

Agenda

4.00 pm Wednesday 15 December 2004

Alamein Suite

City Hall, Salisbury

Contact Officer: Stewart Agland 01722 434253

	Cabinet Member	Key Decisions
1. Apologies:		
2. Declarations of Interest:		
3. <u>To Receive Minutes of Last Meeting:</u> To receive minutes of last meeting and to receive updates on the decisions from the respective Portfolio Holders.		
4. Public Question/Statement Time: To receive public questions/statements at this meeting Please note that in accordance with the Council's Constitution a question/statement may only be asked /made if written notice has been given to the Head of Democratic Services by midday on the working day before the meeting.		
5. <u>Forward Plan (Agenda):</u> To consider the Leader's proposed 4 month Forward Plan for the period 1 January 2005 – 30 April 2005 (copy attached) which needs to be approved for publication on 16 December 2004 to become operational from 1 January 2005.	Leader	
6. Call-in Decisions: To consider any Scrutiny Panel Call-in's of decisions taken at last meeting.	Relevant Portfolio Holder	
7. <u>Customer Service Provision in the Community Areas:</u> To consider the attached report of the Head of Customer Services.	Cabinet Member for Resources	
The Recommendation is: (1) to undertake local consultation in each area to develop detailed plans for shared access to SDC service in identified locations with well-informed staff on a peripatetic basis— eg Post Office, library, pubs, shops etc.		

- (2) To prioritise access to SDC service around the needs of traditionally “hard to reach” groups in rural areas.
- (3) To liaise with managers of community facilities to assess the benefits of extending access to e-enabled service by providing public access terminals.
- (4) To resource the above actions by re-investing measurable and accrued savings achieved by directing customers to less expensive access channels such as self-service and internet and to report back with clear proposals to Cabinet by April 2005.
- (5) To work in partnership with other public service and community agencies to identify and implement additional benefits for customers, in line with the South Wiltshire Strategic Alliance agreed priority, and ensuring that SDC service resolution targets and customer care standards are maintained.

8. **Community Plans:**

To consider endorsing the attached Community Plans for the [City](#), [Stonehenge](#), [Mere](#) and [Four Rivers](#) following consideration by the respective Area Committees (A cover report from Policy Director David Neudegg is also attached). Note a formatted and designed version of the Four Rivers Plan will be available shortly.

The Recommendation is:

- (1) That the cabinet approve the area community plans for the City, Four Rivers (Wilton), Stonehenge (Northern Area), and Mere, community areas;
- (2) That the Nadder Valley and Southern Area plans be submitted to a future cabinet meeting following approval by their respective Area Committees and the Alliance Board;
- (3) That the priorities of area community plans are reflected in the district’s portfolio plans and the corporate plan;
- (4) That the district-wide community strategy be submitted to the cabinet following approval by the Alliance Board, prior to being adopted by full council as a policy framework document.

9. **[Salisbury City Centre - Creating a Vision for Salisbury:](#)**

To consider the attached report of David Neudegg, Policy Director.

The Recommendation is:

- (1) approve the development of a vision for Salisbury as a key project for 2005.
- (2) authorise the Chief Executive to bring forward a report to Cabinet in March 2005 setting out proposals for the issues set out in Section 2 of the report.

***Cabinet Member for
Community & Housing***



***Leader plus
Cabinet Member for
Planning & Economic
Development***

- (3) defer any consideration of actions relating to current City Centre developments (including Central Car Park, Churchfields and The Guildhall) until a final report is published in December 2005.

10. Office Centralisation - Current Progress and Funding Routes:

To consider the attached joint report of Policy Director, Debbie Dixon, the Head of Financial Services and the Property Manager (Appendix 1a is to follow). The Cabinet is also asked to consider the attached recommendation (annex a) from the Resources Overview and Scrutiny Panel meeting on 8 November, concerning the publication of figures relating to the cost of the office project.

The Recommendation is:

- (1) Note the project execution plan.
- (2) Determine councillor requirements.
- (3) Adopt the Conservation Policies for inclusion in the Conservation Plan.
- (4) Determine which funding route should be examined in detail by officers for Cabinet consideration in February (prior to budget setting for 2005/06).
- (5) Invite all councillors to an evening in January to consider the latest position on the project.

11. Anti Social Behaviour Policy For Housing:

To consider the attached report of the Head of Housing Management together with an appended policy.

The Recommendation is:

To approve the Statement of Policy on Anti Social Behaviour attached as Appendix 1 to the report.

12. Draft Portfolio Plans:

To consider the Chief Executive's cover report (including the summary report on the budget consultation exercise on 10 November 2004)) The draft Portfolio Plans from the respective Portfolio Holders are also attached. The Final Drafts will be considered by Cabinet on 2 February 2005, (following consultation with the four Scrutiny Panels), prior to recommendation to Full Council.

The Recommendation is:

To accept the draft plans as a basis for scrutiny prior to final consideration on 2 February 2005

13. Business Process Re-Engineering:

To consider the attached report of the Head of Customer Services

*Cabinet Member for
Resources and Deputy
Leader*

*Cabinet Member for
Community & Housing*

*Leader and Respective
Portfolio Holders*

*Cabinet Member for
Resources*

The Recommendation is:

- (1) approve an additional £35k from invest to save capital to enable the BPR project to complete all identified work in a six month period, subject to MT approval of scope.
- (2) Request that the Head of Customer Services and Head of Financial Services develop a methodology for tracking efficiency savings.
- (3) Report back to Cabinet in 12 months to review the impact of BPR work.

14. Park and Ride - Communications Plan:

To consider the attached joint report of the Head of Forward Planning and Transportation and the Corporate Communications Manager.

The Recommendation is:

- (1) That a programme of publicity and promotional activity be undertaken, as set out in Annex A attached to the report;
- (2) That separate ceremonies be held to mark the formal openings of the Wilton and Britford park and ride sites; and
- (3) That a budget of £35,400 be established within the parking revenue account for the purposes of park and ride publicity and promotion, and to meet the cost of the two opening ceremonies.

15. Implementing Electronic Government – Statement:

To consider the attached report of the Policy Director, Debbie Dixon, together with the IEG Statement produced by the Corporate E Government Officer.

The Recommendation is:

- (1) note the current position of the Council in implementing Electronic Government; and
- (2) approve the Statement for submission to the Office of the Deputy Prime Minister.

16. Review of Corporate Governance:

To consider the attached report of the Chief Internal Auditor.

(Full Council decision)

The Recommendation is:

- (1) Approve the Local Code of Corporate Governance for Salisbury District Council.
- Approve the action plan arising from the 2004/5 review of the Council's Corporate Governance arrangements.

**Cabinet Member for
Environment
&Transport**

Deputy Leader

Deputy Leader



17. Dates of Future Cabinet Meetings -

To consider the following proposed Cabinet meetings for the period June 2005 - May 2006, all to be held in the City Hall (unless otherwise stated) and commencing at 4pm.

08 June 2005 (committee room 1)

13 July

07 September

12 October

09 November

07 December

18 January 2006

01 February (the Budget setting meeting)

01 March

05 April

03 May

18. Any Urgent Business requiring a Decision:

In the event that such business involves the taking of a key decision the support of the relevant Scrutiny Panel Chairman will be needed and a report to Council on the decision and why it needed to be taken urgently required.

Leader



Richard Sheard

Chief Executive

7 December 2004