree of turbulence. A report considered by Wiltshire Schools Forum on 13th March 2014 identified that in 2014-15 77 Wiltshire schools will receive protection under the Minimum Funding Guarantee (MFG) as their budgets have reduced with the recent formula changes, and that 91 schools will have funding levels capped in order to fund that MFG protection. Any changes to the Wiltshire school funding formula as a result of these new proposals for 2015-16 will need to be considered in that context. In making recommendations to Councillors, Schools Forum will need to consider the most equitable way of allocating the additional funding without causing unnecessary turbulence to individual school budgets, supporting the principle that the maximum number of pupils should benefit from the proposed increase in funding.

Next Steps

Responses to the consultation need to be submitted to the DfE by 30th April 2014.

A sub-group of Schools Forum will meet in early April to consider the implications of the proposals and to draft a response to the consultation. Whilst significant changes to the Wiltshire funding formula are not required under these proposals, if such changes are recommended by Schools Forum they will need to be consulted on with schools and agreed by Cabinet in the Autumn.

For further information please contact Liz Williams, Head of Finance, (01225) 713675 or by e-mail elizabeth.williams@wiltshire.gov.uk

COUNCILLORS BRIEFING NOTE

No. 181

Service Area: Economic Development and Planning **Further Enquiries to:** Alistair Cunningham

Date Prepared: 27 March 2014

Direct Line: (01225) 713203

Wiltshire Core Strategy Update - March 2014

Following the Councillor briefings held on 25 and 26 February, the Council's formal response to the Inspector's Procedural letter of 2 December 2013 (see Councillors Briefing Note No.169 - Wiltshire Core Strategy Examination Update) was sent to the Core Strategy Inspector, Mr Andrew Seaman.

The documents comprising the Council's response can be found on the Council's website at <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy/wiltshirecorestrategyexamination.htm> and are listed in the covering letter dated 28 February 2014.

The Inspector in his communication of 4 February 2014 stated that:

"...public and stakeholder consultation on matters which affect the soundness of the Core Strategy will be necessary. I will be in a more informed position to advise upon the form/extent of such consultation after receipt of the additional information and the changes which are proposed to the plan. Ideally for reasons of clarity and efficiency, such consultation should encompass all matters in one process; this may need to include the potential effect of the National Planning Policy Guidance if finalised. If it is feasible to incorporate any main modifications that I may wish to recommend then I will make such information available at that time."

The Inspector has now responded to the Council (see **Appendix 1**, letter of 20 March 2014) outlining his expectations for public consultation and next steps following the outcome of that consultation.

National Planning Policy Guidance (NPPG) was published on 6 March (see written ministerial statement by Nick Boles <https://www.gov.uk/government/speeches/local-planning>) and the full guidance can be accessed via <http://planningguidance.planningportal.gov.uk/>. The Inspector has confirmed that "...the public consultation should afford an opportunity to comment on the implications of the guidance for the Core Strategy" but states that "it should be made clear that the Guidance does not change existing Government Policy as iterated in the Framework."

Summary of Wiltshire Council's Response to Inspector

The main changes proposed to the Core Strategy in response to the concerns raised by the Inspector are summarised below together with an explanation of how these will be used in decision making.

Housing

The housing requirement is proposed to be increased to 42,000 new homes over the plan period 2006 to 2026, with the levels of provision for each Housing Market Area (HMA) set out in Table 1 below¹. The housing requirement continues to be expressed as 'at least'. The HMA level, consistent with national policy, is the geography against which the five year supply of housing will be assessed. Paragraph 47 of the National Planning Policy Framework is clear that where Councils cannot demonstrate a five year land supply for housing then policies related to housing should be considered to be out of date and the presumption in favour of sustainable development applies. Currently, the Council can demonstrate a five year supply of housing, as illustrated below, therefore there is no material consideration (in relation to land supply) warranting a departure from the plan's policies.

Table 1: Housing land supply situation

Area	Requirement 2006-2026	Estimated completions 2006-2014	Deliverable supply at April 2014	Five year requirement at April 2014	Five year supply
East HMA	5940	2636	1545	1377	5.61
North and West HMA	24740	9233	7285	6461	5.64
South HMA	10420	3305	3592	2965	6.06

The plan includes figures for each community area. The detailed breakdown by community area is attached at **Appendix 2**. For each community area housing figures are expressed as 'indicative' rather than 'at least' (with the exception of Chippenham, see below). This is to provide flexibility within the housing market area and indicates that the housing figures for each community area are not intended to be a prescriptive minimum or maximum, instead they are an indication of the general scale of growth appropriate for each area and key settlements during the plan period.

Chippenham

In relation to Chippenham, all strategic allocations are proposed to be removed from Core Policy 10 and the housing requirement increased to at least 4,510 homes (previously 4,000 new homes) at Chippenham with the employment land requirement maintained at 26.5 ha. The housing requirement for the community area remainder has been increased to an indicative figure of 580 homes (previously 500 homes).

For the Chippenham Principal Settlement, the housing requirement is expressed as 'at least' to give guidance on the minimum content of the proposed Chippenham Site Allocations Development Plan Document (DPD). Core Policy 10 identifies a need to identify 'at least 2,625 dwellings' (once existing completions and commitments, including the Hunters Moon site, have been taken into account) through the DPD. To deliver the strategic outcomes necessary for Chippenham to fulfil its role as a Principal Settlement, this flexible approach is essential. Through the preparation of the DPD, the plan will assess the viability and capacity to deliver the infrastructure necessary to serve the needs created by new development and where possible contribute (cumulatively with other developments) to solving strategic infrastructure problems facing the town.

¹ In disaggregating the housing requirement, an allowance has been made for 900 dwellings committed on land at west Swindon (Moredon Bridge and Ridgeway Farm). For the purposes of assessing 5 year land supply these are counted separately from the North and West HMA.
CM09550/F

Criteria have been added to Core Policy 10 to guide development, in addition to the other provisions of the Core Strategy. They have been included to give direction to the preparation of the Chippenham Site Allocations DPD and to provide context for the consideration of any speculative development that may come forward before the DPD is available. The criteria relate to:

- Economic led growth
- Town centre resilience and accessibility
- Mixed use development and mix of housing
- Major infrastructure and traffic impact
- Environmental constraints

To aid the preparation of the Chippenham DPD five broad 'strategic areas' which can be considered for mixed use development have also been identified in the proposed changes to the Core Strategy. These 'strategic areas' are defined by barriers to development such as main roads (A4 and A350), the river and the main railway line and exclude land to the west of the A350. A diagram has been included to illustrate the strategic areas. Assessment of these to deliver new homes will be part of the Chippenham DPD process.

Affordable Housing

In response to the Inspector's concerns that the evidence presented did not support the 40% figure as a minimum requirement for affordable housing in Core Policy 43, additional research has taken place on viability.

As originally proposed, Core Policy 43 sought to secure at least 40% onsite affordable housing provision on sites of five or more dwellings and on sites of four dwellings or fewer, a financial contribution towards the provision of affordable housing. The proposed changes seek two levels of contribution across the county of either 30% or 40% onsite affordable housing provision on sites of five or more dwellings based on viability. The map at **Appendix 3** identifies where the different rates apply. The proposed changes also remove the requirement for any affordable housing contributions on sites of four dwellings or fewer. Until such time as this new policy becomes adopted policy there will be a need to consider each site on a case by case basis. A number of circumstances may occur including:

- The adopted policy requires a higher contribution than being proposed in the emerging Core Strategy e.g. Devizes where the Kennet Local Plan seeks a 50% contribution.
- The adopted policy requires a lower contribution than being proposed in the emerging Core Strategy e.g. Warminster where the West Wiltshire Local Plan seeks a 30% on sites of 25 dwellings or more contribution.
- Applicants may seek to renegotiate where affordable housing contributions have been 'secured' on the basis of the adopted South Wiltshire Core Strategy policy or emerging Wiltshire Core Strategy that is proposed to be changed.

The new evidence presented to the Inspector will need to be taken into account in all these circumstances as the most up-to-date evidence. Guided by this evidence, it is likely, that the Council will need to accept the lower contributions of either the adopted policy or emerging policy until the new policy is adopted and supersedes the former district council and South Wiltshire Core Strategy adopted policies on affordable housing. This approach will not discourage development or delay development and shows that the Council is planning positively in accordance with national policy.

Gypsy and Travellers

The overall requirement for permanent pitches for Gypsies and Travellers in the proposed changes to Core Policy 47 has increased from 82 to 108 pitches over the period 2011-2021, distributed as set out below in Table 2. The requirement for transit pitches is unchanged but for the period 2011-2016. There have been no changes to the proposed criteria included in the policy. However, the need to plan positively where applications do comply with the given criteria is emphasised.

Table 2: Gypsy and Travellers requirements

Housing Market Area	Proposed requirement (2011-2016)	Proposed requirement (2016-2021)	Transit provision (2011-2016)
North and West Wiltshire	26	22	10
South Wiltshire	37	19	8
East Wiltshire	3	1	7
Total	66	42	25

In responding to the Inspector's comments in relation to Gypsies and Travellers the Council has sought to reassure him that the Council does respond positively to the needs of travellers in its area and is committed to delivering new sites for travellers through the Gypsy and Travellers Development Plan Document (DPD). As a consequence the Council will:

- Consider applications for new travellers sites at strategic planning committee in the future to manage the overall delivery of the strategy for travellers in accordance with national policy;
- Commission new research in the form of a Gypsy and Traveller Accommodation Needs Assessment to review and roll forward the pitch requirements in Core Policy 47 to relate to the whole plan period (i.e. 2026); and
- In the short term, release publicly owned land through the Gypsy and Traveller DPD or via a planning application to ensure a five year supply of traveller sites in the county in accordance with national policy.

In terms of decision making, as before, applications should be considered against the criteria in Core Policy 47 in order to determine whether the proposed site is in a sustainable location and suitable for development.

Review of Settlement Boundaries and role of Housing Site Allocations Development Plan Document

Changes have been proposed to the Core Strategy to refer to the role of the Wiltshire Housing Site Allocations Development Plan Document (DPD) which will review settlement boundaries at Principal Settlements, Market Towns, Local Service Centres and Large Villages and allocate further housing sites. The Council had already anticipated the need to review settlement boundaries where neighbourhood plans were not forthcoming in the August 2012 version of the Local Development Scheme in order to maintain a five year supply of housing. This amendment brings forward the need for this review.

The Inspector does not take issue with the principle of settlement boundaries to provide clarity on what forms of sustainable development may be carried out where in accordance with national policy. However, he is concerned that *"to rely on neighbourhood plans as a vehicle to deliver a review of these boundaries could create a delay and stymie development initiatives"*. The Council can therefore no longer rely on neighbourhood plans to carry out the review of settlement boundaries. The process for the review of settlement boundaries will, however, include consultation with parish and town councils to ensure the work of neighbourhood plan groups and local knowledge is taken into consideration.

In relation to decision making, the Council can currently demonstrate a five year supply of housing in each HMA when the proposals within the submitted Core Strategy are taken into account (and the consequential amendments to the settlement boundaries). As this is the case, there is no immediate need to bring forward additional sites outside settlement boundaries in a piecemeal, unplanned manner. A due process to review settlement boundaries in a planned manner has been agreed through the Local Development Scheme (January 2014), which will help ensure the planned release of land for housing across the whole plan period.

There may be circumstances, however, where applications come forward outside but adjacent to settlement boundaries which have been developed with the support of the local community to deliver housing and/or local community infrastructure. In such circumstances, the support of the local parish or town council and residents should be clearly documented, including how that involvement has influenced the planning application. This can be viewed as a material consideration when determining the application as it is in the spirit of the community-led planning advocated in the core strategy. Such schemes should be of an appropriate scale and character for the settlement as proposed in Core Policies 1 and 2, albeit outside the settlement boundary. This should be assessed on a case by case basis and reasons for departing from the emerging policy should be clearly stated.

Consultation and timetable

The Inspector's most recent communication sets out the process and timetable for moving forward with the Examination (**Appendix 1**). He is continuing to consider the content and implications of the Council's proposed changes to the Core Strategy but has clarified that the *"Council's proposed changes have now caused me to reconsider matters that originally raised concerns as to the soundness of the Core Strategy approach."*

The Inspector requires public consultation to be undertaken on these and the implications of the NPPG. In addition, he has clarified that there is the need for a main modification to the supporting text to Core Policy 42 'Standalone renewable energy installations' that could be incorporated within the consultation.

The Inspector has indicated that the update on the Habitat Regulations Assessment (HRA) be completed prior to commencement of the consultation. Finalisation of the update to the HRA is anticipated by 8 April, pending confirmation from utility companies that the proposed housing numbers can be serviced within existing abstraction and discharge licenses, and confirmation of the results of hydraulic modelling to assess effects of the army rebasing programme. This would enable a six week consultation to commence on Monday 14 April 2014 and end on Tuesday 27 May 2014 to take into account Bank Holiday Monday.

The Inspector has already commented that a summer 2014 target date would appear to be the earliest reasonable adoption date for the Core Strategy (letter of 4 February 2014). He has now set out what he envisages will happen to bring the Examination to a close:

"At this stage, I anticipate that following the outcome of the public consultation, I will need to determine the need for any further hearing sessions. Provided that I can rely on written submissions, I will be in a position to finalise my report with any main modifications. Any such modifications will likely require public consultation and potentially updates to the SA/HRA. Following which the final report will be issued and the Council can determine whether or not it would wish to adopt the Core Strategy."



The Planning Inspectorate

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Mr A Cunningham
Associate Director of Economy and
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Wiltshire Council
County Hall
Trowbridge
BA14 8JN

Our Ref: PINS/Y3940/429/9

Your Ref: AC/PT

Date: 20th March 2014

Dear Mr Cunningham,

Wiltshire Core Strategy (CS)

Further to my letter of 4th February, I write to acknowledge receipt of the latest Examination documents recently submitted (electronically 3rd March) in support of the Core Strategy (CS). They are informative and clearly have implications for the plan as originally submitted.

Whilst I am continuing to consider their content and the resulting implications, I consider that it would be sensible to programme the necessary public consultation upon their content. For reasons of transparency, fairness and engagement, this should include all of the Council's proposed modifications to the Core Strategy that have arisen since the last public consultation. I understand from the Programme Officer that the earliest opportunity for the consultation to commence would be 7th April. I suggest that this be pursued subject to the matters below.

Such a consultation should be in accordance with the Statement of Community Involvement and extend for a minimum of 6 weeks. I would wish to receive the outcome of the consultation as soon as possible thereafter which should include copies of all representations made and a spreadsheet of the comments relevant to the CS content/policies and incorporating Council Officer comments. I understand this may take up to three weeks depending on the level of responses received. If practical and only where warranted, there may be scope to amend the previous Statements of Common Ground to acknowledge the schedule of proposed changes, for example Natural England, the Environment Agency and other prescribed bodies.

It would be prudent to make available a tracked changed version of the Core Strategy which will enable all interested parties to see the nature of the



INVESTOR IN PEOPLE



changes proposed against the originally submitted plan. Indeed, for my own reference and as previously requested, I would appreciate sight of such a document at the earliest opportunity. I also understand from the Programme Officer that the Council are currently working upon revised wording for Core Policy 2; clearly if this remains the case then any arising modification should be clarified prior to the public consultation and forwarded to me as a matter of urgency. For the purposes of the consultation, it may be considered helpful to identify three versions of the CS: the submitted CS, the track changes shown in EXAM/34A and a version showing the most recent suggested modification (March/April 2014). The update to the LDS should be flagged for all concerned.

The update to the HRA contains a number of matters where further information is awaited, for example from utility suppliers, before a conclusion can be reached as to the extent to which the proposed revisions may affect biodiversity interests. As currently drafted, the update raises important issues as to the implications of the proposed changes to the CS. It would seem that such additional information may be available shortly. If this is the case, then it would avoid unnecessary confusion and comment if a 'final' HRA update was available prior to the commencement of the consultation. Your clarification on this point and the timing of any update would be appreciated.

You will be aware that the Planning Practice Guidance has now been formally issued, replacing a raft of previous documentation. I would be grateful if the Council could prepare a short document identifying the extent to which it considers the Guidance may affect the content of the CS. With this in mind, the public consultation should also afford an opportunity to comment upon the implications of the Guidance for the CS. However, it should be made clear that the Guidance does not change existing Government Policy as iterated in the Framework.

You may appreciate, that prior to the consultation outcome it would be potentially premature for me to seek to finalise any potential main modifications I may wish to recommend with regards to matters affected by the recent evidence and the Council's own schedule of changes. Indeed, the Council's proposed changes have now caused me to reconsider matters that originally raised concerns as to the soundness of the CS approach. The need to clarify the HRA and Core Policy 2 also impinges upon my consideration.

To avoid delay and scope for confusion, this is a matter that may most appropriately be dealt with separately. By so doing, a clear distinction would be made between those modifications recommended unilaterally by myself and those arising from the deliberation of the Council and its partners. I do not currently anticipate that such matters in themselves would be unduly extensive. Nevertheless, I am currently able to clarify the need for a main modification to the supporting text to Core Policy 42. If you think this would be helpful to incorporate within the next consultation then please let me know and I will provide further details.

I look forward to receiving an update as soon as possible, and before the end of March, on the way in which the positive progress on this Examination can be maintained with a view to an expeditious closure. At this stage, I anticipate that following the outcome of the public consultation, I will need to determine the need for any further hearing sessions. Provided that I can rely on the written submissions, I will be in a position to finalise my report with any main modifications. Any such modifications will likely require public

consultation and potentially updates to the SA/HRA. Following which, the final report will be issued and the Council can determine whether or not it would wish to adopt the CS.

I trust this information is helpful.

Yours sincerely,

Andrew Seaman

Senior Housing and Planning Inspector

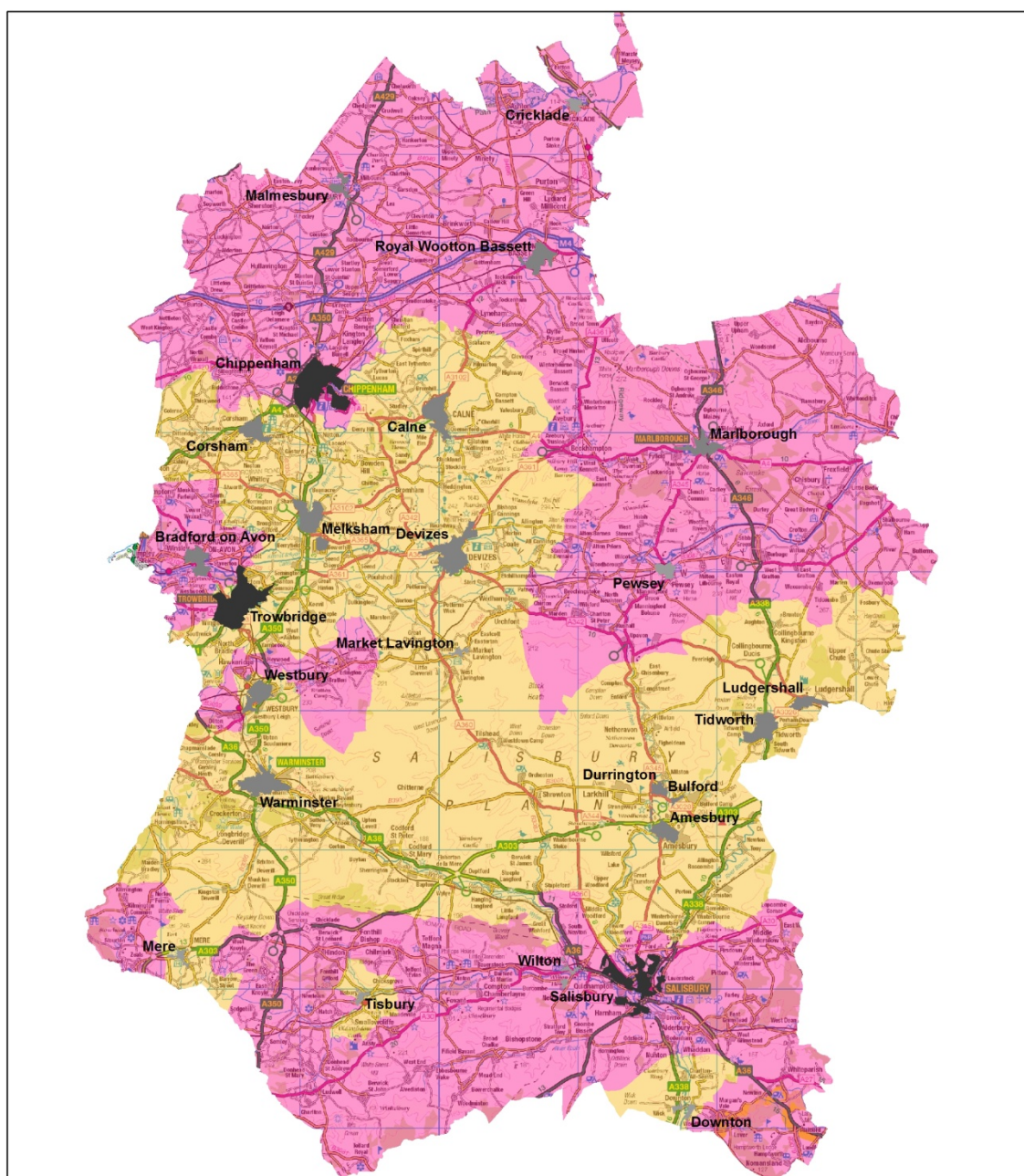
APPENDIX 2

Proposed breakdown of housing requirements

Area	Submission Requirement	Revised requirement
Devizes	1730	2010
Devizes remainder	420	490
Marlborough	610	680
Marlborough remainder	240	240
Pewsey	600	600
Tidworth & Ludgershall	1750	1750
Tidworth remainder	150	170
Amesbury, Bulford and Durrington	2100	2440
Amesbury remainder	295	345
Mere	200	235
Mere remainder	50	50
Salisbury City/Wilton	6060	6060
Wilton remainder	220	255
Downton	190	190
Southern Wiltshire remainder	365	425
Tisbury	200	200
Tisbury remainder	220	220
Bradford on Avon	510	595
Bradford on Avon remainder	160	185
Calne	1240	1440
Calne remainder	140	165
Chippenham	4000	4510
Chippenham remainder	500	580
Corsham	1050	1220
Corsham remainder	150	175
Malmesbury	760	885
Malmesbury remainder	440	510
Melksham	1930	2240
Melksham remainder	110	130
Royal Wootton Bassett	920	1070
Royal Wootton Bassett and Cricklade remainder	330	385
Trowbridge	5860	6810
Trowbridge remainder	140	165
Warminster	1650	1920
Warminster remainder	120	140
Westbury	1290	1500
Westbury remainder	100	115

Map of Proposed Affordable Housing Requirements

Output from Wiltshire Viability Assessment Basis for Affordable Housing Policy



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Legend

- 30% affordable housing policy area (CIL charging zones 3 & 4)
- 40% affordable housing policy area (CIL charging zones 1 & 2)

COUNCILLORS BRIEFING NOTE

No. 182

Service Area: Corporate Function and Procurement **Further Enquiries to:** Jane Graham

Date Prepared: 31 March 2014

Direct Line: 01225 716619

Wiltshire Council and the Public Sector Equality Duty

We have recently published our [equalities information](#) as part of our compliance with the Public Sector Equality Duty (PSED) and also in order for us to successfully achieve our vision of creating stronger and more resilient communities.

The [PSED](#) puts additional responsibilities on public bodies such as the council to publish information about its workforce and service users on an annual basis. This information must show how the organisation is eliminating discrimination, harassment and victimisation, promoting equality of opportunity and fostering good relations between different groups. From this information, we are also required to publish one or more 'equality objectives' every 4 years based on any inequality found from analysing the information or because of any gaps in our knowledge.

Some draft objectives have now been developed by the corporate office working very closely with HR.

We have not been specific at this stage about the actions needing to be put in place to deliver each objective – these are being currently being finalised with officers within the council. The objectives will be regularly monitored for progress with relevant service areas and we will be reporting overall progress to the general public as part of an annual update on the Internet and through other channels (e.g. newsletters)

The objectives will be published on the council's internet alongside the equalities information on 4 April 2014

If you have any questions, feedback or would like to discuss these further, please contact [Jane Graham](#), corporate equality and inclusion lead.

DRAFT Wiltshire Council's Equality Objectives 2014 - 2016

The Objective	What are we trying to achieve?	Outcomes	The links to Wiltshire Council's Business Plan
OBJECTIVE 1: Improve the reporting of the protected characteristics of disability and ethnicity within our workforce profile statistics	A more robust workforce profile which informs our People Strategy and supports the Council in meeting the Public Sector Equality Duty	Reduction in the number of 'unknowns' for Ethnicity and Disability within the workforce profile statistics	Priority 12: We will develop the knowledge, skills, behaviours and leadership of our workforce, managers and councillors.
OBJECTIVE 2: Increase the number of under 25 year olds within the Council's workforce	A more representative workforce which supports our succession planning	Numbers of apprenticeships, traineeships, volunteers and work experience students increases Create a better awareness how this age group is represented within the council.	
OBJECTIVE 3: Reduce the percentage of disabled staff who report that they have experienced bullying and harassment	Improvement in the perceptions and experiences of disabled staff around bullying and harassment, ensuring views are sought, listened to and acted upon	A reduction in the percentage of disabled staff saying that they have been a victim of bullying or harassment in the workplace in the Staff Survey 2014 A reduction in the gap between disabled staff and non-disabled staff saying that they have been a victim of bullying and/or harassment A greater awareness amongst managers of managing and responding to incidents of bullying and/or harassment in the workplace	

DRAFT Wiltshire Council's Equality Objectives 2014 - 2016

The Objective	What are we trying to achieve?	Outcomes	The links to Wiltshire Council's Business Plan
OBJECTIVE 4: Increase the range of protected characteristics captured about the workforce, particularly for Sexual Orientation, Gender Reassignment, Carers, and Religion and Belief (*subject to level of financial resources needed to make the changes within the Council's software)	A more comprehensive workforce profile which will support the Council's equality analysis of its workforce by the nine protected characteristics (and in turn, support compliance to the Public Sector Equality Duty)	The quality of the equality analysis of Wiltshire Council's workforce by all nine protected characteristics improves	Priority 12: We will develop the knowledge, skills, behaviours and leadership of our workforce, managers and councillors.
OBJECTIVE 5: Implement improvements needed in relation to the Stonewall Workplace Equality Index results	Secure a higher place in Stonewall's Workplace Equality Index for 2015/16 (contributing to the Council's submission to Stonewall's Education Index) and improve Lesbian, Gay, Bisexual and Trans (LGB & T) workplace equality longer-term	Lesbian, Gay, Bisexual and Trans (LGB & T) staff feel more supported, recognised and the Council is seen as an 'employer of choice' by the LGB & T community (this has knock-on beneficial effects for other protected characteristics)	
OBJECTIVE 6: Help develop an equalities voluntary sector infrastructure, specifically in respect of Lesbian, Gay, Bisexual, BME and Trans communities.	A strong and sustainable equalities voluntary and community sector able to support and represent the interests of equalities communities in Wiltshire.	More inclusive communities where everyone can achieve their potential.	Outcome 4: Wiltshire has inclusive communities where everyone can achieve their potential

DRAFT Wiltshire Council's Equality Objectives 2014 - 2016

The Objective	What are we trying to achieve?	Outcomes	The links to Wiltshire Council's Business Plan
OBJECTIVE 7: Establish Equality Network Clusters in the four geographical areas in Wiltshire to work with Community Area Boards to ensure that locally delivered services meet the demands of the whole community	A greater voice and influence for those less likely to be heard within the work of Wiltshire Council (and other statutory partners)	People from protected characteristic groups feel more able to influence decisions in their local area Improved equality networks in Wiltshire	Outcome 2: People in Wiltshire work together to solve problems locally and participate in decisions that affect them

Councillors Briefing Note

No. 183

Service : Public Health and Public Protection
Further Enquiries to: John Carter, Head of Public Protection
Date Prepared: 3rd April 2014
Direct Line: (01225) 770590 or 07827 256149

High air pollution levels update

From: Maggie Rae, Corporate Director and Councillor Keith Humphries, Cabinet Member

The Government's Department of Environment, Food and Rural Affairs (DEFRA) had predicted that poor air quality was to affect the UK last week. The source of the fine particulate pollution is a mix of dust from the Sahara and local and European emissions (vehicle, industrial and natural sources). The pollution was predicted to be particularly poor in the east and south east of England but also extend to this area.

DEFRA rate pollution incidents on a scale of 1 to 10. On Wednesday this week predications indicated that level 6 or 7 would be reached in Wiltshire. By Thursday this was predicated to fall to level 3 and stay at this low level for the rest of the week and into the weekend.

Despite these high predictions actual measured values have not shown these elevated levels.

Real time monitoring is undertaken at both regional and local levels. DEFRA's Automatic Urban and Rural Network records real time pollution at a regional level, and locally Wiltshire Council monitors particulates as part of its Local Air Quality Management responsibilities in Salisbury and Devizes.

On Thursday 3 April the regional measured levels were recorded at level 2.

Analysis of the levels recorded in both Salisbury and Devizes this week have been compared with the same week in 2013. They show that both weeks are comparable and have not shown the higher particulate levels that were predicated by DEFRA.

As a precautionary approach the Public Health and Public Protection Service added the information below to the council's website on Wednesday this week, and an update has posted this morning.

Whilst the vast majority of people will suffer no harm from higher pollution levels Wiltshire Council and DEFRA are advising:

- Adults and children with lung problems, and adults with heart problems, should reduce strenuous physical exertion, particularly outdoors, and particularly if they experience symptoms.

- People with asthma may find they need to use their reliever inhaler more often. Older people should also reduce physical exertion.
- Anyone experiencing discomfort such as sore eyes, cough or sore throat should consider reducing activity, particularly outdoors.

Further details of the DEFRA predicted air pollution levels can be found at

<http://uk-air.defra.gov.uk/forecasting/>

Councillors Briefing Note

No. 184

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: 11 April 2014

Direct Line: (01225) 713203

Wiltshire Core Strategy Consultation

Wiltshire Core Strategy (WCS) – consultation on: Schedule of Proposed Modifications (including Sustainability Appraisal and Habitats Regulation Assessment updates) April 2014; Inspector's Proposed Modifications April 2014; and implications of National Planning Practice Guidance.

The consultation will be launched on Monday (April 14) and will run for a period of six weeks.

This briefing note gives details on the background and the consultation process.

Members will be aware that the strategy is now with the Inspector who in the process of carrying out an examination in public (EIP), the hearing sessions for which were held in the Summer of 2013. A consultation followed (August – October 2013) on the issues which arose during those hearings. Full details of this consultation and all matters relating to the progress of the WCS are available on the council's website.

In December 2013 the council received the 10th procedural letter from the Inspector, which sought the views of the council on a number of matters. The council's response has resulted in further main and minor proposed changes to the Wiltshire Core Strategy.

(Main modifications are alterations to the meaning of the strategy to ensure it complies with tests of soundness. Minor Modifications are to add clarity and remove duplication without altering the meaning.)

The council has also proposed changes to the Wiltshire Core Strategy as a result of the responses received during the consultation that closed in October 2013.

In April 2014 the council received the 14th Procedural Letter from the Inspector which proposed additional modifications relating to:

- Core Policy 42 'Standalone Renewable Energy Installations' and its supporting text;
- Core Policy 48 'Supporting Rural Life'; and
- The replacement of 'Saved' Policy T1a 'Westbury Bypass Package'

These will also be included as part of the consultation which takes place from Monday 14 April to Tuesday 27 May 2014 inclusive. The consultation will give all interested parties the opportunity to comment on the following before the Inspector completes his report:

1. The proposed modifications (changes)
2. The council's updates to the Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) based on its own Schedule of Proposed Modifications
3. The implications that the recently published National Planning Practice Guidance may have on the Wiltshire Core Strategy

1. The proposed modifications (changes)

The proposed modifications (changes) including main and minor changes, are set out in the Schedule of Proposed Modifications (April 2014) document. The Inspector has also proposed main modifications in relation to Core Policy 42, Core Policy 48 and Appendix D (set out in Inspector's Proposed Modifications, April 2014).

Representations will be invited upon the soundness and legal compliance of the modifications only and should not relate to other matters. Once the consultation has ended the Inspector will consider the responses received on the main modifications as part of the ongoing Examination in Public process and assess whether they raise any issues of soundness or legal compliance.

The council will also take into account any consultation comments made on the minor modifications. These changes do not need to be considered by the Inspector but can be made by the council as part of the adoption process.

For people wishing to comment, the Schedule of Proposed Modifications and Inspector's Proposed Modifications should be read in conjunction with the Wiltshire Core Strategy Pre-Submission Document (February 2012) and the previously consulted on Schedules of Proposed Changes (September 2012 and August 2013). To make the process as user-friendly as possible a 'tracked changes' version (April 2014) of the Core Strategy that contains all the modifications to the Core Strategy submitted to the Inspector will be available on the council's website.

2. Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA)

Comments can also be made on the council's updates to the Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) based on its own Schedule of Proposed Modifications. The council has also produced a number of documents, which contain evidence and background information which can be referred to when commenting on the Schedule of Proposed Modifications.

3. Implications on the National Planning Practice Guidance

The Inspector has requested that the council invites comments on the implications that the recently published National Planning Practice Guidance may have on the Wiltshire Core Strategy.

Consultation details to be publicised:

The consultation documents and representation forms, together with a 'guide to making comments' will be able to be viewed and downloaded on the Wiltshire council website from Monday:

www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy/wiltshirecorestrategyexamination.htm

Alternatively, copies of the documents can be viewed at the main council offices, listed below, and at all libraries across Wiltshire during normal opening hours:

Wiltshire Council County Hall Trowbridge BA14 8JN	Wiltshire Council 27/29 Milford Street Salisbury SP1 2AP
Wiltshire Council Monkton Park Chippenham SN15 1ER	Wiltshire Council 3-5 Snuff Street Devizes SN10 1FG

People who want to make comments are asked to complete a separate form for each representation. Completed representation forms can be sent electronically via email to spatialplanningpolicy@wiltshire.gov.uk or posted to the following address:

Spatial Planning, Economic Development and Planning, Wiltshire Council,
County Hall, Bythesea Road, Trowbridge, BA14 8JN

Only those comments that are received within the time period specified will be considered. Late representations will not be forwarded to the Inspector.

People wanting further information can contact the Spatial Planning team on 01225 713223 or email: spatialplanningpolicy@wiltshire.gov.uk

Councillors Briefing Note

No. 185

Department: Transformation

Further Enquiries to:
Marie Nash – Project Officer

Date Prepared: April 2014

Direct Line: 01225 712617

Wiltshire Online Programme – January to March 2014 news update

The Wiltshire Online programme aim is to remove the barriers to getting online for the residents of Wiltshire. Cost, skills and infrastructure have been identified as the three biggest barriers and progress is being made to remove all of these.

Summary of Progress

- The Great Western Broadband (GWB) has released the names of the third communities to benefit from the project and residents will be able to order improved broadband from end of summer 2014
- The Wiltshire Online website has undergone further development and an 'Exchange Area' map has been published to advise residents when fibre broadband work is expected to begin in their area
- Superfast Business support successfully launched and several animation events held across the county with more due in the coming months
- A team of volunteers are delivering free basic IT support across more than 85% of the county
- The refurbished laptop pilot was a success and further laptops have now been secured to be distributed to eligible Wiltshire residents

Refurbished Laptops

All 150 laptops from the original pilot have now been issued to Carers Support Wiltshire and Age UK Salisbury, with Carers Support Wiltshire already requesting more to be delivered. The success of this pilot has led to a further 300 laptops being provided by Wiltshire Council ICT. We have completed a procurement exercise to determine the supplier for the refurbishment and we are pleased to say that the contract has been awarded to Byteback. The first 100 have been collected by Byteback and will be returned refurbished in April ready for distribution. We have continued to meet with other potential partners and although they have been incredibly excited by the project they have not been in a position to provide a distribution service. We are currently exploring other opportunities as to how we can better target vulnerable families, and those with a disability.

Digital Literacy

In January 2014, a new Wiltshire Online computer club was launched in Bradford on Avon. The club runs every Monday afternoon in the town library, providing local people with the opportunity to get free support with the basics of computers, tablets and the internet. Learners can either bring their own equipment, or use one of the computers provided. The club is run by the Wiltshire Online volunteer coordinator for Bradford on Avon, with support from his team of local digital champion volunteers. At the end of January, Wiltshire Online launched its partnership with Job Centre Plus, Chippenham. We now have one of our digital champion volunteers attending the Job Centre one morning per week to support job seekers, who have either no, or very poor IT skills and are keen to learn how to access the Government Gateway, use Universal Jobmatch, word process a CV and more. This partnership has proved very successful and the Job Centre is keen to extend our work to other centres across Wiltshire.

February saw the launch of an exciting new partnership with Chippenham Rotary Club. Wiltshire Online has successfully supported Rotary to set up a free computer club in the heart of Chippenham, by providing the Rotarians with digital champion training as well as advice and guidance on how to run a successful club. Our volunteer coordinator for the Chippenham area continues to help manage the flow of learners attending the club.

Our team of volunteers is continuing to grow. To date, we have more than 80 digital champions providing free, one-to-one computer support in various community areas across the county. January also saw a refresh of our partnership with Devizes School, when the Wiltshire Online team trained another group of 15 sixth form students to become digital champions. These young people are now providing support at Wiltshire Online's Devizes Computer Club under the direction of an adult volunteer.

Finally, Wiltshire Online's digital literacy programme has recently featured in a national publication by Carnegie UK Trust, showcasing our work and proving that we are leaders in this field. The publication can be accessed here: <http://www.carnegieuktrust.org.uk/publications/2014/making-digital-real>

For more information about how you can support the digital literacy project in your area please contact Jenny Wilcockson on 01225 793 349.

GWB Broadband rollout

In January 2014 our third community announcement was made that detailed the next set of communities that would benefit from the rollout by end of summer 2014.

In March 2014, a 'Where and When' map was published on the Wiltshire Online website to provide residents with information about the planned rollout. However, in an effort to share as much information as we are able, we are currently working on a postcode checker which is due to be available in May 2014. The postcode checker will advise residents where they are in the rollout and will be updated on a weekly basis with information on cabinets as they become ready for service.

Some of our earliest communities are now live, such as Royal Wootton Bassett, and the team is working with our communications department on a press announcement for May to advertise the improved website and promote the cabinets that are ready for service.

Superfast Broadband Business Support:

Peninsula Enterprise, in partnership with Business West, are offering fully funded support to help ambitious businesses in Wiltshire identify, maximise and profit from the opportunities that superfast

broadband and new technologies present. *More than 1,500 eligible businesses in Wiltshire are set to benefit from a £1 million investment from the European Regional Development Fund (ERDF) and Wiltshire Online to help them exploit new digital technologies enabled by faster broadband.*

Visitors to the Knowledge Hub - <http://www.superfastbusiness.co.uk/> - are increasing with more than 2000 users registered on the site. More than 80 referrals across the south west region have been raised as a result of businesses accessing the eligibility checker.

Free events continue to be held on a monthly basis across the county which eligible businesses are invited to attend – these events cover a host of topics focused on maximising business potential through the exploitation of digital technologies.

MIP (Mobile Infrastructure Project)

Research of site areas is continuing throughout the UK by the approved supplier Arqiva with Harlequin. Potential sites have been identified in Wiltshire, however further investigation is required in terms of accessibility to power, line of site and cost before commitment can be made to the sites they will proceed with. Continued contact is being maintained with Arqiva and Harlequin to understand the current status.

More information is expected in the autumn.

General queries

The Wiltshire Online website (www.wiltshireonline.org) is intended to be the first port of call for any member of the public. We will regularly update the website throughout the course of the programme.

Marie Nash
Project Officer, Programme Office
Wiltshire Online

Councillors Briefing Note

No. 186

Service : People and Business Services

Further Enquiries to: Paul Loach, Service Head :
HR Operations

Date Prepared: May 2014

Direct Line: (01225) 713911

Members Travel Expenses

Purpose of Report

1. Firstly, to brief members on HMRC rules regarding taxation of members' expenses. Secondly, to ensure Wiltshire Council is operating a legally compliant system in relation to members travel expenses. Thirdly, to clarify that members are responsible for seeking their own tax advice independent of Wiltshire Council. Finally, to inform members of the revised process for claiming travel expenses.

Background

2. The rules relating to the taxation of members expenses have become high profile due to the increased numbers of HMRC investigations. As a result of one such investigation, Kent County Council were publically criticised for their approach on this matter and for funding tax advice for members.
3. The main crux of the debate is that HMRC treat some journeys made by members on council duties as taxable, unless the members own home is their office. For a member's own home to be their office, it will be necessary to routinely see constituents at home on council business. Concerns have been raised on the relevance of the HMRC guidance and the safety aspect for members and their families.
4. In the case of a member who does not pass the HMRC test for having an office at home, they would be entitled to base themselves at the nearest council building (Divisional Office) with facilities which allow them to work and see constituents.
5. The Local Government Chronicle reports that Brendan Lewis, local government minister, is challenging HMRC on its guidance regarding members meeting constituents in their own home. In addition, the Local Government Authority (LGA) has written to the HMRC proposing a simplification of their guidance on travel expenses. The LGA asserts that the role of local elected representative requires people to work from home and therefore their home is a workplace where they may be contacted by constituents at any time, including evenings and weekends. The LGA contend there is precedent for this in the treatment of travel expenses paid to MPs from their constituency home to Westminster, which are exempt from both income tax and National Insurance contributions.

6. Wiltshire Council and members are legally obliged to adopt the current HMRC guidance, whether or not they accept the HMRC's ruling.

HMRC Guidance

7. Members may have one or more "permanent places" of work, where they regularly undertake work on council business (for example a divisional office). In addition, there will be "temporary" places of work which could include a constituent's home, or perhaps a location which the member visits for council meetings.
8. Members will need to decide where their "permanent" office will be within the HMRC guidelines. For members who routinely see constituents at their own home, they could designate their own home to be their "permanent" office. Alternatively, members may choose the council office (with office facilities) nearest their division to be their "permanent" office.
9. The HMRC guidance provides further information on claiming travel expenses from home. If it is not necessary for a member to routinely see constituents at home on council business, any allowance paid for travel between home and their (divisional office) will be taxable at source. The fact that a member chooses to do some work at home, for example reading council papers or completing correspondence, does not make that home a distinct place of work for the purpose of claiming tax relief on travel expenses.
10. Practical examples of HMRC's rules on travel expenses:-

Each member will need to decide where his or her permanent workplace(s) will be in accordance with HMRC guidance.

HMRC guidance on "permanent workplace":-

(HMRC guidance: 490 - Employee travel: A tax and NICs guide for employers. Paragraph 3.9)

"It is usually clear whether or not a place is an employee's permanent workplace (and, therefore, whether a journey to that place is ordinary commuting). A place where an employee works is a permanent workplace if he or she attends it **regularly** for the performance of the duties of the employment. But it will not be a permanent workplace if it is a temporary workplace. A temporary workplace is somewhere the employee goes only to perform a task of **limited duration** or for a **temporary purpose**. "

Example A: A member travelling between their permanent workplace (e.g. Divisional Office) and their home will be liable to pay tax on any amounts received. Any such home to work or work to home journey is classed as ordinary commuting under HM Revenue and Customs guidelines. If however a member travels from their permanent workplace to a temporary workplace (e.g. constituent's home or a hub which is not their permanent workplace) this would be a business journey allowable for tax purposes.

Example B: A journey between a member's home and a temporary workplace (e.g. County Hall if not the member's permanent workplace) would be allowable for tax purposes. A journey between a permanent workplace (e.g. Divisional Office) and a temporary workplace is also allowable for tax purposes. In addition, journeys between two permanent workplaces (if a member decides he or she has two permanent offices) would also be allowable for tax purposes.

Example C: A member travels from their home to a temporary workplace on council business. The member may claim business mileage (tax allowable) between home and their temporary workplace. It would **not** be correct to claim from home to their temporary office, via their Divisional (permanent office), unless this was the necessary journey undertaken and the member carried out council work at the Divisional Office.

For detailed guidance on “permanent” workplaces and “temporary” workplaces, please see HMRC guidance: - 490 - Employee travel: A tax and NICs guide for employers

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274317/490.pdf

Revised members travel expenses form

11. As a result of HMRC’s guidance, it is necessary to be able to differentiate between taxable and non-taxable journeys. There will be two methods for members to claim travel expenses, depending on whether a member’s permanent office is their home or at a council office.

- a) **Members who consider they meet the HMRC criteria for their own home being their workplace (see paragraph 3).** All journeys on Wiltshire Council business will be business journeys and tax allowable. Members are asked to submit their expenses forms using the existing SAP expenses system. Guidance on using the SAP expenses system is attached.
- b) **Members whose permanent office(s) is a Wiltshire Council office.** Journeys may be taxable and non-taxable. A form has been designed to make the recording of journeys as simple as possible and to automatically calculate the distance between main council locations. These forms can be stored on the member’s computer, completed online and emailed to Payroll. Guidance on using the revised members travel expenses form is attached.

12. Who to speak to for further guidance?

- a) **HMRC helpline telephone: 0300 200 3300**
(8.00 am to 8.00 pm, Monday to Friday, 8.00 am to 4.00 pm Saturday)
- b) **Claiming Expenses using SAP:** please see the attached guidance.

Need a SAP log-on? Please contact the IT helpdesk on 01225 718718 / ext 18718, or Paul Broadstock on 01225 712624 / ext 12624

Would you like training on claiming SAP travel expenses? Please contact Jo Stoddart 01225 771638 / ext 11638 who will arrange for a trainer to demonstrate the SAP expenses system.

- c) **Revised Members Travel Expenses Form (not SAP):**
Please contact Payroll Non-Schools Team: Karen Thomas 01225 713263 / ext 13263 or Sally Webb 01225 713599 / ext 13599

Conclusion

13. The council must comply with HMRC guidance; this is the sole reason for the change in guidance and process. Members are asked to familiarise themselves with the guidance, and make a decision concerning their permanent workplace. Wiltshire Council cannot provide tax advice to members for reasons of professional indemnity and use of public funds. The new travel expenses form has been designed for ease of use and to assist with HMRC compliance; we appreciate your patience whilst we adjust our policy and processes.

Barry Pirie
Associate Director People and Business
6 May 2014

Report author: Paul Loach
Job title: Head of HR Business Operations

Attachments: SAP Guidance, Revised Travel Expenses form

CT261

Name:	
Member's home postcode:	
Permanent office address:	
SAP number from payslip (000000...)	

Office use only:	
Taxable miles	Non-taxable miles
0	0



[Note: Please see the declaration form for instruction on claiming fares and subsistence](#)

Please save the completed form and email to: - HR@wiltshire.gov.uk

Please use a different line for each individual element of the journey.

Date of journey (dd/mm/yyyy)	Departure (choose from drop-down list)	Destination (choose from drop-down list)	Mileage (calculated automatically by form where possible)	If asked to, please enter mileage manually here	Taxable or non-taxable?	Public transport fares/parking fees <small>(WT - 4225)</small>	Subsistence costs <small>(WT - 4230)</small>	Subsistence Allowance Amount Claimed for Duties not at County Hall <small>(WT - 4235)</small>
					Office use only	£	£	£
Total Amounts Claimed:						£0.00	£0.00	£0.00

Comments Box

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DECLARATION

1. I declare that:-

- a. For the purposes of enabling me to perform approved duties as an elected member of Wiltshire Council, I have necessarily incurred expenditure on travelling ;
- b. I have actually paid the fares and made the other payments stated on the form
- c. The amounts claimed are strictly in accordance with the rates determined by the Council
- d. My policy of motor insurance is appropriate for the work undertaken on the vehicle and the vehicle is in a road worthy condition
- e. Attached are receipts for the fuel and allowances for expenditure actually incurred. I have submitted them on the travel claim receipts form
- f. I have received HMRC guidance: 490 – Employee Travel

2. I declare that the statements above are correct. Except as shown on the form, I have not made any other claim under enacting for travelling or subsistence in connection with the duties of my office.

Details of allowances claimed

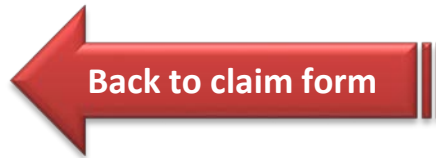
Fares – This column should only be completed when claiming a reimbursement of parking fees,

Subsistence – These columns should only be completed when claiming for reimbursement of both travel and overnight accommodation. Claims for subsistence whilst **not at County Hall** should be entered

FOR DETAILS OF ALLOWANCES SEE SECTION 14 OF THE WILTSHIRE COUNCIL EMPLOYEE TRAVEL AND SUBSISTENCE POLICY

Please return the completed form to: HR@wiltshire.gov.uk

Sally Webb
Wiltshire Council
HR/Payroll Administration
PO Box 4385
Trowbridge
BA14 8JN



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public transport fares, taxis or tolls.

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as an amount in the last column.

RE CONSTITUTION

Location**Postcode**

My Home

Constituent's Home

Permanent Office (Divisional or Hub)

Bourne Hill, Salisbury (if not your perm.office)

SP1 3UZ

Civic Centre, Warminster (if not your perm.office)

BA12 8LB

County Hall, Trowbridge (if not your perm. office)

BA14 8JN

Kennet House (if not your perm.office)

SN10 2ET

Monkton Park, Chippenham (if not your perm.office)

SN15 1ER

Pewsey Library (if not your perm.office)

SN9 5EQ

Resource Centre, Trowbridge (if not your perm.office)

BA14 0NY

Other location on Council business (please record in comments box)

Location outside Wiltshire (please record in comments box)

Location 1	Postcode
Bourne Hill, Salisbury (if not your perm. office)	SP1 3UZ
Bourne Hill, Salisbury (if not your perm. office)	SP1 3UZ
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Please enter mileage:
Please enter mileage:

name / location as you have stated

Date	Your Home	First location	Mileage	First location	Second location	Mileage	Second location	Third location	Mileage
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- drop down boxes for locations:
- Permanent Office (Divisional or Hub)

County Hall Trowbridge (not your perm. office)

Monkton Park Chippenham (not your perm.office)

List all hubs and depots

Constituents Home

Location outside Wiltshire (please record in comments box)

Other location on Council business (please record in comments box)

Members Home

Comment
Journey Date
Journey Date
Journey Date

Third location	Fourth location	Mileage	Are there additional journeys on the same day? Please state details in the comments box at the bottom of the form	WT - 4225 Fares	WT - 4230 Subsistence allowance amount claimed	WT - 4235 Subsistence Allowance Claimed for Duties not at County Hall
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SAP Self-Service

(includes guidance on claiming expenses)

IT Support Guide

Introduction	3
Icon Guide	5
Employee Self Service Overview	6
Travel and Expenses	7

Introduction

Employee Self Service (ESS) provides you with easy access to information relating to you and your position. ESS will allow you to create, view and modify some personal information. ESS will also provide support in the management of routine and repetitive HR tasks such as claiming expenses and requesting leave.

Logging In

From your desktop double click on the ESS icon and a log in screen will appear.

Note. You will have received your “User ID” and “Password” via email, these will be used to log in for the first time, you will then be asked to change your password. The pop up box will be displayed so that you can do this.

The image shows the SAP NetWeaver Welcome screen. It has a light blue background. At the top left, the word "Welcome" is written in a large, bold, blue font. Below it, there are two input fields: "User ID *" and "Password *", each with a small red asterisk. To the right of these fields is a yellow button labeled "Log on". To the right of the input fields is a large, stylized image of a building with a grid pattern. Below the image, the text "SAP NetWeaver®" is written in a bold, blue font. At the bottom left, there is a small SAP logo and the text "© 2002-2006 SAP AG All Rights Reserved."

Type your “User ID” and “Password” into the relevant fields.

You will have 3 chances to enter your User ID and password. If you enter incorrect details for a 3rd time you will be blocked from entering the system and will need to contact the service desk.

Please note, if you are a SAP user you DO NOT need to enter a separate User ID and Password to access SAP modules – your ESS User ID and Password will give you access to the SAP modules you have authority to use.

Once you have entered your User ID and Password you will be taken to the ESS Overview Screen

General Points to Remember








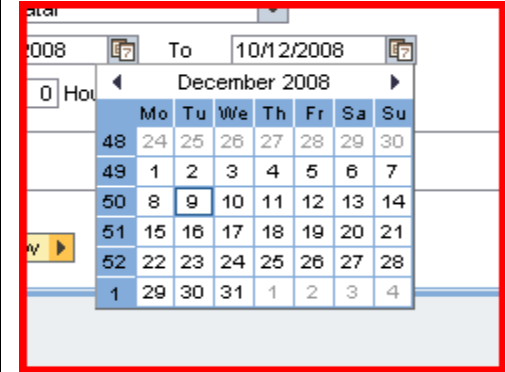
If you wish to come out of any transaction but stay in ESS, always use the 'Previous screen' button where available or Exit button rather than the X in the top right of the screen. If you use the Exit button you should choose the third option to 'Discard Changes and open content in same window', rather than the first option which will open another window.

You don't always have to enter information in every field. This guide covers those fields where you must enter information. Some fields hold additional data which is useful to managers and the Shared Services Team (Shared Services Team).

Some buttons are not mentioned because they are not used by Wiltshire Council but are standard in SAP and cannot be removed.

For most changes made in ESS you will be able to see immediately that they have been saved. This ensures that users are displaying and monitoring accurate information. The exception to this is booking leave as this requires more processing time, however a request for leave will take no longer than an hour to process.

Icon Guide

Icon	Name	Description
	TAB	Towards the top of the screen – click once to display information
	Hyperlink	Blue writing underlined – click on the link and it will take you to that section of the system
	Icon	Picture – click once to go to the required section
	Error Message	The bottom toolbar will flash and the error message will be displayed
	Success/ Information Message	The bottom toolbar will flash green and the message will be displayed
	Warning Message	The bottom toolbar will flash amber and the message will be displayed
	Calendar Button	
	Calendar	Double click on the relevant date to enter it into the field. You can move forward or backwards by month using the black arrows.

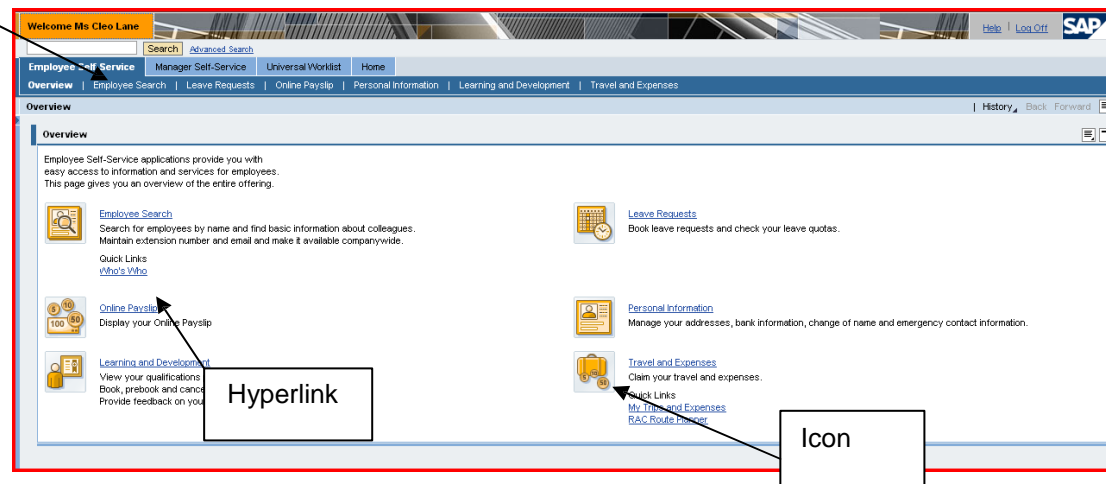
Employee Self Service Overview

Employee Self Service allows you to access and maintain your own personal information.

When you log in to ESS you will be taken to the Overview Screen.

The overview screen contains TABS, Icons and Hyperlinks which allow you to navigate around the system:

TABS



From the ESS Overview screen you can choose the following functions:

Hyperlink	Description
Employee Search	Search for Employees by name and find basic information about colleagues Maintain extension number and email address
Leave Requests	Book Leave, view leave quota and view Team calendar
Online Payslip	View, Save, Print and Email your payslip
Personal Information	Maintain addresses, bank details, emergency contact information
Learning and Development	View qualification profile, book training, provide feedback on appraisal
Travel and Expense	Claim travel expenses, view previous travel claims

For the purposes of this document we will only be looking at Travel and Expenses.

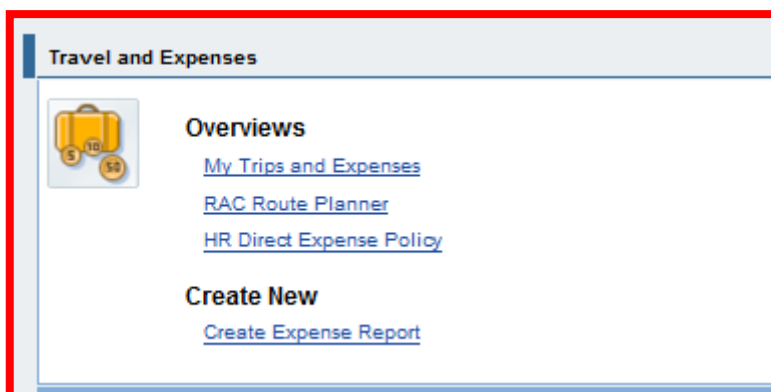
Travel and Expenses

Within the Travel and Expense function of ESS you can complete a Travel claim and/ or travel-related Expenses claim, save the claim to update as necessary and submit the claim for Manager Approval.

From the ESS Homepage, choose 'Travel and Expenses'.

The Overviews section has links to 'My Trips and Expenses', where you can see the claims you have saved and sent for approval. There are also links to the RAC Route Planner website, to help you check mileage distances, and to the HR Direct Expense Policy information, to help with queries on claiming.

To make a new claim, click "Create Expense Report"

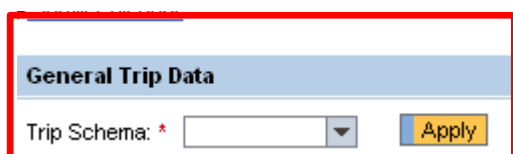


From here, to complete and submit a claim is a 4 step process.

Step	Description
Step 1 Enter General Data	You will be prompted to enter the type of trip, start and end dates, reason for the trip and mileage.
Step 2 Record Expense Receipts	Enter any additional travel-related expenses such as parking, meals, taxis.
Step 3 Review and Send	A summary page will be displayed showing a breakdown of your claim. You have the option here to save your claim without forwarding to your Manager
Step 4 Completed	You will receive confirmation that your claim has been saved and sent to Manager for Approval

From the Travel and Expenses home page click "Create Expense Report"

The Create Expense Report screen will be displayed; you will be required to enter the "Trip Schema." Select Domestic trip from the drop down box and click "Apply"



Travel / Expense claims can be made for individual journeys or for a number of journeys batched together into one claim.

Most employees will be used to recording journeys on a monthly claim form and submitting this in time for it to be processed each month. This is the way you will be expected to make claims using ESS, especially if you make frequent journeys, as clearly this will be less work for your manager to deal with but also less work for you too.

The way you do this is to use the initial screen to record a start and end date for the claim, termed a 'trip' in SAP: if you are claiming for a whole month, use the first and last days of the month.

Then, having entered the detail for a journey, you can choose to save the claim without forwarding it to your manager for approval. This allows you to access the saved 'trip' at a later date and add further journeys/expenses within the same claim.

Remember, though, that until you choose to send the claim to your manager for approval, it will remain unapproved and unpaid. When you are ready to send the claim for approval, you choose to 'Save and Send'. The approval is your manager's responsibility and once approved by the manager in MSS it will be paid – Shared Services Team do not approve claims.

Having clicked 'Apply', you will see the screen below.

Create Expense Report

1 Enter General Data 2 Record Expense Receipts 3 Review and Send 4 Completed

[Show Calendar](#)

General Trip Data

Start: *

End:

Comment:

Cost Assignment for Entire Trip

100 % Cost Center 10010 (SchoolsContingency), Funds Center 10010 (South Child Dis Com), Fund GENERAL (GENERAL), Company Code 1000 (Wiltshire Council)

[Change Cost Assignment](#)

Mileage

Total Distance Driven: 0 mi Vehicle Type: Inland Revenue Rate Vehicle Class: Inland Revenue Rate (car)

[Mileage Details](#)

[Previous Step](#) [Record Expense Receipts](#) [Exit](#)

In the General Trip Data section, enter the Start and End date for the trip, e.g. the first and last day of the month. You can either type the date into the relevant field or you can select from the calendar.

Note. Dates must be entered in the format dd.mm.yyyy (i.e. 09.12.2008)
To use the calendar, click the calendar icon to the right of the date field.

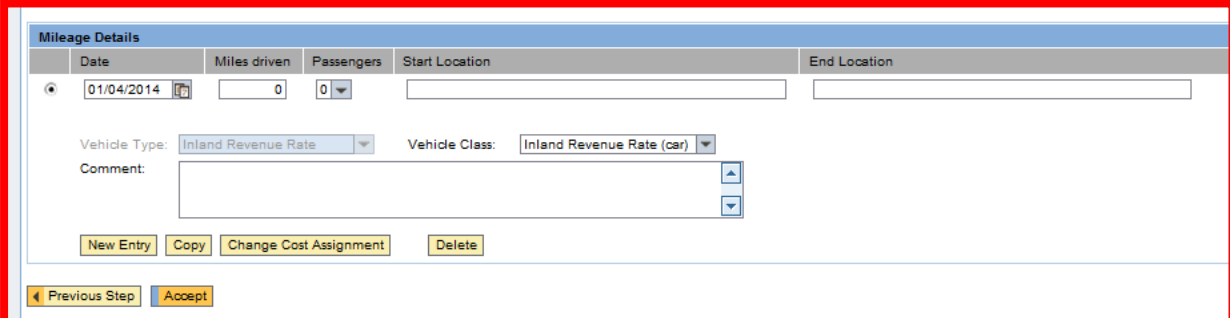
There is a 'Comments' field for any additional information for the Manager but you are more likely to need to make comments on the next screen against individual journeys.

The 'Mileage' section has three greyed-out boxes. The Vehicle Type and Vehicle Class section show the detail held for you in SAP, e.g. if you are an Essential User this will be shown in Vehicle Type and the c.c. of your car will be shown in Vehicle Class.

The greyed-out 'Total Distance Driven' will either show 0 miles or, if you return to a saved claim to update, it will show the total mileage already entered.

From this point, you can either click on 'Mileage Details' to enter mileage or on 'Record Expense Receipts' to enter expenses.

Click on 'Mileage Details' and you will see the following screen:



The screenshot shows the 'Mileage Details' form. It has a table with columns: Date, Miles driven, Passengers, Start Location, and End Location. The first row shows the date 01/04/2014, 0 miles driven, 0 passengers, and empty location fields. Below the table, there are dropdown menus for Vehicle Type (Inland Revenue Rate) and Vehicle Class (Inland Revenue Rate (car)). A Comment field is also present. At the bottom, there are buttons for New Entry, Copy, Change Cost Assignment, Delete, Previous Step, and Accept.

Date	Miles driven	Passengers	Start Location	End Location
01/04/2014	0	0		

Vehicle Type: Inland Revenue Rate Vehicle Class: Inland Revenue Rate (car)

Comment:

New Entry Copy Change Cost Assignment Delete

Previous Step Accept

Enter the details for the first journey, giving sufficient information for your manager to approve the claim – see table that follows:

Field	Description
Date	The date will pull across from the start date entered for the entire 'trip', so you will need to change this to the actual date
Miles Driven	Total number of business miles for the relevant journey*.
Passengers	Number of passengers in the vehicle, where you are allowed to claim – see travel and expenses policies
Start Location	Where the relevant journey began e.g. Devizes, Home (Warminster), etc.
End Location	Where the relevant journey ended e.g. Client home etc.
Vehicle Type	Filled automatically from data held in SAP
Vehicle Class	Defaults to the data held in SAP for your Vehicle Type. For casual and essential users this holds the car engine size: you can change this within a claim, e.g. if you occasionally use a second car in a different band. Other changes need to be notified to the SST
Comment	This box should contain Reason for Journey. It enables you to add sufficient information for your line manager to approve the journey.

You can add additional journeys by clicking “New Entry”. Alternatively, where a journey is similar to one already entered, you can click “Copy” then amend any details that are different, e.g. date.

Each new journey will appear below the last journey entered and these will build up into a table of journeys that make up a single claim:

Mileage Details					
	Date	Miles driven	Passengers	Start Location	End Location
<input type="radio"/>	13/03/2009	12	0	Trowbridge	Devizes
<input checked="" type="radio"/>	13/03/2009	35	0	Trowbridge	Salisbury

Once you have finished entering journeys, click “Accept”. You will be taken back to the General Trip Data screen. The total distance claimed will be shown in the ‘Total Distance Driven’ box.

Even if you have no expenses to record you will need to click on ‘Record Expense Receipts’ to finish the claim.

Click “Record Expense Receipts”

This takes you to the “Expense Receipts” page. Here you can record any additional expenses such as parking, meals, taxi, and overnight accommodation. You can claim for expenses without recording mileage, e.g. if you travelled by taxi.

From the Expense Type field select the type of expense you are claiming by clicking on the



drop down arrow

Type in the amount of the chosen expense type under Amount.

As with mileage, ensure the date is correct for the claim. Depending on the type of expense chosen, you will see different fields to enter below this. For overnight accommodation, you enter two dates (within the dates for the entire trip) to cover the date of arrival and departure.

You can enter a description or short information for the expense, e.g. the reason.

You should click to confirm that you have provided a receipt. You will need to give your manager all relevant receipts and send them to the Shared Services Team.

Some expenses, e.g. meals, have maximum amounts which can be claimed and entering a higher amount will produce an error. As with mileage, you can change the cost assignment.

Again, as with mileage, you can use “New Entry” or “Copy” to add additional expenses and the new entry will appear below the last one.

Expense Receipts						
	Receipt	Expense Type	Amount	Currency	Pay Amount	Payment
<input type="radio"/>	001	Parking	2.70	GBP - ...	2.70	GBP - ...
<input checked="" type="radio"/>	002		0.00	GBP - ...	0.00	GBP - ...

Enter details of the expense as above and repeat until all expenses are recorded.

<input type="button" value="Previous Step"/> <input type="button" value="Review"/> <input type="button" value="Exit"/>
--

Click Review. The summary page will be displayed showing the total amount to be paid for mileage and expenses.

1		2		3	
Enter General Data		Record Expense Receipts		Review and Send	
Summary					
Mileage total	23.48	GBP			
Individual receipts total	2.70	GBP			
Travel expenses total	26.18	GBP			
Reimbursement amount	26.18	GBP			
Payout	26.18	GBP			
Cost Assignment					
26.18 GBP Company Code 1000 (Wiltshire Council), Cost Center 10000 (NA)					

At the bottom of the summary, choose either to "Save" your expense claim or "Save and Send"

Field	Description
Save	This will save your expense claim for you to return to at a later time and add further journeys/expenses.
Save and Send	This will save a copy of your claim for reference and send a copy to your Line Manager for approval

To select "Save" click once in the circle and a black dot will appear within the circle.

Final Action

☒ Save I only want to save my expense report and send it later.

☐ Save and Send I want to save my expense report and send it for further processing.

I confirm that all data entered is accurate and true to the best of my knowledge.

◀ Previous Step Save Exit

To select “Save and Send” click once in the circle and a black dot will appear within the circle.

Final Action

☐ Save I only want to save my expense report and send it later.

☒ Save and Send I want to save my expense report and send it for further processing.

I confirm that all data entered is accurate and true to the best of my knowledge.

◀ Previous Step Save and Send Exit

Click “Save and Send”

You will get confirmation that the expense claim has been saved and sent for approval;

1 2 3 4
Enter General Data Record Expense Receipts Review and Send **Completed**

i 100,00 % will be assigned acc. to trip costs assignment guidelines

i Number assignm.: No number interval for obj. RP_REINR and personnel area 1005

What do you want to do next?

[Go to My Trips and Expenses Overview](#)

[Create Additional Expense Report](#)

[Go to Travel and Expenses homepage](#)

[Go to Employee Self-Services homepage](#)

Confirmation Details

Your expense report has been successfully saved and submitted.

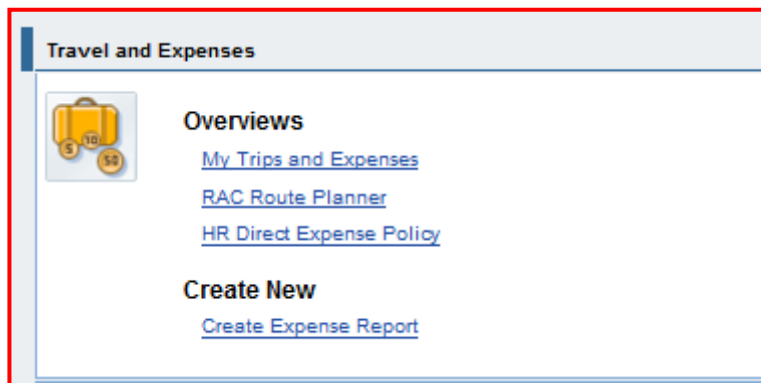
What do you want to do next?

Hyperlink	Description
Go to My Trips and Expenses Overview	Will display an overview of your previous expense claims over
Create Additional Expense Report	Will take you back to create an Expense Report
Go to Travel and Expense homepage	Will take you back to the start of Travel and Expense process
Go to Employee Self Service Homepage	Will take you back to the ESS Overview page

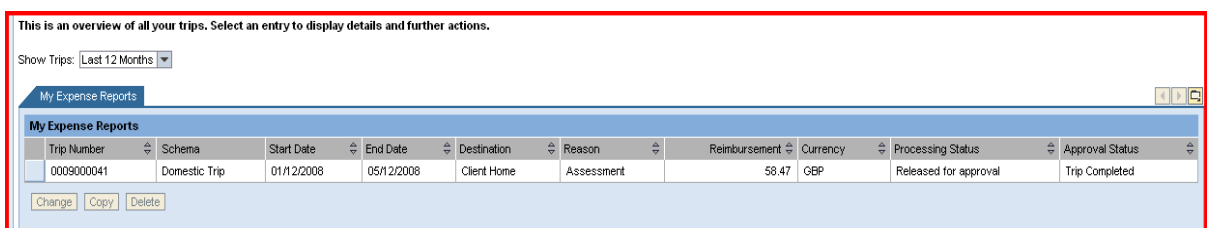
Check Status of Expense Claim

You can view if your claim has been approved from the My Trips and Expenses Overview screen.

You can also return to an unsent partially-completed claim from here in order to add to it. From the Travel and Expenses Homepage, click “My Trips and Expenses”



An overview of all your saved Travel and Expense claims will be displayed. You can choose whether to view “All” expense claims or “Last 12 months” by clicking on the drop down arrow next to “Show Type”



There are a number of fields showing. The ones that matter for identifying your claim and its status are:

Field	Description
Trip Number	The unique reference number generated when you completed your claim
Start Date	The date the claim starts from
End Date	The date the claim runs to
Reimbursement	Total amount to be paid
Processing Status	In Process – You have saved the claim but not sent to your manager Released for approval – you have completed your claim and sent it for Manager Approval Approved – Manager has approved claim and forwarded for payment
Approval Status	Trip Completed - You have completed your journey and submitted a relevant expense claim Trip Approved – Manager has approved claim and forwarded for payment

Your manager will tell you if a claim is rejected. You can make adjustments to the original claim.

To open an unsent claim for which you need to add further mileage/expenses:

Highlight the relevant line by clicking in the box to the left side.

Click 'Change'. This will take you to the 'Create Expense Report' screens already entered for the trip and you can add more detail.

You could, alternatively, use the Copy button if you want to make a similar claim, though clearly this will only be the case for trips with few journeys as you will have to change any detail within the trip such as dates.

Logging Off



To log off, always use the Log Off button towards the top right of the screen - not the X in the top right of the screen as this may lock you out of the system next time you wish to log on.

Never use the internet Home Page or 'Back' button as using these may also lock you out.

Help

For help or guidance please contact IT Support on

01225 718718

Councillors' Briefing Note No. 187

Department: Public Health

Further Enquiries to: Margaret Winskill

Date Prepared: 22 April 2014

Direct Line: 01225 716829

Community health trainers

The health trainer programme was initially identified in the Department of Health's 'Choosing Health' White Paper in 2004. Wiltshire's health trainer programme started in 2009 with services being delivered at HMP Erlestoke and then extended to support army families in the Tidworth area, Wiltshire Probationary Trust and Wiltshire addiction support project.

Health trainer services support adults who want to have a healthier lifestyle, but are unlikely to make and maintain the required changes without one-to-one support. Health trainers are recruited from local communities and reach out to people who are at a greater risk of poor health. Trainers aim to work with some of our most vulnerable adults who often live in more deprived areas to assess health and lifestyle risks and empower clients to make behaviour changes.

Health trainers work in each of Wiltshire's Community Areas. The programme helps people to have healthy, active and high-quality lives by taking more responsibility for their own physical and mental wellbeing by:

- Improving their general wellbeing
- Building self confidence and motivation
- Becoming more active
- Eating healthier food and attaining a healthy weight
- Reducing or stopping smoking
- Drinking less alcohol

Health trainers have a clear understanding of safeguarding and their training includes building relationships with staff, services and activities in the community area in which they work. Adults with low confidence often find it hard to engage with services and a health trainer may help them to register with a GP, join a local walking group or access support for a mental or emotional health need.

The programme is being rolled out in two phases starting with the northern Community Areas and health trainers are currently taking referrals and seeing clients in Bradford on Avon, Calne, Chippenham, Corsham, Devizes, Malmesbury, Melksham, Trowbridge and Royal Wootton Bassett and Cricklade community areas. In June 2014, Health trainers will start work in Amesbury, Downton, Mere, Pewsey, Salisbury, Tidworth, Tisbury, Warminster, Westbury and Wilton community areas.

The health trainer service will be officially launched on 15 May 2014 at County Hall at 10 a.m.

To contact the health trainer programme email health.trainers@wiltshire.gov.uk or phone 0300 003 4566. For further details contact margaret.winskill@wiltshire.gov.uk

Frances Chinemana, Associate Director Public Health

Councillors Briefing Note No. 188

Service : Revenues and Benefits

Further Enquiries to: Paul Southway
paul.southway@wiltshire.gov.uk

Date Prepared: May 2014

Direct Line: 01249 706227 (ext 21227)

Business Rates and Rates Relief schemes

At a recent Councillor Development Group meeting, it was suggested that information on current schemes in place to help businesses in Wiltshire should be shared with members.

Please find below a summary from Paul Southway,
Revenue Services Manager, Revenue and Benefit Services

Small Business Rate Relief – If your Rateable Value is less than £12,000

If the ratepayer occupies only one property and the rateable value does not exceed £12,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%.

A property with a rateable value of £6,000 or under will receive 100% relief at the present time. For properties above this the relief will be calculated on a sliding scale, the lower the rateable value the more relief you will receive.

An application for Small Business Rate Relief is not required. Where a ratepayer meets the eligibility criteria and has not received the relief they should contact the local authority.

Charity and Community Amateur Sports Club (CASC) Relief

Charities and registered CASCs are entitled to 80% relief where the property is occupied by the charity or the CASC. Discretionary relief can be applied for the remaining 20%.

Retail Relief

The Government is giving funding to local authorities so that they can provide a discount worth up to £1,000 a year – in both 2014-15 and 2015-16 - to retail

premises with a rateable value of up to £50,000. This will provide support to premises including pubs, cafes, restaurants and shops.

An application form is not required. Where a ratepayer meets the eligibility criteria and has not received the relief they should contact the local authority. If required see <http://www.wiltshire.gov.uk/businesssupportandadvice/businessrates/businessretailrelief.htm>. Note VOA (Valuation Office Agency) decides if a business premises is in the category of retail etc., not Wiltshire Council should you request a change and a revaluation is undertaken, note non domestic rates can be increase or decrease.

Hardship Relief

The local authority has discretion to give hardship relief in specific circumstances. The business should demonstrate their value to the community and provide trading accounts. An application form can be requested.

Rate Relief for businesses in rural areas

Certain types of properties in a rural settlement with a population below 3,000 may be entitled to relief. The property must be the only general store, the only post office or a food shop and have a rateable value of less than £8,500, or the only public house or the only petrol station and have a rateable value of less than £12,500. This council currently awards 100% relief to qualifying properties.

Councillors Briefing Note

No. 189

Service : Public Protection - Community Protection

Further Enquiries to: Naji Darwish / Linda Holland

Date Prepared: 13/05/2014

Direct Line: (01225) 716826

1. Purpose

This briefing is intended to provide an overview summary of the draft Licensing Policy Statement that is currently out to consultation.

2. Briefing note: Licensing Act 2003 – Statement of licensing policy draft for consultation

All licensing authorities are required to prepare and publish a statement of the principles that they propose to apply in exercising their functions under the Licensing Act 2003 (the 'Act') every five years.

Wiltshire Council's current Licensing Policy has taken effect between November 2009 and 30th November 2014 and a new policy is being drafted for the period 1st December 2014 to 30th November 2019. This will set out the policy that the Licensing Authority will apply when making decisions about applications for:

- the retail sale of alcohol
- the wholesale of alcohol to members of the public
- the supply of alcohol to members of registered clubs
- the provision of regulated entertainment
- the provision of hot food or hot drink between 11pm and 5am

The statement sets out the policy of the licensing authority with respect to carrying out its licensing functions under the Licensing Act. These include policy formulation, administration, monitoring, and enforcement activities.

The opportunity has been taken to substantially update the policy from the previous amalgamation of district council licensing policies.

Wiltshire Council's business plan set out an intention to create a safe night time economy and a commitment to using licensing powers to ensure that licensed premises sell alcohol responsibly and are not 'hotspots' for violence and anti-social behaviour.

The new draft policy statement is written to reflect the council's intention that effective licensing should reflect our wider commitments to community safety and public health. The policy now incorporates a more strategic approach to improving licensed premises, to reduce the harm caused by alcohol and support economic development.

The core licensing process has not changed but the updated policy increases the options available to the licensing committee. This includes initiatives such as Purple Flag principles, improved management standards, cumulative Impact Zones and a range of premises specific work.

Despite increasing its breadth, the core of the policy remains to reflect the specific operational aspects and processes which the Licensing Authority must, by law, follow.

The licensing sub-committee have had the opportunity to comment on the first draft before consultation, in addition to public health, public protection and legal services officers.

The consultation that has now opened will run from 9th May 2014 to 31st July 2014 before a final policy is taken to Licensing Committee in September 2014, and then onto Full Council in November 2014.

The consultation will seek to engage with a wide range of organisations and individuals including, Wiltshire Police, Wiltshire Fire and Rescue Service, existing licence holders, local businesses, local residents, groups associated with the entertainment industry, bodies responsible for crime and disorder reduction, the legal profession, health professionals and those responsible for the welfare of children in Wiltshire

The draft Licensing Policy for 2014 – 2019, and a consultation response form can be found on the council's website at: <http://www.wiltshire.gov.uk/licensing-policy-consultation.htm>

Councillors Briefing Note

No. 190

Service: Public Health and Public Protection
Further Enquiries to: Pippa McVeigh, Public Protection Manager Safer Communities
Direct Line: 01225 716609
Date Prepared: 23 May 2014

Domestic abuse HR policy

Background

1. Domestic abuse is a high priority for the Wiltshire Community Safety Partnership (WCSP) which includes Wiltshire Council. Awareness raising about domestic abuse, the signs and how to seek support and help is a key action within the domestic abuse strategy implementation plan.
2. Wiltshire Council is leading a campaign to raise awareness of domestic abuse both outward looking into Wiltshire communities and also inward looking to ensure that our services and our employees are both aware of and know how to get support if they are experiencing domestic abuse.
3. It is estimated that domestic abuse currently costs UK business over £1.9 billion a year, affecting thousands of working men and women every day, and that 1 in 4 women and 1 in 6 men will experience domestic abuse in their relationships.
4. Women experience an average of 35 incidents of domestic abuse before reporting an incident to the police (Yearnshaw 1997).
5. Victims of domestic abuse may be at increased risk of harm in their workplace if they leave an abusive partner, as it may be the only place where they can be located. In addition, 75% of those experiencing domestic abuse are likely to be targeted whilst at work ranging from harassing telephone calls to physical assaults (Friedman and Cooper 1987).
6. It is therefore likely that a percentage of Wiltshire Council employees will be or are victims or survivors of domestic abuse or perpetrators.
7. By proactively addressing the issue and supporting the employee, Wiltshire Council aims to help retain its staff as productive members of the work force and sends a clear message that domestic abuse is a crime and will not be tolerated.

8. This new domestic abuse policy and procedure, put together in consultation with HR, public protection and occupational health, provides Wiltshire Council staff with a framework of guidance, support and advice on domestic abuse. The domestic abuse policy is closely linked to the employee health and wellbeing policy.
9. In developing the policy and procedure key stakeholders were consulted including the manager stakeholder panel, the trade unions and operational human resources teams.
10. The Staffing Policy Committee approved the new HR domestic abuse policy and procedure for staff in March 2014 which will go-live on HR Direct during the week 9 June 2014.

What are the main aims of the new HR domestic abuse policy?

11. The aims of this domestic abuse policy are to:
 - increase awareness of domestic abuse among employees
 - to set out the council's policy statement on domestic abuse and a consistent framework for managers and employees to follow
 - provide a framework of information and support for managers and employees on domestic abuse to assist in reducing the prevalence and impact of domestic abuse
 - support the health and safety of employees
 - encourage multi-agency working to ensure that the best support and advice is given to victims and their families
 - provide guidance for dealing with perpetrators of domestic abuse.

Where to go for further help and advice

12. The new policy, although aimed at council staff, provides useful information for anyone needing help or support. It includes information about controlling, coercive and threatening behaviours, how to identifying the signs of domestic abuse and how to respond to those who may approach you with their concerns.
13. It is always recommended that people seek specialist support from trained advisors who can assess their risk and offer confidential advice on keeping safe.

The [domestic abuse policy](#) is now live on HR direct website.

For more information about domestic abuse, the many forms it can take and contact details for specialist services go to www.speakoutwiltshire.com

Councillors' Briefing Note

No. 191

Further Enquiries to:

Alistair Cunningham, Associate Director, Economic Development and Planning

Date Prepared: 28 May 2014

Direct Line: (01225) 713203

Army Basing Programme update

As part of the Army's Basing Programme, an additional 4,300 military personnel and their families (approximately 3,300 dependants) will be moving to Wiltshire by 2019.

In February the Ministry of Defence's (MOD) estate management organisation – the Defence Infrastructure Organisation (DIO) – held a six-week consultation on a draft Salisbury Plain Masterplan, setting out proposed developments to accommodate the extra personnel and their families who are due to move to Wiltshire.

More than 300 comments were received and the DIO has reviewed them and refined its plans. It has narrowed down specific sites within Bulford, Larkhill, and Perham Down where it is proposing to develop additional Service Family Accommodation (SFA) required for the service personnel and their families.

It has now completed its final draft Masterplan and is making this available for further public comment for a four-week period, which ends on 17 June. The Masterplan will be accompanied by a Planning Context report, an Overall Environmental Assessment, Overall Transport Assessment, and a Statement of Community Involvement. This latter document records all comments from stakeholders, since November 2013 (when informal consultation started) until April 2014. It explains how these comments have been addressed in taking the MOD's plans forward.

The above documents will be available in Amesbury, Durrington, Ludgershall, Salisbury and Tidworth libraries. The Masterplan can also be downloaded from the DIO's website : <http://www.army.mod.uk/structure/34026.aspx>

The proposed developments, which will be subject to planning permission, and where appropriate, Environmental Impact Assessments, involve construction of new accommodation for single soldiers, some 1,200 service family homes, as well as construction and conversion of other buildings such as garages, armouries, offices and mess facilities. The MOD will be investing up to £800M to support the plan.

The Army is working closely with Wiltshire Council to ensure the right level of services and infrastructure is in place with a focus on housing, education, leisure and medical facilities, traffic and transport.

As publicised, a public meeting, hosted by Tidworth Area Board, will take place today (May 28), so people within the Amesbury, Pewsey, Salisbury, Tidworth and Warminster community areas can find out more about the Army Basing Plans. It will be held at the Tidworth Garrison Theatre, St Andrew's Rd, Tidworth starting at 7.00 p.m.

Any questions about the consultation or comments on the refined plans should be sent to the team at abspta@wtvg.com or in writing using the freepost address below:

FREEPOST RTGX-TXYU-AXSL
Army Basing Salisbury Plain
Ropemaker Court
11 Lower Park Row
Bristol
BS1 5BN

Councillors Briefing Note No. 192

Service: Highways and Transport

Further Enquiries to: Spencer Drinkwater

Date Prepared: 2 June 2014

Direct Line: (01225) 713480

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR 2014-15

Background

In May the Local Transport Plan Programme for Integrated Transport was agreed by the Cabinet Member for Highways, Streetscene and Broadband. As in previous years, a substantive highways scheme fund has been made available to enable Area Boards to bid for funding to deliver priority transport schemes that exceed their discretionary highways budget. The substantive highways scheme fund has again been set at £250,000 for 2014/15 and bids for this funding will be assessed according to their value for money and their deliverability as set out below.

Mechanism for awarding substantive highway scheme funding

The mechanism to be used to award substantive highway scheme funding in 2014 will again be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

Deliverability is an assessment of how challenging a scheme would be to implement within a given financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the substantive highways scheme bid evaluation formula incorporating the above value for money and deliverability criteria. It should be noted that, as the council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to bid for substantive highway scheme funding

An Area Board is eligible to bid for substantive highway scheme funding when the cost of implementing a scheme is estimated to exceed its annual discretionary highways budget allocation.

Schemes which can be achieved within an Area Board's discretionary highways budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for substantive highways scheme funding. However, projects that comprise a number of separate, but linked, elements that form an integral highway improvement will be eligible.

Each bid must include a contribution to the scheme from either the relevant Community Area Transport Group or another source, such as a parish or town council.

Area Boards can make more than one bid, although bidding more than once is likely to reduce an Area Board's chances of success as the bids would effectively compete against each other.

Schemes for which bids are submitted must have had a feasibility appraisal undertaken which demonstrates that they are feasible and deliverable within the 2014/15 financial year.

Bidding Process

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by the end of June 2014 to the highways officers serving the Community Area Transport Group. The highway officers will then score the scheme bids in accordance with **Appendix 2**.

It is anticipated that a decision on the awarding of funding will be made by the end of July 2014 by the Cabinet Member for Highways, Streetscene and Broadband.

INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years); 2 points per accident up to a maximum of ten points for five or more accidents	(0 - 10)
	Threat and Intimidation	Traffic volumes: < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts Traffic speeds: 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts % HGVs: < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts % through traffic: < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts Existing facilities: 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	Number of people potentially benefiting from a scheme: 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 - 10)
	School Travel	Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)? Yes = 5pts; No = 0pts Does the school have a 'live' School Travel Plan? Yes = 5pts; No = 0pts	(0 - 10)
	Amenity Links	To what level would a scheme serve local amenities: 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 - 10)
ECONOMY	Economic Considerations	Would a scheme improve pedestrian/cycle access to an urban commercial/retail area? Yes = 5pts; No = 0pts Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area? Yes = 5pts; No = 0pts	(0 - 10)
INTEGRATION	Network Linkages	Would a scheme improve existing networks? Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 - 20)
ENVIRONMENT	Environmental Considerations	Could the scheme help achieve modal shift and reduce car use? Yes = 5pts; No = 0pts Is the scheme in an Air Quality Management Area? Yes = 5pts; No = 0pts	(0 - 10)

* asl = Above speed limit
CM09566 App1

APPENDIX 2

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk
1 = low risk
2 = medium risk
3 = high risk

Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	<input type="checkbox"/>
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	<input type="checkbox"/>
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	<input type="checkbox"/>
Financial	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	<input type="checkbox"/>
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	<input type="checkbox"/>
Deliverability Score		$\sum \text{X} \div 5$

Overall Score = Cost/Benefit x Deliverability

Application for Substantive Highways Scheme Funding

This form should be completed and submitted to the highways officer serving your Area Board's Community Area Transport Group by the end of June 2014 and copied to Spencer Drinkwater in the Sustainable Transport Group

Applicant Details:

Name:	
Area Board:	
Email:	
Tel:	

Description and Location of Proposed Scheme:

Scheme name	
Town/village:	
Road name/area of town/village:	
Brief description of scheme:	

Scheme Costs and Funding Sought:

Estimated total cost of Scheme	£
Contribution from CATG's Discretionary Highways Budget	£
Contributions from third parties (e.g. town/parish councils)	£
Funding sought from Substantive Highway Scheme Fund	£

.....
Signature of Area Board Chair/Community Area Manager:

.....
Date:

Councillors Briefing Note

No. 193

Further Enquiries to: Christopher Clark - 01225 718369

Date Prepared: June 2014

Grass cutting briefing

Members will be aware that we have had problems with grass cutting in west Wiltshire. I am still not happy with the current situation and this briefing is to update members on additional measures now in place.

During April our officers raised concerns with Balfour Beatty Living Places (BBLP) regarding the amount of resource that was planned for grass cutting in the west of the county. We did not have any significant concerns with the resource being planned for the rest of the county but thought that the planned resource for the west was too low and we confirmed this to BBLP. In response to our concerns we received a number of assurances that should they fall behind with the grass cutting schedule they would invoke additional resource to bring it back on schedule.

At the start of May it became clear that BBLP had fallen behind in their grass cutting schedule in west Wiltshire. As a result we requested that BBLP deploy additional resource to catch up. A statement to this effect was made at Full Council.

Following Full Council, on 15th May, we suspended normal scheduled cutting to cope with poor state of affairs with regard to grass cutting in Trowbridge and the west Wiltshire area. Additional resources were brought in to help the situation.

From next week we will be returning to the normal grass cutting schedule. BBLP will maintain the increased resource levels for the foreseeable future to ensure that the schedules can be maintained.

However, we are conscious that as we move back to scheduled cutting complaints from residents may still be made to members. To react to this BBLP are providing two additional gangs to respond to requests made by members from west Wiltshire following complaints from the public. If an area of grass needing attention is reported and is not going to be cut within two days then the teams will respond

directly. This will allow members affected to be seen by their residents to be effective and supportive.

Unfortunately when long grass is cut it is unsightly and for this reason it will still take a little time for each area to be restored to the visual standard that we want.

As a separate but connected issue, we have been concerned that the focus of the teams on cemeteries and some churchyards are not as good as they should be and that this can cause upset for residents visiting the cemetery. Consequently BBLP have now set up a dedicated team with a dedicated manager to look after these sensitive areas.

- Should a member from the west Wiltshire area want to raise an issue to be addressed they should email: Christopher.Clark@wiltshire.gov.uk and copy in both Bill.Parks@wiltshire.gov.uk and Adrian.Hampton@wiltshire.gov.uk.

Philip Whitehead
Portfolio holder for Highways

Councillors Briefing Note No: 194

Service: Waste Services

Further Enquiries to: Martin Litherland/Sandra Truscott

Date Prepared: 06 June 2014

Direct Line: 01225 718524 / 01225 713328

Mini Recycling site closure update – retention of key sites

Background

The success of Wiltshire's kerbside collection of plastic bottles, cardboard, paper, cans, textiles, glass bottles and garden waste has led to a review of the county's mini recycling sites.

Households across Wiltshire recycled more than 68,000 tonnes last year through the kerbside collections, including garden waste. 36,000 tonnes of this came from the black box and blue lidded bin collections meaning the smaller recycling sites in the county were used very little – less than 3,000 tonnes is expected to be collected through the mini recycling sites this year.

Retention of larger mini recycling sites – 12 month trial

Following the continuing decline in the performance of these facilities, the council has now removed more than 100 mini recycling sites across Wiltshire. However the council has also been able to identify a small number of larger mini recycling sites to be retained in key locations in Wiltshire, in order to ensure that residents living in flats and major populations have continued access to mini recycling sites, in support of the kerbside black box service. These sites will be retained for a period of 12 months during which time we shall assess their continued viability.

Rationale

We recognise that some residents continue to combine trips to local supermarkets and town centres (where many of these larger sites are located) with bringing excess recycling to these sites. These sites typically use larger “skip-type” containers and are serviced by different vehicles to that used to service the larger number of smaller sites which used wheeled bin containers. That particular vehicle will be

decommissioned now that the smaller sites have now been removed and will provide contract savings.

Sites to be retained

After considering comments from residents and the usage of these key recycling sites, as well as the different servicing arrangements they require, the council has decided that 14 mini recycling sites will remain in place for residents to use. The sites skips will remain for the recycling of glass, cans and paper are:

- Bradford on Avon – Sainsburys
- Calne – Pippin Car Park
- Chippenham – Sainsburys
- Chippenham – Morrisons
- Corsham – Car Park
- Devizes – Morrisons
- Malmesbury – Station Yard Car Park
- Melksham – Sainsburys
- Mere – Salisbury Street car park
- Warminster – Morrisons
- Royal Wootton Bassett – Borough fields
- Salisbury – Waitrose
- Tidworth – Station Car Park
- Tisbury – Car Park

Benefits of retaining these sites

- These 14 sites will remain in major population centres, allowing us more time to focus on improving kerbside recycling in these areas, especially where there are significant numbers of flats.
- The majority of these sites are sited in key locations some distance away from Household Recycling Centres, and will provide residents with an opportunity to dispose of excess recycling by combining this with their regular trip to their local supermarket or town.

- Retention of these sites, given the modest annual cost, would help reduce the possible impacts of recyclate otherwise going to landfill, avoiding potential landfill tax costs.
- This small number of sites, which have contributed almost half of the tonnage collected via the mini recycling site network, will continue to help us manage the growth in municipal waste arisings.

More information

If you have any questions or concerns, please contact the project team on wastemanagement@wiltshire.gov.uk, or contact Sandra Truscott on 01225 713328
Martin Litherland on 01225 718524

Councillors Briefing Note

No. 195

Service: Highways
Further Enquiries to: John Thomson or Philip Whitehead
Date Prepared: 16 June 2014
Direct Line: (01666) 840785 or (01672) 512410

Balfour Beatty Living Places update

Wiltshire Council this week requested that its contractor Balfour Beatty Living Places (BBLP) carries out measures to improve its performance following issues with certain areas of maintenance work.

BBLP was awarded the contract last year and its performance has proved to be below the expected standard in a small number of areas including grass cutting.

Wiltshire Council's cabinet member for highways John Thomson stated at the Full Council meeting on May 13 that if performance did not improve then the council would seek further actions from BBLP. Unfortunately, there have been further issues recently particularly with grass cutting in the west of the county, therefore Wiltshire Council has set out measures such as withholding payment for the areas where grass cutting has fallen below the agreed standard and requiring detailed plans from BBLP which outline clear resource levels for each area of work.

Wiltshire Council's priority is to ensure communities receive the best level of services possible and it will continue to work with BBLP to make sure this is achieved.

Councillor John Thomson said: "The service being provided isn't good enough and we are determined to work with Balfour Beatty Living Places so standards are raised quickly. This is a resource level issue and it is limited to certain areas of maintenance. BBLP performed well during the winter flooding and we want this level of service across all the areas of work which the company is responsible for. I am confident that we can move forward and although we are working in partnership with the company this does not mean we won't be holding them to account when there are clear problems."

COUNCILLORS BRIEFING NOTE

No 196

Service Area: Waste Management

Further Enquiries to: Vicki Harris

Date Prepared: 03 June 2014

Direct Line: 01225 718523

KERBSIDE GARDEN WASTE CONSULTATION

Background

The Council faces significant financial pressures with reduced funding from central government, increased service demand and inflation and these pressures are likely to increase. We need to make savings to help the council deliver its priorities of protecting vulnerable people, boosting the local economy and bringing communities together.

One way of achieving some savings towards this is by changing the way the garden waste collection service is delivered at the kerbside in Wiltshire. The Council currently delivers a fortnightly non-chargeable kerbside garden waste collection service to those residents that request the service.

The Council's Cabinet agreed to undertake a public consultation exercise to gain residents' views on potential future changes to the current kerbside garden waste collection service.

Consultation Options

The consultation will give residents a number of options for how the kerbside garden waste collection service could be changed to make savings.

1. A three month suspension of the non-chargeable kerbside garden waste service with no collections taking place in December, January and February.
2. A five month suspension of the non-chargeable kerbside garden waste service with no collections taking place in November, December, January, February and March.
3. To introduce a chargeable kerbside garden waste collection service instead of the current non-chargeable service.

Whatever the outcome, residents would still be able to take garden waste, including Christmas trees, to any of Wiltshire Council's 11 household recycling centres free of charge or compost at home using the Council's subsidised garden and food waste compost bins.

Option 1 - Three month suspension of the non-chargeable kerbside garden waste collection service

The non-chargeable collection service would continue to be fortnightly but we would only collect residents' bins or bags from March to November, with no collections taking place during December, January and February each year.

While some people do produce garden waste during these months, the amount of garden waste residents present for collection reduces significantly and very small amounts are collected across the county during these months. This makes collections less cost effective as collection vehicles still have to pass each property but collect less garden waste.

In 2013/14, almost 90% of garden waste was collected between March and November, with 5,000 tonnes collected in December, January and February.

This option is likely to deliver the lowest level of savings of the three options.

Option 2 - Five month suspension of the non-chargeable kerbside garden waste collection service

Again, the current non-chargeable collection service would remain fortnightly but with this proposal no collections would take place during November, December, January, February and March each year.

The amount of garden waste collected throughout these months is low compared to the remaining months of the year. In 2013/14, almost 75% of garden waste was collected between April and November, with 11,500 tonnes collected in November, December, January, February and March.

Suspending garden waste collections during these months would allow the Council to make savings, while still collecting garden waste during the spring and summer when people most need the service.

This option should deliver more savings than the option for a three month suspension of the service.

Option 3 - Introduce a chargeable kerbside garden waste collection service

This proposal is for a fortnightly chargeable kerbside garden waste collection service, which would replace the current fortnightly non-chargeable kerbside garden waste collection service.

Residents who wish to continue receiving a fortnightly collection of garden waste bins or bags would pay a service charge each year (proposed to be £35 per bin in 2015/16). No concessions would be available.

Many of Wiltshire's neighbouring councils already charge for garden waste collections and the annual service charge proposed in Wiltshire (£35 in 2015/16) would be less than some others charge (see table below).

Area	Price per year
Bath and North East Somerset	£38.50
Dorset Waste Partnership	£40
Somerset Waste Partnership	£46.50

This service would run throughout the year (except for two weeks over the Christmas period) and would be optional, so if residents did not want the service they would not be charged. Residents would have to opt in to the service by signing up, even if they already have a bin or bags from the previous non-chargeable service.

If residents sign up for this service, they would keep their existing bin or bags. Additional bins would be available at the same annual charge of £35 per bin.

This proposal would mean that the Council would only collect garden waste from those residents who have opted to receive the service and have paid for it.

If at least one in four Wiltshire households decided to pay for the service, this option is likely to deliver the highest level of savings of the three options.

Consultation process and communications

Residents will be asked to indicate which of the options above would best suit their needs by completing a short questionnaire.

Residents will be able to respond to the consultation by completing the questionnaire online, by post or by telephone.

We shall be promoting the consultation and encouraging residents to respond to the consultation using a wide range of methods, including:

- Printing the form in the July 'Your Wiltshire' magazine
- Chairman's announcements and issuing leaflets at all community area board meetings

- Sending the consultation via the email distribution list that the Council holds of over 3,000 residents
- Making leaflets available at libraries, leisure centres, Wiltshire Council offices and town and parish council offices (where possible)
- Displaying information on Wiltshire Council's website and partner websites
- Sending a link to parish and town councils through the parish newsletter
- Press releases
- Social media
- Any events that the waste team and the Wiltshire Wildlife Trust waste team attend throughout the summer.

Timescales and next steps

The consultation will run from 1 July 2014 until 1 September 2014.

Once the consultation period has ended the results, including comments received, will be collated and analysed by the Council. These results along with a report will be presented to Cabinet in October 2014. It is anticipated that any changes which Cabinet decide to implement would commence during 2015.

More information

If you require any further and more detailed information about the consultation process and options please contact the officers below –

Martin Litherland
Head of Waste Management
01225 718524
martin.litherland@wiltshire.gov.uk

Vicki Harris
Senior Waste Project Officer
01225 718523
vicki.harris@wiltshire.gov.uk

Councillors Briefing Note No. 197

Service : Legal and Governance

Further Enquiries to: Ian Gibbons

Date Prepared: 3 July 2014

Direct Line: (01225) 713052

Electronic Circulation of Agendas and Minutes - Legal Position

1. Council at its budget meeting on 25 February 2014 agreed the following amendment to the proposed budget:

To increase the proposed budget for Integrated Youth by £250,000 to a figure of £3.232m funded through:

... ii. Ceasing to produce printed agendas and minutes for elected members for all council meetings. For the avoidance of doubt this includes full council, all committees and task groups, including joint committees where Wiltshire Council is the lead council.

To facilitate the paperless working for elected members a tablet computer will be provided on request which will provide appropriate access to electronic versions of all relevant papers.

This will produce an annual saving of £100,000.

[Other measures were also agreed to arrive at the above figure of £250,000].

2. In setting the budget full council determines the financial envelope for the relevant financial year within which the executive must operate. It is then down to the executive to make executive decisions within that financial envelope.
3. This accords with the Court of Appeal's decision in R (Buck) v Doncaster MBC (2013) EWCA Civ 1190. This case raised important issues as to the division of powers between a directly elected executive and the full council of a local authority, but it applies equally to the executive leader and cabinet model adopted by this Council.

4. The Court of Appeal held that setting a budget was different from deciding what expenditure will in fact be incurred. The relevant statute (the Local Government Finance Act 1992) effectively requires the Council in setting the Council Tax base to determine its financial shortfall. Budgeting means the estimation of likely expenditure and making financial provision accordingly.
5. Whilst the budgetary process is geared to avoid any budget deficit by ensuring that revenue expenditure will not be exceeded, the Council is not allowed to micro-manage the authority's functions and interfere with the functions of the executive. Full Council cannot therefore require the executive to spend money in a particular way or on a particular function, unless the executive proposes to act contrary to the budget and policy framework.
6. In setting the budget for 2014-15, therefore, Council has determined the financial envelope within which the executive must operate and in doing so council was entitled to include the above item on electronic circulation of documents. It is then for the executive to operate within the budget framework and, in this instance, implement the arrangements for electronic agendas within the parameters of the law.
7. To this end a project group comprising Cllrs S. Wheeler, J. Hubbard, J. Seed, E. Clark, A. Bucknell and relevant officers was established to explore how best to do this. In particular the project group looked at the provision and roll out of tablet computers for elected members. The views of members were sought and their responses were presented to the project group to take into account. Advice was obtained from the lead officer for Equality and Inclusion and presented to the project group for its consideration.
8. Taking into account the views of the project group and the lead officer for IT, a range of options for the provision of ipad tablets were made available to members.
9. In implementing these arrangements the council must comply with the current statutory requirements, contained in paragraph 4(2)(b) of Schedule 12 to the Local Government Act 1972 which provides:

A summons to attend the meeting, specifying the business to be transacted thereat, and signed by the proper officer of the council, shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the council.

It is worth noting paragraph 4(3) and (4), which provide:

(3) If a member of a principal council gives notice in writing to the proper officer of the council that he desires summonses to attend meetings of the council to be sent to him at some address specified in the notice other than his place of residence, any

summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons.

(4) Want of service of a summons on any member of a principal council shall not affect the validity of a meeting of the council.

10. In order to meet these requirements the council will send a hard copy of the summons to all elected members, unless they have agreed otherwise. This does not include the associated reports which will be sent electronically, enabling the council to achieve the savings intended.
11. The Department for Communities and Local Government (DCLG) have recently consulted on a draft order - The Local Government (Electronic Communications) (England) Order 2014. The Order, as currently drafted, makes provision for a summons to attend the meeting to be sent to every member by an appropriate method. This includes sending by post to the member's usual address or other specified address, and, by electronic means with the member's consent.
12. We will be following the passage of this draft legislation through Parliament and will ensure that the council complies with its requirements, whatever they may be, in their final form.
13. Finally, as already indicated, the council recognises its responsibilities under equalities legislation to ensure that no unlawful discrimination occurs as a result of the implementation of these arrangements. The Council will therefore make reasonable adjustments having regard to the needs of individual councillors.

Ian Gibbons

Associate Director, Legal and Governance

3 July 2014

Councillors Briefing Note

No. 198

Service : Highways

Further Enquiries to: Adrian Hampton or Bill Parks

Date Prepared: 8 July 2014

Direct Line: 07973 375586 or 07712 490075

Update on grounds maintenance services within the county

Grass cutting

The urban grass maintenance has now returned to the historical cutting frequency.

- Grass is now being cut on average every three weeks for highway and amenity grass, and every two weeks in cemeteries. Balfour Beatty Living Places have given an assurance that this level will be maintained throughout the summer.
- The annual cut of rural verges is on schedule and will be completed by Friday 4th July.
- Additional cutting of visibility splays will continue where required to ensure road safety requirements.

Hedges

The council's hedges will receive their annual cut between November and February.

- Over the summer months, hedges will only be cut where required to ensure the safety and comfort of members of the public.
- Members need to be aware of the guidance we follow from Natural England that hedge maintenance should be avoided during the Bird Nesting Season, which runs from February until August. As a council we must aim to minimise any impact on nesting birds, and to avoid infringement of the Wildlife and Countryside Act 1981 and breaching the European Habitats Directive 1992/Nesting Birds Directive.
- We can expect this approach to generate a number of enquiries and suggestions from members of the public

Shrub beds and flower beds

- Shrub bed maintenance is currently underway, with all council shrubs being weeded over the next three month period.
- The flower bed planting is almost completed in the identified areas for the summer.

I hope you will find this information useful. If you require any further assistance, Adrian Hampton or Bill Parks will be pleased to assist.

Councillors Briefing Note No. 199

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: July 2014

Direct Line: (01225) 713203

Wiltshire Housing Site Allocations Development Plan Document

Update: Consultation with Parish and Town Councils on draft proposals for amending existing 'settlement boundaries'

To help inform the preparation of the Wiltshire Housing Site Allocations Development Plan Document ("the Plan"), an initial, informal consultation with Parish and Town Councils on the methodology and draft proposals relating to the review of 'settlement boundaries' will commence on **28 July 2014** and last 8 weeks, finishing on **Monday 22 September 2014**.

As councillors will recall, this work is being done in response to a point made by the Inspector examining our Core Strategy; and is simply aimed at updating, where necessary, the existing settlement boundaries. Consultation at this stage has been targeted to involve those parishes that have settlements which incorporate settlement boundaries; and those neighbouring parishes considered likely to be affected by the changes. The list of settlements with settlements boundaries is included in **Appendix 1**.

In terms of consultation materials, relevant Parish and Town Councils will be sent an information pack regarding the review of settlement boundaries in relation to their parished area. The packs will provide details of existing and, where necessary, proposed revisions to settlement boundaries, alongside the methodology that officers have devised to develop this element of the Plan. Copies of the materials will be circulated to councillors prior to commencing the consultation.

Comments will be invited on the appropriateness of the methodology; and the proposed revisions of boundaries. The responses will be used to develop and finalise proposals for inclusion in the 'pre-submission' draft of the Plan.

Arrangements have also been made to host three focussed briefing sessions, as follows, for those parishes included in the settlement boundary review process:

Date	Venue	Time
Monday 28 July	Calne Town Hall	6:00pm – 7:00pm
Tuesday 29 July	Salisbury Guildhall	6:00pm – 7:00pm
Wednesday 30 July	Trowbridge Civic Centre	6:00pm – 7:00pm

To ensure the briefing events run efficiently, invitations have been limited to a maximum of two representatives from each Parish / Town Council. Local councillors are also welcome to attend. Please let Daniel Wilson know if you would like to attend to help us manage numbers at the events.

For further information, please contact:

- Geoff Winslow; Spatial Planning Manager – Environment and Resources;
geoff.winslow@wiltshire.gov.uk; 01225 713213
- Daniel Wilson; Assistant Planning Officer; daniel.wilson@wiltshire.gov.uk;
01225 713428

APPENDIX 1

Settlements identified within Wiltshire Core Strategy with settlement boundaries

North and West Housing Market Area	East Housing Market Area	South Housing Market Area
Principal Settlement	Principal Settlement	Principal Settlement
Chippenham *		Salisbury
Trowbridge		
Market Town	Market Town	Market Town
Bradford-on-Avon	Devizes	Amesbury (including Bulford and Durrington)
Calne	Marlborough	
Corsham	Tidworth	
Malmesbury	Ludgershall	
Melksham (and Bowerhill village)		
Royal Wootton Bassett		
Warminster		
Westbury		
Local Service Centre	Local Service Centre	Local Service Centre
Cricklade	Pewsey	Downton
	Market Lavington	Mere
		Tisbury
		Mere
		Wilton

Large Village	Large Village	Large Village
Holt	Bromham	Great Wishford
Westwood	Potterne	Porton
Winsley	Rowde	Shrewton
Studley / Derry Hill	Urchfont	Tilshead
Christian Malford	West Lavington / Littleton Panell	The Winterbournes
Hullavington	Worton	Alderbury
Kington St Michael	Aldbourn	Coombe Bissett
Sutton Benger	Baydon	Morgan's Vale / Woodfalls
Yatton Keynell	Broad Hinton	Pitton
Colerne	Ramsbury	Whiteparish
Rudloe	Burbage	Winterslow
Box	Great Bedwyn	Fovant
Ashton Keynes	Shalbourne	Hindon
Crudwell	Upavon	Ludwell
Great Somerford	Collingbourne Ducis	Broad Chalk
Oaksey	Netheravon	Dinton
Sherston		
Atworth		
Seend		
Semington		
Shaw / Whitley		
Steeple Ashton		
Lyneham		
Purton		
Hilperton		

North Bradley		
Southwick		
Chapmanslade		
Codford		
Corsley		
Heytesbury		
Sutton Veny		
Bratton		
Dilton Marsh		
*Excluded from the settlement boundary review process. To be undertaken as part of the Chippenham Site Allocations DPD.		

Councillors Briefing Note

No. 200

Date Prepared: 15 July 2014

For more information:

James Fortune, Lead Commissioner, james.fortune@wiltshire.gov.uk
Steve Milton, Head of Service, Area Boards, steve.milton@wiltshire.gov.uk
Mal Munday, Head of Service, Early Help, mal.munday@wiltshire.gov.uk

Community Led Youth/Positive Activities Update – 15 July 2014

Following the decision by Cabinet to adopt a new community-led approach to the delivery of youth work and positive activities for young people aged 13-19 the process for identifying a Community Youth Officer (CYO) for each area board area has started. To date we have recruited to 11 of the 18 posts, and plan to complete interviews for the remaining posts on 30 July. We will be advising Community Area Managers and Members locally who their allocated CYO is as all posts are filled. A meeting was held with area board chairs on 17 June when the model was explained and area boards were advised of their financial allocations for the period 01/10/14 – 31/03/14. Local meetings with representatives from each area board are now under way to support key stakeholders understanding and implementing the new model. It is anticipated all 18 meetings should be completed by the end of August. These are being attended by local Members, and officers including Community Area Managers, Community Youth Officers, and officers from Property and Children's Services. These meetings will help to develop the plans for positive activities in each area and discuss suitable locations for these activities. The outcomes of these meetings will be different in each area to reflect local characteristics and needs.

Councillors Briefing Note

No. 201

Service : Highways

Further Enquiries to: Adrian Hampton or Bill Parks

Date Prepared: 18 July 2014

Direct Line: 07973 375586 or 07712 490075

Grass-cutting service from Balfour Beatty Living Places – update.

Further to recent briefings you will have received, attached is a copy of the leaflet which will be distributed next week by Balfour Beatty Living Places (BBLP) to residents of Bradford on Avon, Melksham, Trowbridge and Westbury. It was felt residents in these areas needed to be assured that we, and BBLP, are determined to get grass-cutting right.

As you will see, BBLP have apologised for their service delivery shortfall in west Wiltshire in May/June; it sets out a number of the measures they have taken to rectify the situation; and it invites residents to send in any further comments or complaints to BBLP's own helpline – which we will closely monitor with them.

The leaflet is being printed and distributed entirely at BBLP's own cost.



Balfour Beatty

.....
please send your questions
or suggestions to:

wiltshirequeries@bblivingplaces.com

grass cutting getting it right

.....

A number of local residents have complained to us that we haven't been cutting the grass properly. This leaflet is designed to tell you what we are doing to improve our grass-cutting service in your area:

- we're sorry that we haven't always been able to get the work done to your satisfaction
- we have been working very hard to put things right
- we have a plan, approved by the Council, to make sure we stay on top of things
- we want to hear from you if you think any part of your area doesn't reach the specification we have been asked to work to

Grass in the news

Over the last few weeks we have had a number of complaints from residents in your area, which is why we are distributing this leaflet.

We know how important it is to residents and the Council that we get this right and we have already apologised at the Council meeting on May 15th for the way we have managed this.

Following the Council debate, Balfour Beatty was set a deadline of 6th June to ensure all areas of the county were being cut to the Council's specification – a total of 6 million square metres of grass. Since that deadline was set, we've brought in significant extra resources at no additional cost to the Council:

11 additional fully equipped teams – that's about 2500 hours/300 man days

Additional time worked by the pre-existing teams, seven days-a-week, including two bank holidays – that additional time amounts to approximately 3000 hours/375 man days

Although the June weather has been dryer, the previous wet and warm conditions had created nearly perfect growing conditions. The standard of 'finish' has not always been to the high standards we're committed to achieving. We think we are now just about there – although some areas won't yet be looking as smart as we'd like because of how long the grass had grown before we got to it. This will be addressed at the next cut.

If you have any questions or there are areas you think we have still missed, please write to us at:
wiltshirequeries@bblivingplaces.com

“

Finally, please understand that our operatives have been working very long hours to get Wiltshire's grass cut.

We're totally open to anybody who wants to write or talk to us. Taking the public's comments and feedback on board, we'll do whatever we can to make swift improvements.

I'd like to thank all our staff who have been working hard – just as they did through the winter floods – to get this right. They are dedicated to delivering great service to our customers and work really hard to make sure this happens.

We'll continue to work with the council and communities and prioritise areas which could impact on safety.

Tom West
Contract Director
Balfour Beatty Living Places

”



Councillors Briefing Note No. 202

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: 21 July 2014

Direct Line: (01225) 713203

Wiltshire Core Strategy Update - July 2014

Since Councillors Briefing Note No. 181 was issued on 27 March 2014 consultation has been undertaken on the latest proposed modifications to the Wiltshire Core Strategy including the Inspector's proposed main modifications. Full details of the consultation can be found on the Council's website at:

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy/wiltshirecorestrategyexamination.htm>

The consultation response was reported to the Inspector on 20 June 2014. The Inspector requested officer responses to the matters raised and these have been provided in the response. The documents can be found on the above website link under the heading 'Output report to 2014 consultation'.

The Inspector has now read the results of the consultation and has a number of initial queries that he has asked the Council to respond to. These are set out in his letter of 15 July 2014, which is self explanatory (see attached letter). A response is being prepared and will be submitted to the Inspector within 10 days as requested.

A further update will be provided in due course with the Council's response.

4/03 Kite Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN

Direct Line:
Customer Services: 0117 372 6372
Fax No: 0117 372 8782
e-mail:

Mr A Cunningham
Associate Director of Economy and
Regeneration
Wiltshire Council
County Hall
Trowbridge
BA14 8JN

Our Ref: PINS/Y3940/429/9

Your Ref: AC/PT

Date: 15th July 2014

Dear Mr Cunningham,

Wiltshire Core Strategy (CS)

Further to my letter dated 27th June, I have now read the results of the recent consultation. In order to progress the Examination, a number of initial queries have arisen for which I would be grateful for your response.

Following my earlier correspondence including the 10th Procedural Letter, the Planning Practice Guidance (PPG) was published to which I must have regard. I note the Council's recent statement on the subject and other responses received as part of the consultation.

As you will be aware, the PPG provides further guidance on the content of the National Planning Policy Framework. In particular it provides useful information relating to how housing needs should be assessed. In this context, I am conscious that, to inform its housing figures within the Core Strategy, the Council relies upon a range of evidence sources. In terms of its SHMA, the Council is particularly reliant upon the Fordham work and Topic Paper 15 (as amended) which, individually and understandably, do not specifically follow the methodology outlined in the PPG.

Given the recent publication of the PPG and the time that has elapsed since the initial housing evidence was gathered, could the Council clarify at what point in the future it intends to review the objectively assessed housing needs of the county through a process informed from its outset by the content of the PPG? I am most interested as to whether any planned update/new SHMA should be referenced within the Core Strategy to provide clarity on the way in which the Council will ensure the effectiveness of its policy approach to meeting housing needs.

Furthermore, could the Council clarify how it believes it has considered 'market signals' within its earlier evidence?

In addition, and whilst I have noted the content of the updated LDS, could the Council explain how and when it intends expressly to plan for the period beyond 2026?

With regards to the 900 homes already planned within Wiltshire but identified to meet the needs generated within the Borough of Swindon, can the Council clarify why it considers these should form part of the minimum 42,000 new homes now contained within the modified Wiltshire Core Strategy? With regards to the comments made to the recent consultation, there appears to be some logic to an argument that states such homes should not be counted against the minimum proposed requirement for Wiltshire of 42,000 homes over the plan period.

In relation to the Housing Land Supply Statement, can the Council provide a current version (ie July 2014) including any adjustments to be made for recent appeal decisions (eg Malmesbury) and, if necessary, for the land serving Swindon? Can the Council summarise, based on existing evidence, how its intended housing provision will meet the requirements of paragraph 47 of the Framework? I am particularly interested in the land supply for years 1-5 (2014 onwards) and 6-10 and the extent to which the shorter term supply of land is capable of meeting identified needs. Any clarification of the evidence in light of the PPG section entitled *Housing and economic land availability assessment* and including Stage 5¹ would be appreciated. An expansion and update to Table 3 of the Housing Land Supply Statement of April 2014, to show both time periods, may be helpful.

As a separate matter and as referenced within the consultation report (EXAM/103), can you please provide a copy of the Memorandum of Understanding which appears to be in the process of being agreed with Natural England?

I look forward to hearing from you shortly and within 10 days.

.
Yours sincerely,

Andrew Seaman

Senior Housing and Planning Inspector

¹ Website paragraphs reference ID: 3-028-20140306 onwards

Councillors Briefing Note

No. 203

Service: HR Business Operations

Further Enquiries to: Paul Loach

Date Prepared: 1st August 2014

Direct Line: 01225 713911

Councillors' Travel Expenses Update

Members were advised in last week's Elected Wire of the following statement by *the Financial Secretary to the Treasury (David Gauke MP)* dated 22 July 2014:

'The Government is announcing today that it intends to introduce legislation to exempt from income tax and National Insurance contributions (NICs), travel expenses payments made to local councillors.

Local councillors perform a vital but frequently unsung constitutional role working on behalf of local people, often in addition to other professional and personal commitments. They are required to perform their duties in both the communities they serve and their council offices and most receive no payment other than allowances in recognition of the time and expenses they incur.

The Government wants to ensure that nobody is discouraged from representing their local community as a local councillor and therefore intends to introduce this new exemption so that in the future, travel expenses paid to local councillors, including those to cover the costs of journeys to their council offices, are not subject to income tax or NICs.

The Government will provide further details of the exemption, and the time scale for introduction, in the autumn'.

A number of members have enquired that given the above statement, if it was possible for members to delay submitting any mileage claims until this has been resolved and any changes introduced.

At this moment in time there is no set date for a change to legislation. Once we have a date for the change, we will write again with details of the simplified claim arrangements. Until that time, certain journeys will continue to be taxable as previously advised, and the current claim (<http://thewire.wiltshire.council/index/councillors-area/councillors-useful-info.htm>) form allows members to make the distinction between taxable and non-taxable journeys.

There is no advantage to holding back current claims to a date in the future when taxation of journeys is anticipated to no longer apply. This is because the date when expenses are incurred is the key date, rather than the date when the claim is submitted. There is no precedence we know of, when the government will apply the beneficial arrangements retrospectively.

We will of course keep members informed of the position as it develops.

This is a reminder that Councillors can alternatively claim their expenses using the **SAP system**. Please see attached the previously circulated guidance.

If you need a SAP log-on? Please contact the IT helpdesk on 01225 718718 / ext 18718, or Paul Broadstock on 01225 712624 / ext 12624

If you would you like training on claiming travel expenses via SAP? Please contact Jo Stoddart 01225 771638 / ext 11638 who will arrange for a trainer to demonstrate the SAP expenses system.

SAP Self-Service

(includes guidance on claiming expenses)

IT Support Guide

Introduction	3
Icon Guide	5
Employee Self Service Overview	6
Travel and Expenses	7

Introduction

Employee Self Service (ESS) provides you with easy access to information relating to you and your position. ESS will allow you to create, view and modify some personal information. ESS will also provide support in the management of routine and repetitive HR tasks such as claiming expenses and requesting leave.

Logging In

From your desktop double click on the ESS icon and a log in screen will appear.

Note. You will have received your “User ID” and “Password” via email, these will be used to log in for the first time, you will then be asked to change your password. The pop up box will be displayed so that you can do this.

The image shows the SAP NetWeaver Welcome login screen. It features a light blue background with a red border. On the left, there is a login form with two input fields labeled "User ID *" and "Password *", each followed by a red asterisk. Below these fields is a yellow "Log on" button. To the right of the form is a large, stylized image of a modern building with a glass facade. At the bottom right, the "SAP NetWeaver®" logo is displayed in blue. At the bottom left, there is a small SAP logo and the text "© 2002-2006 SAP AG All Rights Reserved."

Type your “User ID” and “Password” into the relevant fields.

You will have 3 chances to enter your User ID and password. If you enter incorrect details for a 3rd time you will be blocked from entering the system and will need to contact the service desk.

Please note, if you are a SAP user you DO NOT need to enter a separate User ID and Password to access SAP modules – your ESS User ID and Password will give you access to the SAP modules you have authority to use.

Once you have entered your User ID and Password you will be taken to the ESS Overview Screen

General Points to Remember








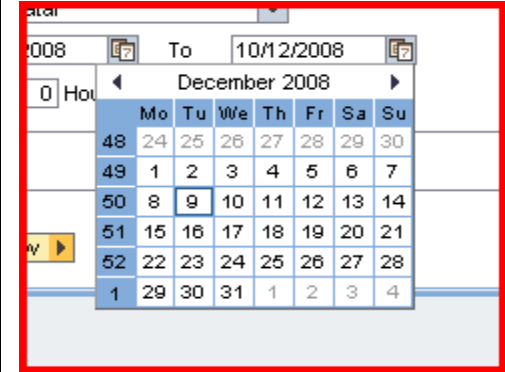
If you wish to come out of any transaction but stay in ESS, always use the 'Previous screen' button where available or Exit button rather than the X in the top right of the screen. If you use the Exit button you should choose the third option to 'Discard Changes and open content in same window', rather than the first option which will open another window.

You don't always have to enter information in every field. This guide covers those fields where you must enter information. Some fields hold additional data which is useful to managers and the Shared Services Team (Shared Services Team).

Some buttons are not mentioned because they are not used by Wiltshire Council but are standard in SAP and cannot be removed.

For most changes made in ESS you will be able to see immediately that they have been saved. This ensures that users are displaying and monitoring accurate information. The exception to this is booking leave as this requires more processing time, however a request for leave will take no longer than an hour to process.

Icon Guide

Icon	Name	Description
	TAB	Towards the top of the screen – click once to display information
	Hyperlink	Blue writing underlined – click on the link and it will take you to that section of the system
	Icon	Picture – click once to go to the required section
	Error Message	The bottom toolbar will flash and the error message will be displayed
	Success/ Information Message	The bottom toolbar will flash green and the message will be displayed
	Warning Message	The bottom toolbar will flash amber and the message will be displayed
	Calendar Button	
	Calendar	Double click on the relevant date to enter it into the field. You can move forward or backwards by month using the black arrows.

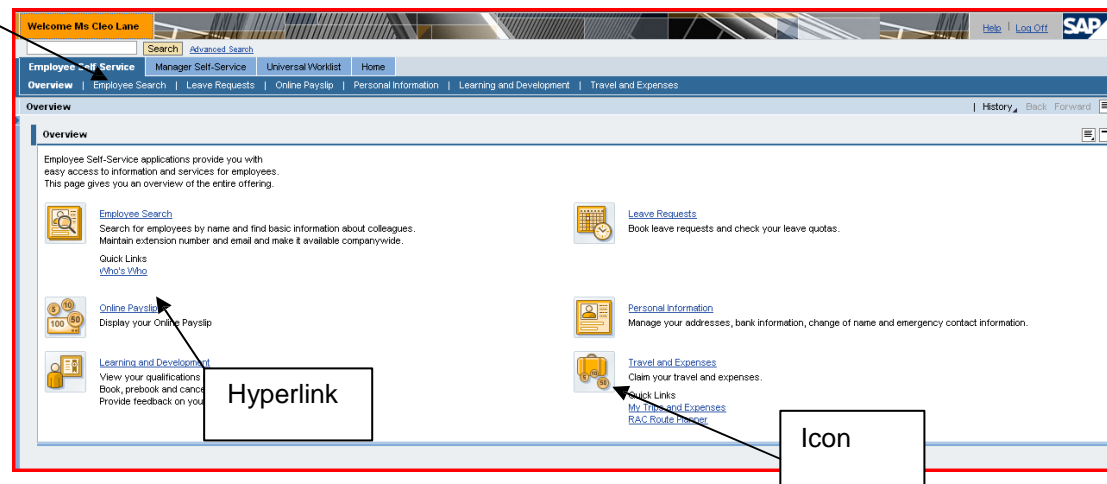
Employee Self Service Overview

Employee Self Service allows you to access and maintain your own personal information.

When you log in to ESS you will be taken to the Overview Screen.

The overview screen contains TABS, Icons and Hyperlinks which allow you to navigate around the system:

TABS



From the ESS Overview screen you can choose the following functions:

Hyperlink	Description
Employee Search	Search for Employees by name and find basic information about colleagues Maintain extension number and email address
Leave Requests	Book Leave, view leave quota and view Team calendar
Online Payslip	View, Save, Print and Email your payslip
Personal Information	Maintain addresses, bank details, emergency contact information
Learning and Development	View qualification profile, book training, provide feedback on appraisal
Travel and Expense	Claim travel expenses, view previous travel claims

For the purposes of this document we will only be looking at Travel and Expenses.

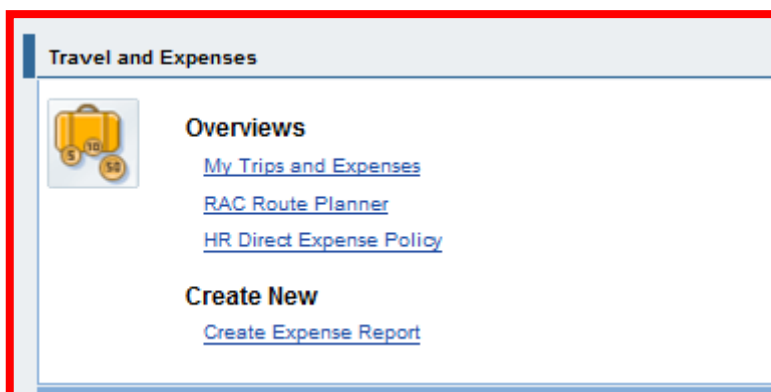
Travel and Expenses

Within the Travel and Expense function of ESS you can complete a Travel claim and/ or travel-related Expenses claim, save the claim to update as necessary and submit the claim for Manager Approval.

From the ESS Homepage, choose 'Travel and Expenses'.

The Overviews section has links to 'My Trips and Expenses', where you can see the claims you have saved and sent for approval. There are also links to the RAC Route Planner website, to help you check mileage distances, and to the HR Direct Expense Policy information, to help with queries on claiming.

To make a new claim, click "Create Expense Report"

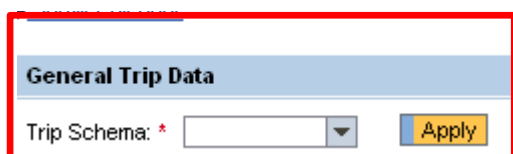


From here, to complete and submit a claim is a 4 step process.

Step	Description
Step 1 Enter General Data	You will be prompted to enter the type of trip, start and end dates, reason for the trip and mileage.
Step 2 Record Expense Receipts	Enter any additional travel-related expenses such as parking, meals, taxis.
Step 3 Review and Send	A summary page will be displayed showing a breakdown of your claim. You have the option here to save your claim without forwarding to your Manager
Step 4 Completed	You will receive confirmation that your claim has been saved and sent to Manager for Approval

From the Travel and Expenses home page click "Create Expense Report"

The Create Expense Report screen will be displayed; you will be required to enter the "Trip Schema." Select Domestic trip from the drop down box and click "Apply"



Travel / Expense claims can be made for individual journeys or for a number of journeys batched together into one claim.

Most employees will be used to recording journeys on a monthly claim form and submitting this in time for it to be processed each month. This is the way you will be expected to make claims using ESS, especially if you make frequent journeys, as clearly this will be less work for your manager to deal with but also less work for you too.

The way you do this is to use the initial screen to record a start and end date for the claim, termed a 'trip' in SAP: if you are claiming for a whole month, use the first and last days of the month.

Then, having entered the detail for a journey, you can choose to save the claim without forwarding it to your manager for approval. This allows you to access the saved 'trip' at a later date and add further journeys/expenses within the same claim.

Remember, though, that until you choose to send the claim to your manager for approval, it will remain unapproved and unpaid. When you are ready to send the claim for approval, you choose to 'Save and Send'. The approval is your manager's responsibility and once approved by the manager in MSS it will be paid – Shared Services Team do not approve claims.

Having clicked 'Apply', you will see the screen below.

Create Expense Report

1 Enter General Data 2 Record Expense Receipts 3 Review and Send 4 Completed

[Show Calendar](#)

General Trip Data

Start: *

End:

Comment:

Cost Assignment for Entire Trip

100 % Cost Center 10010 (SchoolsContingency), Funds Center 10010 (South Child Dis Com), Fund GENERAL (GENERAL), Company Code 1000 (Wiltshire Council)

[Change Cost Assignment](#)

Mileage

Total Distance Driven: 0 mi Vehicle Type: Inland Revenue Rate Vehicle Class: Inland Revenue Rate (car)

[Mileage Details](#)

[Previous Step](#) [Record Expense Receipts](#) [Exit](#)

In the General Trip Data section, enter the Start and End date for the trip, e.g. the first and last day of the month. You can either type the date into the relevant field or you can select from the calendar.

Note. Dates must be entered in the format dd.mm.yyyy (i.e. 09.12.2008)
To use the calendar, click the calendar icon to the right of the date field.

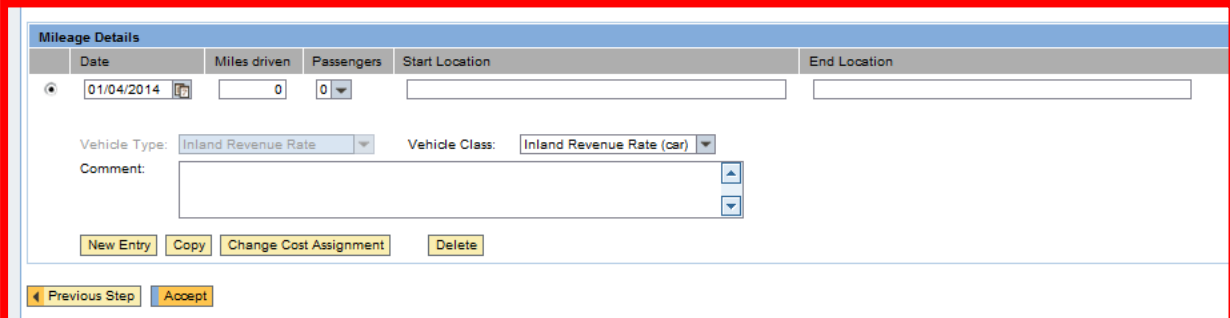
There is a 'Comments' field for any additional information for the Manager but you are more likely to need to make comments on the next screen against individual journeys.

The 'Mileage' section has three greyed-out boxes. The Vehicle Type and Vehicle Class section show the detail held for you in SAP, e.g. if you are an Essential User this will be shown in Vehicle Type and the c.c. of your car will be shown in Vehicle Class.

The greyed-out 'Total Distance Driven' will either show 0 miles or, if you return to a saved claim to update, it will show the total mileage already entered.

From this point, you can either click on 'Mileage Details' to enter mileage or on 'Record Expense Receipts' to enter expenses.

Click on 'Mileage Details' and you will see the following screen:



The screenshot shows the 'Mileage Details' form. It has a table with columns: Date, Miles driven, Passengers, Start Location, and End Location. The first row shows the date 01/04/2014, 0 miles driven, 0 passengers, and empty location fields. Below the table, there are dropdown menus for Vehicle Type (Inland Revenue Rate) and Vehicle Class (Inland Revenue Rate (car)). A Comment field is also present. At the bottom, there are buttons for New Entry, Copy, Change Cost Assignment, Delete, Previous Step, and Accept.

Date	Miles driven	Passengers	Start Location	End Location
01/04/2014	0	0		

Vehicle Type: Inland Revenue Rate Vehicle Class: Inland Revenue Rate (car)

Comment:

New Entry Copy Change Cost Assignment Delete

Previous Step Accept

Enter the details for the first journey, giving sufficient information for your manager to approve the claim – see table that follows:

Field	Description
Date	The date will pull across from the start date entered for the entire 'trip', so you will need to change this to the actual date
Miles Driven	Total number of business miles for the relevant journey*.
Passengers	Number of passengers in the vehicle, where you are allowed to claim – see travel and expenses policies
Start Location	Where the relevant journey began e.g. Devizes, Home (Warminster), etc.
End Location	Where the relevant journey ended e.g. Client home etc.
Vehicle Type	Filled automatically from data held in SAP
Vehicle Class	Defaults to the data held in SAP for your Vehicle Type. For casual and essential users this holds the car engine size: you can change this within a claim, e.g. if you occasionally use a second car in a different band. Other changes need to be notified to the SST
Comment	This box should contain Reason for Journey. It enables you to add sufficient information for your line manager to approve the journey.

You can add additional journeys by clicking “New Entry”. Alternatively, where a journey is similar to one already entered, you can click “Copy” then amend any details that are different, e.g. date.

Each new journey will appear below the last journey entered and these will build up into a table of journeys that make up a single claim:


Mileage Details					
	Date	Miles driven	Passengers	Start Location	End Location
<input type="radio"/>	13/03/2009	12	0	Trowbridge	Devizes
<input checked="" type="radio"/>	13/03/2009	35	0	Trowbridge	Salisbury

Once you have finished entering journeys, click “Accept”. You will be taken back to the General Trip Data screen. The total distance claimed will be shown in the ‘Total Distance Driven’ box.

Even if you have no expenses to record you will need to click on ‘Record Expense Receipts’ to finish the claim.

Click “Record Expense Receipts”

This takes you to the “Expense Receipts” page. Here you can record any additional expenses such as parking, meals, taxi, and overnight accommodation. You can claim for expenses without recording mileage, e.g. if you travelled by taxi.

From the Expense Type field select the type of expense you are claiming by clicking on the drop down arrow 

Type in the amount of the chosen expense under Amount.

As with mileage, ensure the date is correct for the claim. Depending on the type of expense chosen, you will see different fields to enter below this. For overnight accommodation, you enter two dates (within the dates for the entire trip) to cover the date of arrival and departure.

You can enter a description or short information for the expense, e.g. the reason.

You should click to confirm that you have provided a receipt. You will need to give your manager all relevant receipts and send them to the Shared Services Team.

Some expenses, e.g. meals, have maximum amounts which can be claimed and entering a higher amount will produce an error. As with mileage, you can change the cost assignment.

Again, as with mileage, you can use “New Entry” or “Copy” to add additional expenses and the new entry will appear below the last one.

Expense Receipts						
	Receipt	Expense Type	Amount	Currency	Pay Amount	Payment
<input type="radio"/>	001	Parking	2.70	GBP - ...	2.70	GBP - ...
<input checked="" type="radio"/>	002		0.00	GBP - ...	0.00	GBP - ...

Enter details of the expense as above and repeat until all expenses are recorded.

<input type="button" value="Previous Step"/> <input type="button" value="Review"/> <input type="button" value="Exit"/>
--

Click Review. The summary page will be displayed showing the total amount to be paid for mileage and expenses.

1		2		3	
Enter General Data		Record Expense Receipts		Review and Send	
Summary					
Mileage total	23.48	GBP			
Individual receipts total	2.70	GBP			
Travel expenses total	26.18	GBP			
Reimbursement amount	26.18	GBP			
Payout	26.18	GBP			
Cost Assignment					
26.18 GBP Company Code 1000 (Wiltshire Council), Cost Center 10000 (NA)					

At the bottom of the summary, choose either to “Save” your expense claim or “Save and Send”

Field	Description
Save	This will save your expense claim for you to return to at a later time and add further journeys/expenses.
Save and Send	This will save a copy of your claim for reference and send a copy to your Line Manager for approval

To select “Save” click once in the circle and a black dot will appear within the circle.

Final Action

☒ Save I only want to save my expense report and send it later.

☐ Save and Send I want to save my expense report and send it for further processing.

I confirm that all data entered is accurate and true to the best of my knowledge.

◀ Previous Step Save Exit

To select “Save and Send” click once in the circle and a black dot will appear within the circle.

Final Action

☐ Save I only want to save my expense report and send it later.

☒ Save and Send I want to save my expense report and send it for further processing.

I confirm that all data entered is accurate and true to the best of my knowledge.

◀ Previous Step Save and Send Exit

Click “Save and Send”

You will get confirmation that the expense claim has been saved and sent for approval;

1 2 3 4
Enter General Data Record Expense Receipts Review and Send **Completed**

i 100,00 % will be assigned acc. to trip costs assignment guidelines

i Number assignm.: No number interval for obj. RP_REINR and personnel area 1005

What do you want to do next?

[Go to My Trips and Expenses Overview](#)

[Create Additional Expense Report](#)

[Go to Travel and Expenses homepage](#)

[Go to Employee Self-Services homepage](#)

Confirmation Details

Your expense report has been successfully saved and submitted.

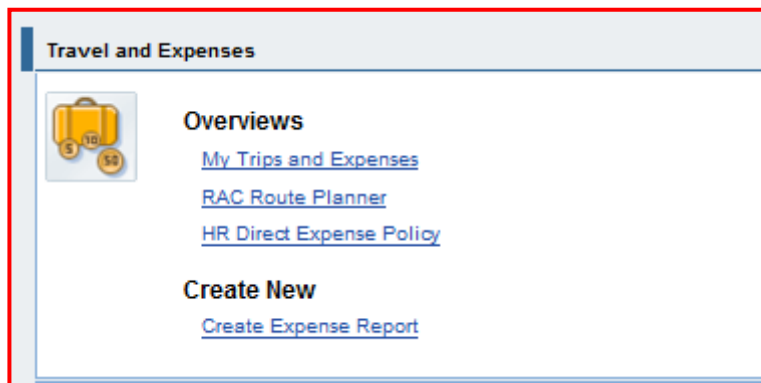
What do you want to do next?

Hyperlink	Description
Go to My Trips and Expenses Overview	Will display an overview of your previous expense claims over
Create Additional Expense Report	Will take you back to create an Expense Report
Go to Travel and Expense homepage	Will take you back to the start of Travel and Expense process
Go to Employee Self Service Homepage	Will take you back to the ESS Overview page

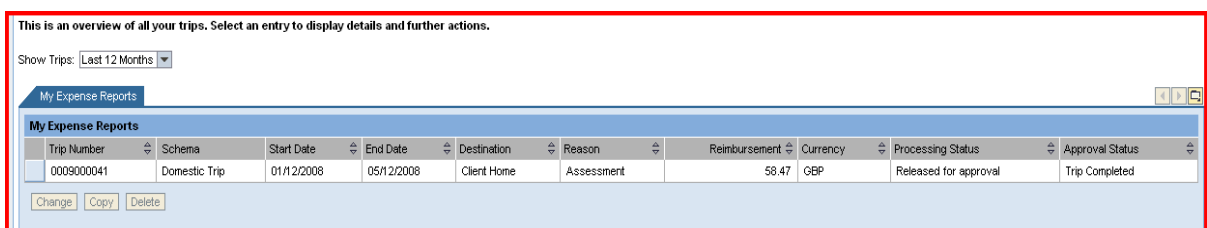
Check Status of Expense Claim

You can view if your claim has been approved from the My Trips and Expenses Overview screen.

You can also return to an unsent partially-completed claim from here in order to add to it. From the Travel and Expenses Homepage, click “My Trips and Expenses”



An overview of all your saved Travel and Expense claims will be displayed. You can choose whether to view “All” expense claims or “Last 12 months” by clicking on the drop down arrow next to “Show Type”



There are a number of fields showing. The ones that matter for identifying your claim and its status are:

Field	Description
Trip Number	The unique reference number generated when you completed your claim
Start Date	The date the claim starts from
End Date	The date the claim runs to
Reimbursement	Total amount to be paid
Processing Status	In Process – You have saved the claim but not sent to your manager Released for approval – you have completed your claim and sent it for Manager Approval Approved – Manager has approved claim and forwarded for payment
Approval Status	Trip Completed - You have completed your journey and submitted a relevant expense claim Trip Approved – Manager has approved claim and forwarded for payment

Your manager will tell you if a claim is rejected. You can make adjustments to the original claim.

To open an unsent claim for which you need to add further mileage/expenses:

Highlight the relevant line by clicking in the box to the left side.

Click 'Change'. This will take you to the 'Create Expense Report' screens already entered for the trip and you can add more detail.

You could, alternatively, use the Copy button if you want to make a similar claim, though clearly this will only be the case for trips with few journeys as you will have to change any detail within the trip such as dates.

Logging Off



To log off, always use the Log Off button towards the top right of the screen - not the X in the top right of the screen as this may lock you out of the system next time you wish to log on.

Never use the internet Home Page or 'Back' button as using these may also lock you out.

Help

For help or guidance please contact IT Support on

01225 718718

Councillors Briefing Note

No. 204

Service : Local Highways

Further Enquiries to: Cllr P Whitehead

Date Prepared: 5 August 2014

Direct Line: 01672 512410

Local Highways Issue Reporting Procedure

The Highway Service has seen considerable change over recent months and this briefing seeks to confirm to Members the new reporting procedures.

The service has seen the introduction of a reporting App, called MyWiltshire. The App can be downloaded onto mobile devices to allow onsite reporting and real time feedback. This is a very useful method for reporting maintenance issues, with the added benefit of capturing photos and automatic GPS locations.

Wiltshire Council's Website has been updated to allow everyone to report Local Highway maintenance issues. The Website allows reporters to track the progress of reports and provides feedback. The Website will accept all the reports that could be made on the MyWiltshire App, as the system is one and the same.

The old Clarence telephone number has been replaced by 0300 456 0105. This number during office hours feeds directly into the council's own Customer Contract Centre, avoiding the issues of mobile phone callers being diverted out of the county. Members are asked to promote this telephone number for the reporting of highway issues for resolution.

Wherever possible members should ask their residents to use one of these methods to report a problem and not do so on their behalf. If they do report a problem that they have spotted, or on behalf of a resident they should follow the same procedure. All members can have their own unique login to the web application so that they can monitor what happens and get feedback. The methods are:

- By telephone on 0300 456 0105 (you will receive a report number but not get updates by email)
- At www.wiltshire.gov.uk/mywilts (you will have to register or login and will be able to see the progress on all your reports)
- By downloading the MyWilts application to your smart phone. (You can follow progress on you smart phone or by using the web as is point 2)

It must also be noted that reports via MyWiltshire, the Website and the 0300 number are automatically linked to the council's own Highway's data management systems. This ensures reports are immediately passed to the appropriate section for resolution. Reports cannot be lost and there is always an audit trail to track where the report is and who is dealing with the issue. For this reason this is the preferred route for reporting all maintenance issues.

If emails are received by the local highways team reporting minor maintenance issues, delays may occur and these will be entered into the App system under a general login. As a consequence the local member or resident will then not get an automatic email reply updating them on any progress.

Obviously when issues are not resolved or if the issue is not a general maintenance report then the Local Highways Coordinator will deal with the matter.

General Maintenance Issue - 0300 456 0105

Position	Name	Area	Mitel	Mobile
Coordinator	Craig Campbell	Amesbury	01380 826379	07748 760930
Coordinator	Jennifer Hiscocks	Bradford on Avon	01225 716543	07827 981497
Coordinator	Tracy Ruse	Calne	01249 468569	07879 665664
Coordinator	Richard Dobson	Chippenham	01225 712829	07775 625100
Coordinator	Jack Brain (Gemma Winslow Returns 1/9)	Corsham (Maternity Leave)	01225 712830	07770 847026
Coordinator	Sarah Hanks	Devizes	01225 716666	07771 721261
Coordinator	Matt Perrott	Malmesbury	01249 468561	07966 310655
Coordinator	Rebecca Busby	Marlborough	01249 468553	07789 270380
Coordinator	Stuart Renfrew	Melksham	01225 712814	07867 504803
Coordinator	Stephen Matthews	Pewsey	01380 826356	07747 455539
Coordinator	Jonathon Moss	Royal Wootton Bassett & Cricklade	01225 712832	07825 388124
Coordinator	David Arnup	Salisbury	01722 438907	07824 543267
Coordinator	Tracy Myers	South Wiltshire	01722 438908	07827 312320
Coordinator	Lee Haine	South West Wiltshire	01722 438903	07799 861375
Coordinator	Nick Bancroft	Tidworth	01225 713691	07795 846633
Coordinator	Mark Banks	Trowbridge	01225 712819	07967 679837
Coordinator	Imogen Dallimore	Warminster	01225 716657	07584 385514
Coordinator	Norman Burgess	Westbury	01225 712823	07785 925520

Councillors Briefing Note No. 205

Service : Passenger Transport

Further Enquiries to: Eric Egar

Date Prepared: 8 August 2014

Direct Line: (01225) 713368

Bus Pass Consultation

A consultation has been launched about possible changes to the bus pass scheme, which applies all across Wiltshire. There is a fact sheet and separate online survey forms for individuals and organisations on the Consultation Portal <http://www.wiltshire.gov.uk/council/consultations.htm> . The closing date is 26 September 2014. I will be contacting various organisations concerned with helping older and disabled people, and also town/parish councils, inviting them to take part in the consultation. I will also be contacting a random sample of bus pass users to seek their views.

The financial plan for 2014-2015 identifies savings of £180,000 from review of free bus travel before 0930 by elderly and disabled bus pass holders. The options considered are to change the Wiltshire Bus Pass scheme so that passes could only be used after either 0930 Monday - Friday or after 0900 Monday - Friday. It is a legal requirement that they can be used all day at weekends.

Because of legal requirements and lead times, the earliest date that any change could be made is 1 April 2015 and the decision must be made by Cabinet on 11 November 2014.

Please contact me if you need more information.

Eric Egar
Policy Development Principal Assistant
Passenger Transport Unit
Wiltshire Council
Tel: 01225 713368
eric.egar@wiltshire.gov.uk

Councillors Briefing Note

No. 206

Service : Waste and Environment

Further Enquiries to: Ian Brown

Date Prepared: August 2014

Direct Line: (01225) 716667

Councillor Briefing Note – Unauthorised Encampments August 2014

Further to the briefing issued in April 2014, please see below a reminder of procedures for reporting unauthorised Gypsy or Traveller encampments.

From time to time, Councillors may receive reports from the public regarding Gypsies or Travellers who set up unauthorised encampments in their local areas outside normal office hours. This briefing details how to make a report at such times.

Where an unauthorised encampment is causing specific problems out of office hours the Police should be notified using the 101 number. If the necessary criteria are met a Police Officer may choose to take immediate action.

During normal office hours the Enforcement Team within Environment Services deals with all reports along with the Police where required.

The council does not provide an out of hour's service for unauthorised encampments. Council officers have no powers to take immediate action therefore it is not cost effective to have officers on call. Reports can be made on the council's website via an online form that will be actioned on the next working day. The form is available via the following link:

www.wiltshire.gov.uk/unauthorisedcampsreportingform

The team have a good record of dealing with such encampments through partnership working with the Police. Effective use of the relevant legislation and partnership working has enabled the council and Police to move on all unauthorised encampments in Wiltshire (more than 90 in total) in the past year, with no additional costs, such as court order fees and costs of evictions, being incurred by the council.

Councillors Briefing Note

No. 207

Department: Public Protection

Further Enquiries to: Jo McClay / Jenny Thomson

Date Prepared: July 2014

Direct Line: 01722 434291 / 01225 716684

Food safety coaching for poor performing food businesses

Funding was provided by the Food Standards Agency (FSA) at the end of last year to deliver practical food safety coaching to help raise standards in the poorest performing small food businesses in Wiltshire. The coaching took place with 32 takeaway businesses and has had a positive effect at improving standards.

Background

In early 2012, the FSA provided national funding for 32 local authorities to deliver a food safety coaching programme for small food businesses to help raise standards in time for the 2012 Olympics. Wiltshire was not invited to participate in this initial programme, however further funding was made available to other local authorities at the end of 2013. The extended programme was to support low compliance takeaway food businesses using data from the Food Hygiene Rating Scheme (FHRS) and food business operators whose businesses were 0, 1 and 2 rated.

Delivery of the coaching programme

The Food and Safety Team were successful in their bid for this funding and an independent accredited organization NSF appointed by the Food Standards Agency delivered the coaching sessions. These were one-to-one food safety sessions held at the food business with the food business operator, head chef, or person in charge of food safety.

The coaching was based on the key elements to ensuring food safety; Cross-contamination, Cleaning, Chilling and Cooking (the 4C's). It included a series of practical videos, a hand washing session and a cleaning demonstration. It also focussed on the food safety management system and documentation, linking to the FSA's "Safer Food Better Business" pack where appropriate.

The Food and Safety Team were sent summary reports following the coaching. They also evaluated the impact of the coaching during the subsequent routine food hygiene inspection.

Outcome of the coaching visits

Full evaluation of the programme will only be possible when all businesses have received their next programmed inspection. Two thirds of the businesses have had their follow up routine inspection and the interim results are good.

Takeaway businesses referred for coaching (FHS rating of 2 or below)	Businesses who took up offer of coaching	Businesses receiving full coaching session	Businesses receiving shorter coaching session	Businesses now broadly compliant with hygiene regulations after coaching session	Businesses inspected post coaching who have achieved significant increase in FHS rating*	Businesses requiring further enforcement intervention by Food Safety Officers
37	32	19	13	17	11	2

*These businesses have improved their ratings by two or more levels.

Of the 37 takeaway businesses initially identified, coaching was delivered at 32 premises. For the remaining five, one business had closed, one had recently been inspected and given an improved hygiene score and three businesses declined the offer. A total of 22 businesses have since been inspected and all have improved their hygiene rating with 17 becoming broadly compliant and 5 securing the highest achievable rating of 5. Unfortunately, in two premises, the NSF coach identified a lack of hot water which required immediate intervention by Wiltshire Council to resolve.

Benefits of the coaching

The funding for this project provided the opportunity for those poorest performing businesses in Wiltshire to receive bespoke advice and guidance from NSF on how to improve food safety in their business. This expertise is also held in house by the Environmental Health Officers however there are insufficient resources to provide this individual in depth coaching advice to food businesses.

The coaching was well received by most of the food businesses and has been shown to have a positive short term impact on ensuring food safety. This has resulted in an increase in the food hygiene rating scores of business in Wiltshire which should give consumers greater choice and confidence on where to eat. The improvements achieved if sustained will also reduce the time and resource required by the Food and Safety Team to ensure food safety compliance which could ultimately have been formal action.

The coaching programme met a number of the outcomes in the corporate business plan through protecting public health by improving food safety whilst working with, and supporting businesses to help achieve compliance.

The success of this coaching will be kept under review to assess whether these encouraging improvements are maintained by the businesses. Further opportunities will also be explored to increase funding into the team which will assist businesses in providing safe food.

Councillors Briefing Note

No. 208

Service: Corporate Office
Further Enquiries to: Robin Townsend
Date Prepared: 15th September 2014
Direct Line: (01225) 718474

Briefing note - IPCC investigation announcement – Monday 15 September

We thought it may be helpful to update on a matter that will inevitably be widely publicised. As this matter could prompt media enquiries, the below sets out the current position and the response from the Police and Crime Commissioner, as well as a reactive if-asked response from Wiltshire Council. Given the sensitivity of this matter, we thought it would be helpful for you to have this information should you be approached by any media representatives.

At 2pm today (15 September) the Independent Police Complaints Commission issued the following statement to the media (and also published on their website);

The IPCC is investigating the Chief Constable of Wiltshire Police, Patrick Geenty, an inspector and a detective constable from the force in relation to the way they dealt with complaints lodged in 2008 and 2009. Those complaints had been about the way the force handled allegations of sexual abuse.

The matter was referred to the IPCC by the force regarding the inspector and detective constable and by the Office of the Police and Crime Commissioner in relation to the Chief Constable, on 29 August 2014 following complaints received.

The allegations within the recent complaints are that in 2009 the then detective inspector and detective constable, having examined the way the force dealt with the sexual abuse allegations, withheld information from the complainants as to the extent of the force's failings. It is also alleged that the then Assistant Chief Constable, Mr Geenty, also withheld information and misled the complainants.

IPCC Deputy Chair Sarah Green said:

"It is vital that the public are confident that police forces will take their complaints seriously and act with honesty and integrity. Our investigation will seek to establish whether information was knowingly withheld and whether these complainants were knowingly and dishonestly misled."

Ends

Notes to editors

Given the sensitive nature of the original sexual abuse allegations and following representation from a complainant, the IPCC will not be disclosing details of those original allegations. The complainants have requested privacy at this time.

The employment status of the officers is a matter for the OPCC and the force.

The Police and Crime Commissioner issued the following statement at 2.05pm;

The Police and Crime Commissioner for Wiltshire and Swindon, Angus Macpherson, said: "I can confirm that on 29 August 2014 I made a referral to the Independent Police Complaints Commission (IPCC) concerning the Chief Constable after considering a letter of complaint received by my office on 14 August 2014.

"This letter was with regard to the way in which a previous complaint, made in 2008, had been dealt with by the Force. The 2008 complaint was in relation to the way a case of historic sexual abuse had been managed.

Following an initial meeting with IPCC investigators, my office is now in consultation with the IPCC on the matter.

Deputy Chief Constable Mike Veale has made referrals to the IPCC in relation to the conduct of two other officers who were also involved in the handling of the 2008 complaint.

Wiltshire Police and the IPCC will issue the following statement in response to any enquiries regarding the name of the case;

Given the sensitive nature of the original sexual abuse allegations and following representation from a complainant, we will not be disclosing details of the original allegations/case.

Please also note that the two other officers involved will not be named in any communication.

Wiltshire Council if asked to respond on this matter following any media enquiries has drafted the following reactive only statement.

A council spokesperson has stated that in response to the Independent Police Complaints Commission (IPCC) release today (15 September) Wiltshire Council has stated that it takes this matter extremely seriously and remains committed to working with partners to safeguard individuals and protect those who are most vulnerable.

We will keep you updated on this matter.

Carlton, Carolyn and Maggie

Corporate Directors

Councillors Briefing Note

No. 209

Department: Adult Care Commissioning
Further Enquiries to: James Cawley
Date Prepared: 18 September 2014
Direct Line: 01225 713951

CQC Report on Avon and Wiltshire Mental Health Partnership NHS Trust

The Care Quality Commission has today published a report by the Chief Inspector of Hospitals on Avon and Wiltshire Mental Health Partnership NHS Trust, which says that it must take significant steps to improve the quality of services provided.

You can read the full report on the CQC's website at <http://www.cqc.org.uk/provider/RVN>

You can read AWP's response to the report at <http://www.awp.nhs.uk/cqcreport>

Our media statement is as follows:

"We have been working very closely with the Avon and Wiltshire Mental Health Partnership NHS Trust to support improvements in services for residents in Wiltshire. We are pleased to see that the Care Quality Commission has noted some improvements in services and has also recognised the improved leadership of the Trust. We will continue to work with AWP to support improvements for our residents."

Councillors Briefing Note

No. 210

Department: Public Health and Public Protection

Further Enquiries to: Rachel Kent

Date Prepared: 9th October 2014

Direct Line: 01380 826321

Launch of the Wiltshire Air Quality website and 'Know & Respond' service

The profile of air quality and health has been rising both nationally and locally. Consequently, Wiltshire has been working closely with local communities in recent years to improve and maintain good air quality in the county.

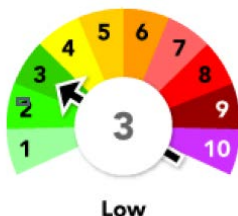
Public Health and Public Protection have been working closely in writing the Wiltshire Air Quality Action Plan and working with communities which have air quality management areas.

There has been strong public desire for access to air quality monitoring data from our automatic analysers, currently located in Salisbury, Devizes, Calne and Bradford on Avon. In response, Wiltshire Council has commissioned a standalone air quality website displaying the latest monitoring data, health advice and information about air pollution. The website also enables registration for an SMS and email alert service.

Wiltshire Council has secured: www.wiltshireairquality.org.uk as the address for the website.

Features of the website

- The monitored levels at each of our monitoring sites will be depicted in a 'speedometer' graphic, colour coded to reflect Defra's banding system.



- A link to the Defra UK-AIR website will be provided to view the latest air quality forecast for the Region. The link to the Defra UK-AIR forecast map will automatically ensure the map is centred on Wiltshire.
- Met Office Widgets (for Weather and Warnings) will be embedded providing users with an overview of both air quality and meteorological conditions in Wiltshire in one place.

- A Google map showing the locations and latest maximum measured Daily Air Quality Index (DAQI) values at each automatic monitoring site.

Example screen shot

The screenshot displays the Wiltshire Air Quality website interface. At the top is a navigation bar with links: Home, Pollution incidents, About air quality, Download data, Air quality reports, and Know & Respond alerts. The main content area is titled 'Bradford-upon-Avon' and includes a map of Wiltshire on the left and a data table on the right. Below the map is a 'Latest Weather' section with a Met Office forecast for Cardiff. To the right of the weather is a 'Weather Warnings' section showing a red warning for the UK. Further right is an 'Email & SMS Alerts' section with the 'Know&Respond' logo and a sign-up link. At the bottom, there is a footer with copyright information and a link to the Wiltshire Council website.

Bradford-upon-Avon

Latest Data | Graphing | Statistics | Site Info | Site Photos

Pollutant	Band	Concentration	Period
PM ₁₀ particulate matter (Hourly measured)	LOW (2)	31 ug ^m - ³ (INDIC. GRAV)	24 Hour mean
Nitrogen dioxide (NO ₂)	LOW (1)	17 ug ^m - ³	Hourly mean
Nitric oxide (NO)	Not applicable	50 ug ^m - ³	Hourly mean
Nitrogen oxides as nitrogen dioxide (NO _x asNO ₂)	Not applicable	94 ug ^m - ³	Hourly mean

Latest Weather

Met Office
Cardiff
Fri 08 Feb 2013 - Wind in mph
Today: 10-15
Sat: 10-15
Sun: 10-15
Mon: 10-15
Tue: 10-15
Forecast Cloud and Rain
Fri 08 Feb 2013, 10:00
Help Options More details
© Met Office Crown Copyright

Weather Warnings

UK
Weather warnings
Met Office
Red warnings have been issued
Download a Weather App for your device
Guide to warnings © Met Office Crown Copyright

Email & SMS Alerts

KR
Know&Respond
Stay updated when pollution levels increase with Know & Respond Wiltshire alerts via SMS or Email.
[Sign up now >>](#)

Website designed and maintained Ricardo-AEA. Copyright 2014
[Visit the Wiltshire Council website](#) | [Website Cookies Policy](#)

RICARDO-AEA

- Users will be able to obtain details of the monitoring site selected, a table of latest pollutant concentrations, graphs, a downloadable PDF generated for the selected monitoring site providing a statistical summary for the selected year and the ability to download excel or CSV files of data.
- A news page to allow relevant air pollution updates to be published and information on pollution incidents affecting Wiltshire.

Know and Respond Service

Know and Respond - Wiltshire is a free service to subscribers that sends registered users an alert message if air pollution in their area is forecast to be moderate, high or very high. The description of the level of pollution is based upon the Defra Air Quality Banding System.

The alert service is provided for anyone wishing to know about the quality of the air they breathe. It will be of particular benefit to people with medical conditions that may be affected by pollution, such as asthma, bronchitis and emphysema. It may also benefit people whose

breathing gets worse when air pollution increases. This early warning service allows the user to make informed decisions and take action if necessary to minimise the effects of pollution episodes.

How does it work?

Under the scheme, anyone who lives or works in Wiltshire can sign up to receive free air pollution alerts by mobile phone text message, voicemail or email. Registered users will get a Know and Respond alert whenever air pollution levels are forecast to be MODERATE, HIGH or VERY HIGH. Guidance outlined by health professionals is provided with each alert to enable them to make informed decisions and take any precautions necessary.

Air Quality Band	Fine Particulates (PM ₁₀)	Nitrogen Dioxide (NO ₂)	Public Health Message
	Short term limits (1 hr mean)	Short term limits (1 hr mean)	
	µg/m ³	µg/m ³	
Green	66 or below	200 or below	No message
Yellow	67-106	201-400	If you experience symptoms consider reducing strenuous physical activity, particularly outdoors
Amber	107-175	401-600	Reduce strenuous physical activity particularly outdoors. Keep your asthma reliever inhaler with you. Follow your doctors usual advice about managing your condition
Red	176 or above	601 or above	Avoid strenuous physical activity, particularly outdoors. Keep your inhaler with you. Follow your doctor's usual advice about managing your condition.

'Traffic light' air quality bandings, pollutant limits and health advice.

The Launch

The website will be officially launched on 13 November 2014 by Maggie Rae and Councillor Keith Humphries in County Hall, Trowbridge as part of an air quality forum. Speakers from the community action plan groups will be giving presentations on the work that they are undertaking to help improve air quality in their area.

Rachel Kent, Public Health Specialist

Councillors Briefing Note

No. 211

Service : Economic Development and Planning

Further Enquiries to: Tim Martienssen

Date Prepared: October 2014

Direct Line: 01249 706548

Payphones Consultation

We have received notification from BT regarding consultation on their current programme of proposed public payphone removals.

There are currently 85 public payphones which have very low usage levels and BT propose to remove them following a full consultation. Details of these payphones are shown on the enclosed sheets which include telephone number and addresses. BT has also placed consultation notices in the relevant payphone kiosks.

We are required to carry out our own consultation process to canvas the views of the local community. Therefore, we are seeking the views of parish councils, Wiltshire Councillors and other groups and organisations representing the community on the removal of these payphones.

Please can reasons be provided for any objections to the removal of specific phones as a blanket objection is unlikely to carry much weight.

BT have provided some examples of factors that may be relevant (see link to their guidance at bottom of page):

- If there is predominantly privately rented or council housing in the area, this may suggest people on a lower income without access to mobile and fixed telephones and support the view that a public call box should be retained.
- There may be concerns about access to telephones services in areas with particular low population densities.
- The payphone may be sited in an area of particularly poor mobile phone coverage.
- There may be a higher than average need to access emergency services, including breakdown services due to specific local factors for example, the call box is near a known accident black-spot.

BT offers the opportunity for parish councils and registered charities to adopt a kiosk for just £1, thereby protecting the heritage of the community.

Details about this can be found at <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

The consultation period will close on 8 January 2015 so we would be very grateful if you could return your comments by 22 December 2014 as all responses need to be collated and channelled via a single point of contact.

Please can comments to be returned to Tim Martienssen at Wiltshire Council who will co-ordinate the response on behalf of the Council:

Tim Martienssen
Head of Service
Economic Development and Planning
Wiltshire Council
Bythesea Road, Trowbridge, BA14 8JN
Tel: 01249 706548
Mobile: 07766 085103
tim.martienssen@wiltshire.gov.uk

BT will normally remove payphones as soon as possible after the consultation period has ended.

Full guidance on the removal process can be viewed at:
<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

The guidance also details the appeals process BT is required to follow in case of unreasonable objections.

Wiltshire Council will submit a response to BT on each payphone.

All correspondence to BT should be addressed at:
BT Payphones, 4TH FLOOR, Monument TE, 11-13 Great Tower Street, London, EC3R 5AQ
or via email to btp.authorisation.team@bt.com



Karen Wade
Wiltshire Council
County Hall
Trowbridge
BA14 8JN

7th October 2014

TIME SENSITIVE - 90 Day Consultation period end date: 8th January 2014

Dear Chief Planner,

BT is writing to you as part of a formal consultation process regarding BT's current programme of proposed public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 85 public payphones which have very low usage levels and proposed by BT for removal under full consultation. Details of these payphones are shown on the enclosed sheets which include telephone number and addresses.

BT has placed consultation notices in the relevant payphone kiosks. Ensuring that the local community are fully informed and a sample notice is enclosed. Also enclosed is a list that details the payphones which BT wishes to consult on within the Wiltshire Council area..

The consultation period will close on 8th January 2014. Responses received after this date will not be accepted. Please allow at least two days for postal delivery, and kindly note that proof of postage may be required in instances of dispute. If you are responding by email, please retain proof of despatch or apply a read receipt. Payphones will normally be removed as soon as practicable after the consultation period has ended.

Over the past seven years there has been a decline of 93% in payphone usage as a result of significant changes in communication in the UK. 94% of all UK adults now own or have regular access to a mobile phone and 85% of all adults in the UK have access to a landline and 96% of those who don't have a fixed line do have a mobile.

Significantly, it is now possible to call emergency service from any mobile phone even when there is no credit or you are not a customer of a particular mobile network. Mobile networks have very extensive coverage throughout the country and are the preferred communication method of people out and about. Additionally, you may want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances.

http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf

BT regularly reviews payphone usage, with recent figures confirming that less than 6% of all UK adults claim to have used a payphone within the last year. 71% of public payphones in Great Britain no longer cover their costs.

BT has managed to keep its payphone business viable by careful management. However occasionally it is necessary to re-align the public payphone provision to reflect present day demand.

BT offers to Parish councils and registered charities the facility to adopt a kiosk, taking ownership of the kiosk for just £1 thereby protecting the heritage of the community.

<http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

On the 14th March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended BT's obligations with regard to the removal of payphone service.

http://stakeholders.ofcom.org.uk/consultations/uso/uso_statement/

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the parish or community councils and work within the terms of the Communications Act 2003. This means that they must be able to objectively justify their decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

a plain English version is available at:

http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf

The guidance also details the appeals process BT is required to follow in case of unreasonable objections.

What you need to do next:-

Please complete and return the attached annex with your decision on each payphone:

- If the decision is to 'adopt', please provide the name of the adopting body and their contact details OR
- If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed the factors set out in Annex 1 of Ofcom's guidance (see link above).

If there are any blank rows, we'll assume 'agree' and there's no wish to adopt and no objection to removal.

All correspondence should be addressed to us at:

BT Payphones, 4TH FLOOR, Monument TE, 11-13 Great Tower Street, London, EC3R 5AQ

or via email to bt.authorisation.team@bt.com. Please note that all responses should be collated and channelled via a single point of contact for your authority.

Yours sincerely

Linda Kennedy
BT Payphones

Wiltshire Council

Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01225742287	PCO HIGH ST BOX CORSHAM	SN13 8NB	6	22/09/2014		
01225742844	PCO O/S POST OFFICE LONDON RD BOX CORSHAM	SN13 8NA	0	22/09/2014		
01225782292	PCO ELM CLOSE STAVERTON TROWBRIDGE	BA14 6PD	0	17/09/2014		
01225864744	PCO FROME RD BRADFORD ON AVON	BA15 1LE	0	17/09/2014		
01249652737	OPP LYSLEY ARMS PH A4 CALNE RD 1 MILE FROM CHIPPENHAM PEWSHAM CHIPPENHAM	SN15 3RW	0	22/09/2014		
01249652988	PCO MONKTON PARK CHIPPENHAM	SN15 3PE	14	22/09/2014		
01249653629	PCO MALMESBURY RD CHIPPENHAM	SN15 1PY	0	22/09/2014		

BT Business Payphones
 pp 4th Floor Monument TE
 11 – 13 Great Tower street
 London EC3R 5AQ

Email: btp.authorisation.team@bt.com

British Telecommunications plc
 Registered office:
 81 Newgate Street
 London EC1A 7AJ
 Registered in England No 1800000
www.bt.com

Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01249653720	PCO CENTRE OF VILLAGE LANGLEY BURRELL CHIPPENHAM	SN15 4LL	7	22/09/2014		
01249730345	PCO BEWLEY LANE LACOCK CHIPPENHAM	SN15 2PG	2	22/09/2014		
01249782217	PCO WEST KINGTON CHIPPENHAM	SN14 7JQ	1	22/09/2014		
01249782304	PCO CENTRE OF VILLAGE UPPER CASTLE COMBE CHIPPENHAM	SN14 7HA	12	22/09/2014		
01249782480	PCO CENTRE OF VILLAGE LITTLETON DREW CHIPPENHAM	SN14 7LZ	4	22/09/2014		
01249812034	PCO NEWCROFT RD CALNE	SN11 9EF	33	19/09/2014		
01249816002	PCO BREMHILL BREMHILL CALNE	SN11 9LD	0	19/09/2014		
01264730241	NR LONG VIEW LODGE CHUTE STANDEN ANDOVER	SP11 9EE	1	25/09/2014		
01264730667	O S POST OFFICE VILLAGE GRN CHUTE STANDEN ANDOVER	SP11 9EE	2	25/09/2014		

BT Business Payphones
pp 4th Floor Monument TE
11 – 13 Great Tower street
London EC3R 5AQ

Email: bt.p.authorisation.team@bt.com

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01264850211	OPPOSITE BLUE LION PH HIGH ST COLLINGBOURNE DUCIS MARLBOROUGH	SN8 3EH	2	23/09/2014		
01264850214	OPPOSITE CROWN HOTEL EVERLEIGH MARLBOROUGH	SN8 3EY	0	23/09/2014		
01373832366	1PCO O/S CORSLEY POST OFFICE CORSLEY HEATH CORSLEY WARMINSTER	BA12 7PR	0	17/09/2014		
01380722398	PCO GREEN LANE DEVIZES	SN10 5BL	0	19/09/2014		
01380722488	PCO HIGH STREET POTTERNE DEVIZES	SN10 5NA	6	19/09/2014		
01380812359	PCO SPIN HILL MARKET LAVINGTON DEVIZES	SN10 4NS	1	19/09/2014		
01380812394	PCO IN THE VILLAGE WEST LAVINGTON DEVIZES	SN10 4HF	0	19/09/2014		
01380813051	PCO AT HM DETENTION CENTRE ERLESTOKE DEVIZES	SN10 5TU	1	19/09/2014		

BT Business Payphones
pp 4th Floor Monument TE
11 – 13 Great Tower street
London EC3R 5AQ

Email: bt.p.authorisation.team@bt.com

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
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Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01380813301	PCO IN THE VILLAGE WEST LAVINGTON DEVIZES	SN10 4HF	19	19/09/2014		
01380828227	PCO CLEEVE SEEND CLEEVE MELKSHAM	SN12 6QD	0	19/09/2014		
01380828276	PCO O/S THE THREE MAGPIES SELLS GREEN SEEND MELKSHAM	SN12 6RN	0	19/09/2014		
01380830450	PCO MELBOURNE ST BRATTON WESTBURY	BA13 4RW	28	17/09/2014		
01380840217	PCO WOODLAND RD PATNEY DEVIZES	SN10 3QZ	2	19/09/2014		
01380860212	PCO NEAR THE CROWN INN CHANDLERS LANE BISHOPS CANNINGS DEVIZES	SN10 2JZ	0	19/09/2014		
01380860248	PCO CENTRE OF VILLAGE ETCHILHAMPTON DEVIZES	SN10 3JY	8	19/09/2014		
01380860674	PCO AT CENTRE OF VILLAGE COATE DEVIZES	SN10 3LA	6	19/09/2014		

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01380870313	PCO MAIN ST KEEVIL TROWBRIDGE	BA14 6LU	6	17/09/2014		
01666823313	PCO CENTRE OF VILLAGE CLEVERTON CHIPPENHAM	SN15 5BS	0	22/09/2014		
01666837256	PCO AVILS LANE LOWER STANTON ST QUINTIN CHIPPENHAM	SN14 6DA	11	22/09/2014		
01666840211	PCO AT PINKNEY COURT PINKNEY MALMESBURY	SN16 0PD	5	22/09/2014		
01672520239	PCO HIGH ST RAMSBURY MARLBOROUGH	SN8 2PA	0	23/09/2014		
01672539227	PCO HIGH STREET AVEBURY MARLBOROUGH	SN8 1RF	0	23/09/2014		
01672539267	PCO YATESBURY CALNE	SN11 8YG	1	19/09/2014		
01672540243	PCO ALDBOURNE RD BAYDON MARLBOROUGH	SN8 2HZ	4	23/09/2014		

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01672562050	PEWSEY WHARF CANAL CAR PARK MARLBOROUGH ROAD PEWSEY	SN9 5NT	0	23/09/2014		
01672810249	PCO WOOTTON RIVERS MARLBOROUGH	SN8 4NH	7	23/09/2014		
01672851296	PCO BEECHINGSTOKE PEWSEY	SN9 6HQ	0	23/09/2014		
01672851311	PCO WILSFORD WILSFORD PEWSEY	SN9 6HB	0	23/09/2014		
01672861243	PCO WEST OVERTON MARLBOROUGH	SN8 4ER	0	23/09/2014		
01672870381	PCO CHISBURY CHISBURY MARLBOROUGH	SN8 3JA	0	23/09/2014		
01722327949	JNC RIVERSIDE RD DUCK LANE LAVERSTOCK SALISBURY	SP1 1PT	11	23/09/2014		
01722329191	NR POST OFFICE HIGH RD BRITFORD SALISBURY	SP5 4DS	5	24/09/2014		
01722329354	JNC ASSISI RD ST FRANCIS RD SALISBURY	SP1 3QP	0	23/09/2014		

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Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01722329660	PCO NUNTON DROVE NUNTON SALISBURY	SP5 4HZ	1	24/09/2014		
01722718210	O/S TELEPHONE EXCHANGE HOMINGTON RD COOMBE BISSETT SALISBURY	SP5 4LR	4	25/09/2014		
01722742173	AT ROUNDABOUT FUGGLESTONE WILTON SALISBURY	SP2 0BL	0	23/09/2014		
01722743565	O/S TELEPHONE EXCHANGE SHAFTESBURY RD WILTON SALISBURY	SP2 0DT	5	24/09/2014		
01722743771	LOWER RD QUIDHAMPTON SALISBURY	SP2 9AS	15	24/09/2014		
01722780201	O/S QUEENS HEAD PUBLIC HOUSE NORTH ST BROAD CHALKE SALISBURY	SP5 5EN	44	25/09/2014		
01722780394	PCO MEAD END BOWERCHALKE SALISBURY	SP5 5BW	1	25/09/2014		
01722790359	O/S POST OFFICE WYLYE ROAD LITTLE LANGFORD SALISBURY	SP3 4NP	0	24/09/2014		

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Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01725510211	A338 LAY BY--O/S GREENACRES SALISBURY RD DOWNTON SALISBURY	SP5 3HU	12	24/09/2014		
01725510677	JCT APPLE TREE LANE BOWERS HILL REDLYNCH SALISBURY	SP5 2HD	4	24/09/2014		
01725510799	O/S POST OFFICE WOODFALLS SALISBURY	SP5 2LP	13	24/09/2014		
01747820257	O-S BISHOPS Fonthill SPO Fonthill Bishop SALISBURY	SP3 5SF	0	24/09/2014		
01747828284	CHARLTON CROSSROADS CORONATION CLOSE DONHEAD ST MARY SHAFTESBURY	SP7 9NJ	0	25/09/2014		
01747828408	JNC OF SHEPHERS LANE OVERWAY DONHEAD ST ANDREW SHAFTESBURY	SP7 9LH	0	25/09/2014		
01747830220	NR WAR MEMORIAL MILTON EAST KNOYLE SALISBURY	SP3 6BG	3	24/09/2014		
01747830312	PCO THE GREEN EAST KNOYLE SALISBURY	SP3 6BN	0	24/09/2014		

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01747840217	GASPER STOURTON WARMINSTER	BA12 6QH	9	17/09/2014		
01747840306	ADJ BUS SHELTER ZEALS WARMINSTER	BA12 6ND	3	17/09/2014		
01747860271	O/S THE GEORGE INN THE SQUARE MERE WARMINSTER	BA12 6DJ	0	17/09/2014		
01747870316	O-S RC CHURCH HIGH ST TISBURY SALISBURY	SP3 6PS	12	24/09/2014		
01747870357	PCO NEWTOWN SALISBURY	SP3 6NY	2	24/09/2014		
01747870391	NR ROYAL OAK INN PCO SWALLOWCLIFFE SALISBURY	SP3 5PA	1	24/09/2014		
01747870741	JCN DUCK ST THE AVENUE TISBURY SALISBURY	SP3 6JG	3	24/09/2014		
01793750353	PCO LIMES PLACE LATTON SWINDON	SN6 6DR	5	23/09/2014		
01793770413	PCO COMMON PLATT PURTON SWINDON	SN5 5JZ	2	23/09/2014		

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Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree / Adopt / Object	Comments/Reasons
01793849047	ORCHARD LANE SCHOOL HOUSE WEST TOCKENHAM SWINDON	SN4 7PJ	0	22/09/2014		
01794341969	JCT MOODYS HILL/RECTORY HILL 1PCO WEST DEAN SALISBURY	SP5 1JF	14	24/09/2014		
01794884242	OPP POST OFFICE WHITEPARISH WHITEPARISH SALISBURY	SP5 2QX	0	24/09/2014		
01980610496	ADJ BOURNE VIEW TIDWORTH RD BOSCOMBE SALISBURY	SP4 0AE	4	24/09/2014		
01980620287	LAYBY ON RD TO DEVIZES AMESBURY RD SHREWTON SALISBURY	SP3 4HD	9	24/09/2014		
01980620373	OPP ST MARYS CHURCH PCO HIGH ST SHREWTON SALISBURY	SP3 4BZ	103	24/09/2014		
01980630251	ON A345 PCO PEWSEY ROAD RUSHALL PEWSEY	SN9 6EN	7	23/09/2014		
01980862201	O/S SUB POST OFFICE THE COMMON WINTERSLOW SALISBURY	SP5 1PJ	4	24/09/2014		

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01985850241	PCO CHITTERNE CHITTERNE WARMINSTER	BA12 0LL	6	18/09/2014		
01985850309	PCO HIGH STREET CODFORD WARMINSTER	BA12 0NB	65	18/09/2014		
01985850642	PCO HILLSIDE CODFORD WARMINSTER	BA12 0JZ	0	18/09/2014		

Signature:

Area: Wiltshire Council

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Notice date:



PUBLIC NOTICE

Payphone kiosk removal

Hello. Our survey shows that this phone box has had very little use over a significant period of time.

We're therefore proposing to remove this phone box. There is a consultation period of 42 days from the above date.

Please contact your Local Authority Planning Department if you have any comments.

If you'd like to know where the nearest alternative payphone is, please contact us on:

0800 661 610 option 1

(This number is only able to provide alternative payphone details, and is not for removal enquiries).

Councillors Briefing Note

No. 212

Service : Public Health

Further Enquiries to: Maggie Rae

Date Prepared: October 2014

Direct Line: 01225 718338

Ebola Outbreak Update

Outbreak Pattern

The Ebola outbreak was confirmed in Guinea in March 2014 and quickly spread to Liberia. There have been 8,399 reported cases of Ebola reported in Guinea, Liberia, Sierra Leone, Nigeria, Senegal, Spain and the USA, of these cases there has been 4,033 reported deaths. This is the largest outbreak of the Ebola virus in recent times and there has been one reported case of a British citizen being infected.

Ebola

Ebola is a rare viral haemorrhagic fever (VHF). Ebola is highly transmissible by direct contact with organs or bodily fluids of living or dead infected persons or animals. It is regarded as serious because there is no specific treatment or vaccine available at present and is difficult to diagnose in the early stages.

The risk of Ebola within the UK is low for a number of reasons:

- The UK does not have wild monkeys suffering from the disease.
- The UK has specialist scientists and doctors who have a lot of experience of dealing with dangerous diseases.
- Infection prevention and control precautions are carried out to a high standard
- Britain has an early alert system to notify GPs and Primary Care services.
- National Guidelines for response to an outbreak are already in place.

National Response

The UK government is closely monitoring the outbreak in West Africa. It is taking precautionary measures by carrying out screening at Heathrow, Gatwick and Eurostar terminals. This involves temperature checks, to see if travellers have a fever, together with a series of risk assessment questions e.g. recent travel, contact with anyone with confirmed Ebola. Travellers leaving the three worst affected countries are screened on exit and anyone likely to be infectious would not be allowed to fly.

The Border Force has responsibility for protecting public health at the border of the country and they have well established procedures for dealing with infectious diseases. They are working with partners including Public Health England to minimise the potential risk and officers have been given guidance on how to identify and deal with suspected Ebola cases

safely. Travellers to Sierra Leone, Liberia and Guinea are being advised to follow health advice issued by the National Travel Health Network and Centre.

Local Preparedness

The Wiltshire and Swindon Local Health Resilience Partnership (LHRP) (which is co-chaired by Maggie Rae) will be carrying out a strategic level exercise on Thursday 16 October. This exercise will walk through in details various scenarios and test plans and procedures that are in place. It will scrutinise the preparedness of health care provider response plans and staff training.

We have local plans and tested arrangements for working with multi-agency health partners to respond to an outbreak of a communicable disease such as Ebola. These plans will trigger a multi-agency response from Public Health England, NHS England, Local Authority Public Health and the Clinical Commissioning Group and agree on the required local response arrangement.

National alerts have already been widely circulated to medical practitioners (including GPs, Acute Hospitals and other health care settings) about the situation in West Africa through the Central Alerting System. These alerts instruct medical practitioners to remain vigilant for unexplained illness in those who have visited the affected area and have distributed an updated set of guidelines on actions to take in the event of a possible case.

The Wiltshire Council Public Health and Emergency Planning Resilience and Response Team will continue to work closely with partners to monitor the situation and take appropriate action as required.

Links to further information

- Ebola: Government Response - <https://www.gov.uk/government/news/ebola-government-response>
- PHE Ebola News Story - https://www.gov.uk/government/news/public-health-england-ebola-support-and-surveillance-continues-but-risk-remains-low-in-england?utm_source=rss&utm_medium=rss&utm_campaign=news-story-public-health-england-ebola-support-and-surveillance-continues-but-risk-remains-low-in-england
- PHE: Information on Ebola: Outbreak in West Africa - https://www.gov.uk/government/news/public-health-england-ebola-support-and-surveillance-continues-but-risk-remains-low-in-england?utm_source=rss&utm_medium=rss&utm_campaign=news-story-public-health-england-ebola-support-and-surveillance-continues-but-risk-remains-low-in-england
- PHE: Risk Assessment of the Ebola outbreak in West Africa - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339601/Ebola_risk_assessment_updated_310714.pdf
- National Travel Health Network and Centre - http://www.nathnac.org/pro/clinical_updates/ebola_westafrica_220714.htm
- NHS Choices: Ebola virus disease - <http://www.nhs.uk/conditions/ebola-virus/pages/ebola-virus.aspx>

Maggie Rae	Councillor Keith Humphries
Corporate Director	Cabinet Member for Public Health,
& Director of Public Health Protection Services, Adult Care & Housing	

Councillors Briefing Note

No. 213

Service : HR & OD, People & Business

Further Enquiries to: Joanne Pitt

Date Prepared: 15 October 2014

Direct Line: (01225) 713167

Social Work Recruitment Campaign

A report to Cabinet on 7 October 2014 outlined the actions that have been taken and are planned to improve the recruitment and retention of social workers across the council. These actions are as a result of the national difficulties being faced by many local authorities in recruiting experienced social work practitioners, and these difficulties are affecting the council. The council has had a rolling recruitment campaign in place since 2013 which has delivered some success but due to the on-going difficulties, and an increased reliance on agency workers, a new recruitment campaign has been developed with the council's recruitment advertising agency, Penna, which includes using different approaches to attract and recruit social workers.

The new campaign launches today, Thursday 16 October 2014 and includes:

- A new recruitment microsite, www.socialcarematters.co.uk, (available from 2pm on 16 October) which includes the launch of the council's new employer brand, LIVE:WORK:CARE and features videos to showcase the services and the development on offer for social workers, it also features the working environment and the council's investment in new technology to support staff in social care teams.
- A monthly online job listings in The Guardian, Community Care, Jobs Go Public and Facebook. This includes four specific jobs per month with full advert copy which will signpost candidates to the recruitment microsite.
- A keyword optimisation in Google – this means when candidates search for jobs using agreed keywords (social work vacancies, jobs in Wiltshire etc) the search results will place the recruitment microsite as a prominent result.
- A social work blog – this will be a Wordpress website accessible via the recruitment microsite, Facebook, Twitter or by searching on the web. Blogs will be contributed weekly by social workers and managers in both adults and children's services who have been trained in the use of social media.
- A Facebook careers page – this will feature all vacancies, information about the council and will signpost candidates to the recruitment microsite.

- A Twitter careers page – this is a development of the existing Twitter recruitment page so existing followers will still have access. Amendments have been made to ensure the content is consistent with the recruitment microsite.

During the campaign, which will continue into 2015, there will also be:

- A “Themed Week” on Social Care Network, The Guardian’s social work recruitment and professional online section. This includes three editorials, a style editorial on the life of a social worker in Wiltshire, council branding throughout the site during the themed week.
- Banners targeted to reach social workers (100,000 page impressions) on Social Care Network.
- A live question and answer session on Social Care Network with an agreed topic. The Guardian will lead this session supported by a panel of social workers and managers from the council. This session will be promoted through a variety of social media channels.
- A “sponsored feature” on the Community Care online editorial site.
- Banners targeted to reach social workers (30,000 page impressions) on Community Care online.
- A “sponsored feature” on the Community Care editorial site online.
- A double page advertorial (advert supported by an editorial about working at the council) in the Community Care Careers Guide. This is an online publication available for 12 months and will include two image refreshes.
- Targeted banner impressions across a variety of job sites throughout the campaign.

The aim of this campaign is to reduce the number of agency staff in place with permanently employed experienced social workers and managers. In addition the campaign will include steps to recruit newly qualified social workers in March and September 2015. The recruitment of Newly Qualified Social Workers (NQSWs) will support the services in building future capacity and support more effective succession planning.

An update on the outcomes of this campaign will be reported to Cabinet in six months.

Councillors Briefing Note

No. 214

Service : **Highways and Transport**
Further Enquiries to: **Parvis Khansari**
Date Prepared: **17 October 2014**
Direct Line: **01225 713340**

Notice of motion No. 10 - One Card for Transport in Wiltshire - Councillors Magnus MacDonald and Gordon King

The following notice of motion submitted by Councillors Magnus MacDonald and Gordon King was considered by Council at its meeting on 29 July:

“Council recognises the progress that has been made by service providers to introduce Smart Card technologies on public transport across the region.

Council further recognises the potential cost savings that can be achieved through the adoption of such schemes as well as the considerable improvements in customer experience that can result.

Council notes the benefits of integrating such schemes, thus better facilitating residents being able to travel with ease, and further notes that where such schemes are integrated with associated transport schemes, such as car parking and other council services, additional savings and improvements for residents can be achieved.

Council therefore requests that the Administration work with Officers and partners to develop a 'One Card for Wiltshire' scheme that would enable a resident to use a single payment card to pay for both public transport and car parking across the county. Additionally Council requests that the possibility of adding the ability to pay for other council services should be investigated.

Council recognises that there is work being undertaken on a regional basis and that any such scheme will have to be phased in, but requests the Administration to ensure that future developments on use of Smart Cards in the county should focus on delivery of 'One Card for Wiltshire’.

The motion was referred to the Leader of the Council for appropriate action. This is to update Councillors MacDonald, King and all other members of the Council on the action taken on the motion by Councillor John Thomson on the Leader's behalf.

Points to note:

1. The Council has already put in place the technology that would provide the foundation for such a scheme through our membership of South West Smart Applications Ltd (SWSAL) – together with the other transport authorities and main bus operators in the region.
2. The potential for using smart cards in car parks has been recognised and will be considered as part of the review of parking currently under way.
3. Work is taking place to develop a local smart card to be used on park and ride buses in Salisbury, which are operated under contract to the Council.
4. The larger bus operators have also introduced their own smartcard schemes, such as The Key in Salisbury and Smartfare in Swindon .
5. The Council will explore opportunities as they arise to develop such a facility in an incremental way.
6. For the approximately 50% of services in Wiltshire operated commercially (which carry around two thirds of bus passenger trips), agreements with each operator will be required. Operators will seek to ensure that participation adds value to their business through the availability and pricing of cards and will also look for credible estimates of usage showing that investing in the project will be worthwhile.
7. The proposed phased approach will allow a start to be made where there are clear and immediate benefits, with a roll out to other operators and routes as the benefits become clearer. Technical development work could be commissioned using the expertise available through our membership of SWSAL. Feasibility and cost-benefit studies would be required to identify the best opportunities and to make the case for operator participation.

An initial meeting was held by Councillor John Thomson, Cabinet member for Highways and Transport and Councillor Philip Whitehead, Portfolio Holder for the Highways Contract with Councillor Magnus MacDonald, Councillor Jon Hubbard and Ram Banerjee (Transaxiom).

A request for information was made by Ram Banerjee to understand the demand and transaction numbers involved in the 'One Card for Wiltshire' scheme

This information has been supplied by Councillor Philip Whitehead and a further meeting has now been arranged for Councillors John Thomson, Philip Whitehead, Jon Hubbard and Magnus MacDonald together with Parvis Khansari, Associate Director for Highways on 28 October to consider the initial proposals from Transaxiom.

Councillors Briefing Note

No. 215

Service: Highways and Transport
Further Enquiries to: Adrian Hampton
Date Prepared: October 2014
Direct Line: (07973) 375586

Wet Weather and Gully Emptying

With the advent of autumn we will inevitably see wetter weather and a greater risk of flooding.

The council is reassuring residents it is doing all it can to be ready for any adverse weather. It is also reminding community groups and residents to consider how a wet winter may affect them, and to prepare by taking the appropriate action.

This year Wiltshire Council has doubled, from three to six, the number of gully tankers emptying road gullies. By the end of December we expect to have emptied all gullies on the 'A' Roads at least once this year, with all B, C and unclassified gullies being scheduled to be emptied by March next year. With the 'A' roads carrying the greater number of traffic movements and the higher vehicle speeds we schedule the completion of these first, followed closely by the remaining roads.

The council also continues to prioritise responsive road gully emptying to manage flooding issues when they occur. This was necessary throughout the spring and summer following the heavy down pours. The nature of these heavy down pours also means that the volume of water in local areas in many cases far exceeded the normal capacity of the road drainage systems causing flooding, even though the road gullies have been emptied.

The rural nature of Wiltshire means that the road gully system can be rapidly affected by the considerable volume of soil and detritus washed into the system from adjacent fields. This will mean that many road gullies have to receive additional empties and become blocked between the scheduled emptying.

This Council understands the damage and distress caused by flooding, and works with the local communities through the Operational Flood Working Groups on improving drainage and on flood alleviation schemes, but it is necessary to be realistic about what can be achieved in dealing with these sudden and very extreme weather events. Whilst the council does do all that it can to alleviate flooding the

responsibility for protection of private property does rest with property holders. We encourage residents to look at their properties with a view to considering large volumes of water impacts. This would include ensuring private gullies are clear and empty, that water flow systems are not obstructed and being prepared for flood prevention, such as having sandbags ready.

If a resident thinks a gully is blocked superficially, with leaves or grass, they can, with care on the highway, clear it themselves. If the blockage is not easy to clear or they have any other concerns, these can be reported to Wiltshire Council using one of the following methods:

- By telephone on 0300 456 0105 – the customer services team will give you a log number.
- On line at www.wiltshire.gov.uk/mywilts where you will be able to leave your email address and receive updates.
- Or using the MyWilts app on a smart phone, again you will receive updates.

Councillors Briefing Note

No. 216

Service : Public Health

Further Enquiries to: John Goodall

Date Prepared: 26th September 2014

Direct Line: (01225) 716825

Type 2 Diabetes – reducing the risk in Wiltshire

The prevalence of diabetes both nationally and in Wiltshire is rising. Spending on diabetes care currently accounts for around 10% of the national NHS budget. There are currently nearly 20,000 people with diabetes diagnosed in Wiltshire and an estimated further 7,000 people remain undiagnosed.

Whilst type 1 diabetes often develops in people under 40 and is not preventable, 90% of diabetes is type 2 and in many cases may be prevented by maintaining a healthy weight and an active lifestyle. The negative impact of diabetes on the lives of people in Wiltshire, and the future cost to local public services could potentially be reduced by early detection and treatment of, or prevention of type 2 diabetes. Work is therefore underway, led by Public Health, to raise awareness of risk factors amongst the general public and encourage those at high risk to get tested.

Diabetes can result in blindness, amputation, kidney failure and heart disease. Early diagnosis, treatment and good control of diabetes is essential to reduce the chances of developing complications and to improve people's chances of living a long and healthy life. On behalf of Wiltshire Council, Diabetes UK will be touring Wiltshire during October to raise awareness of the condition and to offer residents a free type 2 diabetes risk assessment.

Those with type 2 diabetes, may complain of needing to pass urine all the time, excessive thirst, fatigue and repeated infections. However many people do not experience any symptoms and so recognising those people at risk is vital. Overweight patients are at an increased risk of developing type 2 diabetes. A simple blood test through the GP will diagnose diabetes and Wiltshire Council is working with our health service partners to raise its profile. Our work to combat the rise in the number of cases of type 2 diabetes also involves promoting and enabling healthy lifestyles.

All those visiting the Diabetes UK Roadshow will be assessed by a set of questions but no blood test. Those who are given a 'moderate' or 'high' risk assessment will be signposted to their local GP for further support. All those who are at 'high risk' will be offered a discussion with a local GP and the possibility of referral onwards to a Public Health Wiltshire Council funded reduced cost supervised exercise programme and/or free membership at Weight Watchers or Slimming World for 3 months. In addition, expert advice and information will be available on diet, physical activity, and the different types of diabetes.

The Diabetes UK bus will be at the following locations between **0900** and **1700**:

Date	Location
Tuesday 28 October	Pewsey (Pewsey Market, Outside Bouverie Hall)
Wednesday 29 October	Amesbury (Car park, SP4 7DR)
Thursday 30 October	Bradford on Avon (Station Car park, BA15 1DQ)
Friday 31 October	Calne (Sainsbury's car park, The Pippin, SN11 8JG)
Saturday 1 November	Salisbury (Market square, Guildhall, SP1 1TL)

Maggie Rae, Corporate Director

October 2014

Home 4 Wiltshire
County Hall
Bythesea Road
TROWBRIDGE
Wiltshire
BA14 8JN

«Name»
«Correspondence_Address1»
«Correspondence_Address2»
«Correspondence_Address3»
«Correspondence_Address4»
«Correspondence_PostCode»

Dear Applicant,

Homes 4 Wiltshire New Allocations Policy

We are writing to inform you that in December 2014, Wiltshire Council is introducing a new Allocations Policy. This new policy is intended to meet the needs of Wiltshire residents in the coming years and focus on those in the highest need of help with their housing.

A review of our current housing register has identified that you are currently registered with Homes 4 Wiltshire but have no assessed housing need and as a result have been placed in our Bronze band. Under our new policy, applicants with no housing need will no longer be able to join the housing register and are being encouraged to consider alternative housing options. Therefore from 9 December 2014 your housing application will be cancelled and you will no longer be able to actively bid for properties that are being advertised through Homes 4 Wiltshire

From 9 December you can decide to express an interest in other forms of housing under the Open Market Register. These other options will not include general needs housing but will include:

- Private rented accommodation.
- Low Cost Home Ownership.
- Shared Ownership.
- Home Buy.
- Properties in low demand that clients on the housing register have not bid for.
- Specialist accommodation – tailored for those with specific disabilities or needs.

Since you have been identified as a household with no housing need, we will not be writing to invite you to join the new Allocations Scheme. With only 2,000 social housing lets each year we need to ensure we identify and give priority to those most in need. We are also aiming to better manage client expectations by not registering those who are unlikely to be re-housed through this scheme and encourage clients to look at the alternative options available to them.

If your circumstances or housing needs change in the future, you will be free to apply and be assessed in the normal way. For more information on our new allocations policy please visit our website:-

<http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/housing/hsgadvicehomelessness/newwho mes4wiltshirehousingallocationpolicy.htm>

If you wish to discuss your housing options in more detail, we run a free, impartial housing advice service out of Monkton Park in Chippenham, County Hall in Trowbridge and Milford Street in Salisbury. This is open from 8.30 am - 5.30 pm Mon – Fri (each office is closed one morning per week – please check our website for details). Our advisers can help talk to you about your options and what is right for you in the future.

Demand for social housing will always outweigh supply so the Council needs to ensure that those with the greatest need are prioritised for re-housing. We hope that you will appreciate and support the reasons behind this decision.

Yours sincerely

Nicole Smith
Head of Strategic Housing

Councillors Briefing Note

No. 217

Service : Adult Care (Housing Options)
Further Enquiries to: Nicole Smith
Date Prepared: 29th October 2014
Direct Line: 01249 706567 / 07742 844855

Wiltshire Councils Allocation Policy Implementation Letters to be sent to all current Bronze band applicants

Background

Following the new allocation policy that was approved at Cabinet in November 2013 we are now ready to go live with the new system on 9th December 2014 to implement the new policy which will be followed by an 8 week transition period. During the 8 week period we will be required to re-register and re band all applicants onto the new system.

Next week we will be writing to all bronze band applicants to inform them about the introduction of the new system. The letter will confirm that our new policy will no longer prioritise those applicants with no housing need which means that as from the 9th December their housing application will be cancelled and they will no longer be able to bid for social housing. It needs to be recognized that with only 2,000 social housing lets each year we need to ensure we identify and give priority to those most in need. We have explained to these households that our new policy aims to manage client expectations better by not registering those who are unlikely to be re-housed through Homes4Wiltshire and to encourage clients currently in Bronze band to look at the alternative options available to them.

Alternative Options for those currently in the Bronze band

Households with no identified housing need can decide to express an interest in other forms of housing under the Open Market Register. These options will not include general needs housing but will include:-

- Private rented accommodation
- Low Cost Home Ownership
- Shared Ownership / Homebuy
- Properties in low demand that clients on the housing register have not bid for

If a household's circumstances have changed since they previously completed their form they have been invited to discuss their change in circumstances with the housing options team.

How can members help

Households are likely to make contact with their local members or MPs regarding their application being cancelled. We would request that all members support these changes and confirm with the client the reasons for the new policy and encourage them to consider the other options available to them. Our reasons for this change are:-

- We have limited housing stock and high demand so we have focused the register on those most in need.
-
- The new register will prevent false expectations of getting re-housed.
- The register will be easier to administer with less applicants needing to be processed and assessed.
- We had very strong support to remove those households with no identified housing need from the register following the formal consultation period.

Please feel free to discuss any concerns or raise questions with Nicole Smith, Head of Strategic Housing.

Councillors Briefing Note

No. 218

Service : Public Protection - Community Protection

Further Enquiries to: Naji Darwish /
Pippa McVeigh

Date Prepared: 13/11/2014

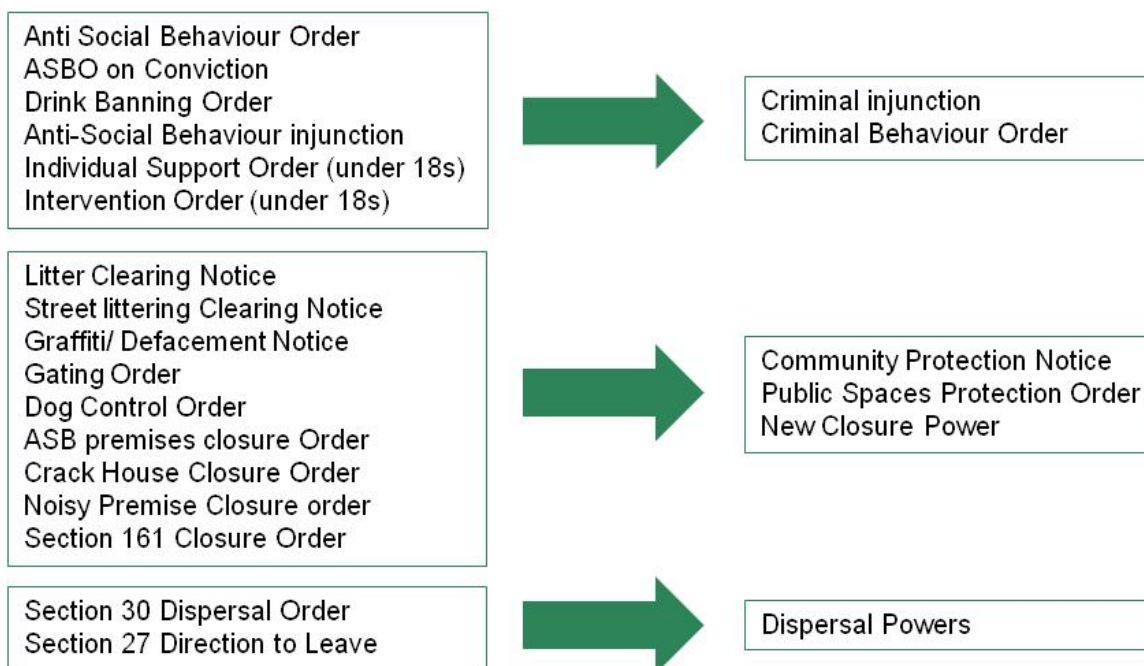
Direct Line: (01225) 716826 / 716609

Update on changes under the Anti-Social Behaviour, Crime and Policing Act 2014 (ASBCP)

This report sets out for members' general information, a headline summary of the key elements of the new tools and powers and highlights the key changes.

1. Background

- 1.1 In 2012 the Home Secretary published the white paper "*Putting Victims First*", this was the result of a consultation of the current system of tackling ASB. The responses to this consultation suggested that:
- There was a lack of flexibility in the current powers
 - Not enough focus on the victim
 - A need for more partnership working in complex cases.
- 1.2 The key changes addressing ASB are that the 19 existing tools and powers are now reduced to just 6 and a small number of new tools. The common thread running through each of these new tools and powers is the need to put the victim at the centre of our response.
- 1.3 The ASBCP Act 2014 redefines existing powers given in the Anti Social Behaviour Act 2003 and provides a replacement legislative process for relevant authorities to follow.
- 1.4 The new tools and powers replace 16 previous orders contained within a range of legislation, across a range of ASB issues with numerous organisations able to utilise these powers.



2.0 Summary of Powers

2.1 Although technically 'new' powers these orders amalgamate a range of separate orders and powers already in existence.

2.2 Tackling problem individuals:

The new **civil injunction** is a civil injunction available in the County Court for adults and the Youth Court for under 18s.

The **Criminal Behaviour Order (CBO)** will be available to deal with the most seriously anti-social individuals on conviction for any criminal offence. As well as prohibitions, both the injunction and the CBO will be able to include positive requirements that address the underlying causes of the behaviour and prevent further recurrences (for instance, alcohol or drug misuse).

2.3 Tackling environmental ASB:

The **Community Protection Notice (CPN)** can be issued to deal with a particular problem negatively affecting the community (e.g. litter). After a warning is given if the behaviour persists a CPN is issued requiring actions to stop the behaviour. If this is breached a fixed penalty notice can be issued, or remedial action required.

The **Public Spaces Protection Order (PSPO)** provides councils with the flexible power to put in place local restrictions to address a range of ASB in public places.

The **Closure Power** provides the council and the police with new, simpler, closure powers, consolidating four existing powers. The process remains the similar to existing power.

2.4 Police powers to disperse:

The police dispersal power will enable police officers to require a person whose behaviour has caused, or is likely to cause, harassment, alarm or distress to leave a specified area and not return for a specified period of up to 48 hours. The penalty for breaching the order includes 3 months imprisonment, and/or up to a level 4 fine (young people cannot be imprisoned), failure to hand over items (spray can, firework) can result in a level 2 fine.

3.0 Related changes

To improve the empowerment of victims and local communities in ASB separate 'new elements' are in place:

- 3.1 The Community Trigger gives victims of ASB the opportunity to force a case review where their report meets a locally determined threshold. National threshold levels are guiding this process and this tool is intended to assess the appropriateness of response from agencies.
- 3.2 The Community Remedy gives victims of low-level crime and ASB a say in the punishment of offenders out of court. This means victims will get justice quickly, and the offender has to face immediate and meaningful consequences for their actions.
- 3.3 The Police Crime Commissioner (PCC) and Chief Constable is to agree the list of community remedies, as a result of community consultation. The punishments could include the signing of an Acceptable Behaviour Contract, paying compensation, or doing unpaid work in the community or for the victim affected, such as graffiti removal.

Councillors' Briefing Note No. 219

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: 1 December 2014

Direct Line: (01225) 713203

Wiltshire Core Strategy Update - December 2014

The Inspector has issued his final report into the examination of the Wiltshire Core Strategy. He helpfully provides a Non-Technical Summary as follows:

"This report concludes that Wiltshire Core Strategy provides an appropriate basis for the planning of the county over the plan period providing a number of modifications are made to the Plan. Such modifications have arisen over the course of the Examination and are provided in the Appendix at the end of this report. The majority have been proposed by the Council who specifically requested that I recommend any modifications necessary to enable them to adopt the Plan.

The modifications cover a wide range of matters and include:

- *An increase in the minimum number of houses to be provided over the plan period, from 37,000 to at least 42,000 and revisions to their distribution;*
- *A commitment to partially review the Core Strategy to enable an adequate development plan basis for decision making over the plan period to 2026;*
- *A commitment to produce additional Development Plan Documents to ensure the effective delivery of necessary development. Such documents will include a Housing Sites Allocation DPD, a Gypsy and Traveller DPD based upon updated needs evidence and a Chippenham Site Allocation DPD;*
- *The creation of two different affordable housing targets across the county to reflect development viability;*
- *Clarification of the approach to be taken towards renewable energy to be consistent with national policy;*
- *Clarity of the approach to be taken towards natural and heritage assets to be effective and consistent with national policy."*

(Page 3, Non-Technical Summary, Wiltshire Core Strategy - Inspector's Report December 2014)

Now that the final report has been received, the examination is closed and the Council can proceed to formally adopt the plan. This is the final step in the process and there is no opportunity to make further modifications. The modifications need to be accepted as a whole as these have been made in order to ensure that the Plan is sound.

Cabinet will consider the Inspector's Report on the Wiltshire Core Strategy at its meeting on 16 December 2014 with a view to recommending its adoption to Council. A special meeting of Council is being arranged for 20 January 2015 for this purpose at 11am preceded with a Members' briefing at 10am. The Cabinet meeting scheduled for that day will take place in the afternoon at a time to be confirmed.

An outlook meeting request will be sent to all members in respect of the Council meeting.

Once adopted, as part of the adopted development plan for Wiltshire, the Plan will have full weight in decision making and will replace the South Wiltshire Core Strategy and a number of the saved local plan policies in the former district Local Plans. In the interim period prior to adoption of the Plan now that the Inspector's Report has been received, the Wiltshire Core Strategy incorporating the Inspector's recommended modifications will have very significant weight in the determination of planning applications.

The full Inspector's Report will be published on the Council's website later today when it can be accessed [here](#)

Councillors Briefing Note

No. 220

Service : People & Business Services
Further Enquiries to: Bethan Sims
Date Prepared: 5 December 2014
Direct Line: bethan.sims@wiltshire.gov.uk

Old County Hall roof repair works

Due to extreme bad weather over a number of years the front slope to the main roof over Old County Hall has deteriorated and urgent repairs are required.

To carry out the repairs scaffolding will be put in place from December 8. It will be secured and alarmed during the Christmas period shutdown.

The scaffolding has been designed to leave as much of the original main entrance free of scaffold so any wedding photos can still be taken there.

For the duration of the repairs, the small number of parking bays right outside the front of the older part of County Hall will be unavailable. Currently these are primarily for the use of blue badge holders. Bays will be re-marked in the car park to the far right of the building as you face it and this will be available for the use of visitors who have a blue badge, they will be directed to this car park when no other suitable bays are available.

The estimated cost of the project £335,000. This figure includes any associated works we could be required to carry out such as repairs to the clock tower, asbestos removal (not anticipated), timber repairs and treatment, gutter repairs.

The programme of works is summarised in the table below and will take approximately seven months to complete.

Date	Description
8 – 19 December 2014	Scaffold erection, phase 1 until Christmas shutdown
22 December 2014 – 2 January 2015	Christmas Shutdown – scaffold will be secured and alarmed.
5 – 22 January 2015	Completion of scaffold erection and site set up to include contractor compound area, bat survey and asbestos survey.
23 January – 8 May 2015	Roofing work, replacement felt, battens and stone tiles. In wet weather the contractor will continue tile to avoid delay to the programme. Only in severe weather conditions will work stop.
11 May – 8 June 2015	Completion and clearance process, after which the scaffolding can be dropped and reinstatement to the car park areas can be carried out.

Councillors Briefing Note

No. 221

Service : Programme Office
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Date Prepared: 15 December 2014
Direct Line: (01225) 718361 // Adrian.Grant@wiltshire.gov.uk

Wiltshire Superfast Broadband Update

Dear Colleagues,

Broadband Delivery UK (BDUK –Department for Culture, Media and Sport) will be implementing a national superfast broadband take-up campaign, commencing 15th December 2014. This will include TV, radio, advertising, social media and traditional printed materials. If you would like to watch the new television advert you can find the provisional spots below. The campaign will highlight the benefits of broadband and support take-up from the publicly-funded broadband projects. The advertising will direct public enquiry, in the first instance, to a typically “non-governmental” look and feel national website, where they will be able to further drill down to our own local level www.wiltshireonline.org website.

BDUK expect the campaign to continue into the New Year and early spring of 2015 and we will share further information as we receive it. If the Christmas coverage prompts any queries from residents, you can direct them to the Wiltshire online website or email the team at broadband@wiltshire.gov.uk. The team will deal with any queries on their return in January.

(Please note these TV spots are still provisional)

MONDAY 15 DECEMBER

- ITV Early Evening News
- ITV Coronation Street (mid-break)
- ITV An Audience with Bette Midler
- C4: The Simpsons Season Premiere
- C5: Gotham
- Sky Sports 1: Premier League Football - Everton vs. QPR

TUESDAY 16 DECEMBER

- ITV film - Harry Potter and the Order of the Phoenix

WEDNESDAY 17 DECEMBER

- Sky Sports 1: Capital Cup Football: Bournemouth vs. Liverpool

THURSDAY 18 DECEMBER

- ITV: A Night of Heroes (Christmas programming) 9.30pm

FRIDAY 19 DECEMBER

- ITV: Coronation Street
- ITV The Chase
- ITV: Text Santa

SUNDAY 21 DECEMBER

- ITV - You've Got to Love Christmas (7.45am and 8.00pm)
- ITV - Midsomer Murders (Christmas programming)

Finally, to support our local plans over the coming weeks, BDUK will be sharing with us a media toolkit which will include:

- **An outline of campaign schedule** – so you know when best to target your local communications activity.
- **Q&A briefing/ myth busters** – to deal with any media and stakeholder queries about the superfast broadband rollout programme and the take-up campaign.
- **Posters and leaflets** – which you can tailor with your own information and images.
- **Digital and social media assets** – to promote the campaign via your social media channels and so we can support your news via our national channels.
- **A press notice template** – so you can personalise and promote the campaign with your regional and local media.

This will assist us in promoting local activities through our own communications channels.

Councillors Briefing Note No. 222

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: December 2014

Direct Line: (01225) 713203

Wiltshire Community Infrastructure Levy Update - December 2014

On 23 June 2014, Wiltshire Council submitted the Wiltshire Community Infrastructure Levy (CIL) Draft Charging Schedule for independent examination. Following receipt of the Inspector's Report into the Examination of the Wiltshire Core Strategy, the appointed CIL Examiner, Mr Philip Staddon, has set dates for hearing sessions. These will take place on 27 and 28 January 2015 at the Civic Centre, Trowbridge, starting at 10am. Further information on the examination will be available via the Council's website:

www.wiltshire.gov.uk/communityinfrastructurelevy

All those who responded to the previous consultations on CIL, and have requested a right to be heard at the examination, will be notified directly by the Programme Officer, appointed to support the examiner.

Prior to hearing sessions starting, following direction from the appointed CIL Examiner, Mr Philip Staddon, the Council is consulting on a further modification to the Wiltshire CIL Draft Charging Schedule - the consultation will run from 22 December 2014 until midnight on 21 January 2015. Letters of notification have been sent out to all parish and town councils across Wiltshire and other consultees.

This proposed modification has arisen in response to continued dialogue with Defence Infrastructure Organisation who represents the Ministry of Defence and overcomes the objection they had to the Draft CIL Charging Schedule in relation to Service Families Accommodation (SFA). It proposes a zero rate of CIL for SFA that is developed by the MOD. The reason for this change is set out in the 'Further Statement of Proposed Modification, (December 2014)', which is also available via the following link on the Council's website from 22 December 2014: www.wiltshire.gov.uk/communityinfrastructurelevy

Currently, the proposed modification is only likely to have implications for those communities affected by the Army Basing proposals in the Salisbury Plain Training Area where SFA is proposed as part of the Army Basing Programme. Local Wiltshire Councillors have been invited to attend a meeting on Wednesday 7 January 2015 to find out more about the proposed modification.