

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm: 29 October 2003

Part 1: *Procedural Matters*

ACTIONED BY
Cabinet Member
(Contact Officer)

129. **Present:**

Councillors K C Wren (Leader) J M Collier (Deputy Leader) 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).

With the permission of the Chairman, the following Councillors addressed the Cabinet as indicated - Councillor Bissington, Council Chairman (minute 138) Councillor Hewitt (minute 144) Councillor Brady and Councillor West (minute 135)

The Chief Financial Officer and the Monitoring Officer were also in attendance

130. **Code of Conduct - Members & Officers' Interests:**

There were none.

Cllr Wren
(S Agland)

131. **Minutes:**

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

Councillor Collier advised as Chairman of the Council's CPA Board, that Glynis Lawrence, Team Leader of this Council's CPA assessment team recently met with the Chief Executive, Richard Sheard. From this meeting it is clear that the review process has started and that there is a possibility the team will make impromptu visits to sit in on Council meetings and also make "mystery customer" telephone calls. He added that Officers and Members had recently visited Chichester District Council, a similar Authority to Salisbury District, which had been used as a pilot for the District Council CPA process (and had gained an excellent rating) from which some useful information was gleaned. A visit to another similar authority, South Hams in Devon is planned in the near future.

Councillor Brown advised that following the Government's decision to withdraw funding for the Local Transport Plan pending a reassessment, Wiltshire County and Salisbury District Council Officers met with Department of Transport Representatives on 28 October to put the case for extra funding – no indication was given as to if or when such funding would be forthcoming. However following a question tabled in the House of Commons from Robert Key MP, the Minister advised that the Council would be informed about the funding situation as part of the December financial settlement.

Cllr Wren
(S Agland)

132. Public/Councillor Questions and Statements:

David Balston, Treasurer of the Salisbury and South Wilts Museum, addressed the Cabinet in respect of agenda item 11, Arts and Museum Funding Review. Whilst commending Councillors Cole-Morgan and A Peach for their work on this review, Mr Balston considered that the approach was flawed in that once the criteria for the assessment levels was applied (in what he believed to be a comparative way with the other organisations), it was then calculated to take account of existing grant levels, which effectively compounded the percentage reduction in grant that the Museum was to be allocated from the total arts funding budget. Mr Balston was also concerned that the heritage issue in the City did not feature in the evaluation process to the disadvantage of the Museum.

Councillor Cole-Morgan explained the assessment criteria detailed in the report which was as fair as possible having regard to the Council's priorities. He stressed that the four organisations were assessed individually against the criteria and were not judged against each other. The heritage issue had not been factored in because having regard to the many competing demands on the Council's finite resources, it is not a Council priority.

Councillor Britton asked the following question on Parish Precepts

1. Does the Leader agree that guidance needs to be given to parishes when setting their precepts? In particular should they not be prepared to be bold in identifying services, repairs/maintenance needs and local projects – even longer term - and budget accordingly? This would be in sharp contrast to the prevailing view which is to aim to minimise parish precepts and rely instead on contributions from elsewhere – eg SWAG grants and Area Discretionary Funds
2. Also are there any similar schemes or programmes to the Floral Enhancement Scheme which will, quite properly, no longer be available to parishes since such an item is perfectly within their means to precept for?

The Chairman replied

I have some sympathy with the thrust of Councillor Britton's questions. I do, in principle, believe that Parish Councils should have a local spending strategy which identifies spending priorities together with a plan to fund these over the medium term which recognises the prudent use of precepts as an important part of the strategy.

Certainly, although I would not state the position quite as forcefully as Councillor Britton, I think the district Council's finances are such that we will increasingly be forced to concentrate on funding our own core activities.

The Chairman advised that he would send Councillor Britton a written response.

133. Call-in:

The Community and Housing Overview and Scrutiny Panel met on 15 October 2003 to consider the Panel Chairman's Call in of part of Cabinet Minute 119 Management Options Review of Leisure Services "that a company limited by guarantee be selected as the preferred management structure"

The Cabinet considered the outcome of the Call In as set out in the Panel's previously circulated extract minute. The Panel Chairman, Councillor Mrs Evans was in attendance and presented the Panel's Call in decision, namely that the Cabinet

- (a) reconsider its decision on the Management Options Review of Leisure Services with a view to keeping an open mind in relation to the IPS model
- (b) explore and consider more fully the advantages and disadvantages associated with the CLG option and the IPS option: and
- (c) note that the Community and Housing Overview and Scrutiny Panel is willing to work with the Cabinet in relation to (b) above

Councillor A Peach, advised that he had attended the Panel meeting when the Call in was considered to explain the reasons for the Cabinet's decision

Agreed: that implementation of the decision to progress the preferred management model (Company Limited by Guarantee) be deferred to enable

- (1) more information to be sought on both this model and the IPS option, this exercise to include visits to leisure trusts where both management models are in operation (in addition to Cabinet Members, Community and Housing Scrutiny Panel Members are invited to attend); and
- (2) further research to be undertaken to address the democratic representation features that the Scrutiny Panel would like to see in a Management model.

134. Forward Plan:

The Leader presented his Forward Plan for the period 1 December 2003 – 31 March 2004 (previously circulated) which would be published on 14 November to become operational from 1 December 2003.

Agreed: that the Leader's previously circulated proposed Forward Plan be adopted for publication, subject to the item concerning the Best Value Review of Street Services being moved from December 2003 to January 2004 to allow the Panel and Officers more time to complete this substantial review and the item to adopt a Council Policy to accommodate the requirements of the Licensing Act being moved from December 2003 to March 2004, as Government guidance on policy preparation is not yet available.

*Cllr Wren
(S Agland)*

Minutes

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Part 2: Cabinet Decisions

All decisions set out in this section of the minutes will be implemented on or after 11 November 2003 (unless called in for consideration by the relevant Overview and Scrutiny Panel)

ACTIONED BY
Cabinet Member
(Contact Officer)

Cllr Cole-Morgan
(Andrew Reynolds)

135. Best Value Review of Services to Older and Vulnerable People:

The Cabinet Member for Community & Housing introduced the previously circulated Executive Summary of the Best Value Review together with the views of the Community & Housing Scrutiny Panel from its meeting on 15 October 2003 (extract minute having been previously circulated). In addition the Cabinet noted the Panel had commented on the first recommendation in the Executive Summary concerning Warden Sharing at its meeting on 2 September (details circulated at the meeting). The Chairman of the Panel, Councillor Mrs Evans addressed the Cabinet on the Panel's recommendations

Councillor Brady was also in attendance and addressed the Cabinet in his capacity as Council representative on the Shopmobility Committee. Councillor Brady referred to the recommendation in the Executive summary concerning Shopmobility "that the service should be retained but that consideration be given to substantial charge increases offset by the Council's wisecard to give discounts to users on low incomes" - this recommendation was supported by the Overview and Scrutiny Panel. Councillor Brady did not wish to see an increase (and explained his reasons for this), but that if the Cabinet thought an increase was appropriate, the charging system be reviewed in partnership with the Friends of Salisbury Shopmobility charity. He believed this should be an annual review and that as part of that review charges made by nearby shopmobility schemes should be taken into account.

Agreed:

- (1) that the recommendations set out in the Executive summary be supported in principle, having regard to the comments of the Community and Housing Overview and Scrutiny Panel which provides options, subject to the following changes.
 - Community Alarm System to now read "the Council should urgently seek to reduce its costs. A review of the potential merger with CCTV should be undertaken , **with a report on this issue being submitted to the Cabinet meeting on 17 December 2003.** If a merger proves impractical or yields inadequate savings, the Council should seek an external partner to outsource the service."

- **Shopmobility** to now read "the service should be retained but consideration be given to charge increases offset by the Council's wisecard to give discounts to users on low incomes - **any such charges to be set in consultation with the Friends of Salisbury Shopmobility, reviewed annually and have regard to nearby shopmobility schemes.**

- (2) That the Service Continuous Improvement Programme be amended to reflect the above revisions.
- (3) that implementation of these recommendations be subject to further investigation and reports to Cabinet as soon as possible and ideally in time for the December 2003 Cabinet meeting.

136. **Wiltshire Structure Plan 2016:**

The Cabinet Member for Planning & Economic Development introduced the previously circulated report of the Principal Forward Planning Officer.

*Cllr Noeken
(J Meeker)*

Agreed: that the Officers submit representations to Wiltshire County Council as follows

- (1) the District Council endorses the revised proposal of 20 hectares of strategic employment land in Salisbury District to provide for demands between 2011 and 2016:
- (2) the original proposal for 1500 new homes be maintained as the minimum level of provision for Salisbury District for the period 2011 -2016 and that consideration be given to raising it to 2000 homes if possible.

137. **Revisions to PPG3 – Housing – Consultation Paper:**

The Cabinet Member for Planning & Economic Development introduced the previously circulated report of Principal Forward Planning Officer.

*Cllr Noeken
(J Meeker)*

Agreed: that the content of the report be noted and the following comments be submitted to the Office of the Deputy Prime Minister.

- (1) That the proposed addition of a new para. 42a in PPG3 is inappropriate and not welcomed by the Council. The reasoning for this is
 - a. that this proposal has greater applicability to urban districts where there may be a greater abundance of under utilised employment land.
 - b. that existing measures in para. 42, combined with policies at a local level are sufficient to address the changes of use of employment land for housing.
 - c. that the third criteria used to assess proposals is not stringent enough in that it favours housing uses over employment uses, and
 - d. resultantly there is a danger that this change will trigger a new wave of speculative housing applications on employment sites which still have a role to play in delivering, for example, the ODPM's Sustainable Communities agenda.
- (2) That the Council welcomes the measures set out in the "Influencing the Size, Type and Affordability of Housing "Consultation Paper, particularly in
 - a. Widening the scope of qualifying affordable housing sites which can be

- expected to deliver further provision;
- b. Allowing Local Planning Authorities to allocate sites for local needs housing which will facilitate in creating more balanced rural communities;
- c. Allowing the tenure of affordable housing to be defined where this can be appropriately justified; and
- d. Providing clear practical guidance to all parties in the planning process which can facilitate the more rapid delivery of affordable homes.

138. Revision of Commuted Maintenance Payments in Respect of Policy R2:

The Cabinet Member for Planning & Economic Development introduced the joint report of the Parks Manager, Technical Accountant and Planning Officer, Forward Planning.

Agreed: that

- (1) the revised method of calculating the multiplier and commuted maintenance sums be accepted
- (2) the initial multiplier for the year 2003/2004 be 21
- (3) the multiplier be updated on 1 year rolling periods to 31st March
- (4) Officers review the procedure for calculating commuted maintenance sums if the method again proves to not be producing the required sums
- (5) There is a need to keep Parish Councils informed

*Cllr Noeken
(R Williams)
(G Hatcher)
(N Styles)*

139. Arts & Museum Funding Review:

The Cabinet Member for Community & Housing introduced the previously circulated report of the Principal Arts Officer. It was noted that under paragraph 7.7 of the report, where it refers to further work being undertaken in consultation with the Arts Council South West, it should have stated that the South West Museums, Libraries and Archives Council will also be included in the Consultation arrangements.

Agreed: that in principle if the funding in 2004/5 were the same as in 2003/4, funding levels set out in the report and detailed below for illustrative purposes, be implemented (applying the ratios set out in paragraph 7.1 of the report) as follows, to be taken forward to the preparation of the Council's budget for 2004/5

- (1) **Salisbury Playhouse** – 3 year service agreement at the recommended funding level set out in paragraph 7 of the report;
- (2) **Salisbury Festival** – 3 year service agreement at the recommend funding level set out in paragraph 7 of the report, with targets built in for an increase in free activities
- (3) **Salisbury Arts Centre** – 3 year service agreement with funding level for year 1 being at £71,489 building up to £76,489 from year 2
- (4) **Salisbury Museum** – A 3 year service agreement with funding for year 1 being £36,844, reducing in year 2 to £31,844
- (5) **Bournemouth Symphony Orchestra** to continue on their annual Partnership Agreement with the Wiltshire Local Authorities at a reinstated level of £5,000
- (6) **Sarum Chamber Orchestra** to be put onto an annual service

*Cllr Cole-Morgan
(R Efemey)*

agreement at a level of £3,000 (pending an additional £1,000 being identified)

(note Councillor Draper wished his dissent recorded against the above decision.)

140. Implementing Electronic Government Statement:

The Cabinet Member for Resources introduced the previously circulated report of the Policy Director, David Neudegg, to which the Statement is attached. Revision to sections 5 and 6 of the Statement were circulated at the meeting. The Cabinet noted that this statement was discussed at the cross party e-advocates group and that programmes with Wiltshire County Council and other agencies were continuing to attract funding and also offer extended opportunities for the District Council eg Pathfinder and Smartplace

Agreed:

- (1) the current position of the Council in implementing Electronic Government be noted; and
- (2) the Statement (as revised) be approved for submission to the Office of the Deputy Prime Minister.

*Cllr Mrs Warrander
(D Neudegg)*

141. Risk Register:

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

Agreed: to note the current status of corporate and portfolio risks and that the risk register be amended as set out in Annex A attached to these minutes.

*Cllr Mrs Warrander
(D Neudegg)*

142. Revenue & Capital Monitoring 2003/04 (Month 6):

The Cabinet Member for Resources introduced the previously circulated report of the Chief Accountant. The Cabinet noted that the supplemental capital sum which the City Area Committee is contributing towards the Refurbishment of the Queen Elizabeth Gardens toilets should appear in the outturn figures.

Agreed: that the revenue and capital monitoring position for 2003/04 (month 6) be noted.

*Cllr Mrs Warrander
(M Tiller)*

143. Smartplace Initiative:

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

Agreed: that

- (1) the report be noted
- (2) a contribution of £25,000 from the Council's E-Government budget be authorised and a contribution in kind the equivalent of £10,000 be made.
- (3) The Council's E-Advocate and E-Champion be authorised to make a further contribution of £25,000 subject to being satisfied that appropriate benefits and investment are realised within the District.
- (4) A request be made that the Economic Development policy be amended to reflect the importance of Broadband development for local businesses.

*Cllr Mrs Warrander
(D Neudegg)*

144. Recruitment & Retention:

The Cabinet Member for Resources introduced the previously circulated report of the Recruitment & Retention Advisor.

*Cllr Mrs Warrander
(C Davidson)*

Agreed: that

- (1) the recommendations relating to the Recruitment and Retention needs set out in section 6 of Appendix A be approved in principle. (resources identified in Appendix B)
- (2) implementation of the recommendations is subject to the finance being made available;
- (3) the financial implications be reviewed as part of the Corporate Planning Process in 2004/05.

145. Temporary Agency Staff

The Deputy Cabinet Member for Resources introduced the previously circulated report of the Recruitment and Retention Advisor.

*Cllr Culver
(C Davidson)*

Agreed that Standing Orders relating to Contract Regulations be waived in view of the savings to be accrued from streamlining the number of agencies used and in order that -

- (a) a partnership arrangement with Personnel Placements and Badenoch and Clark as preferred suppliers can be agreed for one year, with a review after 3 months
- (b) the quotation from Personnel Placements and Badenoch and Clark can be accepted
- (c) the Council can accept and take immediate advantage of the arrangements set out in paragraph 3.3 (a) to (e) of the report.

146. Building Strong Communities – A Community Development Policy for Salisbury District:

The Cabinet Member for Community & Housing introduced the previously circulated report of the Principal Community development Officer.

*Cllr Cole-Morgan
(A Skyring)*

Agreed: that the new Community Development Policy attached as appendix 1 to the previously circulated report be adopted.

147. Draft Management Plan – Cranborne Chase & West Wiltshire Downs Area of Natural Beauty (AONB)

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Head of Community Initiatives and referred to Councillor Hooper's comments on this subject contained in his letter to Councillor Draper.

*Cllr Brown
(L Waller)*

Agreed: that

- (1) the visions, aims and aspirations set out in the Draft Management Plan be endorsed.
- (2) no comment be made on the content and objectives set out in the Plan
- (3) the actions proposed for year one would benefit from prioritisation as completion of all within one year with the existing staff numbers would appear over ambitious

- (4) the proposal set out in paragraph 6.5 of the report to employ a specialist planner for the AONB team is not supported as this could have the potential to delay the planning process within individual authorities and duplicate the professional opinion available to such authorities via their current consultees, English Nature and the Countryside Agency.
- (5) The Consultation Document is written in such a nebulous and wordy manner its effect has been counter productive.

148. Joint Consultative Forum:

The Deputy Cabinet Member for Resources introduced the previously circulated minutes of the Forum meeting held on 22 September 2003, the recommendations of which at minutes 23,24 and 25 were dealt with at the Cabinet meeting on 24 September 2003 (previously circulated).

Agreed - that the minutes be noted

*Cllr Culver
(D Crook)*

149. Exempt Information:

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

Agreed: that the Press and Public (except for the Unison representative) 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'

Summary of Exempt Matters

Agenda Item 23 - Staffing Issues

*There were 5 members of the public present.
The meeting finished at 7.35pm*