



## **IMPLEMENTATION EXECUTIVE**

### **Minutes of the Meeting Held on 26 February 2009**

#### **In Attendance**

##### Wiltshire County Council

Mrs Jane Scott – Leader – in the Chair  
Mr John Thomson – Deputy Leader  
Mr Mark Baker  
Mrs NS Bryant  
Miss Fleur de Rhé Philipe  
Mrs Mary Douglas  
Mr John Noeken  
Mr Toby Sturgis  
Mrs Bridget Wayman

##### Kennet District Council

Mr Lionel Grundy – Leader  
Mr Philip Brown – Deputy Leader

##### North Wiltshire District Council

Mr Dick Tonge – Leader  
Mrs Allison Bucknell – Deputy Leader

##### West Wiltshire District Council

Mr Tony Phillips – Deputy Leader  
Mr Rod Eaton

##### Salisbury District Council

Mr Steven Fear – Deputy Leader

Also in attendance: Mr M Hewitt, Mr J Osborn

#### **212. Apologies**

Apologies were received from Mr Sample.

### **213. Minutes**

The minutes of the meetings held on 11 and 23 February 2009 were confirmed and signed as a correct record.

### **214. Leader's Announcements**

The Leader suggested that the IE meetings on 11 March and 1 April should be deferred to 16 March and 7 April respectively. This would allow more time for a critical report on Area Boards to be produced for the March meeting and would provide members of the IE with an opportunity to engage with the public across the County on Vesting Day.

The Leader also reported that County Council on 24 February had adopted the current version of the Corporate Plan 2009-10 and suggested that the final version incorporating amendments should be signed off by the Leader. The IE supported this.

The Leader also asked the Chief Executive to provide an update on progress with staff appointments to the new authority. The Chief Executive tabled a breakdown of staff allocated to posts or whose position was currently not known. He highlighted that the majority of those staff unknown should be allocated to a post by the end of March. He also clarified reasons for the delay of the appointments which was due to the complicated process in agreeing structures and job descriptions as well as job evaluation questionnaires and negotiations with trade unions. A breakdown of these numbers for each district council would be accessible on the extranet during the following week, and would be circulated to IE members.

In response to a member's comment on staff facing significant uncertainty about their future employment and location, the Leader suggested that Service Directors kept individual staff informed of their position and progress with appointments.

### **215. Members' Interests**

No interests were declared.

### **216. Public Participation**

Margaret Willmot had submitted a set of questions in relation to the cost of the Westbury bypass to the Implementation Executive. This was circulated at the meeting together with the responses.

### **217. School Admissions 2010-11**

The Implementation Executive considered the report of the Corporate Director, Children & Education which had been produced as part of the statutory process for the determination of admission arrangements to maintained schools and which proposed two co-ordinated schemes for school admissions in 2010-11.

**Resolved:**

- a) To approve and determine the proposed scheme for the co-ordination of admission to secondary schools for 2010/11.**
- b) To approve and determine the proposed scheme for the co-ordination of admissions to primary schools for 2010/11.**
- c) To approve and determine the proposed admission arrangements for VC & C secondary schools for 2010/11.**
- d) To approve and determine the proposed admission arrangements for VC & C primary schools for 2010/11.**

**Reason for Proposal**

The Local Authority has a statutory duty to have a determined admission policy for 2010/11 in place on or before 15 April 2009.

**218. Housing**

**a) Housing Policies**

The Implementation Executive considered the report of the Service Director, Housing which proposed the harmonisation of the following policies

- A) Rent Arrears for Council Managed Temporary Accommodation
- B) Rent Deposit Guarantee Scheme
- C) Removals and Storage

from 1 April 2009 as part of the transformation of the housing service.

**Resolved:**

**To approve the three policies in relation to the Rent Arrears for Council Managed Temporary Accommodation (at Appendix A of the report), the Rent Deposit Guarantee Scheme (at Appendix B of the report) as well as Removals and Storage (at Appendix C of the report).**

**Reason for Proposal**

Harmonisation of essential policies are essential for 1 April 2009.

**b) Choice Based Lettings (Homes 4 Wiltshire)**

The Implementation Executive considered the report of the Service Director, Housing which proposed adopting the Homes 4 Wiltshire policy for operation in the new Council. The policy had been developed by members of the four district councils in consultation with all partner landlords and local agencies.

The Deputy Leader introduced the report and highlighted that the service would be accessible by telephone or online in libraries, mobile libraries and office hubs. Vulnerable people would receive appropriate support if needed.

In response to a member's question, the Service Director, Housing reported that properties would no longer be advertised in the local media but via the above channels and a newsletter which would be sent to residents. He also recognised the need to communicate information about these changes to members, officers and residents and stakeholders.

**Resolved:**

**To adopt the Homes 4 Wiltshire scheme and policy for operation in the new Wiltshire Council.**

**Reason for Proposal**

The implementation of the Choice Based Lettings (Homes 4 Wiltshire) policy would result in properties being allocated in a fair, legal and transparent way.

**219. Parishing of Salisbury**

The Implementation Executive considered the report of the Solicitor to the County Council which set out the formal order to create the parish of Salisbury from 1 April 2009. The order reflected the consultation period which had been undertaken and continuing discussions with the DCLG.

The Solicitor to the Council tabled a revised set of recommendations and stressed that the Charter Trustees would continue to oversee the further development in the creation of the parish of Salisbury.

The Leader of the Implementation Executive and the Deputy Leader of Salisbury District Council welcomed the creation of the parish of the City Salisbury and the new City Council.

**Resolved:**

**a) To make the Wiltshire (Parish of Salisbury) Establishment and Electoral Arrangements Order 2009 in terms recommended with immediate effect.**

**b) To welcome the creation of the parish of the City Salisbury and to wish the new City Council success in the future.**

**c) To appoint a sub-committee of the Implementation Executive comprising Mr Sample, Mr Fear and Mrs Douglas whose electoral divisions are wholly or part within the boundaries of the new parish of the City Salisbury, and that this sub-committee, in consultation with the former Charter Trustees and with other County Councillors whose electoral divisions are wholly or part within the boundaries of the new parish of the City Salisbury, make recommendations to the Implementation Executive on matters relating to the establishment of the parish of the City Salisbury, including detailed arrangements for the transfer of property and assets.**

**d) To request that the recommendations of the sub-committee be reported to the next meeting of the Implementation Executive and to agree detailed arrangements of the transfer of property and assets.**

**e) To delegate authority to the Chief Executive of Wiltshire County Council to exercise the functions of the Implementation Executive with regard to matters relating to the parish of City Salisbury subject to the provisions of the County Council's Scheme of Delegation to officers.**

**f) To delegate authority to the Solicitor to the County Council to make minor and consequential amendments to the Order and explanatory notes as may be necessary without further reference to the Implementation Executive.**

### **Reason for Proposal**

To approve the Order for the creation of the Parish of Salisbury in line with the 'One Council for Wiltshire' proposal, subsequent Implementation Executive decisions and public consultation.

### **220. Role and Support for Councillors in the Pre-Election Period**

The Implementation Executive considered the report of the Head of Democratic Services which clarified the role, the level of support to be provided and the procedure of dealing with constituency issues for continuing county councillors and retiring district councillors with substantive roles in the pre-election period.

In response to a member's question, the Leader reported that flood working groups in the North and the South of the County would continue their work and suggested that officers should communicate information to members serving on those groups on dates of their first meetings in the new Council and to explain the future procedure of their operation.

In response to a question on ICT equipment for district council members, the Monitoring Officer advised that any personal data relating to third parties would have to be deleted or destroyed as at 31 March.

The Service Director, Policy, Research & Communications tabled a document setting out the envisaged communications activities in communicating the information. The IE supported the document.

### **Resolved:**

**a) To agree to send the contents of this report to all existing councillors of the five councils and to all parish and town councils.**

**b) To issue a press release to inform Wiltshire residents of the role and support for councillors in the pre-election period.**

### **Reason for Proposal**

To clarify a number of areas of potential confusion regarding the role of councillors and the support for them in the period from 1 April to 4 June, i.e. the pre-election period.

## **221. Member Induction 2009**

The Implementation Executive considered the report of the Head of Democratic Services which presented members with a proposed draft programme of induction activities to be delivered to new unitary councillors in June 2009.

Mr Baker and Mrs Bucknell, two of the IE lead members for Human Resources, introduced the report and highlighted that a member development group should continue to operate in the new Council and that information on the induction programme would be communicated to candidates early via agents and the Council's nomination packs.

Members commented on a number of issues in relation to the draft induction programme which will be incorporated in the revised document.

### **Resolved:**

**To welcome and endorse the programme and to distribute the contents to all candidates standing for election.**

### **Reason for Proposal**

Member development should be primarily member-led. As such, it is important that members are in full support of the induction programme and that it is in keeping with the way in which members wish to shape their development in the new authority.

## **222. Local Development Scheme Effective Date**

The Implementation Executive considered the report of the Service Director, Economy & Enterprise which sought confirmation of the date on which the Local Development Scheme had retrospective effect from 21 January 2009, in accordance with the notification from the Secretary of State dated 21 January 2009.

### **Resolved:**

**To agree that the Wiltshire Local Development Scheme has effect from 21 January 2009.**

### **Reason for Proposal**

The Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) require the local planning authority, to determine the effective date of the scheme. This responsibility falls to the Implementation Executive under the Wiltshire (Structural Change) Order and Transitional Regulations.

## **223. West Wiltshire Leisure and Recreation Development Plan**

The Implementation Executive considered the report of the Service Director, Economy & Enterprise which had been requested from West Wiltshire District Council for the Implementation Executive formally to adopt the Leisure and

Recreation Development Plan Document (DPD) in order to remedy the deficiencies in leisure and recreation planning policies in the current District Local Plan.

**Resolved:**

**To adopt the West Wiltshire District Council Leisure and Recreation Development Plan Document as spatial planning policy for the West Wiltshire District area.**

**Reason for Proposal**

West Wiltshire District Council has prepared a Leisure and Recreation DPD, which has passed through all its statutory stages. The District Council has resolved to adopt the document but it is necessary for it to be endorsed by the Implementation Executive before it can become planning policy for the District.

**224. Towards One Council Progress Report**

The Implementation Executive considered the report of the Service Director, Policy, Research & Communications which outlined the main activity that had occurred since the last progress report on 28 January 2009.

The Service Director, Policy, Research & Communications tabled an updated schedule of dates for road shows.

**Resolved:**

**To note the report.**

**225. Outline Work Programme**

The Implementation Executive received the Outline Work Programme of future business.

**The meeting closed at 5.20pm.**