

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm: 2 March 2005

Part I: Procedural Matters

ACTIONED BY
Cabinet Member
(Contact Officer)

485. 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 and Housing) and Mrs S A Warrander & D A Culver (Resources).

The Chairman of the Council, Councillor P V H Paisey was also in attendance
Councillor Hewitt was also in attendance and with the Chairman's permission spoke on the matter set out under minute 495.

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

None were declared

Cllr Wren
(S Agland)

487. Minutes:

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

Cllr Wren
(S Agland)

488. Public Questions and Statements:

Mr Tony West of Guilder Lane Salisbury representing St Edmunds Community Association, made a detailed statement on the issue of coin operated shopping trolleys (attached as **Annex A** to these minutes). Mr West added a number of further points that were not contained in the original statement submitted within the deadline which the Leader advised would be dealt with outside the meeting if submitted in writing.

The Cabinet Member for Environment and Transport advised that he would be referring the statement to the Heads of Environmental and Legal Services for them to consider and report back to Cabinet on in June 2005, when the Cabinet is due to review of the outcome of the three month trial of Trolley Collections PLC trolley collection service which started earlier this week.

Finally, the Cabinet Member informed Mr West that in accordance with the public question time policy, notice of all questions should be addressed to the Head of Democratic Services to ensure they are dealt with upon receipt.

489. Forward Plan:

The Leader presented his Forward Plan for the period 1 April 2005 – 31 July 2005 (previously circulated) that would be published on 14 March 2005 to become operational from 1 April 2005.

Agreed: that the Leader's previously circulated Forward Plan be adopted for publication on 14 March 2005, subject to a number of revisions which are incorporated in the attached updated Forward Plan (**Annex D**).

**Cllr Wren
(S Agland)**

490. Call-in:

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

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Part 2: Recommendation to the Council

(The recommendations set out below will be considered by the Council on 21 March 2005)

ACTIONED BY
Cabinet Member
(Contact Officer)

491. Housing Stock Options Appraisal:

The Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Housing Management, together with associated appendices. Councillor Cole-Morgan advised that the issue was not whether it makes financial and community-wide sense for this cabinet to recommend a large scale voluntary transfer of all its council housing to a registered social landlord - the figures supporting transfer speak for themselves.

Cllr Cole-Morgan
(D Streek)

The issue is whether on balance the Council believes that it could be successful in obtaining a majority in a ballot of tenants in 18 months' time given that at the moment, on the small sample of responses, only about 30 per cent of tenants are in favour of a transfer.

The recommendation from the consultants, officers and tenants panel (who at their meeting of 1 March 05 voted 8:4 in favour of transfer) is that it would be the right course of action. The findings are that Council tenants would be better served and that the community could benefit from the use of the resources released for more affordable housing and more community services.

If the Cabinet decides to recommend transfer to the Full Council in March then it must be prepared to find out what the concerns of any opposition might be, and then to address those concerns directly. The Cabinet must discover what, if anything, needs to be done to make people more comfortable with the proposal and agree the measures that would win their support.

One of the biggest concerns tenants and some councillors have relates to the quality of service provided by traditional housing associations. The community and housing scrutiny panel's report on whether it would be better to set up our own housing association or to sell our stock to an existing housing comes down generally in favour of setting up a new housing association, but the Panel still has more work to do. The latest views of the Community & Housing Overview & Scrutiny Panel that emerge from its meeting on 9 March will be reported at the Council meeting on 21 March.

Councillor Cole-Morgan advised that much consideration would have to be given to the role and remit of any new association that might be established

The Cabinet will also have to look at how it can reduce the risk of spending and losing some or all of the £600,000 required for transfer preparation, by building into the programme review points at which the Council could stop the process if it became clear that a positive outcome was unlikely.

The Cabinet also noted a previously circulated Statement from the Leader of the Labour Group, Councillor Fear, in which he hopes that the Cabinet will recommend to Council that the Council does not ballot its tenants on a transfer for the reasons given in his statement (which is attached to the minutes as **Annex B**, along with Councillor Cole-Morgan's response - **Annex C**.)

Finally the Cabinet thanked the Head of Housing Management for his commitment and excellent hard work in getting this matter to this stage.

Recommended to Full Council on 21 March 2005:

- (1) that the transfer of the Council's housing stock to a newly formed locally based Housing Association be pursued; and
- (2) the Stock Option Appraisal Board, the Community and Housing Scrutiny Panel, the Tenants Panel, tenants who participated in the consultation, advisors and officers all be thanked for their contribution to the appraisal process.
- (3) that further research and consultation takes place to determine the nature, geographical spread, objectives and governance of any new Registered Social Landlord that would meet with most widespread acceptance,
- (4) that the priorities and principles for the use of capital receipts are established.
- (5) that officers be charged with determining a programme which would provide review points to minimise the council's exposure to nugatory expenditure.
- (6) that Council be asked to agree on whether to pursue the stock condition survey standard or the higher Salisbury standard based on the financial projections in the appraisal.

492. Wiltshire and Swindon Customer First Constitution:

The Deputy Leader Cabinet introduced the previously circulated report of the Policy Director Debbie Dixon.

Recommended to Full Council on 21 March 2005: that

- (1) Approval be given to the Wiltshire & Swindon Customer First Constitution;
- (2) should any minor changes to the scheme be proposed via the other Local Authorities, the Officers be delegated authority to incorporate them (if they support the proposed changes), but should any major changes be proposed by other Local Authorities, the matter be referred back to the Cabinet/Council to consider.

**Cllr Collier
(D Dixon)**

493. The Crime and Drug Misuse Reduction Strategy 2005-2008 For the Four Community Safety Partnerships in Wiltshire:

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

The Cabinet noted that the way Home Office funding streams are allocated and managed was being reviewed in an attempt to embed Community Safety in Local Strategic Partnerships. The Cabinet was concerned at the future funding arrangements for the Community Support Officers and believed that this was a national issue and should accordingly be nationally funded.

**Cllr Britton
(R Townsend)**

Recommendation to Full Council on 21 March 2005: that

- (1) the Strategy be Endorsed for the Salisbury District Council Area.;
- (2) the detailed priorities and targets for the Salisbury District Council Area be adopted as an integral part of the Community Strategy.
- (3) thought be given as to if and how the Judiciary can in some way be involved the Partnership.

494. Prudential Limits 2005/06:

The Cabinet Member for Resources Introduced the previously circulated report of the Head of Financial Services.

Recommendation to Full Council on 21 March 2005: that

- (1) the authorised limit for external debt for 2005/06 be Zero.
- (2) the operational boundary for external debt be set at Zero.
- (3) To note that by accepting the above recommendations, the exposure to variable and fixed rate interest on borrowing is not applicable.

**Cllr Mrs Warrander
(A Osborne)**

495. Establishment of an Audit Committee:

The Cabinet Member for Resources introduced the previously circulated report of the Chief Internal Auditor. The Cabinet noted the extract minute from the Standards Committee meeting on 21 February 2005 (circulated at the meeting with proposed revised terms of reference)

Recommendation to Full Council Decision 21 March 2005: that

- (1) an Audit Committee be established, with the membership of the Leader (or deputy), and Cabinet Member for Resources (both as non voting observers) and a representative who is interested and well placed to contribute from each of the four Overview and Scrutiny Panels (nominations to be sought from the respective Panels) plus a representative from the Standards Committee and a qualified independent person who will need to be recruited through public advert
- (2) the terms of reference as amended to take account of the Standard Committee's comments (and attached as **Annex E** to these minutes) be approved
- (3) the Chairmanship be determined at the Audit Committee's inaugural meeting.
- (4) that as the proposed Committee is not intended to be politically balanced, the political proportionality provisions under the Local Government and Housing Act 1989, be set aside accordingly.

Note - to enable the political balance rules to be set aside, it must be approved without any dissent at the Full Council meeting.

**Cllr Mrs Warrander
(D Melville)**

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Part 3: Cabinet Decisions

All decisions set out in this section of the minutes will be implemented on or after 15th March 2005 (unless called in for consideration by the relevant Overview and Scrutiny Panel)

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

496. City Centre – Creating a Vision for the Future of Salisbury:

The Leader referred to the report of the Policy Director, David Neudegg (previously circulated).

**Cllr Wren
(D Neudegg)**

Agreed: that this item be deferred as more work is required on it before submission to Cabinet.

497. Do it Yourself Shared Ownership Scheme for 2005/06:

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

**Cllr Britton
(A Reynolds)**

Agreed: that

- (1) a DIYSO scheme for 2005/06 be approved.
- (2) £700,000 from the Affordable Housing Programme be ring-fenced.
- (3) the rate of return of 50% of the Bank of England interest base rate be approved.
- (4) the rent yield be returned to the Affordable Housing Programme budget.
- (5) the property values be as set in Para 4.4 of the report, but the capacity to increase these by 5% to enable a small degree of flexibility be delegated to Head of Strategic Housing Services.
- (6) the eligibility criteria be as set out in para. 3.3 of the report.

498. Shopping Trolleys:

The Cabinet Member for Environment & Transport introduced the previously circulated joint report of the Head of Legal & Property Services and the Waste Management Officer.

**Cllr D Brown
(J Crawford)
(B Chequer)**

The Cabinet Member for Environment and Transport advised that the report takes account of the points made to the Cabinet by Mr West in January 2005, and provides an update on recent developments, including the Terms of an agreement between the Council, Sainsbury Supermarkets Ltd and Tesco Stores Limited. Councillor Brown also referred to Mr West's Statement to Cabinet at this meeting and reiterated that Environmental and Legal Services Officers would consider the issues raised and report back to Members.

Agreed:

- (1) that the report be noted; and
- (2) a further report be submitted to Cabinet and the City Area Committee

in June 2005, with the information to enable the Cabinet to review the outcome/efficacy of the three month trial of Trolley Collections PLC trolley collection service, which started earlier this week, such report will also take account of the Officers' response to Mr West's statement at this meeting.

499. Relocation of Amesbury Customer Contact Centre into the Library:

The Cabinet Member for Resources introduced the report of the Property Manager (previously circulated). The Cabinet noted that the Contact Centre relocation was intended to be of benefit to a large part of the Northern Area Community. The Cabinet noted that a decision on the opening hours of the Centre had not yet been made, but it was hoped to open one evening a week until 7.00 pm and to open on Saturday mornings.

Agreed: that the co-location of Customer Services to the Library be approved and the acquisition of a non-freehold interest in the Library on terms to be agreed by the Head of Legal and Property Services be confirmed in principle.

**Cllr Mrs Warrander
(G Creasey)**

500. Office Centralisation – Vision and Objectives:

The Cabinet Member for Resources introduced the previously circulated report of the Policy Director Debbie Dixon.

Agreed: that

- (1) the summary of key decisions/stages in the project be noted.
- (2) the vision for the project be adopted, subject to the second paragraph in appendix 2 instead reading

" It will show dedication to the guardianship of the District's heritage. The house and grounds will be enhanced to encourage access and become a proud community asset. Using new technologies and materials the extension will convey optimism for the future of the District and the Council's commitment to continue to serve it"

- (3) the objectives for the project be reconfirmed.

**Cllr Mrs Warrander
(D Dixon)**

501. Siting of Telecommunication Equipment on Council Premises:

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

Agreed: that the policy set out in 4.3 of the report be adopted.

**Cllr Mrs Warrander
(J Crawford)**

502. Planned Maintenance Programme 2005/06:

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

Agreed: that the proposals outlined in 3.1 - 3.3 of the report be approved and a further report for Cabinet be produced following the outcome of the stock option appraisal, with a longer term planned maintenance programme.

**Cllr Cole-Morgan
(D Streek)**

503. Repairs and Maintenance of Council's Public Buildings:

The Cabinet Member for Resources introduced the previously circulated report of the Head of Housing Management.

Agreed: that the programme for capital works on the Council's public buildings as set out in Appendix 1 of the report be approved.

**Cllr Warrander
(D Streek)**

504. Draft Circular: Planning for Gypsy and Traveller Sites:

The Cabinet Member for Planning & Economic Development introduced the joint report of the Forward Planner & Principal Planning Officer - Enforcement. All Councillors had been circulated with the report seeking their comments - only one Member had responded and that was with a question which Councillor Noeken has answered.

Agreed: that

- (1) the report be noted, subject to the words in the first line "purported to be introduced" being replaced by "proposed".
- (2) the resolution of the Planning and Economic Development Overview and Scrutiny Panel be supported.

Cllr Noeken
(Rachel Hughes)
(S Hawkins)

505. Joint Consultative Forum:

The Cabinet Member for Resources introduced the previously circulated policies and recommendations of the Forum arising at its meeting on 24 January 2005.

Agreed: that

- (1) the recommendations from the Joint Consultative Forum meeting held on 24 January 2005 relating to:
 - (a) Injuries Allowance Payment Scheme and
 - (b) Dignity at Work Policy,be adopted subject in respect of the former to it being made clear under paragraph 3.3 that it applies equally to widows and widowers and in respect of the latter, the comments in paragraph in 8.1.4 also be reinforced in the policy introduction (2.1 -2.3);
- (2) the minutes of the Forum be received.

Note -The recommendations at minutes 104 and 105 were dealt with at the Cabinet meeting on 2 February 2005.

Cllr Mrs Warrander
(A McConkey)

506. Performance Monitoring:

The Leader introduced the previously circulated report of Policy Director, Debbie Dixon. The Cabinet gave particular credit to all those involved in helping the Council exceed all three new development control targets for planning applications.

Agreed:

- (1) To note the areas of concern identified in the third quarter;
- (2) new areas of concern and improvement be noted;
- (3) to express concern at the significant increase in sickness absence;
- (4) the actions as recommended be approved.

Cllr Wren
(D Dixon)

507. Urgent Business - Government Green Paper - Local Government Pension Scheme:

The Chairman agreed to the above item being taken under urgent business in view of the pressing need to ratify a response to the Employers organisation.

The Cabinet considered the report of David Crook, Policy Director, and noted that the Leader and Resources Cabinet Member, together with the Resources Scrutiny Panel Members met on 23 February to agree (subject to Cabinet ratification) the completion of the previously circulated questionnaire which had to be returned by

Cllr Mrs Warrander
(D Crook)

28 February.

Agreed - that the response given in the previously circulated questionnaire sent to the Local Government Employers Association, be confirmed.

508. Exempt Information:

In view of the confidential 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 former employee of the Authority'

Paragraph 8 namely: 'The Amount of Expenditure proposed to be incurred by the Authority under a contract

Paragraph 9 namely: Any terms proposed by the Authority in the course of negotiations for a contract

Summary of Exempt Matters

Agenda item 25 - Contractual

Agenda Item 26 - Staffing

The meeting finished at 5.50 pm
There were 3 members of the public present

Statement from Tony West of Guilder Lane, Salisbury to the Cabinet meeting Wednesday 2 March 2005

The Headline "Triumph for the coin-op trolleys" appeared in the Salisbury Journal probably after lengthy discussions between SDC and the Supermarkets in 1991. The latest exercise to rid our City of this menace started again in December 2001 and we are still here discussing a solution.

The Supermarkets have always made it quite clear they were not in favour of trolley locks because customers didn't like them and have shown little concern about the problems they cause. When an agreement had been reached I wrote to Andrew Martin Tesco's Property Manager for re-assurance that the locking system they planned to use would be effective and tried and tested, it immediately failed, through what I believe to be a deliberately ineffective design. One week after the system was installed dumped trolleys started appearing, to the point we are now where our streets and parks are littered with them. At the end of the summer pressure was put on the Southampton Road Store to recover their non-locking trolleys from Castle Street Store and make regular collections, this continued through to December. With depleted stocks Tesco's Castle Street were re-supplied with a large number of non-locking trolleys two days before Christmas, they were immediately disbursed around the City, this is still happening.

When the problem was considered by Cabinet in April 2002 and subsequently in October 2002 it was agreed to trade the loss of revenue on the parking spaces which at that time was £27K, for an effective control of the dumped trolleys. Without any other system on offer, especially at the Castle Street Store you stated that any Supermarket that declined to introduce a coin operated locking system be referred to the Environment Agency, this is clearly shown in the minutes.

At the January Cabinet meeting I asked if the Legal Agreement between SDC and the Supermarkets was adequate and had it been broken by Tesco's. It is quite clear from your Legal Department report that it is not. If you read 3.5 which states "although the Agreement records Sainsburys and Tesco's aspirations to introduce coin deposit shopping trolleys, the Agreement does not contain any actual obligation on them to do so. To that extent they have not broken the Agreement." This suggests the Council's Solicitor had failed to understand fully the problem in hand and had failed to interpret the wishes of the Cabinet. 3.6 suggests it is not possible to determine whether the Agreement has been broken as no allegations have been made, this is untrue. Allegation and complaints have been made continually during the year to Environmental Services and latterly to City Centre Management. 2.7 shows in September a meeting was convened to discuss the escalation of the problem involving the Environment Agency, Wildlife Rescue, Salisbury District Council, Environment and Planning Enforcement and St Edmunds Community Association. This Agreement needs to be cancelled and re-written giving full consideration to the whole problem not just the protection of Council assets. Ratepayers need some return on the massive revenue loss on the trolley bay parking spaces which when the current increase in parking charges are implemented will be £45k. At the same time by improving the design of the trolley bays only half as many spaces would need to be allocated saving nearly £23k. It is essential the responsibility is placed on the Supermarkets to implement effective control.

The recent developments are just more of the same that has failed in the past.

All the suggestions are reactive rather than pro-active. They react to the problem once it has happened, the majority of Salisbury's Residents don't want to see their City littered with discarded trolleys even if they are going to be collected at some point during the day. A collection vehicle driving around will not find all trolleys. How many times will the collector walk across the Town Path or the parks, many are not left in convenient places, it will fail. The telephone doesn't work because they don't answer it, this was confirmed with the use of a mobile phone in the store. Locks of a more robust variety have not been fitted, just the same locks that have constantly failed in the past. Somerfields Store in Shaftesbury installed a coin deposit system which works, they have obviously considered the problems and found a solution. I am reliably informed by the representative currently dealing with the issue at the Southampton Road Store that trolleys will only need to be raised 6 inches above the ground to bypass the magnetic system they plan to install. So this is another less than serious solution.

The Supermarkets need to work on a pro-active system that prevents habitual discards from accessing their trolleys using a coinless card system.

I believe that supermarkets could have solved this problem during the last fifteen years if they actually wanted to. Can I be assured that the Council will implement more stringent measures to combat this problem. DEFRA have advised that Authorities can issue a fixed penalty notice under the Environment Protection Act 1990, of £50 for littering, this definition covers trolleys. You could also use the same Act to remove trolleys and impound them. When the Clean Neighbourhood Bill, currently being debated in Parliament, becomes law it will be obligatory for Supermarkets to pay the Council collection costs. I believe this would focus the Supermarkets minds on the problem. You have many street staff to use as spotters they could be paid incentive bonus's.

Salisbury Residents have been let down badly. Lets make this part of the "Vision for Salisbury" and free our streets and rivers from Supermarket trolleys.

Statement to the Cabinet meeting held on 2 March 2005 on the Stock Options Transfer from Councillor Steve Fear, Leader of the Labour Group

I am sorry that I am unable to attend the Cabinet meeting but my duties at the College prevent me from doing so.

I am a member of the Stock Transfer Board and therefore I have watched carefully the consultation exercise and the production of the Housing Option paper

My membership of this Board has not convinced me that there is any demand from our tenants for a stock option transfer. All the indications are that tenants do not want the Council to embark on an expensive consultation and ballot on this subject which could cost the Council tax payer over £300,000. All the indications show that this consultation is likely to result in a no vote.

- The initial aspirations survey conducted by Albourne Consultancy indicated that 73% of tenants believe that ownership by the Council is very important.
- The tenant's questionnaire sent out in November 2004 found that 70% of the respondents wanted to remain with the Council.
- And as Albourne Associates conclude 'In terms of the potential Large Scale Voluntary Transfer (LSVT) the feedback from consultation work we have undertaken indicates a high degree of scepticism of housing associations, linked to fears about rent levels and loss of democratic control.'

Salisbury District Council has wasted taxpayer's money on trying to persuade tenants to vote for a transfer on two previous occasions. Both attempts failed to gain the support of tenants despite the amount of time and money the Council spent on these exercises.

The work done by the consultants indicates that Salisbury is able to meet the decency home standards without any difficulty. We are in a strong position locally and tenants have a real choice.

Both the Housing and Community Scrutiny Panel and UNISON have put forward suggestion as to how the Housing Revenue Account can be balanced in the long term. I am sure that there are other ways. This is a very strong position for any Council to be in and provides our tenants with a real choice.

Tenants are right to be concerned about a transfer. Some Housing Associations have poor relationships with tenants. Their record in repairs is not necessarily one of the best and their responses to queries can be slapdash, when supplied at all. In being accountable for what they do, they have a poor record.

Salisbury District Council has a good satisfaction rating and the service can be held to account both by active councillors and, ultimately, by voters.

I hope that the Cabinet will recommend to Council that we do not ballot tenants on a transfer. The Council has allocated £300,000 to campaign on this issue. I think that this public money could be better spent than on a ballot that will inevitably result in a 'no' vote.

Councillor Cole-Morgan's response to Councillor Fear's statement to the Cabinet meeting on 2 March 2005

Before I set out what I think our position should be I would like to address some of the issues raised by Councillor Fear.

Firstly, we must assume that this is Councillor Fear's personal view.

Secondly, he must be aware that it is this Labour Government's measures that have put this Council in the invidious position of being less able to serve the best interests of tenants if we retain the stock than if we dispose of it.

Thirdly, that it is clear from the 8:4 vote in favour of transfer in the Tenant's Panel last night that despite historical precedents, when faced with the stark facts of the case, tenants will, if properly informed, see that transfer is in their best interest.

Fourthly, that given the desperate need for affordable homes in this district it would be ethically wrong for us to change our current policy and to vire money from the sale of council houses into the maintenance of the existing stock rather than as we are now doing using it to create new affordable homes, which has been suggested by Unison as a means of balancing the books in the short term.

Fifthly, that the decent homes standard is way below the current standard that Salisbury tenants have come to expect and even more below what they could possibly receive if we went for the Salisbury Standard which includes major improvements not only in their homes but in their local environment.

Sixthly, that tenants' fears about rent differentials are unfounded and that there are good housing associations as well as bad ones. And that the parameters for the service tenants would receive after transfer would be very much under our control at the contract stage, as would the governance of the Housing Association.

Seventhly, that our auditors have stipulated that we must look at all the key financial and non financial aspects including the affect on key housing strategic objectives, the provision of housing for those in need, the ability to maintain and improve service standards and the overall impact on the general fund.

Lastly, the success or otherwise of a ballot will depend heavily on a consensus among councillors and there is a need for transparency at this stage. The investment we are required to make in the process is far too important for any of us to play politics with.

Whatever our previous stance, now is the time to be pragmatic and to do what is best for all the people of Salisbury.

SALISBURY DISTRICT COUNCIL : FORWARD PLAN APRIL 2005 – JULY 2005

- (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
Apr 05	1.	To consider Bus Service Provision for London Road Park & Ride Site	Cabinet	TBC	Officer Report
	2.	Management Arrangements for the Park and Ride Sites	Cabinet	TBC	Officer Report
	3.	Private Sector Housing Renewal Strategy	Cabinet	TBC	Officer Report
	4.	Best Value Review of Balanced Housing Market and Decent Homes	Cabinet	TBC	Best Value Review
	5.	Supporting People - Joint Strategy	Cabinet	TBC	Officer Report
	6.	Customer Service Provision in Community Areas	Cabinet	TBC	Officer Report
	7.	Customer Service Strategy	Cabinet	TBC	Officer Report
	8.	IT Strategy Plan	Cabinet	TBC	Officer Report
	9	Sustainability Planning Guidance	Cabinet	TBC	Officer Report
	10.	Gershon Efficiencies - Response to ODPM	Cabinet	TBC	Officer Report

	11.	Future of the Joint Transportation Team - Financial Implications and Revised Terms of Reference of the Joint Committee	Cabinet/Council (re Terms of Reference)	TBC	Officer Report
	12	Internal Audit Terms of Reference (unless Audit Committee is established)	Cabinet	TBC	Officer Report
	13.	Internal Audit Strategic Plan 2005/06 - 2008/09 (unless Audit Committee is established)	Cabinet	TBC	Officer Report

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
May 05	1.	Young People Strategy	Cabinet/	TBC	Officer Report
	2	Social Inclusion Policy	Cabinet	Scrutiny Panel	Officer Report
	3.	Community Strategy (South Wilts Strategic Alliance)	Cabinet/Council	TBC	Officer Report
	4.	Community Plans Nadder Valley (Tisbury and Surrounding Area)	Cabinet	Western Area Committee and local community	Officer Report
	5.	Southern Area Community Plan	Cabinet	Southern Area Committee	Officer Report
	6.	Options & Proposals for Business Continuity Plan	Cabinet	TBC	Officer Report
	7.	Options and Proposals for IT Disaster Recovery	Cabinet	TBC	Officer Report
	8.	No Smoking Policy - Guildhall and City Hall	Cabinet	TBC	Officer Report

	9.	Green Travel Plan	Cabinet	JCF/Unison	Officer Report
	10.	Housing Strategy	Cabinet/Council	TBC	Officer Report

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
June 05	1.	Corporate Plan (Incorporating Best Value Performance Plan)	Cabinet/Council	TBC	Plan
	2.	Annual Accounts (Including Statement of Internal Control)	Cabinet/Council	TBC	Accounts
	3.	Annual Audit Report (unless Audit Committee is established)	Cabinet	TBC	Officer Report
	4.	Outcome of Shopping Trolleys Collection Trial	Cabinet	TBC	Officer Report
	5.	Council's Internal Energy Policy	Cabinet	TBC	Officer Report

Decision Date		Key Decision Matter	Decision Taker	Consultation Arrangements	Information Relating to Decision
July 05	1.	Review of Public Conveniences	Cabinet	TBC	Officer Report
	2.	Audit Commission Review of Customer Services	Cabinet	TBC	Commissions Review
	3.	Lesson Learnt from the Community Planning Process	Cabinet	TBC	Officer Report

Audit Panel – Draft Terms of Reference

Corporate Governance

1. Ensure that the Council's corporate governance arrangements are adequate and operating effectively in practice.
2. Considering the Council's Code of Corporate Governance and approving the annual review and statement. (Note 1)
3. Oversight of the Council's Constitutional arrangements and advising the Council of any changes that may be desirable. (Note 2)

Financial Management

4. Ensuring that the financial management of the Council is adequate and effective.
5. Reviewing the Council's statement of accounts prior to approval by Full Council.

Internal Control

6. Ensuring that the Council has a sound system of internal control that facilitates the effective exercise of the Council's functions including arrangements for the management of risk.
7. Ensure a review of the effectiveness of the Council's system of internal control is conducted at least annually in accordance with proper practices.
8. Receive the annual report on the internal control environment from Internal Audit.
9. Conduct an independent review of the draft Statement on Internal Control and supporting evidence and recommend approval.

Internal Audit

10. Approving the terms of reference and strategy for Internal Audit.
11. Approving the strategic internal audit plan and consideration of the audit needs assessment and resources available.
12. Monitoring the performance of Internal Audit, to include receiving half yearly and end of year reports on progress in delivering the annual internal audit plan.
13. Receive summaries of reports issued by Internal Audit and monitor the implementation of recommendations.
14. For the chair of the audit committee to meet independently with the Chief Internal Auditor at least once a year and for internal audit to have the right of free access to the chair at any time.

External Audit

15. Consider the appointment of the external auditor as far as Audit Commission rules permit and monitor quality and performance of audit.
16. Commenting on the external audit plans.
17. Considering any matter arising from the audit of the accounts, or other audit and inspection work
18. Receiving and considering the Audit Commission's annual audit and inspection letter and other external audit reports.
19. Monitoring the implementation of recommendations from external audit.
20. Review the arrangements made for cooperation between Internal Audit, external audit and other review bodies to ensure effective use of the total audit resource.
21. For the chair of the audit committee to meet independently with the external auditor at least once a year and for external audit to have the right of free access to the chair at any time.

Note 1

The Standards Committee will review the 'Standards of Conduct' section of the Local Code of Corporate Governance.

Note 2

The Standards Committee will retain responsibility for the overview of the Constitution "as it affects ethical matters".