

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm 23 July 2003

Part 1: *Procedural Matters*

ACTIONED BY
Cabinet Member
(Contact Officer)

49. Present:

Councillors J M Collier (Deputy Leader in the Chair) J C Noeken & Mrs M M A Peach (Planning and Economic Development), D W Brown & E R Draper (Environment and Transport), J A Cole-Morgan & A G Peach (Community & Housing) and Mrs S A Warrander & D A Culver (Resources).

Apologies were received from the Leader, Councillor K C Wren

The following Councillors were also in attendance and with the permission of the Chairman spoke as follows - Britton (minutes 65, 70), Clegg (minutes 62, 70, 71, 73, 76, 78) Edge (minutes 71, 75) Fear (minutes 67, 72, 81) Hewitt (minutes 64,66, 72,) Mallory (Minutes 58, 71) Tomes (minute 72) and West (Minute 72, 78, 81) .

50. Chairman's Announcements

The Chairman welcomed Rachel Read, the Council's newly appointed public relations officer, to the meeting.

The Chairman advised that the exempt staffing item referred to in the Head of Democratic Service's letter of 18 July, was not required as no decisions needed to be taken and thus no such matter would be considered by Cabinet at this meeting.

51. Code of Conduct - Members & Officers' Interests:

Councilor Mrs Warrander declared a personal interest in the Arts Centre item (minute 58 below) and spoke and voted on the matter.

Councillor Cole-Morgan stated that although he did not in fact have an interest in the matters concerned others may deem that he could have and that he would withdraw from the meeting during consideration of the matters set out under minute 81 below.

Cll. Collier
(S Agland)

52. Minutes:

The minutes of the last meeting were approved and signed by the Chairman.

The Cabinet Member for Environment and Transport advised that Sainsbury's had informed the Council that it was now prepared to participate in the Coin operated shopping trolley scheme. The Officers would now be producing a final agreement so that this arrangement with the stores can be executed.

53. Public Questions and Statements:

Councillor Question on Matter not on the agenda

The Chairman allowed Councillor Hooper to ask the following question

"Following the recent Disciplinary action taken against Members of staff, who were not cited as failing in their work for the Council, would you now convene an Inquiry into this matter which would include non-Cabinet members.

The terms and methods of the Inquiry should be debated at the next meeting of the Council on 29 September and before that by the Resources Overview and Scrutiny Panel."

The Chairman advised Councillor Hooper that his request, which was addressed to the Council Chairman and Council Leader was presented more in the form of a draft Notice of Motion to Council and that it was his right to submit a Notice of Motion to Full Council, subject to complying with the requisite notice, acquiring the necessary signatories and to it being within the scope of the Council.

Alternatively Councillor Hooper could raise his question when the relevant exempt minute of 25 June Cabinet meeting is reported to Council on 29 September (although this is a Cabinet delegated decision and is only reported for information/debate - no Council decisions can arise from this item).

The Chairman agreed to write to Councillor Hooper to confirm the above response.

*Cllr Collier
(S Agland)*

54. Forward Plan:

The Deputy Leader presented the Forward Plan for the period 1 September 2003 – 31 December 2003 (previously circulated) which would be published on 16 August to become operational from 1 September 2003.

Agreed: that the Leader's previously circulated proposed Forward Plan be adopted for publication, subject to noting that the adoption of the Statutory Statement of Accounts was before the Cabinet today and thus pleasingly ahead of the proposed September submission date .

*Cllr Wren
(S Agland)*

55. Call-in Decisions:

No decisions from the Cabinet's last meeting had been called-in.

*Cllr Wren
(S Agland)*

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Part 2: Recommendations to the Council

(The recommendations set out below will be considered by the Council on 29th September 2003)

ACTIONED BY
Cabinet Member
(Contact Officer)

56. Customer Care Programme:

The Cabinet Member for Resources introduced the previously circulated report of the Customer Care Manager.

Cllr Mrs Warrander
(H Frances)

Recommended to Full Council on 29 September 2003

That capital funding of £634,000 be utilised from the Office Centralisation budget to enable the action set out in the Customer Care Programme Initiation Document to be implemented.

Agreed: subject to the above, that

- (1) the Customer Care Programme Initiation Document be approved as a working document for the programme;
- (2) the work on the Programme deliverables should proceed, subject to the control by a Programme Board;
- (3) a Councillor be nominated to sit on the Programme Board in due course.

57. Statement of Accounts 2002/2003:

The Cabinet Member for Resources introduced the previously circulated report of the Head of Financial Services and the Chief Accountant and congratulated the Officers on producing these Accounts well in advance of the Statutory deadline.

Cllr Mrs Warrander
(J Bulgin)

Recommended to Full Council on 29 September 2003:

That the Statement of Accounts for the financial year ended 31 March 2003 be approved.

58. St Edmund's Church – The Council's Potential Property Liabilities:

The Cabinet Members for Community & Housing and Resources introduced the previously circulated report of the Surveyor, Legal & Property Services. Ms Jill Lowe, Director of the Arts Centre, was present at the meeting, and with the permission of the Chairman, addressed the Cabinet on the funding request.

**Cllrs Cole-Morgan &
Mrs Warrander**
(G Creasey)

Recommended to Full Council on 29 September 2003:

That additional Capital funding support of up to and not exceeding £190,000 in total, be made available in 2004/05/06 if required in accordance with the actions proposed in paragraph 5.1 of the report, namely that the support is specifically for the provision of Landlord's fixtures in order to give the Art

Centre's bid to the Lottery funders the best possible chance and to secure for Salisbury a £3.8m refurbished and extended Arts Centre.

Should the Arts Centre succeed in raising from other sources further funds towards its building fabric refurbishment bid in addition to the extra £400,000 it has requested from the Arts Council Lottery Fund, the District Council be released from all or part of this undertaking.

Also due to the urgency of the Arts Centre situation, the approved 2004/5 budget for repair and maintenance at £425,000 would need to be rescheduled in the near future to accommodate this expenditure over two years, unless an alternative capital budget item which will have less impact can be identified.

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Part 3: Cabinet Decisions

All decisions set out in this section of the minutes will be implemented on or after 16 September 2003 (unless called in for consideration by the relevant Overview and Scrutiny Panel)

ACTIONED BY
Cabinet Member
(Contact Officer)

59. Internal Audit Annual Report:

The Cabinet Member for Resources introduced the previously circulated report of the Chief Internal Auditor and stated that she thought this to be an excellent report. Cabinet agreed that the correct priorities had been identified and that action plans were in place to address them.

Cllr Warrander
(D Melville)

Agreed: that the performance of Internal Audit and the opinion on the system of internal control be noted.

60. Risk Management Policy:

The Deputy Cabinet Member for Resources introduced the previously circulated report of David Neudegg, Policy Director

Cllr Culver
(D Neudegg)

Agreed: to approve the Risk Management Policy and the proposed arrangements for further development of the policy with Senior Managers of the Council.

61. County Wide Local Compact:

The Cabinet Member for Community & Housing introduced the previously circulated report of the Principal Community Development Officer. It was noted that the Compact should be ready by the end of the year and that it will subject to a Plain English review prior to completion. It was also confirmed that representatives of the Agenda 21 Forum had been consulted on the Compact.

Cllr Cole-Morgan
(A Skyring)

Agreed:

- (1) to support the work undertaken to date and the production of a County-wide Compact for Wiltshire;
- (2) the Cabinet and Deputy Member for Community & Housing represent the Council, with the Principal Community Development Officer on the County-wide Project Board;
- (3) to note the draft Wiltshire Compact at Appendix 1 of the report;
- (4) provision of up to £5,000 be made (to be drawn from Reserves) as Salisbury District Council's contribution towards the production of a County-wide Compact; and
- (5) that prior to completion, all District Councillors and all Parish Councils within the District be consulted on the Compact.

62. Integrated Change Programme:

The Deputy Leader of the Council, Councillor Collier introduced the previously circulated report of the Policy Director, David Neudegg.

*Cllr Wren
(D Neudegg)*

Agreed:

- (1) to approve the previously circulated programme plan and the corporate style of presenting Project Initiation Documents (PIDS) for the Integrated Change Programme;
- (2) Officers report on the first quarter's performance against the Integrated Change Programme to the Cabinet in September and to Scrutiny Panels if requested by the Panels;
- (3) A timetable for the production of all the remaining PIDS be produced and circulated to all Members, with the PIDS themselves sent to Scrutiny Panel Chairmen once available.

63. Review of Public Offices:

The Cabinet Member for Resources introduced the previously circulated report of the Policy Director, David Neudegg and noted that since the Cabinet meeting had started an email from Councillors Sample and Mrs Chettleburgh had been received (and was circulated at the meeting) expressing concerns about the consultation process and the possible intended use of the former pool site. The Cabinet noted that nothing had yet been decided and that in due course a public consultation exercise would be embarked upon.

*Cllr Mrs Warrander
(D Neudegg)*

Agreed:

- (1) to note that the emerging preferred location for a combined front and back office is at Bourne Hill.
- (2) To authorise the use of the College Street Car Park and the redundant swimming pool site to be included within assessments for future office accommodation requirements;
- (3) the Officers produce a development brief for the site working in association with English Heritage and District Council Planners;
- (4) the Officers prepare and present a report to the Cabinet on procurement and funding options;
- (5) any additional capital receipts from the sale of Redworth House be allocated in principle to the Office Project, subject to the overall situation when the Capital Programme is rescheduled later in the year;
- (6) the Officers bring forward reports on possible investment at City Hall and Churchfields depot in accordance with the emerging strategy (subject to resources).
- (7) Officers continue to liaise with the County Council and Primary Care Group in seeking joint benefits in meeting local public office needs;
- (8) The Officers prepare a report setting out terms of reference and a process for determining the long term sustainable use of the Guildhall following the departure of the Magistrates;
- (9) That consideration of the public consultation exercise arrangements for the Office Project be undertaken once the Council has moved to the next stage of the process, in the meantime a press release be produced on the Council's current position.

64. Dealing with Difficult Customers:

The Cabinet Member for Resources introduced the previously circulated report of the Head of Legal & Property Services. The Cabinet welcomed this extension of the Council's duty of care to its staff and Members.

Agreed:

- (1) to approve in principle the draft policy attached to the previously circulated report at Appendix 1 (subject to a change in the first line of paragraph 7.2.2 so it now reads "any limitations on contact with a customer who is under the age of 18");
- (2) the Chief Executive be authorised to approve any minor amendments of or additions to the draft policy;
- (3) that the "tight" approach taken by the draft policy be followed, with a review on the first anniversary of the policy's introduction;
- (4) to confirm that the draft policy should be extended to cover Members;
- (5) that the approach on the levels of decision making set out in the policy be adopted;
- (6) to confirm there are no particular concerns with the policy which the Cabinet wish to be addressed;
- (7) that Consultation on this draft policy be extended to all District Councillors; and
- (8) that the role and responsibilities of the Monitoring Officer be incorporated within the policy.

*Cllr Mrs Warrander
(J Crawford)*

65. Revenue & Capital Outturn 2002/03:

The Cabinet Member for Resources introduced the previously circulated report of the Head of Financial Services, and referred to revised Appendices D & E circulated subsequent to agenda dispatch.

Agreed: that the Outturn of Revenue & Capital 2002/03 (including the revised appendices) and main variations be noted.

*Cllr Mrs Warrander
(J Bulgin)*

66. Performance Outturn 2002/03:

The Deputy Cabinet Member for Resources introduced the previously circulated report of the Policy Director, David Neudegg.

Agreed: to note the end of year performance information and to confirm there are no areas of sufficient concern that require additional attention at this time.

*Cllr Culver
(D Neudegg)*

67. Budget Consultation 2004/05:

The Cabinet Member for Resources introduced the previously circulated report of the Head of Financial Services. The need to accommodate the scrutiny process within the consultation timetable was recognised and it was hoped that the results of the MORI survey would be available in time for the relevant scrutiny panel to have an input.

Agreed:

- (1) to endorse the Budget Consultation process for 2004/05 as set out in the report;
- (2) that expenditure of £16,000 be approved to commission MORI to assist in the Budget Consultation Process – this sum covers both the Citizens' Workshop and the Budget Consultation questionnaire.

*Cllr Mrs Warrander
(J Bulgin)*

Note The £16,000 is in addition to the sum of £12,500 already commissioned for the Best Value Survey to be funded as a "one-off" from reserves.

68. Homelessness Strategy 2003-2008:

The Cabinet Member for Community & Housing introduced the circulated report of the Head of Strategic Housing Services - it was noted that all Authorities had to publish a Homelessness Strategy by July 2003. It was noted that the withdrawal of the soup kitchen services was due to the organiser moving away and not for hygiene reasons and that the work of the Trust for the Homeless was praiseworthy.

Agreed: the Homelessness Strategy 2003-2008, attached to the previously circulated report, be approved. .

*Cllr Cole-Morgan
(A Reynolds)*

69. Private Sector Housing Renewal Strategy 2003 -2004:

The Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Strategic Housing Services. It was noted that this was initially only a one year strategy and that a proposed longer term strategy would be presented to Cabinet in due course.

Agreed: the Private Sector Housing Renewal Strategy 2003 – 2004 be approved.

*Cllr Cole-Morgan
(A Reynolds)*

70. Housing Benefit Sanctions and Anti Social Behaviour:

The Deputy Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Housing Management. Cabinet challenged the advisability and practicality of proposed measures in the Government's consultation paper.

Agreed: that the proposed response set out in paragraph 7 of the report be endorsed.

*Cllr A Peach
(D Streek)*

71. New Licensing Regime:

The Deputy Portfolio Holder for Environment & Transport introduced the previously circulated joint report of the Legal Services Manager and the Principal Environmental Health Officer. It was noted that the new Licensing Bill may not come into force until March 2004 - two months later than planned. It was also noted that it was anticipated that there would be one common policy for the whole District, with one District Licensing Committee and fees set by Central Government. The Cabinet expressed concern at the potential exclusion of Area Committees under the new arrangements.

Agreed:

- (1) that the proposed process for consultation in respect of the new Licensing Regime as set out in the report be agreed, with a timetable that requires the matter to come before the Cabinet meeting on 26 November 2003 with a view to it making a recommendation to Full Council on 8 December 2003;
- (2) that a letter be sent to the Department of Culture, Media and Sport, plus the Local Government Association, expressing reservations at the proposed District Wide approach for the new regime, bearing in mind the need to recognise the many cultural and social variations between the various urban and rural areas within the District and the consequent requirement to involve the Authority's Area Committees in the licensing process to reflect these differences;

*Cllr Draper
(S Tovey and
J Wickens)*

- (3) that the District Wide approach issue be taken up by the Cabinet at its meeting with the Local Police this September.

72. Street Cleansing Service Review:

The Deputy Cabinet Member for Environment & Transport introduced the previously circulated report of the Parks Manager. The Cabinet expressed its appreciation of the excellent work of the cleansing staff to date

Agreed: that a sum of up to £104,000 be approved from the previously approved growth bid of £150,000 to implement the package of street cleansing measures highlighted in 4.2 of the report.

*Cllr Draper
(R Williams)*

73. EnCams – People and Places Partnership:

The Deputy Cabinet Member for Environment & Transport introduced the previously circulated report of the Parks Manager.

Agreed: that the previously circulated Action Plan , as amended at the meeting by the insertion of a revised front page, be approved.

*Cllr Draper
(R Williams)*

74. Environmental Sustainability Action Plan:

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Sustainability Manager.

Agreed: that progress of the Action Plan be noted and regular quarterly reports continue to be brought before Cabinet for consideration.

*Cllr Brown
(K Humphreys)*

75. Outcome of Scrutiny Review into the Effectiveness of the South Wilts Economic Partnership achieving its objectives:

The Cabinet Member for Planning and Economic Development introduced the previously circulated Scrutiny Review report on the above, undertaken by the Planning & Economic Development Overview & Scrutiny Panel - including the views of the SWEP Board. At the invitation of the Deputy Leader, the Panel Chairman, Councillor Edge, proceeded to present his Panel's findings and recommendations. The Deputy Leader thanked Councillor Edge for his and the Panel's excellent work. Councillor Edge thanked his Panel Members and the relevant Officers for their support in helping undertake this review.

Agreed: that the recommendations as agreed by the SWEP Executive Board as set out under paragraph 5 of the report be approved including the representation on the SWEP Executive Board.

*Cllr Noeken
(G Gould)*

76. The South Wilts Citizen:

The Deputy Cabinet Member for Resources introduced the previously circulated report of the Head of Marketing, Economic Development & Tourism. The excellent input from Councillor Britton on this matter was acknowledged.

Agreed:

- (1) to approve a new A4 magazine-style format for the Citizen;
- (2) to note the proposed inclusion of advertising in the Citizen as recommended in the Best Value Review Customer Care & Communication (adoption of a code will be required prior to implementing this policy);
- (3) to note the proposed increase in the Citizen budget from £20,000 to £23,000 in 2004/05 to be met from within the existing Corporate

*Cllr Culver
(G Gould)*

- Marketing & Communications budget;
- (4) early consideration be given to increasing the Citizen budget by £10,000 pa (submission of a growth bid) to enable its frequency to be increased to four editions per year.;
 - (5) the Head of Marketing, Economic Development & Tourism continue working with the internal Print & Design Team with the intention that elements of the Citizen production process are taken on internally where this is appropriate and where it is cost effective do so;
 - (6) the Head of Marketing, Economic Development & Tourism continue to examine ways in which the distribution of the Citizen can be improved;
 - (7) a feedback slip be inserted in the second or third edition of the revamped publication to establish residents' views on the new look publication.

77. Hackney Carriage Fares Increases:

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Hackney Carriage & Private Hire Licensing & Enforcement Officer. Councillor Noeken advised that he did not support the Fare increase requested by the Taxi trade and was concerned at the impact it would have on areas where public transport costs i.e. bus fares were expensive. At the invitation of the Chairman, Mr Willoughby of the Amesbury Taxi Association informed the Cabinet that his Association did not support the proposed increases.

Agreed: that consideration of this request be deferred pending the establishment and evaluation of the views of the taxi trade throughout the District on the proposed fares increase and the receipt of more detailed background information regarding this request.

*Cllr Brown
(J Webb)*

78. Wiltshire County Council's Selection of a preferred route for the Wylfe Valley Relief Road – Salisbury District Council's Comments:

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Transportation Officer. Councillor Brown advised that in view of the tight timetable set by the County Council for consultation on this matter, he had already submitted the response set out in the report to the County Council so that it could be taken into account when its Cabinet considered selection of its preferred route earlier this month. With the Chairman's permission, Councillor West spoke on this matter to express regret that the County Council had not notified the Parish Councils about the consultation process and that the proposal would not provide for the complete bypass of the Stapleford Valley.

Agreed: that

- (1) The proposal to adopt a preferred route for the Wylfe Valley Relief Road and its inclusion as a bid in this year's Annual Progress Report be welcome.
- (2) the preferred route set out in the County Council's previously circulated report be supported subject to satisfactory resolution to the issues identified at sections 3.1, 7.1, and 7.2 of the District Council's report;
- (3) that the Cabinet informs Wiltshire County Council of its disappointment at the consultation arrangement in this case. The County Council appears not to have recognised the District Council as an equal partner in the Joint Transport Committee and as a statutory consultee. Furthermore the County Council seems not to have consulted

*Cllr Brown
(G Wright)*

- adequately or in a timely fashion with the relevant Parish and Town Councils;
- (4) to note that the Chief Executive will take this matter up with the County Council Chief Executive at a scheduled meeting next week.

79. Special Delegation Matters:

The Cabinet noted the matters determined under the Special Delegation Procedure set out at Item 27 in the Agenda (papers previously circulated) namely:

- (1) Planned Maintenance Programme, Replacement External Doors:**
(2) Purchase of Scarab Major 7000 GVW Vehicle:
(3) MORI – Best Value Survey:

Cllrs Wren & Collier

*(P Bravery)
(N Darbyshire)
(P Bellas)*

80. Exempt Information:

In view of the confidential or sensitive nature of the matters to be considered, it was:

Agreed: that the Press and Public be excluded from the meeting during consideration of those matters defined as 'Exempt' under the Access to Information Act 1985 as specified below:

- Paragraph 1 namely: 'Information relating to a particular employee, former employee or applicant to become an employee of or a particular office-holder, former office-holder or applicant to become an office-holder under the authority'
- Paragraph 7 namely: 'Information relating to the financial or business affairs of any particular person (other than the authority)'
- Paragraph 8 namely: 'The amount of any expenditure proposed to be incurred By the authority under any particular contract for the acquisition of property or the supply of goods or services'
- Paragraph 9 namely: 'Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services'

Summary of Exempt Matters

Agenda Item 30 – Print Unit Review

Agenda Item 31 – Special Delegation Matter

*There were 2 members of the public present.
The meeting finished at 8.40pm*