

# ***THE EXECUTIVE***

**4<sup>th</sup> September 2008**

**Enquiries to: Lisa Pullin  
Email: [democracy@northwiltsgov.uk](mailto:democracy@northwiltsgov.uk)  
Governance  
Monkton Park  
Chippenham SN15 1ER  
Tel: (01249) 706613**

## ***THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING***

Dear Councillor

26<sup>th</sup> August 2008

Your attendance is requested at a meeting of the Executive to be held on **Thursday 4<sup>th</sup> September 2008 at 7.00pm** in the Council Chamber, Level –1, Council Offices, Monkton Park, Chippenham.

The items for decision and information at the meeting are as listed on the attached Agenda.

Any papers listed as “to follow”, urgent items or supplementary papers will be made available as soon as possible and in any event no later than 30 minutes before the start of the meeting.

The briefing for Executive Members only will be held Thursday 4<sup>th</sup> September 2008 at 5.00pm in Committee Rooms A & B, Level -1, Council Offices, Monkton Park, Chippenham.

Yours sincerely

Lisa Pullin  
Democratic Services Officer

To Councillors:

R.M.H. Berry  
A.M. Bucknell  
C. Crisp

V.H. Greenman  
C.V. Ramsey  
R. Sanderson

R.L. Tonge  
V.A. Vines

To all other Councillors for information.

# **AGENDA**

**1. Apologies for Absence**

**2. Public Question Time/Receipt of Petitions**

To receive questions and petitions from members of the public. All questions and petitions should be submitted in writing before 5.00pm on Tuesday 2<sup>nd</sup> September 2008.

**3. Questions from Non-Executive Councillors**

To receive questions from Non-Executive Councillors. Members are requested to submit in writing all questions, including those in respect of items on this Agenda, before 5.00pm on Tuesday 2<sup>nd</sup> September 2008.

**4. Minutes** (*Pages 5 - 16*)

To approve and sign as a correct record the Minutes of the meeting of the Executive held on 24<sup>th</sup> July 2008 (**copy attached**).

**5. Declarations of Interest**

To receive declarations of interest from Members in respect of any item contained in this Agenda.

**6. Leader's Announcements** (if any)

**7. Revenue Budget Monitor 2008-09 - Month 3**

(Lead Member: Councillor R.L. Tonge)

(Executive Workplan Reference: A20 - Key Decision)

The purpose of Report No. 7 (**to follow**) is to set out a high level Revenue budget monitor for Month 3 of the 2008-09 financial year, highlighting material known or anticipated variations in income and expenditure that could affect the Council by the end of the financial year.

**8. Capital Budget Monitor 2008-09 – Month 3**

(Lead Member: Councillor R.L. Tonge)

(Executive Workplan Reference: A19 – Key Decision)

The purpose of Report No. 8 (**to follow**) is to inform the Executive of the latest position and forecast outturn on the 2008/09 Capital Programme and to note change to the Risk Assessment Table.

**9. Transitional Corporate Plan Progress Update – First Quarter 2008/09**

*(Pages 17 - 26)*

(Lead Member: Councillor R.L. Tonge)

(Executive Workplan Reference: B51)

The purpose of Report No. 9 (**copy attached**) is to provide an update and exceptions report on the delivery and performance of the Transitional Corporate Plan for the first quarter of 2008/09.

**10. Review of Community Funding Awards 2008/09**

(Lead Member: Councillor R.L. Tonge)

Executive Workplan Ref: B401)

The purpose of Report No. 10, (**to follow**), is to present feedback to Members on the funding spend of each of the Area Committees from the Community Awards budgets for 2008/09.

**11. Request for Affordable Housing Grant (AHG) to Provide Affordable Housing in the District – Sutton Lane, Sutton Benger and The Piazza, Chippenham**

*(Pages 27 - 34)*

(Lead Member: Councillor V.H. Greenman)

Executive Workplan Ref: B394 – Key Decision)

The purpose of Report No. 11, (**copy attached**), is to seek authorisation for the allocation of Affordable Housing Grant (AHG) to enable Jephson Housing Association to provide 7 affordable homes in Sutton Benger and Sarsen Housing Association to convert 3 affordable homes from shared ownership to rent in Chippenham.

**12. Customer Relations, Service Area Update - Housing Benefit & Council Tax Benefit**

*(Pages 35 - 40)*

(Lead Member: Councillor V.H. Greenman)

Executive Workplan Ref: B402)

The purpose of Report No. 12, (**copy attached**), is to provide a position statement in respect of the Housing Benefit and Council Tax Benefit service. Also included is a summary of the significant performance improvements achieved throughout 2007/08 together with an overview of ongoing and future developments planned for the service.

**13. Customer Relations, Service Area Update - Revenues *(Pages 41 - 46)***

(Lead Member: Councillor A.M. Bucknell)

Executive Workplan Ref: B403)

The purpose of Report No. 13, (**copy attached**), is to provide an overview of the service improvements achieved within the Revenues service together with an update on planned future developments.

**14. Customer Relations, Service Area Update - Customer Liaison *(Pages 47 - 52)***

(Lead Member: Councillor C.V, Ramsey)

Executive Workplan Ref: B404)

The purpose of Report No. 14, (**copy attached**), is to provide an update on the actions taken to improve the Council's Customer Focus.