

Draft Minutes of the Meeting of the Executive held on Thursday 1st November 2007 in the Council Chamber, Council Offices, Monkton Park, Chippenham commencing at 7.00pm.

Present: Councillor A.M. Bucknell in the Chair

Councillors R.M.H, Berry, R.A. Causer, C.V. Ramsey, T.R. Sturgis and V.A. Vines

Non-Executive Councillors Present:

Councillors C.J. Caswill, C. Crisp, S.K, Doubell, I.J. Henderson, A. Phillips, N. M Phillips, C. Reid and P. Roberts

Officers Present: L. Bell (Deputy Chief Executive), S. McGregor (Head of Finance and Resources), L. Pullin (Policy and Democratic Services Assistant) and J. Tavener (Head of Customer Relations)

E90. Apologies for Absence

Apologies for absence were received from Councillors V.H. Greenman and R.L. Tonge.

E91. Public Question Time/Receipt of Petitions

There were no public questions nor petitions received.

E92. Questions from Non-Executive Councillors

There were no questions from Non-Executive Councillors received.

E93. Minutes

The Minutes of the meeting of the Executive held on 4th October 2007 (circulated with the Agenda) were considered.

Resolved that the Minutes of the meeting of the Executive held on 4th October 2007 be confirmed and signed as a correct record.

E94. Declarations of Interest

The following declaration of interest was made:



Executive Members

Name	Item	Type	Nature	Action
Cllr A.M Bucknell	Report No. 7 – Member Representation on the Board of Westlea Housing Association	Personal	Member of the Board of Westlea Housing Association	Remained in the Chamber but did not take part in the voting.

E95. Leader's Announcements

The Deputy Leader made the following announcement:

Update on the Calne Phase 3 Project

Since the last meeting of the Executive in October the 'Calne 3 Project Advisory Group' (comprising nominated members) has met twice. After deciding its Terms of Reference it has agreed the Project Plan for the scheme, considered the draft Legal Agreements between the parties, and has decided on the method of Public Consultation. This will take place between 12 and 17 November with an exhibition at the Calne Town Council Offices, a Public Meeting at Calne Town Hall at 7.00 p.m. on Thursday 15 November, and a leaflet describing the scheme available to all. It is expected that Planning Consent will be applied for by Westlea after the consultation has been completed. There is no change to the timescale or financing, of the project.

E96. Member Representation on the Board of Westlea Housing Association

Consideration was given to Report No. 7 (circulated with the Agenda), which asked the Executive to decide if the Council wished to continue to nominate a representative to Westlea Housing Association's Board.

Issues discussed during consideration of this item included:

- The history of the Housing Association's Board;
- That Westlea were doing a lot of work outside of the North Wiltshire area and that the position would probably be replaced by an independent Member;
- That Westlea planned to appoint to a new position of Local Government Liaison Officer to be a lead contact with Members of all of the local authorities that Westlea works with; and
- The importance of Members being kept informed on what was happening and ways in which queries and concerns could be fed into Westlea.

Resolved that the Executive

- (1) Agree to relinquish the Council's entitlement to nominate a Member to the Westlea Board.
- (2) Agree to the dissolution of the Forum in January 2008 to be replaced by more informal meetings between the Council and Westlea Housing

Association to include:

- (i) Twice-yearly Members evenings held by Westlea;
- (ii) The appointment of a representative to be a lead contact with Members of all the local authorities Westlea works with;
- (iii) Informal meetings between the Housing Portfolio holder and Chair of the Board, Executive and Directors of Westlea as required; and
- (iv) Twice yearly meeting with Members from all the Local Authority partners they work with to discuss common issues.

E97. Revenue Budget Monitor 2007/08 – Month 6

Consideration was given to a Report No. 8 (circulated on 30th October 2007), which set out the Revenue budget monitor for Month 6 of the 2007-08 financial year, showing the financial position at the end of September 2007 and setting out the anticipated variations in income and expenditure that could affect the Council by the end of the financial year.

Resolved that the Executive:

- (1) Note the report forecasting an under spend of £153k.
- (2) Note the achievement of the Reorganisation saving (paragraph 4.1).

E98. Capital Budget Monitor 2007/08 – Month 6

Consideration was given to Report No. 9 (circulated on 30th October 2007) which informed the Executive of the latest position and forecast outturn on the 2007-08 capital programme and note change to the Risk Assessment Table.

Issues discussed during consideration of this item included:

- A query regarding expenditure made within the equipment fund.

Resolved that the Executive:

- (1) Note the figures contained in Annex 1 in relation to the Capital Programme for 2007/2008 and the contents of the Report.
- (2) Note the information on Capital Schemes at Annex 2 of the Report.

- (3) Note the Capital Risk Assessment contained in Annex 3 of the Report.
- (4) Note that the Capital programme is part of the ongoing consultation with Wiltshire County Council as a result of the Unitary proposal, a further report containing proposals to cease certain projects is being prepared for the December meeting of the Executive.

E99. Recommendations from the Treasury Management and Investment Strategy Working Group

Consideration was given to Report No. 10 (circulated with the Agenda) which updated the Executive on the current position in respect of Treasury Management and sought endorsement of the strategies proposed.

Resolved that the Executive:

- (1) Note the report.
- (2) Note the increase in forecast of interest earned of £0.288M and that this is a one-off income.
- (3) Approve the Treasury Management and Investment Strategy Working Group's proposal to invest in the money market for the remainder of 2007/08 and financial year 2008/09.
- (4) Approve the Treasury Management and Investment Strategy Working Group's recommendation not to draw down further capital borrowing.

E100. Recommendations from the Car Parking Working Group

Consideration was given to Report No. 11 (circulated with the Agenda) which informed the Executive of recommendations made by the Car Parking Working Group.

Issues discussed during consideration of this item included:

- The request that had been received from a primary school in Corsham to allow free parking during the school run in a Council owned car park and that a School Dispensation Policy had been prepared to allow this school and any others that wished to apply to do so;
- The request from a surgery in Wotton Bassett to allow discretionary permits for patient parking;
- The request from Malmesbury Chamber of Commerce to reconsider the implementation of car parking charges in the Cross Hayes car park;

- That consideration should also be given to playschools and nurseries with parking problems; and
- The wording of the current Enforcement Policy.

Resolved that

- (1) The School Dispensation Policy (attached as Appendix 1 to the Report) be adopted as part of the current Enforcement Policy to all requests for schemes to be considered based on the terms and conditions as set by the Policy and that the Corsham Primary School be informed accordingly of this decision.
- (2) A letter be sent to the Surgery in Wootton Bassett stating the Council's position in response their request for business discretionary parking permits in accordance with the recommendation of the Car Parking Working Group.
- (3) A letter be sent to the Malmesbury Chamber of Commerce in response to their request for the removal of parking charges in the Cross Hayes car park, detailing the Council's decision on the matter in accordance with the recommendation of the Car Parking Working Group.

E101. Spend to Save – Improving the Revenues Service

Consideration was given to Report No. 12 (circulated with the Agenda) which presented proposals and an action plan designed to bring about a step change in the Revenues service performance.

Resolved that the Executive:

- (1) Note the report.
- (2) Endorse the proposal that the Revenues review is conducted in-house with external consultancy support, and
- (3) Approve the high level action plan.

E102. Improvements achieved within the Housing Benefit and Council Tax Service

Consideration was given to Report No. 13 (circulated with the Agenda) which provided Members with an overview of the significant service improvements achieved within the Housing Benefit and Council Tax Benefit service together with an update on planned future developments.

Resolved that the Executive:

- (1) Note the service improvements.
- (2) Note the proposed actions for further developments.
- (3) Congratulate the Benefits Service Teams on a remarkable turnaround and offer support for continued improvement.

E103. Housing Benefit and Council Tax Benefit – Local Scheme

Consideration was given to Report No. 14 (circulated with the Agenda) which sought to obtain Members' approval to include payments from the Armed Forces and Reserve Forces Compensation Scheme within the discretionary local benefit scheme.

Resolved that the Council uses its discretion to disregard in full, payments in respect of the Armed Forces and Reserve Forces Compensation Scheme when assessing entitlement to Housing Benefit and Council Tax Benefit.

E104. Improvements in Customer Focus

Consideration was given to Report No. 15 (circulated with the Agenda) which presented the proposals and action plan designed to improve the Council's Customer Focus.

Issues discussed during consideration of this item included:

- The ways in which feedback is sought from our customers and that this facility should be improved on our website.

Resolved that the Executive:

- (1) Note the report.
- (2) Endorse the proposal to consolidate the numerous action plans relating to Customer Focus into coherent workstream action plans and to reduce and prioritise the number of actions on the basis of what can be realistically achieved in the time available, and
- (3) Approve the high-level action plans.

E105. Cleansing and Amenities – Procurement of Waste Management Software

Consideration was given to Report No. 16 (circulated with the Agenda) which sought the approval of the Executive to purchase "Whitespace Waste Software" for

Cleansing and Amenities to provide a comprehensive software solution to improve the management of the service and provide a more effective and efficient allocation of resources.

Issues discussed during consideration of this item included:

- The need for the software to be ordered as soon as possible so that work can commence on preparing for the changes;
- That the proposed system is fully endorsed by the proposed unitary Council and the existing District Councils.

Resolved that authority be delegated to the Head of ICT, in consultation with the Lead Member for Waste, authority to procure new IT software for Cleansing and Amenities as outlined in the report and within existing budgets.

E106. Concessionary Bus Travel Act 2007: Implications for North Wiltshire

Consideration was given to Report No. 17 (circulated on 30th October 2007) which set out the implications that the Concessionary Bus Travel Act 2007 has for North Wiltshire and the Councils options for offering discretionary concessions in addition to the statutory minimum.

Issues discussed during consideration of this item included:

- Particular problems that are being experienced by passengers in Pewsham wishing to travel on buses provided by First Bus; and
- The importance of the agreement that the production of the new travel passes can commence.

Resolved that

- (1) The existing discretionary concessions for bus pass holders are retained and that the Council continue to offer £18 worth of tokens as an alternative to the bus pass (as detailed in Appendix 1 to the Report).
- (2) Authority be given to Officers to inform MCL Transport Consultants that the Council wishes them to arrange for details of these discretionary concessions to be encoded onto the new bus passes that will be required for the national free travel scheme in April 2008.

E107. Exclusion of the Press and Public

To consider and, if appropriate, pass the following resolution:

That in accordance with Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 as follows and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Agenda Item/Report name	Paragraph(s) of the Act / Schedule describing the exemption
Item 19 – Update on North Wiltshire Arts Centre (Formerly The Pound)	Paragraph 3

E108. Update on the North Wiltshire Arts Centre (Formerly The Pound)

Consideration was given to Report No. 19 (circulated on 30th October 2007) which provided an update on the Pound Arts Centre Construction contract.

Issues discussed during consideration of this item included:

- That the management of the project should be scrutinised by the Overview and Scrutiny Committee; and
- The financial problems of the Pound Arts Trust due to the delay in the opening of the Centre and the ways in which this might be resolved.

Resolved that the Executive:

- (1) Note the interim Report.
- (2) Following the agreement of the Final Account any financial re-deployment or virement of Capital Budgets will be presented to the Executive.

The meeting commenced at 7.00pm and concluded at 8.27pm.

There were no members of the public present.