

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm: 21 July 2004

Part I: Procedural Matters

ACTIONED BY
Cabinet Member
(Contact Officer)

352. 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 & Mrs S A Willan, (Environment and Transport), J A Cole-Morgan & R Britton (Community & Housing) and Mrs S A Warrander & D A Culver (Resources).

With the permission of the Chairman, the following Councillors addressed the Cabinet on the matters indicated - The Chairman of the Council, Councillor P V H Paisey (minute 359); Councillor Bissington (minute 366); Councillor Mrs Chettleburgh (minutes 360, 361, 368 & 372); Councillor Fear (minutes 361, 363, 369, 371 & 373); Councillor Hewitt (minutes 362 & 369); Councillor Mills (minutes 363, 369 & 372) and Councillor Miss Tomlinson (minute 360).

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

Councillor Mrs Warrander declared a personal interest in minute 368 as she worked as a volunteer for the Alabare - Councillor Britton declared a personal interest in minute 368 as he was a Council appointed observer on the Alabare board - both Members remained in the meeting during the discussion on this item.

Cllr Wren
(S Agland)

354. Minutes:

Agreed: that subject to the resolution of minute 344 making clear the meeting with representatives of Assettrust Housing Ltd was at the Council and not with the Council, the minutes of the last meeting were approved and signed by the Chairman.

Cllr Wren
(S Agland)

355. Public Questions and Statements:

Councillor Hare from Tisbury Parish Council asked the following question:

TISBUS

"Is the Cabinet aware that the Trustees of the TISBUS (a Community Bus Service mainly for the elderly and infirm in Tisbury and the surrounding villages) are of the opinion that that operation will have to cease at the end of the year (or earlier) unless funding can be found to replace the current vehicle (and that the Trustees have been largely unsuccessful in applications for grants either from charitable bodies or "quangos")?"

Cllr Wren
(S Agland)

So, does the Cabinet have any advice for the Trustees about how they may gain access to capital funding made available to the County Council by Central Government for Community Transport Initiatives such as the TISBUS?"

The Portfolio Holder for Environment & Transport replied that:

"When the TisBus was launched in August 2000 Salisbury District Council contributed £9,000 to cover the cost of the scheme until 31st March 2003 and Wiltshire County Council contributed £7,000 for the same period. These contributions were made on a pump priming basis until the project could find alternative funding sources. Officers from the District Council have held several meetings with the Tisbus Trustees over the last fourteen months. In May 2003 officers from both SDC and WCC highlighted concerns over some aspects of the operation and since then changes have been made to operating procedures.

Regarding revenue funding to date, TisBus received £4,250 from the County Council in 2002/03 and £4,400 in 2003/2004. Funding from the County Council under this year's Community Transport Scheme is £4,650 - 75% of which has already been paid with the remaining 25% due once Tisbus have made last year's accounts available to WCC.

Finally, you ask if Cabinet has any advice on how you might gain access to capital funding from the Community Transport Budget, you will need to discuss this with the County Council (who administer these funds) and the officer to whom you should speak is Mr Ian White (01225 713322)"

Mrs G Henderson, Chairman of Tisbury Parish Council made the following statement:

Parmiters / Station Works Site Tisbury

- "1. The Tisbury Parish Council passed this application on 16 December 2003. We query why it has taken so long to come before the Western Area Committee.
2. We subsequently wonder if the planning office is giving due attention to approval as well refusal, therefore providing a balance to the decision.
3. We also understand that undue pressure from the planning office is being given to the freehold sale of the entire site.
4. I, the Vice-Chairman and our District Councillor would like to visit the Planning Department before the August Western Area Committee meeting and view all the relevant files, correspondence etc. Please can we have your assurance that this will be made possible."

The Portfolio Holder for Planning & Economic Development replied:

"The key policy in the consideration of this application is E16 which states:

E16 On land allocated or currently used for employment purposes, the construction, change of use or redevelopment of premises for other purposes will only be permitted where the proposed development is an acceptable alternative use that provides a similar number and range of job opportunities. The only exceptions to this are where the land or premises are no longer viable for an employment generating use and/or where redevelopment of a site for a non-employment use would bring improvements to the local environment or conservation benefits that would outweigh the loss of local jobs.

To demonstrate that an employment generating use is no longer viable it is normally incumbent upon the applicant to market the site.

Despite repeated requests, this information was not supplied by the applicants until recently – too late for the last WAC deadline. This evidence shows that it has not been marketed for freehold sale.

Another outstanding issue is access across the railway line, in particular that it is accessible by all (including those with disabilities). Advice from WCC highways is still awaited on this point, but a fully accessible footbridge will have significant visual impact.

Once further information is received which clarify these issues, it should be possible to prepare a report for Western Area Committee. It is hoped to get the application to the August meeting if possible - once this is on the WAC agenda it will be possible to view the files.

There are other additional issues :

Loss of employment land in Tisbury at a strategic level & affordable housing that are yet to be resolved."

Mr Roger Stephens of Wyndham Road asked the following question:

Office Project

"There is deep concern felt by local residents that decisions are being taken on plans for the re-development before any traffic flow or parking and pedestrian studies have been undertaken, tree studies finished or negotiation with staff completed. There is even a question mark over how much space is actually needed. Concern, also, that Elected Councillors are not aware of the impact this large "commercial" development will have on the area. The "consultation" process is seen by the public as a sham and does not seem to have had the slightest effect on the Council's determination to do exactly what it wants. Having been told that the Council can only use the Footprint of the swimming pool, it now appears that there is encroachment into the park. This appears on the model and archaeological digs are now taking place in the green area outside the Footprint of the building.

Will you please confirm that you are not reneging on this undertaking and no green will be lost?

And when will the findings of the traffic studies be available?"

The Portfolio Holder for Resources replied that:

"The Cabinet understands the concerns of local residents with regard to the potential impact that the Office Centralisation project will have on their community. The decisions taken at this stage are only at a high level to enable the detailed studies to be completed. These studies will be required to support a planning application and will therefore be made public at or before that time. They will as part of the Planning process be public documents that local residents can make comments on. However in addition to the normal planning process the Council is continuing to discuss proposals and issues with the St Edmunds Community Association as part of an ongoing dialogue and we will be feeding back the study findings as and when they become available. I expect that the traffic impact assessment will be available for preliminary discussions in the autumn. The Planning Application is expected to be made early in 2005.

Independent experts have determined the space required by the District Council although it is accepted that should the further building be required by the County Council further detailed planning will be required.

I am disappointed that Mr Stephens considers the consultation to be a "sham" as it is a genuine attempt to keep those different groups involved and engaged. However, there will always be a need to make judgments between conflicting views and opinions – something that the Council has recognised and one of the reasons to take a consultative approach to the master planning stage. Indeed it is as a direct result of the public consultation meeting that the Cabinet requested additional

options to be considered at the meeting today.

There are absolutely no proposals to build on the existing recreation area in the proposals and part of our brief to the Architects is to enhance the surrounding landscape to the buildings."

Tony West of Guilder Lane, Salisbury asked the following question:

Secret Garden

"Whichever option the Council decides to adopt, the 'Secret Garden' which forms part of the public park will be lost. The replacement which has been proposed is neither a garden or secret it is just a link between the green areas. As a car free route for pedestrians it will be heavily used but is no substitute for what we already have, a small oasis of calm where a quiet time can be spent away from the drunks, graffiti and litter - reading, thinking or just listening to the water and watching the fish. As peoples' mobility decreases the value of places like this in cities is incalculable.

If the floorspace in the new building is in excess of requirements can you justify destroying this valuable haven of peace to create surplus office space.

There is considerable support for its retention in the local community and beyond. This issue will not go away."

The Portfolio Holder for Resources replied that:

"It is regrettable that the enclosed garden area will need to be relocated. The Council is aware that the space is used by locals as a quiet area and used as a recycling facility by the local community. We will work with the community association and Agenda 21 group on the relocation of the recycling facilities and liaise on our detailed proposals to create a new landscape space adjacent to the existing facility. The Council has engaged Landscape Architects to work on the detailed proposals and part of their brief is to investigate and put forward proposals that improve the overall landscape setting of the new offices for the benefit of the whole community."

David Cole from Pitton & Farley Parish Council asked the following question:

Flooding in Pitton & Farley

"You will know that Pitton has often suffered flooding in the Centre of the village, most recently in January 2003. On this occasion 3 houses were seriously flooded, the road was blocked and one house had to be evacuated. The main reason for this is that although there is lower ground to accept the flood water in Clarendon the flood water cannot drain away quickly enough because of a very slight gradient and a less than ideal channel for it to flow through. A syphon has been constructed but, during floods, works to only 70% efficiency. Improvements to the drainage downstream from the syphon should put this right.

We understand that work has been done by Such Salinger Peters to recommend such action and that this has been approved in principle by Council employees. We urge you to allocate the funds which will allow this small investment to be made as soon as possible. You will be aware that Pitton is doing a significant amount of work to help itself. Farley and Pitton Parish Council has a flood sub-committee with the object of working towards a long term solution to flooding in the village. There is also a Village Flood Action Group responsible for a documented flood plan, one of the most advanced in the SDC area, and for organising as much self help in the village as possible during times of flood."

Both the Leader and the Portfolio Holder for Environment & Transport replied that this matter was before Cabinet today at agenda item 10, and welcomed Mr Hare to stay to hear the outcome of the debate. The Leader advised that he was well aware of the issue having visited Pitton

during the most recent flooding there and as a consequence he had established a working group which had led to the report before Cabinet.

The Leader advised that a written reply would be provided in respect of all these questions within 10 working days.

356. Call-in:

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

**Cllr Wren
(S Agland)**

I.

357. Forward Plan:

The Leader presented his Forward Plan for the period 1 September 2004 – 31 December 2004 (previously circulated) that would be published on 15 August 2004 to become operational from 1 September 2004.

**Cllr Wren
(S Agland)**

Agreed: that the Leader's previously circulated Forward Plan be adopted for publication on 15 August 2004.

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm: 21 July 2004

Part 2: Recommendations to the Council

(The recommendations set out below will be considered by the Council on 27th September 2004)

**ACTIONED BY
Cabinet Member
(Contact Officer)**

358. Capital Strategy/Asset Management Plans:

The Cabinet Member for Resources introduced the previously circulated report of the Head of Legal and Property Services and the Head of Financial Services.

**Cllr Mrs Warrander
(A Osborne)/
(J Crawford)**

Recommended to Full Council on 27 September 2004

that approval be given to the 2004/2005 versions of the Capital Strategy and Asset Management Plan.

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm: 21 July 2004

Part 3: Cabinet Decisions

*All decisions set out in this section of the minutes will be implemented on or after 3rd August 2004
(unless called in for consideration by the relevant Overview and Scrutiny Panel)*

ACTIONED BY
Cabinet Member
(Contact Officer)

359. Office Project:

The Cabinet received a presentation from the Policy Director, David Neudegg, showing development Options in accordance with the Cabinet decision at the last meeting (minute 330 (3) refers). Mr Neudegg advised that the architects had looked at four further options and that he had held a public meeting last evening to discuss these with relevant organizations and interested individuals, at which concern was expressed at the car parking arrangements, future of the recreation ground and public safety. However it emerged from the public meeting that Option 2 was the preferred and least disruptive option. This is also the preferred option for Wiltshire County Council and the Office Design Group and did not adversely affect project cost. It was noted that discussion was taking place with the County Council regarding the potential collocation on the site of the Registrar of Births, Deaths and Marriages - should this materialise, it would produce revenue advantages for the project.

Cllr Mrs Warrander
(D Neudegg)

Agreed:

- (1) that Option 2 be pursued which proposes:
 - (a) new offices to be built for the District Council at the rear of Bourne Hill;
 - (b) an office building for the County Council to be located on the former swimming pool site; and
 - (c) relocation of the secret garden and recycling facilities;
- (2) to thank local organisations and groups for their interest and to continue to work with them as the project progresses; and
- (3) that Policy Director, David Neudegg be thanked for all the hard work he has put into this project, including all the public consultation meetings he has attended over recent months.

360. Council's Visual Corporate identity:

The Deputy Cabinet Member for Resources introduced the previously circulated report of the Head of Marketing, Economic Development and Tourism.

Councillor Culver explained that a phased consolidating approach to these proposed changes would be adopted to minimise costs, that the existing logo would be untouched by these changes and that partnership individuality would be retained.

Cllr Culver
(G Gould)

Agreed: that

- (1) a range of corporate design templates for all types of council publications, other printed material and the Internet be developed as set out in paragraph 5.2 of the report;
- (2) the Cabinet receive a report back on proposals for a new corporate design protocol and templates; and
- (3) up to £20,000 of capital costs associated with setting up systems, templates and design framework, be met from the Office Centralisation budget.

361. SDC Communications Strategy and Media Protocol:

The Deputy Cabinet Member for Resources introduced the previously circulated report of the Corporate Marketing and Communications Manager. Councillor Culver emphasised in respect of the media protocol, that Members when communicating to the media should make it clear in which capacity they were so doing, thus enabling the media to establish whether or not the comments are being made officially on behalf of the Council. There was discussion as regards the publication frequency of the South Wilts Citizen. Councillor Culver advised that whilst four publications annually would be an aspiration, financial constraints necessarily limited it to the existing three publications for the foreseeable future. It was noted that Councillor Cole-Morgan would continue to receive a copy of the final approved pages of the Citizen at the same time that they are sent to the Leader of the Council and Group Leaders.

**Cllr Culver
(C Johannesen)**

Agreed: that

- (1) the communications strategy be adopted as part of the Council's corporate suite of strategies from July 2004;
- (2) subject to improving the clarity and style, the supporting communications policy be agreed;
- (3) the changes proposed by the Group Leaders as shown in Appendix I, table 1 of the report be incorporated into the final media protocol;
- (4) the changes proposed by the Group Leaders as shown in Appendix I, table 2 of the report be not incorporated into the final media protocol; and
- (5) the Corporate Marketing and Communications Manager make the necessary amendments as per 3 above, and publish the protocol with immediate effect.

362. Flood Alleviation Works at Pitton:

The Cabinet Member for Environment & Transport introduced the report of the Senior Environmental Health Officer (previously circulated).

**Cllr Brown
(R Wells)**

Agreed: that

- (1) improvement works to the watercourse in Pitton be undertaken during the current financial year; and

- (2) the necessary additional funding for the scheme, over and above the £25,000 already available in 2004/5 be brought forward in the Capital Programme from 2005/2006.

363. Parish Skips and Street Cleansing Grants:

The Deputy Cabinet Member for Environment & Transport introduced the report of the Head of Environmental Services (previously circulated).

It was noted that the options contained in the report were based on meeting the revised budget target for 2005/06, which did not include an element of one-off funding to the sum of £10,000. In preparing the options it had been assumed that the effects of the change would be shared equally between the two grant schemes. It was considered that target for street cleaning could be achieved by amending the criteria upon which the grants were made. However, it was considered inappropriate to apply the target to skip grants due to the significant impact on villages and the potential increase in fly tipping in the countryside with its attendant clean up costs.

Agreed:

- (1) that the street cleaning grant scheme be amended by pursuing the option detailed in paragraph 3.4.2 of the report, subject to the following additions:
 - (a) the inclusion of the three additional villages of Laverstock, Idmiston and Alderbury; and
 - (b) the grant should only be released on the receipt of paid invoices for cleaning work already carried out; and
- (2) that no reduction be made to the budget of £13,640 for the skip grant scheme but that the provision of skips be limited to villages of a population of under 1000.

**Cllr Mrs Willan
(G Silver)**

364. Boards and Working Groups to Support the Integrated Change Programme:

The Leader of the Cabinet introduced the previously circulated report from Debbie Dixon, Policy Director. It was noted that the Membership of the Stock Options Appraisal Board identified in the report also included the Group Leaders and the Chairman of the Community and Housing Overview and Scrutiny Panel.

Agreed: that

- (1) a new board for Delivering More Affordable Housing be created, comprising the Leader, Deputy Leader and the Portfolio Holders for Community and Housing and Planning and Economic Development;
- (2) the Resources Portfolio Holder join the Improving Customer Services Board; and
- (3) the Portfolio Holder for Resources and Deputy (attendance of either but not both) join the Meeting the Financial Challenge Board, the Portfolio Holder for Planning and Economic Development join the Improving Performance Board and the Leader and relevant Portfolio Holder (depending on the agenda for the meeting) join Building the Capacity of the Organisation Board.

**Cllr Wren
(D Dixon)**

<p>365. Business Sector Consultation on New Planning Legislation: The Cabinet Member for Planning & Economic Development introduced the previously circulated report of the Economic Development Manager. The Planning & Economic Development Overview & Scrutiny Panel which met on 14 June 2004, supported the proposed actions set out in the report.</p> <p>Agreed: that the proposed actions set out in the report be approved.</p>	<p>Cllr Noeken (C Mills)</p>
<p>366. Housing Repairs (Works, Stores and Fleet): The Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Housing Management. The Head of Personnel and Training explained the procedure on how the Administrative Officer post was likely to be filled - in the first instance applications would be sought from the Opportunity Pool created as a result of the establishment of the Contact Centre - should that prove unsuccessful internal applications from across the Council would be sought. After this, should an external appointment need to be made it would be on a temporary basis (less than one year).</p> <p>Agreed:</p> <ul style="list-style-type: none"> (1) the actions to be taken to rectify the current 'no assurance' opinion outlined in Paragraphs 3.2.1, 3.3.1, 3.3.2 and 3.4.1 of the report together with the financial implications be noted; and (2) that a progress report be brought to Cabinet in four months. 	<p>Cllr Cole-Morgan (D Streek)</p>
<p>367. Assettrust Housing Ltd – Delivering Affordable Housing with no Subsidy:</p> <p>Agreed: that as a representative from Assettrust had not yet been able to give the Cabinet a presentation on the detail of this proposal, it would be premature to make a decision and consequently the matter be deferred until the Cabinet's next scheduled meeting.</p>	<p>Cllr Cole-Morgan (A Reynolds)</p>
<p>368. Salisbury Homeless – Drop in Centre – Request for Revenue Grant Funding: The Cabinet Member for Community & Housing introduced the report from the Head of Strategic Housing Services (previously circulated).</p> <p>Agreed: (a) to support a grant of £10,000 for the current financial year with no conditions, to be funded from the £35,000 set aside for homelessness initiatives: (b) that it be made clear to Alabare Christian Care that this is the last year that it will be funded through the housing grant process and that in future it must make applications through the Community Grants process.</p>	<p>Cllr Cole-Morgan (A Reynolds)</p>
<p>369. Future Provision of Services to Older People: The Cabinet Member for Community & Housing introduced the report of the Head of Strategic Housing Services (previously circulated). The recommendations of the Community & Housing Scrutiny Panel were circulated following agenda despatch. Councillor Cole-Morgan advised that whilst he recognized that not all the consultees were happy with the proposed changes, it was considered to be the best available solution having regard to existing resources.</p> <p>Agreed: that the Panel's recommendations be approved, namely -</p>	<p>Cllr Cole-Morgan (A Reynolds)</p>

- (1) The following schemes be combined:
 - Westfield, Zeals with Lynch Close, Mere.
 - Norfolk Road and Suffolk Road.
 - Tintern Court and Graham House.
- (2) As a result of (1) above the deletion of 3 Community Scheme Manager (CSM) posts be approved, but only when current employees leave.
- (3) That CSMs all work a standard 37 hour week.
- (4) Officers develop a programme of moving CSMs off-site as detailed in paragraph 10.7 of the report.
- (5) The development of on-site office facilities be approved, but providing this is not at the expense of guest accommodation.
- (6) The formation of the geographic teams be noted.
- (7) More detailed analysis on developing an out of hours service be brought forward.
- (8) More detailed analysis and feasibility work on the provision of extra care housing should be brought forward.

370. Review into the Medium/Long Term Financial Strategy:

The Cabinet Member for Resources thanked the Resources Overview and Scrutiny Panel for its previously circulated recommendations, (those relating to the funding officer are dealt with at minute 371 below). She was pleased to say that in all cases the recommendations have either been or are about to be implemented. Councillor Mrs Warrander responded to each recommendation as follows:

1. Agreed - as part of the Budget setting process already begun for 2005/06, Service Managers and Cabinet are working on a shadow list of savings that will form part of the consultation with the public and Scrutiny.
2. Agreed, a practical approach to this will be to show the incremental effects of each of the assumptions contained in the strategy eg the effect each 1% has on the pay award.
3. Agreed, the Council does not make assumptions on interest rates other than those advised by its Treasury Management Advisers, a prudent but realistic assessment is made not only of the rate of interest but the amount of capital that will be available to invest during each year.
4. Agreed, the Council does not currently rely on any short term solutions for recurring items, balances are only used when they have been achieved and are only used for non recurring items. Any financial risks are assessed as part of the risk management and portfolio planning processes including any uncontrollable items.
5. Agreed, processes are now in place to restrict the use of temporary and agency staff to exceptional circumstances.
6. A paper on the possible appointment of an external funding officer is included as a separate item on the agenda (see below).
7. Agreed, the public consultation exercise undertaken last year was a great success and it is intended to build on this during the autumn of this year and to make use of the Citizen and other media methods to inform the public about the high standard of services they receive.
8. Agreed, a programme of business process re-engineering has already

Cllr Mrs Warrander

begun in relation to the customer service project, it is intended to extend this programme in the future to take in other processes where there is thought to be any duplication or inefficiencies, these will be identified in the next round of portfolio plans, funding for schemes coming forward has already been identified under the invest to save and invest to improve initiatives.

Agreed: that the Panel's recommendations (excluding the funding officer element) be supported.

371. External Funding Officer:

The Cabinet Member for Community & Housing introduced the report of the Acting Head of Community Initiatives (previously circulated).

Councillor Miss Tomlinson, Chairman of the Resources Overview & Scrutiny Panel, submitted the following question:

"The Members of the Review for Medium/Long Term Financial Strategy seek clarification as to why the Wiltshire County Council route for an External Funding Officer, recommended within their Review has been dismissed and seek an assurance that the new appointee would work closely with Wiltshire County Council who have a lot of experience and offered to help the Salisbury District Council"

The Portfolio Holder for Community and Housing advised that the various options had been carefully examined and given that it was intended that the postholder would be required to spend 50% of their time directly supporting this Council and 50% of their time supporting community and voluntary organizations in this area, it was felt that an in house appointment would achieve the best results for the Council. This approach was supported by the Council for Voluntary Services. Councillor Cole-Morgan stressed that the new appointee would work very closely with Wiltshire County Council.

Councillor Fear, who chaired the Scrutiny Review that included the appointment of a funding officer, advised that his review team considered that utilising the skills and resources of the County Council's Central Bidding Unit was the best approach based on the assumption that the officer would be employed to increase revenue streams and income for the District Council and not for outside bodies, especially the voluntary sector.

Agreed: that

- (1) an External Funding Officer's post be created on a two year fixed term contract;
- (2) the roles and responsibilities of this officer will be divided equally between working on projects that support the Council's Corporate and political objectives and supporting community and voluntary organizations;
- (3) that objectives and SMART performance targets are set that clearly define the outcomes expected for both areas of work;
- (4) the post should be funded from the Council's 'Invest to Save' Budget and will be based within Salisbury District Council - the hope (and likelihood based on other local authorities) is that the post will pay for itself in a short time;
- (5) that a total budget of £70,000 over two years be approved from the

**Cllr Cole-Morgan
(R Townsend)**

- invest to save/improve revenue funds;
- (6) that a working party made up of members from both Resources and Community & Housing Scrutiny and Review Panels be set up to review the progress of the successful applicant - an initial review be undertaken after 8 months and then a further review after 14 months; and
- (7) if the postholder is as successful as envisaged, the funding can be reviewed within the second year to secure recurring funding either through a reduction in SWAG (on the basis that any shortfall will be outweighed by successful external funds generated by the officer) or by a recurring growth bid.

372. Development Services Update:

The Cabinet Member for Planning & Economic Development introduced the report of the Head of Development Services (previously circulated). Councillor Noeken advised that whilst the Council had for the first time hit two of the three BVPI 109 targets, it was important for these improvements to be sustained. Unless performance is turned around and maintained there continued to be a risk of central government intervention.

The Cabinet recognised the tremendous efforts made by the Head of Development Services and his team and expressed its full and continued support to the Unit Head.

Agreed: that

- (1) the report be noted;
- (2) in view of the importance of BVPI 109 to the Council's financial position and its reputation, it is important for members to support the improvement process, consequently a management board be set up of officers and members to oversee this process - membership to comprise the Portfolio Holder and Deputy for Planning and Economic Development, the relevant Policy Director, Head of Unit, an Area Chair and the Chair of Planning & Economic Development Scrutiny Panel; and
- (3) in addition, monthly meetings be held for the next 12 months by which time the objective will be to implement the improvement plan as required by ODPM and establish sustainable compliance with the targets set by BVPI 109.

**Cllr Noeken
(S Thorne)**

373. Joint Consultative Forum:

The Cabinet Member for Resources introduced the previously circulated minutes of the Forum meeting held on 28 June 2004 and the recommendations arising under minutes 76, 78 and 79. Councillor Fear expressed concern at the equalities monitoring figures and offered to make available information he had obtained on this.

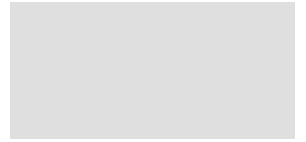
Agreed: that the minutes be noted and recommendations approved.

**Cllr Mrs Warrander
(D Crook)**

374. Exempt Business - Staffing Matter

The Leader advised that there was no need to go into exempt business as he was going to move that exempt item 25 be deferred until the next meeting.

Agreed: that item 25 be deferred until the next meeting so that more information could be provided to enable a decision to be made.



*There were 8 members of the public present
The meeting finished at 7.20 pm*