

Minutes

Meeting of : The Cabinet
Meeting held in : The Alamein Suite City Hall, Salisbury
Date : Wednesday 11 October 2006
Commencing at : 5.00 pm

Present:

Councillors R Britton (Leader)
Councillor F Westmoreland (Deputy Leader)

Councillors Mrs P J Brown (Planning and Economic Development), D W Brown and J A Brady (Environment and Transport), J A Cole-Morgan (Community and Housing) and D A Culver and Mrs S A Willan (Resources)

Apologies were received from Councillor J R L Nettle.

862 **Declarations of Interest:**

None were declared.

863 **Minutes of last Meeting:**

The minutes of the meeting held on 06 September 2006 were approved as a correct record and signed by the Chairman.

864 **Public Question and Statement Time:**

A statement from Mr C Duller is attached as Appendix A to these minutes. The Leader advised that he would seek guidance on what response, if any, was needed.

865 **Forward Plan:**

The Leader presented his Forward Plan for the period 1 November 2006 – 28 February 2007 (previously circulated) that would be published on 14 October 2006 to become operational from 1 November 2006.

Agreed - that the Leader's Forward Plan be adopted for publication, as revised below and attached as Appendix B to these minutes.

November 2006

1. Inclusion of the Former Salisbury Swimming Pool Site Development Brief
2. Deferral to December of the Golden Telephone numbers item
3. Deferral to December of the item on the review of costs and savings of Customer Services (the Cabinet advised that it does not wish to see this item put back any further)
4. Inclusion of the Implementation of the Local Development Framework Management Board
5. Deferral of the Impact Review of the LSVT on the Council's finances until January
6. Inclusion of Wiltshire Community Strategy Draft Local Area Agreement
7. Deferral of Income generation through corporate management of sponsorship to date unknown
8. Deferral of leisure trust review to date unknown for the time being



Awarded in:
Housing Services
Waste and Recycling Services



9. Deferral of media protocol changes to date unknown
10. Selection of contractor for office project - to note the timing of this will mean this matter will go straight to Full Council without Cabinet consideration.

January 2007 - the item on Old Sarum Airfield to be reworded as follows "consideration of Old Sarum Airfield for potential conservation area designation"

866 **Call-in Decisions:**
There were none.

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Recommendation to the Council

(The recommendation set out below will be considered by the Council on 11 December 2006)

- 867 **Proposed Adoption of Legislation Introducing Extending Tenancies to Introductory Tenancies:**
The Cabinet Member for Community and Housing introduced the previously circulated joint report of the Acting Housing Manager Area 1.

Recommended to Full Council – that to ensure the Council's tenancies are managed efficiently and effectively, and to the benefit of both the tenants concerned and those suffering as a result of anti-social behaviour:

- (1) The Council adopts the proposals, set out in the Housing Act 2004, to extend introductory tenancies where appropriate.
- (2) The Council's powers to extend an introductory tenancy are delegated to the Head of Housing Management.

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Cabinet Decisions

All decisions set out in this section of the minutes will be implemented on or after 24 October 2006 (unless called in for consideration by the relevant Overview and Scrutiny Panel)

868 Large Scale Voluntary Stock Transfer – Formal Stage 1 Consultation:

The Cabinet Member for Community and Housing introduced the previously circulated report from the Head of Housing Management.

Agreed – that

- (1) the responses of tenants and leaseholders (as set out in the report) be noted.
- (2) a formal Stage 2 letter be issued to the Council's secure and introductory tenants confirming:
 - 2.1 the terms of the Council's offer as set out in the formal (stage 1) consultation document
 - 2.2 Tenants' right to communicate objections to the Council's proposals to the Secretary of State within 28 days from the Stage 2 Letter.
 - 2.3 the ability of the Secretary of State to withhold consent if a majority of affected tenants do not wish the transfer to proceed.
- (3) Electoral Reform Ballot Services Limited be commissioned to carry out a formal ballot of tenants in respect of a transfer to South Wiltshire Homes.

869 Customer Services Integration 2006 - 2008:

The Deputy Cabinet Member for Resources introduced the previously circulated report from the Head of Customer Services.

Agreed – that

- (1) the appointment of an additional customer services officer at a cost of £24,000 including on costs be approved;
- (2) Revenue costs of £151,000 (including the £24,000 in (1) above) be included in the resources portfolio plan for 2007/2008 to reflect the current cost of Customer Services;
- (3) Capital costs of £51,000 be included in the resources portfolio plan for 2007/2008 to reflect the new contact centre software, licences and roll out of new numbers;
- (4) the planned migration of service to CSU at the preferred service quality level (queue length 4) to be contained within existing budgets over the periods as shown in table 6 of the report be approved;
- (5) the Cabinet receive a report in 12 months on the implementation of the strategy and the real savings achieved; and
- (6) Officers identify how project success can be measured by establishing an immediate base line customer satisfaction survey and review progress in 12 months.

870 Access to Council Services in rural Areas and for Extended Hours:

The Cabinet Member for Resources introduced the previously circulated report from the Head of Customer Services.

Agreed – that

- (1) CF Partnership to include review of opportunities for joint service delivery via mobile libraries;
- (2) Downton clinic to be maintained, with budget provision as outlined in the Customer Service Integration 2006 – 08 report;
- (3) Tisbury and Wilton Clinics to be formally closed down;
- (4) Improve promotion of Downton, Mere and Amesbury service to adjacent parishes;
- (5) Approve work to prepare for extended telephony opening hours in Amesbury and Mere in October 2007; and
- (6) Investigate the potential of co-browsing utilising the infrastructure work within the Development Services project, or if this is not feasible, by seeking an external source of approximately £20K funding to enable a pilot at three locations for one year.
- (7) There be a review of the extended telephone hours after three months operation.

871 Audit Commission Report on Large Scale Voluntary Transfer Pre Ballot Stage Assessment:

The Cabinet Member for Community and Housing introduced the previously circulated report from the Audit Commission.

Agreed – that

- (1) the report and its findings be noted;
- (2) the report's recommendations be agreed; and
- (3) the project board (including the Board Chairman Councillor Cole- Morgan, the Officers involved and the Consultants) be congratulated for an excellent assessment of the management of the project.

872 Abandoned Vehicles Update:

The Cabinet Member for Environment and Transport introduced the previously circulated report of the Waste Management Officer. The Cabinet noted the Environment and Transport Scrutiny Panel at its meeting on 2 October 2006, gave its support to the recommendations.

Agreed – that

- (1) the report be noted; and
- (2) the proposed amendments to the contract for the "Removal, Storage and Destruction of Abandoned Vehicles" be approved as per Sections 5.3.1, 5.3.2 and 5.3.3 of the report.

873 Enforcement of Street Care Regulations – Publicity and Training:

The Deputy Cabinet Member for Environment and Transport introduced the previously circulated joint report of the Street Care Officer and Waste Management Officer.

Agreed – that

- (1) the report be noted;
- (2) the proposal in Section 2 for the publicity campaign and set out in appendix 1a attached to the report, be approved; and
- (3) the proposal in Section 3 for staff training be approved
- (4) Parish Councils be made aware of the training available.

874 Comprehensive Business Plan for the Crematorium:

The Cabinet Member for Community and Housing introduced the previously circulated report of the Head of Community Initiatives.

Agreed: that the appointment of a consultant by the Head of Community Initiatives be approved in accordance with Financial Regulations and Contract Standing Orders to undertake the work and that, as part of the council's budgetary consultation exercise for the next financial year, a bid for £25K from the council's capital programme is included in the Community and Housing portfolio plan for 2007/08.

875 Action Plan to Implement the Recommendations arising from the Recruitment and Retention Scrutiny Review:

The Deputy Cabinet Member for Resources introduced the previously circulated report from the Head of People and Organisation Development, which the Joint Consultative Forum recommended for approval at its July meeting. The views of the Salisbury District branch of UNISON on the Review were also

circulated. It was noted that an updated version of the Action Plan (having regard to UNISON's views) would be considered by the Joint Consultative Forum at its meeting in January 2007.

Agreed – that the Action Plan be approved, subject to General HR Initiatives, recommendation 1, making clear that Service Unit Heads are required (rather than encouraged) to address identified issues within their units and Recruitment Initiatives recommendation 1 making clear that managers are required (rather than strongly encouraged) to release staff so that they may attend the induction day.

876 **Funding for Homelessness Projects:**

The Cabinet Member for Community and Housing introduced the previously circulated report of the Head of Strategic Housing.

Agreed:

- (1) all the conditions be applied to the allocation of capital grant to housing projects as set out in paragraph 3.
 - a) That the council has the right to nominate to an agreed percentage of properties.
 - b) Should the recipient close the service for which the grant was made then 100% of the grant is recoverable by the council.
 - c) Should the recipient transfer the service to another provider, the council has the right to recover all or part of the grant.
 - d) Should the property be sold the council will require 100% of the grant to be repaid.
 - e) That at the end of 30 years the requirement to repay the grant is lifted, this being the natural life of the organisations business plan.
 - f) That the payment of grant does not hold the council liable for any other funding or requirements bestowed on the recipient.
- (2) the allocation of £500,000 capital grant to Alabare for the remodelling of Damascus House be approved. This is subject to Alabare achieving the relevant planning consents and additional funding for the project.
- (3) Option C in Proposal 2 be approved for Morning Star to receive an allocation of revenue funding for 2006 to 2009 and the one-off capital funding of £2,800.
- (4) the capital allocation of £198,000 to Signpost Housing Association for the remodelling of 51 St Marks Road be approved.

877 **Joint Consultative Forum:**

The Cabinet Member for Resources presented the recommendations arising from the Forum meeting held on 29 September 2006 (reports previously circulated).

Agreed: that

- (1) the **Capability Procedure** be adopted; and
- (2) the **ICT Policy** be adopted

*The meeting concluded at 6.20 pm
Number of public present 5*

Mr C H Duller
59 Essex Square
West Harnham
Salisbury
SP2 8JA

Cabinet meeting of 11 October 2006

Stock Transfer – Agenda Item 7

Reading through this report by Derek Streek, Head of Housing, I feel drawn to comment as a Council Tenant.

Firstly, both the Head of Housing and the Acting Chief Executive, Mr Crook, have been involved in housing matters for many years.

Therefore both would have been involved in the late 1990s bid for a housing transfer. They would also be aware of the benefits of a district-wide, tenants organisation Salisbury Tenants Panel started in 1996 with the aid of TPAS Tenants Participation and Advisory Service of Manchester.

So why after some 10 years do we not have an effective up and running organisation to represent tenant interests in this area.

The sheltered housing and leaseholder groups have only been recently formed after the removal of sheltered housing wardens caused public uproar.

To select a tenants panel from the 17/18 people who attend panel AGMs is plainly unrepresentative of the 5,000 plus tenants we have.

That Aldbourne have also accepted this as a normal system questions their good sense also.

Inquire AGMs have been held and few if any communications from the tenant panel chairman or vice-chairman have been issued.

Thus there is no basis from which to draw future panel members to sit on the new board if it occurs.

Thus I submit, the collaboration between the Tenants Panel, Housing Scrutiny Panel and Aldbourne Associates has forced the Tenants to accept a very narrow viewpoint.

NB The Scrutiny Panel chairman and Councillor Mrs Green are members of the tenants panel who conducted a review into sheltered housing wardens.

Add in the attendance of Head of Housing and Tenant Panel Officer at all tenant panel meetings then tenants have little view for free self expression.

This in my view has created a self electing, self regarding, small group of tenant representatives voting themselves into a position of authority.

Moving our AGM from April to November and later December precludes many tenants from taking part if they so wish.

Yours sincerely

Collin Duller
10/10/06

SALISBURY DISTRICT COUNCIL : FORWARD PLAN NOVEMBER 2006 – FEBRUARY 2007

- (1) Note those items marked in bold form part of the Budget and Policy framework and therefore at least 8 weeks must be allowed for consultation, prior to a decision being taken.
- (2) Any Person who wishes to make representations to the Cabinet about the matter in respect of which the decision is to be made should contact Stewart Agland by at least the day before the meeting or via Sagland@salisbury.gov.uk or Stewart Agland, Head of Democratic Services, The Council House, Bourne Hill, Salisbury, SP1 3UZ or telephone 01722 434253

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
Nov 06	1.	Review District / Parish / Area Committee Spending	Cabinet	TBC	Officer Report
	2.	Further appointment of consultants if stock transfer is pursued	Cabinet/Council	TBC	Officer Report
	3.	CPA Revised Framework	Cabinet	TBC	Officer Report
	4.	Wiltshire Community Strategy Draft Local Area Agreement	Cabinet	TBC	Officer Report
	5.	Medium Term Financial Strategy	Cabinet	TBC	Officer Report
	6.	Progress of the Customer First Partnership	Cabinet	TBC	Officer Report
	7.	Quarterly Performance Management Report	Cabinet	TBC	Officer Report
	8.	Gambling Policy	Cabinet/Council	Environment and Transport Scrutiny Panel	Officer Report
	9.	Local Development Framework Management Board	Cabinet	TBC	Officer Report

	10.	CCTV Scrutiny Review Recommendations and Proposed Action Plan	Cabinet	Planning and Economic Development Scrutiny Panel	Scrutiny Review
	11.	Gypsy and Travellers Housing Needs Survey	Cabinet	TBC	Officer report
	12.	Adoption of Statement of Community Involvement	Cabinet	TBC	Officer Report
	13.	Progress on the Audit Commission Inspection of Customer Focus	Cabinet	TBC	Officer Report
	14.	Former Salisbury Swimming Pool Site Development Brief	Cabinet	TBC	Officer Report

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
Dec 06	1.	Draft Portfolio Plans	Cabinet	TBC	Officer Report
	2.	Medium Term Financial Strategy – Results of Consultation	Cabinet	TBC	Officer Report
	3	Scrutiny Review on Sustainable Rural Communities (provisional date)	Cabinet	Planning and Economic Development Scrutiny Panel	Scrutiny Review
	4	Service Standards for Sheltered Housing	Cabinet	TBC	Officer Report
	5.	Publish Older Persons Housing Strategy	Cabinet	Tenants	Officer Report
	6.	Develop robust plans for efficiency savings with major arts organisation	Cabinet	TBC	Officer report

	7.	Costed Action Plan Resulting from the Scrutiny Review of School Transport	Cabinet	Environment and Transport Scrutiny Panel	Scrutiny Review
	8.	Creating Better Places to Live Framework - Future Arrangements for Neighbourhood Agenda including Neighbourhood Pilot on Bemerton Heath and Police Community Support Officers deployment and funding	Cabinet	TBC	Officer Report
	9.	Review of the Housing Allocations Policy	Cabinet	TBC	Officer Report
	10.	Golden Telephone Numbers – Options Costs for Promotion and Publicity	Cabinet	TBC	Officer Report
	11.	Review of Costs and Savings of Customer Services	Cabinet	TBC	Officer Report
	12.	Local Development Scheme	Cabinet	TBC	Officer Report
	13.	Select Contractors for Office Centralisation	Direct to Full Council	TBC	Officer Report
	14.	Hindon Lane Development Brief	Cabinet	Western Area Committee	Officer Report

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
Jan 07	1	Portfolio Plans	Cabinet/Council	TBC	Officer Report
	2.	Car Parking Charges	Cabinet/Council	TBC	Officer Report

	3.	Revenue Budget and General Fund Fees and Charges	Cabinet/Council	Scrutiny Panel; and Business Ratepayers,	1. Revenue & Capital position 2005/06 2. Medium Term financial strategy 3. Portfolio Plans Government final settlement
	4.	Capital Programme	Cabinet/Council	Scrutiny Panel and Tenant Group	Officer Report
	5.	Housing Revenue Account (HRA) Budget and Rent Setting	Cabinet/Council	Scrutiny Panel & Tenant Representative	As above
	6.	Council Tax Setting	Cabinet/Council	Scrutiny Panel	Officer Report
	7.	City Budget	CAC/Cabinet/ Council	City Area Committee	As above
	8.	Scoping paper for telephony procurement in 2008/09	Cabinet	TBC	Officer Report
	9.	Approval of economic development strategy for consultation	Cabinet	TBC	Officer Report
	10.	Quarterly Performance Management Report	Cabinet	TBC	Officer Report
	11.	Consideration of Old Sarum Airfield for potential Conservation Area Designation	Cabinet	TBC	Officer Report
	12.	Porton Down Masterplan	Cabinet	TBC	Officer Report

	13.	Salisbury District Hospital Brief	Cabinet	TBC	Officer Report
	14.	Review impact of LSVT on the council's finances	Cabinet	TBC	Officer Report
	15.	Sickness Absence Policy and Procedure	Cabinet	TBC	Officer Report

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
Feb 07	1.	Outcome of Marketing Exercise in Respect of Station Works Site Tisbury	Cabinet	TBC	Officer Report
	2.	Homelessness Strategy	Cabinet	TBC	Officer Report
	3.	Salisbury Vision – Approval of Proposals	Cabinet	TBC	Officer Report