

THE EXECUTIVE

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Minutes of the Meeting of the Executive held on Thursday 1st December 2005 in the Council Chamber, Council Offices, Monkton Park, Chippenham commencing at 7.00 p.m.

Present: Councillor C. O’Gorman, Leader in the Chair

Councillors A. L. Davis, S. K. Doubell, D. J. E. Evans,
G. Offord, C. Reid and O. J. Thomas.

Non-Executive Councillors Present: Councillors H. M. Dixon, P. G. Goldstone,
T. R. Sturgis and J. P. S. S. Thomson.

Officers Present: D. Burbidge (Chief Executive), P. Barnett (ICT Services Team Leader), L. Bell (Strategic Manager Community & Environment), H. Braid (Policy & Democratic Services Officer), C. Chute (Canal Project Officer), A. Davies (Strategic Manager Planning Services), N. Fenwick (Strategic Manager Customer Services), M. Hasted (Senior Regeneration Officer), J. Moody (Partnership Development Officer), P. Jeremiah (Legal Services Team Leader) and J. O’Brien (Housing Team Leader).

E120. Apologies for Absence

Apologies for absence had been received from Councillors C. R. Coleman, S. R. Coy and D. Darby.

E121. Public Question Time/Receipt of Petitions

No public questions or petitions had been submitted.

E122. Questions from Non-Executive Councillors

No questions had been submitted by Non-Executive Councillors.



E123. Minutes

The Minutes of the Executive meeting held on 10th November 2005 (circulated with the agenda) were considered.

Resolved that the Minutes of the meeting of the Executive held on 10th November 2005 be confirmed and signed as a correct record.

E124. Declarations of InterestExecutive Members

Name	Item	Type	Nature	Action
Cllr A. L. Davis	7 – Malmesbury Town Hall and Athelstan Museum	Personal	Member of Malmesbury Town Council	Remained in the meeting during consideration of this item.
Cllr G. Offord	10 – Housing Strategy 2005 – 2008	Personal	Employee of a Social Registered Landlord	Remained in the meeting during consideration of this item.

E125. Leader's Announcements

The Leader made the following announcement:

Order of Business

Due to another appointment, Councillor Reid will be unable to join the meeting until later this evening. Therefore, I will be changing the order of business. The first item to be taken after this announcement will be Item 10 – Housing Strategy. We will return to Items 7, 8 and 9 upon Councillor Reid's arrival.

E126. Housing Strategy

Consideration was given to Report No.10 (circulated with the agenda) which sought approval of the Housing Strategy 2005-2008

Issues discussed during consideration of this item included:

- The delay of the Government Office for the South West in providing feedback on the draft Housing Strategy.
- Information as to the consultation undertaken in respect of the draft Strategy was detailed at pages 22 to 27 of the document.
- The Housing Team work closely with colleagues in Planning to maximise the opportunities for affordable housing.
- The adoption of the revised Local Plan in 2006 will result in changes to the thresholds applicable for affordable housing requirements.

- The work of the Citizens Advice Bureau in providing a Housing Advice Service on behalf of the District Council and the additional benefits this provided to service users.

Resolved that

- (1) The latest draft of the Housing Strategy 2005 – 2008 be approved and;
- (2) Authority be delegated to the Housing Team Leader, in consultation with the Lead Member for Housing, to make any necessary amendments to the Strategy, following feedback from the Government Office for the South West.

E127. Outcomes of the Audit Commission Review and the Council's Approach to Partnership Working

Consideration was given to Report No.11 (circulated with the agenda) which provided the report and recommendations of the Audit Commission review of Service Level Agreements with Partners, and detailed a proposed way forward to improve partnership working.

Issues discussed during consideration of this item included:

- The work of the Partnership Development Officer.

Resolved that

- (1) The Audit Commission report 'Review of Service Level Agreements with Partners' and the proposed matrix for evaluating partnership working be noted.
- (2) The position of North Wiltshire District Council against the key recommendations in the Governing Partnerships report be noted.
- (3) The development of an evaluation tool for improving partnership working, using the proposed matrix and the position against the key recommendations in Governing Partnerships as the basis for this tool, be agreed.
- (4) It be noted that it is proposed that this tool be used to evaluate Wiltshire Wildlife Trust as a key partner, the outcome to be reported to the Executive in January 2006.

E128. Corporate Customer Services Charter

Consideration was given to Report No.12 (circulated with the agenda) which sought approval for a Corporate Customer Service Charter, together with the recommendation of the Overview & Scrutiny Committee following its consideration of the Charter on 24th November 2005.

Issues discussed during consideration of this item included:

- Implementation of the Charter will be reviewed on a six monthly basis.
- Consideration will be given to the development of meaningful local performance indicators.
- The proposed response times to telephone messages and e-mails.

Resolved that

- (1) The Corporate Customer Services Charter be approved and adopted.
- (2) That a quality check be performed on the more qualitative objectives contained within the Corporate Customer Services Charter.

E129. Customer First Partnership

Consideration was given to Report No.13 (circulated with the agenda) which sought endorsement of a revised role for the Wiltshire Wide Customer First Steering Board to expand its remit to develop the County wide efficiency agenda and of the vision for the Customer First Partnership.

Issues discussed during consideration of this item included:

- The importance of effective partnership working between the County and District Councils.
- Customer First provides a framework for partnership working covering a number of services and Councils decide to what level they wished to be involved.
- The responsibilities of the County and District Councils in respect of grass cutting and litter picking.

Resolved

- (1) The revised role for the Wiltshire Wide Customer First Steering Board to expand its remit to develop the County wide efficiency agenda be endorsed.

- (2) The vision for the Customer First Partnership be endorsed.
- (3) Authority be delegated to the Customer Services Strategic Manager to agree any amendments required to the Constitution of the Steering Board as a result of the revised role.

E130. Implementing Electronic Government Return 2005

Consideration was given to Report No.14 (circulated with the agenda) and additional information (circulated on 28th November 2005) which presented the current draft of the Implementing Electronic Government Return 2005 which is to be submitted online to the Office of the Deputy Prime Minister by 19th December 2005.

Issues discussed during consideration of this item included:

- Priority outcome R13 had not been achieved due to software issues at North Wiltshire Leisure Limited. This will be resolved as of 1st April 2006.
- Ways of identifying the specific needs of the most disadvantaged groups and how ICT can help address these needs is to be considered by the Equalities & Diversity Working Group.
- The thanks of the Executive are extended to all Officers who have helped with the implementation of the e-government programme.

Resolved

- (1) The latest draft of the Implementing Electronic Government Return 2005 be approved.
- (2) Authority be delegated to the Customer Services Strategic Manager (Officer e-Champion) in consultation with the Lead Member for Customer Focus (Member e-Champion) for final approval of the Electronic Government Return 2005.

E131. Internal Audit Service and Strategic Plan 2005/06 to 2007/08 – Recommendation of the Finance & Performance Monitoring Sub-Committee

At its meeting on 10th October 2005, the Finance & Performance Monitoring Sub-Committee considered a report which provided information on the re-establishment of an in-house Internal Audit Service, outlined the developing arrangements for audit planning and reporting and presented a 3 year plan for endorsement.

Following its consideration of this report, the Finance & Performance Monitoring Sub-Committee made the following recommendation to the Executive:

“That the Sub-Committee endorses the Strategic Internal Audit Plan for 2005/08 and recommend its acceptance to the Executive, subject to a change at Appendix 1, paragraph 10 to clarify which Committee has decision making authority and which Committee performs the Audit Committee function.” (Minute PMSC41 refers.)

Consideration was given to Report No.15 (circulated with the agenda) which provided the Internal Audit Strategic Plan 2005/2008 for approval, with paragraph 10 duly amended to reflect the recommendation of the Finance & Performance Monitoring Sub-Committee.

Issues discussed during consideration of this item included:

- Whether the proposed arrangements for audit planning provided spare capacity to deal with crisis work, should this be necessary, and that a written response will be provided to Members confirming this point,

Resolved the Strategic Internal Audit Plan for 2005/08 be endorsed

E132. Community Transport Policy

Consideration was given to Report No.8 (circulated with the agenda) which presented the Community Transport Policy approval.

Issues discussed during consideration of this item included:

- The Local Strategic Partnership can provide information in respect of funding for community transport initiatives.

Resolved that the Community Transport Policy be approved.

E133. Malmesbury Town Hall and Athelstan Museum

Consideration was given to Report No.7 (circulated with the agenda) which sought approval to transfer the freehold of the Malmesbury Town Hall complex to Malmesbury Town Council and to devolve the Management of Athelstan Museum.

Issues discussed during consideration of this item included:

- The amount of work that had taken place to achieve a successful outcome and thanks were extended to all involved.

Resolved that

- (1) The business plan – ‘Planning for a Sustainable Future’ prepared by Malmesbury Town Council be noted.

- (2) The freehold for the Malmesbury Town Hall complex be transferred to Malmesbury Town Council for the purposes set out in the business plan for £1 on 1st April 2006.
- (3) North Wiltshire District Council shall cease to be responsible for the operation and maintenance of the public conveniences situated at the rear of Malmesbury Town Hall from 1st April 2006.
- (4) The revenue contribution from North Wiltshire District Council to Malmesbury Town Council towards the running costs of the Town Hall complex will be £16,500, £11,000 and £5,500 over the next three years with effect from 1st April 2006 and nil contribution after April 2009.
- (5) Authority be delegated to the Planning Services Strategic Manager in consultation with the Lead Member to agree a capital contribution towards the costs of re-developing the town hall complex to a maximum of £77,000.
- (6) The business plan – ‘Athelstan Museum Planning for Regeneration’ prepared by the Friends of Athelstan Museum be noted.
- (7) The management of Athelstan Museum be devolved to the Friends of Athelstan Museum with North Wiltshire District Council retaining responsibility for the collection initially, for which appropriate monitoring systems will be implemented from 1st April 2006.
- (8) North Wiltshire District Council to make a revenue contribution of £2,000 for each of the first three years to the Friends of Athelstan Museum.
- (9) Authority be delegated to the Regeneration & Asset Management Team Leader to consider revenue funding requests from the Friends of Athelstan Museum for specific projects, to be met from the three year phased out funding as outlined in section 6.3 of Report No.7.

- (10) The revenue contribution from North Wiltshire District Council to Malmesbury Town Council towards the Tourist Information Centre to be £3,750, £2,500 and £1,250 over the next three years with effect from 1st April 2006 and nil contribution after April 2009.

E134. Cricklade Country Way

Consideration was given to Report No.8 (circulated with the agenda) which provided an update on progress regarding the Cricklade Country Way project and sought approval to submit a Living Landmarks Lottery Bid in January. Consideration was also given to additional information (circulated at the meeting).

Issues discussed during consideration of this item included:

- It is anticipated that the District Council will be the lead partner until the scheme reaches Stage 2. At that time a management structure, including a Finance Director and a Project Board, will take control of the scheme.
- It has been indicated that only 30 of the schemes applying for the funding will reach the development grant stage, with only half of those progressing to Stage 2.
- The canal is only one element of the 10 year scheme, which includes four flagship projects.
- Costs associated with project construction and supervision will be made from capital funds.
- The Cotswold Water Park is a pro-active partner in the project.
- It is anticipated that British Waterways will take over the project upon its completion.
- The resources allocated to the Wilts & Berks Canal to date by the District Council and that this will be reviewed should the scheme not be successful.

Resolved that

- (1) The request of the Wilts and Berks Canal Partnership that North Wiltshire District Council acts as lead authority and submits a Living Landmarks Lottery application for c£15-£18m for the Cricklade Country Way project be approved.
- (2) It be noted that if the scheme is successful in reaching Stage 2 of the bid process, a capital budget bid of no more than £50k for each of five years, will be made to the 2007/08 budget process.

- (3) If, and when, the scheme reaches Stage 2 of the bid process, a Project Plan and Business Plan are to be submitted to the Executive for approval.
- (4) That a report be presented to the Executive should the scheme not reach Stage 2.

The meeting commenced at 7.00pm and concluded at 8.00pm.

There were 9 members of the public present.

Signed:

Dated: