Wiltshire Council
Where everybody matters

CABINET

MINUTES of a MEETING held at County Hall, Bythesea Road, Trowbridge on 20 OCTOBER 2009

Present:
Councillors

Jane Scott	Leader of the Council
John Thomson	Deputy Leader and Cabinet Member for Community Services
John Brady	Cabinet Member for Economic Development, Planning and Housing
Fleur de Rhé-Philipe	Cabinet Member for Finance, Performance and Risk
John Noeken	Cabinet Member for BMP, ICT, HR, Procurement and Customer Services
Toby Sturgis	Cabinet Member for Waste, Property and Environment
Dick Tonge	Cabinet Member for Highways and Transport
Stuart Wheeler	Cabinet Member for Leisure, Sport and Culture
Lionel Grundy	Cabinet Member for Children's Services

Also in attendance:
Councillors

Linda Conley	Portfolio Holder for Waste
Alison Bucknell	Portfolio Holder for Customer Care
Richard Clewer	Portfolio Holder for Youth and Skills
Chris Cochrane	Portfolio Holder for ICT
Laura Mayes	Portfolio Holder for Organisational Structure
Howard Greenman	Portfolio Holder for Housing
Richard Gamble	Portfolio Holder for Transport
Jemima Milton	Portfolio Holder for Adult Care
Jerry Kunkler	Portfolio Holder for Leisure
Jeff Osborn	Chairman, Overview and Scrutiny Management and Resources Select Committee

Cllrs Julian Johnson, Francis Morland, Russell Hawker, Chris Caswill, Mark Packard, Tony Deane, Alan Macrae, Carole Soden, Malcolm Hewson

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51. Apologies

An apology for absence was received from Cllr Keith Humphries, Cabinet Member for Health and Wellbeing.

52. Chairman's Announcements

(a) Action for Wiltshire - Update

The Leader gave an update on Action for Wiltshire. The initiative was delivering real help to Wiltshire people and businesses in the current economic downturn.

Road shows had been taking place across the County giving people access to experts on a range of problems. The Citizens' Advice Bureau had been allocated £290k for a dedicated helpline providing free, fast specialist help and advice. A business in crisis helpline had been set up by Action for Wiltshire. Free legal advice was also being offered to those facing the threat of repossession. A mortgage rescue scheme was helping vulnerable families stay in their homes.

This Council had led a successful partnership bid to the Future Jobs Fund for the creation of 450 new jobs in Wiltshire targeted at 18-24 year olds. The Wiltshire Council Apprenticeship Programme in its first year aims to secure apprenticeships for 66 young people.

(b) 'We Were There' Exhibition – 20 – 22 October 2009

The Leader reported that a 'We Were There' exhibition would be held between 20-22 October 2009 in the Civic Hall, Trowbridge. This was a photographic and multimedia exhibition held to raise awareness of the great contribution made by people from other continents in the British armed forces.

(c) Purple Salute

The Leader announced that she together with Cllr J Osborn as Mayor of Trowbridge attended the Purple Salute on 16 October 2009. This involved the ceremonial planting of 4 Living Tribute Trees around the war memorial in Trowbridge Park, commemorating each of the armed forces and the emergency services. She thanked Trowbridge for having organised such an event and encouraged other towns to consider holding similar events.

53. Minutes of the Previous Meeting

The minutes of the last meeting held on 22 September 2009 were presented.

Resolved:

To confirm and sign the minutes of the meeting held on 22 September 2009.

54. Declarations of Interests

No interests were declared.

55. Public Participation

No request for public participation had been received, although the Leader explained that as usual, she would be happy to allow the public to speak at the start of each item if they wished to do so.

56. Budget Monitoring

(a) Revenue Budget Monitoring

Cllr de Rhe Philipe presented a report on the monitoring of the revenue budget for the period April – August 2009. She explained that further to the report at the last meeting, departmental action plans were in place to manage the decline in income levels as a result of the recession. As a result of this intervention, the projection was that the Council's finances would be on budget by year end.

Cllr de Rhe Philipe explained that there may be additional further budgetary pressures in the future, but that the situation would be closely monitored and appropriate action taken.

On behalf of Cllr Deane, Chairman of the Budget and Performance Task Group, Cllr J Osborn expressed the views of the Task Group.

Resolved:

That the report be noted.

Reason for Decision

To make Councillors aware of the Council's budgetary position.

(b) Capital Budget Monitoring

Cllr de Rhe Philipe presented a report on the monitoring of the capital budget for the period April – August 2009 together with details of budget virements actioned since the last meeting.

The report focussed on a sample of 26 high value scheme within the capital programme with details of actual expenditure as at 31 August 2009. Cabinet noted the current financial position of these schemes.

Resolved:

That the report be noted.

Reason for Decision

To inform Cabinet of the current financial position of the high value budget schemes within the capital programme and identify and schemes where expenditure is not progressing as anticipated.

57. Wiltshire Core Strategy – Public Consultation Document

Cllr Brady referred to the letter sent to all Councillors on the subject of declarations of interest in the context of this item.

Cllr Brady presented a report on the Wiltshire Core Strategy consultation document 'Wiltshire 2026 – Planning for Wiltshire's Future' and sought approval of the document for the purposes of public consultation. He explained that the document brought together and developed the work previously undertaken by the former district councils for their individual Core Strategies. The document related to the east, north and west of Wiltshire due to the proposals for south Wiltshire being prepared to a quicker timescale. (Council would be considering the South Wilts Core Strategy at its meeting on 10 November 2009).

The consultation would commence on 30 October ending on 31 December 2009. The response to the consultation would help inform the development of a Core Strategy for Wiltshire.

Cllr Brady referred to the Government's delay in publishing the Regional Spatial Strategy and considered that this Council should proceed with the Core Strategy on the latest available figures. He emphasised that the housing allocations were provisional at this stage and that planning applications would continue to be granted subject to the normal planning process notwithstanding references in the document to preferred options. Cllr Brady acknowledged the difficult economic situation and the implications of a change of Government following the General Election.

Cllr Morland spoke raised a number of points which included dissatisfaction with elements of the consultation already undertaken and suggested an extension to the proposed consultation period, reference to the work undertaken by the former West Wiltshire District Council, the sustainability study being commissioned by the Secretary of State and requesting further detail on the options and targets.

Cllr Caswill made a number of points which included presentation of the final document with appropriate indexing and page numbering, the apparent omission of Area Boards from the consultation process, omission of district council consultation feedback and insufficient level of detail for the public to react to during consultation. He also suggested that the level of detail on the various options should be comparable.

Public Participation

Mr Duncan Hames referred to the workshops being held as part of the consultation process and suggested that rather than limit attendance to particular organisations, there should be greater access by the public whose expertise could assist the process.

Cllr Brady, the Leader and officers responded to the points raised. The consultation period was longer that the statutory minimum and the feedback from the district council consultation would be included as part of the evidence,

however this could be revised if not considered explicit enough. The final document would be published in a more user friendly way and there was reference to consultation via Area Boards. The document was not intended to pre-empt decisions with the purpose of the consultation being to help shape the Strategy. Whilst recognising that the workshops needed to be of a manageable size, the comments on their composition would be taken on board and officers would be asked to explore opportunities to include representatives from interested groups.

Resolved:

That Cabinet

(a) approves the content of the draft document 'Wiltshire 2026 – Planning for Wiltshire's Future' for the purposes of public consultation commencing on 30 October 2009 and ending on 31 December 2009;

(b) authorises the Service Director for Economy and Enterprise in consultation with the Cabinet Member to make the necessary amendments to finalise the document for public consultation and to finalise the associated background papers including Sustainability Appraisal to support the consultation document;

(c) requests officers to ensure that the workshops are as inclusive as possible to maximise their usefulness and that Councillors be kept informed.

Reason for Decision

To ensure that progress continues to be made on preparing an up to date planning policy framework for Wiltshire in line with the timescale set out in the Wiltshire Local Development Scheme and statutory requirements.

58. Report on the Draft Corporate Plan 2010-2014

The Service Director, Policy Research and Communications presented a report which outlined work to prepare a new Corporate Plan for the Council.

Cabinet's views were sought on the content of the Plan and the suggested priorities within it which would enable the appropriate targeting of resources. The priorities were grouped together under four main themes of the Plan namely 'My Council', 'My Community', 'My Family' and 'My Place'.

Several Councillors made comments on the draft Plan including the following:

- 'local voice, local choice' within the 'My Family' theme be changed to something more descriptive such as 'local honest open decision making' in keeping with one of the Council's key goals.

- ‘increasing the potential of young people….’ within the ‘My Family’ theme be changed to focus on ‘opportunities to support people…’
- tackling anti-social behaviour be included within the ‘My Place’ theme.

The Leader responded to these comments.

The Plan would be presented to Council in February 2010 to be considered alongside the budget for 2010/11.

Resolved:

(a) To note the comments of various Councillors as detailed above.

(b) To ask officers to revise the priorities and other relevant parts of the draft Plan in the light of the comments made and the Leader’s response.

(c) To note the next steps to finalise, produce and communicate the Plan.

Reasons for Decision

1. All high performing organisations have a Corporate Plan, business plan or equivalent to direct and focus their work.
2. An ambitious and effective Corporate Plan will focus and galvanise the organisation’s resources to deliver its strategic priorities during the next four years.
3. The new Corporate Plan is in preparation and a key stage has been reached in which the future priorities need to be confirmed. This will allow the plan to be progressed to the final stage. It will also help to inform deliberations on the Medium Term Financial Strategy and the detailed budget discussions for 2010-11.

59. The Salisbury Academies

Cllr Grundy presented a report to update Cabinet on progress with submitting the Expression of Interest (EoI) to the Department for Children Schools and Families for the two Salisbury academies. The report also included details on a schools within schools project and a federated approach as previously requested by Cabinet.

Good progress had been made with preparing the EoI in respect of Salisbury High School and it was hoped to submit it to the DCSF during October 2009. The next stage would be the feasibility stage. Discussions were ongoing in respect of the Laverstock academy. Members would be kept informed of progress.

Resolved:

That Cabinet notes the report and that at this stage it was still the intention to open both academies in their existing buildings in September 2010.

Reason for Decision

To rebuild Salisbury High School as an academy and to build one academy to replace the three schools at Laverstock, Wyvern College (Voluntary Aided Boys), St Edmund's (Voluntary Controlled Girls) Church of England School and St Joseph's Roman Catholic School.

60. Swindon Borough Council and Wiltshire Council Municipal Waste Disposal Project

Cllr Sturgis reported that over the past 12 months, Wiltshire Council and Swindon Borough Council had been working together to develop an Outline Business Case (OBC) for a joint procurement project for the management of residual municipal waste. Cllr Sturgis presented a report to update Cabinet on progress made on this project and sought endorsement of the conclusions of the OBC.

Swindon Borough Council would be seeking similar approval of its own Cabinet.

Resolved:

That Cabinet:

(a) endorse the findings of the Outline Business Case (OBC).

(b) note the risks associated with the do nothing option for Wiltshire Council.

(b) agree that officers prepare tender documents to procure the provision of a residual waste treatment solution in line with the conclusions of the OBC under the competitive dialogue procurement route.

(c) delegate authority to the Director of Transport, Environment and Leisure to continue discussions with neighbouring councils.

(d) note the timescales and costs associated with the preparation of tender documentation during 2009-10.

Reason for Decision

To meet the requirements of the Landfill Directive minimising Wiltshire Council's exposure to fines and the impact of increasing Landfill Tax costs, and to contribute to the achievement of Wiltshire Council's climate change and sustainability objectives by utilising waste as a resource.

61. Advertising and Sponsorship Policy

The Service Director, Policy, Research and Communication presented a report which proposed policies for developing advertising and sponsorship across Council services and facilities and managing placement of external advertising and sponsorship.

The aim of this work would be to maximise income, control expenditure and ensure that advertising and sponsorship is appropriate and contributes towards the delivery of corporate priorities. The activity would be co-ordinated centrally to ensure that advertising and sponsorship expertise can be applied across the organisation to deliver consistency and the fullest realisation of the opportunities available.

The events referred to in the report were of a corporate nature and it was noted that other events were also supported through other programmes eg the arts programme. In response to Cllr Deane, Cllr Wheeler undertook to investigate with officers the possibility of supporting the forthcoming touring Constable exhibition.

Resolved:

That the Cabinet:

(a) approve the Policy for generating income through advertising and sponsorship as presented.

(b) approve the Policy for the placing of advertisements and the sponsorship of third party events as presented and

(c) support the establishment of a corporate approach to the management of advertising and sponsorship, coordinated by the Policy, Research and Communications (PRC) service directorate

Reasons for Decision

1. The potential exists to generate additional income from advertising and sponsorship activity, by exploiting new advertising and sponsorship channels and through the introduction of corporate coordination and expertise, working closely with services.
2. The approach to the management of advertising and the sponsorship of external events and activities is currently fragmented. Central coordination of external advertising and sponsorship will ensure that such activity is cost effective and consistent with the delivery of corporate goals and priorities.

62. Workplace Transformation Programme

Cllr Noeken presented a report which sought Cabinet approval of the workplace transformation proposals.

The background to the project was explained. An office rationalisation programme was approved by the then Wiltshire County Council in 2006 but was not implemented due to the move to One Council. The Implementation Executive (IE) had in May 2009 approved an office rationalisation programme known as the Workplace Transformation Programme. The IE had expanded this programme to include the delivery of a rationalised office estate housed within four refurbished and redeveloped primary hubs supported by ‘touch down’ facilities. Officers were

asked to provide details on the timeline and budget for the programme, details of which were presented.

The revised programme would deliver a fully modernised office estate within three and a half years as well as providing the infrastructure to maximise better service outcomes. Cllr Noeken outlined the main proposals.

Resolved:

That Cabinet:

(a) approves the revised budget and timeline for the Workplace Transformation Programme as identified in Appendices 1a, 1b, and 4 of the report presented noting the impact of the programme in relation to the revenue and capital budget requirements of the authority which will need to be addressed as part of the 2010/11 budget setting process.

(b) confirms the responsibilities of the Workplace Transformation Programme Board as being those outlined in Appendix 2 of the report presented and notes that the remaining responsibilities of the Corporate Asset Board will in future be coordinated by the Corporate Programme Office working with Corporate Finance and the Service Director – Major Projects.

(c) approves the following design requirements for the refurbished County Hall Campus:-

i. That it be based on the same office design principles as Bourne Hill – namely one of maximum flexibility within an open planned working environment and an average desk to staff ratio of 2 : 3

ii. That the council chamber should not be refurbished, but should have its audio and visual equipment upgraded and ventilation improved.

iii. That the committee rooms should only be refurbished where this is necessary to increase their suitability for wider meeting space use

iv. That a revised café style customer and staff restaurant / canteen facility should be incorporated on the ground floor and be directly linked to a revised Customer Access facility.

v. That the refurbishment of County Hall should include the re-provision of the Trowbridge Library and reference library, subject to member approval of the final designs for this.

vi. That the Conference and Development Centre will not necessarily form part of the refurbished County Hall campus and re-provision of this facility will be dependant on the future needs of the service.

vii. **That the refurbishment should be undertaken in such a way as to maximise the opportunity for partner collocation and minimise the environmental impact of the building.**

(d) approves that the outline process outlined in Appendix 3 of the report presented should apply to all asset disposals made by the authority.

(e) gives further consideration on whether as part of the asset disposal process, Cabinet would wish to delegate the required member approval for assets of up to £500,000 to the Cabinet Member for Property or if all disposals should require Cabinet approval subject to in both cases, compliance with relevant Council policies and Financial Regulations

(f) notes the work that the programme is undertaking in relation to the development of 'campus' style provision and confirm that this should continue, noting that a future paper will be prepared for cabinet regarding the potential costs and savings from such an approach.

(g) confirms that, in line with national best practice in asset management, all council estate should be managed as a corporate resource via the Strategic Property Services Team.

(h) notes the role of the programme in relation to the reduction of the councils Carbon footprint linked to office accommodation and business travel.

Reasons for Decision

For the detailed reasons included in the report presented which are also available on request from Democratic Services.

63. Homes and Communities Agency Grant Funding To Deliver Additional Affordable Housing

Cllr Brady was delighted to report that further to the bid approved by Cabinet on 15 July and certain changes agreed by him to ensure the bid remained competitive, the Council was successful in its bid and was able to secure £3.2m grant funding. This was a marvellous achievement as this Council was one of only 6 local authorities which were successful having achieved over a third of the allocation for the south west.

Cllr Brady presented a report which updated Cabinet on the successful bid and actions required to deliver the allocations. The report also sought Cabinet approval to make a further bid in the second bid round where there was £73m available funding. A scheme was put forward for Cabinet's consideration, details of which were presented.

Resolved:

That Cabinet:

(a) notes the bid submitted in July with the approval of the Cabinet Member for Economic Development, Planning and Housing;

(b) notes the allocation made by the Homes and Communities Agency and approves the funding conditions;

(c) gives authority to the Cabinet Member for Economic Development, Planning and Housing to complete the grant Agreement in respect of the existing allocations;

(d) gives authority for a Building Contract to be progressed in respect of allocated site Southview 1 in accordance with legal and procurement requirements and

(e) approves the submission of a further bid to deliver 17 new affordable homes in Trowbridge in line with the Bid guidance, giving Officers the discretion to continue improving the bid, provided that any amendments are approved by the Cabinet Member for Economic Development, Planning and Housing before submission takes place. Officers will report back to the Cabinet following bid submission of any amendments made.

Reasons for Decision

1. At the July Cabinet, Members approved submission of a bid to the Homes and Communities Agency, with final discretion delegated to thee Housing Portfolio Holder to agree the final bid, provided that the results of these amendments were reported back to Cabinet, together with the result of any allocations made.
2. The allocated sites cannot be progressed until funding conditions have been accepted, a grant agreement completed and the first of the building contracts entered into.
3. The provision of new affordable housing is a very high priority for the Wiltshire Assembly and this is reflected in the Local Area Agreement target to deliver at least 590 new affordable homes per year by 2011.
4. The recession is having a severe impact on the progress of existing open market residential sites to final development and therefore the residential housing market is becoming increasingly reliant on public sector interventions to ensure that houses are built and to kick start residential developments enabling the open market housing to follow on.
5. The funding provides a unique opportunity to deliver additional affordable housing in Wiltshire without a cost to the council tax payer
6. The bid, if successful, will bring in additional Government funding into Wiltshire, this will be an important injection into the local economy.

64. Review of Senior Management Structure

This item was originally recommended to be taken under Part II of the agenda (closed session). However, the Leader reported that in the interest of transparent decision making and having consulted those affected, she would be taking the item under Part I (open session). The report was then made available to those present at the meeting.

The Chief Executive presented a report which sought approval in principle on proposed changes to the senior management structure of the Council. Details of the current and proposed structures were presented.

The Implementation Executive had previously approved an organisational structure to see the Council through the transition stage to 1C4W. A review was now required as envisaged in the original 1C4W bid to reflect the changing demands of service transformation, lessons learnt from operating the new Council particularly to actively progress matters through Area Boards, new opportunities for joint working with other public sector partners and to address budgetary pressures in 2010/11 and beyond.

The changes proposed had been aligned around the four themes of the emerging Corporate Plan namely 'My Council', 'My Community', 'My Family' and 'My Place'.

The report proposed the following changes:

- To amalgamate the Transport, Environment and Leisure and Economic Development, Planning and Housing departments and establish a new directorate of 'Place'
- To transfer the leisure function (currently in TEL) to the Department of Community Services to be managed alongside libraries, culture and heritage services – this then aligns operational management of this group of services with the responsibilities of the cabinet member for leisure, sport and culture
- Property to transfer to the Department of Resources as part of the delivery of the workplace transformation programme with HR and ICT
- Public Protection services (currently in EDPH) will transfer to the Department of Community Services and will merge with Community Safety services (in DCS) - to explore closer working with Wiltshire NHS covering the wider public health functions
- Emergency Planning services (currently in TEL) to transfer to the Joint Director of Public Health, creating potential to work more closely with the Wiltshire NHS Emergency Planning team
- Research and Intelligence to also transfer to the Joint Director of Public Health, building on the Joint Strategic Needs Assessment and creating the possibility of a single integrated research and intelligence service for the council and NHS and eventually the police and other partners
- To merge the remaining functions of the former Economic Development, Planning and Housing directorate and Transport, Environment and Leisure into a new Directorate of Place. This new department will bring together the mutually supporting functions of economic development, land use planning,

housing and transportation into a single directorate, together with the front line technical services focused on 'place' – highways, street cleansing, amenity etc. This means that the two current corporate directors of EDPH and TEL will be displaced, however the new corporate director role that has been created will need to be filled

- To create three area based teams to mirror the three community area locality groups (north, central and south Wiltshire) led by an Area Highways and Street Scene Manager. This manager would be responsible for delivery of the majority of local highways and street management services that are of interest to area boards and will therefore provide a much more improved, joined up response to the issues being raised by local communities

Resolved:

(a) That Cabinet approves in principle the proposed senior management structure of the Council as detailed in Appendix 3 of the report presented subject to consultation with staff and trade unions.
(b) That Cabinet invites views about the alignment of services for further consideration at its next meeting on 24 November 2009.

Reason for Decision

To seek approval in principle on proposed changes to the senior management structure of the Council to enable consultation with staff and Trade Unions.

65. Urgent Items

There was no urgent business

66. Exclusion of the Press and Public

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in the paragraphs cited in each case of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighed the public interest in disclosing the information to the public

67. Homes and Communities Agency Grant Funding To Deliver Additional Affordable Housing – Part II

(Exempt paragraph 3)

Cabinet received appendices which contained exempt information as referred to in the report considered earlier in the meeting (minute no. 63 above refers)

Resolved:

That the appendices be noted.

68. Development of the ICT Transformation Programme

(Exempt paragraphs 3 & 5)

Cllr Noeken presented a confidential report concerning the development of the ICT Transformation Programme.

Resolved:

(a) That the proposals as detailed in the report be approved.

(b) That a further report on this matter be brought to Cabinet once the initial work outlined in the report presented had been completed.

(Duration of meeting: (10.30am – 12.45pm)

Please note that matters defined as 'Key' decisions and included in the Forward Plan are shown thus 🔑.

The officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or email yamina.rhouati@wiltshire.gov.uk.
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These decisions were published on 23 October 2009 and will come into force on 2 November 2009