

## CABINET


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MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 17 December 2013.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Allison Bucknell, Cllr Tony Deane, Cllr Richard Gamble  
Cllr Jon Hubbard, Cllr George Jeans, Cllr Simon Killane  
Cllr Gordon King, Cllr Magnus Macdonald, Cllr Alan MacRae  
Cllr Horace Prickett, Cllr Anthony Trotman. Cllr Roy While  
Cllr Philip Whitehead

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

### 114 **Apologies**

All Cabinet members were present.

### 115 **Minutes of the Previous Meeting**

The minutes of the last meeting held on 21 November 2013 were presented.

**Resolved:**

**That the minutes of the meeting held on 21 November 2013 be approved as a correct record and signed by the Leader.**

**116 Leader's announcements**

As this was the last Cabinet meeting of 2013, the Leader thanked Cabinet colleagues, and in particular officers for their professional help and support during the year.

**117 Declarations of interest**

No declarations of interest were made.

**118 Public participation**

The Leader explained that as usual at meetings of Cabinet she would be more than happy to hear from any member of the public present on any of the items on this agenda. No formal requests for public participation had been received.

**119 Minutes of the Cabinet Capital Assets Committee**

The minutes of Cabinet Capital Assets Committee dated 21 November 2013 were presented.

**Resolved:**

**That the minutes of the Cabinet Capital Assets Committee dated 21 November 2013 be received and noted.**

**120 Adoption Agency Report**

Cllr Laura Mayes, Cabinet Member for Children's Services presented a report updating Cabinet on the performance of the Wiltshire Adoption Agency for the period 1 April to 30 September 2013. This was to ensure that Cabinet was satisfied that the service was effective and achieving good outcomes for children, young people and service users as required by statute and national minimum standards.

Year on year data indicated a significant increase in the numbers of children deemed suitable of adoption, rising from 15 on 2010/2011 to 38 in 2012/2013. It was expected that Wiltshire would reach the target set of 50 approved adopters for the year 2013/2014. The age of children being adopted was dropping due to good pre-birth protocol, clearer care-planning and timely decisions.

An increase in applications to adopt was attributed to successful recruitment and timely approval. Cllr Laura Mayes emphasised that there was no room for complacency and that the Council was always focusing on continued improvements to the service.

**Resolved:**

**That Cabinet note the report.**

Reason for decision:

The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39).

**121 Multi Agency Safeguarding Hub (MASH)**

Cllr Laura Mayes presented a report which sought to update Cabinet on the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH).

At Cllr Mayes' request, Cllr Alan Macrae, Portfolio Holder for Safeguarding guided Cabinet through the detail of the report and the background to the setting up of the MASH.

Cllr MacRae explained the options considered in setting up MASH and how its implementation would be phased in. An information sharing protocol had now been agreed with partners who were thanked for all their help and co-operation. In particular, Wiltshire Police was thanked for its help and commitment to the project.

A detailed communications strategy was in place which would signpost people to the appropriate services and it was agreed that this would be circulated to members. A full campaign launch would take place once the hub was fully operational, and could potentially link with measures to tackle child sexual exploitation.

Cllr Jon Hubbard referred to the successful involvement of Scrutiny by way of a Task Group on this issue and that he was pleased to see the proposal come to fruition. He also thanked partners for the part they played in the setting up of MASH, although he considered that more engagement was required by the health sector.

The Leader emphasised that the MASH would provide opportunities for joined up evidence gathering to ensure the protection of vulnerable children.

## **Resolved:**

**That Cabinet notes the positive progress towards the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH), reflecting the priority given to safeguarding across the Council, the Police, the Clinical Commissioning Group (CCG) and the Children's Community Health provider (Great Western NHS Hospital Trust).**

Reason for decision:

There are a number of significant benefits associated with the establishment of a Wiltshire MASH.

The MASH will:

- provide a faster, more co-ordinated and consistent response to safeguarding through improved quality of services and information sharing between partners
- will assist in the early identification of safeguarding concerns as a result of improved inter agency working arrangements, closer partnership working and clearer accountability
- improve the planning and management of risk assessment and investigation
- improve the process of accessing services and expertise with clear guidance and support provided to the person raising a concern.

## **122 Redesign of waste and recycling collection rounds for Waste Collection Services**

 Cllr Toby Sturgis presented a report which detailed options for re-modelling the operational waste and recycling collection rounds.

Cabinet approval was sought to implement new waste and recycling collection rounds in two phases in April and in September 2014. Reasons for a two phase implementation were laid out in the report, and would be supported by clear communications and new collection day calendars. The Leader requested that all local members be advised of how this would affect their respective divisions prior to implementation.

Details of the various options considered including the financial implications were explained in the report presented and explained to the meeting. The proposals before Cabinet would provide a more efficient waste and recycling collection service as well as deliver savings.

**Resolved:**

**That Cabinet resolves to implement new collection rounds in two phases, the first in April 2014 and the second in September 2014.**

Reason for decision:

Implementing these proposals would improve the efficiency of the waste and recycling collections rounds, enabling savings to be made.

**123 Community Infrastructure Levy (CIL) Draft Charging Schedule**

Cllr Toby Sturgis presented a report which updated Cabinet on recent changes to the CIL Regulations and the work undertaken to date in terms of preparing the Community Infrastructure Levy (CIL).

The report sought Cabinet approval that the Draft Charging Schedule and draft Regulation 123 List be published for a six week period of consultation starting in January 2014 and subsequently submitted for independent examination. The report also explained arrangements for consultation and next steps.

At the Leader's request for clarification, the table shown on page 97 of the agenda was confirmed as the draft schedule under consideration.

Cllr Tony Trotman, Chairman of the CIL Task Group, presented his Task Group's report as previously circulated. He noted that whilst not all of the Task Group's recommendations had been taken on board by the Cabinet member, he did welcome the split between rates. Cllr Trotman thanked members of his Task Group which had met on ten occasions and would continue to meet as and when required.

Cllr Sturgis explained that the rate was index linked and that it was proposed to review it after two years given the volatility of various factors such as interest rates and building costs.

Cllr George Jeans submitted a statement and drew attention to a letter received from Mere Parish Council regarding small sites and hoped that the council would consider advertising that CIL could be negotiated should exception cases be made. He asked that Parish and Town Councils be consulted regarding the timing of CIL payments that may be coming to them, especially with regard to their usual precept time.

Cllr Sturgis confirmed that CIL payments would be monitored in the same way as S106 payments, and would be payable on the granting of permission.

Cllr John Hubbard considered the removal of two higher range settlement categories and taking student housing from residential and placing with hotels as a missed opportunity for maximising return. He was disappointed that rates were lower than the task groups recommendations.

It was noted that residential strategic sites were incentivised by attracting a lower CIL rate. Exemption sites would have a 7 year window on CIL liability.

Cllr Tony Deane raised concern with the consultation in its present form not allowing for negotiation within the rural communities and asked the Cabinet to defer it's decision for further information.

Cllr Sturgis explained that large development property had a different gross development value than a single 400m<sup>2</sup> nominal property. The Government required that the levy was in place by 2015, and earlier if possible. CIL was predicated in core strategy policies and was mentioned in the City Deal offer which the council had signed up to.

**Resolved:**


**That Cabinet:**

- 1. Approves the CIL Draft Charging Schedule at Appendix 1 of the report presented and draft Regulation 123 List at Appendix 3 of the report presented as the basis for a six week period of public consultation, as proposed, in accordance with the Council's adopted Statement of Community Involvement.**
- 2. Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Associate Director of Finance, to produce the consultation documentation to accompany the CIL Draft Charging Schedule and make arrangements for consultation.**
- 3. Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Associate Director for Finance, to submit the Draft Charging Schedule for independent examination following the consultation and consideration of the outcome and, if necessary, to consult on modifications to the Draft Charging Schedule after submission.**

Reason for decision:

To ensure that progress is made on preparing a CIL Charging Schedule that will enable the Council to charge CIL on new development to help pay for infrastructure within the county in accordance with the published timetable. The Council should be in a position to adopt the CIL Charging Schedule as soon as possible after April 2014, after which, according to current legislation, the Council will be severely restricted in its ability to pool infrastructure contributions from new development through the existing mechanism of Section 106 agreements. However, the Government has recently proposed extending this deadline to April 2015.

## 124 Council Tax Base 2014/15

 Cllr Dick Tonge presented a report which detailed the Council Tax base 2014/2015 for Cabinet's approval.

The Council was required to approve its Council Tax Base annually, in accordance with the Local Government Finance Act 199 and the Local Authorities (Calculation of Council Tax Base) Regulations 1992. The Council Tax Base 2014/2015 had to be notified to major precepting authorities by 31 January 2013. Each parish and town council would be notified of the figure for its area.

**Resolved:**

**That Cabinet**

- 1. approves the Council Tax Base for 2014/2015 as shown at Appendix 1 of the report presented and**
- 2. notes that the recommended overall collection rate remains at 99.50% which reflects current expectations for collection.**

Reason for decision:

Before the Council Tax can be set in February 2014 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Act.

## 125 Revenue and Capital Budget Monitoring Reports

### (a) Revenue Budget Monitoring Period 7 2013/2014

Cllr Dick Tonge presented a report which advised Cabinet of the revenue budget monitoring position as at the end of period 7 (end of October 2013) for the financial year 2013/2014 with suggested actions as appropriate.

The projected year end position for the relevant accounts was reported as set out as follows:

	Revised Budget Period 7 £ m	Profiled Budget to date £ m	Actual and committed to date £ m	Projected Position for Year £ m	Projected Over/ (Under)spend £ m	Actions being taken to recover to date £m	Remainder saving to be identified £m
<b>General Fund Total</b>	340.518	366.090	334.106	346.202	5.684	(3.568)	2.116
<b>Housing Revenue Account</b>	(0.631)	(8.508)	(7.272)	(2.131)	(1.500)	N/A	N/A

As usual finance officers and budget managers were monitoring budgets and taking appropriate action as necessary. It was noted that the report identified potential cost pressures of £5.684 million, however savings of £3.568 million had been identified leaving £2.116 million to be found including use of reserves and partnership funding where possible. It was noted that concerns over the council tax collection rate given the impact of council tax changes were unfounded.

Cllr Roy While, Chairman of the Budget Scrutiny Task Group addressed the Committee and raised concern over the draw on reserves. He asked for the pressure areas to be referred to select committee chairmen.

The Leader identified the £11 million outstanding debt as an area of concern and asked officers to challenge harder and stronger to get the percentage down. The Associate Director, Finance explained that whilst the Council paid its bills promptly, this was not being reciprocated by some debtors. Future reports would include information on the timeline of debts to the Council.

**Resolved:**

**That Cabinet note the outcome of the period 7 (end of October) budget monitoring.**

Reason for decision:

To inform effective decision making and ensure a sound financial environment.

**(b) Capital Monitoring Period 7 2013/2014**

Cllr Dick Tonge presented the report which detailed changes to the budget made since the 2013/2014 budget was set in February 2013 and reflected the position of the 2013/2014 budget as at period 7 (end October 2013).

**Resolved:**

**That Cabinet notes**



- 1. The general budget additions for grants and revenue contributions of £7.658 million as per Appendix B of the report presented and notes the period 7 position of the Capital Programme in Appendix A of the report presented**
- 2. The reprogramming of £27.582 million between 2013/2014 and 2014/2015**

Reason for decision:

To inform the Cabinet of the position of the 2013/2014 capital programme as at period 7 (31 October 2013), including highlighting of budget changes.

## 126 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.10 pm)

<p>These decisions were published on the 23 December 2013 and will come into force on 3 January 2014.</p>
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