

SUMMONS

Council Meeting (Budget & Council Tax Setting)
Date: 28 February 2012
Time: 10.30 am
Place: Civic Centre, Trowbridge, BA14 8AH

**PLEASE SIGN THE ATTENDANCE
BOOK BEFORE ENTERING THE
COUNCIL CHAMBER**

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email yamina.rhouati@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This summons and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

PART I

Items to be considered while the meeting is open to the public

1. **Apologies**

2. **Minutes of Previous Meeting**

To approve as correct records and sign the minutes of the following meetings of Council:

(a) **Last Ordinary Meeting of Council - 8 November 2011** (*Pages 1 - 76*)

(b) **Extraordinary Meeting of Council - 7 February 2012** (*Pages 77 - 112*)

3. **Declarations of Interest**

To declare any personal or prejudicial interests or dispensations granted by the Standards Committee.

4. **Announcements by the Chairman**

5. **Petitions Update** (*Pages 113 - 116*)

Report by the Head of Democratic Services.

6. **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director no later than 5pm Tuesday 21 February 2012 Please contact the officer named on the first page of this Summons for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

BUDGET 2012/13

Financial Plan 2012/13

An updated copy of the Financial Plan will be issued to Councillors before the meeting and available to members of the public from Democratic Services (contact details above). Once available, it can also be accessed here [Financial Plan](#)

7. **Wiltshire Council's Business and Financial Plan Update 2012/13**

To consider the Leader's motion on the Business and Financial Plan Update and the Budget and council tax levels for 2012/13 following the recommendations of Cabinet from its meeting on 15 February 2012.

The following documents are attached:

- (a) **Report previously considered by the Joint Overview and Scrutiny Select Committee on 9 February and Cabinet on 15 February 2012.**
(Pages 117 - 150)
- (b) **The report of the Joint Overview and Scrutiny Select Committee.**
(Pages 151 - 154)
- (c) **The relevant extract of the minutes of Cabinet.** *(Pages 155 - 156)*

Council is also asked to consider the following documents:

- (d) **Proposed Council Tax Resolution** *(Pages 157 - 172)*

- (e) **Treasury Management Strategy 2012/13** (*Pages 173 - 194*)
- (f) **Treasury Management Strategy 2011/12 - Revision January 2012**
(*Pages 195 - 212*)

OTHER ITEMS OF BUSINESS

8. **Pay Policy Statement and Publication of Senior Staff Pay** (*Pages 213 - 230*)

Report by the Service Director, Human Resources and Organisational Development. The recommendations of the Staffing Policy Committee on the Statement from its meeting held on 22 February 2012 will follow.

9. **Changes to the Constitution**

Reports by the Monitoring Officer on the following items:

- (a) **Part 4 - Councillors' Questions and Motions on Notice Review** (*Pages 231 - 246*)
- (b) **Part 11 - Procurement and Contract Rules (Contract Regulations)**
(*Pages 247 - 276*)

10. **Membership of Committees**

To determine any requests from Group Leaders for changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

11. **Dates of Meetings 2012**

Recommended:

To approve the following dates of meetings of Council for the remainder of 2012:

- 15 May (Annual meeting)
- 26 June (Extraordinary meeting – Wiltshire Core Strategy)
- 10 July
- 13 November

COUNCILLORS' MOTIONS AND QUESTIONS

12. **Notices of Motion**

None received for this meeting.

13. **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director not later than 5pm Tuesday 21 February 2012. Questions

may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

CABINET AND COMMITTEES

14. **Minutes of Cabinet and Committees**

- (a) The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book enclosed separately.
- (b) The Leader, Cabinet members and Chairmen of Committees will be given a brief opportunity to make any important announcements.
- (c) Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.
- (d) Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.

EXTERNAL ORGANISATIONS

To receive reports from external organisations.

Please note that under the Constitution, Councillors wishing to ask a question in relation to the reports of the Wiltshire Police Authority and the Wiltshire and Swindon Fire Authority are required to give written notice to the officer named on the front of this agenda (acting on behalf of the Corporate Director no later than five clear days before the Council meeting – 20 February 2012).

The documents referred to in the following items 15 (a) and (b) and 16, were previously circulated to Councillors to provide an opportunity to submit any questions within the above mentioned timescale. The documents are also circulated with this agenda for ease of reference.

15. **Wiltshire Police Authority**

To receive and note:

- (a) **the minutes of the Wiltshire Police Authority meeting held on 3 November 2011, 8 December 2011** (*Pages 277 - 290*)
- (b) **the report of the Wiltshire Police Authority** (*Pages 291 - 292*)

16. **Wiltshire and Swindon Fire Authority** (*Pages 293 - 296*)

To receive and note the minutes of the Wiltshire and Swindon Fire Authority meeting held on 15 December 2011.

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

None

Corporate Director
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

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COUNCIL

DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 8 NOVEMBER 2011 AT SALISBURY CITY HALL.

Present:

Cllr Desna Allen, Cllr Richard Beattie, Cllr Chuck Berry, Cllr John Brady, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Nigel Carter, Cllr Chris Caswill, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Christopher Cochrane, Cllr Peter Colmer, Cllr Linda Conley, Cllr Mark Connolly, Cllr Christine Crisp (Vice-Chair), Cllr Michael Cuthbert-Murray, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Mary Douglas, Cllr Peggy Dow, Cllr Peter Doyle, Cllr Nick Fogg, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Lionel Grundy OBE, Cllr Brigadier Robert Hall (Chairman), Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Malcolm Hewson, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Chris Humphries, Cllr Keith Humphries, Cllr Peter Hutton, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Alan Macrae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Francis Morland, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Jeffrey Ody, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr Leo Randall, Cllr Fleur de Rhe-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Judy Rooke, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Carole Soden, Cllr Toby Sturgis, Cllr Julie Swabey, Cllr John Thomson, Cllr Dick Tonge, Cllr Anthony Trotman, Cllr Bridget Wayman, Cllr Ian West, Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Roy While, Cllr Christopher Williams and Cllr Graham Wright

134. **Apologies**

Apologies for absence were received from Councillors Jane Burton, Rod Eaton, Steve Petty, Mark Griffiths, Tom James, Bill Douglas, Peter Davis, Paul Darby, William Roberts, Paul Sample.

135. **Minutes of Previous Meeting**

The minutes of the Meeting held on 12 July 2011 were presented.

Resolved:

That the minutes of the last Council meeting held on 12 July 2011 be approved as a correct record and signed by the Chairman, subject to one minor amendment at minute no. 119, which is to include the name of Cllr Julie Swabey in the list of those who tendered an apology.

136. **Declarations of Interest**

Cllr Jonathan Seed declared a personal interest in Item no.17 – Parliamentary Boundary Review [Minute no.150], as he was a parliamentary agent.

137. **Announcements by the Chairman**

Charter Status for Councillor Development

The Chairman expressed his delight that Wiltshire Council had been awarded Charter Status for Councillor Development. The award recognised that the Council has achieved best practice in the way it provided learning and development opportunities for its councillors and was independently evaluated by South West Councils on behalf of the region. The accreditation lasts for three years.

On behalf of Council, the Chairman congratulated and thanked the five members of the Councillor Development group - Cllrs Allison Bucknell, Tony Deane, Rosemary Brown, Nigel Carter and Russell Hawker for their contributions. He also extended his congratulations to the officers working on Councillor Development – Marie Todd, Lynda Williams, Marie Gondlach and Rita Sanders. Councillors were reminded that the achievement would not be possible without those councillors who participated in the development programme and who recognised the importance of life-long learning.

Bryony Houlden, Chief Executive of South West Councils, formally presented the award to Cllr Allison Bucknell, representing the Council as Chairman of the Councillor Development Group.

Royal Wootton Bassett

The Chairman reported that he had been privileged to be a guest at the ceremony held in Wootton Bassett the previous month to mark the presentation of Letters Patent to the Town. Wootton Bassett was only the third Town in the Country to receive this prestigious award.

Her Royal Highness the Princess Royal made the presentation on behalf of Her Majesty the Queen and over 10,000 people were in the High Street to witness this historic event. The ceremony was also attended by the Prime Minister,

David Cameron, the new Secretary of State for Defence, Phil Hammond, and General Sir Peter Wall, Chief of the General Staff and professional Head of the Army. Royal British Legion and regimental standards were also displayed.

The Chairman gave a brief overview of the events that took place to mark such a historic day. On behalf of all Councillors the Chairman stated his belief that Royal Wootton Bassett richly deserved the recognition and admiration of the county and the nation.

In recognition of the award of Letters Patent, the Chairman proposed that the name of Wootton Bassett and Cricklade Area Board be changed to Royal Wootton Bassett and Cricklade Area Board and this was agreed by Council.

Royal opening of Wellington Academy, Tidworth

Councillors were updated on the opening of the Wellington Academy in Tidworth where His Royal Highness the Duke of York was in attendance in recognition of a royal link between Wellington College, the academy's sponsor, and the royal family stretching back to 1851.

His Royal Highness viewed the Sixth Form Centre, visited the art and food & nutrition departments, the sports hall and watched a short dance performance and musical solo in the theatre, engaging with students throughout. He concluded his visit by unveiling a commemorative plaque in the reception area where the whole school were assembled. He then presented 'the Duke of York award for outstanding achievement' to year 12 student, Claire Stevens.

Olympic Torch Relay Route

Councillors were reminded that the Olympic Torch would be visiting Wiltshire next May and July in the lead up to the London Olympic Games. Sixteen Wiltshire towns and villages would be visited and the County would also host a lunchtime stop at Clarendon College in Trowbridge and an evening event at Hudson's Field in Salisbury.

Wiltshire residents, nominated for making a difference in their communities, would be the torch bearers carrying the flame. The Chairman welcomed the major, once in a lifetime opportunity to showcase what makes Wiltshire so special and unique to the worldwide media who would be covering the great event.

The Olympic Torch would visit Southwick, Trowbridge, Bradford-on-Avon, Chippenham, Calne, Marlborough, Wootton Bassett, Ludgershall, Tidworth, Amesbury, The Winterbournes, Salisbury, Wilton, Barford St Martin, Fovant and Ludwell.

'Jerusalem'

Councillors were made aware of the great transatlantic success of a play based on the story of a Wiltshire man. The play 'Jerusalem' written by Jez Butterworth was originally performed at the Apollo theatre on Shaftesbury Avenue in London and stars Mark Rylance as Rooster Bryon. The character is based upon a Wiltshire man called 'Mickey Lay' who lived on the edge of Pewsey in a caravan. The meeting was told the news that Councillor Jerry Kunkler had made his stage appearance in a showing of the play in New York during a woodland scene and had also 'coached' some of the actors in the art of speaking 'Wiltshire'.

The late John Irving

Cllr Jeff Osborn drew Council's attention to the recent and sad passing of former Wiltshire County Councillor, Mr John Irving who served local government and particularly the West Wiltshire area with distinction.

Tributes were made by a number of Councillors including the Leader of the Council, and councillors Ricky Rogers, Julian Johnson, Jeff Osborn and Christopher Newbury. Tributes focused on his gentle and thoughtful nature outside of politics and skills and eloquence in the political area, and also his advocacy and support for Trowbridge's Moroccan community.

There followed a minute's silence, as a mark of respect.

138. **Petitions Update**

The Chairman reported that nine petitions excluding those on regulatory matters, had been received since the last Council meeting, details of which were presented. The Chairman referred Council to three further petitions which had been received since publication of the agenda as follows:

- Street parking – Bower Gardens, Shady Bower, Salisbury - request for Double yellow Lines
- Objection to land North East of Roundway Park being approved for Development
- Objection to removal of disabled parking bays - Guildhall and Market Place Salisbury

Mrs Helen Farmer addressed Council on the petition concerning removal of disabled parking bays. She considered that removal of the bays would indirectly discriminate those who whilst having mobility issues did not have or wanted a blue badge which would make parking easier.

Cllr Richard Clewer, Chairman of Salisbury Area Board explained that a working group was looking at this particular issue at its meeting on 16 November 2011. Its findings would be reported to the Area Board for further consideration with a view to reaching a solution.

Resolved:

That Council notes the petitions received and the actions taken as set out in the report and additional information presented.

139. **Petitions Received**

(a) **Council Tax Payments via Paypoint**

With the Chairman's permission, Cllr Jon Hubbard presented a petition with 105 signatories from his constituents which called upon the Council to enable them to be able to pay their council tax by Pay Point at any shop with this facility. The petition stated that, at present, people were only able to pay at a pay zone point which only existed at the Post Office which they complained involved queues and delays and added journey.

To assist Council in its consideration of the petition, an officer's report was presented which gave helpful background to this issue. The report suggested that a complete review of payment methods be made which would take into account transaction costs, suitability, convenience and efficiencies. Cllr Hubbard welcomed this approach.

Resolved:

(a) **That the petition be received and noted.**

(b) **That the Cabinet member for Resources be requested to undertake a review of all aspects of payment to the Council.**

(b) **Felling of Trees, Salisbury**

With the Chairman's permission, Mrs Laura Bell presented a petition with a reported 11,485 signatories objecting to the felling of trees in Salisbury Market Place. Mrs Gruzelier member of West Dean Parish Council also voiced her support for the petition.

It was noted that the petition had previously been considered by Salisbury Area Board at its meeting on 15 September 2011 and again at an extraordinary meeting of the Area Board on 10 October 2011. The Area Board agreed to oversee the delivery of improving the Market Place while

the Salisbury Vision would focus on larger projects. The Area Board established a community working group comprising interested parties which would examine all the issues and help draw up proposals for the future of the Market Place.

Cllr Clewer, Chairman of Salisbury Area Board updated Council and explained that the Area Board was taking the views of petitioners very seriously and would be considering the matter further at its next meeting.

Resolved:

Given that this matter was being adequately dealt with by Salisbury Area Board, the petition be received and noted and the action being taken by the Area Board also be noted.

140. **Public Participation**

The Chairman acknowledged requests for public participation which would be dealt with under the respective items.

141. **Notices of Motion**

(a) **Notice of Motion No. 21 - Community Speedwatch**

The Chairman reported receipt of the following notice of motion from Cllrs Peter Colmer and Howard Marshall:

“That Wiltshire Council support the extension of the Community Speed watch criteria that is currently restricted to 30 mph and 40 mph areas to include 20 mph speed limits and zones and will press the police authority to embrace this recommendation”.

A report by the Service Director for Strategic Services was presented to assist Council in its consideration of this motion.

Once moved and seconded, Cllr Peter Colmer was invited to speak to the motion. Cllr Tonge, as Cabinet member for Highways and Transport on being invited to respond to the motion supported it. The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

Resolved:

That notice of motion no. 21 be debated.
Following debate, it was

Resolved:

That motion no. 21 be adopted as submitted as follows:

That Wiltshire Council support the extension of the Community Speed watch criteria that is currently restricted to 30 mph and 40 mph areas to include 20 mph speed limits and zones and will press the police authority to embrace this recommendation.

(b) **Notice of Motion No. 22 - South Wiltshire Core Strategy - Old Sarum Airfield Core Policy 9 (1)**

Public Participation

Mr Ron Champion, Chairman of Laverstock and Ford Parish Council addressed Council on this motion voicing his support for it.

The Chairman reported receipt of the following notice of motion from Cllrs Ian McLennan and Ricky Rogers:

“Members note that the Inspector has removed our amendment from Annex 1, in which we sought to remove the proposed development site at the southern end of the Airfield, in close proximity to Ford. We also note the Inspector’s comment, *“If the Council were to decide that development in this area was acceptable then it would do so under the terms of Core Policy 9”*. We wish to reaffirm our democratic decision that development of the southern site is unacceptable.”

On being moved and seconded, Cllr McLennan spoke on his motion. At the Chairman’s invitation, Cllr Fleur de Rhé-Philipe, Cabinet Member for Economic Development and Strategic Planning responded to the motion. She explained that whilst she understood the sentiment behind the motion, the South Wiltshire Core Strategy had to be considered in its entirety and it would be risky to try and introduce minor amendments to it at this stage.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman. On being put to the vote, it was

Resolved:

That notice of motion no.22 be debated.

A debate ensued on the motion and the South Wiltshire Core Strategy in general during which Cllr McLennan voiced his concerns over the impact the Core Strategy would have on the Laverstock and Ford areas in particular.

Attention was drawn by several Councillors to the length of the process that

led to the South Wiltshire Core Strategy and possibility that the adoption of the motion would place the South Wiltshire Core Strategy in jeopardy, leading to a planning policy vacuum in South Wiltshire.

Cllr McLennan re-iterated his view that a vote in support of the motion would re-affirm the Council's democratic will on the site.

On being put to the vote, the motion was LOST and it was

Resolved:

That notice of motion no. 22 be not adopted.

The above decision was the subject of a recorded vote and recorded as follows:

For the notice of motion (25)

Cllrs Desna Allen, Rosemary Brown, Trevor Carbin, Chris Caswill, Ernie Clark, Peter Colmer, Brian Dalton, Peggy Dow, John Fogg, Malcolm Hewson, Jon Hubbard, George Jeans, David Jenkins, Simon Killane, John Knight, Howard Marshall, Ian McLennan, Steve Oldrieve, Helen Osborn, Jeff Osborn, Mark Packard, Ricky Rogers, Judy Rooke, Ian West and Graham Wright.

Against the notice of motion (49)

Cllrs Richard Beattie, Chuck Berry, John Brady, Liz Bryant, Allison Bucknell, Nigel Carter, Richard Clewer, Linda Conley, Mark Connolly, Christine Crisp, Mike Cuthbert-Murray, Andrew Davis, Fleur de Rhe-Philippe, Tony Deane, Peter Doyle, Peter Fuller, Richard Gamble, Howard Greenman, Mollie Groom, Lionel Grundy, Robert Hall, Russell Hawker, Mike Hewitt, Alan Hill, Charles Howard, Chris Humphries, Keith Humphries, Peter Hutton, Julian Johnson, Jerry Kunkler, Jacqui Lay, Alan Macrae, Laura Mayes, Jemima Milton, Sheila Parker, Graham Payne, Jane Scott, Jonathon Seed, John Smale, Carole Soden, Toby Sturgis, Julie Swabey, John Thomson, Dick Tonge, Bridget Wayman, Fred Westmoreland, Stuart Wheeler, Roy While and Chris Williams.

Abstentions (14)

Cllrs Richard Britton, Christopher Cochrane, Chris Devine, Mary Douglas, Jose Green, Bill Moss, Francis Morland, Christopher Newbury, John Noeken, Jeff Ody, Nina Philips, Leo Randall, Pip Ridout, and Tony Trotman.

(c) **Notice of Motion No. 23 - South Wiltshire Core Strategy - Old Sarum**

Airfield - Core Policy 9 (2)

Public Participation

Mr Ron Champion, Chairman of Laverstock and Ford Parish Council addressed Council on this motion expressing the views of the Parish Council.

The Chairman reported receipt of the following notice of motion from Cllrs Ian McLennan and Ricky Rogers:

“Members note the suggestion by the Inspector, that the historic WW1 runway could be re-sited in conjunction with other development proposals. However, after 100 years of aviation, we choose to leave the existing runway in place.”

Having been moved and seconded, the Chairman invited Cllr McLennan to speak to his motion.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

Resolved:

That notice of motion no.23 be debated.

Councillors agreed with the view that the airfield given its history, should be protected. The Leader suggested that officers could be requested to explore the possibility of having the airfield listed to ensure its protection rather than trying to do this through the South Wiltshire Core Strategy and this approach was supported by other Councillors.

Cllrs McLennan and Rogers withdrew the motion in light of such a suggestion.

The Leader moved her suggestion as a formal process and having been seconded and put to the vote, it was

Resolved:

- (a) To note withdrawal of motion no. 23.**
- (b) At the Leader’s request and noting Councillors’ concerns, to ask officers as a matter of urgency, to investigate how the Council can seek to protect Sarum Airfield by having it listed.**

(d) **Notice of Motion No. 24 - South Wiltshire Core Strategy - Proposed extension at Hampton Park, Laverstock & Ford Parish**

Public Participation

Mr Ron Champion, Chairman of Laverstock and Ford Parish Council addressed Council on this motion voicing his support for it.

The Chairman reported receipt of the following notice of motion from Cllrs Ian McLennan and Ricky Rogers:

“Members note the Inspectors deletion of Con/45, our requirement to retain a significant strategic gap between Ford and Hampton Park and the setting up of a community forum. We reaffirm the democratic vote of this council to impose Con/45 and restate our intention to establish a significant strategic gap and to set up the local community forum, as stated.”

Having been moved and seconded, Councillor McLennan was invited to speak to his motion. Cllr McLennan maintained it was vitally important to reinstate this section of the South Wiltshire Core Strategy in accordance with the decision made by this Council.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

Resolved:

That notice of motion no.24 be debated.

The Chairman called on Cllr Fleur de Rhé-Philippe, Cabinet Member for Economic Development and Strategic Planning to open the debate before inviting Group Leaders to contribute and thereafter opening the debate to other Councillors.

Cllr de Rhé-Philippe responded to the motion.

On being put to the vote, the motion was LOST and it was therefore

Resolved:

That motion no. 24 be NOT adopted.

(e) **Notice of Motion No. 25 - The Future of Local Planning**

The Chairman reported receipt of the following notice of motion from Cllrs Chris Caswill and Simon Killane:

“Council welcomes implications for Wiltshire residents of the stated objectives of the proposed changes to local planning, as set out in the Localism Bill, the draft National Policy planning Framework (NPPF) and the proposals for neighbourhood planning. In particular Wiltshire will benefit from greater involvement of local communities in shaping the future of their places where they live. However Council has concerns about aspects of the proposals which would affect Wiltshire residents and resolves to express these to government, Wiltshire MPs and relevant legislative bodies.

- 1. As a planning authority, Council asks that the Localism Bill be amended to remove the clause which would make payments offered by prospective developers a material consideration in planning decisions. Clarification is also needed in the Bill and the other proposals that the aim is ‘*sustainable development*’, (to include specifically environmental and social criteria), and not only ‘*sustainable economic growth*’.**
- 2. Council shares the widely expressed concerns about the presumption in favour of development which is currently highlighted in the Localism Bill and the NPPF, and the simplistic assertion that in future the answer to development proposals is ‘yes’. It believes this will not provide the necessary protection to local people and the Wiltshire countryside, and will ask that this is amended in the legislation and regulations to provide a more balanced planning framework, consistent with the aim of giving communities a genuinely enhanced say in planning decisions.**
- 3. Given the timing of Wiltshire planning policy development, Council is particularly concerned that any presumption of development generally being allowed where plans are “*absent, silent, indeterminate or ... out of date*” should not apply immediately on approval of the NPPF, but be phased in over time. A managed transition phase is essential.**
- 4. Whilst Council welcomes the objective of enhanced community involvement through neighbourhood plans, and the flexibility proposed in the draft regulations, the proposals need to be amended to allow some opportunities for communities to reshape or in some circumstances reject proposals for new development, alongside the ‘Community Right to Build’ and ability to decide on details. Without this power, Wiltshire communities will be understandably skeptical about the opportunities for local involvement.**

5. Council is also concerned about the absence of any definition of the ‘qualifying bodies’ who can initiate neighbourhood plans, and about the proposals for ‘Community Right to Build’ orders, which together appear to allow developers and organizations other than Wiltshire residents, town and parish councils opportunities to determine local planning outcomes. Council will respond accordingly to the current consultation on these issues.
6. Looking to the future, and in the interests of transparency, Council takes this opportunity to state its intention that decisions on neighbourhood plans in Wiltshire will be taken in full Council, to give members and the public the maximum opportunity for understanding and engagement.”

Having been moved and seconded, the Chairman invited Cllr Caswill to speak to his motion. He explained that the motion sought to identify a number of issues where the Council needed to give a statement of its position. At the Chairman’s invitation, Cllr Fleur de Rhé-Philippe responded to the motion. She explained that it would be difficult for the Council to commit itself at the moment given much of the localism legislation concerning planning was subject to impending regulations. She also explained that as previously agreed by Council, the Focus Group on the Review of the Constitution would review the constitution in light of the localism legislation.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

Resolved:

That notice of motion no.25 be debated.

The Leader emphasised the need for the Council to have strong and robust strategies in place to protect the County from unwanted development. Following debate, the motion was put to the vote and LOST and it was therefore

Resolved:

That motion no. 25 be NOT adopted

ADJOURNMENT

At this point, the meeting adjourned for lunch at 1.20pm and then reconvened at 2.05pm.

- (f) **Notice of Motion No. 26 - Empty Homes in Wiltshire**

The Chairman reported receipt of the following notice of motion from Cllrs Howard Marshall and Brian Dalton as follows:

1. "That this Council recognises the acute demand for housing in Wiltshire, given the 16,245 persons on the waiting list for social housing, as well as the need for growth and development.
2. Council recognises that of the 16,245 applicants seeking social housing in Wiltshire, 4,022 are currently identified as Gold or Platinum banding applicants, who are in urgent need of housing or re-housing due to threats of violence, urgent medical needs, severe overcrowding, and other similar problems.
3. Council further acknowledges that the cost of providing emergency accommodation can be disproportionate to the cost of providing good-quality social housing. (FOI request has been submitted, more info on costs soon).
4. Council regrets that there are currently in excess of 5,000 empty homes in Wiltshire, of which 1,751 are long term empty homes, and calls on the executive to prioritise the appointment of an empty homes officer. Council recognises the cost of making an empty home habitable is usually significantly less than building a new home from scratch.
5. Council recognises that neighbouring local authorities have had success with Empty Homes Officers, including Bristol City Council, which has brought over 250 long term empty homes back to the market in the last 6 months, compared to Wiltshire's 79 homes brought back to market in the last year.
6. Council therefore calls for the immediate appointment of an Empty Homes Officer, for which funding has already been allocated, to ensure that unused houses are brought back into the market as soon as possible."

Having been moved and seconded, Councillor Marshall was invited to speak to his motion.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

Resolved:

That notice of motion no.26 be debated

At the Chairman's invitation, Cllr John Thomson, Cabinet member for

Adult Care, Communities and Housing responded to the motion during which he proposed an alternative motion as an amendment, details of which were displayed on screen at the meeting. Having considered the amendment, Cllrs Marshall and Dalton, movers of the original motion, agreed to accept the amendment. A discussion then ensued on the motion as amended. Following debate, the amended motion was put to the vote and CARRIED and it was therefore

Resolved:

That motion no.26 be adopted as amended as follows:

- 1. That this Council along with most councils recognises that there is high demand for housing in Wiltshire and that is why this is a priority in the Council's Business Plan and why it maintains a housing register on which there are currently 16,445 applicants of which 9145 are regarded and classified as being in housing need.**
- 2. Council recognises that of the 16,445 applicants seeking social housing in Wiltshire, 4,022 are currently identified as Gold or Platinum banding applicants, the largest banding of which is Gold that includes people with insecurity of tenure (people under notice from current landlord), people of no fixed abode, people with high support needs and people lacking two or more bedrooms.**
- 3. Council acknowledges that the cost of providing emergency accommodation can be disproportionate to the cost of providing good-quality social housing. The Council recognises that it has an excellent record in reducing costs having effectively eliminated the use of Bed and Breakfast for homelessness since May 2009, greatly reduced the use of private sector temporary housing and cut the homelessness hostel accommodation by half over the last two years. This has been achieved through the effective use of other housing options to avoid homelessness including the key tool of the "Wilts let" rental bond scheme that provides for homeless households to access private sector lets that in some cases will bring empty homes back into use.**
- 4. Council acknowledges that there are currently a total of 5,446 empty homes in Wiltshire, which is a reduction from the previous year and equates to around 2.7% of our total stock which is significantly better than the national average of 4.1%. However the Council recognises that the overwhelming majority of these homes are short term empty homes that**

could be empty for as little as a couple of days, and therefore the main focus is on long term empty homes that are empty for 6 months plus. The Council therefore endorses the current approach to empty homes which includes the channelling of funding into the setting up of a lettings agency that will have a very practical and direct impact on the number of long term empty homes and a review of the need for recruitment to the post of Empty Homes Officer.

5. Council recognises that neighbouring local authorities may have had success with Empty Homes Officers, including Bristol City Council but notes that Wiltshire contains the second highest number of homes of any council in the South West, 198,963 (ONS Mar 2009) and this is followed by Bristol with 183,843 (ONS Mar 2009). The Council notes that Wiltshire has fewer long term empty homes than Bristol, 0.85% as compared to Bristol's 1.03% and that past work on empty homes has put Wiltshire in a slightly better position than Bristol.
6. Council therefore welcomes the action being taken to minimise the numbers of empty homes and notes that these compare well with the national and regional averages and performance with other large authorities but asks the Deputy Leader to investigate all options for ensuring that unused houses continue to be brought back into the market as soon as possible, by utilising the funding already allocated including:
 - i. Developing a lettings agency that can bring private sector homes back into use by making them available to homeless people and others from Homes 4 Wiltshire
 - ii. Exploring the financial incentives that can be made available to landlords who are prepared to bring back into use a home that can be committed to a housing applicant for a specified number of years
 - iii. Conducting a review of the priorities for the post of Empty Homes Officer and an appointment will be made by the end of November 2011.

(g) Notice of Motion No. 27 - Rail Franchise

Public Participation

Mr Nick Watts addressed Council on this motion voicing his support for it.

The Chairman reported receipt of the following notice of motion from Cllrs Jon Hubbard and Howard Marshall:

1. "Council notes that discussions are beginning on a new rail franchise affecting Wiltshire, including a future stakeholder consultation on the exact nature of the franchise, and meetings with short-listed franchise bidders in 2012.
2. Council notes the encouragement of Theresa Villiers MP, Minister of State for Transport, that Wiltshire Council "discuss the potential for a Corsham station and a new Oxford-Bristol service with all bidders for the franchise".
3. Council recognises this as a unique opportunity to promote and improve the rail network in and through Wiltshire.
4. Council encourages the creation of a Rail Task Group to consult on the specific demands Wiltshire should make of this new franchise.

Having been moved and seconded, Councillor Hubbard was invited to speak to his motion. Cllr Hubbard explained the background to the principle of his motion. He further explained that since the submission of the above motion, he had had constructive consultation with Cllr Richard Gamble, Portfolio Holder for Public Transport which had resulted in an amended motion being submitted as presented at the meeting.

The Chairman moved that the motion as amended be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

Resolved:

That the revised notice of motion no.27 be debated

A debate ensued during which Cllr Richard Gamble updated Council on the position regarding train services in Wiltshire, details of which it was agreed would be circulated to Councillors. On being put to the vote, the motion as amended was CARRIED and it was therefore

Resolved:

That notice of motion no.27 be adopted as follows:

1. **Council encourages the administration to play a full part in working with all partner organisations to promote the benefits of improved rail services in the county:**
 - **submissions to the rail industry's Initial Industry Plan for 2014-2019**
 - **participation in any consultative exercises for improving passenger and freight services**

2. **Council welcomes the opportunities presented by:**
 - the electrification of the Great Western mainline
 - the re-letting of the Greater Western Franchise
 - the development of a bid to the Government's Local Sustainable Transport Fund to improve Wiltshire's rail offer.
3. **Council recognises the potential for a significantly improved rail offer in Wiltshire. For example:**
 - the Trans Wilts Line
 - an Oxford to Bristol route, giving opportunity for Stations serving Corsham and Royal Wootton Bassett
4. **Council encourages the creation of a Rail Task Group to continue to explore the opportunities of rail transport in the county.**

142. **Councillors' Questions**

The Chairman remarked on the sheer volume of questions received for this meeting which had significantly increased from previous meetings. He questioned if this was a good use of a Council meeting. He reminded Councillors that they could of course arrange to obtain information requested outside of a meeting. The Chairman gave notice that he would be asking the Focus Group on the Review of the Constitution to review this aspect of the Constitution.

The Chairman reported receipt of questions from Councillors Ernie Clark, Nigel Carter, Jeff Osborn, Helen Osborn, Michael Cuthbert-Murray, Brian Dalton, Ian West, Howard Marshall, Jon Hubbard and Trevor Carbin details of which were circulated and attached as an appendix to these minutes together with the responses given.

Questioners agreed to take their questions as read and were given an opportunity to ask a relevant supplementary question to which the relevant Cabinet member responded.

143. **Minutes of Cabinet and Committees**

The Chairman moved that Council receive and note the under mentioned minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman.

Meeting

Date

Cabinet	26 July, 19 August, 13 September, 6 & 18 October 2011
Cabinet Capital Assets Committee	26 July, 14 September 2011
Overview and Scrutiny Organisation and Resources Select Committee	14 July, 15 September 2011
Children's Services Select Committee	22 July, 27 September 2011
Health and Adult Social Care Select Committee	7 July, 6 October 2011
Environment Select Committee	21 July, 6 September 2011
Licensing Committee	7 September 2011
Northern Area Planning Committee	13 July, 3 August, 5 October 2011
Eastern Area Planning Committee	14 July, 4 & 25 August
Southern Area Planning Committee	7 & 28 July, 18 August, 8 & 29 September, 20 October 2011
Western Area Planning Committee	6 July, 17 August, 7 & 28 September, 19 October 2011
Strategic Planning Committee	31 August, 28 September 2011
Standards Committee	20 July, 21 September 2011
Audit Committee	28 September 2011
Officer Appointment Committee	14 July, 31 October, 1 November 2011
Staffing Policy Committee	20 July, 21 September 2011
Wiltshire Pension Fund	22 July, 29 September 2011

The Chairman then invited questions from Councillors on points of information or clarification on the above mentioned minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective committees.

Organisation and Resource Select Committee – 14 July 2011
Minute no. 176 – Benefit Service Inspection

Cllr Ricky Rogers asked whether any progress had been made on ensuring a joined up approach between Revenue, Benefits and Housing in order to deal with concerns which had been raised. Cllr Jeff Osborn explained that there was ongoing work in this area particularly with regards the Council's own housing stock and that implementation of new software would assist. He further added that further detailed work was required in this area which was difficult to undertake given that the scrutiny area was currently short staffed.

Organisation and Resources Select Committee – 15 September 2011
Minute no. 195 – Task Group Update

Cllr Jeff Osborn, Chairman of the above Committee updated Council on the work of the S.106 Task Group. He explained that a print out of outstanding S.106 commitments for each Area Board area was now available and encouraged local members to provide input to validate the list for their respective areas. This had been achieved following a considerable amount of hard work by the Task Group and said the exercise had been a good example of scrutiny work. Cllr Tony Trotman, Chairman of the Task Group explained that a full report on this would be presented to the next meeting of the relevant Scrutiny Select Committee. Cllr Chris Williams, Portfolio Holder for Communities assured Council that he would raise the matter at the meeting of Area Board chairmen.

Licensing Committee – 7 September 2011
Minute no. 20.3 – Protocol for informing local members on Licensing Act applications

Cllr Jonathon Seed, Chairman of the Licensing Committee drew Councillors' attention of the above mentioned protocol.

Southern Area Planning Committee

Cllr Fred Westmoreland informed Council that the meeting scheduled for 10 November 2011 had been cancelled.

Western Area Planning Committee

Cllr Jon Hubbard enquired as to whether an application for a swingers' club had gone through the appropriate planning channels. Cllr Peter Fuller, Chairman of Western Area Planning Committee confirmed that he was not aware of any such application.

144. **Countywide Analysis of the Impact of Car Parking Charges**

Public Participation

Mr Mike Williams, Wessex Association of Chambers of Commerce addressed Council with a copy of his statement having been previously circulated.

Council had previously agreed its Car Parking Strategy as part of the Local Transport Plan. Since then, a number of representations had been received suggesting that new parking charges were having a detrimental impact on the retail sector and therefore the economic viability of town centres.

Cllr Tonge, Cabinet member for Highways and Transport presented the report previously considered by Cabinet at its meeting on 18 October 2011. It was noted that the report had been updated for the purposes of this Council meeting to provide further requested information and updated data.

The report provided information to enable Council to consider a Countywide analysis of the economic, social and environmental impacts of the current car parking charges.

The key conclusions of the report were as follows:

- (i) The findings of wider research were that it is what a town or City had to offer that was the primary factor affecting economic health and not parking charges.
- (ii) Parking ticket sales were already in decline before the introduction of the new parking charges in April 2011. Neighbouring local authorities were also reporting a decline in car park usage and/or an income shortfall.
- (iii) A large number of local authorities had either brought in increased parking charges or were considering such a move. A few had reduced their charges with limited and mixed results.
- (iv) National economic evidence showed that Britain was currently suffering from a period of slow growth, low consumer confidence and squeezed household disposable incomes. The rise of out-of-town shopping centres, large chain stores, supermarkets and the internet had also significantly impacted on the UK's high street.
- (v) There were signs that some of Wiltshire's towns were bucking the national trend.
- (vi) Parking charges provided essential Council income to support other services such as local buses and, as a demand management measure, could help the Council and its partners meet CO₂ and air quality targets.

Overall, it was considered that if parking charges were broadly appropriate, then the main factors affecting market towns were:

- wider economic factors (e.g. consumer confidence);
- societal trends (e.g. supermarket and internet shopping); and
- the actual offer a town makes.

The first of these factors was largely international in its origin and scope. The second was largely national. The third was local and is being addressed by the Council in the county's largest towns through the Vision programmes.

The Environment Select Committee had considered the report at its meeting on 1 November 2011 and resolved as follows:

- 1) to thank the Cabinet member for the opportunity to contribute to the Car Parking review;
- 2) to recognise the current economic climate and the challenges it presents the Wiltshire public and its business sector and
- 3) to recognise that due to the legislative process any immediate policy changes on car parking pricing will impact on the 2012/2013 budget; and in response to ask the Cabinet member to inform Council on the service implications of the current (2011/12) shortfall on the Car Parking budget.

Questions provided in advance from Cllr David Jenkins were circulated together with responses from Cllr Tonge.

Cllr Tonge moved a number of proposals which were duly seconded, details of which were displayed at the meeting. A debate ensued during which the following points were made:

- Increase in parking charges had a direct bearing on the viability of traders and therefore town centres
- Parking charges should be reduced given the current economic climate and to show support for struggling retailers
- Parking charges were damaging high streets
- People had changed their shopping habits as a result of increased parking charges
- Impact of increased charges had resulted in empty parking spaces impacting on the Council's revenue position
- Should encourage public to use the County's towns rather than shopping outside the County
- There was increased usage of some non-charging car parks
- Some towns had been affected disproportionately
- Increased bus usage and therefore improvement in air quality
- Footfall in central Salisbury had increased despite increase in car parking charges
- Impact on trade was largely as a result of the economic climate
- Reductions in car parking usage was attributable to increased costs of running a car, eg fuel prices and general increase in cost of living resulting in people shopping more carefully
- Car parks should be renamed to better represent their location

Exception was taken to a section of the report presented which could give the impression that it advocated it was cheaper to buy online. Cllr Tonge explained that reference to 'secure best prices' when referring to internet shopping referred to the ability to shop around and identify where best prices could be secured.

The following amendment was moved by Cllr Desna Allen and seconded by Cllr Howard Marshall:

'That the Band 3 Market Towns have the first half hour free of charge'.

Cllr Tonge responded that he wanted to encourage the public to spend time in towns rather than going into them for very short trips. The Leader also voiced caution over such an amendment and sought clarification on how such a proposal would be funded.

On being put to the vote, the amendment was LOST.

Following debate, the original motion with a further slight amendment was put to the vote and CARRIED and it was therefore

Resolved:

- a) **That there are no increases to on and off street parking charges until 2014 at the earliest.**
- b) **That the one hour charge in Salisbury be reduced by 10p except in the Market Place. That the one hour charge in Chippenham and Trowbridge be reduced by 10p.**
- c) **That the prices of standard season tickets and off street residents' permits be reduced in the order of 20% and that a marketing plan is implemented to promote sales. That the details of the prices are agreed by the Cabinet Member for Highways and Transport by way of the delegated decision following consultation with the appropriate Corporate Director. That liftshare is marketed to encourage less car usage.**
- d) **That no changes are made to the Salisbury Sunday charge and that officers investigate further with the ticket machine supplier to establish if there is a way to change bank holiday charges in a cost effective way.**
- e) **That in response to the other proposals made by the Salisbury Trade Associations no further changes are made to car parking prices in Salisbury and that officers work closely with the City to market Salisbury, particularly Park and Ride.**

- f) **That the previously approved Car Parking Strategy as included in the LTP 2011-26 adopted by Council on 22 February 2011 be amended to reflect the above changes together with other changes that have been made by Cabinet and Council since it was approved.**

145. **Capital Programme**

Cllr John Brady, Cabinet member for Finance, Performance and Risk presented Cabinet's recommendation dated 18 October 2011 to approve changes to the previously approved Capital Programme. The report previously considered by Cabinet was presented as background information.

Resolved:

That Council approves changes to the 2011/12 Capital Programme as follows:

- (a) **Approval of an additional £8.295m to the Transformation Programme;**
- (b) **Cabinet Capital Assets Committee's (CCAC) decision to redevelop Middlefields/Hungerdown lane site for a new care home and extra care housing: The capital receipt that was factored into the capital programme be recouped from the sale of a section of the Middlefields/Hungerdown site, Seymour House, Chippenham and the sale of the Paddocks, Trowbridge and Coombe End Court, Marlborough sites as agreed by CCAC at its meeting on 14 September 2011 and**
- (c) **Approve the provision of up to £0.375 million of capital funding in respect of the Wiltshire Incubation Environment Network.**

146. **Annual Report on Treasury Management 2010-11**

Cllr John Brady, Cabinet member for Finance, Performance and Risk presented the Annual Report on Treasury Management for the period 2010/11 for Council's consideration and approval.

Cllr Brady confirmed that following the successful outcome of the test case in the Supreme Court, it was hopeful that the Council would retrieve approximately 98% of its original investment. Cllr Brady undertook to provide information on the Icelandic banking judgement to include information on exactly how much would be returned, the timescale for it being returned and the work undertaken to secure it.

Resolved:

That Council notes:

- a) **the actual cash position at the end of 2010/11 against the original forecast for the year;**
- b) **Prls, Trls and other treasury management strategies set for 2010/11 against actual positions resulting from actions within the year as detailed in Appendix A of the report presented; and**
- c) **Investments during the year in the context of the Annual Investment Strategy as detailed in Appendix B of the report presented.**

147. **Consent Street Trading Scheme**

Cllr Jonathon Seed, Chairman of the Licensing Committee presented a report which recommended that the Council adopts Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982, allowing it to control street trading within the Council's area. The report also recommended Council to authorise the commencement of the process for designating all streets in the Wiltshire Council area as Consent Streets and to adopt the revised Consent Street Trading Scheme, details of which were presented.

Cllr Seed explained the Consent Street Trading Scheme being presented followed detailed work by the Licensing Committee. He paid tribute to the careful work undertaken by both members and officers of the Licensing Committee and cited it as a good example of cross party working.

Resolved:

- a) **That Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 shall apply to the whole of the Council's area with immediate effect;**
- b) **To authorise the commencement of the process to designate all streets within the Wiltshire Council area as Consent Streets by giving notice of its intention to pass a resolution to that effect and**
- c) **To adopt the revised Street Trading Scheme as presented.**

148. **Wiltshire Police Authority**

The report and minutes of the Wiltshire Police Authority meetings held on 16 June and 22 September 2011 were received and noted. No questions had been received on these documents from Councillors.

149. **Wiltshire and Swindon Fire Authority**

The minutes of the Wiltshire and Swindon Fire Authority meeting held on 22 September 2011 were received and noted. No questions had been received from Councillors on these minutes.

150. **Parliamentary Boundary Review**

Declaration of interest

Cllr Jonathon Seed declared a personal interest in this item by virtue of his being a parliamentary agent.

Cllr Tony Deane, Chairman of the Working Party on the Parliamentary Boundary Review presented a report on such a review. The Boundary Commission for England (BCE) had published its initial proposals for new Parliamentary constituencies and was consulting on the proposals until 5 December 2011. Accordingly, Council's views were sought on the proposals being put forward for the Council's administrative area.

Council at its meeting on 17 May 2011 established a Working Party to consider the initial proposals and to prepare a response for consideration by Council. The Working Party had since met on three occasions, the notes from which were presented as background information.

The Working Party at its meeting on 18 October 2011 agreed to recommend a motion to this Council meeting, details of which were presented. All Councillors were given the opportunity to submit any revised proposals for consideration by the Working Party on 24 October 2011 prior to its recommendations to this Council meeting. In response to this, revised proposals were submitted in respect of the Lavingtons and Erlestoke division with the Devizes constituency and for the Till and Wylde division within the Salisbury constituency. However, neither proposal was agreed by the Working Party who also confirmed the draft recommendations now presented and moved by Cllr Deane and duly seconded as follows:

- a) That the Division of Lyneham reverts to the proposed Chippenham Constituency.
- b) That the Council accepts with reluctance the proposals for the Corsham local government Divisions to be split between two Constituencies and the resultant split of both Town Council and Community Area boundaries.
- c) That the following constituencies be re-named:-

- I. the Chippenham Constituency be re-named North Wiltshire; and
- II. the Trowbridge Constituency be re-named West Wiltshire.

During the course of debate, the following amendment was proposed by Cllr Ian West and seconded by Cllr Jon Hubbard:

To add:

- d) 'That the Till and Wylve Valley division move to the Salisbury constituency and the Tisbury division move to the Warminster and Shaftesbury constituency.'

On being put to the vote, the amendment was LOST.

A further amendment was moved by Cllr Jeff Osborn and seconded by Cllr Helen Osborn to delete c) ii from the motion. On being put to the vote, the amendment was LOST.

A further amendment was moved by Cllr Chris Caswill and seconded by Cllr Bill Douglas to amend c) i from the motion to read as follows:

- c) 'the Chippenham Constituency be re-named Chippenham and North Wiltshire'

On being put to the vote, the amendment was LOST.

The Leader thanked the Working Party for all its hard work undertaken in a relatively short space of time.

The original motion was then put to the vote and CARRIED and it was therefore

Resolved:

- a) That the Division of Lyneham reverts to the proposed Chippenham Constituency.**
- b) That the Council accepts with reluctance the proposals for the Corsham local government Divisions to be split between two Constituencies and the resultant split of both Town Council and Community Area boundaries.**
- c) That the following constituencies be re-named:-**
 - i. the Chippenham Constituency be re-named North Wiltshire; and**
 - ii. the Trowbridge Constituency be re-named West Wiltshire.**

The following Councillors requested that their votes against the above decisions be recorded:

Cllrs Jeff Osborn, Chris Caswill, Ian West, Ricky Rogers, Desna Allen, Steve Oldrieve, John Knight and Helen Osborn.

Cllr Richard Gamble requested his abstention from voting be recorded.

151. **Membership of Committees**

The Chairman gave Group Leaders an opportunity to make any necessary changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

Cllr Jon Hubbard as leader of the Liberal Democrat group requested approval of the following changes:

Heath & Adult Social Care

Cllr Jeff Osborn – appointed as full member

Cllr Peter Colmer – removed as full member

Cllr Peter Colmer – appointed as substitute member

Cllr Jeff Osborn – removed as substitute member

Strategic Planning Committee

Cllr John Knight – appointed as full member

Cllr Graham Wright – removed as full member

Cllr Trevor Carbin – appointed as substitute member

Cllr John Knight – removed as substitute member

Officer Appointments Committee

Cllr Brian Dalton – appointed as substitute member

Cllr Peter Colmer – removed as substitute member

Western Area Planning Committee

Cllr Jeff Osborn – appointed as substitute member

Cllr Helen Osborn – removed as substitute member

Cllr Christopher Newbury as leader of the Independent group requested approval of the following change:

Licensing Committee

Cllr Ernie Clark – appointed as substitute member

Resolved:

That the above membership changes be approved.

152. **Date of Council Meeting**

The Chairman advised that Council had previously agreed at its meeting on 12 July 2011 to postpone the date of the Council budget setting meeting from 21 February to 28 February to allow more time for the collection of precept information. Councillors were advised to retain the original date of 21 February in their diaries should it be required for an additional meeting of Council.

An additional meeting of Council would now be required and it was proposed that this should be brought forward from 21 February to 7 February. This would result in one meeting on 7 February to deal with the Wiltshire and South Wiltshire Core Strategies in particular and one meeting on 28 February 2012 to set the Budget.

Resolved:

That an Extraordinary meeting of Council be held on 7 February 2012.

153. **Senior Management Restructure - Consequential Matters**

Cllr John Noeken, Cabinet member for Resources presented a report which invited Council to consider various consequential matters arising from Cabinet's decision dated 6 October 2011 to make changes to the senior management structure of the Council.

The revised structure as approved by Cabinet involved the deletion of the post of Chief Executive and one of the four Corporate Directors.

The Senior Officers' Employment Sub-Committee which met on 2 November 2011 recommended the dismissal of the Chief Executive, Mr Andrew Kerr on the grounds of redundancy. The minutes of the Sub-Committee were presented to Council. It was noted that a decision to dismiss the Head of Paid Service, namely Mr Kerr, was subject to confirmation by Council.

The Officer Appointments Committee met on 31 October and 1 November 2011 to consider appointments to the three remaining Corporate Director posts which resulted in the appointment of Dr Carlton Brand, Carolyn Godfrey and Sue Redmond. The Senior Officers' Employment Sub-Committee was scheduled to meet on 25 November 2011 (subsequently rescheduled to 2 December 2011) to consider the dismissal of the remaining Corporate Director on the grounds of redundancy. It was noted that Maggie Rae, Joint Director of Public Health and Wellbeing was not affected by these proposals.

The Council had a statutory duty to designate one of its officers as the Head of Paid Service. It was recommended that the Service Director for Human Resources and Organisational Development be designated Head of Paid

Service as his duties were most closely aligned with the duties of Head of Paid Service particularly in relation to the appointment and management of the Council's staff. Cllr Noeken guided Council through the proposals before it.

Resolved:

- a) **To confirm the decision of the Senior Officer's Employment Sub-Committee regarding the termination of the Chief Executive's employment on the grounds of redundancy (Mr Andrew Kerr).**

(Cllrs Jon Hubbard and Howard Marshall requested that their votes against the above decision be recorded)

- b) **To designate the statutory function of head of paid service to the Service Director, Human Resources and Organisational Development and to amend the constitution accordingly.**
- c) **To appoint Dr Carlton Brand, Corporate Director to the statutory role of Electoral Registration Officer and Returning Officer for local authority and local elections from a date to be confirmed.**
- d) **To approve the appointment of the Solicitor to the Council as the Clerk of the Lieutenancy, subject to the agreement of the Lord-Lieutenant.**
- e) **To adopt Part 3B of the Council's constitution as amended in Appendix C with effect from a date to be agreed by the Monitoring Officer.**
- f) **To agree that Dr Carlton Brand, Corporate Director, acts as the liaison officer for the political groups and to amend the constitution accordingly.**
- g) **To request the Standards Committee through its Focus Group on the Review of the Constitution to review the constitution in light of the senior management restructuring and recommend any necessary changes to Council.**

154. **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 business specified in Item Number 155 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public

interest in withholding the information outweighs the public interest in disclosing the information to the public.

155. **Senior Management Restructure - Consequential Matters**

Cllr John Noeken, Cabinet member for Resources presented confidential details of the terms of redundancy in relation to the item at minute no. 153 above in respect of Mr Andrew Kerr. This was to allow Council to arrive at a decision on his termination of employment on the grounds of redundancy with full knowledge of the terms that would be applied.

The Solicitor to the Council reported that the Council's external auditors, KPMG, had been consulted and had noted that these were in line with the Council's policy.

Resolved:

That Council accepts the terms of redundancy as presented.

(Duration of meeting: 10.30 am - 8.20 pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail yamina.rhouati@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Wiltshire Council

Council

8 November 2011

Councillors' Questions

**Question From Councillor Ernie Clark
Hilperton Division**

**To Councillor Dick Tonge
Cabinet Member For Highways And Transport**

Question 1

The proposed 18T Weight Limit on Cleveland Bridge is likely to have significant implications for many villages and towns in Wiltshire.

The proposal, to be enforced through an Experimental Order approved by the B&NES Cabinet on 14 September, and to be implemented early next year, appears to have been ill-considered and, as an Experimental Order, it has not benefited from the full consultation that would normally be associated with such a proposal. Many believe that B&NES has acted in a cavalier manner, choosing to avoid consultation and the submission of a full portfolio of evidence to support the proposal. It has succumbed to political pressure to the detriment of neighbouring authorities and it appears indifferent to the effect that such a proposal will have on nearby villages and towns.

Two possible approaches for Wiltshire Council to adopt in respect of the Experimental Order are:

To seek a Judicial Review to examine the process adopted by B&NES in approving the proposal.

To adopt 'safeguarding measures' for the villages by imposing restrictions on the roads through the villages likely to be affected by the Experimental Order such that heavy lorries will be prohibited from using them.

Can you please confirm if either, or both, of these approaches is being considered by you and the reasons if they are not.

Response

The proposal approved by BaNES in September to introduce an 18T weight limit over Cleveland Bridge continues to concern Wiltshire Council.

In discussion with BaNES, it has been agreed that they will fund traffic measurements on significant routes through Wiltshire to measure the volume of heavy vehicles prior to the temporary order being put in place. Measurements will

continue after the temporary order has been implemented. If the increase is significant, Wiltshire Council will vigorously oppose the conversion of the temporary order into a permanent order.

BaNES has also given an undertaking that they will carry out a further consultation and analysis prior to implementation. We will ensure that the appropriate Town Councils and Area Boards are aware of this consultation.

With regard to judicial review, this is usually a last resort and only used when other statutory remedies have been exhausted. Given that there will be further informal and formal opportunities for the council to exert its influence, judicial review is not currently considered to be an appropriate course of action.

Imposing corresponding restrictions on Wiltshire's roads would have the effect of increasing the length of diversionary routes yet further, and would have an almost inevitable adverse impact on the local economy as well as increasing carbon emissions.

Questions From Councillor Nigel Carter
Devizes North Division

To Councillor Dick Tonge
Cabinet Member For Highways And Transport

Question 1

Subsidised Transport for Faith Schools:

Can Cabinet Member confirm that the recent decision to withdraw subsidised transport for faith schools was made purely on financial grounds?

Response

I can confirm that this decision was driven by financial constraints that the council faces.

Question 2

Ticket machines for Off-Street Parking:

Can Cabinet Member outline the business case for the new machines issuing duplicate tickets?

Response

New machines were purchased for West Wiltshire Towns as the existing machines were at the end of their life and were becoming unreliable.

The change to enable ticket machines to print duplicate tickets does not involve the purchase of new machines; it only involves a software change.

Questions From Councillor Jeff Osborn
Trowbridge Grove Division

To Councillor Lionel Grundy
Cabinet member for Children's Services

Question 1

At the recent LGA Children and Adult Services conference a call was made for councils to focus on their child protection work to ensure that the adoption process was not unduly delayed. Could I please be informed as to the steps in this direction that Wiltshire is taking? What are the trends in adoption over the past five years – I appreciate this will include Wiltshire County Council data.

Response

Wiltshire Children & Families Safeguarding and Adoption Social Work services are committed to ensuring positive outcomes for children and young people who cannot return to live with their birth families. In July 2010, the Children & Families Social Care Directorate was restructured into service specific teams, one of which was a specialist adoption team. Additional funding was provided by the Council to enhance social work capacity. A dedicated adoption team was created staffed by very experienced social workers with the necessary skills, knowledge and expertise to drive forward permanency planning and post adoption support.

The specialist adoption team has brought adoption and adoption support into sharp focus. The service has specifically focused on improving outcomes and timeliness in all adoption work. There is early identification of children requiring adoptive families and each child has a nominated home finder to begin the search as early as possible for an adoptive family that can best meet their needs. Wiltshire has invested in adoption services over the last 18 months recognising that there were points of delay in the process.

Further investment has been made to expand recruitment and support a diverse group of adoptive parents to meet the wide-ranging needs of our looked after children. We have responsibility to ensure a child's safety (including emotional safety and well being), and a child's needs in relation to safeguarding are paramount in the adoption service as in all other services. Post adoption support is crucial to prevent placement breakdown and disruption; adoptive parents may be adopting children who are older with complex needs and they need help and support to maintain their placements.

The Adoption Panel is extremely busy and actively involved in considering the child's welfare and any safeguarding issues in each case. There is liaison between the Panel and staff which further enables scrutiny and shared understanding of planning and children's needs.

The recently published adoption statistics clearly show an improving picture in Wiltshire. Adoption is a high priority in Wiltshire and performance has improved year-on-year. In relation to the indicator, 'The percentage of children adopted in the year who were placed for adoption within twelve months of the decision', our 3 year average performance is 75% compared to the national average of 74%, and our performance improved post re-structure to 85% in 2010; a significant improvement. We have also undertaken some very complex adoptions. Children have been successfully adopted with very complex needs and circumstances.

All assessments of adopters are completed within timescale and many are completed well within 5- 6 months. Adopters attend pre- preparation courses to clarify the expectations and requirements of adoption; an assessment is then undertaken when it is agreed that they are ready to proceed. Some applicants require more preparation than others to understand fully the task required; adoption is a momentous and life changing event and it is incumbent on us to ensure that our children are placed with the right people who can meet their needs and see them successfully through to adulthood. We want to minimise the risks of placement disruptions. We have successfully placed large sibling groups together, older children with complex emotional needs and children with significant medical needs.

Adoption is a complex process highly prescribed by legislation and guidance. The forthcoming Judicial Review will make recommendations to shorten the process.

Question 2

Nationally, an estimated 450,000 pupils played truant from school for the equivalent of at least a month of the past year. What are the relevant figures for Wiltshire and what has been the trend for the last five years and how does that compare to other LEAs?

Response

The recently published 450,000 figure represents those pupils recorded as persistently absent (PA) using the new government threshold of children missing 15% of available sessions during the year (about 19 days).

Using this 15% threshold for PA the DfE has used last year's 2010/11 data to produce an initial one year comparator data set for primary and secondary and overall, Wiltshire compares favourably against both our statistical neighbours and nationally.

Persistent absence from school - new threshold

Persistent absence defined as missing 15 percent of available sessions during year (about 19 days)
(number of pupils persistently absent and the percentage of all pupils on-roll)

	2010-11 (provisional)					
	Wiltshire		SN*		England	
Primary	1,237	4.1	14,939	4.4	174,835	5.2
Secondary	2,363	9.1	28,944	9.0	275,500	9.5
Both	3,600	6.4	43,883	6.6	450,330	7.2

* SN = Wiltshire's Statistical Neighbours:

Cambridgeshire, Dorset, Gloucestershire, Hampshire, Oxfordshire, Shropshire, Somerset, Suffolk, West Berkshire, Worcestershire

Note: the reasons for absence that may make up persistent absence are:

Illness, Medical, Religious, Study Leave, Traveller, Family Holiday, Extended Family Holiday, Excluded (no provision), Excluded (late), Other and Not Known.

Source: School Census via DfE

As this is a new threshold 5 year data has not been produced nationally. The previous threshold defined persistent absence as pupils missing **20%** (about 26 days) of available sessions during the year. Wiltshire's position overall on this previous indicator was broadly in line with the national and slightly higher than the statistical neighbour average.

Question 3

Can members please be reassured that Wiltshire schools have adequate heating equipment and supplies in preparation for the winter?

Response

Wiltshire Council arranges through 'Right Choice for Schools' for all member schools (Primary & Special Schools) to have their boilers regularly serviced and reported on in order to maintain high levels of reliability. In the event of a breakdown the Council has a stock of temporary gas heaters and can arrange to have temporary boilers deployed quickly if a boiler cannot be repaired quickly.

Secondary schools and those Primary schools that are not members of the Right Choice Scheme have the responsibility for maintaining their own boilers and making their own arrangements in case of breakdown. However, the Council would always look to answer any calls for assistance by directing such schools to those contractors and suppliers that could assist with their temporary heating and repair needs.

The Council also manages a programme of boiler replacements for all maintained schools (Community, Voluntary Controlled & Foundation) to minimize the risk of significant breakdowns and consequent school closures. Academies are fully responsible for all boiler repairs and the Council has no liability to replace boilers in Academies.

Questions From Councillor Helen Osborn
Trowbridge Lambrook Division

To Councillor Lionel Grundy
Cabinet member for Children's Services

Question 1a

There are a number of rumours circulating regarding the Youth Centre at Court Mills in Trowbridge. Can you please confirm, once and for all, whether Court Mills is scheduled to close in the next two years?

Response

Court Mills is one of the buildings that is scheduled to be replaced as part of the development of the Trowbridge staff 'Hub' and the Trowbridge Campus Development (for which no dates have yet been set). Youth work delivery will continue to be run from Court Mills pending these developments. Youth work facilities will be included in the future Campus Development.

Question 1b

Is Purton Youth Centre to close? If so, what alternative is to be provided?

Response

There are no plans to close Purton Youth Centre. A Youth Centre is identified in Purton as part of the 13-19 Strategy agreed by Cabinet in October 2011

Question 2

What is the future for the Bridge Centre Youth Services in Chippenham? How long have negotiations been going on to dispose of the building to the private sector? What alternative facilities will be provided?

Response

In 2008, the former Wiltshire County Council and North Wiltshire District Council embarked on a joint marketing campaign to dispose of the Bridge Centre and Bath Road car park Chippenham for a retail led mixed use development, in accordance with the European Procurement regulations.

A specification for relocating the existing users of the Bridge Centre, the Youth Service and Young People's Support Service (YPSS) was included in the sales documentation. Workshops were held with those attending the youth centre to ascertain their aspirations for replacement premises.

There was also consultation with the YPSS Management Board, local Members and the Chippenham Vision Board.

In 2009, ING Real Estate Developments (ING RED) were chosen as the preferred bidder.

The Development Agreement has now been signed and the Agreement obliged ING RED to relocate the Council services once certain conditions have been met such as the grant of planning consent. Alternatively, the Council can take a cash equivalent to the cost of the relocations.

Any relocation will be aligned with the Council's aspirations for a Community Campus in the town, and in this respect the youth service has already relocated some of its functions to the Olympiad Sports Centre. The youth service has indicated that additional facilities will also be required such as a skate park.

We are not in a position at this stage to provide an actual date by which the Bridge Centre site will be vacated for redevelopment. There is a commitment to ensure that appropriate facilities are made available for continuing youth work in Chippenham – issues which are also being over-seen by the Chippenham Area Board in the context of a future Chippenham Campus development.

Question 3a

How many full time youth workers were employed in:

- 1st April 2009
- 1st April 2010
- 1st April 2011
- 1st April 2012 – predicted

Response

1 st April 2009	24	
1 st April 2010	21	
1 st April 2011	24	
1 st April 2012		Not yet confirmed*

Note: Year 1 of the Cabinet agreed 11-19 Strategy identifies a maximum reduction of £122,500 from the youth work staffing budget. The maximum impact has been stated as potentially 4-5 full time equivalent staff although we are doing everything we can to reduce the impact on the staffing budget as much as possible by finding savings across a number of areas.

Question 3b

How many part time youth workers were employed in:

1st April 2009
1st April 2010
1st April 2011
1st April 2012 - predicted

Response

1 st April 2009	18.25 FTE (117 people)
1 st April 2010	24 FTE (148 people)
1 st April 2011	18 FTE (130 people)
1 st April 2012	Not yet confirmed*

***See Note above.**

Question From Councillor Michael Cuthbert-Murray **Westbury East Division**

To Councillor Fleur De Rhe Philippe **Cabinet member for Economic Development and Strategic Planning**

Question

I note that Wiltshire Council are partners of the SWUKBO , South West UK Brussels Office, and that North Somerset withdrew from SWUKBO In 2009.

What are the costs To Wiltshire Council of being Involved In this organisation and what benefits have we derived as a result of our membership?

Response

Costs:

Cost of membership has been constant, at around £15,000 per annum. The exact contributions showing in SAP for the past two financial years are as follows:

2009/10 – £15,962.00
2010/11 - £16,441.00

From April 2010, Wiltshire Council took on the Secretariat function for SWUKBO which brought in a management fee from other partners of £15,000 pa. Therefore the net cost of membership in that year was £1,441. For 2011/12, we have committed £13,000 funding to the new South West European Partnership, and as

Secretariat of SWUKBO for the period 1 April 2011 – 1 September 2011, we have also received £15,000 income from partners. Therefore overall SWUKBO has provided £2,000 income to the council for 2011/12.

Benefits:

The South West European Partnership serves the interests of Wiltshire Council and other local authorities, higher education institutions, third sector partners and businesses in the south west of England.

Activities are based around **three major areas of work**:

1. **Policy** - Following policy developments on the EU level which are of significance to the Council;
2. **Programmes** - Providing information and support to the Council on EU funding programmes, with the aim of developing potential projects;
3. **Profile** - Raising the profile of Wiltshire in Brussels and the rest of Europe through the European Commission, European Parliament, UK Permanent Representation to the EU and various European networks.

Specific benefits to date have included:

- Help with securing over €7 million (£6.035 million) for Wiltshire as part of the Rural Development Programme for England (RDPE) over the period 2007-13. This programme has provided grant aid to a wide variety of community and business development projects with grant aid across the county.
- €177,000 (£110,000) has been secured to support a programme to promote energy efficiency within schools and the wider community – this programme is in collaboration with partners in England and France as part of the Sustainable Energy Across The Channel Space (SEACS) project

Other opportunities to secure European funding are currently being explored with assistance from the South West European Partnership

Question From Councillor Ernie Clark
Hilperton Division

To Councillor John Thomson
Cabinet member for Adult Care, Communities and Housing

Question 1

With September's RPI at 5.6%, the amount of debt being allocated to councils through Housing Revenue Account reform looks likely to soar. What amount will Wiltshire Council now be liable for under this scheme? How is this debt going to be

funded? Is it the intention of this council to pass the cost of this debt to tenants through increased rents from April 2013?

Response

In 2012 (28 March 2012), subject to the prior 'passing' of the Localism Bill, under the Government's proposed reform of the Housing Revenue Account (HRA) Subsidy Scheme will mean Wiltshire Council will need to borrow an additional £126 million. This is a notional value of our stock as determined under the process and is unaffected by interest rate movements. This borrowing will be kept within a separate (HRA) loan pool, and officers are currently assessing the most efficient and effective vehicle(s) for borrowing. At the moment given the national scale of debt to be taken on there is considerable market interest and options to progress deals at competitive rates. This debt will then be funded from future rent collections rather than the current subsidy system. Initial indications suggest that the cost of the debt financing will be less than the subsidy payment and as such this will benefit the HRA and tenants. The calculation of the rent is based on a national formula which takes account of RPI. The Authority in light of the changes to the funding is reviewing the options available to set future rent levels as part of the decision through the setting of a rents policy. This will assess the debt repayment period and the convergence of rents using the national formulae taking account of RPI. At this stage it is therefore not possible to comment in isolation as to the level of rent increases from April 2012. Further information will be presented to members for decision making as part of the process to set the 2012/13 budget and rent levels, and this will include consultation with tenants in January 2012. Clearly we will need to ensure that rents are collected and administered effectively to finance the debt and this is an area currently under our remit with good collection rates (98% 2010/11).

Questions From Councillor Brian Dalton **Salisbury Harnham Division**

To Councillor Dick Tonge **Cabinet member for Highways and Transport**

Question 1

Can the council list the roads where it spent the £3.7 million extra government funding that it received due to the bad winter last year and was any budget reduced because of this grant?

Response

The winter of 2010/11 was a prolonged period of severe winter weather which had a serious effect on the highway network. The mixture of wet and freezing weather caused severe damage to roads in many locations in Wiltshire. This is often a seasonal problem, but has been more noticeable due to the severe winters we have had.

In recognition of the difficulties faced by highway authorities nationally, the Department for Transport provided additional funding, and Wiltshire received £3,741,300 for the financial year 2011/12. The funding was for repairs to the council's highway network resulting from the winter weather.

Wiltshire Council has a significant programme of highway works planned for this year comprising £10,931,000 of the LTP major maintenance funding and £1,279,000 of the council's capital funding. The winter damage funding has complemented and not displaced the originally proposed highway maintenance funding. It has significantly increased the expenditure on highways maintenance in Wiltshire this year.

A list of the additional sites treated to date with this additional funding is included as Appendix A.

Question 2

By each division, which residential estate roads have been resurfaced in the past two financial years?

Response

Wiltshire Council has carried out extensive programmes of road resurfacing and repairs in recent years, and is well on the way to meeting the Business Plan target to reduce the highways maintenance backlog by 10% over the next four years.

Naturally the priority has been to treat the busy main roads, especially those with poor accident records. However, it has also been possible to start to improve the minor urban roads, and a large number have been treated in the last two years. At present information on roads surfaced is not recorded by electoral division, but is reported annually for each community Area Board.

The work on urban roads and footways over the last two years for each community area is summarised in Appendix B. (It should be noted that this list excludes Class A, B and C roads).

Full details of all the roads treated in each community area this year will be published on the council's website next April.

Question From Councillor Brian Dalton **Salisbury Harnham Division**

To Councillor John Thomson **Cabinet member for Adult Care, Communities and Housing**

Question

A recent 'Inside Housing' report showed some local authorities are planning to demolish some of their housing stock, with a view to financial gain against the HRA

debt. Please confirm if Wiltshire Council intend to demolish any of its properties prior to the 'demolition deadline' of 2017?

Response

All stock owning local authorities are currently preparing for the introduction of self financing. This means that at the start of the new financial year the council will have borrowed sufficient capital to pay the government in respect of our 5400 council homes. At the same time we will come out of the Housing Revenue Account subsidy system. It is anticipated that this will be of financial benefit to the Housing Revenue Account. As part of the preparation the government asked local authorities to indicate any planned demolitions of council housing. Wiltshire Council do not have any plans for demolition of stock since there is a significant demand for affordable housing and there is no financial advantage in any demolitions of our existing stock.”

Questions From Councillor Brian Dalton **Salisbury Harnham Division**

To Councillor Toby Sturgis **Cabinet member for Waste, Property, Environment and Development Control** **Services**

Question 1

Does the council agree with Conservative minister Eric Pickles' comment: "Weekly rubbish collections are the most visible of all front-line services and I believe every household in England has a basic right to have their rubbish collected every week", as taken from <http://www.communities.gov.uk/news/corporate/1998987>

Response

The council agrees that waste and recycling collection is a highly visible front-line service and is important to all of our residents. This is one of the reasons why we carried out extensive consultation, open to all households, on the design of our new waste and recycling collection service. 72% of residents who responded were in favour of the new service we proposed which is a fortnightly collection of each of the following:

Plastic bottle and cardboard – including shredded paper

Black box – for glass, paper, cans, foil and textiles

Garden waste – for those residents who have opted in

Household waste – non-recycled waste.

When most waste is recycled by a household there is less waste to be sent to landfill or for other disposal treatment. Of the residents who responded to the consultation who already have fortnightly collection of household waste, 96% (east) and 91% (west) voted in favour of the proposed new service.

Question 2

Will the council be applying for any of the £250million funding available to maintain weekly collections? If not, why?

Response

Details of how to apply for the £250 million funding identified to support councils in delivering a weekly collection of household waste have not yet been made available. However, reverting to weekly collection of residual waste would not enable the council to achieve its objectives to increase recycling and reduce the amount of waste to landfill.

There are 348 local authorities with waste collection responsibilities in England and Wales and of these 195 operate alternate weekly collections of non-recycled waste. The Local Government Group issued a briefing paper which states that funding will be given to local authorities that guarantee to retain or reinstate weekly collections of residual waste for at least five years. If Wiltshire Council continues with the current roll out of new services and adds weekly residual waste collection, the cost of the additional collection service for residual waste alone would be £3.2m each year, assuming that 50% recycling is achieved. This gives a cost of £16m over the five year period.

At present in Wiltshire the recycling rates achieved where there are fortnightly collections of residual waste are 46% in the east and 44% in the west. Recycling rates where there are weekly collections of residual waste are 37% in the south and 26% in the north. There is a risk that if Wiltshire Council reverts to weekly collection, recycling rates will fall and more waste would be sent to landfill as a consequence. If recycling levels fall to 35%, total costs of the additional residual waste collection could be in excess of £5.5m each year by 2014 due to the increase in Landfill Tax to £80 per tonne.

Further information about the additional funding is due to be released by the Department for Communities and Local Government and we will consider this when it is made available.

**Question from Councillor Ian West
Till and Wylve Valley Division**

**to Councillor Toby Sturgis
Cabinet member for Waste, Property, Environment and Development Control
Services**

Question 1

Could a 'Dale Farm' incident happen in Wiltshire? What lessons has Wiltshire Council learned from this incident?

Response

The Dale Farm case demonstrates the weaknesses in the planning enforcement system which is currently designed to put 'hedges and checks' into the process and prevent local authorities taking any sort of immediate action against people who break planning regulations. Despite a number of opportunities, successive governments have declined to make breaches of planning control a criminal offence and consequently they have to be dealt with by the existing protracted enforcement system with its inherent rights of appeal and recourse to the courts.

Additionally, local authorities have no control over the sale of private land to individuals or businesses whose objective may be to gain advantage by developing it without the required planning permission. This leaves local authorities in the position of always having to react to events.

In this context, it would be unrealistic to provide a complete assurance that a similar situation would not arise in Wiltshire in the future, albeit probably of lesser scale due to unique factors surrounding the Dale Farm case. However, the following are all considered to provide greater assistance to the council in tackling any unauthorised gypsy and traveller sites at a much earlier stage, before they become well established and therefore reducing the risk of 'Human Rights' and other similar legal arguments being used to frustrate and delay the planning enforcement process:

- The introduction by the Government, in 2005, of the power to issue a Temporary Stop Notice;
- The adoption of the Council's enforcement strategy in 2010 which prioritises dealing with cases where serious planning harm is taking place;
- The operation of a call -out system in enforcement to deal with serious breaches of planning control which occur out of normal office hours or at weekends;
- Delegation of enforcement decisions to Officers;
- Proposed amendments to planning legislation which are intended to limit the right to submit retrospective applications and reductions in the time allowed to submit appeals;

Question from Councillor Howard Marshall
Calne Central Division

To Councillor Dick Tonge
Cabinet member for Highways and Transport

Question 1

Given the shortfall in car park revenue, and the stated link by Cabinet members, which specific bus routes will be cancelled or affected?

Response

Any deficit on parking revenue, as being experienced this financial year, will be managed within the Cabinet members portfolio and Council as a whole. In next year's budget the overall situation with regard to car parking income and the need to reduce overall costs in line with the reduced government settlement will be evaluated. If this results in the need to changes to bus services there will be a consultation on any proposed changes.

Question 2

Does the Council possess adequate salt stocks in view of last winter's national shortages and the projected harsh winter coming?

Response

During the previous three winter seasons' Wiltshire Council used 9,776T, 11,623T and 10,877T of de-icing rock salt respectively to treat the road network. The council is well placed to meet the likely demands for this coming season and has replenished total stocks to 14,000T in the eight operational depots.

In recent weeks there has been intense media coverage in some parts of the media concerning the coming season. Colourful headlines about what's in store for this year's winter have all whipped up a frenzy of expectation for an 'Arctic Winter'. In response the Met Office Chief Executive, John Hirst, has recently written in The Times calling for a sense of reason in the light of these headlines. Below is part of the extract.

'Winter will be cold – but don't panic just yet

John Hirst

It's absurd to make alarmist forecasts of a whiteout. That's not how our weather works.

Last year Britain had the coldest start to winter in 100 years and the repeated snowfalls over 40 days before Christmas cost the economy up to £130 million a day. So it is understandable that there is intense interest in this year's winter. But the colourful recent headlines predicting “-20C within weeks”, “a winter fuel crisis” and “widespread snow by the end of October” bear no relation to the kinds of weather that forecasters at the Met Office are currently expecting — there is no need for alarm.

These stories do reflect our national obsession with the weather but they can also confuse and even scare vulnerable people. The Met Office's job is to provide accurate and reliable information and at this stage we see no scientific evidence to support these premature predictions. In fact the scientific capability does not exist to allow such extremes to be identified on a long-range timescale.

As winter approaches, local government and businesses are preparing for the worst that the British weather can throw at us. But the fact that local authorities are stocking up on grit is no cause for alarm. This is what contingency planners do'

The Met Office provide the forecast data on which decisions to salt Wiltshire's road network are taken.

Question From Councillor Jon Hubbard
Melksham South Division

To Councillor John Thomson
Cabinet member for Adult Care, Communities and Housing

Question 1

Following a request to Council on the 6th October for information on Empty Homes which has not had a response, I would like to ask again, what is the number of empty homes that are:

- A) private
- B) Wiltshire Council Stock
- C) other housing association stock.

Response

As at 31 March 2011 there were :

- A) 5189 private homes
- B) 23 Housing Revenue Account council homes
- C) 150 housing association homes

It should be noted that the above figures are a snapshot of all empty homes and are predominantly made of short term empty homes that may have been vacant for only a couple of days.

Question 2a

What are the service standards members and the public should expect, and what's the protocol should these be broken?

Response

Elected members and, parish or town councils are encouraged to make us aware of any empty home in their area. Letters received by the strategic housing team are responded to within 10 working days and appropriate advice, options and actions are then taken. We are also proactive in making annual contact with all owners of long term empty homes in Wiltshire to determine the situation and try and encourage them to bring their properties back into use. If anyone is not happy with the service we have provided we would ask that they bring this to the attention of the Head of Service who will try and resolve the issue.

Question 2b

Can these service standards be publicised on the website?

Response

We are updating the housing section on the council's website and following user testing within the next few weeks we will have new pages which will contain the housing service standards. As an interim measure I will ensure that service standards are provided on the website in advance of the full update.

Question From Councillor Trevor Carbin Holt And Staverton Division

**To Councillor Stuart Wheeler
Cabinet member for Campus Development and Culture (including Leisure,
Sport and Libraries)**

Question 1

Given the purchase on Melksham House has been made, where is the business plan?'

Response

Melksham House was purchased after a call for land was made by the council for potential sites for a Melksham Campus. This followed a meeting of the Melksham area board, where views were expressed that it would be preferable to have a town centre site for the campus. Cooper Tires brought forward their site and prior to the purchase being undertaken all local members were contacted and advised that the

council wished to proceed with the purchase of the site and their views were sought on this matter.

The council has now completed the purchase at a price of £250,000 and in the short term will continue to operate the site in a similar way to Cooper Tires to provide continuity to the groups and members of the public that use the site. The council is working with local partners to bring forward a proposal for the financing of a Melksham Campus to the December Cabinet, and such approval will of course be contingent on the relevant planning approvals and environmental assessments.

Question From Councillor Helen Osborn
Trowbridge Lambrook Division

To Councillor Lionel Grundy
Cabinet member for Children's Services

Question 1

At the last Council - 12th July 2011 - I asked a question on the membership of the Schools Forum and whether it should include representatives from non LEA schools - academies.

In the provided answer I was informed that the next meeting of the Schools Forum, in October, would address the changing composition and status of many of Wiltshire schools.

May I please be informed as to the outcome of this meeting and whether it resulted in any changes to the membership of the Schools Forum, its constitution and role and that of its sub groups?'

Response

Academy representation on the Schools Forum

At the meeting on 13 October 2011 the Schools Forum considered its constitutional arrangements, memberships and other arrangements relating to its sub-groups and voting procedures.

The Forum confirmed the current system of both PHF (Primary Heads Forum) and WASSH (Wiltshire Association of Secondary & Special Schools Heads) nominating Head Teachers to serve as Primary and Secondary schools representatives on the Schools Forum, and that this is fully in accordance with the regulations and best practice in this area.

It was noted that at present all of the secondary head teachers nominated by WASSH were Academy Head Teachers, which was allowable within the regulations but that WASSH may want to review the balance of representatives between academies and maintained schools especially if the funding mechanisms were not as clearly linked. WASSH represents both academy and non-academy secondary schools within the Wiltshire Area.

It was further agreed that WASSH and PHF be asked to review who should be the separate Academy representative and that the Chairman and Vice-Chairman of the Schools Forum liaise to agree the nominee.

By way of background, Wiltshire has 18 academies to date, 13 secondary schools and 4 primary schools and 1 special school. Within that number there are two traditional academies: Wellington and Sarum. These were part of the previous Government's strategy for raising standards. These two academies have sponsors, Wellington College and Wiltshire Council, the Salisbury Diocese, Bryanston Independent School and Bath Spa University respectively.

The others are converter academies. At first these schools could convert if outstanding at their last Ofsted inspection, then if good and now any school providing it has another higher performing school in support.

Membership and Composition of the Schools Forum and sub-groups

Since the changes to the constitution of the Schools Forum and the regulations governing it, the membership of the Forum has been clarified and stabilised as follows:

Type		Nominated by	Postholder
Schools Members	Teachers	4 x primary headteachers	PHF Mr N Baker <i>(Chairman)</i> Mrs Julia Bird Mrs J Finney Mrs C Williamson
		3 x secondary headteachers	WASSH Mr C Dark Mr M Watson Mrs Carol Grant
		1 x Special school headteacher	WASSH Mrs I Lancaster-Gaye
		1 x Academies Rep.	Academy Schools in Wiltshire Mr David Cowley
	Governors	2 x primary governors	<i>Wiltshire Governors Association</i> John Foster (primary) Ann Ferries (primary) <i>(Vice-Chairman)</i>
		1 x secondary governor	<i>Wiltshire Governors Association</i> Peter Biggs (secondary)

		1 x governor for special needs	<i>Wiltshire Governors Association</i>	Rev Alice Kemp (SEN)
Non-School Members		Early Years PVI Sector representative	Early Years Development and Childcare Partnership	Mr J Proctor
		Teacher representative	Joint Consultative Committee	Mr J Hawkins
		Diocesan Representative	Dioceses	Mrs Anne Davey
		Representative of maintained schools with nursery classes	Early Years Development and Childcare Partnership	Michael Keeling
		14 – 19 representative	13-19 Strategy group	Tina Pagett
Observers		Cabinet member	Children's Services	Cllr Lionel Grundy
		Portfolio Holder	Schools	Cllr Alan Macrae
		Parent Partnership representative	Ask	Miss S Lund
		3 x parent governor representatives	Children's Services Scrutiny Committee	Neal Owen, Rosheen Ryan

Working Groups and sub-Groups

There are the following four working groups which feed recommendations to the main meetings of the Forum:

SEN Working Group 2011-12

Mark Brotherton	Wiltshire Council
Bruce Douglas	Staverton Church of England Voluntary Controlled Primary School (PHF)
Phil Cooch	Wiltshire Council
Julia Cramp	Wiltshire Council
John Hawkins	Union Rep
Judith Finney	Dilton Marsh Church of England Primary School (PHF)
Karina Kulawik	Wiltshire Council
Julie Masurier	Wiltshire Council
Phil Beaumont	Downland School (WASSH)
Sarah O'Donnell	Westwood-with-Iford (PHF)
Elizabeth Williams	Wiltshire Council
Vacant	WASSH

Schools Funding Work Group 2011-12

Simon Burke	Wiltshire Council
Carol Grant	Pewsey Vale
Chris Dark	Matravers School
Phil Cooch	Wiltshire Council
Julia Cramp	Wiltshire Council
Mrs C Williamson	Mere School
John Hawkins	Union Rep
John Kimberly	Bitham Brook Primary School
Judith Finney	Dilton Marsh Church of England Primary School
M Watson	Lavington School
Neil Baker	Christchurch Primary School
T Gilson	Malmesbury School
Phil Cooke	Larkrise School
Elizabeth Williams	Wiltshire Council

Early Years Reference Group

Name	Position / Provider
Rosemary Collard	Owner, Snapdragons Day Nursery
Mark Cawley	Manager/owner, New Road Nursery, Chippenham
Alan Butler	Learning Curve Day Nursery, Wootton Bassett
Fiona Webb	Director, Sunny Days Children's Nursery, Calne
Mike Fairbeard	Little Fir Tree Nursery, YMCA
Ted Hatala	St Josephs Nursery, Devizes
Lucy Waterman	Curriculum Coordinator, Rub a Dub Preschool, Derry Hill
Andrea Gray	Smiley Faces Amesbury
John Proctor	Owner, South Hills School
<i>Vacancy</i>	
Jane Cross	Springboard DSC, Chippenham
Lorraine Cope	Accredited childminder, Childminders
Michael Keeling	Headteacher, King's Park Primary School, Melksham
Janet Stanford	Clarendon Infant School, Tidworth
Phil Cooch	Wiltshire Council
Simon Burke	Wiltshire Council
Sarah Clover	Wiltshire Council

School Services Board

Name	Position / Provider
Stephanie Denovan	Service Director for Schools and Learning – Chair
Julie Cathcart	Head of School Improvement, Schools and Learning
Simon Burke	Head of Business and Commercial Services, Schools and Learning
Lorraine Nowlan	HR Business Partner for Schools
Other service managers according to the business on the agenda	
Neil Baker	Headteacher, Christchurch Primary School Bradford on Avon
Catriona Williamson	Headteacher, Mere Primary School
Judith Finney	Headteacher, Dilton Marsh Primary School
Tim Gilson	Headteacher, Malmesbury School
John Jenkins	School Governor Representative, Avon Valley College
Sue Jiggins	School Governor Representative, Wylde Valley School
Mike Harrison	Union Representative, National Union of Teachers

Councillors' Questions

Question From Councillor Mark Packard Chippenham Pewsham Division

To Councillor Stuart Wheeler Cabinet member for Campus Development and Culture (including Leisure, Sport and Libraries)

Question 1

Can you confirm that Architects have been selected for Corsham Campus and what process was taken to make the decision ?

Response

No appointment of the final architect has yet been made in Corsham. Initial work has been undertaken in the normal manner in line with the council's framework agreements with Alex French, who has worked directly with the Shadow Community Operations Board to inform the relevant business case for Cabinet to consider in December.

Question 2

£30 Million has been allocated for the first three campuses. What is the current budgeted cost and can we know why the campus projects are slipping?

Response

£30 million was allocated in the council's capital programme for Campus development, this was not specifically to fund three campuses and was not intended to be an exclusive source of funding for these campuses. Some of the funding will be provided from approved capital funding for the operational estate requirements and the re-provision of existing Day Care provision from Old Sarum.

The capital programme as approved by the council made it clear this was an initial sum and that further funding would be considered as future business cases were prepared. As I have previously stated at Cabinet, the successful purchase of Melksham House has had a time impact on the programme, and I have asked officers to ensure that the first three business cases are considered simultaneously. These are being prepared for consideration by Cabinet in December. As you are aware both I and my cabinet colleagues are committed to rolling out future campus proposals across Wiltshire and to working with the Shadow Community Operations Boards, which many of you are actively involved with.

Councillors' Questions

Question From Councillor Mark Packard Chippenham Pewsham Division

To Councillor John Noeken Cabinet member for Resources

Question 1

How many senior managers are on interim contracts?

Responses

The number of senior managers defined as Head of Service level (3rd tier) and above employed in an interim capacity (temporarily employed in a post that would be otherwise filled permanently) is 5.

Question From Councillor Mark Packard Chippenham Pewsham Division

To Councillor Keith Humphries Cabinet member for Public Health and Protection Services

Question 1

I applaud the Buy Wiltshire Policy and would like to monitor its success. What is the percentage Council spend on Wiltshire based Companies in the Financial Years ending April 2009, 2010, 2011 and predicted for 2012 ?

Response

The source data for this report comes from Accounts Payable and includes all invoice payments and any credits in the system. It is the figure that suppliers see on their bank statements. The caveat that I would add is as the source data is accounts payable if a local supplier was used, but the head office and invoice is from outside Wiltshire, then it will not appear against Wiltshire spend

This report is based on Wiltshire towns including Swindon.

	Total Spend	Total Wiltshire Spend	%
2009/2010	401,213,112.36	190,694,366.87	47.53%
2010/2011	396,279,015.57	195,091,193.17	49.23%
Apr'2011 - Oct'2011	229,247,727.50	108,671,209.98	47.40%

Councillors' Questions

Questions From Councillor Chris Caswill **Chippenham Monkton Division**

To Councillor Jonathan Seed **Chairman of the Licensing Committee**

Question 1

Will he join with me in welcoming the magistrates' court rejection of the appeal by the Karma nightclub in Chippenham against the revocation of their licence?

Response

As Chairman of the Licensing Policy Committee I join with Councillor Humphries as the Cabinet Member for Public Health and Protection Services and Councillor Caswill in welcoming the recent North Wiltshire Magistrates decision concerning Karma. It was an excellent illustration of the value of working across organisational boundaries and demonstrates the strength of the Licensing policies that this Council has in place.

This form of best practice working often goes unseen and undervalued but is now firmly embedded across the county. It is delivered via the Licensing Task group which has been ratified by the Community Safety Partnership and includes contributions from a range of partners.

Question 2

Given the value of this outcome to the night time economy in Chippenham, will he also make clear the Council's determination to resist the further legal challenge which the club is apparently going to make to the revocation decision?

Response

The Licensing Authority has recently been notified by the legal representative for Karma that they intend to challenge the Magistrates Court decision. The council is unsure what form of challenge is intended and to date no papers have been received. In the event that a challenge is made, the council will work closely with the Magistrates' Court and the police to seek to ensure that the court's decision is upheld.

Question 3

Given the importance of licensing policy for public order in the County's urban areas, and the changing national picture, will he now initiate a fresh look at the Council's licensing policy, with a view to an early debate in full Council?

Response

As I have already stated it is precisely the effectiveness of this council's current policies together with the diligent manner in which they are applied by our excellent licensing team and then properly interpreted by Members of Licensing Sub Committees that has allowed this council to achieve the results that it has so far in the Karma case.

As for the future, legislative changes have been outlined in the Police Reform and Social Responsibility Act 2011 and there is a commitment to formally review Wiltshire Council's Statement of Licensing Policy during April 2012 to address these changes. Licensing Policy Committee meeting dates have been programmed to address these changes in a timely manner as well as a review of our current licensing policies. During this review the opportunity will be taken to fully embed all current best practice arrangements. Members of the Council will also have an opportunity to comment on any proposed changes as part of a consultation process.

Question From Councillor Chris Caswill **Chippenham Monkton Division**

To Councillor Keith Humphries **Cabinet member for Public Health and Protection Services**

Question 1

Will he take this chance to comment on the public protection lessons to be learnt from the current case of the Karma night club in Chippenham?

Response

We always strive to improve the excellent performance of the Council's Public Protection Service and we note what has been achieved in The Karma case. In

addition the Public Protection Service always welcomes the opportunity to improve its service and learn from the experience it gains through on-going cases. A meeting has already been arranged to explore whether there are any lessons to be learned that will help promote and consolidate all of the licensing objectives.

I welcome Cllr Caswill' s involvement and contribution as the local Member during the preparations for this case and trust that he will be able to take part in the planned review.

Question 2

What plans have been made for the introduction of a Health and Wellbeing Board for Wiltshire?

Response

Wiltshire already has a shadow Health and Wellbeing Board that is up and running. Indeed a very positive workshop was held only last week with stakeholders including members of the Health and Adult Social Care Select Committee to discuss what we want to achieve as a shadow Board and how the various partners will work together.

The shadow Board has met once and will meet bi-monthly. The Board has agreed that it will review its working arrangements in April 2012 and determine how it will conduct its business until April 2013. At that date according to the current Bill, Councils will be required to have in place a formal Health and Wellbeing Board.

A briefing paper for councillors was included in the Elected Wire on 26 August 2011. See link below

<http://thewire.wiltshire.council/index/councillors-area/elected-wire/2011-elected-wire-26-august/wiltshire-health-and-wellbeing-board.htm>

Question

Is it his expectation that membership of that Board will include (a) opposition and (b) other backbench Wiltshire Councillors?

Response

The first shadow meeting of the Board took place on 13 October where the terms of reference which included membership of the shadow board, were agreed.

The membership is as follows:-

- the Leader of the council*
- the director of adult social care*
- the director of children and education*

- the director of public health*
- cabinet member for adult care, communities and housing
- cabinet member for children's services
- cabinet member for public health and protection services
- 3 Commissioning Group representatives* (one **GP** representative from each of the current Clinical Commissioning Groups to provide clinical leadership)
- 3 PCT representatives (until the PCT is abolished in March 2013)
- Chair of Wiltshire Involvement Network (WIN) until local HealthWatch is constituted. He/she will then be replaced by a local HealthWatch representative*.

The roles marked above with an * are currently required in the draft Health and Social Care Bill.

The final membership of the formal board will depend on the requirements of the Act.

Question From Councillor Chris Caswill
Chippenham Monkton Division

To Councillor John Thomson
Cabinet member for Adult Care, Communities and Housing

At the last Council meeting on July 11 you gave an assurance in respect of the accommodation of Wiltshire residents at Rose Villa in Bristol that "a Safeguarding investigation was carried out (there) and NHS Wiltshire are satisfied that measures were put in place that ensured the safety of the residents". The minuted supplementary comments record your stated commitment to quality of care there.

Question 1

When you made those statements to Council, were you aware that four staff at Rose Villa had been suspended from duty, as announced on the regional television that same evening? If so why did you choose not to inform council of that development?

Response

NHS Wiltshire and Wiltshire Council were aware that a staff member at Rose Villa had been suspended due to allegations made, whilst investigations were being undertaken by Bristol PCT (as lead commissioners) and the police. At this stage it was not in the public domain, so it was not appropriate to disclose this due to the continuing criminal investigations.

When these questions were first raised in August 2011, Sue Redmond met with Councillor Colmer to provide further information regarding the case.

Councillor Caswell was also offered a meeting with officers, Sue Redmond and Maggie Rae but this offer was not taken up.

Question 2

Were you also aware on July 11 that the Care Quality Commission had concerns about Rose Villa under 7 headings, including care and welfare, safeguarding from abuse and respect for residents, and that they in June and July carried out an investigation into Rose Villa, leading to the conclusion that there were 'major concerns' under those headings?

Response

NHS Wiltshire and Wiltshire Council were aware of CQC's concerns and we were working closely with the 'commissioning consortium' to ensure that all residents were safe during the ongoing investigation, and moved to alternative care.

As soon as concerns were raised Bristol PCT, as lead commissioner, put in place an interim enhanced management structure, provided by the Brandon Trust, to manage Rose Villa and ensure patient safety.

Question 3

The CQC report found that Rose Villa was not meeting more than one of the essential standards. Rose Villa was subsequently closed. What assurances can you give the Council and the public that lessons have been learnt by this Council and NHS Wiltshire about checking the quality of care homes before Wiltshire residents are placed there?

Response

The facility at Rose Villa was closed by Castlebeck, not CQC. This was because all commissioners had removed patients from Rose Villa in response to concerns raised.

When the results of these investigations are published, the recommendations will be considered further and any necessary actions implemented.

The Council and NHS Wiltshire have worked closely during this incident to ensure the safety of our patients at all times.

There is a robust commissioning process in place for Wiltshire residents, and we do continually review processes to ensure our arrangements meet patients needs and they receive the highest quality of care in a setting appropriate to those needs.

Question 4

Has he responded to the questions and criticisms put by (an individual) on behalf of the Wiltshire Domiciliary Care Association in her email of 5 October, and copied to all Councillors?

Response

Sue Redmond and I met with the individual concerned and the vice-chair of the Wiltshire Domiciliary Care Association on 14 October 2011 and agreed, and then circulated to all providers, a joint letter on 17 October 2011 (Appendix C).

Following feedback from this the HTLAH project team subsequently met with the individual you refer to and representatives of the Wiltshire Domiciliary Care Association on Friday, 28 October 2011 to discuss how agencies can continue to work with the Council and the HTLAH Providers. Action points were agreed at this meeting that we hope will enable both parties to work through the customer transfers effectively with others.

Question 5

At what stage, and why, was the number of 'preferred providers' for Wiltshire reduced from the originally advertised 12 to the eventual 4?

Response

The original advert was worded to reflect that we could award "up to" 12 contracts at the time the advert was produced, which was based on a rationale of having 4 areas with 3 providers working in each area. The project team worked with Corporate Procurement to agree the most appropriate model for delivering the contracts. One of the key innovations of this contract was to bring together responsibility for sheltered accommodation support and domiciliary care support into a single service. This could not be achieved by having multiple providers operating in a single contract area and required a provider to be responsible for a complete area.

During the Invitation to Tender process, this was explained to the successful applicants and that this would mean that up to 8 contracts could be awarded. The evaluation model was a balance between quality and cost, with quality being the highest factor. Due to the economies of scale within the bids, some providers were awarded more than one contract area. Therefore, 8 contracts have been awarded, but to 4 providers. The model had factored in the potential for multiple bids from Providers and would have not allowed a situation to occur where a single Provider was awarded all the business.

Question 6

How many providers were working with the Council in this area prior to the tendering process? How many of these were Wiltshire based? Which of four chosen providers are Wiltshire organisations and which are national?

Response

We believe there are up to 120 agencies providing support to people at home, although many of these are very small agencies with very few hours. 80% of the business was performed by 20 agencies across Wiltshire.

All 4 providers currently work in Wiltshire and have done for some time. The slight exception would be Enara / Complete Care. Complete Care were a local provider but were taken over by Enara, who are not a local provider and submitted the successful bid.

Question 7

As of 1 November how many staff had transferred in from previous providers to the four preferred providers chosen by this Council?

Response

Transfers of staff to the new providers has only taken place between the Council and the 4 Providers. 105 staff were expected to transfer, the final figure of 86 staff transferred to the new providers on 3 October 2011. The 4 providers are due to transfer staff between themselves between 1 November 2011 and 21 November 2011, to ensure customers can continue with their current care support workers.

We are still in the process of agreeing with existing providers the staff that are eligible to transfer to the new providers. We are particularly concerned to try to ensure that as many customers as possible are able to have continuity in who provides their support. To this end we are working with the existing providers to identify staff that would be eligible to transfer to the new providers under TUPE.

Question 8

In what circumstances have clients been able to remain with their existing providers?

Response

Customers who want to take up a direct payment will be able to choose which agency provides their support. We are currently expecting to complete direct payment reviews by the end of November 2011.

There are a few customers who we have agreed should continue to stay with their current provider due to their particular circumstances, e.g. end of life support or highly complex requirements.

Question 9

Given the Government's push for direct payments, is it the Council's policy to encourage clients to move to this system, and what support is now being given to them for that?

Response

The Council will always make sure customers are informed about their choices and the option to take up a direct payment. This is, and will, remain an integral part of the assessment process.

The Council funds an independent organisation to provide advice and support to customers wanting to take a direct payment. They are also helping the Council to carry out the current high demand for Direct Payment reviews.

The Council however has commissioned this service as we believe it will offer a better outcome for customers and give them a better quality of life. As such, we would encourage customers to use the service, but this will never remove their right to choose a direct payment.

Questions from Councillor Jon Hubbard
Melksham South Division

To Councillor Jane Scott, Leader of The Council

Question 1

Concerning the Membership of the Royal Overseas Club in London, paid for by Wiltshire Council, who authorised the payment?

Response

Verbal answer will be given at Full Council meeting

Question 2

How much longer will Wiltshire Council be paying for Membership of London clubs, and can we have the Council's reassurance that this will not be available for future senior managers?

Response

Verbal answer will be given at Full Council meeting

Appendices

- Appendix A – Winter funding list
- Appendix B – Urban Roads and footways
- Appendix C – Joint letter dated 17/10/11

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Carriageway Repairs and Resurfacing 2011/12

(using Winter Damage Funding)

A3102 Calne Road, Lyneham Carriageway Repairs
A3102 Goatacre to Hilmarton, Carriageway Repairs
A338 Britford, Emergency Surfacing
A338 Newton Tony
A338 Southgrove, Burbage
A338 St Thomas Roundabout North to Winterbourne Earls
A342 Nursteed To Monument Hill Carriageway Repairs
A350 East Knoyle Carriageway Repairs
A354 Swaynes Firs, Coombe Bissett Carriageway Repairs
A360 Potterne Carriageway Repairs
A360 Shrewton Village Carriageway Repairs
A4 Bath Road, Pewsey Road, Marlborough Carriageway Repairs
Avon Farm Lane, Bremhill Carriageway Repairs
B3087 Burbage to Pewsey Carriageway Repairs
B3106 Canal Road, Trowbridge Footways
Balmoral Road, Holyrood Close, Trowbridge Carriageway Repairs
Bath Road, Shaw Carriageway Repairs
British Row, Trowbridge Carriageway Repairs
C116 Marston Meysey Carriageway Repairs
C15 Bushton Carriageway Recycling
C289/C323 East Grimstead Carriageway Repairs
C71 Colerne to A420 The Shoe Carriageway Repairs
Cadley Road, Collingbourne Ducis Carriageway Repairs
Canal Road, Trowbridge Carriageway
Church Lane, Limpley Stoke Carriageway Repairs
Church Road, Biddestone
Church Street, Purton Carriageway Repairs
Clanville to Upper Seagry Carriageway Repairs
Duke Street/Church Street, Trowbridge Carriageway Repairs
East of Whiteparish Carriageway Repairs
Ford Lane, Ford
Hammond Way Roundabout, Trowbridge Carriageway Repairs
Horse Road Roundabout, Trowbridge Carriageway Repairs
Ironwork Repairs A338 Winterbourne Earls
Ironwork Repairs A350 Beanacre
Ironwork Repairs A361 County Way Trowbridge
Ironwork Repairs B3109 Bradford Leigh
Ironwork Repairs various
Kingsford Close Redlynch Carriageway Repairs
Kohat Road, Tidworth Carriageway Repairs
Longfield Gyratory, Mortimer Street, Frome Road, Trowbridge Carriageway Repairs
Manvers Street, Trowbridge Carriageway Repairs
Millford Mill Road, Salisbury Carriageway Repairs

Northgate Street/The Market Place, Devizes
Parish Steward potholes various
Park Place, Ashton Keynes Carriageway Repairs
Pembroke Road, Melksham Reconstruction Works
Phillips Way, Yarnbrook
Salisbury Road, Bulford
Sandfield, West Lavington
Sandringham Road, Trowbridge Carriageway Repairs
Shurnhold, Melksham A350 Traffic Signals
Slaughterford Village Carriageway Repairs
The Gravel, Holt
The Street, Parsonage Hill, Farley Carriageway Repairs
Trowbridge Road, Hilperton
Weston Lane, Winterslow Carriageway Repairs
White Way, Pitton Carriageway Repairs
Works Broad Hinton Footpath
Wynsome Street, Southwick Carriageway Repairs

Urban Unclassified and minor road footway and carriageway schemes 2010/11 and 2011/12
(Excludes A, B and C roads)

AREA BOARD	LOCATION	SCHEME NAME	TREATMENT TYPE
AMESBURY	LYNCHFIELD ROAD (HIGHFIELD ROAD TO LYNCHETS ROAD) AMESBURY	Reconstruction Footways 10/11 - S4 Lynchfield Road, Amesbury	Footways 10/11
AMESBURY	WINDSOR ROAD (HIGH STREET TO BULFORD ROAD) DURRINGTON	MicroAsphalt Surfacing 2011-12 (South) Windsor Road Durrington S10	Micro Asphalt 2011/12
AMESBURY	CORONATION ROAD (OFF MEAD ROAD) DURRINGTON	MicroAsphalt Surfacing and Preparation S09 Coronation Road Durrington	Micro Asphalt 2011/12
AMESBURY	PARKLAND WAY (OFF WINTERSLOW ROAD) PORTON	MicroAsphalt Patching S04 Parkland Way Porton	Micro Asphalt 2011/12
AMESBURY	CHURCH ROAD (IDMINSTON ROAD TO RAILWAY) IDMISTON	Micro Asphalt Schemes Church Road Idmiston	Micro Asphalt 10/11
AMESBURY	THE CROFT (MAIN SECTION) NEWTON TONEY	Slurry Seal Footways 10/11 - S3 The Croft, Newton Toney	Footways 10/11
BRADFORD ON AVON	BROADSTONES (C213 TO END) MONKTON FARLEIGH	MicroAsphalt Surfacing 2011-12 Broadstones Monkton Farleigh	Micro Asphalt 2011/12
BRADFORD ON AVON	ROAD INTO STATION (BRADFORD ON AVON)	Station Road Bradford on Avon Carriageway Repairs	Carriageway Repairs 2011/12
BRADFORD ON AVON	THE MIDLANDS (HOLT)	The Midlands Holt Minor Carriageway Repairs	Carriageway Repairs
BRADFORD ON AVON	BRADLEY LANE (HOLT)	MicroAsphalt Patching 2011-2012 (Central) C07 Bradley Lane Holt	Micro Asphalt 2011/12
BRADFORD ON AVON	STATION ROAD (HOLT)	Station Road Holt Minor Carriageway Repairs	Carriageway Repairs
CALNE	WESSEX CLOSE (CALNE)	Slurry Seal Footways 10/11 - E3 Wessex Close & Wyverne Avenue, Calne	Footways 10/11
CALNE	GOATACRE LANE (GOATACRE)	Goatacre Lane Hilmarton	Surface Dressing 2011/12
CALNE	MIDDLE LANE (CHERHILL)	MicroAsphalt Patching N04 Middle Lane Cherhill	Micro Asphalt 2011/12
CALNE	MAIDEN LANE (CHERHILL)	MicroAsphalt Patching N06 Maiden Lane Cherhill	Micro Asphalt 2011/12
CALNE	UPPER FARM LANE (CHERHILL)	Pre MicroAsphalt Patching N08 Park Lane Cherhill	Micro Asphalt 2011/12
CALNE	THE PIPPIN (CALNE)	MicroAsphalt Patching N10 The Pippin Calne	Micro Asphalt 2011/12
CHIPPENHAM	PIPSMORE ROAD (CHIPPENHAM)	MicroAsphalt planing N13 Allington Way Chippenham	Micro Asphalt 2011/12
CHIPPENHAM	MONKTON HILL (CHIPPENHAM)	Monkton Hill Chippenham	Surfacing Schemes 2011/12
CHIPPENHAM	GLADSTONE ROAD (CHIPPENHAM)	Gladstone Road Chippenham Carriageway Repairs	Carriageway Repairs 2011/12
CHIPPENHAM	CHURCH LANE (KINGTON LANGLEY)	Church Lane Kington Langley	Surface Dressing 10/11
CORSHAM	SOUTH STREET (POUND MEAD NORTH TO GROVE ROAD) CORSHAM	South Street Corsham - Minor Carriageway Repairs	Carriageway Repairs
CORSHAM	IVY FIELD (SOUTH OFF BENCES LANE) CORSHAM	Ivy Field Corsham - Minor Carriageway Repairs	Carriageway Repairs
CORSHAM	CORSHAM ROAD (OFF THE MAIN ROAD) LACOCK	Corsham Road Estate Corsham Minor Carriageway Repairs	Carriageway Repairs
CORSHAM	BEWLEY LANE (C155 BEWLEY COMMON NORTH TO 30 MPH) LACOCK	Bewley Lane Lacock	Carriageway Repairs 2011/12
DEVIZES	RUTTS LANE (WEST LAVINGTON)	Rutts Lane West Lavington Surface Dressing	Surface Dressing 2011/12
DEVIZES	FIDDINGTON CLAY (MARKET LAVINGTON)	Micro Asphalt Schemes Fiddington LCay Market Lavington	Micro Asphalt 10/11
DEVIZES	HAMILTON DRIVE (MARKET LAVINGTON)	Micro Asphalt Schemes Hamilton Drive Market Lavington	Micro Asphalt 10/11
DEVIZES	SOUTH CLIFFE ROAD (MARKET LAVINGTON)	Micro Asphalt schemes Southcliffe Road Market Lavington	Micro Asphalt 10/11
DEVIZES	YEOMAN CLOSE (MARKET LAVINGTON)	Micro Asphalt Schemes Yeoman Close Market Lavington	Micro Asphalt 10/11
DEVIZES	MELROSE CLOSE (MARKET LAVINGTON)	Micro Asphalt Schemes Melrose close Market Lavington	Micro Asphalt 10/11
DEVIZES	WHITE STREET/LAVINGTON HILL (B3098 TO 30MPH) MARKET LAVINGTON	Micro Asphalt Schemes White Street Market Lavington	Micro Asphalt 10/11
DEVIZES	OAK LANE (EASTERTON)	MicroAsphalt Patching 2011-2012 (Central) C13 Oak Lane Easterton	Micro Asphalt 2011/12
DEVIZES	STIRLING ROAD (MARKET LAVINGTON)	Micro Asphalt Schemes Stirling Road Market Lavington	Micro Asphalt 10/11

Urban Unclassified and minor road footway and carriageway schemes 2010/11 and 2011/12
(Excludes A, B and C roads)

AREA BOARD	LOCATION	SCHEME NAME	TREATMENT TYPE
DEVIZES	LYNCHETT CLOSE (MARKET LAVINGTON)	Micro Asphalt Schemes Lynchett Close Market Lavington	Micro Asphalt 10/11
DEVIZES	THE PADDOCK (MARKET LAVINGTON)	Micro Asphalt Schemes The Paddock Market Lavington	Micro Asphalt 10/11
DEVIZES	HIGH STREET (B3098 NORTH AND WEST TO C253 THE GREEN) URCHFON	High Street Urchfont Carriageway Repairs	Patching 10/11
DEVIZES	FRIARS LANE (EAST OFF HIGH STREET TO MARSH LANE) URCHFON	The Bottom Urchfont Minor Carriageway Repairs	Carriageway Repairs
DEVIZES	GREEN LANE (BYWAY 4) GREAT CHEVERELL	Green Lane Great Cheverell Carriageway Repairs	Patching 10/11
DEVIZES	AVON ROAD (A361 TO T JUNCTION) DEVIZES	MicroAsphalt Patching 2011-2012 (Central) C05 Avon Road Devizes	Micro Asphalt 2011/12
MALMESBURY	POOL GARSTONS ROAD (MALMESBURY)	Slurry Seal Footways 10/11 - Pool Gastons Road, Malmesbury	Footways 10/11
MALMESBURY	OLD ALEXANDER ROAD (MALMESBURY)	Old Alexander Road Malmesbury - minor Carriageway Repairs	Carriageway Repairs
MALMESBURY	PARKLANDS (SPINE SOUTH WEST TO H/H T JUNCTION) MALMESBURY	Parklands Malmesbury Minor Carriageway Repairs	Carriageway Repairs
MALMESBURY	BURNHAM ROAD (MALMESBURY)	St Aldhelms Road Malmesbury Minor Carriageway Repairs	Carriageway Repairs
MALMESBURY	ESTATE ROAD (OFF B4014) MALMEBURY	Reeds Farm Road Malmesbury - Minor Carriageway Repairs	Carriageway Repairs
MALMESBURY	OLIVE MEAD LANE (EAST OFF THE GREEN) DAUNTSEY	Retread Schemes RT007 Olivemead Lane, Dauntsey	Retread 10/11
MARLBOROUGH	COLLEGE FIELDS (HAWKINS MEADOW EAST TO A4) MARLBOROUGH	College Fields Marlborough - Minor Carriageway Repairs	Carriageway Repairs
MARLBOROUGH	BACK LANE (RAMSBURY)	Back Lane Ramsbury Carriageway Repairs	Carriageway Repairs 2011/12
MARLBROUGH	ECKARDS LANE (C38 SOUTH EAST TO RYLES LANE) LOCKERIDGE	Retread Schemes RT001 - Eckards Lane, Lockeridge	Retread 10/11
MELKSHAM	BROOKFIELD RISE (L SHAPE) WHITLEY	Slurry Seal Footways 10/11 - W2 Brookfield Rise, Whitley	Footways 10/11
MELKSHAM	GRANGE CLOSE (WHITLEY)	Slurry Seal Footways 10/11 - W4 Grange Close, Whitley	Footways 10/11
MELKSHAM	SOUTHBROOK ROAD (MELKSHAM)	Slurry Seal Footways 10/11 - W5 Southbrook Road, Melksham	Footways 10/11
MELKSHAM	BERRYFIELD LANE (T JUNCTION AT NO 612 NORTHEAST TO A350) MELKSHAM	Retread Schemes RT009 Berryfields Lane - Melksham	Retread 10/11
MELKSHAM	RADNOR PLACE (SOUTH OFF LONGFORD ROAD) MELKSHAM	Radnor Place Melksham Carriageway Repairs	Carriageway Repairs 2011/12
MELKSHAM	BARNES WALLIS CLOSE (SOUTH OFF MITCHELL DRIVE) MELKSHAM	Micro Asphalt Schemes Barnes Wallis Close Bowerhill	Micro Asphalt 10/11
MELKSHAM	SUNDERLAND CLOSE (MITCHELL DRIVE NORTH TO T JUNCTION) MELKSHAM	Micro Asphalt Schemes Sunderland Close Bowerhill	Micro Asphalt 10/11
MELKSHAM	SPUR OFF C382 SPA ROAD ALSO SPA ROAD (MELKSHAM)	MicroAsplalt Surfacing 2011-2012 The Spa Melksham	Micro Asphalt 2011/12
MELKSHAM	ELM CLOSE (HALIFAX ROAD NORTH TO T JUNCTION) MELKSHAM	Micro Asphalt Schemes Elm Close Bowerhill	Micro Asphalt 10/11
MELKSHAM	DOWDING WAY (EAST OFF HALIFAX ROAD) MELKSHAM	Micro Asphalt Schemes Dowding Way Bowerhill	Micro Asphalt 10/11
MELKSHAM	TOWER ROAD (WEST OFF BLACKMORE ROAD) MELKSHAM	Blackmore Road Melksham Minor Carriageway Repairs	Carriageway Repairs
PEWSEY	WATSON CLOSE (AVON SQUARE TO T JUNCTION HOUSE 55) UPAVON	Micro Asphalt Schemes Avon Square inc Watson Close upavon	Micro Asphalt 10/11
PEWSEY	CHAPEL LANE (JARVIS STREET SOUTH TO A342) UPAVON	MicrAsphalt Patching 2011-2012 (Central) C17 Chapel Lane Upavon	Micro Asphalt 2011/12
PEWSEY	BROADFIELDS (PEWSEY)	Slurry Seal Footways 10/11 - E4 Broadfields Pewsey	Footways 10/11
PEWSEY	THE CRESCENT (PEWSEY)	The Crescent Pewsey Minor Carriageway Repairs	Carriageway Repairs
PEWSEY	BUCKLEAZE LANE (PEWSEY)	Railbridge signing 2011, various sites	Replace signs on rail bridges
PEWSEY	THE NEW SEVERALLS (MILTON LILBOURNE)	Reconstruction Footways - The New Severalls, Milton Lilbourne	Footways 2011/12
PEWSEY	THE STREET (B3087 TO 30 MPH) MILTON LILBOURNE	The Street Milton Lilbourne Retreat 2011 2012	Retread 2011/12
ROYAL WOOTTON BASSETT & CRICKLADE	POUND CLOSE (LYNEHAM)	Micro Asphalt Schemes Pound LCose Lyneham	Micro Asphalt 10/11
ROYAL WOOTTON BASSETT & CRICKLADE	POLICE STATION ROAD (ROYAL WOOTTON BASSETT)	MicroAsphalt Surfacing 2011-2012 (North) Police Station Lane Wootton Bassett	Micro Asphalt 2011/12

Urban Unclassified and minor road footway and carriageway schemes 2010/11 and 2011/12
(Excludes A, B and C roads)

AREA BOARD	LOCATION	SCHEME NAME	TREATMENT TYPE
ROYAL WOOTTON BASSETT & CRICKLADE	SHERIDAN DRIVE (ROYAL WOOTTON BASSETT)	Micro Asphalt Schemes Sheridan Road Wootton Bassett	Micro Asphalt 10/11
ROYAL WOOTTON BASSETT & CRICKLADE	TENNYSON ROAD (ROYAL WOOTTON BASSETT)	Micro Asphalt Schemes Tennyson Road Wootton Bassett	Micro Asphalt 10/11
ROYAL WOOTTON BASSETT & CRICKLADE	GREEN HILL LANE (GREEN HILL)	Carriageway Repairs Greenhill Wootton Bassett	Patching 10/11
ROYAL WOOTTON BASSETT & CRICKLADE	RINGSBURY CLOSE (DOGRIDGE)	Slurry Seal Footways 10/11 - N1 Ringsbury Close, Purton	Footways 10/11
ROYAL WOOTTON BASSETT & CRICKLADE	THE HYDE (PURTON)	MicroAsphalt Patching N09 The Hyde Purton	Micro Asphalt 2011/12
SALISBURY	PEMBROKE ROAD (QUEEN ALEXANDRA TO WOODSIDE ROAD) SALISBURY	Pembroke Road Bemerton Heath Salisbury Minor Carriageway Repairs	Carriageway Repairs
SALISBURY	ROBERTS ROAD (ROMAN ROAD NW TO QUEEN ALEXANDRA ROAD) SALISBURY	Roberts Rd, Salisbury - Minor Carriageway Repairs	Carriageway Repairs
SALISBURY	RAWLENCE ROAD (WESTWOOD ROAD TO PINWOOD WAY) SALISBURY	Rawlence Road Salisbury Carriageway Repairs	Carriageway Repairs 2011/12
SALISBURY	FINCHLEY ROAD (NORTH OFF WILTON ROAD) SALISBURY	Slurry Seal Footways 10/11 - S4 Finchley Road, Salisbury	Footways 10/11
SALISBURY	OLD BLANDFORD ROAD (A3094 HARNHAM ROAD TO 30 MPH LIMIT) SALISBURY	Francis Way, Harnham - Minor Carriageway Repairs	Carriageway Repairs
SALISBURY	FRANCIS WAY/CECIL AVENUE SALISBURY	Recon Footway 11/12 - Francis Way & Cecil Avenue, Salisbury	Footways 2011/12
SALISBURY	CARMELITE WAY (EXETER STREET TO END) SALISBURY	Micro Patching S01 Carmelite Way and Friary Salisbury	Micro Asphalt 2011/12
SALISBURY	SALT LANE (GREENCROFT STREET WEST TO ENDLESS STREET) SALISBURY	Salt Lane Salisbury Carriageway Repairs	Patching 10/11
SALISBURY	QUEENSBERRY ROAD (OFF CASTLE ROAD) SALISBURY	Queensberry Rd, Salisbury - Minor Carriageway Repairs	Carriageway Repairs
SALISBURY	CAMBRIDGE ROAD (DORSET ROAD TO SOMERSET ROAD) SALISBURY	Cambridge Road Salisbury Minor Carriageway Repairs	Carriageway Repairs
SALISBURY	MANOR ROAD (WAIN-A-LONG ROAD TO KELSEY ROAD) SALISBURY	Manor Road, Salisbury - Carriageway Repairs	Patching 10/11
SALISBURY	JEWELL CLOSE/WOODVILLE ROAD (SALISBURY)	Micro Asphalt Schemes Jewell Close & Spurs Salisbury	Micro Asphalt 10/11
SOUTH WEST WILTSHIRE	WHITEMARSH (OFF SHAFTESBURY ROAD) MERE	Micro Asphalt Schemes Whitemarsh Estate - Mere	Micro Asphalt 10/11
SOUTH WEST WILTSHIRE	STOP STREET (30MPH NORTH TO STOP FARM) FONTHILL GIFFORD	Stop Street Fonthill Gifford	Surface Dressing 10/11
SOUTH WEST WILTSHIRE	UNION ROAD/CHURCH STREET TISBURY	Church Street Union Hill Tisbury	Surface Dressing 10/11
SOUTHERN WILTSHIRE	WICK LANE (40 MPH LIMIT WEST TO BOTLEYS FARM) DOWNTON	Wick Lane Downton	Surface Dressing 10/11
SOUTHERN WILTSHIRE	SAXON LEAS (3RD SPUR RIGHT) WEST WINTERSLOW	Saxon Leas, Winterslow - Carriageway Repairs	Patching 10/11
SOUTHERN WILTSHIRE	THE CAUSEWAY (EAST OFF MIDDLETON ROAD) MIDDLE WINTERSLOW	The Causeway Winterslow Retread 2011-2012	Retread 2011/12
SOUTHWEST WILTSHIRE	KINGSBURY SQUARE (NORTH WEST AND SOUTH WEST TO SILVER STREET) WILTON	Wilton Market Square Minor Carriageway Repairs	Carriageway Repairs
TIDWORTH	BUTTS CLOSE (NORTH OFF A342) LUDGERSHALL	Recon Footways - Butt Close, Ludgershall	Footways 2011/12
TROWBRIDGE	LITTLE COMMON (WILLOW GROVE) NORTH BRADLEY	Little Common North Bradley Minor Carriageway Repairs	Carriageway Repairs
TROWBRIDGE	COLLEGE ROAD (SPINE) TROWBRIDGE	College Road Trowbridge Carriageway Repairs	Patching 10/11
TROWBRIDGE	SILVER STREET LANE (A36 TO MARSTON ROAD) TROWBRIDGE	Reconstruction Footways 10/11 - W4 Silver Street Lane, Trowbridge	Footways 10/11
TROWBRIDGE	SILVER STREET LANE (MARSTON ROAD TO A363) TROWBRIDGE	Silver St, Trowbridge - Ironwork Solutions	Iron Work Solutions 10/11
TROWBRIDGE	CHURCHLANDS (CHURCH LANE TO T) NORTH BRADLEY	MicroAsphalt Surfacing 2011-2012 (Central) Churchlands North Bradley	Micro Asphalt 2011/12
TROWBRIDGE	COLLEGE GARDENS (NORTH BRADLEY)	MicroAsphalt Patching 2011-2012 (Central) C10 College Gardens North Bradley	Micro Asphalt 2011/12
TROWBRIDGE	ST THOMAS ROAD (TIMBRELL ST E TO VICTORIA RD) TROWBRIDGE	Union Street Trowbridge	Patching 10/11
TROWBRIDGE	HARFORD STREET (TROWBRIDGE)	Alma Street Trowbridge Carriageway Repairs	Patching 10/11
TROWBRIDGE	DOWNSIDE PARK (WYKE TO CEMETERY) TROWBRIDGE	MicroAsphalt Patching 2011-2012 (Central) C15 Downside Park Trowbridge	Micro Asphalt 2011/12

Urban Unclassified and minor road footway and carriageway schemes 2010/11 and 2011/12
(Excludes A, B and C roads)

AREA BOARD	LOCATION	SCHEME NAME	TREATMENT TYPE
TROWBRIDGE	PRINCESS GARDENS (ST MARYS GDNS TO END) HILPERTON	Reconstruction Footways 10/11 - Princess Gardens, Hilperton	Footways 10/11
TROWBRIDGE	PRINCESS GARDENS (ST MARYS GDNS TO END) HILPERTON	Reconstruction Footways 2011/2012 C1 Princess Gardens Hilperton	Footways 2011/12
TROWBRIDGE	WYKE ROAD (HILPERTON)	Wyke Road Hilperton Minor Carriageway Repairs	Carriageway Repairs
WARMINSTER	COURT LANE (C275 NORTH AND SOUTH EAST TO LYES GREEN) CORSLEY	Lyes Green Corsley Minor Carriageway Repairs	Carriageway Repairs
WARMINSTER	BROXBURN ROAD (MASEFIELD ROAD TO ST ANDREWS ROAD) WARMINSTER	Broxburn Road Warminster Carriageway Repairs	Carriageway Repairs 2011/12
WARMINSTER	FOLLY LANE (THORNHILL ROAD TO FOLLEY FARM) WARMINSTER	Folly Lane Warminster Minor Carriageway Repairs	Carriageway Repairs
WARMINSTER	CHERRY ORCHARD (CODFORD)	Slurry Seal Footways 10/11 - W1 Cherry Orchard, Codford	Footways 10/11
WARMINSTER	OXYARD (CODFORD)	Slurry Seal Footways 10/11 - W3 Oxyard, Codford	Footways 10/11
WESTBURY	PETTICOAT LANE (DILTON MARSH)	MicroAsphalt Patching 2011-2012 (Central) C08 Petticoat Lane & Silver Street Dilton Mar	Micro Asphalt 2011/12
WESTBURY	MEADOW LANE (STATION ROAD TO FROGMORE ROAD) WESTBURY	Meadow Lane Westbury - Minor Carriageway Repairs	Carriageway Repairs
WESTBURY	OLDFIELD PARK (T JUNCTION SOUTH EAST TO END) WESTBURY	MicroAsphalt Surfacing 2011-2012 (Central) Oldfield Park Westbury	Micro Asphalt 2011/12
WESTBURY	OLDFIELD ROAD (STATION ROAD SOUTH WEST TO MANE WAY) WESTBURY	Oldfield Road Westbury Minor Carriageway Repairs	Carriageway Repairs
WESTBURY	SLAG LANE (THE HAM NORTH EAST TO HAWKERIDGE ROAD) WESTBURY	Slag Lane Westbury - Minor Carriageway repairs	Carriageway Repairs
WESTBURY	STORRIDGE ROAD (C7 THE HAM NORTH WEST) WESTBURY	Storrige Road Westbury Carriageway Repairs	Surfacing Schemes 10/11
WESTBURY	HAWKERIDGE VILLAGE ROAD (HEYWOOD)	MicroAsphalt Patching 2011-2012 (Central) C12 Hawkeridge Village Road	Micro Asphalt 2011/12
WESTBURY	WELLHEAD LANE (SOUTH EAST OFF A350) WESTBURY	Wellhead Lane Westbury - Minor Carriageway Repairs	Carriageway Repairs
WESTBURY	FIELD CLOSE (MEADOW LANE SOUTH TO END) WESTBURY	Field Close Westbury - minor Carriageway Repairs	Carriageway Repairs
WESTBURY	CARPENTERS LANE (BRATTON)	Carpenters Lane Bratton - Minor Carriageway Repairs	Carriageway Repairs
WESTBURY	IMBER ROAD (CHURCH ROAD TO 30 MPH) BRATTON	Imber Road Bratton	Surface Dressing 2011/12
WESTBURY	INMEAD (LOWER ROAD NORTH WEST TO END) EDINGTON	MicroAsphalt Patching 2011-2012 (Central) C16 Inmead Edington	Micro Asphalt 2011/12

Appendix C

Joint Letter to Providers

17 October 2011

Dear Sir or Madam,

We met with the Domiciliary Care Providers Association last week and have agreed with them and the lead providers, the next steps to be taken in implementing the Help to Live at Home contracts.

We heard from the Association the importance of agencies having detailed information about which customers will be transferring and who will not be. This will enable all concerned to plan for these changes.

To this end, please find attached a list of the customers who will be transferring to the Help to Live at Home providers between now and the 30th November 2011, this is a formal notification of our intentions.

The list is broken down into 4 groups:

1. Those customers who will transfer
2. Customers who have indicated that they may want a Direct Payment, but until this is confirmed will transfer.
3. Customers who have clearly stated their intention to have a direct payment who will remain with their existing provider until an assessment is undertaken
4. Customer considered as "exceptions" until their next review and who will continue with their current provider.

We have agreed with the Association that it is important to ensure as far as possible, that customers have continuity in their care workers. We believe that the attached lists will enable providers to consider the TUPE transfer of some of your staff. As far as possible we are keen for customers to be able to retain their current carers. Therefore, staff who may have rights under TUPE must be given sufficient time to allow for meaningful discussions with the HTLAH providers, to ensure they are properly informed. Good practice would require you to consider how these staff have been deployed over the past 2-3 months, not just how you deploy them currently. The fact that some staff have zero hour contracts would not exclude them for consideration for any TUPE transfers. We would encourage you to start consultation as soon as possible with your staff and Help to Live at Home Providers. The lead providers have HR staff who are able to advise and support on these matters should this be required.

PEOPLE CONSIDERING A DIRECT PAYMENT:

We know that a number of people want to consider a direct payment. This information has either been passed to us by existing Providers or as a response to the letters we sent. It is important to state that although a customer may request a direct payment, until they have been assessed, it cannot be assumed they will be given a direct payment. The purpose of the assessment will be to determine if the customer is eligible and will be able to manage all the responsibilities of a direct payment. Before completing an assessment it is clear from customers that many need more information about what having a direct payment means. The Association felt strongly that an independent organisation should help people with information and advice and we agree, so we have commissioned the Wiltshire Centre for Independent Living (CIL). CIL will run some meetings for families interested in knowing more, produce some fact sheets and visit customers. During this time it has been agreed

with the Association that these customers should transfer and therefore are identified on this list.

PEOPLE WHO HAVE DECIDED THEY WANT A DIRECT PAYMENT:

We agreed with the WDCPA that direct payments are not appropriate for people who just want to retain their existing care agency. However, some people have clearly indicated their intentions to have a direct payment. We will be contacting them shortly to arrange an appointment. These customers are identified on the list.

To reflect the award of these contracts the Direct Payment rate for those using a direct payment to employ a care agency, has been reviewed and the new rates, **with immediate effect**, will be:

£14.85 in all parts of the County except postcodes in contract areas South 2 and West 2 (BA12, SP7, SP3, SP5) where the rate will be: £15.50. These rates will be inclusive and part hours will be pro rata.

This will apply to everyone who takes up a direct payment to employ a care agency from this week. (Existing customers with a direct payment which they are using to employ a care agency will have their rates reviewed when their care is reviewed).

PEOPLE IDENTIFIED AS "EXCEPTIONS":

Some customers have sensitive issues and we would not look to move them at this stage. This decision will be considered at their next review to allow for all aspects to be considered. These customers have been viewed as exceptions to the transfer and will therefore continue to be supported by their existing providers.

The list will therefore change and be updated as customer direct payment requests are processed. We would ask you to therefore consider the TUPE implications for staff supporting people within the first 3 groups, until such time as direct payment requests have been confirmed.

To make this transitional period work with minimal distress being caused to customers and staff, the WDCPA, lead providers and the Council have agreed that we are all responsible for clear communications to customers and between all of us from now on. We have agreed together to make every effort to resolve difficulties between ourselves quickly using evidence based examples of any difficulties that have arisen. We have agreed to be open about resolving problems and to make every effort to resolve issues quickly together. Nicola Gregson will be the contact person for the Council if you have any issues or concerns.

The Council, WDCPA and lead providers have agreed to work very closely to ensure that customers understand how their particular support arrangements could be affected and to ensure that your staff understand how these changes could impact on them.

We believe that in taking this approach and in working together will be of benefit to all concerned.

Yours sincerely,

Sue Redmond, Corporate Director
Anne-Marie Perry, Chairperson, Wiltshire Domiciliary Care Provider Association
Francis Barrett, Chairperson, Wiltshire Domiciliary Care Provider Association
Susan Holmes, Aster Group (Ridgeway)
Sue Dyer (Leonard Cheshire Disability)
Carl Hughes (Enara Complete Care)
Mark Deadman (Somerset Care)

Appendix 2

Communications sent to Wiltshire Councillors

Area Board presentations delivered

Date	Location
14 July 2011	Salisbury
18 July 2011	Tidworth
21 July 2011	Amesbury
24 Aug 2011	South West Wilts
07 Sept 2011	Malmesbury
20 Oct 2011	Corsham
01 Nov 2011	Marlborough

15 June 2011 - Area Board Chairman's announcement – sent for inclusion on all Area Board agendas

The Council has been working with the NHS and residents of Wiltshire on a major review of the services that are available to older and vulnerable people living in the county. This is called 'Help to live at Home'. The review aims to improve the experiences of vulnerable adults and carers who require support, whilst ensuring that the changes are sustainable in the future. This is an exciting time to really make a difference to the lives of people in Wiltshire.

We aim to provide an improved service to an increasing number of vulnerable people by:

- Bringing together a variety of separate services into one so that a single service is able to meet a wider range of needs. The sort of services we are including in this are personal care in the home, housing support and other services that support people in their homes.
- Ensuring these services focus on helping people learn or re-learn skills they may have lost as a result of illness, or another event that has resulted in them losing confidence and needing some help.
- Making even better use of the wide range of community services that there are in Wiltshire.
- Making sure these services are focused on doing what people want and helping people to live independent and fulfilling lives.
- Supporting sheltered accommodation schemes.

As a result of this review –

- Services to older and vulnerable people in Wiltshire will be improved with more people able to access help to help themselves through the provision of information, advice and support from within the wider community and less people dependent upon help from the Council.
- More people will be able to remain in their own homes with an improved quality of life
- Less people will require help for long periods of time – more people will be helped to become independent more quickly.
- People who need support will receive it at whatever time of the day or night
- People will receive the right help, at the right time, in the right place.

2011-06-15 HTL@H

Elected Wire publications

Date	Purpose
13 May 2011	Transforming services in Children's and Adult services
24 Jun 2011	Letters to customers
12 Aug 2011	Care providers announcement
19 Aug 2011	Help to Live at Home – Care providers
23 Sept 2011	HTLAH update

12 August 2011 – Care providers announcement

The council is delighted to announce the appointment of Leonard Cheshire, Somerset Care at Home, Ridgeway and Complete Care as the new Help to Live at Home care provider organisations for Wiltshire. These organisations have been appointed following a stringent selection process which ensured that the council and NHS have selected providers able to deliver really excellent care and support to the people of Wiltshire.

These Providers will offer care in:

East Wiltshire - Ridgeway Care Services & Leonard Cheshire Disability
South Wiltshire - Ridgeway Care Services
West Wiltshire - Complete Care & Somerset Care
North Wiltshire - Leonard Cheshire Disability & Complete Care

The Help to Live at Home service is the first of many that the council and NHS have been working together to develop and improve the services people receive, enabling them to stay in their own homes.

From 11 August Wiltshire Council will inform customers, who are currently receiving domiciliary care, by letter of the changes (if any) to their Care Providers. The letter will assure them that there will be no changes to their current care plans without prior consultation with both themselves and their families.

As councillors we are aware that your constituents may raise this subject with yourself. Further information regarding the Help to Live at Home project is available on both the Wiltshire Council Wire and Wiltshire website. Both sites will be kept updated with information such as frequently asked questions and general progress as the programme moves towards its launch on Thursday 1 September. There is also an established helpline number 01225 712553, available from 9am to 5pm, Monday to Friday to answer any queries you, or your constituents may have regarding the service.

23 September 2011 – HTL@H update

Things are progressing well with the Help to Live at Home service. Customers receiving this service were initially contacted regarding their change of care provider and are being contacted again to confirm that one of the Help to Live at Home provider companies will be in contact to arrange meetings to discuss their individual care requirements, clarify any queries the customers may have and to discuss the benefits of Help to Live at Home.

A number of enquiries have been received from customers regarding the direct payments system. These customers will receive information on the proposed provider visits, as well as

details of the direct payment application criteria and requirements, offering clarity prior to them making a decision regarding their care and support.

Customers within sheltered accommodation are being introduced to the Help to Live at Home service within their accommodation units, meetings are currently being co-ordinated. Wiltshire Council are communicating with tenants forums and working closely with the landlords to ensure this is as smooth a process as possible for those involved.

Member's sessions are being hosted to update members on the progression of this service as we move through the implementation stage. The next session is on 3 October in Bourne Hill, Salisbury from 7-9pm. If you would like to attend, or receive briefing papers of this session please contact dee.horscroft@wiltshire.gov.uk.

There is now a dedicated helpline to answer customer queries regarding Help to Live at Home on 01225 712553.

October 2011 – Councillors' Briefing Note

Department: Department Community Services	Further Enquiries to: Sue Redmond
Date Prepared: October 2011	Direct Line: (01225) 713901

This briefing note is being re-issued following the completion of the Help to Live at Home Members Session in Salisbury, Bourne Hill on Monday the 3rd of October.

Help to Live at Home

Care and Support Services now called Help to Live at Home service:

Following an extensive tendering exercise during which all existing organizations were invited to participate, Wiltshire Council and the NHS have selected four organisations to deliver domiciliary care, Reablement, preventive services and support to people living in sheltered housing..

These organisations were selected on the basis of the quality they offered, with only those whose bids scored in excess of 60% going through for financial evaluation. Only one other company, apart from those selected, exceeded this 60% quality threshold.

These organisations have all provided care to Wiltshire Council customers previously, and have a locally based workforce.

Why is Help to Live at Home different?

Help to Live at Home is a new type of service that is based on goals (outcomes) achieved for customers rather than care hours delivered. This means that the customer can decide what they would like the care worker to do to help them meet those goals, and the Help to Live at Home provider will only get paid if they meet those goals.

The other big difference about Help to Live at Home is that instead of different organizations providing different services, one organization will be able to provide a whole range of services, thereby making it easier for the customer to get the help they need when they need it.

What is the benefit to the customer?

With Help to Live at Home customers will have far greater choice about the services that they receive, they will be in control of that service. We know from the extensive consultation

we have undertaken that it was more important that they got the right service and the right time, they were offered choice. In fact people told us they felt there was too much choice.

This service has been designed working with, and for customers coming to the Council for the first time and those already supported by the Council.

What has been communicated to customers to date?

Wiltshire Council have written to customers to explain to them what these changes will mean to them.. We are aware that any communication can result in anxiety and concerns and have set up a Help to Live at Home helpline, able to respond to any concerns and answer questions from customers, customer's family members or advocates.

What if people do not want to change care providers?

For some people it is important that they retain their current care worker, this is often more important to people than the organisation that provides the care. The Council is working with all the care organisations to minimise these changes. Some staff will be able to transfer to the newly appointed organisations under the Transfer of Undertaking for the Protection of Employment legislation.

An alternative for some people might be a direct payment. This would mean that they would be assessed as to their suitability for direct payments and a member of the Council adult care team would visit them to talk through this option. However, managing a direct payment involves more than just receiving money from the Council and purchasing care. A direct payment involves the customer taking responsibility for managing their care, accounting for the expenditure and in some cases becoming an employer. We are concerned that direct payments are being promoted by some care companies in a manner which is not entirely accurate.

The rate for a direct payment will be adjusted following the tender. The legislation requires the Council to set the rate equivalent to our estimate of the reasonable cost of securing the provision of the service concerned. The award of the Help to Live at Home contracts will result in a reduction to the current rate.

A list of those people who have indicated that they wish to be considered for a direct payment is in place and we will be contacting these people in the coming weeks. In the meantime, their care will continue.

Impact on care staff:

The legislation around TUPE is very clear and the Help to Live at home providers have ensured they have obtained appropriate advice from HR professionals before making this judgement. One of our core objectives from the outset of this work is to improve the working conditions for care staff and for these staff to be employed on a salaried rather than hourly basis, offering employment security. The priority for Help to Live at Home is to protect the workforce and ensure committed and able staff, continue to provide the service and feel valued.

Wiltshire Council have visited customers which will then be followed by providers receiving a list of customers who will be transferring. This will enable providers to ascertain a legal view as to whether TUPE applies or not.

The TUPE process is ongoing.

Transfer of information:

The Help to Live at Home organisations have been contacting customers identified by Wiltshire Council and NHS. With approximately 1000 people needing to be contacted this is being managed very carefully. In a small number of cases, it will be agreed that it is not

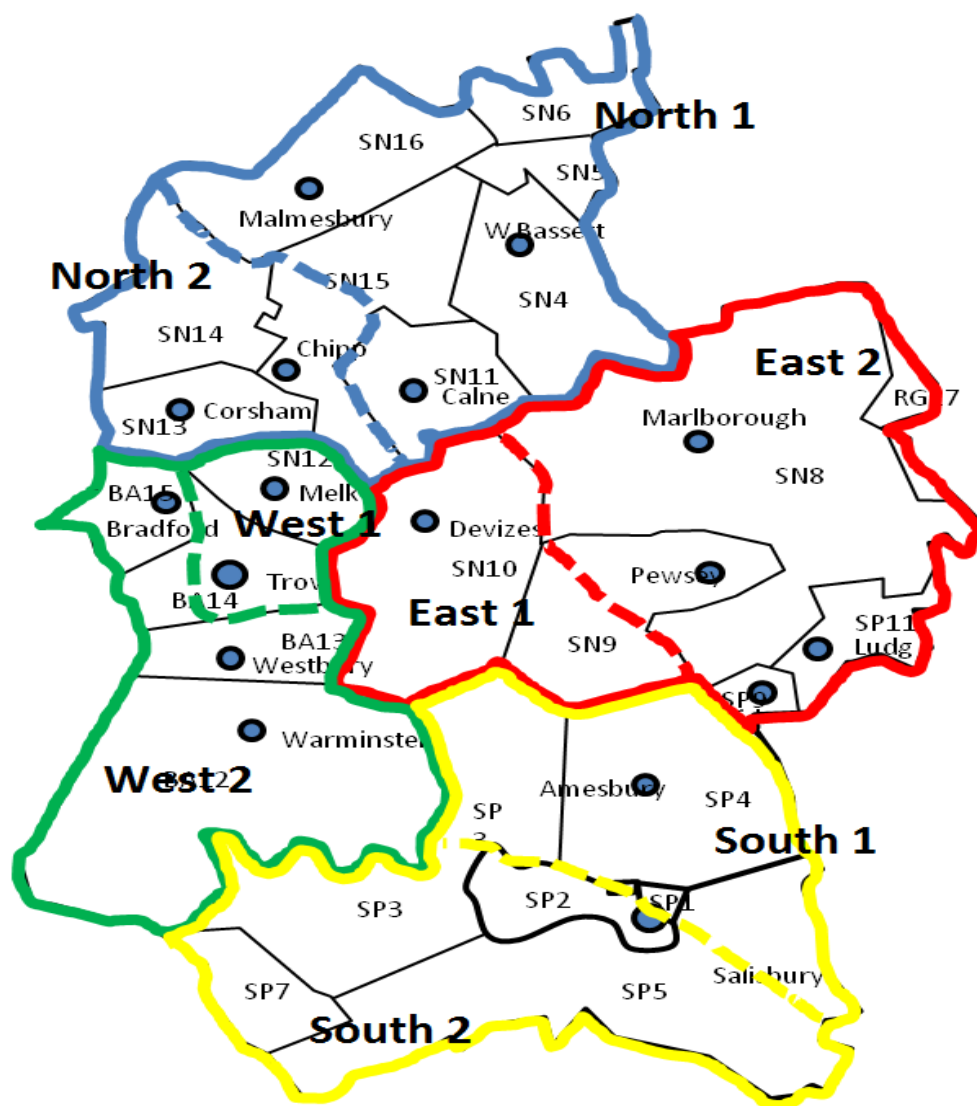
appropriate for someone to change care provider and that their needs are best met remaining with their current company.

Information sharing:

Staff from the The Help to Live at Home project are available to answer any queries regarding the service and have attended a number meetings to present the service and explain the reason for implementing Help to Live at Home, the benefits to the customers and the Council.

Any issues about particular customers or Wiltshire Council staff will be addressed immediately, as soon as full details of the issue is received.

Help to Live at Home Providers Allocated Areas



	E1	SN10, SN9 6	Ridgeway Care
	E2	SN8, SP11, SP9, SN9 5, RG17	Leonard Cheshire Disability
	N1	SN11, SN15 4, SN16, SN4, SN5, SN6	Leonard Cheshire Disability
	N2	SN13, SN14, SN15	Complete Care Services
	S1	SP1, SP3 4, SP4, SP5 4 & 5	Ridgeway Care

	S2	SP2, SP3 5 & 6, SP5 2 & 3, SP7	Ridgeway Care
	W1	BA14, SN12	Complete Care Services
	W2	BA12, BA13, BA14 9, BA15	Somerset Care at Home

Members' briefings

Date	Location	Purpose
31 Jan 2011	Trowbridge – County Hall	Initial briefing
19 Sept 2011	Chippenham – Monkton Park	Update on progress
03 Oct 2011	Salisbury – Town Hall	Update on progress

COUNCIL

DRAFT MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 7 FEBRUARY 2012 AT CIVIC CENTRE, TROWBRIDGE.

Present:

Cllr Desna Allen, Cllr Richard Beattie, Cllr Chuck Berry, Cllr John Brady, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Jane Burton, Cllr Trevor Carbin, Cllr Nigel Carter, Cllr Chris Caswill, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Christopher Cochrane, Cllr Peter Colmer, Cllr Linda Conley, Cllr Mark Connolly, Cllr Christine Crisp (Vice-Chair), Cllr Brian Dalton, Cllr Paul Darby, Cllr Andrew Davis, Cllr Peter Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peggy Dow, Cllr Peter Doyle, Cllr Nick Fogg, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Lionel Grundy OBE, Cllr Brigadier Robert Hall (Chairman), Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Malcolm Hewson, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Chris Humphries, Cllr Keith Humphries, Cllr Peter Hutton, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Alan Macrae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Francis Morland, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Jeffrey Ody, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Graham Payne, Cllr Nina Phillips, Cllr Fleur de Rhe-Philippe, Cllr Pip Ridout, Cllr Bill Roberts, Cllr Ricky Rogers, Cllr Judy Rooke, Cllr Jane Scott OBE, Cllr John Smale, Cllr Carole Soden, Cllr Toby Sturgis, Cllr Julie Swabey, Cllr John Thomson, Cllr Dick Tonge, Cllr Anthony Trotman, Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Roy While, Cllr Christopher Williams and Cllr Graham Wright

1. **Apologies**

Apologies for absence were received from Cllrs Mike Cuthbert-Murray, Simon Killane, Leo Randall, Stephen Petty, Mark Griffiths, Rod Eaton, Sheila Parker, Jonathon Seed, Bridget Wayman, Ian West and Tom James.

2. **Declarations of Interest**

The Chairman referred to the previously circulated letter dated 27 January 2012 from the Monitoring Officer which gave specific advice to Councillors in relation to declarations of interest on items on the agenda for this meeting.

The following declarations of interest were made:

Cllr Francis Morland – personal interest - in respect of items on this agenda by virtue of his registerable interests as previously submitted including land holding; member of Dilton Marsh, Chapmanslade and Heywood Parish Councils and Westbury Town Council; having been lobbied and made representations on items on this agenda particularly those referred to at minute no.s 7 and 9. He confirmed that his judgement had not been clouded and would therefore participate in the debate and voting.

Cllr George Jeans – prejudicial interest – minute no.s 8 and 9 - Social housing payments with reference to Mere – would leave the room at the appropriate stage in the meeting.

Cllr Chris Caswill – Personal interest – minute no. 7 in relation to the Lower Compton site and minute no. 9 - strategic sites identified for the North Wiltshire area and would participate in the debate and voting.

Cllr Judy Rooke – Prejudicial interest – Wiltshire Core Strategy - her property backed on to Rowden Lane, Chippenham which was very close to the Country Park and strategic site proposed for development.

Cllr Julie Swabey – Personal interest – in items on the agenda.

Cllr Christopher Devine – Personal interest – minute no.s 8 and 9 – he had been lobbied by Bloor Homes which was owned by Triumph and he owned a Triumph Scrambler.

Cllr Josie Green – Personal interest – minute no. 8 and 9 - in so far as they related to Bloor Homes in respect of her registerable interest as previously submitted.

Cllr Toby Sturgis – Personal interest – minute no. 9 in so far as it related to land at Great Somerford which he had previously owned and currently lived adjoining the site.

Cllr Tony Deane – Personal and prejudicial interest – minute no.s 8 and 9 – would leave the room.

Cllr Christopher Newbury – minute no. 7 – by virtue of having made representations on the document.

3. **Announcements by the Chairman**

(a) Royal Wootton Bassett Signs

The Chairman reported that four old road signs welcoming people to Royal Wootton Bassett had raised £3,320 for Help for Heroes on the auction website ebay. The Council sold two original signs reading 'Welcome to Wootton Bassett' – which were in place at the Town before

it received its Royal patronage – and two created for the Town’s renaming ceremony, which read: ‘welcome to Royal Wootton Bassett’.

The town had become known for the dignified way residents lined the High Street to pay their respects when the bodies of troops killed in Afghanistan were repatriated. In October 2011 Wootton Bassett became the first town in more than 100 years to get the Royal prefix.

(b) Staff Awards

The Chairman congratulated the winners of this year’s Staff Awards. With more than 300 nominations, many categories had been closely contested. He extended his congratulations not only to the winners but to all those who were nominated and shortlisted.

The awards were an opportunity for the Council to recognise and thank those staff and teams that went the extra mile to improve the quality of life for so many people, be they colleagues or communities. A round of applause was given as a mark of appreciation for the staff.

(c) New Year Honours List – Wiltshire Recipients

The Chairman was delighted to announce that a number of Wiltshire residents had received national recognition in the recent New Year Honours List, the names of which he read out at the meeting.

He drew Council’s attention to one recipient in particular, namely, HM Lord Lieutenant for Wiltshire, John Bush, who was made a Commander of the Victorian Order.

Councillors joined him in congratulating them all on receiving national recognition.

(d) Mr John Bush – Lord Lieutenant

On behalf of the Council, the Chairman paid tribute to Mr John Bush, who retired as Her Majesty’s Lord Lieutenant for Wiltshire on 5 February 2012.

Mr Bush had lived most of his life in Wiltshire and had made an enormous contribution to Wiltshire in so many ways over the years which included being Chairman of the Magistrates’ Courts Committee, member of the Police Authority, a former High Sheriff of Wiltshire and the founder and first Chairman of the Wiltshire Bobby Van Trust, which still continued to care for elderly victims of crime.

His knowledge of Wiltshire was outstanding and he had totally devoted himself to his County since his appointment as Lord Lieutenant eight years ago.

The Chairman thanked Mr Bush for all he had done for Wiltshire and commented that he would be greatly missed in this role across the whole County. His successor was Mrs Sarah Rose Troughton from Wanborough. Mrs Troughton had had a close association with the Community Foundation and Community First. Mrs Troughton would have the Council's complete support across the County during her time as Lord Lieutenant and on behalf of Council, the Chairman wished her well as she took up her role.

**(e) Salisbury Civic Society New Buildings Awards Scheme 2011
Park And Ride Building At Petersfinger, Salisbury**

The Chairman was pleased to announce that the Petersfinger Park and Ride Building was given a commendation by the Salisbury Civic Society recently.

The Chairman had received the award on behalf of the Council, which took the form of a certificate, at an awards ceremony held at the Guildhall in Salisbury last month. The overall result of the building was "deemed to be an attractive small building, which created the desired facilities in a way that went beyond the merely utilitarian, and provided the site with a well thought-out focal point".

(f) Former County Councillor Mr Alan Joel

With the Chairman's permission, Cllr Brian Dalton drew the Council's attention to the sad passing of Mr Alan Joel in November 2011. Mr Joel had served on the Council from 1993 – 1997 and had been a tireless local campaigner who would be greatly missed.

Council stood in a moment of silence as a mark of respect for Mr Joel.

4. Public Participation

It was noted that with this being an Extraordinary meeting of Council, public participation was restricted to items on this agenda only. The Chairman reported receipt of questions and statements in connection with items on this agenda which he would deal with at the corresponding stage in the meeting.

5. Notices of Motion

No notices of motion had been received for this meeting.

6. **Councillors' Questions**

With this being an extraordinary meeting of the Council convened specifically to determine items on the agenda for this meeting, questions were similarly restricted to items on the agenda. The Chairman reported receipt of questions from Councillors Chris Caswill and Judy Rooke which would be addressed at the corresponding stage in the meeting.

7. **Wiltshire & Swindon Waste Site Allocations Development Plan Document - Proposed Submission Arrangements**

Public Participation

The Chairman reported receipt of a question from Mr Edward Nicholson, Dr Peter Alberry and Lynne Eddy, details of which were presented along with a response from Cllr Fleur de Rhé-Philippe, Cabinet member for Economic Development and Strategic Planning – question and response attached as Appendix A.

Mr Nicholson addressed Council and asked the following supplementary question:

Sought confirmation that the time limited strategic nature of the Lower Compton site is specifically confined to waste treatment (excluding waste to energy) and that the site is excluded from the list of appropriate locations for strategic MRF/WTS facilities as identified in the draft Waste Site Allocations DPD.

Cllr Fleur de Rhé-Philippe undertook to provide a written response.

The Chairman reported receipt of a statement read out by Mrs Neal on behalf of Chitterne Parish Council, details of which were presented.

The Chairman introduced the item and reminded Council that it was being asked to consider and approve the Wiltshire and Swindon Waste Site Allocations DPD for submission to the Secretary of State for the purpose of Examination. He advised that whilst Councillors might wish to ask questions on the Document's development and proposals within it, the Document had previously been considered to be 'sound' by Council at its meeting on 17 May 2011. He noted that following pre-submission consultation, changes had been proposed to remove a number of sites based on new evidence.

At the Chairman's invitation, Cllr Fleur de Rhé-Philippe presented a report which set out:

- A summary of the plan preparation process to date;

- The key issues that have emerged through the recent consultation undertaken June to August 2011;
- The arrangements for submitting the draft DPD;
- The implications of the Examination process; and
- Next steps.

It was noted that Cabinet at its meeting on 17 January 2011, in considering the draft DPD had recommended Council to approve the Document (incorporating minor amendments it had made) for the purpose of formally submitting it to the Secretary of State. A copy of the relevant extract of minutes of the Cabinet meeting was presented.

Cllr Fleur de Rhé-Philippe presented the draft DPD for Council's consideration.

During debate, a number of Councillors spoke on the draft DPD making general points and specific points relating to their respective electoral division areas to which Cllr de Rhé-Philippe responded.

Cllr Howard Marshall proposed the following amendment (amending part of the original motion as indicated) which was duly seconded and on being put to the vote, was LOST:

- i) approves the submission draft Wiltshire and Swindon Waste Site Allocations Development Plan Document and its Submission to the Secretary of State, [but after the removal of the Hills Resources Recovery Centre Proposal \(pages 18-21\);](#)

A recorded vote having been requested on the voting on the above amendment, the voting was recorded as follows:

For the amendment (21)

Cllrs Desna Allen, Rosemary Brown, Trevor Carbin, Chris Caswill, Brian Dalton, Paul Darby, Bill Douglas, Peggy Dow, Malcolm Hewson, Jon Hubbard, David Jenkins, John Knight, Howard Marshall, Ian McLennan, Stephen Oldrieve, Helen Osborn, Jeff Osborn, Mark Packard, Ricky Rogers, Judy Rooke and Graham Wright.

Against the amendment (53)

Cllrs Richard Beattie, Chuck Berry, John Brady, Richard Britton, Liz Bryant, Allison Bucknell, Ernie Clark, Richard Clewer, Christopher Cochrane, Linda Conley, Mark Connolly, Andrew Davis, Fleur de Rhé-Philippe, Tony Deane, Christopher Devine, Mary Douglas, Peter Doyle, Peter Fuller, Richard Gamble, Jose Green, Mollie Groom, Lionel Grundy, Robert Hall, Russell Hawker, Mike Hewitt, Charles Howard, Chris Humphries, Keith Humphries, Peter Hutton, Julian Johnson, Jerry Kunkler, Alan Macrae, Laura Mayes, Jemima Milton, William Moss, Francis Morland, Christopher Newbury, John Noeken, Sheila

Parker, Nina Phillips, Pip Ridout, Bill Roberts, Jane Scott, John Smale, Carole Soden, Toby Sturgis, Julie Swabey, John Thomson, Dick Tonge, Fred Westmoreland, Stuart Wheeler, Roy While and Christopher Williams.

Abstentions (12)

Cllrs Jane Burton, Nigel Carter, Peter Colmer, Christine Crisp, Peter Davis, Nick Fogg, Howard Greenman, Alan Hill, George Jeans, Jacqui Lay, Jeff Ody and Tony Trotman.

In the discussion which ensued, Cllr Bill Douglas sought an explanation of why the development of 285 houses at Sandpit Lane, Calne had not been referenced in the draft DPD and sought clarification over what constituted a strategic site. Cllr Fleur de Rhé-Philippe undertook to provide him with a written response.

During the course of debate, three minor amendments to the draft DPD were approved as referred to in resolution (a) below. At the Cabinet meeting, changes were agreed to the Traffic and Transportation section in respect of the section on Land at Valley Farm, Chitterne. This section had since been further refined to better achieve the desired outcome as incorporated into the document presented to Council.

Following debate, it was

Resolved:

That following recommendation by Cabinet at its meeting on 17 January 2012, Council:

- a) **incorporating the following minor amendments, approves the submission draft Wiltshire and Swindon Waste Site Allocations Development Plan Document and its Submission to the Secretary of State:**

Page 82 - under 'Traffic and Transportation' (Chitterne Site) – delete the word "unnecessary".

Pages 14 and 17 - delete reference to 'village' when referring to Cricklade

Page 100 - under Water Environment' (Tidworth site) be amended as follows:

In addition, the assessment ~~should~~ will need to ensure that foul water discharges from any development can be connected

to the public sewer system, where available, subject to a capacity appraisal and agreement upon a point of connection.

- b) **delegates to the Service Director, Economy and Enterprise, in consultation with the Cabinet Member for Economic Development and Strategic Planning authorisation to make minor amendments to the draft DPD (Appendix A of the report presented) in the interests of clarity and accuracy and to make appropriate arrangements for submission of the documents to the Secretary of State and any consequential actions as directed by the Inspector relating to the Examination.**

Declarations of interest

Please refer to minute no. 2 above for details of interests declared in this item.

8. **Adoption of the South Wiltshire Core Strategy**

The Chairman in introducing this item reminded Council that the Inspector's Report into the South Wiltshire Core Strategy was binding on the Council. Council was invited to consider whether the Inspector's findings were palatable and acceptable to this Council and on that basis whether Council was minded to accept the report as a whole.

At the Chairman's invitation, Cllr Fleur de Rhé-Philippe, Cabinet member for Economic Development and Strategic Planning presented a report for Council's consideration along with the Inspector's Report and draft South Wiltshire Core Strategy.

The report invited Council to consider the views of Cabinet which had considered both documents at its meeting on 17 January 2011 and recommended Council to adopt the South Wiltshire Core Strategy as amended by the changes identified in the Inspector's Report. The relevant extract of minutes of Cabinet was presented.

Cllr de Rhé-Philippe summarised the history of the development of the South Wiltshire Core Strategy and explained that should the Council be minded to adopt the Strategy as she was proposing, it had been subsumed into the draft Wiltshire Core Strategy Pre-Submission document which would be considered later in this meeting (minute no. 9 below). This would, subject to Council's approval, ensure delivery of a single Core Strategy for Wiltshire.

During debate, a number of questions were asked to which Cllr de Rhé-Philippe responded. Cllr Jeans specifically expressed concern over the number of affordable houses that would be built in the Mere Community Area and asked if the remaining allocation of 25 houses were not built in the Mere Community Area if they could be provided for in the Town of Mere. Cllr de Rhé-Philippe

explained that Core Policy 17 of the Wiltshire Core Strategy would not preclude what he was seeking if demand dictated it in the future.

Following debate, it was

Resolved:

That following recommendation by Cabinet at its meeting on 17 January 2012, Council:

- a) **adopts the South Wiltshire Core Strategy, as amended by the changes identified in the Inspector's Report, as part of the statutory development plan for Wiltshire and**
- b) **agrees that the Service Director for Economy and Enterprise in consultation with the Cabinet Member for Economic Development and Strategic Planning, undertakes the final stages associated with the formal adoption of the Core Strategy.**

Cllr Ian McLennan requested that his vote against the above decision be recorded.

Declarations of interest

Please refer to minute no. 2 above for details of interests declared in this item.

9. **Pre-Submission Draft Wiltshire Core Strategy Development Plan Document**

Public Participation

The Chairman reported receipt of questions from Mr David Scane, on behalf of Curtin & Co, acting on behalf of Bloor Homes as circulated along with responses from Cllr Fleur de Rhé-Philipe, Cabinet member for Economic Development and Strategic Planning – question and response attached as Appendix A.

Mr Scane asked the following supplementary question:

What evidence exists to show that the strategic sites put forward in the draft Strategy within Chippenham are better equipped than Hunters Moon to deliver 'other benefits' to the town, other than meeting the strategic housing requirement, and what further evidence exists to show that these sites can start to be delivered in the short term?"

Cllr de Rhé-Philipe explained that the evidence was in the documentation which would be published alongside the Core Strategy for the forthcoming consultation. The Council's priority as reflected in the draft Core Strategy, was

to promote economic development to secure employment opportunities and this was also confirmed by the Leader of the Council.

The Chairman reported receipt of separate statements from Mr Michael Orr, Director of CSJ Planning Ltd on behalf of Chippenham 2020 and Ms Clare Ward, a Chippenham resident.

Mr Duncan Hames MP for the Chippenham Constituency addressed Council on this item in the main, objecting to the scale of development around Chippenham.

Councillors' questions

The Chairman reported receipt of questions from Cllrs Chris Caswill and Judy Rooke which were circulated along with responses from Cllr de Rhé-Philipe – attached as Appendix B.

As a supplementary question, Cllr Caswill sought information on what measures would mitigate the Rawlings Farm development. Cllr de Rhé-Philipe undertook to provide him with the latest information she had on this particular issue. Cllr Caswill welcomed the changes made at the Cabinet meeting on 17 January 2012 and the commitment reflected in the draft Strategy to ensure it was employment rather than housing led.

Cllr Judy Rooke emphasised the point made in her question over the allocation of green fields and agricultural land around Rowden and Patterdown in Chippenham for housing. She reiterated her point that green field sites should only be used when brown field sites were not available and that this view was supported by the Highways Agency. Cllr Rooke sought further clarification of the response given to her second question and Cllr de Rhé-Philipe agreed to provide this.

In introducing this item, the Chairman explained that Council was being asked to consider the draft Pre-Submission Draft Wiltshire Core Strategy Development Plan Document (draft Strategy) with a view to approving it for public consultation.

The Chairman explained that following consultation, the draft Strategy along with an analysis of responses to the consultation would come back to Council with a view to its adoption. The Chairman advised that an extraordinary meeting of Council was being arranged for Tuesday 26 June 2012 for this purpose.

The Chairman advised on how he proposed to structure the debate on this item in order to go through the document systematically. This would also enable those Councillors who had declared a prejudicial interest to be able to leave the

meeting at the appropriate time, but not disenfranchise them from being able to participate in the debate on other parts of the document.

At the Chairman's invitation, Cllr de Rhé-Philippe presented a report for Council's consideration along with the draft Strategy.

The report invited Council to consider the views of Cabinet which had considered the draft Strategy at its meeting on 17 January 2012 and recommended Council to approve it for the purposes of consultation. It was noted that Cabinet had agreed a number of minor amendments to correct drafting errors, improve clarity and/or to strengthen the document which had been incorporated into the document before Council. Details of these amendments together with the relevant extract of the Cabinet minutes were presented. A further schedule of changes required was circulated at this meeting.

Cllr de Rhé-Philippe moved the recommendations of Cabinet together with the further changes proposed and this was duly seconded. Cllr de Rhé-Philippe also clarified that this also included deletion of the last bullet point on page 61. Following queries raised on this deletion, it was confirmed that this bullet point had not formed part of the proposals as considered and therefore recommended by Cabinet and had been included inadvertently. Cllr Caswill moved an amendment to retain this bullet point and this was duly seconded. On being put to the vote, the amendment was LOST.

During debate, a number of Councillors spoke on the draft Strategy making general points and specific points relating to their respective electoral division areas to which Cllr de Rhé-Philippe responded.

Cllr Jon Hubbard expressed concern that the 400 homes provided for in the Strategy for Melksham when not coupled with a strategic site allocation could result in Melksham being at the mercy of speculative planning applications. Cllr de Rhé-Philippe explained that this was not the case as this Strategy, together with national policy, sets out a clear framework for these to be delivered either through community-led planning policy documents, including neighbourhood plans or a site allocations Development Plan Document (DPD).

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing moved changes to the wording as shown below as a variation to the Cabinet recommendation and this was seconded by Cllr Bill Douglas:

Paragraph 6.47 – page 186

The policy has regard to the practicalities of provision on small sites. While developments of 5 units and above will be expected to make provision on-site, ~~for sites of 4 dwellings or less no contribution will be sought~~. Where the policy generates a requirement which does not equate to a whole unit the calculation will be rounded to the nearest whole affordable housing unit. For sites of 4

dwellings or fewer, a financial contribution will be sought. This could be for on-site or off-site delivery. The level of financial contribution for sites of 4 dwellings or fewer will be set within detailed guidance to be produced by the council.

Core Policy 43 – page 187

Provision

Affordable housing provision of 40% (net) will be provided on sites of 5 or more dwellings. Only in exceptional circumstances, where it can be proven that on-site delivery is not possible, will a commuted sum be considered. On sites of 4 dwellings or fewer a financial contribution will be sought towards the provision of affordable housing.

There was general support for the above changes and for the avoidance of doubt, Cllr de Rhé-Philipe agreed to incorporate these changes as part of her motion to approve the draft Strategy for the purposes of consultation.

Cllr George Jeans having declared a prejudicial interest in this part of the draft Strategy, withdrew from the meeting for the duration of the debate on this matter and was not present when the vote was taken.

An amendment was proposed by Cllr Chris Caswill and seconded by Cllr Jon Hubbard as follows:

(That following recommendation by Cabinet at its meeting on 17 January 2012, Council:)

Insert:

- (i) welcomes the opportunity for further consultation, challenge and improvement to the current draft, and the forecast changes to the draft National Policy Planning Framework.

On being put to the vote, the above amendment was LOST.

A further amendment was proposed by Cllr Chris Caswill (amending part of the original motion as indicated) and seconded by Cllr Jon Hubbard as follows:

- (ii) approves the Draft Wiltshire Core Strategy for publication for a final ~~ten~~ six week statutory consultation period commencing on or around 20 February 2012 to allow account to be taken of the revised National Planning Policy Framework.

On being put to the vote, the above amendment was LOST.

Following debate and Cllr de Rhé-Philipe responding to points made, it was

Resolved:

That following recommendation by Cabinet at its meeting on 17 January 2012, Council:

- (i) approves the Draft Wiltshire Core Strategy as amended to incorporate the changes agreed at this meeting as detailed in Appendix C to these minutes, for publication for a final six week statutory consultation period commencing on or around 20 February 2012**
- (ii) authorises the Service Director for Economy and Enterprise, in consultation with the Cabinet Member for Economic Development and Strategic Planning to make any necessary changes to the Draft Core Strategy in the interests of clarity and accuracy before it is published, and to make arrangements for consultation.**

Cllr de Rhé-Philippe thanked officers, in particular, Alistair Cunningham – Service Director for Economy and Enterprise and Georgina Clampitt-Dix – Head of Spatial Planning for the considerable work undertaken to reach this stage. In agreeing, Councillors also paid tribute to Cllr de Rhé-Philippe for the exemplary manner in which she had dealt with presenting all three items on this agenda.

Declarations of Interest

Please refer to minute no. 2 above for details of interests declared in this item.

Cllrs Tony Deane, George Jeans and Judy Rooke, having declared prejudicial interests as recorded at minute no. 2 above withdrew from the meeting when their respective areas of interest were under discussion and did not vote or in the case of Cllr Rooke, had left the meeting before voting took place.

Appendices

Appendix A – Public questions

Appendix B – Councillors' questions

Appendix C – Schedule of changes to the Wiltshire Core Strategy

(Duration of meeting: 10.30am – 5.10pm)

(Meeting adjourned at 1.00pm – 1.45pm for lunch following consideration of items recorded at minute nos. 7 and 8 and then again during consideration of the item recorded at minute no. 9 between 3.55pm and 4.10pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail yamina.rhouati@wiltshire.gov.uk

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Council

7 February 2012

Public Participation**Question From Edward Nicholson, Dr Peter Alberry & Lynne Eddy****To Councillor Fleur De Rhé-Philipe, Cabinet Member For Economic Development and Strategic Planning and Councillor Toby Sturgis, Cabinet Member For Waste Property, Environment And Development Control Services****Question**

In the Draft Waste Allocation Site Document, Lower Compton is not identified as a strategic Materials Recycling Facility or Waste Transfer Station site (MRF/WTS). It is also noted that a single centralised MRF/WTS Facility is inefficient compared to local MRF/WTS's close to the SSTIs and that Lower Compton is only identified as a strategic "waste treatment site", excluding waste to energy. Given these points drawn from the strategic document, in addition to the fact that the existing strategic waste treatment (landfill) permission at Lower Compton will expire in 2022, will Wiltshire Council confirm that Lower Compton will cease to be a strategic site when the expiry of this permission happens?

Response

The existing facilities at the Lower Compton site operate in a strategic manner by virtue of scale and geographic catchment. The draft Waste Site Allocations DPD identifies the site as having the potential for accommodating treatment uses to compliment the current permitted operations. Therefore, the definition of scale applied to the proposed site allocation reflects the current operational context.

In terms of the long-term status of the Lower Compton site, it is an accepted fact that the existing waste management permissions covering operations are time limited. The adopted Waste Core Strategy presents a clear commitment to the principles of '**plan, monitor and manage**'. Therefore, as with all planning policy documents adopted by the council(s), the Waste Site Allocations DPD (and allocations therein) will be kept under review and monitored through the Annual Monitoring Report process. If monitoring evidence concludes that the Lower Compton site no longer serves a strategic-scale role in the overall framework of waste facilities (at the time of expiry of the current permission), then a change in status will need to be considered as part of any subsequent plan review process.

Question From David Scane, On Behalf Of Curtin & Co, Acting For Bloor Homes

**To Councillor Fleur De Rhé-Philippe
Cabinet Member For Economic Development
and Strategic Planning**

Question 1

Issue 1

Today the Council will be asked to vote on the Cabinet's recommendation to support the Pre-Submission Draft Wiltshire Core Strategy Development Plan Document for delivery of up to 37,000 homes over the next 14 years.

We would firstly point out that the proposed plan period to 2026 is inadequate. PPS3 requires development plans to identify specific sites and broad locations to enable the continuous supply of housing for at least 15 years from the date of adoption. This would suggest a plan period of at least until 2028.

Response

The Core Strategy plans for a twenty year period from 2006 to 2026, as with many Core Strategies the changes to the planning system has influenced the timing of their preparation. Although the draft National Planning Policy Framework, which will replace PPS3 in due course, states that it is preferable to cover a 15 year period, this is not a requirement and 14 years is considered reasonable. The Council will have the option to undertake an early review.

Issue 2

For several years, our clients Bloor Homes have made representations to Wiltshire Council to support the delivery of a sustainable strategic site on the southern side of Chippenham at Hunters Moon.

This site offers a number of significant advantages for both the Chippenham area, and wider core strategy process, which our clients feel are in danger of being discounted should members see fit to approve the document before them today.

- The Hunters Moon site has already been tested at examination – it was assessed as being suitable for mixed use development by the Planning Inspector in the North Wiltshire Local Plan 2011 inquiry in 2005.

Response

The Hunters Moon site was considered for inclusion in the North Wiltshire Local Plan 2011. Although the site wasn't allocated, the Inspector did conclude:

“The site is undeveloped and consists mainly of rough grazing land. If there were a need to consider the allocation of greenfield urban extension sites in order to provide sufficient capacity to meet the agreed housing capacity, I accept that the objection site, in conjunction with other land in the wider ‘Hunters Moon’, is in principle appropriate for mixed-use development. It is located on the edge of the principal town within the District and the land is well-contained by clearly defined physical boundaries. There are no significant constraints in terms of agricultural land or landscape features. Development would, in my view, be seen as a logical extension of the Methuen and Turnpike employment estates and the Cepen Park development to the north of the A4.” (Paragraph 9.111 Inspectors Report)

Old-style local plans are being replaced with Local Development Frameworks, which includes Core Strategies. PPS12 states that “Core strategies may allocate strategic sites for development. These should be those sites considered central to achievement of the strategy” (paragraph 4.6), therefore it is not appropriate for the North Wiltshire Local Plan Inspectors comments to be given precedence in determining whether this site should be allocated in the Core Strategy. The Site Selection Process set out in Topic Paper 12 has assessed all the promoted sites including Hunters Moon at Chippenham against a number of factors including the delivery of the overall strategy for the town and for Wiltshire.

Issue 3

- Unlike the large sites currently identified for strategic housing growth around Chippenham, our client’s site is not reliant on significant infrastructure which can delay the delivery of housing.
- The site could start to deliver housing within 2-3 years to help meet the council’s short term housing requirement and protect it from unplanned development.

Response

For all strategic sites included in the Core Strategy, work has taken place to ensure they are viable and deliverable. Templates have been prepared for all strategic sites setting out criteria to be met as part of the masterplanning for the sites.

The strategic sites identified in the Core Strategy including for Chippenham will help to deliver the housing requirement in the short term. Trajectory information has been obtained for all the sites to ensure this is the case.

The deliverability of sites is not the only consideration in determining how a settlement should be developed.

Issue 4

- Our site is not located in an area of flood risk, or ecological sensitivity; points which have understandably led to widespread local opposition

and objection from local people at other sites in the Chippenham area which remain as locations for large-scale housing growth.

- Our clients recognise the council's commitment to promotion of mixed-use development to encourage job creation, and are eager to work with Wiltshire Council if some employment use is considered to be desirable at part of a mixed use allocation at the Hunters Moon site.

Response

Part of the site is an outstanding employment allocation in the North Wiltshire Local Plan 2011. There haven't been any detailed proposals or planning applications for employment on this site. In 2005 employment provision was promoted as part of a mixed use development. More recently, the site been promoted for housing only.

The employment site was reviewed as part of the Workspace and Employment Review 2011. The report concluded that "*Hunters Moon, Chippenham, is located close to Methuen Business Park. It is unsuitable because it is currently accessed via narrow roads, is sloping and is relatively detached from the town. Even with significant investment on road links and site levelling it is only likely to be seen as a secondary business location which will not generate sale and rental levels to make development viable for employment uses. The site owner has not demonstrated any intention to develop this site for employment use in the last 10-15 years.*"

The delivery of employment land to enable jobs to be provided is an important part of the strategy for Chippenham. Alternative sites now included in the Core Strategy at Chippenham offer better opportunities for employment provision early in the plan period with housing and community uses alongside.

In the Wiltshire Core Strategy Consultation Document (June 2011), it was considered that the Hunters Moon site could provide an opportunity to deliver housing and contribute to meeting the strategic housing requirement for the town. This was on the basis that the strategic employment provision at Showell Farm is located nearby and it was felt that that the site could be included as part of a sustainable urban extension linking Showell Farm and Patterdown with the town centre.

Following the consultation, further consideration has been given to this issue. The Hunters Moon site topography is in particular very challenging as it contains a hill which presents a physical, visual and perceived barrier from the western side. Access to the site is currently poor and it is considered that the railway line and road to the east create barriers to the connectivity of Hunters Moon and Saltersford Lane sites with Showell Farm/Patterdown/Rowden and the Methuen park employment site and A4 to the north create barriers to connectivity with Cepen Park and the town centre. Therefore, it is now considered that the site is separated from the remainder of the area of search.

Although the Hunters Moon site could help meet the strategic housing requirement for Chippenham, it is unclear as to what other benefits this will have for the town, the strategy set out in the Core Strategy and the vision objectives. Therefore, it is considered that Hunters Moon and Land at Saltersford Lane should not be taken forward as part of the South West Area of Search at present.

Issue 5

In short, our clients feel that their site at Hunters Moon is able to provide the Council and Chippenham with a more balanced strategy for housing growth than is currently being considered. The submission Core Strategy currently relies on large strategic sites dependant on significant infrastructure projects, but excludes Hunters Moons in spite of its acknowledged potential to deliver housing and employment uses in a sustainable location.

Response

Work has taken place to ensure that all strategic sites in the Pre-Submission Core Strategy are viable and deliverable. The proposed sites for Chippenham will ensure that the community has a better balance of jobs, services and facilities and homes.

Issue 6

We would urge the council to reconsider the sites put forward in the latest Core Strategy draft document for consultation and examination by an Inspector as a result of today's meeting, and would ask in respect of Agenda Item 9: "Pre-Submission Draft Wiltshire Core Strategy Development Plan Document":

- a) Given the inspector's comments at the Local Plan review and its inclusion in all previous rounds of the Wiltshire Core Strategy; when was it decided, by whom and on what basis to exclude the Hunters Moon site from the Core Strategy put before members today?
- b) Given that the council has indicated the intense public opposition to development to the north, east and southwest of Chippenham, whilst acknowledging that there is comparatively little opposition to development at Hunter's Moon, why are the views of local people not being listened to?
- c) Do councillors not agree that it would be sensible to have Hunters Moon included in the core strategy, as a site that could come forward in a short time frame, to help the council to maintain a 5-year housing supply?

Response

As explained above, the views of the Inspector expressed in his report regarding the North Wiltshire Local Plan are not a consideration which can be given any significant weight in the site selection process for the Core Strategy. The site selection process for Chippenham is set out in Topic Paper 12 and has had regard to previous consultations and evidence gathered as part of the core strategy process. This fully explains why the site is not included in the Pre-Submission Draft Wiltshire Core Strategy. The inclusion of Hunters Moon is not necessary to meet the 5 year housing supply.

The development of Chippenham has been the subject of significant public consultation including a number of workshops. The Strategy as now proposed takes a balanced view of the consultation and evidence underpinning the merits of the different sites. Cabinet has endorsed the Core Strategy at its meeting on 17th January 2012 and recommends that Council approve the document for consultation.

Councillors' Questions

Questions From Councillor Chris Caswill
Chippenham Monkton Division
On Item 9 – Wiltshire Core Strategy

To Councillor Fleur De Rhé-Philippe
Cabinet Member For Economic Development
and Strategic Planning

Question 1

- a) What assumptions have been made about population growth in the Chippenham community area for the Core Strategy period?
- b) Given the well-known uncertainties about in- and out-migration flows to a local area of this kind, what locally researched data has been drawn upon for the Chippenham population and housing projections in this Core Strategy draft?

Response

Wiltshire Council has projected the population and resulting housing requirement for Wiltshire as a whole assuming four different policy scenarios (natural change, population led, economic led and job alignment led). This is summarised within Topic Paper 15. These scenarios were used to inform the development of the requirement for 37,000 homes over the plan period.

These scenarios were also applied to the Chippenham Community Area and produced the following results:

- (i) The natural change from 2009 scenario assumed that births, deaths and headship rates (persons per household) would align with the national projections (i.e. the trends from the recent past would continue) and that there would be no migration in or out of the area. This is unrealistic in a free market economy, as migration will continue and cannot be prevented. If the number of dwellings resulting from this scenario were built, they would not cater to a local need, but rather to more affluent in-migrants (largely from the South East), requiring the local population to find accommodation elsewhere. Nevertheless this scenario is considered useful as it provides a baseline. This produces a requirement for 3,100 homes.

- (ii) The population led scenario assumes that births, deaths, migration and headship rates align with the national projections. This produces a requirement for 5,600 homes.
- (iii) The economic led scenario assumes that births, deaths, and headship rates align with the national projections, and places a further requirement that the future population should be sufficient to support a proportionate growth of jobs (according to the Cambridge Econometrics economic projections) assuming that the 2001 proportionate commuting flows are maintained. This produces a requirement for 4,900 homes.
- (iv) The job alignment led scenario assumes that births, deaths, and headship rates align with the national projections, and places a further requirement that the future population should be sufficient to support a proportionate growth of jobs (according to the Cambridge Econometrics economic projections) assuming that there will be no net commuting flows to or from the area (so that local jobs provide for local residents and vice versa). This produces a requirement for 2,600 homes.

These scenarios, when considered at the Community Area level should be used with caution, as projections are inherently less robust at a smaller geography.

Nevertheless, on balance, the identified requirement for 4,500 homes for the Chippenham Community Area provides sufficient homes to support economic growth, but would not allow for recent levels of migration to continue. This level of growth is considered appropriate as it ensures the sustainability as well as the economic prosperity of the area.

Question 2

It appears that the Council not reduced its housing requirement for Chippenham by a single dwelling relative to the proposals put forward in the last consultation. This appears to be based on a failure to recognise a current and predicted decline in in-migration into North Wiltshire. Should that decline prove to be substantiated, would the Council agree that these housing numbers should be significantly reduced downwards in order to avoid the damaging consequences of over allocation, such as an unnecessary loss of high quality Grade 1 and 2 farmland, green open space and, more formally, an environmental and infrastructure deficit?

Response

The housing requirement identified in the June consultation was based upon the most recent national population projections and no further evidence has come to light that would negate these. These most recent national projections (2008 based) actually identify an increase in both in-migration and net in-migration to North Wiltshire. The housing requirement for the Chippenham

Community Area (4,500 homes) already assumes that in-migration will decrease, in order for the area to become more sustainable. The plan will be monitored and reviewed, as and when substantive evidence arises to demonstrate that existing policies are not achieving their objectives.

Question 3

With reference to the Rawlings Farm site, to the North East of Chippenham:

- a) Does she accept that Wiltshire Council's own Sustainability Appraisal highlights a number of key 'significant adverse environmental impacts' in relation to this, for which "there are no mitigation or inadequate mitigation has been proposed or for which mitigation is considered unachievable."
- b) Why does the latest Core Strategy draft not acknowledge that proposed development on this site is in direct conflict with Wiltshire Council's out-commuting and climate change policies, and would generate more congestion and carbon emissions than alternative sites to the north and west of Chippenham of which in recent months several have come forward with a more rational basis for local employment.
- c) Given the lack of evidence as to how the Sustainability Appraisal has informed the appraisal of reasonable alternatives, which is required by the SEA Directive under Article 5(1), should not the Council reconsider the overall costs and benefits of this site, relative to more sustainable alternatives?

Response

The Sustainability Appraisal has considered the social, environmental and economic effects of developing the strategic sites identified in the Core Strategy. Where significant adverse impacts have been identified, mitigation and enhancements measures have been suggested where appropriate.

The more significant strategic sites within the Core Strategy, including those in Chippenham, have been assessed as likely to lead to significant adverse effects against particular sustainability objectives where mitigation is considered difficult. This is by virtue of the scale of these developments and the fact that they need to take place on greenfield sites on the edge of the settlement rather than more sustainable brownfield sites. Inevitably growth will also lead to increased demands on energy use in the construction of the houses, through their occupation and as a result of residents' travel. This is an inherent consequence of growth and as such will be identified within the Sustainability Appraisal.

The Rawlings Green site is not in conflict with out-commuting and climate change policies. Indeed the site provides for employment land alongside housing, community uses and greenspace achieving a sustainable pattern of development in alignment with the Core Strategy's objectives.

Alternative employment sites to the west and north of Chippenham do not form part of a sustainable mixed use urban extension to the town and therefore are less able to contribute to achieving a sustainable pattern of development in order to reduce carbon emissions (paragraph 2.13, Pre-Submission Draft Wiltshire Core Strategy).

A Sustainability Appraisal Report will be published alongside the Pre-Submission Draft Core Strategy to enable the soundness of the document to be considered. The Appraisal has considered all reasonable alternatives as required by the SEA Directive.

Questions From Councillor Chris Caswill
Chippenham Monkton Division
On Item 9 – Wiltshire Core Strategy

To Councillor Jane Scott
Leader Of The Council

Question 4

With reference to the designation of Chippenham as a Wiltshire ‘Principal Settlement:

- a) On what basis was Chippenham designated as a Principal Settlement rather than a Market Town?
- b) Does this not have its origins in the assessments of the regional development process and the Regional Spatial Strategy proposals, which I hope she will agree were flawed and unhelpful to Wiltshire?
- c) Given the implications of this designation, not least in terms of expansion in the built environment that seems to follow from this designation, should not the residents of Chippenham have been consulted and their aspirations listened to?
- d) Will she acknowledge that the shortfall in that consultation has contributed significantly to the extensive and widespread opposition to developer-led expansion of the town that has emerged in every consultation that has since been carried out.
- e) Taking all this into account, should the Core Strategy not be adapted to take account of the stated preferences of local people for Market Town status?

Response

Chippenham is commensurate in terms of employment, housing, facilities, infrastructure and potential for sustainable development with the other Principal Settlements of Salisbury and Trowbridge. It is significantly better served than the largest Market Town identified in Core Policy 1. For example:

- Chippenham provides employment for 16,000 persons (the third highest in Wiltshire after Salisbury), which is some 55% greater than the largest Market Town.
- Chippenham is well served in terms of facilities – it has the third largest number of schools of any settlement in Wiltshire (some 60% greater than the largest Market Town); it has the third highest comparison retail turnover; it has the second highest number of comparison retail units; its mainline railway station, with direct access to London and proximity to the M4 makes it one of the most attractive location for investment, which should be maximised.
- Chippenham is only one of three settlements of this scale in Wiltshire.

The designation of Chippenham within the RSS as an SSCT did not in itself influence the designation within the Core Strategy. The Settlement Strategy (Core Policy 1) has been developed in the national policy context (as was the RSS), with development being focussed at the most sustainable settlements. The identification of Chippenham as a Principal Settlement arises from its role and function which holds true irrespective of the planning framework. The strategic importance of Chippenham was also identified in the adopted Structure Plan, which was locally derived planning policy.

It is recognised that concerns have been raised by the local community regarding the scale of growth at Chippenham. Extensive consultation has been undertaken with the local community and the level of growth revised with a reduction from the 5,500 new homes proposed for the town in the RSS and Wiltshire 2026 (October 2009) to 4,000 new homes now proposed. Chippenham is one of the few Wiltshire settlements where growth has been reduced. Core Strategies must be based on robust and credible evidence and there is no compelling evidence to justify a lower scale of growth at the town.

Question 5

I believe we are in full agreement about the need for the Wiltshire Core Strategy to be “employment-led”. If so, will she outline the steps that are being, and will be, taken to embed this within the draft Core Strategy?

Response

The Core Strategy is employment led, this is reflected within the strategic objectives and a significant number of Core Policies within the document, particularly the Delivery Strategy (Core Policy 2) which priorities the release of employment land and at mixed use strategic sites ensures that employment land is phased for delivery at the early stage of a site’s development. The new Swindon and Wiltshire Local Enterprise Partnership will work alongside the Wiltshire Strategic Economic Partnership and the Council to ensure successful implementation of the Core Strategy.

Questions From Councillor Judy Rooke
Chippenham Lowden And Rowden Division
On Item 9 – Wiltshire Core Strategy

To Councillor Fleur De Rhé-Philippe
Cabinet Member For Economic Development
and Strategic Planning

Question 6

I am extremely disappointed that 800 houses have been proposed to be built on green fields and grade 1 agricultural land around Rowden and Patterdown.

One of the many challenges for this development is going to be traffic from this large estate pouring onto already congested roads in the area.

The Highways Agency supports the use of brown field land wherever possible and suggests amending proposals if suitable additional brown field becomes available. Their general position is that green field development should only take place where suitable brown field sites are not available (para.9.12 Appendix 3, Topic paper 12).

In the recent Wiltshire Core Strategy Consultation Document, (para. 5.1.21) it was made clear from the Strategic Housing Land Availability Assessment that there were brown field sites in Chippenham that could accommodate housing, a potential of 545 houses.

The breakdown was Langley Park – 250, Middlefield - 55, Hygrade - 55, Cocklebury Road - 25 and 160 on small sites in Chippenham.

The Cabinet Member has responded, in a reply to my question at Cabinet on January 17th 2012, only 150 houses are to be considered for Langley Park as it is an important employment site. I understand that the total area of Langley Park is 20ha and that 250 houses would cover about 7ha. It is clear that Chippenham will have an ample supply of employment land from the proposed sites in the Core Strategy at least 26.2 ha. The Workspace and Employment Land Review 2011, suggests only 13.2ha is required for Chippenham and goes on further to comment that Wiltshire Council will need to carefully consider apparent over supply of land (para 10.8, Appendix 3, Topic Paper 12).

In the light of this evidence, will the Cabinet Member now agree that it would be possible for at least 250 houses to be built at Langley Park, with a plentiful supply of employment land remaining?

Will the Cabinet Member also agree to reduce the development in Rowden and Patterdown by the amount of housing brought forward from the brown field sites in Chippenham?

Response

One of the specific issues to be addressed in planning for the Chippenham Community Area is that *'new employment provision in Chippenham is a priority and will help to redress the existing levels of net out-commuting. New employment provision will be supported on the allocated strategic sites and on identified town centre regeneration/ brownfield opportunity sites.'*

Langley Park is an identified regeneration site, which retains a number of employers and its proximity to the railway station and town centre offers potential to secure its long term use as an important employment site for the town. The Core Strategy supports the redevelopment of the site to *"deliver a mixed use site solution for a key redevelopment opportunity area to support the retention of significant business uses on part of the site."* (Core Policy 9).

The Workspace and Employment Land Review (2011) suggests a greenfield employment land figure of 13.2ha employment land at Chippenham. However the Core Strategy provides for a higher figure in order to provide choice and encourage inward investment to help redress the high levels of out-commuting and rebalance employment and employee numbers within the town.

Langley Park is an existing site. The report acknowledges that *"that there is little developable space remaining on the existing sites and limited availability of good quality built premises... There is a requirement for new allocations, particularly around the larger settlements, to meet demand for leaseholds and also to provide space for larger design and built options."*

Therefore, whilst the continued provision of employment land at Langley Park is supported, to ensure that demand from existing and new employers are met, it is necessary to allocate new employment land as part of the strategic sites at Chippenham. The number of dwellings for the site was revised from 250 down to 150 following detailed site assessment which concluded that a lower number of dwellings were more appropriate for the site. However, in bringing forward development on the site, in line with Core Policy 9, it is recognised that the mix of uses may change depending on the viability of differing options. This could result in a higher or lower number of houses being brought forward on the site.

Question 7

Natural England, a government body which advises on the natural environment, noted that one area of the South West Chippenham site was visibly more prominent, and that consideration should be given to this sensitivity and possibly used as additional parkland (para 9.10 Appendix 3, Topic Paper 12).

Did Natural England specify in their comments to the Council where that area was and if they did, could the Cabinet Member give a specific indication of the area?

Response

The comments from Natural England refer to land south west of the site within the Chippenham Community Area. Details of the exact area weren't provided, although the land referred to is **not** included as part of the site. The development template for the South West Chippenham site includes landscaping criteria which are required to be addressed in the masterplanning for the site, one of which will address the concerns of Natural England:

“Development should consider the views from Public Rights Of Way and the high visual sensitivity of the Lacock to Lyneham limestone ridge. Development should maintain the visual integrity, open views and characteristics to the east and avoid harsh urban edges fronting open countryside.”

Schedule of changes to Wiltshire Core Strategy Pre-submission Document, required by Full Council

(a) Major Changes

Reference	Change	Reason
Core Policy 43, page 187	revised to include the words 'On sites of 4 dwellings or fewer.....'.	To ensure contributions for affordable housing are maximised in view of the Viability Study
Paragraph 6.47	should be revised to delete the phrase 'for sites of 4 dwellings or fewer.' But a sentence should be added at the end that reads 'On sites of 4 dwellings or fewer a financial contribution will be sought.....'.	As above
Throughout document	Bradford on Avon should not be hyphenated	To be factually accurate
Page 112	Salisbury misspelling	To correct drafting error
Page 159	Change shopping arcade in Westbury to shopping precinct	To be factually accurate
Appendix f	Redraft sub-heading to add clarity to exactly which boundaries are being removed	Improved clarity required
Page 61	Last bullet (Junction 17) to be removed)	To correct drafting error.
Final bullet page 124	Substitute bullet for that of paragraph 9.18 of the South Wiltshire Core Strategy	To ensure consistency with adopted version.
Page 139 second bullet	Check why existing school allocation is not mentioned	To ensure consistency with saved allocations.

(b) Minor changes

Paragraph number	Change required
Page 38, introduction to Area Strategies,	Revised to reflect new format
Core Policy 35, page 172	'or allocated for' removed from second paragraph
Area Stratgeies	'larger and smaller' settlements replaced with 'large and small'
Core Policy 1	Misleading footnote removed
1.2	Remove the full stops at the end of some the lines in the bulleted list
Figure 1	Shouldn't there be a line connecting the 3rd box "Area strategy" to the 3 rd box entitled "neighbourhood plans", instead of two lines leading from the 4 th "neighbourhood plans" box?
1.10	Full stop missing at end of paragraph.

1.12	There are 2 full stops at end of the first sentence and also second sentence. In the second sentence, it would read better if it said “business community representatives” instead of just “business community”.
2.0	4 th line from the bottom – 2 full stops.
2.0	Map following paragraph 2.0 needs a title and map number. None of the maps appear to be numbered apart from the very first map after paragraph 1.12. Either all the maps need to be numbered, or none of the maps – in which case, delete “Map 1” title after para 1.12.
2.9	Paragraph indenting
2.14	5 th line down – full stop is needed just before sentence beginning “Particular”.
2.15	Last line to be amended as follows “is a also a challenge”
3.2	Strategic objective 2 and 4 don’t line up with the start of the other strategic objectives
3.6	In the heading for Strategic Objective 3, remove full stop at end of line
3.6	Commas and full stop at the end of some of the bulleted lines to be removed. 4 th bulleted point – spacing is out.
3.7	Bulleted list – remove the full stops at the end of some of the lines.
3.8	In the heading for Strategic Objective 5, need to remove one of the colons (:)
3.10	In the heading for Strategic Objective 6, remove full stop at end of line
3.10	Bulleted list – remove the full stops at the end of some of the lines.
4.13	Insert full stop at end of last sentence.
4.14	Should a definition for a “small employment site” be included? A definition is provided for a “small housing site”.
4.19	Map following paragraph 4.19 doesn’t have a title or map number.
4.23	Bullet point 5 should read “plans” not “pans”. Bullet point 6 remove full stop.
Core Policy 2	Under “Outside the defined limits of development” should be a colon (:) not a semi-colon after “and” Reference to 800 dwellings at Longhedge should read “450”
4.35	Remove full stop at end of some of the bulleted lines.
Core policy 3	5 th line down, insert apostrophe to read “council’s”
5.7	Amend first line to read “will change” instead of “to change”
5.13	4 th line down. Insert “is” as follows: “it is close to...”
5.14	5 th line down. Delete “it” as follows: “Durrington, in spite of its size it lacks...”
5.16	Paragraph numbering is out. Para 5.16 is followed by para 5.19. Need to check referencing in core policies for

	community areas, as these refer to paragraph numbers*.
5.19	Last line, remove apostrophe from "centre's"
5.20	Remove full stops at the end of some of the lines in the bulleted list.
5.23	Full stop missing from last sentence.
5.23	Amesbury Community Area Map is not numbered or titled
Core Policy 4	5 th paragraph, delete wording "There will be no strategic housing sites allocated within the Amesbury Community Area." Reference to paragraph 5.20 will change to reflect above*
Table 2 (and all other "Delivery of Housing" tables)	There are 3 columns under the main heading "Housing already provided for". But should the first column "Requirement 2006-26" be under "Housing already provided for"? The requirement sets out what is required – and some of that hasn't been provided yet....
5.27	Insert "and" at the end of the first line, after "Natural England"
Core Policy 5	3 rd line down. Reference should be to strategic objective 1, not strategic objective 3.
5.35	1 st line, delete "in" as follows: "The strategy for in"
5.36	5 th bullet point "....transport assessments is are required for major applications and"
5.37	No title or number for Map
Core Policy 7	Reference to paragraph 5.37 will change to reflect above*
5.40	1 st line: insert space between "iscarefully"
5.42	3 rd bullet point: insert "is" and "and" as follows, and space between "includeinvestigations": "a transport assessment is required for major applications and should includeinvestigations"
5.42	Last bullet point: policy number is missing as follows: "in accordance with CP ???"
5.43	Map – no number or title
Core Policy 8	Reference to paragraph 5.42 will change to reflect above*
5.48	Remove full stops from end of stop bullet points. Bullet point 14. Delete: "the need for additional cemetery provision and" – (according to the Town Council, the new extension to the Town Council Cemetery has estimated capacity for another 25 years. This also applies to the development templates for the strategic sites in Chippenham)
5.52	Map – no number or title
Core Policy 9	Reference to paragraph 5.48 will change to reflect above* Map following CP9 – no map no.
Core Policy 10	4 th paragraph, add "s" to following: "The strategic allocations" Reference to paragraphs 5.48 and 5.54 will change to reflect above*
Table 5	Under "housing to be identified", the table indicates 2400

	houses to be provided on strategic sites. This includes the 100-150 houses to be provided at Abbeyfield school which isn't referred to as a strategic site in Core Policy 10. Can a footnote be added to the table explaining this? Also, shouldn't "605" in this table read "600"?
5.59	3 rd bullet point, 3 rd line down: remove one of the full stops
5.60	Map following paragraph 5.60 has no number.
Core Policy 11	Reference to paragraph 5.59 will change to reflect above*
Table 6	The completions, permitted sites, and remainder to be identified total 1440. This is more than the requirement for this community area over the plan period (1200). Is this correct? If so, should there be an explanation for this?
5.66	Map following this para has no number
Core Policy 12	3 rd para. Replace colon : with full stop after "Appendix A". Reference to para 5.65 will change to reflect above*
5.71	Map following this para has no number
Core Policy 13	Referece to para 5.70 will change to reflect above*
5.75	3 rd bullet point, last line. Amend as follows: the There is a need to ensure that a balance of employment and housing opportunities is achieved into the longer term 9 th bullet point, 4 th line down – delete underscore
5.76	Map following this para has no number
Core Policy 14	3 rd para. Replace colon : with full stop after "Appendix A". Reference to para 5.75 will change to reflect above*
5.81	Map following this para has no number
Core Policy 15	Reference to para 5.80 will change to reflect above*
5.5 – suggest minor amendment as maps don't show flood risk	A map is presented, which shows the main settlements in the community area (Principal Settlements, Market Towns, Local Service Centres, and Large and Small Villages), as described in Core Policy 1. The map also shows selected constraints in the Community Area, such as areas Areas of Outstanding Natural Beauty (AONB's)and Green Belt.
5.6 – suggest minor amendment as CA maps don't show areas in strategic sites for different types of development	Specific development sites have been identified in some community areas, where new jobs and homes will be provided. In those community areas where new employment land and housing is proposed in the form of strategic sites, the location of these is shown on the map. More detailed maps are provided in appendix A, showing indicative areas within each site for different types of development (employment, housing, mixed-use), and for areas of green space where built development will not take place. However, these maps are purely indicative, and each site will be subject to a master-planning process which will have community input.

Para 5.36, 5 th bullet point	<ul style="list-style-type: none"> a transport assessment is required for major applications and must include an assessment of the likely future impacts of the Kingston Mills development and demonstrate how development will not exacerbate the existing AQMA.
Para 5.36, 10 th bullet point	<ul style="list-style-type: none"> developer contributions will be sought towards the expansion of the primary and secondary schools , and expansion or relocation to larger premises of one or both of the GP surgeries in the town
Map of Melksham CA, p.93	<p>Amendments needed to map:</p> <ul style="list-style-type: none"> The settlement boundary for Seend is shown in the wrong location. The Hampton Park district plan employment allocation is not shaded on the map as an allocation (it is shown as a Principle employment area, but there are some areas which aren't built out so I think it would be worth showing the allocation as well). The map of Melksham town does not have the same shape as the District Plan Town Policy Limits – may be confusing.
Para 6.29 (p. 176-177)	<p>Suggest adding footnote at end of paragraph:</p> <p>Footnote: Policies TR6 (Tourist facilities in the Avebury World Heritage Site) and TR8 (Visitor accommodation in the Avebury World Heritage Site) of the Kennet Local Plan 2011 will continue to be saved, and should be referred to alongside Core Policies 39 (Tourist development) and 40 (Hotels, Bed and Breakfasts, Guest Houses and Conference Facilities).</p>
Core Policy 47, p.195	Refers to 20011 in two places – should be 2011
6.95, 2 nd sentence	The canal network in Wiltshire includes part of the Kennet and Avon Canal, and parts of the partially restored Thames and Severn Canal and Wilts and Berks Canal (including the North Wilts Branch).
6.104, last sentence	However this will need to be delivered in a sustainable manner which addresses the Cotswold Water Park's unique combination of land use pressures, environmental and heritage sensitivities, and community aspirations for the area.
6.108, first sentence	Several settlements within the Cotswolds Water Park are of significant heritage value as recognised through Conservation Area designations, while all settlements have a unique character which contributes to the area's sense of place.
Appendix A: Land at Kingston Farm, Bradford on Avon development pro-forma	<ul style="list-style-type: none"> To deliver an exemplar for sustainable development and renewable energy for development in the rest of Wiltshire, including the provision of renewable energy generation to meet carbon neutral standards (to be

Key objectives – re-write third bullet and add additional bullet	<p>defined by Government) and development that meets high sustainability standards</p> <ul style="list-style-type: none"> To facilitate the retention and expansion of an existing local employer, already located in close proximity to the site.
<p>Appendix A: Land at Kingston Farm, Bradford on Avon development pro-forma</p> <p>Transport – first bullet point</p>	<ul style="list-style-type: none"> Appropriate public transport, walking and cycling links should be provided to the town centre. This should include provision of a safe pedestrian/cycling route avoiding the B3107 (Holt Road). Financial contribution required to assist in the provision of an innovative sustainable transport solution for the town centre.
<p>Appendix A: Land at Kingston Farm, Bradford on Avon development pro-forma</p> <p>Social and Community – first bullet point</p>	<ul style="list-style-type: none"> Financial contribution required towards childcare provision. This includes expansion of the area and matching affordable childcare to the amount of affordable housing being provided.
<p>Appendix A: Land at Kingston Farm, Bradford on Avon development pro-forma</p> <p>Green infrastructure – first bullet point</p>	<ul style="list-style-type: none"> Land between housing and the railway line should be safeguarded as public open space; opportunities to make this as accessible as possible to the wider community must be explored.
<p>Appendix D: North Wilts policy CF1: Community Facilities (p. 333)</p> <p><i>(The first paragraph of the policy is in conflict with CP2 – therefore suggest amending text to make it clear that the first paragraph will be superseded).</i></p>	<p>Note that the first paragraph of the policy will be superseded by CP2 (Delivery Strategy).</p> <p>Continue to safeguard the following sites:</p> <ul style="list-style-type: none"> Land off Blackwell Hams, Pewsham Way, Chippenham (proposed community hall) Stoneover Lane, Wootton Bassett (proposed school) Barn at Derriads Farm, Chippenham (proposed community use) <p>Do not continue to safeguard the following sites:</p> <ul style="list-style-type: none"> Land between Knockdown Lane and Sopworth Lane (proposed school) - a new school has been built in Sherston on a different site
5.40	The strategy for Calne is to ensure that housing growth is carefully balanced with job creation
5.42	Additional space at the beginning of bullet 3
5.42 bullet 4	should include investigations
5.42 last bullet last word	Add policy number

CP12, CP14, CP29, CP31, CP32	Amend to full stop after reference to Appendix A (about half way down – currently a colon).
Appendix A: Land at the Maltings and Central Car Park, Salisbury, p.301	Renewable Energy: 10% renewable energy generated on or near the site
Appendix A: Land at the Maltings and Central Car Park, Salisbury, p.301	Place Shaping Requirements - 3rd bullet point: <ul style="list-style-type: none"> Meet the requirements of core policies 68 (water resources) and 69 (protection of the River Avon SAC) of this Core Strategy.
Appendix A: Churchfields and the Engine Sheds, Salisbury, p.304	Land Uses and Quanta of Development – 1st bullet point: <ul style="list-style-type: none"> Approximately 1100 dwellings of which a minimum of 40% will be affordable. The breakdown will be as detailed in Core Policy 6. <p><i>Core policy 6 of the SWCS is to be replaced by CP45 (meeting Wiltshire’s housing needs) of the WCS. However, CP45 doesn’t provide a detailed breakdown of size/type to be provided. Possibly remove ref to CP6?</i></p>
Appendix A: Churchfields and the Engine Sheds, Salisbury, p.304	Transportation: Any major infrastructure requirement outcomes identified by the Salisbury Transport Model or subsequent Transport Assessment and Travel Plan. A Transport Assessment which sets out how the modal shift promoted at the national level will be achieved, including improved, bus, cycle and walking routes. The site’s proximity to the city centre and railway station provides opportunities for the implementation of strong demand management techniques to be applied
Appendix A: Churchfields and the Engine Sheds, Salisbury, p.305	Renewable Energy: 10% renewable energy generated on or near the site
Appendix A, pages 312, 316 and 320	All include reference to RSS policy in relation to renewable energy provision – suggest removing as above.
Appendix A: all South Wilts development proformas	<i>General comment – the south Wilts pro-formas all require 10% renewable energy provision to be generated on or near the site- may be worth also adding reference to CP41 (Sustainable Construction and Low Carbon Energy) which sets targets for development to meet certain levels of the Code for Sustainable Homes (in full). E.g. could state:</i> Renewable energy and sustainable construction: 10% renewable energy generated on or near the site, and development to meet the requirements of Core Policy 41 (Sustainable Construction and Low-Carbon Energy). <i>Not sure if this would be changing requirements which are already found sound through the SWCS though.</i>

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Wiltshire Council

Council

28 February 2012

Petitions Update

Petitions Received

As of 9 November 2011, six petitions have been received by Wiltshire Council, since the last Council meeting on 8 November 2011. Further details are shown at Appendix 1 to this report.

No requests have been received to present petitions at this meeting.

Proposal

That Council notes the petitions received and the actions being taken, as set out in the Appendix to this report.

**John Quinton
Head of Democratic Services**

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Date received	Subject	No of signatures	Action taken
10.11.2011	Save our Snooker Club – from Mr T Taylor Melksham House Snooker Club.	45	Referred to Melksham Area Board chairman for consideration – also copied to Cabinet member with responsibilities for the Campus projects. Melksham Area Board at its meeting on the 14.12.2011 passed the petition to the Shadow campus Operations Board which was looking at the Leisure facilities that would be incorporated in the new campus.
16.11.2011	Tree Topping Conway Crescent Melksham from Brenda Lukes.	10	Forwarded to Wiltshire Council from Duncan Hames MP. Referred to Adrian Hampton for update and response - 16 11.2011. Programme of work agreed, one tree felled 15.11.2011 all other work to be completed by March 2012. Duncan Hames informed 17.11.2011
5.12.2011	Catering facilities in the new Corsham Campus from the Corsham Knitting and Crochet Group.	75	Received at Corsham Area Board – 1.12.2011. Petition referred to the campus transformation team for consideration when planning the Corsham Campus –
1.2.2012	Inconsiderate parking in Far View Road Shrewton from residents of Far View Road.	43	Forwarded to Wiltshire Council from John Glen MP. Referred to Amesbury Area Board officers and Chairman for information and action. Petitioner informed – 1.2.2012. Chairman of Amesbury AB confirmed that it will be considered at the next Area board meeting for consideration by the CATG. Petitioner informed

12.2.2012	Traffic in Devizes from Mr K James.	60	Referred to Devizes Area Board Officers and Chairman for information and action. The petition will be presented at the next area board meeting on the 26.3.2012 – an explanation will be given on what is being done in the community area already (with the traffic model and air quality monitoring).
15.2.2012	Replacement of Trees in St Marks Road, Salisbury from Janet Davies.	122	Local Roads manager to meet with petitioners (17.2.2012) to agree the location of replacement trees

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

WILTSHIRE COUNCIL

Joint Overview and Scrutiny Committee - 9th February 2012

Cabinet - 15 February 2012

Council - 28 February 2012

Subject: Wiltshire Council's Business and Financial Plan Update 2012/13

**Cabinet Members: Councillor Jane Scott, OBE - Leader of the Council
Councillor John Brady - Cabinet Member for Finance,
Performance and Risk**

Key Decision: Yes

EXECUTIVE SUMMARY

This is officers' covering report, providing on assessment of Cabinet's draft proposals to Council to set a budget for 2012/13 and the impact on Council Tax, rents, fees and charges, the capital programme, school as well as reserves.

Joint Overview and Scrutiny is asked to appraise and scrutinise the proposals and plan, as well as officers' conclusions, and feedback comments to Cabinet for consideration as appropriate.

Cabinet is asked to consider the findings from the Joint Overview and Scrutiny Committee, as well as findings from public consultation and recommend approval of the plan and consequences flowing from it to the Council.

Council is asked to debate and approve the budget, Council Tax, rents fees and charges, capital programme and reserves.

PROPOSALS

Joint Overview and Scrutiny Committee

It is proposed that the Committee scrutinise the proposals appended to this report as put forward by the Leader and make any comment or recommendation for Cabinet to consider on 15th February before it recommends the plan to Council.

PROPOSALS, continued

Cabinet

It is proposed that Cabinet, subject to consideration of comments and recommendations arising from the Director of Finance and Corporate Directors' statements, Scrutiny and public consultations, makes the following recommendations to Council on 28th February 2012.

- a. To endorse the update of the 2012-15 Business and Financial Plan.
- b. To recommend to Council, for approval, that the savings and investment proposals summarised at Sections 9 and 7 respectively of this report and Sections 4 and 5 of Cabinet's proposed Financial Plan at Appendix 1 of this report, provides a net revenue budget for 2012/13 of £326.655 million.
- c. To recommend to Council to:
 - i. Freeze Wiltshire Council's element of the Band D council tax for 2012/13 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of this report.
 - ii. Set the Council's total net expenditure budget for 2012/13 at £326.655 million.
 - iii. Adopt the changes introduced by Government and move from the current subsidy funding system to one of self-financing when local authorities take on responsibility for the current debt & repayment;
 - iv. Set a 6.4% increase for dwelling rents in accordance with rent restructuring;
 - v. Set the HRA Budget for 2012/13 (original) as set out at Appendix F of Cabinet's proposed Financial Plan at Appendix 1 of this report;
 - vi. That all other rent or service charges related to the HRA be frozen at 2011/12 levels.
 - vii. The Capital programme proposed at Appendix E of Cabinet's proposed Financial Plan, attached to this report at Appendix 1.
 - viii. Set the changes in fees and charges set out in detail at Section 6 of Cabinet's proposed Financial Plan at Appendix 1 of this report.

Reasons for Proposal

The Cabinet, following Scrutiny and consultation, needs to note recommendations to Council to enable it to:

- set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2012/13 to then issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for the remaining 3 years of those plans.

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WILTSHIRE COUNCIL

Joint Overview and Scrutiny Committee – 9th February 2012

Cabinet - 15 February 2012

Council – 28 February 2012

Subject: Wiltshire Council's Business and Financial Plan Update 2012/13

**Cabinet Members: Councillor Jane Scott, OBE - Leader of the Council
Councillor John Brady - Cabinet Member for Finance,
Performance and Risk**

Key Decision: Yes

1. Purpose of Report

- 1.1. This is officers' covering report, providing an assessment of Cabinet's draft proposals to Council to set a budget for 2012/13 and the impact on Council Tax, rents, fees and charges, the capital programme, school as well as reserves.
- 1.2 Joint Overview and Scrutiny is asked to appraise and scrutinise the proposals and plan, as well as officers' conclusions, and feedback comments to Cabinet for consideration as appropriate.
- 1.3 Cabinet is asked to consider the findings from the Joint Overview and Scrutiny Committee, as well as findings from public consultation and recommend approval of the plan and consequences flowing from it to the Council.
- 1.4 Council is asked to debate and approve the budget, Council Tax, rents fees and charges, capital programme and reserves.

2. Background

- 2.1 In February 2011 Wiltshire Council approved a four year Business and Financial Plans, (the Plans). The Council is obliged by legislation to set a balanced budget and resultant Council Tax, plus related fees and charges. As a result, Members and officers have been updating the Plans to present to Council an updated Financial Plan in order to set its element of the 2012/13 Council Tax.

- 2.2 Last year the Council faced a continued increase in demand for services to the most vulnerable, as well as inflationary pressures and changes in Government policy and funding. The Council has worked hard to deliver the first year performance savings and investment proposals of its Plans. Latest projections identify a balanced budget for 2011/12.
- 2.3 The national and local changes have been appraised against the original Business and Financial Plans, and whilst no changes are proposed to the Business Plan changes arising from these are included for the Financial Plan.
- 2.4 Cabinet has assessed all changes and feedback from ongoing public engagement and, attached to this report at Appendix 1, has issued an update to the Business and Financial Plan. This report is an officer assessment to inform members in their decision making process of the adequacy and ability to deliver the proposals made by Cabinet, and the resultant impact on the on the Council's financial standing. This report therefore considers:
- a) The current financial position of the Council for 2011/12 – Section 3
 - b) Changes to the financial plan assumption reported to Council last year – Section 4
 - c) The feedback from public consultation – Section 5
 - d) The level of government funding available for 2012/13 – Section 6
 - e) The level of investment required for 2012/13 – Section 7
 - f) The consequences of charges, capital, housing and schools proposals – Section 8
 - g) The level of savings required – Section 9
 - h) The resultant Council Tax calculation – Section 10
 - i) An assessment of reserves – Section 11 and Appendix 2
 - j) The impact on 2013-15 and future years – Section 12
 - k) Consideration of other factors and professional advice – Sections 13-18

3. 2011/12 Forecast Outturns

- 3.1 The Council has received regular updates on its revenue, capital, schools and housing budgets. The timing and level of transparency of these reports has significantly improved throughout the year. The latest forecast at Period 9 (December 2011) as set out in Cabinet 15th February agenda, reports a projected potential overspend of £0.3m. Management action and Member decisions throughout the year have been taken to deliver a year-end balanced budget.
- 3.2 As a result of action it is forecast that the 2011/12 revised revenue budget of £329.847m will be balanced and that there will be no need to draw further on resources.
- 3.3 Budget monitoring of the capital, housing and schools budgets also show they are on target and forecast to be balanced on the related reserves above planned in those areas.

4. Changes to the 2012-15 Financial Plan

- 4.1 When Council approved the 2012-15 Business and Financial Plan in February 2011 it set out detailed budget for 2011/12, which as noted in Section 3 is on track to be delivered. The following three years were projects based upon certain assumptions and plans. This report focuses on 2012/13 and the detailed proposals, in line with the priorities flowing from the Business Plan, (note Section 12 of this report assesses 2013-15).
- 4.2 The update to the Business and Financial Plan proposed by Cabinet and issued on 1st February 2012 is attached at Appendix 1 to this report. This identifies that Cabinet do not propose to change the goals and objectives of the Business Plan. However, it does recognise that changes are required to the Financial Plan, largely arising from external factors such as increased demand and inflation. Section 3.6 of the Cabinet's proposed update, at Appendix 1 of this report, identifies the specific changes to the Financial Plan and the reasons for that. This has been assessed and is endorsed as necessary to reflect the ability to deliver a budget in 2012/13.

5. Public Consultation

- 5.1 Public consultation has been carried out in a number of ways:
- Specific consultation as part of Cabinet decision making process throughout the year, such as denominational transport savings;
 - Household surveys; and
 - Public forums.
- 5.2 This Household Survey report findings are based on an overall survey return of 6,610. These came from the following sources:
- People's Voice panellists - 22.9% or 1,511
 - Postal and hard copy returns - 60.1% or 3,975
 - Email/online returns - 17% or 1,124

The Public Forums were attended by 75 people over four nights in Trowbridge, Devizes, Chippenham and Salisbury. The findings from the later two consultations were:

	Household Survey	Public Forums
Top 3 areas to invest monies	<ol style="list-style-type: none"> 1. Maintenance of existing roads (61.8% spend more) 2. Adult social care services for older people (45.1% spend more) 3. Housing – more affordable housing (41.2% spend more) 	<ol style="list-style-type: none"> 1. Funding for local projects (24%) 2. Invest more in pothole repair and road maintenance (18.5%) 3. More rural bus services (16.8%)
Top 3 areas to take money from	<ol style="list-style-type: none"> 1. Archives or public records (46.7% spend less) 2. Housing and council tax benefits (37.4% spend less) 3. Museums and galleries (34.7% spend less) 	<ol style="list-style-type: none"> 1. Reduce streetlighting (27.2%) 2. Increase the cost of adult swimming by £1 a visit (17%) 3. Close public toilets (16.1%)

5.3 At this stage the findings from the public consultation need further consideration, although they do highlight some consistency with the household survey around highways maintenance. They are likely to influence future years budgets, although a proposal has been brought forward for 2012/13 to go further in more strategic reduction in streetlighting following this and trials in 2011, and save £0.5m.

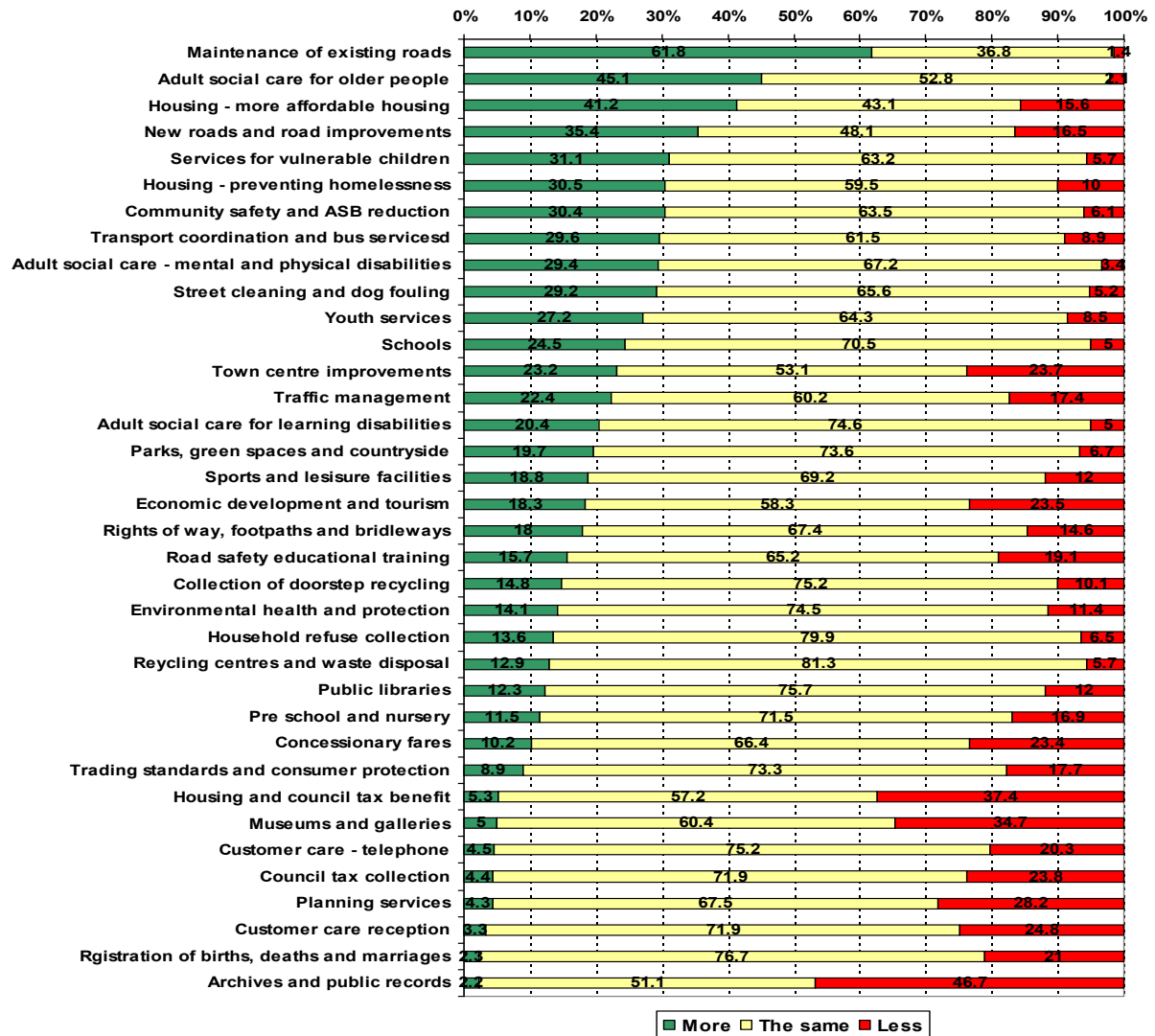
5.4 To date in response to the total consultation received, investment as set out at Section 5 of Cabinet’s proposals additional money has been put into these priority areas:

- **maintenance of roads** - £18.7m in the capital programme, compared with £18.1m in 2011/12 (after accounting for last year’s one off £3m grant);
- **older people and adult social care** - £9.668m is now proposed to be invested in 2012/13 compared to the original plan last February for the same period of £4.421m; and
- **housing** – an additional £5-7m each year will be spent on social housing, and £53m more on affordable in 2012/13 due to changes to funding of the Housing Revenue Account, and a recent successful Private Finance Initiative bid respectively, as set out at Section 8 of the Cabinet’s proposals.

5.5 Savings are also proposed to be found from efficiencies within Benefit processing (£0.280m) and grant to support transitional reduction in rate relief will no longer be awarded to Museums' & galleries (c£0.050m).

5.6 The overall findings were as follows:

Do you think the council should spend more, the same or less on the following services?



5.7 Other consultations are ongoing with Trade Unions, local businesses and with staff as appropriate to restructure proposals. More detailed feedback will be given verbally at Joint Overview and Scrutiny and in writing to Cabinet.

6. Level of Funding

6.1 The Council's government funding is from two sources:-

- Government grant
- Core grants

6.2 Section 10 of this report notes the level of Council Tax, and Section 8 assesses the assumptions on fees and charges plus the funding for capital, housing and schools.

- **Government Grant**

6.3 In 2010, the Government simplified the funding for local authorities to one main grant – the formula grant, and 9 separate core grants. The provisional 2012/13 financial settlement for the formula grant was issued in January 2011. This provisional settlement was re-issued in December 2011 with no changes to Wiltshire and a final announcement is expected 8th February 2012. The assumption is that there will be no changes to the Council's formula grant; consequently we have assumed a formula grant for 2012/13 of £92.732m. That is a reduction from 2011/12 of £11.460m.

6.4 In addition the Government have confirmed a one off grant, on top of the recurring grant of 2011/12, to enable a further Council Tax freeze in 2012/13. We have assumed this will be in line with 2011/12 allocation at £5.479m. That gives a net reduction in formulae grant thus of £5.981m

- **Core Grants**

6.5 Wiltshire has been notified that the Council will be in receipt of £38.033m of core grants in 2012/13. That is an additional £5.734m on the amount received in 2011/12 (£32.299m):

	£m
New Homes Bonus	(4.586)
Early Intervention Grant	(16.078)
Learning Disability Grant	(8.423)
NHS Funding for social care	(4.651)
Benefit Admin	(2.572)
Local Support Services	(1.723)
Total	(38.033)

6.6 The Core grants are shown in Appendix B of Cabinet's proposals, attached to this report at Appendix 1, within the calculation of the net expenditure and have thus been adjusted for in the calculation arriving to the net expenditure requirement before savings of £359.289m. The total government grant thus separately identified in the Financial Plan at Appendix A of Cabinet's proposals in calculating the Wiltshire's Council Tax is only the formula grant plus the Council Tax freeze grant. The remaining element is above the line in Appendix B to offset gross expenditure it relates to such as early years.

7. Level of investment

7.1 Cabinet's proposals set out at Section 5 and Appendix A (see Appendix 1 of this report for Cabinet's proposals), identifies the following levels of investment:

2012/13	Original Plan £m	Proposals £m	Difference £m
Investing in our communities and priority services	5.138	5.424	0.286
Protecting vulnerable people	5.071	13.795	8.724
Funding inflation and cost pressures	14.454	10.223	-4.231
Total	24.663	29.442	4.779

7.2 The key differences between the original and revised Financial Plans are:

- Protecting Vulnerable - £5.274m more due to higher than forecast demand for older people and adult care services arising from local and national changes; plus £3.477m due to an additional £1.5m core grant for Early Intervention targeted at more preventative work and an increased demand in care.
- Funding inflation – we had assumed that inflation would be lower in 2011/12 and only applied low levels of increases totalling £2.277m. Due diligence has identified that inflationary pressures from contracts and consumption of oil and utilities are in excess of previous assumptions and have added £4.862m of additional costs. However, this has been offset by better profiling of capital that has reduced the expected cost of borrowing by £5.227m, as well as a £2m reduction in the need for additional costs of redundancies and base budget adjustments.

7.3 We have assessed the ability to project beyond one year's costs and sought to learn lessons from the changes from 2011/12 Financial Plan to that proposed for 2012/13. The current economic climate makes the prediction of inflation and demand harder given the wider variation of professional views. Projections around adult and child care demand have been strengthened to reflect better analysis of care data and trends, and higher levels of inflation have been assumed to be prudent. Thus the investments are felt justified and reasonable.

8. The consequences of Charges, Capital, Housing and School budget decisions

• Fees and Charges

8.1 Cabinet's proposals at Section 6 (see Appendix 1 of this report) set out in detail the changes to fees and charges. In the main most fees have been frozen and will remain at 2011/12 levels. As a result, demand assumptions in the main have remained unchanged. This is felt prudent but will continue to be reviewed in year and an element of reserves has been set aside to cover for this. Other fees and charges proposed are assessed as deliverable at this stage but will also be monitored.

• Capital

8.2 Cabinet's proposals at Section 9 (see Appendix 1 of this report) set out in detail the proposed Capital Programme for 2012-15 and the sources of funding. The assumed additional cost of borrowing for 2012/13 (£3.084m) arising therefore of this has been built into the general fund expenditure. No other costs arising from projects have been identified. The programme will be monitored and reported to the Cabinet Capital Assets Committee during 2012/13.

• Housing Revenue Account (HRA)

8.3 Cabinet's proposals at Section 8 (see Appendix 1 of this report) set out in detail the proposed change to funding for the HRA and the consequences of additional capital spend.

8.4 In addition the paper identifies a 6.4% increase in dwelling rents in line with governments rent formula calculation. However, it proposes no other increase in related fees and charges. As such no assumptions around demand for services or properties such as garages have been changed.

• Schools

8.5 Cabinet's proposals at Section 7 (see Appendix 1 of this report) set out in detail the likely Dedicated Schools Grant (DSG). The Schools Forum have recommended an overall schools budget of £294.760 million, before any academy recoupment. In order to set a balanced budget Schools Forum have agreed a reduction of 0.19% across all budgets, including the schools delegated budget, and utilised £1 million from the projected underspend against the 2011/12 DSG. This budget therefore requires no additional funding from the Council and is in line with the Council's established policy not to top up DSG

9. Level of savings

9.1 The Council's Financial Plan has identified and classified £32.634m of savings, and the Cabinet's proposals set these out in detail at Section 4 (see Appendix 1 of this report). In summary they are:

Management and harmonising staff pay	0.400
Workplace transformation	0.830
Commissioning & Procurement	4.757
Service harmonisation & efficiencies	11.723
Transformation / systems thinking	10.494
Re-profiling investment	3.782
Income (paragraph 8.1 of this report)	<u>0.648</u>
	<u>32.643</u>

9.2 These savings have been assessed and considered deliverable. There are a small number of target savings contained within the Plan:

- Efficiency Target - £1.640m
- Administration review - £1m
- Buildings review - £1m
- Procurement - £2m

9.3 In all cases work has begun to deliver these savings, so for example phase 1 of the Administration review is currently out for consultation to save circa £0.150m; and an analysis of procurement on spend below £5,000 has identified potential options to reduce costs in excess of £1m but detailed proposals still need to be finalised. An element of provision for non-delivery has therefore been provided for in the General Fund Reserves discussed in more detail at Section 11 of this report.

10. Council Tax calculation

10.1 The overall position for 2012/13, excluding schools, reflected in this report is therefore:

	<u>£m</u>	<u>£m</u>
2011/12 Revised Base Budget		329.847
Plus		
<i>Investment built into initial medium term financial plan</i>		
- Net demand and inflation (paras 7.1)	29.442	
Additional spending requirements		359.289
Less		
<i>Savings (as set out at Section 9):</i>		
Management and harmonising staff pay	(0.400)	
Workplace transformation	(0.830)	
Commissioning & Procurement	(4.757)	
Service harmonisation & efficiencies	(11.723)	
Transformation / systems thinking	(10.494)	
Re-profiling investment	(3.782)	
Income (section 8.1 of this report)	(0.648)	
		(32.634)
Net budget requirement		326.655
Financed by		
• Formula Grants (paragraphs 6.3 to 6.6)		(92.732)
• Council Tax Freeze Grant		(10.958)
• Collection Fund		(1.695)
Amount to be found from the Collection fund		(221.270)

10.2 The Local government Finance Act 1992 (as amended by the 2003 Act) sets out the powers and duties of the Council in setting the annual council Tax. The key requirements under Part IV of the 1972 Act are that:

- Council Tax is set at Full Council – Section 33.
- Council Tax is set at a sufficient level to meet its proposed budget requirements for the ensuing year – Sections 32 and 33.
- The level of Council Tax is set before 11th March to enable circulation of Council Tax bills to enable people to pay on and after 1st April- Section 30(6).
- The Chief Finance Officer must report on the robustness of estimates and the proposed adequacy of reserves – Section 25.

10.3 The Government, through Eric Pickles MP (the Minister of Local Government), reiterated in January 2012 that keeping Council Tax low remains a priority for the Government. As such Government has introduced new powers to enable referendums where a council sets its council tax at or greater than 3.5%. To encourage this, the Secretary of State has announced a further one year Council Tax freeze grant. The impact for Wiltshire is set out at Section 7 of this report, and equates to a grant of £5.479 million.

10.4 The assumptions employed in setting the 2011-12 to 2012-15 Financial Plan have been that Council Tax for Wiltshire Council is set as follows:

- 2011-12 0%
- 2012-13 0%
- 2013-14 2.5%
- 2014-15 2.5%

10.5 The proposals within Cabinet’s proposals are in line with this for 2012/13. Cabinet has also identified that it wished to challenge future years. At this stage the Financial Plan has not been amended.

10.6 The Council is required to set a Council Tax sufficient to balance the Collection Fund account it maintains. Based on the projections at December Wiltshire Council’s share of the net surplus is forecast to be £1.695 million and will be used in funding the 2012/13 budget provision. That results in a funding requirement in 2012/13 from Council tax of £221.270 million.

10.7 The Council has agreed that the Band D tax base of 181,007.02 for 2012/13. Given the calculated draw on the Collection Fund, as identified in section 9.1 of this report, to deliver a balanced budget, after assuming a £1.695 million contribution from the Collection Fund surplus is a net £221.270 million, The Band D Council Tax proposed for 2012/13 is thus frozen and is again £1,222.43 (£221.270 million divided by 181,007.02 tax base). That is unchanged from 2010/110 and across the bandings that equates to the following:

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86

10.7 The precept for Wiltshire Police Authority and Wiltshire Fire and Rescue Service are still at this point in time to be proposed for 2012/13. Further details will thus be reported verbally to Cabinet on 15th February 2012, and in writing to Council on 28th February 2012.

10.8 In Wiltshire there are 253 parishes and Town Councils. Each of these bodies has precepting powers and we are currently awaiting to hear back from all of these bodies. Given the scale of the number of such councils, the detailed affect for each will be set out in an appendix to Council to show the movement for each body on top of that for Wiltshire Council, the Fire and Police authorities.

11. Assessment of reserves

11.1 The Authority has had for a number of years a Strategic Risk Register and developed a Risk Framework to identify and monitor risks going forward. This register has continued to be updated during 2011/12, and has formed the platform in preparing the Section 151 Officer's assessment of risk. Appendix 2 of this report summarises the significant financial risks arising from this assessment. The total potential reserves required from this assessment across the next three years to the Council are estimated as follows:

	31 st March		
	2013 £ million	2014 £ million	2015 £ million
General Fund Reserve	12	16	16

11.2 The Authority's General Fund estimated reserve at 31 March 2012 based on the forecast outturn, at Section 3 of this report from the current forecast outturn is £11.6 million. This includes the affects of a review of potentially available earmarked reserves, and these are set out in the following paragraphs in more detail.

11.3 As such, based on the assessment at Appendix 2 there is no further call on reserves in 2012/13, nor a requirement to contribute to the reserves. However, Members should note that, as the external environment of both the public sector and Wiltshire itself changes rapidly, so the number of risks being identified and the likelihood of risks occurring is also increasing. This is reflected in the financial risk assessments for later years of the plan which, at this stage, identify potential risks adding up to £16 million in 2013-15, but will be kept under review. There is therefore no need for the Medium Term Financial Plan to provide for increases in the General Fund Reserve from 2012/13 onwards as follows:

	31 st March		
	2013 £ million	2014 £ million	2015 £ million
General Fund Reserve	11.6	16	16
Contribution to / (from) reserves	0	4	0

11.4 The "growth" assumption in the General Fund Reserve position will be kept under continual review as part of the budget monitoring process.

11.5 An analysis of the earmarked reserves has also been undertaken and the proposed movements and purpose of each is set out below. This identifies a small net change in the total for 2012/13 in line with the Financial Plan set out last year, and a small increase in 2013 to 2015. This again is provided for in the four year Financial Plan.

Earmarked Revenue Reserves	31 st March						Purpose
	2010 £m	2011 £m	2012 £ m	2013 £ m	2014 £ m	2015 £ m	
PFI	2.5	3.0	4.0	3.0	3.0	3.0	To continue the forecast gap in future funding on the existing schools PFI schemes and to fund set up and bid costs for Housing and Adult Care Homes
Other	0.3	0.2	0.2	0.1	0.1	0.1	Includes operating reserve for Libraries and funding of future Workplace Transformation Project management costs
Insurance	4.0	4.3	4.6	4.9	5.2	5.5	To provide for continued increases in costs arising from claims brought against the Council.

11.6 Following this review and proposed transfer from earmarked reserves plus annual contribution from revenue, the level of reserves overall are considered to be sufficient to meet potential risks and demonstrate a prudent level.

12 The impact on 2013-15 and future years

12.1 In setting a four year financial plan covering 2011-15 the Council took account of the coalition government's Comprehensive Spending Review announcement in October 2010 that planned a 28% reduction in our central grant funds over that period.

12.2 Subsequent announcements identified that the majority of this reduction was in the first two years. Since then the Government have issued new grants that have reduced the scale of the funding fall. Looking forward another three years there are two key events that we know will impact significantly on Wiltshire Council's funding:

- A new funding formula will be announced in the autumn / winter 2012; and
- There will be a national election by May 2015.

12.3 In relation to the new funding formula the current Secretary of State for Communities and Local Government has announced that the changes will mean no council is worse off. As such at this stage we have made only minor changes to our assumed longer term financial plan (2013-15) other than to amend it for changes noted in this update. In respect of then extending the Plan to cover 2015/16 we have taken the decision not to do until the funding formulae is announced and consider further any impact a national election may have on subsequent years.

13 Legal advice

13.1 The Monitoring Officer considers that the proposals fulfil the statutory requirements set out below with regard to setting the amount of Council Tax for the forthcoming year and to set a balanced budget:-

- S30 (6) Local Government finance Act 1992 (the 1992 Act)
This section requires that Council Tax must be set before 11 March, in the financial year preceding that for which it is set.
- S32 the 1992 Act
This section sets out the calculations to be made in determining the budget requirements, including contingencies and financial reserves.
- S33 the 1992 Act
This section requires the Council to set a balanced budget.
- S25 (1) Local Governance Act 2003 (the 2003 Act)
The Chief Finance Officer of the Authority must report to it on the following matters:-
 - (a) the robustness of the estimates made for the purposes of the calculations; and
 - (b) the adequacy of the proposed financial reserves.
- S25 (2) the 2003 Act
When the Council is considering calculations under S32, it must have regard to a report of the Chief finance Officer concerning the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.

- The Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (as amended)

These Regulations set out what are to be the respective functions of Council and of the Cabinet. With regard to the setting of the budget and Council Tax for the forthcoming year, Regulations provide that the Leader formulates the plan or strategy (in relation to the control of the Council's borrowing or capital expenditure) and the preparation of estimates of the amounts to be aggregated in making the calculations under S32 of the 1992 Act. However, the adoption of any such plan or strategy/calculations is the responsibility of (full) Council.

13.2 This report meets those requirements.

13.3 The legislation that governs local government is changing significantly and the business plan will be kept under review to see if changes are needed as the changes in legislation are made available and clarified.

14 **HR advice**

14.1 The Service Director for HR & OD has been involved in the process surrounding savings in the service areas and with human resource implications arising from the proposals. This has included consultations with the trade unions in relation to the restructuring of services to deliver savings. Where restructuring of services proposes more than 20 redundancies an HR1 form for each service review has been completed and sent to both the recognised trade unions and the Insolvency Service. Savings from service reviews are realised once consultation on each review is completed. There are processes in place to carry out further consistent consultations arising from other service saving proposals over the next 12 months where there are human resource implications.

14.2 Negotiations with the trade unions to achieve a reduction in staffing costs of £12m over the next 4 years from changes to terms and conditions have so far achieved savings of £8.9m. The shortfall will be found from further savings from staff costs, which may include further redundancies.

15 **Equalities assessment**

15.1 The business plan sets out Wiltshire's approach to stronger and more resilient communities, to our customers and access to services and information. It contains specific investment to support vulnerable adults and children in Wiltshire. The equalities implications of the long term strategies already approved were considered as part of the development of those strategies. For other proposals in the business plan, services have either carried out equalities impact assessments or where appropriate are doing so as part of developing the detailed arrangements for those proposals

16 Environmental and climate change considerations

16.1 The plan and budget have been developed to support stronger and more resilient communities in Wiltshire. The additional investment in Energy Efficiency to help reduce our carbon footprint will be funded from external income.

17 Risk Assessment

17.1 The financial risk assessment that supports the 2012/13 budget is discussed below. Services have considered risk in developing the proposals for investment and savings shown in the financial plan and these will be reflected in their usual risk management arrangements.

17.2 The changes that have been made by the coalition government since May 2010 are significant, and further changes to the public sector are expected over the next few years. During 2012/13, we will need to consider whether further changes are needed to our structures and arrangements once the full details of legislative changes have been disclosed by the government.

17.3 Also, we have only received a two year financial settlement and the business plan may need to change once the settlement for 2013/14 and 2014/15 is known.

18 Financial Implications

18.1 In accordance with Section 25 of the Local Government Act 2003 and CIPFA Code of Practice, this section of the report sets out the Section 151 Officer's assessment of the major areas of risk in the 2011-12 to 2014-15 base budgets / Medium Term Financial Plan, and recommended budget options. It is presented in order to provide Members with assurances about the robustness of assumptions made, and to assist them in discharging their governance and monitoring roles during the forthcoming year.

18.2 Members are required under the 2003 Act to have regard to the Chief Financial Officer's report when making decisions about the budget calculations.

18.3 Section 25 of the Act also covers budget monitoring and this is a procedure which also helps to confirm the robustness of budgets. Current financial performance is taken into account in assessing the possible impact of existing pressures on the new year budgets. It also provides early indications of potential problems in managing the current year budget so that appropriate action may be taken. Members are asked to note therefore that the balanced budget forecast, has been included in our risk based assessment for balances. Budget monitoring is reinforced through close financial support to managers and services. These processes and controls will continue to be built upon for 2012/13, to maintain tight financial control.

18.4 In assessing the assumptions in the setting of the 2012/13 Council Tax I note that the Chief Officers have provided details of their service responsibilities and aims, together with explanations of current pressures and other issues. These narratives were set alongside each Service Director & Head of Service's base budget calculations, so as to put the figures in context and to help inform the formulation of this budget and the Council's proposed Business Plan. My assessment of all this information, following the risk assessment set out, is that the budget calculations are fair and robust, and reserves are adequate to reflect known circumstances.

- Assumptions around the base budget

18.5 2012/13 will be the fourth budget set for the new unitary Wiltshire Council. The economic downturn continues to mean that original assumptions around income growth in areas such as car parking have been amended to reflect the latest known position.

18.6 The financial assumptions are set out in detail in Appendix D to the financial plan 2011-15 update presented by Cabinet. These take account of key factors such as demographic and inflation rates of change.

19 Conclusions

19.1 The Council's business plan, supported by its financial plan 2011/15 and the budget for 2011/12 sets a clear direction for the next four years.

Report Author: Michael Hudson - Director of Finance
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Date of report: 1st February 2012

Background Papers:

The following unpublished documents have been relied on in the preparation of this report:

Various budget working papers in services
Business & Financial plans 2011-15

Appendices

- 1 – Cabinet's Updated Business & Financial plans 2012-15, which includes budget proposals for 2012/13
- 2 – General Fund Reserves assessment

**Cabinet proposed update to the 2011-15 Business and Financial Plan
(enclosed separately)**

<http://www.wiltshire.gov.uk/budgetsandspending.htm>

General Fund Reserve Risk Assessment

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
1	2011-12	Potential use of reserves in previous year based on this risk assessment	Low	0%	-	-			
	2012-13		Medium	26%	1,000		260		
	2013-14		Medium	26%	11,705			3,043	
	2014-15		Medium	26%	15,645			4,068	
2	2011-12	The future years funding settlement is even worse than anticipated	Low	0%	-	-			
	2012-13		Low	0%	-		-		
	2013-14		High	60%	5,000			3,000	
	2014-15		High	60%	5,000			3,000	

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
3	2011-12	System thinking transformational savings not delivered	Low	10%	500	50			
	2012-13		Medium	26%	10,400		2,700		
	2013-14		Medium	40%	4,000			1,600	
	2014-15		Medium	30%	-				-
3	2011-12	Procurement savings not delivered	Low	15%	6,400	960			
	2012-13		Low	10%	4,757		475		
	2013-14		Medium	26%	14,000			3,640	
	2014-15		Medium	26%	800				208

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
4	2011-12	Above inflationary increases in non-pay and utilities greater than already provided for in the medium term plan	Low	10%	1,000	100			
	2012-13		Medium	30%	2,000		600		
	2013-14		Medium	30%	1,000			300	
	2014-15		Medium	30%	1,000				300
5	2011-12	Increase in pay costs above pay settlement / assumptions	Low	10%	1,600	160			
	2012-13		Low	5%	1,600		80		
	2013-14		Medium	30%	1,600			480	
	2014-15		Medium	30%	1,600				480

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
6	2011-12	Social care costs increase due to greater than forecast demand or complexity	Low	25%	2,000	500			
	2012-13		Medium	40%	2,000		800		
	2013-14		Medium	40%	2,000			800	
	2014-15		Medium	50%	2,000				1,000
7	2011-12	Harmonisation costs insufficient / fund harmonisation team	Medium	30%	2,000	600			
	2012-13		Low	10%	1,000		100		
	2013-14		Low	10%	2,000			200	
	2014-15		Low	10%	2,000				200

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
8	2011-12	Service savings not delivered	Medium	26%	14,757	3,837			
	2012-13		Medium	30%	11,723		3,500		
	2013-14		Low	10%	-			-	
	2014-15		Low	10%	-				-
9	2011-12	Partnership liability gives rise to grant clawback guarantees	Low	5%	1,000	50			
	2012-13		Low	10%	1,000		100		
	2013-14		Low	10%	1,000			100	
	2014-15		Low	5%	1,000				50

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
			High = 51% - 100%						
10	2011-12	Insurance liability/claims premiums /level of deductibles rise above provision	Medium	26%	500	130			
	2012-13		Medium	30%	2,000		600		
	2013-14		Medium	30%	500			150	
	2014-15		Medium	30%	500				150
11	2011-12	The level of funds within the self insurance fund is unable to cover a catastrophic incident affecting our buildings, including schools.	Medium	30%	2,500	750			
	2012-13		Medium	30%	2,500		750		
	2013-14		Medium	30%	2,500			750	
	2014-15		Low	15%	2,500				375

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
12	2011-12	H & S breaches resulting in legal action. New legislation means increased monitoring and requirements. A new reporting system will help identify trends.	Low	10%	200	20			
	2012-13		Low	10%	200		20		
	2013-14		Low	10%	200			20	
	2014-15		Low	10%	200				20
13	2011-12	Employment tribunal action	Medium	30%	1,000	300			
	2012-13		Medium	30%	1,000		300		
	2013-14		low – 20%	15%	1,000			150	
	2014-15		low – 20%	15%	1,000				150

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement				
			Medium = 26% - 50%			2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000	
			High = 51% - 100%							
14	2011-12	Levies from partner organisations could exceed increases in matched funding	Low	10%	400	40				
	2012-13		Low	10%	450		45			
	2013-14		Low	10%	500			50		
	2014-15		Low	10%	550				55	
15	2011-12	MTFP provides for additional revenue funding to meet additional costs arising from capital investment but costs may be understated	Low	2%	1,500	23				
	2012-13		Low	15%	1,500		225			
	2013-14		Medium	30%	3,000			900		
	2014-15		Medium	30%	5,000				1,500	

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
			High = 51% - 100%						
16	2011-12	Major fraud	Low	5%	100	5			
	2012-13		Low	5%	100		5		
	2013-14		Low	5%	100			5	
	2014-15		Low	5%	100				5
17	2011-12	LG Pension Scheme – employer contribution increase above budget	Low	0%	2,000	-			
	2012-13		Low	0%	2,000		-		
	2013-14		Low	0%	2,000			-	
	2014-15		Medium	50%	8,000				4,000

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
			High = 51% - 100%						
18	2011-12	Failure to collect debt beyond provision	Low	10%	1,000	100			
	2012-13		Low	10%	1,000		100		
	2013-14		Low	10%	1,000			100	
	2014-15		Low	10%	1,000				100
19	2011-12	Adverse winter increases call on operational costs	Medium	30%	2,000	600			
	2012-13		Medium	30%	2,000		600		
	2013-14		Low	15%	2,000			300	
	2014-15		Medium	30%	2,000				600

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
20	2011-12	Unforeseen events / contingency	Low	10%	2,000	200			
	2012-13		Low	10%	2,000		200		
	2013-14		Medium	50%	3,000			1,500	
	2014-15		High	75%	4,000				3,000
21	2011-12	Fluctuation in borrowing costs/interest receipts.	Low	10%	-1,000	-100			
	2012-13		Medium	50%	-1,000		-500		
	2013-14		Medium	50%	-1,000			-500	
	2014-15		Medium	50%	-1,000				-500

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
22	2011-12	The Council is unsuccessful in securing PFI credits for housing Phase 2 and funds from prudential borrowing.	Low	50%	1,000	500			
	2012-13		Low	20%	2,000		400		
	2013-14		Low	20%	4,000			800	
	2014-15		Low	20%	5,000				1,000
23	2011-12	Waste recycling performance does not improve resulting in Landfill Allowance Tax liabilities above budget	Low	15%	1,000	150			
	2012-13		Low	10%	1,000		100		
	2013-14		Low	5%	2,000			100	
	2014-15		Low	5%	2,000				100

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £000	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2011-12 £000	2012-13 £000	2013-14 £000
24	2011-12	Equal Pay claims required to settle around 'unlawful' protection payments.	Low	10%	-	0			
	2012-13		Low	10%	1,000		100		
	2013-14		Low	10%	12,000			1,200	
	2014-15		Low	10%	5,000				500
		TOTALS				8,974	11,560	15,645	16,293

Wiltshire Council

**Cabinet
15 February 2012**

**Council
28 February 2012**

Special Joint Overview And Scrutiny Select Committees

Report on the Draft 2012-13 Budget

Purpose of report

1. To feed back to Cabinet and Full Council a summary of the main issues discussed at the special joint meeting of the Overview & Scrutiny Select Committees held on 9 February 2012.

Background

2. To avoid a burdensome and bureaucratic model for undertaking scrutiny of the draft 2012/13 budget, the four select committees held a joint meeting, as has been the approach adopted in previous years. This provided an opportunity for non-executive councillors to question the Leader and Cabinet on the draft 2012/13 budget before it is considered at Cabinet on 15 February 2012 and Full Council on 28 February 2012.
3. Cllr Nigel Carter (Chairman of the Environment Select Committee) was elected as Chairman for the special joint meeting.
4. The Director of Finance explained the technical aspects of the budget report and Financial Plan 2012/13 and the budget-setting process. This included clarification that:
 - previous Cabinet decisions affecting the financial position in 2012/13 had been built into the base budget;
 - due diligence on the proposed budget had been carried out by the accountancy team, legal, equalities and HR, and the implications of changes to government policy, high inflation and borrowing rates had been taken into account;
 - the number of reports had been reduced from five to two – the Financial Plan 2012/13 (which now includes information on the Housing Revenue Account, schools, fees and charges and the capital programme) and a covering report from the Director of Finance which provides assurances that the budget is deliverable;
 - Appendices B (i) and B (ii) contain the same information and all the totals at the bottom of the columns are explained in the text of the Financial Plan 2012/13. Appendix B (i) is based on the Council's old structure to allow Councillors to compare the proposed 2012/13 budget with the 2011/12 budget. Appendix B (ii)

reflects the Council's new structure which is currently used in budget monitoring reports;

- there will be no increase in council tax in 2012/13 – Councillors should bear in mind that the annual figure of £1,222.43 for Band D council tax does not yet include police, fire service or parish precepts and the exact figure will vary across Wiltshire depending on the level of parish precepts; and
 - a balanced budget is expected by year-end for the financial year 2011/12.
5. The Leader of the Council provided a short explanation of the context and rationale for the budget proposals:
- the Council will continue to deliver the priorities agreed in the Business Plan 2011-15 – the Financial Plan has been updated for 2012/13 to reflect changes to the services the Council has to deliver; and
 - there will be no increase in council tax in 2012/13 for the third successive year because the Council is trying to do its best for people in Wiltshire.

Main issues raised

Overall budget

6. Wiltshire Council is in a strong financial position compared to neighbouring local authorities. Cabinet and the Director of Finance were commended for the way the budget proposals had been presented in the Financial Plan 2012/13.
7. However, Councillors felt the Financial Plan could be improved by:
- putting more emphasis on good news stories, such as the Council's success in selling services to academies;
 - ensuring the narrative highlights and explains big changes to service budgets, such as law and governance where the budget for 2012/13 has increased significantly from 2011/12, and development control where the budget for 2012/13 has decreased significantly from 2011/12; and
 - making sure the public understand that the Council is doing more for less by freezing council tax and spending more on frontline services to meet higher levels of demand.
8. Councillors questioned whether the Council's low level of reserves compared to other local authorities should be cause for concern. The Cabinet Member for Finance indicated that the level of reserves had been the subject of a rigorous risk assessment and highlighted the Council's strong track record in financial management.
9. Councillors questioned how a predicted overspend of £4m (predominantly from Community Services because of demand for adult care services) was managed down to £279,000 in the financial year 2011/12 and how overspend pressures will be managed in the future. The Cabinet Member for Finance highlighted the

transparency of Cabinet's decision making processes and indicated that more budget monitoring information on the 2011/12 budget will be available at Cabinet on 15 February.

Income

10. The sale of services to academies was highlighted as a big success story for the Council. It was reported that all academy schools in Wiltshire are currently purchasing services from the Council, and the Council has been trading services to Wiltshire schools since 1994. The aim is to continue to provide marketable services at a competitive price.
11. Councillors were keen to explore the possibility of applying the traded services model to other areas of Council activity. The Leader of the Council confirmed that officers are continually challenged to explore potential ways of generating income, whilst remembering the Council's proper role in the community. The Service Director for Business Services will prepare a report on traded services for the Organisation and Resources Select Committee.

Savings

12. Clarification was sought on the timescales and content of a proposed review of area board delivery models as part of a re-profiling of investment in the Big Society. The Cabinet Member indicated that events had overtaken the need for a review and that the Big Society will be achieved by changing the way the Council works and involving communities in decision making.
13. Concern was expressed about the impact of the proposed £4.8m of systems thinking savings from the 'Help to Live at Home' project on care for older people. Providers will need to be monitored effectively to ensure they maintain and improve the level of services for older people. The Cabinet Member gave assurances that the Council will work aggressively to monitor the quality of services and that providers will be removed if they do not deliver services to the expected standard. Help to Live at Home will feature in the scrutiny work programme for 2012/13.
14. It was agreed that scrutiny should have much better visibility of systems thinking reviews across the Council. The Cabinet Member referred to a recent report to the Transformation Board on systems thinking.
15. It was clarified that the £450,000 of savings to be achieved through the 11-19 Commissioning Strategy and £915,000 of savings to be achieved by the Integrated Youth Service are separate and the total savings from youth services will be £1.782m.
16. Savings from the Integrated Youth Service will come from a reduction in the Connexions careers advice service - responsibility for providing Information, Advice and Guidance had shifted to schools, but the Council will continue to fund a targeted careers service for vulnerable young people. Savings will also be made through a review of Youth Service management structures. The Leader of the Council gave assurances that no open access youth clubs would be closed and a briefing will be circulated providing more detail on the impact of these savings.

17. Councillors noted proposals to cut the Council's contribution to business rate relief for museums and galleries. Clarification was given that museums and galleries will still receive 75 percent business rate relief from central government.
18. The Council's capital grant allocation from central government to cover 'basic need' for school places will be reduced by £3.3m in 2012/13 (39 percent less than in 2011/12) because of a change in the way local authority entitlements are calculated. Representations have been made to government ministers and local MPs to challenge Wiltshire's allocation. The Council also has submitted a bid for capital funding for three Wiltshire schools under the new Priority Schools Building Programme (a government PFI scheme that has replaced the Building Schools for the Future programme).

Investments

19. Cabinet was commended for increasing investment in older people. However, Councillors sought assurance that the extra investment was based on robust projections of growth in the number of older people in Wiltshire. The Cabinet Member confirmed that due diligence had been carried out, the projections were based on the best statistics available and the accuracy of data was improving. A task group of the Health and Adult Social Care Select Committee has been looking at ways of improving the accuracy of data on older people.
20. Councillors expressed concern at the number of children being taken into care. The Cabinet Member confirmed that the Council has kept children's centres open and created a new family support service and learning resource centre aimed at reducing the number of children who need to remain in or be taken into residential care.
21. Councillors sought reassurance that appropriate investment would be made to reduce the attainment gap for children on Free School Meals (FSM) and children with Special Educational Needs (SEN). The attainment gap for children on FSM has narrowed considerably at both Key Stage 2 and Key Stage 4 as a result of targeted intervention work and improved pupil tracking. The Council will be following the progress of individual children in the lowest performing 20 percent to raise attainment.

Conclusion

22. Cabinet and Full Council are asked to take this summary of the issues raised at the joint scrutiny meeting into account when finalising the budget and council tax for 2012/13.

Cllr Nigel Carter
Chairman – Joint Overview & Scrutiny Select Committee

Report Author: Alissa Davies, National Management Trainee, 01225 713380.

Extract from minutes of Cabinet meeting - 15 February 2012

35. Wiltshire Council's Business and Financial Plan Update 2012/13

Councillor Jane Scott, Leader of the Council presented a report which provided an assessment of Cabinet's draft proposals to Council to set a budget for 2012/13, and the impact on Council Tax, rents, fees and charges, the capital programme, schools, as well as reserves.

Joint Overview and Scrutiny had met on 9 February 2012 to appraise and scrutinise the proposals, as well as officers' conclusions, and comments from this meeting were presented in a tabled report, copies of which had been made available to the press and public.

The Leader, referring to the recommendations as set out in the report, moved an amendment that the free swimming would be offered to all under 16 year olds during the Easter and summer holidays. This proposal was to contribute towards the County's legacy from the London 2012 Olympics and to address issues identified in the recent Joint Strategic Assessment (JSA), tackling child obesity and child poverty, as well as keeping children active during the school holidays. It was emphasised that schools did an excellent job of keeping children active during term time. The cost of this proposal would be around £145,000, depending on take up, but it was reported that the publicity would be targeted at those who needed it most, and also through GPs and school nurses.

In response to a question, it was noted that the Council received a "bonus" from the government for keeping Council tax to a 0% increase. This bonus was the equivalent of a 2.5% increase, or £5.5 million.

Resolved:

That Cabinet, following consideration of comments and recommendations arising from the Director of Finance and Corporate Directors' statements, Scrutiny and public consultations, makes the following recommendations to Council on 28th February 2012:

- a. **To endorse the update of the 2012-15 Business and Financial Plan.**
- b. **To recommend to Council, for approval, that the savings and investment proposals summarised at Sections 9 and 7 respectively of this report and Sections 4 and 5 of Cabinet's proposed Financial Plan at Appendix 1 of this report, provides a net revenue budget for 2012/13 of £326.655 million.**
- c. **TO RECOMMEND TO COUNCIL TO:**
 - i. **Freeze Wiltshire Council's element of the Band D council tax for 2012/13 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of this report.**

- ii. **Set the Council's total net expenditure budget for 2012/13 at £326.655 million.**
- iii. **Adopt the changes introduced by Government and move from the current subsidy funding system to one of self-financing when local authorities take on responsibility for the current debt & repayment;**
- iv. **Set a 6.4% increase for dwelling rents in accordance with rent restructuring;**
- v. **Set the HRA Budget for 2012/13 (original) as set out at Appendix F of Cabinet's proposed Financial Plan at Appendix 1 of this report;**
- vi. **That all other rent or service charges related to the HRA be frozen at 2011/12 levels.**
- vii. **The Capital programme proposed at Appendix E of Cabinet's proposed Financial Plan, attached to this report at Appendix 1.**
- viii. **Set the changes in fees and charges set out in detail at Section 6 of Cabinet's proposed Financial Plan at Appendix 1 of this report.**
- ix. **To provide £145,000 to offer free swimming for under 16 year olds during the Easter and summer holidays.**

Reason for Decision

The Cabinet, following Scrutiny and consultation, is required to forward recommendations to Council to enable it to:

- Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2012/13 to then issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for the remaining three years of those plans.

Wiltshire Council

Council

28 February 2012

Council Tax Setting 2012/2013

Proposed Council Tax Resolution

Executive Summary

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set Council Tax for the year 2012/2013.

Using the tax base approved by Cabinet on 13 December 2011 of 181,007.02 Band D equivalent households, and the draft net budget requirement of £326.655 million (of which £221.270m is funded by council tax) gives a band D council tax for 2012/2013 of £1,222.43.

Fire, Police and Town/Parish precepts are in addition to the Wiltshire Council basic Council Tax.

The main body of the report sets out the statutory calculations, and shows the Fire, Police and Town/Parish precepts for every parish in Wiltshire along with the total Council Tax figures.

Proposal

That the Council approves the Council Tax Resolutions as set out in this report.

Reason for Proposal

To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Michael Hudson
Chief Finance Officer

Council Tax Setting 2012/2013

Proposed Council Tax Resolution

Purpose of Report

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2012/2013.

Background

2. The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a council tax requirement for the year, not its budget requirement as previously.
3. Cabinet approved the 2012/2013 Wiltshire Council tax base of 181,007.02 on 13 December 2011.

Wiltshire Council

4. At the Cabinet meeting on 15 February 2012 it was agreed that Wiltshire Council will freeze its element of the Band D Council Tax for 2012/2013 at £1,222.43.
5. Since the Cabinet meeting on 15 February 2012, the precept levels of other precepting authorities have been received. These are detailed below:

Town & Parish Councils

6. The Town & Parish Council Precepts for 2012/2013 are detailed in Appendix B and total £13,154,080. The increase in the average Band D Council Tax for Town & Parish Councils is 2.33% and results in an average Band D Council Tax figure of £72.67 for 2012/2013 (£71.02 for 2011/2012)

Wiltshire Police Authority

7. Wiltshire Police Authority met on 9 February 2012 and set their precept at £28,557,480, adjusted by a Collection Fund contribution of £218,733. This results in a Band D Council Tax of £157.77 for 2012/2013. This has been frozen from 2011/2012.

Wiltshire & Swindon Fire Authority

- Wiltshire & Swindon Fire Authority met on 14 February 2012 and set their precept at £11,291,252, adjusted by a Collection Fund contribution of £86,484. This results in a Band D Council Tax of £62.38 for 2012/2013. This has been frozen from 2011/2012.

Conclusions

- The recommendations are set out in the formal Council Tax Resolution in Appendix A.
- If the formal Council Tax Resolution in Appendix A is approved, the total Band D Council Tax will be as follows:

	2011/2012 £	2012/2013 £	Increase £	Increase %
Wiltshire Council	1,222.43	1,222.43	0.00	0.00
Wiltshire Police Authority	157.77	157.77	0.00	0.00
Wiltshire & Swindon Fire Authority	62.38	62.38	0.00	0.00
Sub – Total	1,442.58	1,442.58	0.00	0.00
Town & Parish Council (average)	71.02	72.67	1.65	2.33
Total	1,513.60	1,515.25	1.65	0.11

Equality and Diversity Impact of the Proposal

- None have been identified as directly arising from this report, although equality and diversity impacts have been considered by officers and portfolio holders when preparing budget proposals.

Risk Assessment

- A full risk assessment of the budget proposals has been provided by the Director of Finance in the Wiltshire Council's Business and Financial Plan Update 2012-13 Cabinet report.

Financial Implications

- These are explicit within the report.

Legal Implications

14. The legal implications are outlined in the report.

Options Considered

15. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Michael Hudson
Chief Finance Officer

Report Author: Stuart Donnelly Principal Accountant

The following published documents set out the statutory requirements and powers relevant to the subject of this report:

Local Government and Finance Act 1992

Local Government Act 2003

Localism Act 2011

Wiltshire Council Financial Plan 2012-13

The following published documents have been used as guidance during the preparation of this report:

CIPFA Technical Information Service "Guide to the Council Tax / Setting of Council Tax" www.tisonline.net/counciltax

Appendices:

Appendix A Wiltshire Council Council Tax Resolution 2012/2013

Appendix B Wiltshire Council Council Tax Banding Schedule by Authority 2012/2013

Appendix C Wiltshire Council Town & Parish Precepts 2012/2013

The Council is recommended to resolve as follows:

1. It be noted that on 13 December 2011 the Council calculated:
 - (a) the Council Tax Base 2012/13 for the whole Council area as 181,007.02 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2012/13 (excluding Parish precepts) is £221.270m.
3. That the following amounts be calculated for the year 2012/13 in accordance with Sections 31 to 36 of the Act:
 - (a) £919,345,080.00 (Gross Revenue Expenditure including parish precepts) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
 - (b) £579,536,000.00 (Revenue Income) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £339,809,080.00 (Net Revenue Expenditure including parish precepts) being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
 - (d) £1,295.10 (Wiltshire Council Band D tax plus average Town & Parish Councils Band D Council Tax) being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
863.40	1,007.30	1,151.20	1,295.10	1,582.90	1,870.70	2,158.50	2,590.20

- (e) £13,154,080.00 (Aggregate of Town & Parish Council Precepts) being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
- (f) £1,222.43 (Band D Council Tax for Wiltshire Council purposes only) being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86

Council Tax Schedule 2012/2013	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Wiltshire Police Authority	105.18	122.71	140.24	157.77	192.83	227.89	262.95	315.54
Wiltshire Fire Authority	41.59	48.52	55.45	62.38	76.24	90.10	103.97	124.76
Town & Parish Council (Average)	48.45	56.52	64.60	72.67	88.82	104.97	121.12	145.34
Total	1,010.17	1,178.53	1,346.89	1,515.25	1,851.97	2,188.69	2,525.42	3,030.50

Council Tax Charge by band per Parish/Town Council

Aldbourne	22.58	26.34	30.11	33.87	41.40	48.92	56.45	67.74
Alderbury	20.74	24.20	27.65	31.11	38.02	44.94	51.85	62.22
All Cannings	23.02	26.86	30.69	34.53	42.20	49.88	57.55	69.06
Allington	27.61	32.21	36.81	41.41	50.61	59.81	69.02	82.82
Alton	13.03	15.20	17.37	19.54	23.88	28.22	32.57	39.08
Alvediston	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amesbury	36.60	42.70	48.80	54.90	67.10	79.30	91.50	109.80
Ansty	13.08	15.26	17.44	19.62	23.98	28.34	32.70	39.24
Ashton Keynes	31.91	37.23	42.55	47.87	58.51	69.15	79.78	95.74
Atworth	19.05	22.22	25.40	28.57	34.92	41.27	47.62	57.14
Avebury	31.15	36.35	41.54	46.73	57.11	67.50	77.88	93.46
Barford St Martin	22.59	26.35	30.12	33.88	41.41	48.94	56.47	67.76
Baydon	26.79	31.25	35.72	40.18	49.11	58.04	66.97	80.36
Beechingstoke	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Berwick Bassett & W/Bourne Monkton	4.32	5.04	5.76	6.48	7.92	9.36	10.80	12.96
Berwick St James	10.21	11.92	13.62	15.32	18.72	22.13	25.53	30.64
Berwick St John	15.67	18.28	20.89	23.50	28.72	33.94	39.17	47.00
Berwick St Leonard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Biddestone	19.64	22.91	26.19	29.46	36.01	42.55	49.10	58.92
Bishops Cannings	12.11	14.13	16.15	18.17	22.21	26.25	30.28	36.34
Bishopstone	12.08	14.09	16.11	18.12	22.15	26.17	30.20	36.24
Bishopstrow	9.44	11.01	12.59	14.16	17.31	20.45	23.60	28.32
Bowerchalke	16.71	19.49	22.28	25.06	30.63	36.20	41.77	50.12
Box	57.18	66.71	76.24	85.77	104.83	123.89	142.95	171.54
Boyton	6.77	7.90	9.03	10.16	12.42	14.68	16.93	20.32
Bradford On Avon	59.30	69.18	79.07	88.95	108.72	128.48	148.25	177.90
Bratton	31.05	36.23	41.40	46.58	56.93	67.28	77.63	93.16
Braydon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bremhill	7.22	8.42	9.63	10.83	13.24	15.64	18.05	21.66
Brinkworth	17.93	20.91	23.90	26.89	32.87	38.84	44.82	53.78
Britford	2.15	2.51	2.87	3.23	3.95	4.67	5.38	6.46
Broad Hinton & W/Bourne Bassett	9.21	10.75	12.28	13.82	16.89	19.96	23.03	27.64
Broad Town	8.50	9.92	11.33	12.75	15.58	18.42	21.25	25.50
Broadchalke	12.43	14.51	16.58	18.65	22.79	26.94	31.08	37.30
Brokenborough	8.77	10.23	11.69	13.15	16.07	18.99	21.92	26.30
Bromham	28.08	32.76	37.44	42.12	51.48	60.84	70.20	84.24
Broughton Gifford	14.25	16.63	19.00	21.38	26.13	30.88	35.63	42.76
Bulford	24.00	28.00	32.00	36.00	44.00	52.00	60.00	72.00
Bulkington	24.41	28.48	32.55	36.62	44.76	52.90	61.03	73.24
Burbage	27.79	32.42	37.05	41.68	50.94	60.20	69.47	83.36
Burcombe	15.56	18.15	20.75	23.34	28.53	33.71	38.90	46.68
Buttermere	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Calne	133.29	155.51	177.72	199.94	244.37	288.80	333.23	399.88
Calne Without	3.55	4.14	4.73	5.32	6.50	7.68	8.87	10.64
Castle Combe	16.39	19.13	21.86	24.59	30.05	35.52	40.98	49.18
Chapmanslade	10.58	12.34	14.11	15.87	19.40	22.92	26.45	31.74
Charlton	13.69	15.98	18.26	20.54	25.10	29.67	34.23	41.08
Charlton St Peter & Wilsford	6.29	7.34	8.39	9.44	11.54	13.64	15.73	18.88
Cherhill	12.66	14.77	16.88	18.99	23.21	27.43	31.65	37.98
Cheverell Magna (Great Cheverell)	21.28	24.83	28.37	31.92	39.01	46.11	53.20	63.84
Chicklade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chilmark	18.34	21.40	24.45	27.51	33.62	39.74	45.85	55.02
Chilton Foliat	19.80	23.10	26.40	29.70	36.30	42.90	49.50	59.40
Chippenham	89.53	104.45	119.37	134.29	164.13	193.97	223.82	268.58
Chippenham Without	29.03	33.87	38.71	43.55	53.23	62.91	72.58	87.10

Chirton	7.25	8.45	9.66	10.87	13.29	15.70	18.12	21.74
Chitterne	28.59	33.36	38.12	42.89	52.42	61.95	71.48	85.78
Cholderton	26.07	30.42	34.76	39.11	47.80	56.49	65.18	78.22
Christian Malford	17.55	20.47	23.40	26.32	32.17	38.02	43.87	52.64
Chute	23.25	27.13	31.00	34.88	42.63	50.38	58.13	69.76
Chute Forest	20.54	23.96	27.39	30.81	37.66	44.50	51.35	61.62
Clarendon Park	8.75	10.20	11.66	13.12	16.04	18.95	21.87	26.24
Clyffe Pypard	9.33	10.88	12.44	13.99	17.10	20.21	23.32	27.98
Codford	11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14
Colerne	32.99	38.49	43.99	49.49	60.49	71.49	82.48	98.98
Collingbourne Ducis	30.08	35.09	40.11	45.12	55.15	65.17	75.20	90.24
Collingbourne Kingston	28.17	32.86	37.56	42.25	51.64	61.03	70.42	84.50
Compton Bassett	17.50	20.42	23.33	26.25	32.08	37.92	43.75	52.50
Compton Chamberlayne	27.02	31.52	36.03	40.53	49.54	58.54	67.55	81.06
Coombe Bissett	20.45	23.86	27.27	30.68	37.50	44.32	51.13	61.36
Corsham	77.79	90.75	103.72	116.68	142.61	168.54	194.47	233.36
Corsley	9.75	11.37	13.00	14.62	17.87	21.12	24.37	29.24
Coulston	16.48	19.23	21.97	24.72	30.21	35.71	41.20	49.44
Cricklade	100.10	116.78	133.47	150.15	183.52	216.88	250.25	300.30
Crudwell	18.67	21.79	24.90	28.01	34.23	40.46	46.68	56.02
Dauntsey	20.87	24.34	27.82	31.30	38.26	45.21	52.17	62.60
Devizes	70.33	82.06	93.78	105.50	128.94	152.39	175.83	211.00
Dilton Marsh	17.50	20.42	23.33	26.25	32.08	37.92	43.75	52.50
Dinton	22.15	25.85	29.54	33.23	40.61	48.00	55.38	66.46
Donhead St Andrew	14.32	16.71	19.09	21.48	26.25	31.03	35.80	42.96
Donhead St Mary	18.04	21.05	24.05	27.06	33.07	39.09	45.10	54.12
Downton	22.11	25.80	29.48	33.17	40.54	47.91	55.28	66.34
Durnford	7.43	8.66	9.90	11.14	13.62	16.09	18.57	22.28
Durrington	31.91	37.22	42.54	47.86	58.50	69.13	79.77	95.72
East Kennett	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
East Knoyle	13.97	16.29	18.62	20.95	25.61	30.26	34.92	41.90
Easterton	34.45	40.20	45.94	51.68	63.16	74.65	86.13	103.36
Easton Grey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Easton Royal	24.41	28.48	32.55	36.62	44.76	52.90	61.03	73.24
Ebbesbourne Wake	6.59	7.68	8.78	9.88	12.08	14.27	16.47	19.76
Edington	11.71	13.66	15.61	17.56	21.46	25.36	29.27	35.12
Enford	16.33	19.06	21.78	24.50	29.94	35.39	40.83	49.00
Erlestoke	38.47	44.89	51.30	57.71	70.53	83.36	96.18	115.42
Etchilhampton	13.28	15.49	17.71	19.92	24.35	28.77	33.20	39.84
Everleigh	24.14	28.16	32.19	36.21	44.26	52.30	60.35	72.42
Figheledean	47.05	54.90	62.74	70.58	86.26	101.95	117.63	141.16
Firsdown	16.51	19.26	22.01	24.76	30.26	35.76	41.27	49.52
Fittleton	25.52	29.77	34.03	38.28	46.79	55.29	63.80	76.56
Fonthill Bishop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fonthill Gifford	16.23	18.93	21.64	24.34	29.75	35.16	40.57	48.68
Fovant	12.18	14.21	16.24	18.27	22.33	26.39	30.45	36.54
Froxfield	19.30	22.52	25.73	28.95	35.38	41.82	48.25	57.90
Fyfield & West Overton	15.36	17.92	20.48	23.04	28.16	33.28	38.40	46.08
Grafton	12.93	15.09	17.24	19.40	23.71	28.02	32.33	38.80
Great Bedwyn	16.85	19.66	22.47	25.28	30.90	36.52	42.13	50.56
Great Hinton	12.05	14.05	16.06	18.07	22.09	26.10	30.12	36.14
Great Somerford	12.12	14.14	16.16	18.18	22.22	26.26	30.30	36.36
Great Wishford	11.82	13.79	15.76	17.73	21.67	25.61	29.55	35.46
Grimstead	8.51	9.92	11.34	12.76	15.60	18.43	21.27	25.52
Grittleton	9.80	11.43	13.07	14.70	17.97	21.23	24.50	29.40
Ham	10.04	11.71	13.39	15.06	18.41	21.75	25.10	30.12
Hankerton	15.33	17.88	20.44	22.99	28.10	33.21	38.32	45.98
Heddington	9.25	10.79	12.33	13.87	16.95	20.03	23.12	27.74
Heytesbury & Knook	17.33	20.21	23.10	25.99	31.77	37.54	43.32	51.98
Heywood	8.46	9.87	11.28	12.69	15.51	18.33	21.15	25.38
Hilmarton	16.56	19.32	22.08	24.84	30.36	35.88	41.40	49.68
Hilperton	8.33	9.71	11.10	12.49	15.27	18.04	20.82	24.98
Hindon	21.56	25.15	28.75	32.34	39.53	46.71	53.90	64.68
Holt	16.15	18.85	21.54	24.23	29.61	35.00	40.38	48.46
Horningsham	34.49	40.24	45.99	51.74	63.24	74.74	86.23	103.48
Hullavington	23.43	27.34	31.24	35.15	42.96	50.77	58.58	70.30
Idmiston	16.25	18.95	21.66	24.37	29.79	35.20	40.62	48.74

Keevil	17.47	20.39	23.30	26.21	32.03	37.86	43.68	52.42
Kilmington	19.35	22.58	25.80	29.03	35.48	41.93	48.38	58.06
Kington Langley	33.91	39.56	45.21	50.86	62.16	73.46	84.77	101.72
Kington St Michael	27.79	32.43	37.06	41.69	50.95	60.22	69.48	83.38
Lacock	14.79	17.25	19.72	22.18	27.11	32.04	36.97	44.36
Landford	20.74	24.20	27.65	31.11	38.02	44.94	51.85	62.22
Langley Burrell	22.05	25.72	29.40	33.07	40.42	47.77	55.12	66.14
Latton	15.60	18.20	20.80	23.40	28.60	33.80	39.00	46.80
Laverstock & Ford	8.30	9.68	11.07	12.45	15.22	17.98	20.75	24.90
Lea & Cleverton	14.40	16.80	19.20	21.60	26.40	31.20	36.00	43.20
Leigh	15.91	18.56	21.21	23.86	29.16	34.46	39.77	47.72
Limpley Stoke	25.48	29.73	33.97	38.22	46.71	55.21	63.70	76.44
Little Bedwyn	11.68	13.63	15.57	17.52	21.41	25.31	29.20	35.04
Little Cheverell	20.68	24.13	27.57	31.02	37.91	44.81	51.70	62.04
Little Somerford	21.99	25.66	29.32	32.99	40.32	47.65	54.98	65.98
Longbridge Deverill	6.74	7.86	8.99	10.11	12.36	14.60	16.85	20.22
Luckington	10.65	12.43	14.20	15.98	19.53	23.08	26.63	31.96
Ludgershall	46.75	54.54	62.33	70.12	85.70	101.28	116.87	140.24
Lydiard Millicent	12.55	14.65	16.74	18.83	23.01	27.20	31.38	37.66
Lydiard Tregoze	22.27	25.98	29.69	33.40	40.82	48.24	55.67	66.80
Lyneham & Bradenstoke	15.27	17.81	20.36	22.90	27.99	33.08	38.17	45.80
Maiden Bradley	48.31	56.36	64.41	72.46	88.56	104.66	120.77	144.92
Malmesbury	112.74	131.53	150.32	169.11	206.69	244.27	281.85	338.22
Manningford	21.95	25.61	29.27	32.93	40.25	47.57	54.88	65.86
Marden	4.07	4.75	5.43	6.11	7.47	8.83	10.18	12.22
Market Lavington	37.71	44.00	50.28	56.57	69.14	81.71	94.28	113.14
Marlborough	81.15	94.67	108.20	121.72	148.77	175.82	202.87	243.44
Marston	16.67	19.44	22.22	25.00	30.56	36.11	41.67	50.00
Marston Meysey	14.39	16.78	19.18	21.58	26.38	31.17	35.97	43.16
Melksham	45.61	53.22	60.82	68.42	83.62	98.83	114.03	136.84
Melksham Without	25.29	29.50	33.72	37.93	46.36	54.79	63.22	75.86
Mere	49.71	57.99	66.28	74.56	91.13	107.70	124.27	149.12
Mildenhall	21.37	24.93	28.49	32.05	39.17	46.29	53.42	64.10
Milston	9.75	11.37	13.00	14.62	17.87	21.12	24.37	29.24
Milton Lilbourne	18.25	21.29	24.33	27.37	33.45	39.53	45.62	54.74
Minety	11.95	13.94	15.93	17.92	21.90	25.88	29.87	35.84
Monkton Farleigh	14.99	17.48	19.98	22.48	27.48	32.47	37.47	44.96
Netheravon	33.20	38.73	44.27	49.80	60.87	71.93	83.00	99.60
Netherhampton	6.03	7.03	8.04	9.04	11.05	13.06	15.07	18.08
Nettleton	9.91	11.57	13.22	14.87	18.17	21.48	24.78	29.74
Newton Toney	27.06	31.57	36.08	40.59	49.61	58.63	67.65	81.18
North Bradley	7.89	9.20	10.52	11.83	14.46	17.09	19.72	23.66
North Newton	10.29	12.00	13.72	15.43	18.86	22.29	25.72	30.86
North Wraxall	8.18	9.54	10.91	12.27	15.00	17.72	20.45	24.54
Norton & Foxley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Norton Bavant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oaksey	35.89	41.88	47.86	53.84	65.80	77.77	89.73	107.68
Odstock	23.09	26.94	30.79	34.64	42.34	50.04	57.73	69.28
Ogbourne St Andrew	10.45	12.19	13.93	15.67	19.15	22.63	26.12	31.34
Ogbourne St George	14.86	17.34	19.81	22.29	27.24	32.20	37.15	44.58
Orcheston	9.25	10.80	12.34	13.88	16.96	20.05	23.13	27.76
Patney	4.89	5.71	6.52	7.34	8.97	10.60	12.23	14.68
Pewsey	38.03	44.37	50.71	57.05	69.73	82.41	95.08	114.10
Pitton & Farley	11.66	13.60	15.55	17.49	21.38	25.26	29.15	34.98
Potterne	17.17	20.04	22.90	25.76	31.48	37.21	42.93	51.52
Poulshot	21.26	24.80	28.35	31.89	38.98	46.06	53.15	63.78
Preshute	17.04	19.88	22.72	25.56	31.24	36.92	42.60	51.12
Purton	66.45	77.52	88.60	99.67	121.82	143.97	166.12	199.34
Quidhampton	16.83	19.63	22.44	25.24	30.85	36.46	42.07	50.48
Ramsbury	27.93	32.59	37.24	41.90	51.21	60.52	69.83	83.80
Redlynch	12.85	14.99	17.13	19.27	23.55	27.83	32.12	38.54
Roundway	19.07	22.24	25.42	28.60	34.96	41.31	47.67	57.20
Rowde	35.00	40.83	46.67	52.50	64.17	75.83	87.50	105.00
Royal Wootton Bassett	122.85	143.33	163.80	184.28	225.23	266.18	307.13	368.56

Rushall	22.31	26.02	29.74	33.46	40.90	48.33	55.77	66.92
Salisbury	60.00	70.00	80.00	90.00	110.00	130.00	150.00	180.00
Savernake	4.97	5.80	6.63	7.46	9.12	10.78	12.43	14.92
Seagry	35.42	41.32	47.23	53.13	64.94	76.74	88.55	106.26
Sedgehill & Semley	11.91	13.89	15.88	17.86	21.83	25.80	29.77	35.72
Seend	12.42	14.49	16.56	18.63	22.77	26.91	31.05	37.26
Semington	12.63	14.74	16.84	18.95	23.16	27.37	31.58	37.90
Shalbourne	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherrington	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherston	20.95	24.44	27.93	31.42	38.40	45.38	52.37	62.84
Shrewton	15.61	18.21	20.81	23.41	28.61	33.81	39.02	46.82
Sopworth	5.43	6.33	7.24	8.14	9.95	11.76	13.57	16.28
South Newton	12.37	14.44	16.50	18.56	22.68	26.81	30.93	37.12
South Wraxall	6.19	7.22	8.25	9.28	11.34	13.40	15.47	18.56
Southwick	13.13	15.31	17.50	19.69	24.07	28.44	32.82	39.38
St Paul Without	8.17	9.53	10.89	12.25	14.97	17.69	20.42	24.50
Stanton St Bernard	11.81	13.78	15.75	17.72	21.66	25.60	29.53	35.44
Stanton St Quintin	11.93	13.92	15.91	17.90	21.88	25.86	29.83	35.80
Stapleford	17.76	20.72	23.68	26.64	32.56	38.48	44.40	53.28
Staverton	20.91	24.40	27.88	31.37	38.34	45.31	52.28	62.74
Steeple Ashton	30.11	35.12	40.14	45.16	55.20	65.23	75.27	90.32
Steeple Langford	13.54	15.80	18.05	20.31	24.82	29.34	33.85	40.62
Stert	6.67	7.78	8.89	10.00	12.22	14.44	16.67	20.00
Stockton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stourton	9.27	10.81	12.36	13.90	16.99	20.08	23.17	27.80
Stratford Toney	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton Benger	10.49	12.24	13.99	15.74	19.24	22.74	26.23	31.48
Sutton Mandeville	4.71	5.50	6.28	7.07	8.64	10.21	11.78	14.14
Sutton Veny	24.99	29.16	33.32	37.49	45.82	54.15	62.48	74.98
Swallowcliffe	9.47	11.04	12.62	14.20	17.36	20.51	23.67	28.40
Teffont	33.23	38.77	44.31	49.85	60.93	72.01	83.08	99.70
Tidcombe & Fosbury	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tidworth	52.62	61.39	70.16	78.93	96.47	114.01	131.55	157.86
Tilshead	30.70	35.82	40.93	46.05	56.28	66.52	76.75	92.10
Tisbury	30.62	35.72	40.83	45.93	56.14	66.34	76.55	91.86
Tockenham	17.93	20.91	23.90	26.89	32.87	38.84	44.82	53.78
Tollard Royal	32.74	38.20	43.65	49.11	60.02	70.94	81.85	98.22
Trowbridge	79.95	93.28	106.60	119.93	146.58	173.23	199.88	239.86
Upavon	19.71	22.99	26.28	29.56	36.13	42.70	49.27	59.12
Upper Deverills	23.32	27.21	31.09	34.98	42.75	50.53	58.30	69.96
Upton Lovell	21.54	25.13	28.72	32.31	39.49	46.67	53.85	64.62
Upton Scudamore	13.79	16.08	18.38	20.68	25.28	29.87	34.47	41.36
Urchfont	35.51	41.43	47.35	53.27	65.11	76.95	88.78	106.54
Warminster	48.03	56.04	64.04	72.05	88.06	104.07	120.08	144.10
West Ashton	8.89	10.37	11.85	13.33	16.29	19.25	22.22	26.66
West Dean	25.33	29.56	33.78	38.00	46.44	54.89	63.33	76.00
West Knoyle	21.84	25.48	29.12	32.76	40.04	47.32	54.60	65.52
West Lavington	27.13	31.65	36.17	40.69	49.73	58.77	67.82	81.38
West Tisbury	14.47	16.89	19.30	21.71	26.53	31.36	36.18	43.42
Westbury	46.74	54.53	62.32	70.11	85.69	101.27	116.85	140.22
Westwood	13.90	16.22	18.53	20.85	25.48	30.12	34.75	41.70
Whiteparish	26.17	30.54	34.90	39.26	47.98	56.71	65.43	78.52
Wilcot & Huish	9.99	11.65	13.32	14.98	18.31	21.64	24.97	29.96
Wilsford-cum-Lake	4.87	5.69	6.50	7.31	8.93	10.56	12.18	14.62
Wilton	54.47	63.55	72.63	81.71	99.87	118.03	136.18	163.42
Wingfield	19.43	22.66	25.90	29.14	35.62	42.09	48.57	58.28
Winsley	13.01	15.17	17.34	19.51	23.85	28.18	32.52	39.02
Winterbourne	19.43	22.66	25.90	29.14	35.62	42.09	48.57	58.28
Winterbourne Stoke	17.30	20.18	23.07	25.95	31.72	37.48	43.25	51.90
Winterslow	16.63	19.41	22.18	24.95	30.49	36.04	41.58	49.90
Woodborough	6.29	7.34	8.39	9.44	11.54	13.64	15.73	18.88
Woodford	11.42	13.32	15.23	17.13	20.94	24.74	28.55	34.26
Wootton Rivers	12.05	14.05	16.06	18.07	22.09	26.10	30.12	36.14
Worton	16.69	19.48	22.26	25.04	30.60	36.17	41.73	50.08
Wylve	16.01	18.67	21.34	24.01	29.35	34.68	40.02	48.02
Yatton Keynell	15.59	18.19	20.79	23.39	28.59	33.79	38.98	46.78
Zeals	12.37	14.44	16.50	18.56	22.68	26.81	30.93	37.12

TOWN & PARISH COUNCIL PRECEPTS

Parish/Town Council	2011/2012			2012/2013			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Aldbourne	812.16	20,000.00	24.63	812.02	27,500.00	33.87	37.52%
Alderbury	948.93	32,335.00	34.08	964.25	30,000.00	31.11	-8.71%
All Cannings	269.66	9,351.00	34.68	270.84	9,351.00	34.53	-0.43%
Allington	191.25	7,980.00	41.73	192.73	7,980.00	41.41	-0.77%
Alton	116.22	2,250.00	19.36	115.12	2,250.00	19.54	0.93%
Alvediston	50.52	0.00	0.00	49.25	0.00	0.00	0.00%
Amesbury	3,651.11	172,100.00	47.14	3,751.95	206,000.00	54.90	16.46%
Ansty	71.46	1,250.00	17.49	71.34	1,400.00	19.62	12.18%
Ashton Keynes	672.72	32,470.00	48.27	669.54	32,050.00	47.87	-0.83%
Atworth	507.56	14,350.00	28.27	511.83	14,622.00	28.57	1.06%
Avebury	239.69	11,500.00	47.98	237.51	11,100.00	46.73	-2.61%
Barford St Martin	219.04	7,370.00	33.65	217.51	7,370.00	33.88	0.68%
Baydon	282.76	9,820.00	34.73	296.31	11,905.00	40.18	15.69%
Beechingstoke	69.18	0.00	0.00	71.54	0.00	0.00	0.00%
Berwick Bassett & W/Bourne Monkton	97.27	600.00	6.17	92.63	600.00	6.48	5.02%
Berwick St James	77.61	750.00	9.66	81.59	1,250.00	15.32	58.59%
Berwick St John	128.23	3,000.00	23.40	127.66	3,000.00	23.50	0.43%
Berwick St Leonard	16.08	0.00	0.00	17.01	0.00	0.00	0.00%
Biddestone	245.54	7,000.00	28.51	237.61	7,000.00	29.46	3.33%
Bishops Cannings	705.17	13,900.00	19.71	764.96	13,900.00	18.17	-7.81%
Bishopstone	278.30	5,000.00	17.97	275.91	5,000.00	18.12	0.83%
Bishopstrow	61.44	900.00	14.65	63.58	900.00	14.16	-3.34%
Bowerchalke	177.86	4,500.00	25.30	179.60	4,500.00	25.06	-0.95%
Box	1,518.92	115,681.00	76.16	1,529.51	131,189.00	85.77	12.62%
Boyton	85.55	600.00	7.01	88.56	900.00	10.16	44.94%
Bradford On Avon	3,985.98	354,838.00	89.02	3,981.49	354,157.00	88.95	-0.08%
Bratton	514.71	24,500.00	47.60	525.96	24,500.00	46.58	-2.14%
Braydon	25.21	0.00	0.00	26.96	0.00	0.00	0.00%
Bremhill	464.49	5,000.00	10.76	461.88	5,000.00	10.83	0.65%
Brinkworth	587.66	16,000.00	27.23	595.11	16,000.00	26.89	-1.25%
Britford	189.77	550.00	2.90	185.97	600.00	3.23	11.38%
Broad Hinton & W/Bourne Bassett	394.32	5,500.00	13.95	398.00	5,500.00	13.82	-0.93%
Broad Town	262.62	3,250.00	12.38	266.66	3,400.00	12.75	2.99%
Broadchalke	322.76	6,000.00	18.59	321.78	6,000.00	18.65	0.32%
Brokenborough	96.27	1,265.00	13.14	96.22	1,265.00	13.15	0.08%
Bromham	804.52	35,000.00	43.50	807.14	34,000.00	42.12	-3.17%
Broughton Gifford	352.04	6,500.00	18.46	350.74	7,500.00	21.38	15.82%
Bulford	1,095.82	40,475.55	36.94	1,092.81	39,336.33	36.00	-2.54%
Bulkington	124.16	4,500.00	36.24	122.88	4,500.00	36.62	1.05%
Burbage	787.85	33,094.00	42.01	789.53	32,910.00	41.68	-0.79%
Burcombe	63.42	1,300.00	20.50	64.28	1,500.00	23.34	13.85%
Buttermere	28.09	0.00	0.00	28.26	0.00	0.00	0.00%
Calne	5,833.32	1,177,962.00	201.94	5,865.82	1,172,825.00	199.94	-0.99%
Calne Without	1,130.76	6,000.00	5.31	1,128.83	6,000.00	5.32	0.19%
Castle Combe	170.51	4,250.00	24.93	172.83	4,250.00	24.59	-1.36%
Chapmanslade	312.54	5,000.00	16.00	315.12	5,000.00	15.87	-0.81%
Charlton	228.57	4,600.00	20.13	233.73	4,800.00	20.54	2.04%
Charlton St Peter & Wilsford	87.04	800.00	9.19	84.77	800.00	9.44	2.72%
Cherhill	353.53	5,500.00	15.56	358.00	6,800.00	18.99	22.04%
Cheverell Magna (Great Cheverell)	253.29	8,011.00	31.63	256.01	8,171.00	31.92	0.92%
Chicklade	38.51	0.00	0.00	39.00	0.00	0.00	0.00%
Chilmark	241.67	6,500.00	26.90	236.31	6,500.00	27.51	2.27%
Chilton Foliat	190.86	5,665.00	29.68	190.74	5,665.00	29.70	0.07%
Chippenham	12,617.16	1,659,892.00	131.56	12,669.73	1,701,390.00	134.29	2.08%
Chippenham Without	92.80	3,500.00	37.72	84.38	3,675.00	43.55	15.46%
Chirton	176.07	2,000.00	11.36	183.98	2,000.00	10.87	-4.31%
Chitterne	137.86	5,749.00	41.70	139.90	6,000.00	42.89	2.85%
Cholderton	91.31	3,600.00	39.43	92.04	3,600.00	39.11	-0.81%
Christian Malford	334.87	8,200.00	24.49	341.98	9,000.00	26.32	7.47%
Chute	165.35	5,770.00	34.90	164.87	5,750.00	34.88	-0.06%
Chute Forest	85.85	2,600.00	30.29	84.38	2,600.00	30.81	1.72%
Clarendon Park	111.95	600.00	5.36	114.33	1,500.00	13.12	144.78%
Clyffe Pypard	141.13	1,200.00	8.50	142.98	2,000.00	13.99	64.59%
Codford	366.03	5,745.00	15.70	362.08	6,000.00	16.57	5.54%
Colerne	953.69	46,201.00	48.44	962.17	47,619.66	49.49	2.17%
Collingbourne Ducis	387.57	17,254.00	44.52	386.26	17,427.00	45.12	1.35%
Collingbourne Kingston	224.80	9,500.00	42.26	224.87	9,500.00	42.25	-0.02%
Compton Bassett	108.58	1,800.00	16.58	109.35	2,870.00	26.25	58.32%
Compton Chamberlayne	55.18	2,250.00	40.78	55.52	2,250.00	40.53	-0.61%
Coombe Bissett	358.49	12,500.00	34.87	358.50	11,000.00	30.68	-12.02%
Corsham	4,787.92	558,647.00	116.68	4,800.28	560,090.00	116.68	0.00%
Corsley	347.18	4,500.00	12.96	341.98	5,000.00	14.62	12.81%
Coulston	79.40	1,960.00	24.69	79.30	1,960.00	24.72	0.12%
Cricklade	1,595.05	233,637.00	146.48	1,617.37	242,841.00	150.15	2.51%
Crudwell	497.74	14,095.00	28.32	503.27	14,095.00	28.01	-1.09%
Dauntsey	256.76	7,000.00	27.26	255.62	8,000.00	31.30	14.82%
Devizes	4,350.13	455,881.00	104.80	4,403.97	464,632.00	105.50	0.67%
Dilton Marsh	733.26	19,500.00	26.59	742.77	19,500.00	26.25	-1.28%
Dinton	300.13	10,000.00	33.32	300.89	10,000.00	33.23	-0.27%

Donhead St Andrew	231.55	3,500.00	15.12	232.73	5,000.00	21.48	42.06%
Donhead St Mary	477.59	12,000.00	25.13	480.39	13,000.00	27.06	7.68%
Downton	1,322.11	40,550.00	30.67	1,360.66	45,137.00	33.17	8.15%
Durnford	175.57	1,950.00	11.11	183.98	2,050.00	11.14	0.27%
Durrington	2,108.37	100,898.00	47.86	2,185.62	104,603.00	47.86	0.00%
East Kennett	53.00	0.00	0.00	55.12	0.00	0.00	0.00%
East Knoyle	337.85	7,000.00	20.72	334.12	7,000.00	20.95	1.11%
Easterton	243.86	12,800.00	52.49	247.66	12,800.00	51.68	-1.54%
Easton Grey	42.78	0.00	0.00	44.38	0.00	0.00	0.00%
Easton Royal	139.35	4,995.00	35.84	136.41	4,995.00	36.62	2.18%
Ebbesbourne Wake	98.56	1,600.00	16.23	101.19	1,000.00	9.88	-39.13%
Edington	344.50	6,000.00	17.42	341.78	6,000.00	17.56	0.80%
Enford	260.93	7,750.00	29.70	262.78	6,439.00	24.50	-17.51%
Erlestoke	92.90	5,300.00	57.05	91.84	5,300.00	57.71	1.16%
Etchilhampton	76.52	1,500.00	19.60	75.32	1,500.00	19.92	1.63%
Everleigh	89.33	3,100.00	34.70	91.14	3,300.00	36.21	4.35%
Figheledean	233.93	14,737.00	63.00	233.73	16,497.00	70.58	12.03%
Firsdown	279.89	6,000.00	21.44	282.68	7,000.00	24.76	15.49%
Fittleton	106.30	4,000.00	37.63	104.48	4,000.00	38.28	1.73%
Fonthill Bishop	43.17	0.00	0.00	43.18	0.00	0.00	0.00%
Fonthill Gifford	58.66	1,400.00	23.87	57.51	1,400.00	24.34	1.97%
Fovant	333.48	6,600.00	19.79	328.45	6,000.00	18.27	-7.68%
Froxfield	159.40	4,750.00	29.80	155.42	4,500.00	28.95	-2.85%
Fyfield & West Overton	395.21	9,000.00	22.77	390.64	9,000.00	23.04	1.19%
Grafton	330.50	5,500.00	16.64	335.02	6,500.00	19.40	16.59%
Great Bedwyn	593.52	15,000.00	25.27	593.32	15,000.00	25.28	0.04%
Great Hinton	99.45	1,800.00	18.10	99.60	1,800.00	18.07	-0.17%
Great Somerford	377.25	6,895.00	18.28	379.29	6,895.00	18.18	-0.55%
Great Wishford	144.01	2,500.00	17.36	140.99	2,500.00	17.73	2.13%
Grimstead	270.36	3,500.00	12.95	274.32	3,500.00	12.76	-1.47%
Grittleton	266.68	3,934.00	14.75	267.56	3,934.00	14.70	-0.34%
Ham	95.88	1,500.00	15.64	99.60	1,500.00	15.06	-3.71%
Hankerton	149.77	3,500.00	23.37	152.24	3,500.00	22.99	-1.63%
Heddington	197.61	2,750.00	13.92	198.20	2,750.00	13.87	-0.36%
Heytesbury & Knook	360.38	9,400.00	26.08	361.68	9,400.00	25.99	-0.35%
Heywood	300.93	3,686.00	12.25	308.15	3,911.00	12.69	3.59%
Hilmarton	311.84	7,700.00	24.69	309.94	7,700.00	24.84	0.61%
Hilperton	1,852.80	22,215.07	11.99	1,940.65	24,238.72	12.49	4.17%
Hindon	233.04	7,500.00	32.18	231.93	7,500.00	32.34	0.50%
Holt	691.77	16,899.00	24.43	697.50	16,899.00	24.23	-0.82%
Horningsham	159.79	8,500.00	53.19	164.27	8,500.00	51.74	-2.73%
Hullavington	493.37	17,000.00	34.46	483.67	17,000.00	35.15	2.00%
Idmiston	906.25	22,000.00	24.28	902.76	22,000.00	24.37	0.37%
Keevil	227.88	5,750.00	25.23	228.95	6,000.00	26.21	3.88%
Kilminster	137.56	3,560.00	25.88	137.81	4,000.00	29.03	12.17%
Kington Langley	363.95	19,038.00	52.31	374.32	19,038.00	50.86	-2.77%
Kington St Michael	301.22	11,439.00	37.98	302.98	12,630.00	41.69	9.77%
Lacock	498.53	11,100.00	22.27	500.49	11,100.00	22.18	-0.40%
Landford	577.14	18,000.00	31.19	578.59	18,000.00	31.11	-0.26%
Langley Burrell	129.42	3,900.00	30.13	131.54	4,350.00	33.07	9.76%
Latton	241.48	5,650.00	23.40	243.08	5,689.00	23.40	0.00%
Laverstock & Ford	2,212.08	23,850.00	10.78	2,317.06	28,855.00	12.45	15.49%
Lea & Cleverton	391.05	8,518.00	21.78	394.42	8,518.00	21.60	-0.83%
Leigh	143.91	3,500.00	24.32	146.66	3,500.00	23.86	-1.89%
Limpley Stoke	301.42	11,240.00	37.29	299.99	11,465.00	38.22	2.49%
Little Bedwyn	132.20	2,100.00	15.89	128.36	2,248.40	17.52	10.26%
Little Cheverell	79.90	2,200.00	27.53	80.60	2,500.00	31.02	12.68%
Little Somerford	185.40	4,500.00	24.27	181.89	6,000.00	32.99	35.93%
Longbridge Deverill	398.39	4,000.00	10.04	395.61	4,000.00	10.11	0.70%
Luckington	293.48	4,800.00	16.36	300.29	4,800.00	15.98	-2.32%
Ludgershall	1,504.03	100,000.00	66.49	1,497.38	105,000.00	70.12	5.46%
Lydiard Millicent	746.96	14,000.00	18.74	743.56	14,000.00	18.83	0.48%
Lydiard Tregoze	217.95	7,000.00	32.12	224.57	7,500.00	33.40	3.99%
Lyneham & Bradenstoke	1,516.04	30,000.00	19.79	1,528.32	35,000.00	22.90	15.72%
Maiden Bradley	136.87	9,977.83	72.90	137.71	9,977.83	72.46	-0.60%
Malmesbury	2,027.58	342,880.00	169.11	2,041.74	345,279.00	169.11	0.00%
Manningford	184.80	6,300.00	34.09	191.34	6,300.00	32.93	-3.40%
Marden	57.17	350.00	6.12	57.31	350.00	6.11	-0.16%
Market Lavington	793.01	42,800.00	53.97	786.65	44,500.00	56.57	4.82%
Marlborough	3,257.68	389,000.00	119.41	3,343.80	407,000.00	121.72	1.93%
Marston	82.18	2,000.00	24.34	80.00	2,000.00	25.00	2.71%
Marston Meysey	107.59	2,160.00	20.08	105.17	2,270.00	21.58	7.47%
Melksham	4,909.40	335,901.00	68.42	4,999.28	342,050.00	68.42	0.00%
Melksham Without	2,772.45	104,000.00	37.51	2,821.32	107,000.00	37.93	1.12%
Mere	1,192.69	86,250.00	72.32	1,207.13	90,000.00	74.56	3.10%
Mildenhall	221.03	6,500.00	29.41	218.40	7,000.00	32.05	8.98%
Milston	55.68	800.00	14.37	54.73	800.00	14.62	1.74%
Milton Lilbourne	259.84	7,000.00	26.94	255.72	7,000.00	27.37	1.60%
Minety	670.63	12,000.00	17.89	669.64	12,000.00	17.92	0.17%
Monkton Farleigh	193.44	4,300.00	22.23	191.24	4,300.00	22.48	1.12%
Netheravon	419.53	20,000.00	47.67	411.63	20,500.00	49.80	4.47%
Netherhampton	193.24	1,750.00	9.06	193.53	1,750.00	9.04	-0.22%
Nettleton	331.69	3,500.00	10.55	336.31	5,000.00	14.87	40.95%
Newton Toney	173.69	6,785.00	39.06	175.52	7,125.00	40.59	3.92%

North Bradley	702.69	8,308.00	11.82	705.36	8,345.00	11.83	0.08%
North Newton	197.01	3,000.00	15.23	194.42	3,000.00	15.43	1.31%
North Wraxall	199.19	1,975.00	9.92	203.78	2,500.00	12.27	23.69%
Norton & Foxley	60.54	0.00	0.00	62.19	0.00	0.00	0.00%

Norton Bavant	55.78	0.00	0.00	54.92	0.00	0.00	0.00%
Oaksey	235.42	12,539.00	53.26	238.70	12,852.00	53.84	1.09%
Odstock	259.44	9,000.00	34.69	259.79	9,000.00	34.64	-0.14%
Ogbourne St Andrew	184.41	2,800.00	15.18	188.25	2,950.00	15.67	3.23%
Ogbourne St George	212.49	4,750.00	22.35	213.13	4,750.00	22.29	-0.27%
Orcheston	106.79	1,800.00	16.86	108.06	1,500.00	13.88	-17.67%
Patney	67.79	500.00	7.38	68.16	500.00	7.34	-0.54%
Pewsey	1,521.30	87,000.00	57.19	1,524.94	87,000.00	57.05	-0.24%
Pitton & Farley	373.87	6,938.85	18.56	373.03	6,523.41	17.49	-5.77%
Potterne	622.89	15,362.00	24.66	621.08	16,000.00	25.76	4.46%
Poulshot	152.65	5,000.00	32.75	156.81	5,000.00	31.89	-2.63%
Preshute	81.98	2,050.00	25.01	80.20	2,050.00	25.56	2.20%
Purton	1,650.43	161,264.00	97.71	1,659.86	165,430.00	99.67	2.01%
Quidhampton	158.40	4,297.00	27.13	159.30	4,020.00	25.24	-6.97%
Ramsbury	939.30	35,730.00	38.04	942.17	39,480.00	41.90	10.15%
Redlynch	1,559.52	30,000.00	19.24	1,580.46	30,452.00	19.27	0.16%
Roundway	1,908.88	57,682.00	30.22	2,051.49	58,682.00	28.60	-5.36%
Rowde	512.73	29,720.00	57.96	514.32	27,000.00	52.50	-9.42%
Royal Wootton Bassett	4,214.06	787,090.00	186.78	4,271.24	787,090.00	184.28	-1.34%
Rushall	76.32	2,100.00	27.52	77.71	2,600.00	33.46	21.58%
Salisbury	15,146.64	1,287,464.40	85.00	15,335.14	1,380,162.60	90.00	5.88%
Savernake	136.07	1,000.00	7.35	134.13	1,000.00	7.46	1.50%
Seagry	160.49	8,500.00	52.96	160.00	8,500.00	53.13	0.32%
Sedgehill & Semley	273.53	4,975.00	18.19	275.42	4,920.00	17.86	-1.81%
Seend	529.00	9,681.00	18.30	523.87	9,761.00	18.63	1.80%
Semington	379.23	7,500.00	19.78	395.81	7,500.00	18.95	-4.20%
Shalbourne	294.87	0.00	0.00	303.28	0.00	0.00	0.00%
Sherrington	33.05	0.00	0.00	33.23	0.00	0.00	0.00%
Sherston	710.53	22,400.00	31.53	713.02	22,400.00	31.42	-0.35%
Shrewton	767.70	18,000.00	23.45	769.04	18,000.00	23.41	-0.17%
Sopworth	60.05	500.00	8.33	61.39	500.00	8.14	-2.28%
South Newton	248.92	4,700.00	18.88	253.23	4,700.00	18.56	-1.69%
South Wraxall	209.22	3,000.00	14.34	215.42	2,000.00	9.28	-35.29%
Southwick	731.27	14,500.00	19.83	736.30	14,500.00	19.69	-0.71%
St Paul Without	910.82	10,537.00	11.57	903.06	11,064.00	12.25	5.88%
Stanton St Bernard	84.76	1,500.00	17.70	84.67	1,500.00	17.72	0.11%
Stanton St Quintin	266.59	4,500.00	16.88	265.37	4,750.00	17.90	6.04%
Stapleford	133.79	3,650.00	27.28	137.01	3,650.00	26.64	-2.35%
Staverton	684.03	20,332.00	29.72	714.41	22,411.00	31.37	5.55%
Steeple Ashton	445.83	20,000.00	44.86	442.87	20,000.00	45.16	0.67%
Steeple Langford	249.22	5,000.00	20.06	246.16	5,000.00	20.31	1.25%
Stert	87.94	879.40	10.00	91.24	912.40	10.00	0.00%
Stockton	89.33	450.00	5.04	90.05	0.00	0.00	-100.00%
Stourton	94.98	1,305.00	13.74	95.52	1,328.00	13.90	1.16%
Stratford Toney	27.69	0.00	0.00	29.15	0.00	0.00	0.00%
Sutton Benger	423.10	6,750.00	15.95	428.94	6,750.00	15.74	-1.32%
Sutton Mandeville	129.92	850.00	6.54	127.26	900.00	7.07	8.10%
Sutton Veny	319.49	10,000.00	31.30	320.09	12,000.00	37.49	19.78%
Swallowcliffe	103.52	1,500.00	14.49	105.67	1,500.00	14.20	-2.00%
Teffont	139.55	6,785.00	48.62	136.12	6,785.00	49.85	2.53%
Tidcombe & Fosbury	47.34	0.00	0.00	46.17	0.00	0.00	0.00%
Tidworth	2,122.76	142,000.00	66.89	2,153.88	170,000.00	78.93	18.00%
Tilshead	137.16	6,300.00	45.93	136.81	6,300.00	46.05	0.26%
Tisbury	910.62	38,600.00	42.39	926.15	42,542.00	45.93	8.35%
Tockenham	118.11	2,950.00	24.98	119.00	3,200.00	26.89	7.65%
Tollard Royal	65.51	3,075.00	46.94	61.09	3,000.00	49.11	4.62%
Trowbridge	10,978.84	1,259,408.00	114.71	11,002.01	1,319,488.00	119.93	4.55%
Upavon	490.79	14,500.00	29.54	490.54	14,500.00	29.56	0.07%
Upper Deverills	167.43	5,850.00	34.94	167.26	5,850.00	34.98	0.11%
Upton Lovell	90.12	2,578.00	28.61	86.66	2,800.00	32.31	12.93%
Upton Scudamore	144.21	2,800.00	19.42	142.68	2,950.00	20.68	6.49%
Urchfont	508.76	27,260.00	53.58	512.52	27,300.00	53.27	-0.58%
Warminster	6,207.19	447,279.00	72.06	6,291.48	453,318.00	72.05	-0.01%
West Ashton	317.60	4,200.00	13.22	318.90	4,250.00	13.33	0.83%
West Dean	103.02	4,000.00	38.83	105.27	4,000.00	38.00	-2.14%
West Knoyle	67.09	2,180.00	32.49	67.16	2,200.00	32.76	0.83%
West Lavington	468.06	19,200.00	41.02	471.83	19,200.00	40.69	-0.80%
West Tisbury	265.10	4,114.00	15.52	267.56	5,810.00	21.71	39.88%
Westbury	5,008.65	335,930.00	67.07	4,982.86	349,332.00	70.11	4.53%
Westwood	499.62	10,500.00	21.02	503.67	10,500.00	20.85	-0.81%
Whiteparish	702.49	27,500.00	39.15	700.48	27,500.00	39.26	0.28%
Wilcot & Huish	267.98	3,999.00	14.92	266.96	3,999.00	14.98	0.40%
Wilsford-cum-Lake	58.86	400.00	6.80	54.73	400.00	7.31	7.50%
Wilton	1,374.41	105,314.00	76.62	1,379.37	112,713.00	81.71	6.64%
Wingfield	185.10	5,500.00	29.71	188.75	5,500.00	29.14	-1.92%
Winsley	912.60	14,000.00	15.34	922.76	18,000.00	19.51	27.18%
Winterbourne	571.08	16,361.80	28.65	578.39	16,852.65	29.14	1.71%
Winterbourne Stoke	85.26	2,131.00	24.99	85.97	2,231.00	25.95	3.84%
Winterslow	882.73	22,232.00	25.19	891.22	22,232.00	24.95	-0.95%
Woodborough	141.53	1,200.00	8.48	142.98	1,350.00	9.44	11.32%
Woodford	227.78	4,000.00	17.56	233.53	4,000.00	17.13	-2.45%
Wootton Rivers	126.94	2,500.00	19.69	127.26	2,300.00	18.07	-8.23%
Worton	278.89	7,000.00	25.10	279.60	7,000.00	25.04	-0.24%
Wyllye	205.75	5,000.00	24.30	208.25	5,000.00	24.01	-1.19%

Yatton Keynell	370.50	8,750.00	23.62	374.02	8,750.00	23.39	-0.97%
Zeals	291.80	5,304.00	18.18	296.51	5,504.00	18.56	2.09%
TOTAL / AVERAGE	179,297.66	12,733,036.90	71.02	181,007.02	13,154,080.00	72.67	2.33%

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Wiltshire Council

Council

28 February 2012

Treasury Management Strategy 2012/13

Summary

This report presents the Treasury Management Strategy for 2012-13 including:

- a) the Prudential and Treasury Indicators (PrIs and TrIs) for the next three years;
- b) other debt management decisions required for 2012-13 that do not feature within the PrIs or TrIs; and
- c) the Annual Investment Strategy for 2012-13.

Proposals

Following recommendation by Cabinet at its meeting on 15 February 2012, Council is recommended to:

- a) adopt the Prudential and Treasury Indicators (Appendix A);
- b) adopt the Annual Investment Strategy and approve the changes in the Strategy, resulting from the replacement of Fitch Ratings individual credit ratings with new bank viability ratings (Appendix B, paragraph 22) and the updated guidance on the determination of the maturity of LOBO loans (a detailed explanation is shown below in paragraphs 21 to 24 of this report);
- c) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
- d) authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;
- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
- f) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.

Reasons For Proposals

To enable the Council to agree a Treasury Management Strategy for 2012-13 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Michael Hudson
Chief Finance Officer

Treasury Management Strategy 2012/13

Purpose of Report

1. This report, which was presented to Cabinet on 15 February 2012 has since been updated to reflect the latest (February 2012) HRA Settlement figure, asks the Council to consider and approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2012-13, incorporating changes in respect of credit ratings (Fitch's new bank viability rating) and the determination of the maturity of LOBO loans.

Background

2. The Council is required by legislation to approve a Treasury Management Strategy, which incorporates the setting of Prudential and Treasury Indicators and an Annual Investment Strategy.

Main Considerations for the Council

Revised Prudential Indicators (PrIs) and Treasury Indicators (TrIs)

Basis of the Indicators

3. A summary of the revised PrIs and TrIs is shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit (TrI 1) and the Operational Boundary (TrI 2), which control the Council's exposure to debt.
4. The PrIs and TrIs have been set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the council.

Monitoring and Reporting of the Prudential Indicators

5. Progress will be monitored against the PrIs and TrIs throughout the year, particularly against the two borrowing limits. The Council will be kept informed of any issues that arise, including potential or actual breaches. Members will receive bi-monthly capital monitoring reports and an Interim Report on Treasury Management Strategy for 2012-13 in November 2012. Council will also receive regular treasury reports.
6. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Chief Finance Officer the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members. The operational boundary is a key management tool for in-year monitoring. It will probably not be significant if the operational

boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate. Any breach of the operational boundary will be reported to members immediately. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for unusual cash movements, for example, and should not be breached.

Borrowing Strategy

Levels

7. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded (please refer to Appendix A – paragraph 11) with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure. This strategy is prudent, as investment returns are low and counterparty risk is high, and will be maintained for the borrowing excluding the HRA reform settlement.
8. Against this background and the risks within the economic forecast, caution will be adopted with the 2012/13 treasury operations. Interest rates in financial markets will be monitored and a pragmatic approach adopted, to changing circumstances:
 - a) if it was felt that there was a significant risk of a sharp **fall** in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
 - b) if it was felt that there was a significant risk of a much sharper **rise** in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

HRA

9. The requirement for the HRA reform settlement to be made to the DCLG on 28 March 2012 will require a separate consideration of a borrowing strategy. The Council will need to have the cash settlement amount of £118.8 million available by the 28th March 2012, so separate borrowing solely for this purpose is anticipated. The PWLB are providing loans at interest rates 0.85% lower than the normal PWLB interest rates solely for the settlement requirements. This provides a compelling option to utilise this borrowing availability. The exact structure of debt to be drawn is currently being considered by officers to ensure it meets the requirements of the HRA business plan and the overall requirements of the Council. Whilst the debt can be drawn earlier than needed, this may incur a revenue cost, and will be considered when a review of the structure of actual prevailing borrowing and investment interest rates is undertaken nearer to the time.

10. The final debt structure and the actions taken following the review will be reported to members at the next available opportunity.

Rate and Timing of Borrowing

11. Taking account of the cash required to support the capital programme over the medium term, the Council has a requirement, subject to the approval of the capital programme on 28th February 2012, to borrow an additional £116 million between now and the end of 2014-15. This is reflected in Prl 4 in Appendix A (Net Borrowing – General Fund), i.e. the increase in net borrowing of £291.2 million in 2014-15 less £163.1 million in 2010-11, less the underlying decrease in investments of £12.1 million.
12. The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.
13. It is, of course, not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.
14. In supporting the capital programme, the Council will consider all borrowing options, such as:
 - a) internal borrowing, which is the cheapest form of borrowing, using medium term cash balances;
 - b) fixed rate PWLB borrowing;
 - c) long term fixed rate market loans at rates, which can be significantly below PWLB rates for the equivalent maturity period (where available).
15. Whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

Other Debt Management Issues

Policy on Borrowing in Advance of Need

16. The Council will not borrow more, than or in advance of, its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Debt Rescheduling

17. As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).
18. The reasons for any rescheduling to take place will include:
 - a) the generation of cash savings and / or discounted cash flow savings;
 - b) helping to fulfil the treasury strategy;
 - c) enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).
19. Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.
20. All rescheduling will be reported to members at the earliest meeting following its action.

Lender Option Borrower Option (LOBO) Market Loans

21. Wiltshire Council currently has borrowings of £61 million in LOBO loans.
22. There are basically two main types of LOBO loan (of which the Council has a both in it's portfolio):
 - a) a loan with an 'initial period' at a relatively low rate of interest, on the completion of which the rate will automatically increase to a 'secondary rate' under the terms of the loan agreement. The interest rate is then subject to 'call option dates' at certain predetermined stages (e.g. every six months, every five years) over the life of the loan, at which time the lender has the option to set a revised interest rate and the borrower has the option to repay the loan without penalty; or
 - b) a loan subject to 'call option dates' only (i.e. there is no 'secondary rate') at which time the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.
23. If the lender exercises his option to revise the interest rate at one of the 'call option dates', the Council's strategy is that it will always exercise its option to repay the loan. Consideration will then be given to rescheduling the debt where the overall level of debt prior to the repayment needs to be maintained.
24. There has been a change in guidance (CIPFA – Treasury Management in Public Services Guidance Notes for Local Authorities, 2011 Edition) relating to the determination of the maturity of borrowing that affects the date on which a LOBO loan should be treated as maturing. Previous guidance was that the date of maturity of LOBO loans should be based on their appropriate

“contractual lives”, this has been changed and the date of maturity should now be referenced to the earliest date on which the lender can require payment. Guidance states that “if the lender has the right to increase the interest rate payable without limit, such as in a LOBO loan, this should be treated as a right to require payment.” This has made it necessary to amend the relevant treasury management indicator (Trl 5 – Appendix A, paragraph 26).

Short Term Cash Deficits

25. Temporary loans, where both the borrower and lender have the option to redeem the loan within twelve months, are used to offset short term revenue cash deficits. They may also be used to cover short term capital requirements until longer term loans become more cost effective. The majority of these loans will be at fixed interest rates, maturing on specific dates. It is recommended that the Council continue to utilise temporary loans for any short term cash deficits that arise in respect of revenue and/or capital.

Cash Investments

Annual Investment Strategy

26. The Annual Investment Strategy for 2012-13, which sets out the policy framework for the investment of cash balances, is shown in Appendix B. Key issues to note are:
 - a) the risk appetite of this Council is low in order to give priority to the security of its investments;
 - b) the borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity;
 - c) all Council investments will be in sterling. This will avoid foreign exchange rate risk.
27. The strategy introduces a number of changes in 2012-13, they are:
 - a) the Investment Duration Matrix previously shown and referenced in Appendix B has been removed as it is no longer necessary as the Council uses Sector Treasury Services credit ratings list, which incorporates investment duration limits;
 - b) the replacement, by the Fitch rating agency, of the individual counterparty ratings with new Bank Viability Ratings, which represents Fitches view “as to the intrinsic creditworthiness of a user” and are “designed to be internationally comparable”; and
 - c) the updated guidance on the determination of the maturity of LOBO loans, as explained in paragraphs 21 to 24 above.

Short Term Cash Surpluses

28. It is anticipated that temporary short term cash surpluses will arise regularly during the year. Investment of these surpluses should be in specific investments (e.g. short term Sterling investments of less than one year). Such investments will normally be short term deposits maturing on specific dates that reflect cash flow requirements at the date the deposit is made. However, under certain market conditions, money market funds will be used, particularly if they provide improved returns.

Longer Term Cash Surpluses

29. Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long term basis. These cash surpluses may be used for capital financing requirements, where longer term interest rates mean that it is less cost effective to take out longer term loans.
30. Improved returns may be obtained by placing these surpluses in money market funds. The Chief Finance Officer has delegated authority to select money market funds and appoint External Cash Managers within the current approved strategy and it is recommended that this authority is retained.
31. The proposed Investment Strategy for 2012-13 includes the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that the Council's treasury adviser may recommend for investment of longer term cash surpluses such as a PFI Sinking Fund.
32. Although the Council has been well positioned in terms of the balance between both loans and investments, rates of interest paid on deposits have been fairly static over the last financial year. Following a further period of similarly low rates, interest rates are not expected to start increasing until quarter 3 (June to September) 2013. The Bank Rate is not expected to rise until September 2013.

Icelandic Deposits

33. The position in respect of the £12 million investment that was frozen as a result of the collapse of the Icelandic banks, Heritable (£9 million) and Landsbanki (£3 million) is that the Council has:
- a) received just over £6 million from Heritable, with further repayments expected in 2012; and
 - b) recently received its first distribution, of circa £0.950 million, from Landsbanki Islands hf. Bank, following Iceland's Supreme Court judgement that Councils, amongst other test creditors, have priority status and consequently will be paid first (before unsecured creditors). Distributions from Landsbanki, including the first, will be received in a 'basket of currencies' (GBP, US Dollars, Euros and Icelandic Kroner). It is anticipated that the recovery of all the assets will take some time and may not be concluded until 2016 or later.

34. It is likely that the Council will eventually recover 95% of its original investment in Heritable and 98% of the original investment in Landsbanki Islands hf.

Minimum Revenue Provision

35. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
36. In accordance with Local Authorities (Capital Finance and Accounting) Regulations 2008 the council adopted a MRP annual policy in May 2009.
37. For financial year 2011-12 the annual policy remained unchanged, in that a regulatory method of setting aside 4% of the borrowing requirement for supported borrowing and an asset life method calculation for any unsupported borrowing was applied.
38. It is proposed that this policy is retained in 2012-13.

Environmental and Climate Change Considerations

39. a) to d) None have been identified as arising directly from this report.

Equalities Impact of the Proposal

40. None have been identified as arising directly from this report.

Risk Assessment and Financial Implications

41. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties (the organisations with which the Council deposits cash surpluses).
42. The strategies in Appendix A and Appendix B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.
43. The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list is based on counterparty categories relating to country, type, sector, maximum investment, and maximum duration of investment (see Appendix B). The Council uses the credit worthiness service provided by its treasury advisers, which is a sophisticated modelling approach incorporating the credit ratings of all three major credit rating agencies, together with 'overlays' of Credit Default Swap (CDS) spreads (default risk), credit watches, credit outlooks and sovereign ratings from the agencies (a more detailed explanation is included within the Annual Investment Strategy in Appendix B).
44. With the borrowing required for HRA self-financing, the Council's treasury portfolio has an increased proportion of debt to investments.

45. Interest earnings are an important source of revenue for the Council and it is, therefore, important that the portfolio is managed in a way that maximises the investment income stream, whilst managing exposure to risk and maintaining sufficient liquidity.

Legal Implications

46. None have been identified as arising directly from this report.

Options Considered

47. Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council. This may incorporate consideration of alternative sources of capital financing, such as the issuing of bonds, rather than the more traditional borrowing approaches, together with longer term investments, where appropriate and subject to security and liquidity of investments.
48. The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

Conclusion

49. The Council is requested to:
- a) adopt the Prudential and Treasury Indicators (Appendix A);
 - b) adopt the Annual Investment Strategy and approve the changes in the Strategy, resulting from the replacement of Fitch Ratings individual credit ratings with new viability ratings (Appendix B, paragraph 22) and the updated guidance on the determination of the maturity of LOBO loans (paragraphs 21 to 24 of this report);
 - c) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
 - d) authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;
 - e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
 - f) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.

Michael Hudson
Chief Finance Officer

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Background Papers

The following unpublished documents have been relied on in the preparation of this Report: NONE

Appendices

Appendix A Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15
Appendix B Annual Investment Strategy for 2012-13

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

1. The Prudential and Treasury Management Codes and Treasury Guidelines require the Council to set a number of Prudential and Treasury Indicators for the financial year ahead. This appendix sets out the indicators required by the latest codes analysed between Prudential Indicators and Treasury Indicators.

Prudential Indicators**Prl 1 – Capital Expenditure**

2. This Prl shows the actual and anticipated level of capital expenditure for the five years 2010-11 to 2014-15. The years 2013-14 to 2014-15 are not ratified and will be taken to members in the Capital Programme Proposals 2013-14 onwards. This will be submitted to Cabinet and Council in February 2012.

Department	2010-11 Actual £million	2011-12 Expected £million	2012-13 Estimate £million	2013-14 Estimate £million	2014-15 Estimate £million
General Fund	111.3	112.2	113.9	80.4	48.7
Housing Revenue Account	3.3	4.2	9.4	10.2	10.6
Total	114.6	116.4	123.3	90.6	59.3

3. The capital expenditure figures shown in Prl 1 assume a certain level of financing from borrowing each year. New and existing borrowing needs to be affordable and sustainable.

Prl 2 – Ratio of Financing Costs to Net Revenue Stream

4. Prl 2 identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream (funding receivable from the Government and council tax payers and rents receivable in the case of the HRA).

	2010-11 Actual £million	2011-12 Expected £million	2012-13 Estimate £million	2013-14 Estimate £million	2014-15 Estimate £million
General Fund	5.8%	6.8%	8.2%	9.0%	4.5%
Housing Revenue Account	0.7%	0.6%	19.9%	18.7%	17.5%

5. The cost of financing will rise proportionately over the reporting period because of the effect on financing costs where 'new debt' is expected to rise faster than 'old debt' is repaid. In terms of the rise in HRA financing costs in 2012-13, through 2013-14 and 2014-15, this is due to the change in HRA system. Previously the rise in financing costs was not an affordability issue as the new borrowing taken out was supported by Revenue Support Grant. Only by the use of continued Unsupported Borrowing was there any pressure on the Council Tax.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

6. However, the changes to the Revenue Support Grant mechanism that were introduced for 2006-07 and later years (specifically the grant “floor”) mean that the Council may not be able to afford the financing costs of all the supported capital expenditure indicated by the Government, because we do not receive the full grant. This has the effect of “levelling the playing field” so that support for capital borrowing has to be considered alongside all other revenue priorities in the budget process. Support for capital can no longer be “passported” automatically.

Prl 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax and Housing Rents

7. Prl 3 represents the potential increase in Council Tax/Housing Rents required to fund the planned increase in the capital budgets for the forthcoming year and future years as a proportion of the tax base at Band D/average weekly housing rents. Due to the change to the subsidy system there is no planned effect on average housing rents due to the additional borrowing required.

	2012-13 £	2013-14 £	2014-15 £
Effect on Band D Council Tax	13.98	16.69	10.69
Effect on Average Housing Rent per week	0.00	0.00	0.00

Prl 4 – Net Borrowing and the Capital Financing Requirement

8. Prl 4 measures the so-called “Golden Rule” and focuses on prudence. Its purpose, as described in the Prudential Code, is: *“In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two years”*.
9. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, resulting in no net increase in CFR.
10. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time through future applications of capital receipts, capital grants/contributions or further charges to revenue.
11. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

	2010-11 Actual £million	2011-12 Expected £million	2012-13 Estimate £million	2013-14 Estimate £million	2014-15 Estimate £million
CFR – General Fund	320.4	353.4	389.3	396.4	391.1
CFR – HRA	3.8	122.6	122.6	122.6	122.6
Net Borrowing – Gen Fund	163.1	220.2	268.2	282.2	291.2
Net Borrowing – HRA	0.0	118.8	118.8	118.8	118.8
CFR not funded by net borrowing – Gen Fund	157.3	133.2	121.1	114.2	99.9
CFR not funded by net borrowing - HRA	3.8	3.8	3.8	3.8	3.8

12. The increase in the General Fund net borrowing figure between 2010-11 and 2011-12 results from expected additional borrowing. In the following financial years, 2012-13 to 2014-15, net borrowing is expected to increase as planned additional long term borrowing is taken out.
13. No problems are foreseen in meeting the “Golden Rule” over the period under review. The table above shows a significant margin not funded by net borrowing.

Pr1 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

14. The Revised CIPFA Code of Practice for Treasury Management in the Public Services 2009 was adopted by Wiltshire Council at its meeting on 23 February 2010.
15. All recommendations within this report are consistent with the Revised CIPFA Code.

Treasury Management Indicators within the Prudential Code

Tr1 1 – Authorised Limit for External Debt

16. The Authorised Limit is the Operational Boundary (see Tr1 2 below), including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict and has previously been set at 15%. Having reviewed the position, a more prudent allowance of 2.5% is proposed for General Fund borrowing for 2012-13 to 2014-15. This revised allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast) and will be kept under review. There is no allowance in respect of HRA borrowing as it is capped and, therefore, cannot be exceeded.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

Authorised Limit	2012-13 £million	2013-14 £million	2014-15 £million
Borrowing – General Fund	418.5	417.6	426.8
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	541.3	540.4	549.6

17. The Authorised Limit set by the Authority is the statutory borrowing limit under Section 3(1) of the Local Government Act 2003, a breach would be serious and therefore there is the need to build in sufficient headroom.

Trl 2 – Operational Boundary for External Debt

18. The Operational Boundary and the Authorised Limit are central to the Prudential Code and reflect the limits that authorities place on the amount of their external borrowing.

19. The Operational Boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for General Fund borrowing 2012-13 (£408.5 million) is:

- Expected Capital Financing Requirement at 31 March 2012 of £353.6 million
- Plus the expected long-term borrowing to finance capital expenditure (unsupported only £48.2 million)
- Less the expected set-aside for debt repayment (£13.3 million)
- Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£20.0 million).

20. The basis of the calculation for HRA borrowing 2012-13 is the debt settlement of £122.6 million.

Operational Boundary	2012-13 £million	2013-14 £million	2014-15 £million
Borrowing	408.5	407.6	416.5
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	531.3	530.4	539.3

21. The Operational Boundary for each year also includes a small provision for other long term liabilities.

22. The Operational Boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Council.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15Trl 3 – External Debt – Actuals at 31 March 2010 and Expected 2011

23. This Trl shows the amount of gross external debt outstanding in periods prior to the budget years under consideration. Other long term liabilities relate to finance leases on certain properties, plant, vehicles and equipment. It should be noted that as these figures are taken at a point in time, they are not comparable with the Authorised Limit and Operational Boundary, which are control limits.

	31/3/11 Actual £million	31/3/12 Expected £million
Borrowing – General Fund	245.2	290.2
Borrowing – HRA	0.0	122.6
Other Long Term Liabilities	0.2	0.2
TOTAL	245.4	413.0

Treasury Management Indicators within the Treasury Management CodeTrl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Variable Interest Rate Exposures, respectively

24. Future interest rates are difficult to predict. Anticipated rates are shown in the main report, under Risk Assessment. Indications are that best value will be achieved by taking long-term loans at fixed rates in 2012-13. However, consideration of short term variable rate loans may prove to be advantageous, in 2012-13 and in future financial years.

25. Interest rates will be monitored closely, in conjunction with the treasury adviser, to take advantage of any favourable changes in circumstances. The strategy should still be flexible, the upper limit for fixed interest rate and variable interest rate exposures are set out below.

The Council's upper limit for fixed interest rate exposure for the three year period 2012-13 to 2014-15 is 100% of net outstanding principal sums.

The Council's upper limit for variable interest rate exposure is 40% for 2012-13, 40% for 2013-14 and 45% for 2014-15 of net outstanding principal sums.

Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing

26. The Council's policy needs to ensure that it is not forced to refinance too much of its long term debt in any year when interest rates are high. The present long-term debt of £245.2 million (as at 15 December 2011) falls due for repayment over the next 60 years. LOBO (Lender Option Borrower Option) market loans are included at rates determined by reference to the earliest date on which the lender can require payment (i.e. at the next interest rate call date), as currently recommended by CIPFA. Despite this change, most of the Council's debt remains as maturing within the period "10 years and above", albeit PWLB debt only, and it does not make it necessary, at this stage, to increase any of the upper limits. Depending on the maturity profile, the upper limits may require amendment for further borrowing in the future.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

27. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year.
28. In order to protect the Council from this risk and to safeguard the continuity in treasury management financing costs, the following limits have been adopted.

Limits on the Maturity Structure of Borrowing	Upper	Lower Limit
Maturing Period:		
- under 12 months	15%	0%
- 12 months and within 24 months	15%	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

Trl 6 – Principal Sums invested for periods of longer than 364 days

29. This Trl is covered by the Annual Investment Strategy, which is detailed in the following appendix.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2012-13**The Main Strategy**

1. The Council will have regard to the Department for Communities and Local Government's (DCLG's) Guidance on Local Government Investments ("the Guidance") issued in March 2004, any revisions to that guidance, the Audit Commission's report on Icelandic investments and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").
2. The general investment policy of the Council is the prudent investment of any surplus cash balances, the priorities of which are:
 - a) the security of capital and
 - b) the liquidity of investments.
3. The Council will also aim to achieve the optimum return on investments commensurate with high levels of security and liquidity. The risk appetite of this Council is low in order to give priority to the security of its investments.
4. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
5. All Council investments will be in sterling. This will avoid foreign exchange rate risk.
6. Investment of the Council's normal cash flow requirements will be in specified investments, as prescribed in "The Guidance". The categories of organisations with whom investments will be placed and the minimum high credit ratings required for each category are those set out in the minimum requirements for high credit rating below.
7. Investments in money market funds may be made if the fund has a high credit rating (AAA), as prescribed in the minimum requirements for high credit rating below.
8. In addition, using the professional judgement of the Council's treasury advisers, non specified investments may be made in UK Government Bonds (Gilts) and in multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a high credit rating, as prescribed in the minimum requirements for high credit rating below.
9. Such investments are the only non-specified investments authorised for use and will only be:
 - a) in sterling
 - b) in the case of UK Gilts, for a maximum of 50 years; and
 - c) for investments maturing in excess of 12 months, limited to £30 million.
10. For specified investments made under the recommendations of the Council's treasury adviser, the approved policy must be followed and is bound by the minimum requirements for high credit rating below.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2012-13

11. The Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1 January 2010, and will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority will comply with the requirements of SI 2009 No 393. The Pension Fund Investment Strategy is approved by the Pension Fund Committee.
12. The Council applies the creditworthiness service provided by Sector. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard and Poors. The credit ratings of counterparties are supplemented with the following overlays:
 - a) credit watches and credit outlooks from credit rating agencies;
 - b) credit default swap (CDS) spreads, which basically give early warning of likely changes in credit ratings; and
 - c) sovereign ratings to select counterparties from only the most creditworthy countries.
13. This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the duration for investments. The Council will therefore use counterparties within the following durational bands:
 - a) Yellow – 5 years (a new category introduced by the treasury advisers late in 2010 to cover AAA rated Government debt or its equivalent, including a new investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
 - b) Purple – 2 years;
 - c) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries);
 - d) Orange – 1 year;
 - e) Red – 6 months;
 - f) Green – 3 months; and
 - g) No Colour – not to be used.
14. This methodology does not apply the approach suggested by CIPFA of using the lowest rating from all three rating agencies to determine creditworthy counterparties. The Sector creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2012-13

15. All credit ratings will be monitored at least weekly (daily if there are any updates released by Sector). The Council is alerted to changes in ratings of all three agencies through its use of the Sector creditworthiness service.
16. If a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
17. In addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swaps against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
18. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that government support.
19. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings.

The Minimum requirements for "high credit rating"

20. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
21. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect of money market funds, as shown below, where a different overall AAA rating is the highest.
22. The minimum requirements for high credit rating, by type of institution, are as follows:
 - **Banks incorporated inside the United Kingdom with a short term credit rating of at least F1 or Government backed and their subsidiaries;**
 - **Banks incorporated outside the United Kingdom with a short term credit rating of at least F1+ and a long term rating of A+;**
 - **United Kingdom building societies with a short term credit rating of at least F1 or Government backed;**
 - **All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for most of these bodies);**

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2012-13

- **Multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;**
 - **All banks & building societies must have a bank viability rating of at least bbb – except where the counterparty is UK Government backed (fully and partially) – (aaa being the highest, through aa, a and bbb (Please note that Fitch Ratings recently (November 2011) introduced a ‘Viability Rating’, which is designed to be internationally comparable and represent Fitch’s view as to the intrinsic creditworthiness of the user. Sector are no longer using the individual ratings, which have been replaced by the viability ratings);**
 - **In addition, all banks and building societies to which the Authority may lend funds must have a support rating of no more than 3 (1 being the highest support rating);**
 - **Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor’s, Moody’s Investor Services Ltd or Fitch Ratings Ltd.; and**
 - **Deposits must only be placed in money market funds subject to individual signed management agreements.**
23. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):
- a) **Up to £15 million:**
- **UK incorporated banks with a long term credit rating of at least AA;**
 - **Overseas banks that have a long term credit rating of at least AA;**
 - **Multilateral development banks;**
 - **Local authorities and other public bodies; and**
 - **Money market funds.**
- b) **Up to £8 million:**
- **Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2012-13

- **Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
- **UK Building societies with long term credit rating of at least A; and**
- **Government backed UK and overseas banks and UK building societies and their subsidiaries.**

Wiltshire Council

Council

28 February 2012

Treasury Management Strategy 2011-12 – Revision January 2012

Summary

This report presents the revised Treasury Management Strategy for 2011-12 to reflect the need to borrow for HRA self-financing due to the statutory change under the Localism Bill and includes:

- a) the revised Prudential and Treasury Indicators (PrIs and TrIs) for the next three years; and
- b) the revised Annual Investment Strategy for 2011-12.

Proposals

Following recommendation by Cabinet at its meeting on 15 February 2012, Council is recommended to:

- a) adopt the revised Prudential and Treasury Indicators (Appendix A);
- b) adopt the revised Annual Investment Strategy (Appendix B);
- c) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
- d) authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;
- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
- f) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.

Reasons For Proposals

To enable the Council to agree a revised Treasury Management Strategy for 2011-12 and set revised Prudential Indicators to address the issues arising from the Housing Reform initiative, whilst retaining the required compliance with statutory guidance and reflecting best practice.

Michael Hudson
Chief Finance Officer

Treasury Management Strategy 2011-12 – Revision January 2012

Purpose of Report

1. The Council approved the Treasury Management Strategy for 2011-12 at its meeting on 22 February 2011. Under normal circumstances the Strategy would need to be reviewed in February 2012 and a new Strategy approved. However, the existing Strategy does not make any allowances for the additional borrowing that will be required on the implementation of the Government's reforms to the council housing finance system – 'self-financing', which is included within the Localism Bill.
2. Under housing reform, the existing Housing Revenue Account (HRA) subsidy scheme will be abolished and replaced with self-financing and the Council will be in a position to support, maintain and develop its housing stock from rental income. Self-financing will require a payment by the Council to the Department for Communities and Local Government (DCLG) of £118.810 million in March 2012. This will increase the Council's level of indebtedness by just over 50%.
3. This report, which was presented to Cabinet on 15 February 2012 has since been updated to reflect the latest (February 2012) HRA Settlement figure, covers the changes required for the impact of the HRA reform.

Background

4. The Council is required by legislation to approve a Treasury Management Strategy, which incorporates the setting of Prudential and Treasury Indicators and an Annual Investment Strategy.

Main Considerations for the Council

Revised Prudential Indicators (PrIs) and Treasury Indicators (TrIs)

Basis of the Indicators

5. A summary of the revised PrIs and TrIs is shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit (TrI 1) and the Operational Boundary (TrI 2), which control the Council's exposure to debt.
6. The PrIs and TrIs were set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the council and have been revised to reflect the changes relating to the HRA subsidy reforms.

Monitoring and Reporting of the Prudential Indicators

7. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long term liabilities require the approval of the Council. In order to give operational flexibility, Members are asked to delegate to the Chief Finance Officer the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to Members. The operational boundary is a key management tool for in-year monitoring. It will probably not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate. Any breach of the operational boundary will be reported to members immediately. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for example for unusual cash movements and should not be breached.

Environmental and Climate Change Considerations

8. a) to d) None have been identified as arising directly from this report.

Equalities Impact of the Proposal

9. None have been identified as arising directly from this report.

Risk Assessment and Financial Implications

10. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties (the organisations with which the Council deposits cash surpluses).
11. The strategies in Appendices A and B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.
12. The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list is based on counterparty categories relating to country, type, sector, maximum investment, and maximum duration of investment (see Appendix B). The Council uses the credit worthiness service provided by its treasury advisers, which is a sophisticated modelling approach incorporating the credit ratings of all three major credit rating agencies, together with 'overlays' of Credit Default Swap (CDS) spreads (default risk), credit watches, credit outlooks and sovereign ratings from the agencies (a more detailed explanation is included within the Annual Investment Strategy in Appendix B).
13. The Council's revised treasury portfolio will have an increased proportion of debt to investments.
14. Interest earnings are an important source of revenue for the Council and it is, therefore, important that the portfolio is managed in a way that maximises the

investment income stream, whilst managing exposure to risk and maintaining sufficient liquidity.

Legal Implications

15. None have been identified as arising directly from this report.

Options Considered

16. The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

Conclusion

17. The Council is requested to:

- a) adopt the revised Prudential and Treasury Indicators (Appendix A);
- b) adopt the revised Annual Investment Strategy (Appendix B);
- c) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
- d) authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;
- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
- f) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.

Michael Hudson
Chief Finance Officer

Report Author:

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Background Papers

The following unpublished documents have been relied on in the preparation of this Report: NONE

Appendices

Appendix A Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14
Appendix B Annual Investment Strategy for 2011-12

Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14

- The Prudential and Treasury Management Codes and Treasury Guidelines require the Council to set a number of Prudential and Treasury Indicators for the financial year ahead. This appendix sets out the indicators required by the latest codes (2011-12) analysed between Prudential Indicators and Treasury Indicators, revised, **where appropriate**, to reflect the current estimate of the self-financing settlement under Housing Reform.

Prudential Indicators

Prl 1 – Capital Expenditure

- This Prl shows the actual and anticipated level of capital expenditure for the five years 2009-10 to 2013-14. The years 2012-13 to 2013-14 are not ratified and will be taken to members in the Capital Programme Proposals 2012-13 onwards. This will be submitted to Cabinet and Council in February 2012.

Department	2009-10 Actual £million	2010-11 Expected £million	2011-12 Estimate £million	2012-13 Estimate £million	2013-14 Estimate £million
General Fund	102.8	111.3	112.2	113.9	80.4
Housing Revenue Account	4.4	3.3	4.2	9.4	10.2
Total	107.2	114.6	116.4	123.3	90.6

- The capital expenditure figures shown in Prl 1 assume a certain level of financing from borrowing each year. New and existing borrowing needs to be affordable and sustainable. There is a detailed discussion on the policy on borrowing for capital purposes in the Capital Programme Proposals 2011-12 to 2013-14 report.

Prl 2 – Ratio of Financing Costs to Net Revenue Stream

- Prl 2 identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream (funding receivable from the Government and council tax payers and rents receivable in the case of the HRA).

	2009-10 Actual £million	2010-11 Expected £million	2011-12 Estimate £million	2012-13 Estimate £million	2013-14 Estimate £million
General Fund	4.6%	5.5%	6.6%	7.7%	8.9%
Housing Revenue Account	0.7%	0.7%	0.6%	19.9%	18.7%

- The cost of financing will rise, partly due to the reduction in Government grant, as a consequence of the comprehensive spending review and proportionately over the reporting period because of the effect on financing costs where 'new debt' is expected to rise faster than 'old debt' is repaid. In terms of the rise in HRA financing costs in 2012-13 and 2013-14, this is due to the change in HRA system. Previously the rise in financing costs was not an affordability issue as the new borrowing taken out was supported by Revenue Support Grant. Only by the use of continued Unsupported Borrowing was there any pressure on the Council Tax.

Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14

6. However, the changes to the Revenue Support Grant mechanism that were introduced for 2006-07 and later years (specifically the grant “floor”) mean that the Council may not be able to afford the financing costs of all the supported capital expenditure indicated by the Government, because we do not receive the full grant. This has the effect of “levelling the playing field” so that support for capital borrowing has to be considered alongside all other revenue priorities in the budget process. Support for capital can no longer be “passported” automatically.

Prl 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax and Housing Rents

7. Prl 3 represents the potential increase in Council Tax/Housing Rents required to fund the planned increase in the capital budgets for the forthcoming year and future years as a proportion of the tax base at Band D/average weekly housing rents. Due to the change to the subsidy system there is no planned effect on average housing rents due to the additional borrowing required.

	2011-12 £	2012-13 £	2013-14 £
Effect on Band D Council Tax	3.15	7.09	12.20
Effect on Average Housing Rent per week	0.00	0.00	0.00

Prl 4 – Net Borrowing and the Capital Financing Requirement

8. Prl 4 measures the so-called “Golden Rule” and focuses on prudence. Its purpose, as described in the Prudential Code, is: *“In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two years”*.
9. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, resulting in no net increase in CFR.
10. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time through future applications of capital receipts, capital grants/contributions or further charges to revenue.
11. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital.

Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14

	2009-10 Actual £million	2010-11 Expected £million	2011-12 Estimate £million	2012-13 Estimate £million	2013-14 Estimate £million
CFR – General Fund	299.5	320.5	373.0	413.0	416.4
CFR – HRA	2.9	3.8	122.6	122.6	122.6
Net Borrowing – Gen Fund	142.6	175.2	215.2	255.2	275.2
Net Borrowing – HRA	0.0	0.0	118.8	118.8	118.8
CFR not funded by net borrowing – Gen Fund	156.9	145.3	157.8	157.8	141.2
CFR not funded by net borrowing - HRA	2.9	3.8	3.8	3.8	3.8

12. The increase in the General Fund net borrowing figure between 2009-10 and 2010-11 results from a fall in the level of investments held due to increased spending. In the following financial years, 2011-12 to 2013-14, net borrowing is expected to increase as planned additional long term borrowing is taken out.
13. No problems are foreseen in meeting the “Golden Rule” over the period under review. The table above shows a significant margin not funded by net borrowing.

Pr1 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

14. The Revised CIPFA Code of Practice for Treasury Management in the Public Services 2009 was adopted by Wiltshire Council at its meeting on 23 February 2010.
15. All recommendations within this report are consistent with the Revised CIPFA Code.

Treasury Management Indicators within the Prudential Code

Tr1 1 – Authorised Limit for External Debt

16. The Authorised Limit is the Operational Boundary (see Tr1 2 below), including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict, 15% is proposed for General Fund borrowing for 2011-12 to 2013-14 and this will be kept under review. This allows for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast). There is no allowance in respect of HRA borrowing as it is capped and, therefore, cannot be exceeded.

Authorised Limit	2011-12 £million	2012-13 £million	2013-14 £million
Borrowing – General Fund	453.0	499.7	504.6
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	575.8	622.5	627.4

Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14

17. The Authorised Limit set by the Authority is the statutory borrowing limit under Section 3(1) of the Local Government Act 2003, a breach would be serious and therefore there is the need to build in sufficient headroom.

Trl 2 – Operational Boundary for External Debt

18. The Operational Boundary and the Authorised Limit are central to the Prudential Code and reflect the limits that authorities place on the amount of their external borrowing.

19. The Operational Boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for General Fund borrowing 2011-12 (£393.8 million) is:

- Expected Capital Financing Requirement at 31 March 2011 of £320.5 million
- Plus the expected long-term borrowing to finance capital expenditure (supported borrowing £22.4 million and unsupported £42.1 million)
- Less the expected set-aside for debt repayment (£11.2 million)
- Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£20.0 million).

20. The basis of the calculation for HRA borrowing 2011-12 (£122.6 million) is:

- Expected Capital Financing Requirement (CFR) at 31 March 2011 of £3.8 million
- Plus the anticipated £118.8 million additional borrowing in respect of HRA subsidy reform.

Operational Boundary	2011-12 £million	2012-13 £million	2013-14 £million
Borrowing	393.8	434.5	438.8
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	516.6	557.3	561.6

21. The Operational Boundary for each year also includes a small provision for other long term liabilities.

22. The Operational Boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Council.

Trl 3 – External Debt – Actuals at 31 March 2010 and Expected 2011

23. This Trl shows the amount of gross external debt outstanding in periods prior to the budget years under consideration. Other long term liabilities relate to finance leases on certain properties, plant, vehicles and equipment. It should be noted

Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14

that as these figures are taken at a point in time, they are not comparable with the Authorised Limit and Operational Boundary, which are control limits.

	31/3/10 Actual £million	31/3/11 Expected £million
Borrowing – General Fund	205.2	205.2
Borrowing – HRA	0.0	122.6
Other Long Term Liabilities	0.2	0.2
TOTAL	205.4	328.0

Treasury Management Indicators within the Treasury Management Code**Trl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Variable Interest Rate Exposures, respectively**

24. Future interest rates are difficult to predict. Anticipated rates are shown in the main report, under Risk Assessment. Indications are that best value will be achieved by taking long-term loans at fixed rates in 2011-12. However, consideration of short term variable rate loans may prove to be advantageous, in 2011-12 and in future financial years.
25. Interest rates will be monitored closely, in conjunction with the treasury adviser, to take advantage of any favourable changes in circumstances. The strategy should still be flexible, the upper limit for fixed interest rate and variable interest rate exposures are set out below.

The Council's upper limit for fixed interest rate exposure for the three year period 2011-12 to 2013-14 is 100% of net outstanding principal sums.

The Council's upper limit for variable interest rate exposure is 20% for 2011-12, 30% for 2012-13 and 35% for 2013-14 of net outstanding principal sums.

Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing

26. The Council's policy needs to ensure that it is not forced to refinance too much of its long term debt in any year when interest rates are high. The present long-term debt of £205.2 million (as at 4 January 2011) falls due for repayment over the next 60 years. LOBO (Lender Option Borrower Option) market loans are included at rates based upon their appropriate 'contractual lives', as recommended by CIPFA. Most of the Councils debt is, therefore, reported as maturing within the period "10 years and above".
27. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year.

Prudential and Treasury Indicators for 2011-12, 2012-13 & 2013-14

28. In order to protect the Council from this risk and to safeguard the continuity in treasury management financing costs, the following limits have been adopted.

Limits on the Maturity Structure of Borrowing	Upper Limit	Lower Limit
Maturing Period:		
- under 12 months	15%	0%
- 12 months and within 24 months	15%	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

Trl 6 – Principal Sums invested for periods of longer than 364 days

29. This Trl is covered by the Annual Investment Strategy, which is detailed in the following appendix.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2011-12**The Main Strategy**

1. The Council will have regard to the Department for Communities and Local Government's (DCLG's) Guidance on Local Government Investments ("the Guidance") issued in March 2004, any revisions to that guidance, the Audit Commission's report on Icelandic investments and the 2009 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The general investment policy of the Council is the prudent investment of any surplus cash balances, the priorities of which are:
 - a) the security of capital and
 - b) the liquidity of investments.
2. The Council will also aim to achieve the optimum return on investments commensurate with high levels of security and liquidity. The risk appetite of this Council is low in order to give priority to the security of its investments.
3. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
4. All Council investments will be in sterling. This will avoid foreign exchange rate risk.
5. Investment of the Council's normal cash flow requirements will be in specified investments, as prescribed in "The Guidance". The categories of organisations with whom investments will be placed and the minimum high credit ratings required for each category are those set out in the minimum requirements for high credit rating below.
6. Investments in money market funds may be made if the fund has a high credit rating (AAA), as prescribed in the minimum requirements for high credit rating below.
7. In addition, using the professional judgement of the Council's treasury advisers, non specified investments may be made in UK Government Bonds (Gilts) and in multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a high credit rating, as prescribed in the minimum requirements for high credit rating below.
8. Such investments are the only non-specified investments authorised for use and will only be:
 - a) in sterling
 - b) in the case of UK Gilts, for a maximum of 50 years; and
 - c) for investments maturing in excess of 12 months, limited to £30 million.
9. For specified investments made under the recommendations of the Council's treasury adviser, the approved policy must be followed and is bound by the minimum requirements for high credit rating below.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2011-12

10. The Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1 January 2010, and will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority will comply with the requirements of SI 2009 No 393.
11. The Council uses the creditworthiness service provided by its treasury adviser. This service has been progressively enhanced over the last year and now uses a sophisticated modelling approach, with credit ratings from all three rating agencies – Fitch, Moodys and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as ‘overlays’:
 - a) credit watches (typically resolved over a relatively short period) and credit outlooks (indicates the direction a rating is likely to move over a one to two-year period) from credit rating agencies;
 - b) CDS spreads to give early warning of likely changes in credit ratings; and
 - c) sovereign ratings to select counterparties from only the most creditworthy countries
12. This modelling approach combines credit ratings, credit watches, credit outlooks and CDS spreads in a weighted scoring system for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are also used by the Council to determine the duration for investments and are therefore referred to as durational bands. The Council is satisfied that this service now gives a much improved level of security for its investments. It is also a service which the Council would not be able to replicate using in house resources.
13. The selection of counterparties with a high level of creditworthiness will be achieved by selection of institutions down to a minimum durational band within the weekly credit list of worldwide potential counterparties provided by the Council’s treasury advisers. The Council, where it is considered appropriate and in line with its whole investment strategy, will therefore use counterparties within the following durational bands:
 - a) Yellow – 5 years (a new category introduced by the treasury advisers late in 2010 to cover AAA rated Government debt or its equivalent, including a new investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
 - b) Purple – 2 years;
 - c) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries);
 - d) Orange – 1 year;
 - e) Red – 6 months;

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2011-12

- f) Green – 3 months; and
 - g) No Colour – not to be used.
14. This Council will not use the approach suggested by CIPFA of using the lowest rating from all three rating agencies to determine creditworthy counterparties as Moodys tend to be more aggressive in giving low ratings than the other two agencies. This would therefore be unworkable and leave the Council with few banks on its approved lending list. The creditworthiness service does though, use ratings from all three agencies, but by using a scoring system, does not give undue prevalence to just one agency's ratings.
15. All credit ratings will be monitored weekly. The Council is alerted to changes to ratings of all three agencies through its use of the treasury advisers creditworthiness service. Following receipt of this information:
- a) any financial institutions meeting the criteria are updated on the list of authorised lenders and investments may then be placed with “qualifying” institutions immediately;
 - b) if a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately;
 - c) if funds are held by an institution that subsequently falls outside the current credit rating criteria and CDS overlay, all funds will be withdrawn from that institution at the earliest opportunity. This will normally be on the maturity of that deposit. If the fall is significant and there are more than three months before the maturity date and in any other extreme circumstances, negotiations for premature repayment will be pursued;
 - d) whenever there is a change in the list of authorised lenders, a revised list will be provided to those authorised to deal in investments on behalf of the Council, including its authorised brokers.
 - e) in addition to the use of Credit Ratings the Council will be advised of information in movements in Credit Default Swap against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
16. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and information, information on government support for banks and the credit ratings of that government support.
17. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2011-12

The Minimum requirements for “high credit rating”

18. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
19. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect of money market funds, as shown below, where a different overall AAA rating is the highest.
20. The minimum requirements for high credit rating, by type of institution, are as follows:
 - **Banks incorporated inside the United Kingdom with a short term credit rating of at least F1 or Government backed and their subsidiaries;**
 - **Banks incorporated outside the United Kingdom with a short term credit rating of at least F1+ and a long term rating of A+;**
 - **United Kingdom building societies with a short term credit rating of at least F1 or Government backed;**
 - **All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for these bodies);**
 - **Multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;**
 - **All banks & building societies must have an individual rating of at least C (Please note that Fitch Ratings recently (November 2011) introduced a ‘Viability Rating’, which is designed to be internationally comparable and represent Fitch’s view as to the intrinsic creditworthiness of the user. Sector are no longer using the individual ratings, which have been replaced by the viability ratings – this change is reflected in the Treasury Management Strategy 2012-13 elsewhere on the agenda);**
 - **In addition, all banks and building societies to which the Authority may lend funds must have a support rating of no more than 3 (1 being the highest support rating);**
 - **Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor’s, Moody’s Investor Services Ltd or Fitch Ratings Ltd.; and**

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2011-12

- **Deposits must only be placed in money market funds subject to individual signed management agreements.**
21. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):
- a) **Up to £15 million:**
- **UK incorporated banks with a long term credit rating of at least AA;**
 - **Overseas banks that have a long term credit rating of at least AA;**
 - **Multilateral development banks;**
 - **Local authorities and other public bodies; and**
 - **Money market funds.**
- b) **Up to £8 million:**
- **Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
 - **Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
 - **UK Building societies with long term credit rating of at least A; and**
 - **Government backed UK and overseas banks and UK building societies and their subsidiaries.**
22. The following investment duration matrix shows the maximum duration for which an investment can be placed, depending on the combination of the individual institution's long term, short term, individual and support ratings (e.g. up to five years where an institution is classified as F1+ (short term rating), AAA (long term rating), A (individual rating) and 1 (support rating) or up to one year where an institution is classified as F1, A+, A, 2).

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2011-12

Investment Duration Matrix

		Ratings			
Short Term	Long Term	Individual	Support		
			1	2	3
F1+	AAA	A	1-5yrs	1-5yrs	1 yr
		A/B	1-5yrs	1-5yrs	3 mths
		B	1-5yrs	1-5yrs	3 mths
		B/C	1-5yrs	1-5yrs	3 mths
		C	1 yr	1 yr	3 mths
	AA+	A	1-5yrs	1-5yrs	1 yr
		A/B	1-5yrs	1-5yrs	3 mths
		B	1-5yrs	1-5yrs	3 mths
		B/C	1-5yrs	1-5yrs	3 mths
		C	1 yr	1 yr	3 mths
	AA	A	1-5yrs	1-5yrs	1 yr
		A/B	1-5yrs	1-5yrs	3 mths
		B	1-5yrs	1-5yrs	3 mths
		B/C	1-5yrs	1-5yrs	3 mths
		C	1 yr	1 yr	3 mths
	AA-	A	1-2yrs	1-2yrs	1 yr
		A/B	1-2yrs	1-2yrs	3 mths
		B	1-2yrs	1-2yrs	3 mths
		B/C	1-2yrs	1-2yrs	3 mths
		C	1 yr	1 yr	3 mths
F1	A+	A	1 yr	1 yr	3 mths
		A/B	1 yr	1 yr	3 mths
		B	1 yr	1 yr	3 mths
		B/C	3 mths	3 mths	n/a
		C	3 mths	3 mths	n/a
	A	A	1 yr	1 yr	3 mths
		A/B	1 yr	1 yr	3 mths
		B	1 yr	1 yr	3 mths
		B/C	3 mths	3 mths	n/a
		C	3 mths	3 mths	n/a

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Wiltshire Council

Council

28 February 2012

Pay Policy Statement and the Publication of Senior Staff Pay

Summary

Under chapter 8 of the Localism Act 2011 every local authority must prepare a pay policy statement for the financial year 2012/13 and each subsequent financial year.

The pay policy statement must set out the authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

The statement needs to contain the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and the reasons for adopting that definition.

The statement also includes the council's policies relating to:

- the level and elements of remuneration for each chief officer
- remuneration of chief officers on recruitment
- increases and additions to remuneration for each chief officer
- the use of performance-related pay for chief officers
- the use of bonuses for chief officers
- the approach to the payment of chief officers on their ceasing to be employed by the authority
- the publication of and access to information relating to remuneration of chief officers

The secretary of state for CLG has also issued a code on the publication of data for the public, to support the transparency of decision making and the public's opportunity to consider how money is being used in the pay and reward of senior staff and the structure of overall workforce.

This should as a minimum include:

- Senior employee salaries (£52,800 and above), names (with the option for individuals to refuse consent for their name to be published), job

descriptions, responsibilities, budgets (including staff salary costs) and numbers of staff.

- An organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts
- The “pay multiple” – the ratio between the highest paid salary and the median average salary of the whole of the authority’s workforce.

Proposals

That Council approve:

- (a) the Pay Policy Statement set out in Appendix 1
- (b) the publication of senior staff salaries with a threshold of £52,800, along with job descriptions, budget responsibilities and numbers of staff. It is proposed that individuals are asked to consent for their names to be included.

Reason for Proposal

The proposals set out in the report and pay policy statement reflect the council’s commitment to openness and transparency, and meet the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

Barry Pirie
Service Director Human Resources and Organisational Development

Pay policy statement and the publication of senior staff pay

Purpose of Report

1. This report outlines the pay policy statement which applies to all non-schools employees of Wiltshire Council.
2. The report also contains details of the information that will be published in order to comply with the Code of Recommended Practice for Local Authorities on Data Transparency.

Background

3. Under section 38 of the Localism Act 2011 every local authority must prepare and publish a pay policy statement for the financial year 2012/13 and each subsequent financial year.
4. The legislation states that approval of the pay policy statement must be sought from full council.

Main Considerations for the Council

5. Please see appendix 1 for a copy of the pay policy statement.
6. This statement draws together key employment policies and practices deployed by Wiltshire Council in respect of all non-school staff employed by the authority.
7. The statement contains references to employment policies which have been negotiated with the relevant trade unions and agreed at Staffing Policy Committee. These will all be published with the pay policy statement.
8. The statement outlines where there are key differences between employment terms for senior managers and all other staff.
9. In the majority of cases the pay policies are the same for all employees.
10. In terms of overall remuneration packages the council's policy is to set different levels of pay in order to reflect the different sizes of jobs. In order to do this, two job evaluation schemes are in use. The Hay job evaluation

scheme is used to evaluate senior manager posts, and the GLPC job evaluation scheme is used to evaluate the majority of other jobs.

11. The council does not have a more beneficial set of allowances, benefits and payments for senior managers, and ensures that allowances such as acting up, unsocial hours and overtime payments are only available to employees who are not senior managers.
12. The pay ratio of highest paid employee to lowest paid employee is 1:10.6 and this is well within the recommended limit of 1:20 as outlined in the Hutton Review of Fair Pay in the Public Sector.
13. The pay policy statement also outlines the requirement to publish data on the Wiltshire Council website in respect of senior managers earning over £58,200 per year. This includes job descriptions, budgetary responsibilities and numbers of direct staff reports.
14. There are currently 39 employees who meet the earnings limit of £58,200.
15. Of these 39, 22 employees at corporate and service director level already have their salaries published. The remainder will be asked if they have a valid objection to their names being published on the website.
16. Employees are entitled to object if they feel the disclosure would cause them unwarranted damage or distress. The council as the data controller would then need to determine the legitimacy of the request for withholding the name.
17. A new tab entitled "Council data" will be placed on the front page of the Wiltshire Council website to ensure the information is more accessible and easily available to the general public .

Environmental and climate change considerations

18. Not applicable

Equalities Impact of the Proposal

19. The pay policy statement was equality impact assessed on 1st February 2012 and no negative impacts were identified.

Risk Assessment

20. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
21. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.
22. The secretary of state for CLG has also issued a code on the publication of data for the public, and local authorities are now required to publish

salaries and related information for all staff earning in excess of £58,200 per annum.

23. The pay policy statement, related employment policies and the senior salaries data will be published on the Wiltshire Council website in accordance with the Localism Act 2011 and the Code of Recommended practice for Local Authorities on Data Transparency.

Financial Implications

24. The employment policies referred to within the pay policy statement (appendix 1) are already in existence and therefore there is no additional cost.

Legal Implications

25. Legal Services, upon reviewing the overriding legislation, confirm that there are no legal implications arising from the proposed pay policy statement.

Options Considered

26. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.

Conclusions

27. In order to comply with our responsibilities, full council are recommended to approve the proposals as set out in this report.

Barry Pirie
Service Director Human Resources and Organisational Development

Report Author: Amanda George, HR Policy and Reward Manager
Date of report: 28th February 2012

Background Papers:

- Localism Act 2011 – chapter 8
- CLG – openness and accountability in local pay: Draft guidance under section 40 of the Localism Act
- CLG – the Code of Recommended Practice for Local Authorities on Data Transparency

Appendices

Appendix 1 – Pay Policy Statement

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Wiltshire Council Human Resources

Pay Policy Statement

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2012-2013.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy statement sets out the authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

Remuneration for the purposes of this statement includes three elements:

- basic salary
- pension
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Corporate Director
Service Director
Head of Service
Some lead professional jobs

The term "lowest paid employees" refers to those employees on the lowest spinal column point (scp) of our grading system. This is scp 5 of grade A, which is currently £12,312 per annum.

Go straight to the section:

- Introduction
- Who does it apply to?
- When does it apply?
- What are the main points?
- The level and elements of remuneration for employees
- Remuneration on recruitment
- Increases and additions to remuneration
- The use of performance-related pay
- The use of bonuses
- The approach to the payment of employees on their ceasing to be employed by the authority
- The pension scheme
- Any other allowances arising from employment
- Governance arrangements
- The publication of and access to information relating to remuneration of chief officers
- The relationship between the remuneration of chief officers and employees who are not chief officers.

Introduction

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with an annual budget of £326.655m (2012/13).

In order to deliver these services around 14,100 people work for the council, 8,700 of which work in schools, in a variety of diverse roles from corporate director to social worker, to teaching assistant to general cleaner.

It is important to establish this pay policy statement in the context of the organisation, and with regard to the financial difficulties the council is currently facing.

In 2010/11, in order to make the required employee related savings of £12m over the next 4 years the council negotiated some changes to employee terms and conditions with the recognised unions. As a consequence of these negotiations a new redundancy pay policy was introduced, and different terms were agreed for voluntary and compulsory redundancies. Pay protection arrangements were reduced from three years to one year and it was agreed that increments would be frozen until 2014. Essential, casual and excess travel allowances were also removed, resulting in the HMRC mileage rate being applied for all mileage claims.

Staffing reviews have since been conducted whereby 444 management and staff posts have been deleted, 331 of which were redundancies and 113 were

vacancies, saving the council a total of £13.7m. These reviews are still ongoing with the aim of making further savings, resulting in a more efficient organisation.

In November 2011 the council decided to delete the post of chief executive and one of the four corporate directors. A new leadership model comprising the remaining three corporate directors working in conjunction with cabinet has been implemented which has saved the council £400,000 per annum. There have been no increases to senior managers' pay as a result of this change.

The council has now adopted a leadership model which has moved away from grouping professional services in a department structure. Services now work together, as one team, across relevant areas to ensure a genuine customer and community focus.

The extended leadership team, the three corporate directors, the joint director of public health and all service directors, work together with cabinet members to ensure communities' needs are met and the business plan is delivered.

Who does it apply to?

This pay policy statement applies to all non- schools employees of Wiltshire Council.

When does it apply?

This pay policy statement applies for the financial year 2012/13. It will be reviewed and updated on a yearly basis.

What are the main points?

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.
2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

The level and elements of remuneration for employees

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.
4. A small number of jobs i.e. Youth and Community workers and Soulbury staff are covered by national salary scales, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

Hay job evaluation scheme:

6. The Hay job evaluation scheme is used to evaluate senior manager jobs within the council (currently 110 employees), which include the following roles:
 - Corporate Director
 - Service Director
 - Head of Service
 - Some lead professional jobs
7. Each job is assessed by a panel of three Hay trained evaluators. The evaluators consider the job against each Hay element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
8. The Hay Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade the job. There are 8 Hay grades each containing a salary range over 4 spinal column points.
10. See the [Hay job evaluation scheme](#), the [points to grades](#) and [salary bands](#) for further details.
11. The council aims to ensure that the pay scales for hay posts are sensitive to labour market pressures. Pay scales for Hay graded posts were first implemented in 2002 and are assessed periodically to ensure that they remain competitive. This assessment is conducted using the Hay Group Ltd databank of pay rates for organisations in the public and not for profit sector.

Greater London Provincial Council job evaluation (GLPC) scheme:

12. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council (currently 5000 employees).
13. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a set of factors and award a level per factor. The values of the levels are added together to give a total job score.
14. The job score determines the grade for the job. There are 15 grades, each grade containing between 2 and 4 increments. The GLPC pay

grades were first implemented and agreed with the unions as part of the Pay Reform agreement in 2007.

15. See the [GLPC evaluation scheme](#), [the points to grades](#) and [salary bands](#) for further details.
16. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process and a sample of the scores are checked externally by job evaluation specialists in the South West Councils organisation.

Remuneration on recruitment

17. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
18. The council advertises all posts through the careers website, and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
19. The council has a market supplement policy which stipulates that if there are recruitment difficulties and it is shown that the council are paying below the market rate for the job, a market supplement may be paid.
20. Market supplements are only payable to a small number of jobs which are evaluated using the GLPC scheme. No market supplements are paid to Hay graded employees. See the list of [market supplements](#) for current details.
21. Candidates are normally appointed on the minimum spinal column point of the grade for the post.
22. If a candidate is already being paid above the minimum point of the post they are applying for, the appointment may in some circumstances be on the next increment above their current salary, subject to the maximum of the grade.
23. The recruitment procedure for Corporate and Service Director posts is undertaken by the Officer Appointments Committee. Once an appointment is proposed, cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
24. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are assessed by applying the Hay job evaluation scheme. The job is then allocated the appropriate existing Hay grade and pay band, and a salary offer will only be made within that pay band.

25. Where it is necessary for any newly appointed employee to relocate more than 15 miles in order to take up an appointment the council may make a contribution towards relocation expenses.

Increases and additions to remuneration

26. The council's policy is to apply the nationally negotiated JNC pay award for Hay graded employees, and NJC pay award for GLPC graded employees which takes effect from 1st April each year.
27. The council also employs a small number of specialist employees covered by Youth and Community and Soulbury salary scales which are also negotiated nationally.
28. The last annual pay awards were agreed for JNC employees in April 2008 and NJC employees in 2009. Since then, no national pay awards have been agreed and applied.
29. Any nationally negotiated pay awards agreed for April 2012 will be implemented as usual.
30. For Hay graded employees incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1st April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time.
31. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1st April each year, or six months after the start date (if the starting date is between October and April) and there is no provision for the payment of an increment at any other time.
32. As one of a number of cost saving measures a two year increment freeze has been agreed jointly between Wiltshire Council and the recognised unions. This means that no annual increments will be paid in either April 2012 or April 2013 for any employees of Wiltshire Council.

The use of performance-related pay

33. It is the council's policy that Hay graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded (subject to point 25. above). If the performance does not meet the required standard an increment may be withheld.

34. For GLPC graded employees, increments are awarded automatically to the maximum of the grade (subject to point 25. above) unless formal proceedings are taking place under the Improving Work Performance Policy.

The use of bonuses

35. The council does not offer a bonus scheme to any group of employees.

The approach to the payment of employees on their ceasing to be employed by the authority

36. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.
37. The council does not make any additional payments to employees whose employment ceases, except in the case of redundancy.
38. All employees are subject to the same redundancy payments policy.
39. If employees choose to volunteer and are accepted for redundancy they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).
40. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £430), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).
41. If employees are aged 55 or over, and have been a member of the pension scheme for at least 3 months, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.
42. No augmentation to pension will apply for any employee.
43. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.
 - The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
 - The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
 - The appointment has corporate director approval.
44. These conditions apply for 12 months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

The pension scheme

45. All employees with a contract of employment of 3 months or more are entitled to join the pension scheme.
46. Employee contribution levels vary between 5.5 – 7.5% according to the employee's salary.
47. The benefits of the scheme for all members include:
- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
 - Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
 - The right to voluntarily retire from age 60, even though the Scheme's normal pension age is 65. Employees can retire from as early as age 55, provided the employer agrees.
 - Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.
48. Further information about the pension scheme can be found on the [pensions website](#).

Any other allowances arising from employment

Payment for acting up or additional duties

49. This policy applies only to GLPC graded employees who, on a temporary basis:

- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
- carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
- take on additional duties within their role.

50. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

Unsocial hours allowances

51. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings/early mornings/nights/Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.

52. Unsocial hours allowances are only payable for GLPC graded jobs, and are not available for senior managers.

Local election duties – Acting Returning Officer

53. The role of Acting Returning Officer is currently being carried out by a nominated corporate director. Fees are paid in line with the guidance stipulated from the Ministry of Justice for the relevant elections.

Governance arrangements

54. The council's policy is to apply the nationally negotiated JNC and NJC pay awards, which take effect from 1st April each year.

55. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.

56. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.

57. For these local conditions of employment, the council consults and negotiates with the relevant trade unions in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.

58. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.

59. The full remit of the council’s Staffing Policy Committee is contained within the constitution.

The publication of and access to information relating to remuneration of chief officers

60. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, the council is committing to publishing the following information relating to senior employees via the council’s website:

- Senior employees salaries which are £58,200 and above
- Names of the individuals (to be agreed with each individual)
- A job description for each post
- Budget responsibility for each post
- Number of direct reports for each post
- An organisational chart of the staff structure of the local authority

61. This information will be available via the council’s website from 1st April 2012, and updated on a monthly basis.

The relationship between the remuneration of chief officers and employees who are not chief officers.

62. In terms of overall remuneration packages the council’s policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.

63. The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of the highest remunerated post compared with the lowest remunerated post of 1:20

64. The table below shows the relationship between the highest and lowest paid employees:

	Annual FTE Salary	Ratio
Highest Paid	£130,556	
Lowest paid	£12,312	10.6
Mean Salary	£23,902	5.46
Median Salary	£21,519	6.07

65. The council would therefore not expect the remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees. The current ratio is well within the Hutton review guidelines at 1:10.6

Definitions

NJC – National Joint Council
JNC – Joint Negotiating Committee
GLPC – Greater London Provincial Council

Equal Opportunities

This policy has been Equality Impact Assessed (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Legislation

Localism Act 2011
Equality Act 2010

This policy has been reviewed by the legal team to ensure compliance with the above legislation and our statutory duties.

Further information

There are a number of related policies and procedures that you should be aware of including:

- Hay job evaluation policy and procedure
- GLPC job evaluation policy and procedure
- Appointments policy and procedure
- Appointments policy and procedure for chief officers
- Market supplements policy and procedure
- Moving home policy and procedure
- Redundancy payments policy
- Starting salaries and incremental progression policy and procedure
- Acting up and additional duties policy and procedure

The policies not published with this report are available from the HR department at Wiltshire Council on request.

Policy author	HR Policy and Reward Team – AG
Policy implemented	
Policy last updated	

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Wiltshire Council

Council

28 February 2012

Questions and Motions on Notice Review

Summary

Following a significant increase in the number of Councillor submitted questions and motions on notice at the last ordinary meeting of Council on 8 November 2011, the Chairman gave notice at that meeting, that he would request the Focus Group on the Review of the Constitution (Focus Group) to review this aspect of the constitution.

Accordingly, the matter was considered by the Focus Group at its meeting on 16 January 2012. As background information, the report considered by the Focus Group is attached. The report sets out:

- The background to the review;
- The key issues resulting from the increase in submitted questions and motions on notice;
- Procedural issues relating to the process;
- Potential options.

The Focus Group's recommendations were considered and agreed by the Standards Committee at its meeting on 25 January 2012 for onward recommendation to Council.

Proposals

That following recommendation by the Standards Committee at its meeting on 25 January 2012, Council resolves:

- (i) not to limit the number of questions or motions a member may submit;
- (ii) not to change the deadline for submission of questions or motions on notice at this stage but to keep the position under review and bring this back to the Focus Group for further consideration in due course.

In the meantime to encourage Councillors to submit questions in particular, in advance of the deadline as far as possible to maximise the time available to prepare responses and in the case of motions, to prepare reports to assist Council in its consideration of them where appropriate;

- (iii) not to introduce a time limit for questions and motions;
- (iv) not to differentiate between operational and non-operational questions;
- (v) to require motions on notice to contain a clear separation between the preamble setting out background information to the motion and the action being sought; and to ask officers to prepare background reports for motions on notice where possible and guidance to assist members in drafting motions;
- (vi) to note that the Chairman in keeping with his role to manage the efficient transaction of business at meetings, had agreed to place questions and notices of motion further down the agenda, after substantive business, in particular items on the budget and policy framework and having regard to the agenda as a whole.

Reason for Proposals

To ensure that the business of the Council can be carried out efficiently and with regard to the rights of members of the Council and the interests of the community. These proposals are considered to be an acceptable compromise to achieve this and to allow processes to be monitored for future review as and when appropriate.

Ian Gibbons
Service Director, Legal and Democratic Services

Appendices

- Appendix A – Report to the Focus Group dated 16 January 2012
- Appendix B – Relevant extracts of the Constitution
- Appendix C - Relevant extract of minutes of the Focus Group

Wiltshire Council

Focus Group on the Review Of The Constitution

16 January 2012

Questions and Motions on Notice Review

Purpose of Report

1. At the last meeting of Council on 8 November, 2011, the Chairman commented on the large volume of questions and the fact that he had received a number of representations asking whether this was a good use of time at a Council meeting.
2. The Chairman requested the Focus Group on the Review of the Constitution to review this aspect of the constitution.

Background

3. Thirty-Seven questions were received for the Council meeting on 8 November, 2011, many of them subdivided into additional questions. This compares to an average of approximately eighteen questions per meeting for the previous three Council meetings in 2011.
4. Seven notices of motion had been received for the same Council meeting. This compares to an average of two motions per meeting for the previous three meetings of 2011.
5. It is therefore clear that the number of questions and notices of motions are increasing per meeting and in turn, these are taking a large proportion of time at a Council meeting in addition to normal Council business.
6. Currently there is no limit on the number of questions or motions which can be submitted by each Councillor.
7. This was raised with the Focus Group during the last review of the constitution when the Focus Group considered that the number received at that stage, were manageable and no limit should therefore be imposed.
8. There is a limit on questions per member of public or organisation (no more than 2 and no question can be sub-divided into more than 2 related parts).

Possible Options

9. The Chairman has met with the Monitoring Officer, the Head of Democratic Services and the Democratic Governance Manager to consider a number of options to ensure that questions and motions are kept to a manageable level. This is to ensure that the number of questions and motions on an agenda does not have a detrimental impact on the business that the Council has to transact at the meeting and that the duration of the meeting is reasonable.

Time Required

10. It is worth emphasising here that the time required to prepare responses to questions and motions is fairly lengthy in both cases. However the time required at the meeting to deal with these issues is quite different. In relation to questions most are taken “as read” and although supplementary questions are permitted, in reality the time spent on questions at the actual meeting, no matter how many have been submitted, is reasonable. However debates on motions can take a significant period of time and ultimately this will have an impact on the transaction of other business on the agenda.

Questions

11. **Limiting number of questions which can be received per Councillor** (including sub-division of questions)
12. **Extending deadline from 4 to say 10 clear days** (this would enable inclusion of all questions received in the Summons and be consistent with the deadline for petitions and motions and allow more time to co-ordinate and prepare responses).
13. **Introducing a time limit for dealing with questions at the meeting** (as stated in para 10 above it is not so much the time that questions take at the meeting but the considerable officer resources needed to research and draft responses in a very short space of time for Cabinet members). This would need to go hand in hand with dealing with questions in rotation.
14. **Questions on operational matters to be handled outside of the meeting** (a number of questions received relate to operational matters ie car parking statistics, highway improvements etc. A reasonable period of time can be stipulated for providing a response outside of the meeting which could be circulated to all Councillors if required).

Motions

15. **Limiting the number of motions per meeting** (perhaps per group and any ungrouped)
16. **Motions to only be accepted where a specific action is being sought** (a number of motions simply ask for Council ‘to note’ ‘to welcome’ ‘to support’ “to acknowledge” “to recognise”) **and to requiring a motion to be split into a preamble to provide background to a motion which then sets out the action required.**

Additional Information

17. It is worth noting that the constitution already provides some flexibility on questions and motions as highlighted in the attached relevant extracts of the constitution. Therefore it might be about the application of the constitution rather than changing its provisions.

18. Application of the rules of the constitution has been relaxed in the spirit of inclusivity and maximising Councillor input. However, in view of the increasing number of questions and motions being received for meetings, it may be necessary to apply the rules more rigorously in order to manage the meetings more effectively.

19. An initial analysis of the constitutions of other authorities was conducted with a view to assessing procedural practice among other authorities as compared to Wiltshire Council's.

Additional Procedural Issues

20. Hand in hand with managing the meeting is the order of business on the agenda.

21. The running order at the moment has been agreed with group leaders in response to a request to move motions and questions further up the agenda.

22. The Chairman of Council has given consideration to moving questions and motions lower down the agenda so as not to impact on ordinary Council business especially where these are public interest items. This is consistent with Article 5 of Part 2 of the constitution which states:

'to preside over meetings of the council so that its business can be carried out efficiently and with regard to the rights of members of the council and the interests of the community'.

Recommended:

- (a) The views of the Focus Group on the Review of the Constitution are sought on the above options and any other options it considers appropriate, including those set out in paragraphs 17 to 22, with a view to managing the consideration of questions and motions on notice at meetings of Council more effectively.**
- (b) To reflect any options the Focus Group consider should be pursued in the constitution for onward recommendation to Council via the Standards Committee.**

Ian Gibbons

Service Director, Law and Governance and Monitoring Officer

Report author:
Yamina Rhouati

Democratic Governance Manager
Background Papers:

Appendix A – Extracts of the Constitution

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Extracts from the Constitution – Chairing the Council, Councillors Questions and Motions

Part 2

Article 5 – Chairing the council

5.1 Role and function of the chairman

The chairman will be elected by the council annually.

The chairman of the council, and in his/her absence, the vice-chairman, will have the following roles and functions:

- to uphold and promote the purposes of the constitution, and to interpret the constitution when necessary on advice from the chief executive or monitoring officer
- to preside over meetings of the council so that its business can be carried out efficiently and with regard to the rights of members of the council and the interests of the community
- to ensure that the council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the cabinet are able to hold the cabinet to account
- to promote public involvement in the council's activities
- to attend, or nominate some other non-cabinet member to attend such civic functions as he/she determines appropriate, given the essentially ceremonial character of the office, acknowledging that representation on matters of a political nature is more appropriately handled by the leader of the council or another member of the cabinet.
- to agree matters of special urgency to the extent permitted by the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 as amended.

Part 4

Councillors' Questions

57. A member of the Council may ask the Leader of the Council, any other member of the Cabinet or Chairman of a committee or sub-committee any question without notice on a report of the Cabinet, Cabinet member or a committee or sub-committee when that report is being received or under consideration by the Council.

Questions on notice

58. In respect of council meetings, a member of the council may ask

- the Chairman of Council
- Leader of the Council
- Cabinet member
- Chairman of a committee

as appropriate, a question on any matter in relation to which the council has powers or duties or which affects the Council's administrative area at all ordinary meetings on matters which are not included in a report to the council.

59. In respect of committee meetings, a member of the council may ask a question of the Chairman of the committee a question on any matter in relation to the powers and duties of that committee at all ordinary meetings on matters which are not included in a report to that committee.
60. In the case of extraordinary meetings of council and committees, questions must relate to the subject(s) under consideration at the extraordinary meeting.

Notice of questions

61. Questions must be delivered in writing or by electronic mail to the Director of Resources no later than 5pm four clear working days before the meeting. This means that for a meeting held on a Tuesday, questions must be received by 5pm Tuesday of the preceding week (less any intervening bank holiday). The period of notice is to allow sufficient time for a response to be formulated.
62. In exceptional circumstances the Chairman may allow questions without the full period of notice having been given where he or she is satisfied there is sufficient justification. In these circumstances, there is no guarantee that a full reply will be given at the meeting.
63. Notice of each question must include the name of the member asking the question and to whom the question is to be put.

Scope of questions

64. The question must be relevant to the powers and duties of the Full Council/committee and be clear and concise. A question will be rejected where it:
- does not relate to a matter for which the Council/committee has a responsibility or which affects the council's administrative area
 - is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper
 - relates to any non determined planning or licensing application
 - requires the disclosure of confidential or exempt information
 - names or identifies individual service users, members of staff or members of staff of partner agencies
 - considered by the Chairman to be inappropriate for the particular meeting.

65. The Chairman's ruling on rejection of a question will be final following consultation with the Monitoring Officer.
66. Where a question is rejected on the above grounds, the councillor shall be advised of the reasons for rejection. Time permitting, the councillor will be given an opportunity to submit an amended question that will be considered afresh against the criteria in paragraph 64 (reasons for rejection). For the avoidance of doubt, questions amended in this way, must be delivered within the timescale referred to at paragraph 61 above.

At the meeting

67. Questions will be dealt with in order of receipt subject to the Chairman's discretion to group together questions on the same or similar subject.
68. The Chairman may choose to take questions as read. However, if a councillor wishes to ask his or her question at the meeting, he or she will be given up to three minutes to ask each question. If the councillor is not able to be present at the meeting, he or she can nominate another councillor to ask the question on his or her behalf. If no alternative councillor is nominated, the Chairman may ask the question on the councillor's behalf or indicate that a reply will be given in writing where possible within five working days of the meeting.
69. The relevant member of the council or another councillor on their behalf, will aim to provide a response in advance of, or at, the meeting. **Where it is not possible to provide a response at the meeting, a written response will be sent to the councillor where possible within five working days of the meeting and copied to all councillors or members of the committee as appropriate.**

Supplementary question

70. For each question submitted, a councillor will be permitted to ask one supplementary question without notice which must be relevant to the original question or arise from the response given. The Chairman may reject the supplementary question on the grounds listed in paragraph 64 above (reasons for rejection).
71. The person to whom the question has been put or another councillor on their behalf, shall answer the supplementary question if he or she is able to do so at the time. If this is not possible, a written response will be provided to the councillor where possible within five working days of the meeting.

Form of response

72. A response may take the following forms:

- **a direct oral answer,**
- where the answer is contained within a publication of the Council or in any report or minutes by reference to those documents
- a written reply

No debate on questions

73. Ordinarily, no debate shall be allowed on questions presented or responses given. In exceptional circumstances only the Chairman may allow discussion. No decision can be made arising from a question other than to refer it to council, cabinet or a committee by way of a motion which shall be moved, seconded and voted on without discussion.

Circulation of questions and responses

74. Upon receipt, copies of questions will be circulated to the Chairman and Vice-Chairman of Council or committee as appropriate, Leader of the Council and the

member of council to whom the question is to be put and any other relevant councillors.

75. Copies of questions received in accordance with these rules will be provided to all councillors or members of the committee as appropriate prior to the meeting.
76. Copies of responses where available, will be circulated to councillors two days before the meeting unless this is not possible due to exceptional circumstances. (Note: Volume of questions could be regarded as an exception circumstance).

Record of questions

77. The minutes of the meeting shall record the name of the councillor asking the question, the subject matter, and the name of the councillor replying.

Motions on notice

Notice

78. Except for motions which can be moved without notice under paragraph 101, written notice of every motion signed by at least two members of council must be delivered to the Director of Resources no later than ten clear working days before the date of the meeting. This is to ensure that where appropriate a report is prepared to assist Council in its consideration of the motion.
79. In exceptional circumstances and in cases of urgency, the Chairman may accept motions without the full period of notice having been given.
80. Delivery can be by electronic means provided that the Director of Resources is satisfied that it has been sent by the councillors concerned.
81. Notices of motion may be moved at the Annual Meeting or any ordinary meeting of the Council.
82. Notices of motion may be moved at extra-ordinary meetings of the Council but only if the notice of motion relates to the subject matter of that extra-ordinary meeting.
83. There is no limit on the number of notices of motion that may be submitted to each meeting. However, the Chairman will apply this rule in the context of the length of the agenda to ensure proper conduct of the business to be transacted.

Scope

84. Motions must be clear and concise and be about matters for which the council has a responsibility or which affect the council's administrative area.
- Motions will be rejected where they:
- do not relate to a matter for which the council has a responsibility or which affect the council's administrative area or those living in that area
 - are defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper
 - relate to any non determined planning or licensing application
 - name or identify individual service users, members of staff or members of staff of partner agencies
 - considered by the Chairman to be inappropriate for the particular meeting or undermines the purposes of the constitution.
85. The Chairman's ruling on rejection of a motion will be final following consultation with the Monitoring Officer.
86. Where a motion is rejected, the councillors concerned will be advised as soon as possible giving reasons for rejection. Where time permits, the councillors concerned

may submit an amended motion which will be considered afresh against the criteria in paragraph 84 above. For the avoidance of doubt, motions amended in this way must be delivered within the timescale referred to at paragraph 78 above.

Recording of motions

87. On receipt of notices of motion received in accordance with these rules, the Director of Resources will enter the details of the motion and the time and date of receipt in a book. This book shall be open for inspection by members of the public during normal office hours.
88. Motions received in accordance with these rules will be listed on the agenda in the order in which notice was received subject to the Director of Resources' discretion to group together motions on the same or similar subject, unless the councillors giving notice state in writing that they propose to move it to a later meeting or withdraw it.

At the meeting

89. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors.
90. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.
91. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.
92. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.
93. On considering a notice of motion and subject to paragraphs 95-100 below, the following options shall then be open to the council:
 - debate the motion and vote on it
 - refer it to an appropriate member body with or without debate
 - refer it to the Leader of Council with or without debate
94. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.
95. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.
96. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.
97. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.
98. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken

into account by the member body when considering the motion.

99. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.
100. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 14.2 of this Constitution.

**Extract from Minutes of Focus Group on Review of the Constitution,
16 January 2012**

Minute 04 Questions and Motions on Notice

At the last meeting of the Council on 8 November 2011, the Chairman of the Council, Cllr Brigadier Robert Hall, commented on the large volume of questions that had been submitted by councillors and the fact that he had received representations asking whether this was a good use of time at a Council meeting.

The Chairman, with the agreement of Council, had, therefore, referred the matter to the Focus Group on the Review of the Constitution to review this aspect of the constitution and put forward proposals for consideration by Council.

Cllr Hall introduced a report prepared by the Monitoring Officer, explaining the background and implications of the proposals, drawing attention to the following points:

- There was a significant increase in the number of questions and motions received for the Council meeting on 8 November 2011;
- This had resulted in a significant increase in the workload and pressure on both officers and Cabinet Members to prepare written responses to all questions within the short time available.
- This had resulted in criticism from members and groups of the public who had been obliged to wait for a lengthy period until their item of business was reached.
- Cllr Hall noted that Part 2 Article 5.1 of the constitution states that the role of the Chairman includes “to preside over meetings of the council so that its business can be carried out efficiently and with regard to the rights of members of the council and the interests of the community”, and “to ensure that the council meeting is a forum for the debate of matters of concern to the local community”;
- It was further clarified that the constitution already provided some discretion for the Chairman on questions and motions and that, therefore, a solution might be about the application of the constitution rather than changing its provisions, and that,
- Application of the rules of the constitution had been relaxed in the spirit of inclusivity and maximising Councillor input. However, in view of the increasing number of questions and motions being received for meetings, it may be necessary to apply the rules more rigorously in order to manage the meetings more effectively.

Cllr Hall then discussed the proposed options in the report, as follows:

- Limiting number of questions which can be received per Councillor (including sub-division of questions);
- Extending deadline for submission from 4 to say 10 clear days;
- Introducing a time limit for dealing with questions at the meeting;
- Questions on operational matters to be handled outside of the meeting;
- Limiting the number of motions per meeting;
- Motions on notice should only be accepted where a specific action is being sought; councillors should ensure that motions contain a clear separation between the preamble providing background to the motion and the specific action that is being sought.
- Consider moving questions and motions lower down the agenda so as not to impact on substantive Council business, especially where these are public interest items. It was noted that the order of business on a Council agenda was a matter for the Chairman to decide.

A debate ensued, during which the following points were raised:

- Moving questions and motions up the agenda had been agreed on request, but the impact had not proved to be beneficial;
- Moving those items further down the agenda to go after substantive items, in particular items on the budget and policy framework, would also eliminate any need to impose a time limit on dealing with questions and motions at Council meetings, which would in any case be impractical;
- Concerns were expressed that limiting the number of questions and motions a Member could submit would be inappropriate and unworkable, particularly given there were only 4 standard Council meetings per year;
- More specific motions with background information (both from the member submitting the motion and officers) were viewed positively, but further guidance should be prepared by officers to assist Members in achieving this;
- Although there was support for questions to be focused, concerns were raised that a restriction on questions relating to operational matters could be subjective and unclear.

- Extending the deadline for questions to be submitted to 10 days would be excessive, and,
- The reasons for the apparent large increase in questions and motions was discussed, and whether the trend would be sustained in the long term.
- Councillors should be encouraged to submit questions in advance of the deadline where possible to expedite preparation of responses.
- The possibility of Councillors submitting formal questions to Cabinet on executive business being explored with the Leader of the Council.

Following discussion, it was,

Resolved:

To recommend the Standards Committee to recommend Council as follows:

- 1) not to limit the number of questions or motions a member may submit;**
- 2) Not to change the deadline for submission of questions or motions on notice at this stage but to keep the position under review and bring this back to the Focus Group for further consideration in due course. In the meantime to encourage Councillors to submit questions in particular, in advance of the deadline as far as possible to maximise the time available to prepare responses and in the case of motions, to prepare reports to assist Council in its consideration of them where appropriate;**
- 3) Not to introduce a time limit for questions and motions;**
- 4) Not to differentiate between operational and non-operational questions;**
- 5) To require motions on notice to contain a clear separation between the preamble setting out background information to the motion and the action being sought; and to ask officers to prepare background reports for motions on notice where possible and guidance to assist members in drafting motions;**
- 6) To note that the Chairman in keeping with his role to manage the efficient transaction of business at meetings, had agreed to place questions and notices of motion further down the agenda, after substantive business, in particular items on the budget and policy framework and having regard to the agenda as a whole.**

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Wiltshire Council

Council

28 February 2012

Part 11 of the Council's Constitution - Procurement and Contract Rules

Summary

To consider various amendments to Part 11 of the Council's constitution arising from:

- The risks identified and recommendations made by an internal audit review of contract administration completed in November 2011;
- The Corporate Procurement Unit's review of improvements required to the current approach to procurement across the Council; and
- Changes in the law since the last review of Part 11 of the constitution.

Proposal

Council is asked:

- a) to approve the changes to Part 11 of the Council's Constitution, as incorporated at Appendix A. The changes have been considered and are recommended by the Standards Committee;
- b) to adopt Part 11 of the Council's Constitution as so amended, with effect from 1 April 2012.

Reason for Proposal

To strengthen and improve the Council's contract and procurement governance.

Ian Gibbons
Solicitor to the Council and Monitoring Officer

Part 11 of the Council's constitution - Procurement and Contract Rules

Purpose of Report

1. To consider various amendments to Part 11 of the Council's constitution arising from:
 - The risks identified and recommendations made by the internal audit review of contract administration completed in November 2011;
 - The Corporate Procurement Unit's review of improvements required to the current approach to procurement across the Council; and
 - Changes in the law since the last review of Part 11 of the constitution.

Background

2. In November 2011 the Council's internal audit team reviewed the internal controls for the Council's contract administration services, to provide assurance that they are operating adequately and effectively. Various major changes proposed to Part 11 of the constitution aim to mitigate the risks identified by this internal audit. Key recommendations included:
 - Commissioning officers should be supported with detailed procurement guidance in a "Procurement Manual" together with appropriate training;
 - Commissioning officers should use either unamended model contracts, or refer the proposed contract to Legal Services;
 - Contracts and key contract information should be stored in one central register.
3. In addition, the Corporate Procurement Unit has been reviewing the approach to procurement across the Council to identify improvements that will enable greater influence over the Council's spend and ability to deliver benefits from its procurement activity. Key to this improved approach is a change in the way procurement is planned across all service areas and the way in which procurement related decisions are governed, as set out in various changes to Part 11.

- 4 The purpose of Part 11 (Procurement and Contract Rules) is to:
- deliver Best Value;
 - manage and reduce the Council’s corporate risk;
 - ensure accountability for all procurement decisions;
 - enable procurement decisions to be taken efficiently, effectively and legally (in particular by supporting procurement decision-makers with an effective programme of training and detailed procurement guidance);
 - create a check and challenge system as a powerful and effective means of:
 - a) holding procurement decision-makers to account;
 - b) ensuring legal and process compliance; and
 - c) introducing renewed focus on delivering value for money.
 - ensure that those responsible for procurement decisions are clearly identifiable;

Main Considerations for the Council

Council is asked to consider amending Part 11 of the constitution as set out at Appendix A for the following reasons:

- 5 The Focus Group on the Review of the Constitution considered the proposals in detail on 16 January 2012.

The comments of the Focus Group were incorporated in revised Part 11 as follows:

Rule Ref.	Comment
16.10	Reasons for approval of extraordinary exemptions (i.e. extraordinary circumstances in which the Council’s procurement routes set out in Part 11 may be avoided) must be published on the Council’s intranet and communicated to the relevant Cabinet Member within 10 working days of decision, and will normally be made available to the public, except where this would not be appropriate for legal reasons
Various	Commitment to advertisement of tendered contracts via ‘BuyWiltshire’ website must remain throughout

- 6 On 25 January 2012 the Standards Committee agreed the proposed changes to Part 11, subject to the circulation of a revised draft incorporating the points raised by the Focus Group for final review and comment by members of the Focus Group and Standards Committee.
- 7 After consultation with the Corporate Procurement Unit, the Head of Legal Services responded to various comments and questions raised on the revised draft with further information and explanation. In light of these responses, the Standards Committee now recommends Council to approve and adopt the revised Part 11 as set out at Appendix A.

Environmental and climate change considerations

- 8 There are no environmental or climate change considerations for the proposal.

Equalities Impact of the Proposal

- 9 Revised Part 11 increases competition for lower value Council contracts. This supports the Council's commitment to openness and transparency in its procurement activity. There are no further equalities impact considerations for the proposal.

Risk Assessment

- 10 Revised Part 11 has been drafted to mitigate the risks identified by the internal contract administration audit. The revised Procurement and Contract Rules aim to ensure that:
 - standards are strengthened, all procurement processes are kept up to date and procurement activity in contravention of the Procurement and Contract Rules is eliminated.
 - a robust procurement manual will be available to commissioning officers, which will provide detailed guidance on how to implement the rules (see rule 1.4).
 - service directors must (in conjunction with the Corporate Procurement Unit and Legal Services) ensure that appropriate training for officers is maintained (see rule 3.7.5).
 - ultimate responsibility for procurement activity will fall on the service director whose team is commissioning the procurement contract. However for a particular proposal to progress through the system they, via their team, will have to report to the Corporate Procurement and Commissioning Board at various stages and in particular during the initial planning stage (see rules 4 and 5).

- all proposals, apart from standard form proposals, must be referred to both Legal Services and the Corporate Procurement Unit before committing the Council (see rule 3.4 and Section B of the rules). This provides a system of check and challenge within the process. All standard model contract and procurement templates are to be updated to ensure that they are fit for purpose, and a methodology will be set in place to ensure that they are regularly reviewed (see rule 8).
 - there will be a central register of contracts maintained by the Corporate Procurement Unit but monitored and checked by Legal Services. This will store copy contracts and capture key information. As well as ensuring key dates/provisions are easily identified this will allow corporate oversight of the system itself to ensure that standards are being maintained and that any short cuts to avoid the check and challenge system are quickly identified and dealt with.
- 11 If the revised Procurement and Contract Rules in Part 11 are not adopted, commissioning officers may carry out procurement activity in contravention of the Council's constitution and the law. This exposes the Council's procurement decisions to the risk of challenge.
- 12 There are no risks identified that may arise if the proposal is taken.

Financial Implications

- 13 The revised Procurement and Contract Rules in Part 11 refer to and complement the Council's Financial Regulations and Financial Procedure Rules. All procurement activity must comply with the Financial Regulations and Financial Procedure Rules (see rules 3.1 and 3.8.1). The proposal strengthens the existing process and therefore there are no additional financial implications relating to the proposal.

Legal Implications

- 14 A failure to maintain proper procurement procedure and apply the Procurement and Contract Rules at Part 11 increases the risk to the Council.

Conclusions

- 15 Accordingly, Council is asked to approve and adopt revised Part 11 as set out at Appendix A from 1 April 2012,

Ian Gibbons
Solicitor to the Council and Monitoring Officer

Report Author:
 Frank Cain
 Head of Legal Services & Deputy Monitoring Officer

The following unpublished documents have been relied on in the preparation of this Report:

None

Appendices:

Appendix A - Part 11 Procurement and Contract Rules

Part 11

Procurement and Contract Rules

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Part 11

Procurement and Contract Rules

SECTION A

GENERAL

1. Introduction

- 1.1 These Procurement and Contract Rules (the “Rules”) are the standing orders which apply to the acquisition of all supplies, services and works by or on behalf of the council. This includes where the council acts as lead commissioner on behalf of a third party using external funds.
- 1.2 These Rules apply to the whole lifecycle of the procurement process, from initial concept to the end of an asset’s useful life or the end of the contract liability period.
- 1.3 These Rules are divided into Sections A, B and C:
 - 1.3.1 Section A (“General”) sets out the Objects and Principles of these Rules;
 - 1.3.2 Section B (“Procurement Procedure”) sets out the rules for planning a Procurement and the procedure which must be followed for every Procurement up to signature of the relevant contract; and
 - 1.3.3 Section C (“Contract Maintenance, Monitoring and Administration”) sets out the rules for managing the relevant contract until termination or expiry together with other administration matters.
- 1.4 These Rules must be read in conjunction with the Procurement Manual which gives detailed instructions and assistance in their implementation. The Procurement Manual will be updated from time to time and officers must always refer to the latest version as published on the Intranet.
- 1.5 These Rules do not apply to:
 - 1.5.1 contracts of employment; or
 - 1.5.2 contracts that relate solely to the purchase or acquisition of land.
- 1.6 A list of the definitions used in these Rules is given at Appendix 1 attached to this Section A.

2. Objects

- 2.1 These Rules have three objects:
 - 2.1.1 to deliver Best Value;
 - 2.1.2 to manage and reduce the council's corporate risk;
 - 2.1.3 to ensure accountability for all procurement decisions.

3. Principles

- 3.1 All Procurements must comply with these Rules, the Procurement Manual, the Wiltshire Council Financial Regulations and Financial Procedure Rules, English law and European law in force in England.
- 3.2 Whether or not a Procurement is subject to the EU Regulations, it must be conducted in accordance with the basic EU Treaty Principles. In particular, this means all Procurements must be carried out in a fair, open and transparent way.
- 3.3 Any change to the relevant English or European law must be observed until these Rules are revised. If these Rules or the Procurement Manual conflict in any way with English law or European law in force in England then that legislation takes precedence.
- 3.4 The strategic advice of Legal Services and the Corporate Procurement Unit must be sought during the earliest stages of planning any Procurement. See further Section B of these Rules.
- 3.5 When any employee of either the council or of a service provider may be affected by any transfer arrangement under a Procurement or re-Procurement, issues relating to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) must be considered and the Wiltshire Pension Fund must be consulted at the planning stage of the Procurement. Recognised trades union consultation must be carried out in compliance with the Externalisation, Procurement and the Workforce Agreement published on the Intranet (or any document which replaces or supplements that agreement). See further the Procurement Manual.
- 3.6 All Procurements must comply with the Best Value processes set out in the Procurement Manual.
- 3.7 Each Service Director shall:
 - 3.7.1 be responsible for all Procurements undertaken within his or her service area;
 - 3.7.2 ensure that Best Value is achieved in all Procurements within his or her service area;
 - 3.7.3 ensure that:
 - 3.7.3.1 the strategic advice of Legal Services and the Corporate Procurement Unit is sought; and
 - 3.7.3.2 where appropriate, TUPE is considered and the Wiltshire Pension Fund consulted,during the earliest stages of planning any Procurement within his or her service area;

- 3.7.4 implement and operate a Scheme of Sub-delegation for his or her service area;
 - 3.7.5 in conjunction with the Corporate Procurement Unit and Legal Services, ensure that training on these Rules and the Procurement Manual is provided to Budget Managers and Commissioning Officers in accordance with the Procurement Manual;
 - 3.7.6 ensure that all Procurements within his or her service area are conducted in a fair, open and transparent way;
 - 3.7.7 ensure that Budget Managers in his or her service area comply with the duties listed at rule 3.8 below;
 - 3.7.8 ensure that Commissioning Officers in his or her service area comply with the duties listed at rule 3.9 below.
- 3.8 Each Budget Manager shall for all Procurements within his or her remit:
- 3.8.1 ensure compliance with these Rules, the Procurement Manual, the Wiltshire Council Financial Regulations and Financial Procedure Rules and EU Regulations (where applicable);
 - 3.8.2 ensure that the Best Value processes set out in these Rules and the Procurement Manual are achieved;
 - 3.8.3 ensure that only standard documentation or documentation approved by Legal Services is used in accordance with rule 8 below;
 - 3.8.4 operate within an effective check and challenge system and in line with the Behaviours Framework;
 - 3.8.5 ensure that the requirements to provide information and documentation for the Corporate Contract Register set out in these Rules are complied with.
- 3.9 Commissioning Officers must comply with these Rules and the Procurement Manual.
- 3.10 Key Performance Indicators will be used to monitor the operation of these Rules in accordance with the Procurement Manual. Results will be reported to Corporate Directors and Service Directors regularly.
- 3.11 A successful challenge made under the community right to challenge set out in Part 5 of the Localism Act 2011 will trigger the procurement processes set out in these Rules.
- 3.12 The council must comply with its obligations and duties in respect of State Aid in its commercial arrangements with third parties. The rules on State Aid are set out in the Procurement Manual.

APPENDIX 1

Definitions

In these Rules, the following words and phrases have the following meanings:

Behaviours Framework	The council's set of core behaviours which define how officers are expected to carry out their roles
Best Value	The optimum combination of whole life cost and benefits to meet the council's requirements, and includes consideration of social responsibility, equality, economic factors and sustainability
Budget Manager	An officer with budgetary responsibility for the spend relating to a Procurement
Business Partner	A business partner in the Corporate Procurement Unit
Commissioning Officer	An officer with responsibility for conducting any part of a Procurement
Contract Management	The administration of a completed contract by council officers to include ensuring compliance with its terms and conditions and implementation of any required variation
Corporate Contracts Register	The central repository of (i) key contracts information and (ii) electronic copies of those contracts, which is maintained and owned by the Corporate Procurement Unit and annually monitored by Legal Services
Corporate Procurement and Commissioning Board	A duly constituted board whose purpose is to check, challenge and approve Tender Level Procurements. The Corporate Procurement and Commissioning Board will act as an "approval gateway" to ensure that Tender Level Procurements are: (i) robust in approach, (ii) legally compliant, (ii) strategically sound and (iv) competitively sourced
EU Regulations	The Public Contracts Regulations 2006
EU Threshold	A financial threshold for supplies, services or works above which the EU Regulations apply, as set out in rule 7.4
Exemption	Has the meaning given in rule 16.3
Extraordinary Exemption	Has the meaning given in rule 16.4
Financial Regulations	The Financial Regulations set out in the council's constitution as updated from time to time, which provide financial controls around commitments including contracts

Framework Agreement	An agreement which allows the council to call-off from a supplier a range or pre-defined supplies or services. Each call-off constitutes a standalone contract made on the terms and conditions of the Framework Agreement
Grant	Has the meaning given in Protocol 8 (“Wiltshire Council Partnership Protocol”) of the constitution as updated from time to time
Invitation to Tender (ITT)	An invitation to tender documents in the form required by these Rules
OJEU	The Official Journal of the European Union
Opportunity Assessment	A detailed analysis of the route to Procurement and options for Procurement which is both legally compliant and offers Best Value, as set out in the Procurement Manual
Partnership	Has the meaning given in Protocol 8 (“Wiltshire Council Partnership Protocol”) of the constitution as updated from time to time
Procurement	The acquisition on behalf of the council of supplies, services or works of any value or type to include the entire process from initial planning to the end of the contract liability period or the end of an item’s useful life
Procurement Manual	The council’s Procurement Manual as updated by the Head of Procurement from time to time and published on the Intranet
Procurement Plan	The schedule demonstrating a minimum of 12 months’ forward planning of Tender Level Procurements for each service area, to be created and maintained in accordance with the Procurement Manual
Purchase Order	An order detailing the products or services required by the council. Sending a Purchase Order to a supplier constitutes a legal offer by the council to buy products or services. Acceptance of a Purchase Order by a supplier usually forms a one-off contract between the council and the supplier, so no contract exists until the Purchase Order is accepted
Rules	These Procurement and Contract Rules
Scheme of Sub-delegation	Delegation by corporate and service directors to officers in their service areas of the authority to exercise on their behalf powers delegated to them under Part 3B of the constitution as updated from time to time
Tender	A supplier’s formal written offer made in competition to supply specified supplies or services or carry out specified work at a stated cost or rate, made in response

	to an Invitation to Tender
Tender Level Procurement	Expenditure which exceeds the Tender threshold as defined in rule 7

SECTION B

PROCUREMENT PROCEDURE

4. Planning each Procurement

- 4.1 Save where an Exemption or Extraordinary Exemption is granted under rule 16 below, every Tender Level Procurement must be planned in accordance with these Rules and the Procurement Manual.
- 4.2 The Procurement Plan is the schedule demonstrating a minimum of 12 months' forward planning of Tender Level Procurements for each service area, to be created and maintained in accordance with the Procurement Manual.
- 4.3 Each Service Director will be responsible for the Procurement Plan for his or her service area.
- 4.4 Each Budget Manager must ensure that his or her Tender Level Procurements are represented in the Procurement Plan as soon as reasonably practicable in order to ensure timely consideration of the Procurement procedure which must be followed.

5. Opportunity Assessment Phase for Tender Level Procurements

- 5.1 Every Tender Level Procurement will be subject to an independent Opportunity Assessment carried out in accordance with these Rules and the Procurement Manual, unless exempted from this process by the Corporate Procurement and Commissioning Board.
- 5.2 Each Opportunity Assessment will be led by a Business Partner of the Corporate Procurement Unit. The Business Partner will work in collaboration with the relevant Commissioning Officer(s) during the Opportunity Assessment Phase and throughout the Procurement.
- 5.3 All Opportunity Assessments will be referred to the Corporate Procurement and Commissioning Board.
- 5.4 The Corporate Procurement and Commissioning Board will consider each Opportunity Assessment in order to check, challenge and approve Tender Level Procurements. Approval will be required from the Corporate Procurement and Commissioning Board before Tender Level Procurements can progress beyond the Opportunity Assessment phase.
- 5.5 All procurement related Cabinet Reports must be approved by the Corporate Procurement and Commissioning Board prior to submission.

6. Procurement Routes

- 6.1 The procurement route to be taken is dependent on the estimated value of the supplies, services, or works to be provided. Full details of the processes and related information are given in the Procurement Manual. The table below summarises these.

- 6.2 The value of the contract is the total value of the contract over its full duration including any extensions. Where the contract term is indeterminate or indefinite the value will be 48 times the monthly cost. When estimating the total value of a contract over its term, including extensions, all elements of cost must be considered not just the invoice value to be paid for the supplies, services or works.

Threshold	Procurement Method	Details
Estimated Up to £500.00	Request for Quotation	A minimum of one written (auditable) quotation must be obtained.
Estimated £500.01 - £50,000.00	Request for Quotation	A minimum of 2 written (auditable) quotations must be requested for sums between £500.00 and £5,000.00 and a minimum of 3 written (auditable) quotations must be requested for sums between £5,000.01 and £50,000.00.
Estimated £50,000.01 – 100,000.00	Request for Quotation	A minimum of 4 written (auditable) quotations must be requested.
Estimated greater than £100,000.01	Tender	
EU Threshold currently: <ul style="list-style-type: none"> £173,934 for Supplies and Services £4,348,350 for Works 	EU compliant Tender	For a total consideration in excess of relevant EU Threshold, EU Regulations must be complied with.
Not applicable	Existing Framework	Must ensure that the Framework is compliant with relevant regulations

Aggregation

- 6.3 Where a single Procurement for works involves more than one contract, the value of all the contracts must be aggregated to decide whether a threshold has been reached.
- 6.4 For supplies and services the threshold value will be the aggregation of the estimated value of separate contracts for meeting a single requirement and where a series of contracts or a renewable contract is entered into for supplies/services of the same type during a twelve month period.

Requests for Quotation

- 6.5 Full details of the process for each procurement route are given in the Procurement Manual

Single Quotation

Less than £500.00

- 6.6 A minimum of one written quotation must be sought from a suitable supplier. The quotation must specify:
- 6.6.1 the supplies, services or works to be supplied;
 - 6.6.2 when they are to be supplied;
 - 6.6.3 the value of the transaction;
 - 6.6.4 terms and conditions of contract which must comply with rule 8;
 - 6.6.5 terms of payment.
- 6.7 Although there is no requirement for competition, Best Value must be achieved.

Requests for Quotation

£500.01 to £50,000.00

- 6.8 For between £500.01 and £5,000.00 A minimum of two auditable written quotations must be sought from suitable suppliers. For between £5,000.01 and £50,000.00 a minimum of three auditable written quotations must be sought from suitable suppliers. Each quotation must specify:
- 6.8.1 the supplies, services or works to be supplied;
 - 6.8.2 when they are to be supplied;
 - 6.8.3 the value of the transaction;
 - 6.8.4 terms and conditions of contract which must comply with rule 8;
 - 6.8.5 terms of payment.
- 6.9 A date must be set for the submission of quotations. This date must allow sufficient time relevant to the complexity of the request for suppliers to respond.
- 6.10 The criteria for award must ensure that Best Value is achieved.

£50,000.01 to £100,000.00

- 6.11 All Requests for Quotation ("RFQ") must use the defined RFQ process set out in the Procurement Manual. A minimum of four quotations must be sought from suitable suppliers. Written requests for quotation must use the appropriate template for the supplies, services or works to be requested.
- 6.12 A date must be set for the submission of quotations and stated in the RFQ. This date must allow sufficient time, relevant to the complexity of the request, for suppliers to respond.
- 6.13 Evaluation criteria must be stated within the RFQ. All responses must be evaluated in accordance with the published evaluation criteria contained in the RFQ template. The compliant response that scores the highest based upon the published criteria is to be accepted. Should the winning supplier wish to withdraw his quotation before contract completion, the next ranked supplier will be selected.

Notice of Award

- 6.14 A “Notice of Award” must be advertised for all contracts whose value is above £100,000.01 in accordance with the Procurement Manual.

7. Tender Level Procurements

Procurement above £100,000.01 but below the relevant EU Threshold

- 7.1 For Tender Level Procurements below the relevant EU Threshold the following minimum requirements must be met:
- 7.1.1 The tender must be advertised;
 - 7.1.2 A notice seeking expressions of interest must be placed via www.buywiltshire.co.uk and any other appropriate website or publication;
 - 7.1.3 The notice should specify a time limit of not less than 14 calendar days or 10 working days, whichever is the greater, within which interested parties must express their interest in tendering; and
 - 7.1.4 The award of the contract must be advertised via www.buywiltshire.co.uk and any other appropriate website.
- 7.2 All Invitations to Tender must contain as a minimum:
- 7.2.1 Written specification;
 - 7.2.2 Terms and conditions which must comply with rule 8;
 - 7.2.3 Award criteria;
 - 7.2.4 Tender submission instructions including closing date and time.

Tender Level Procurement above the relevant EU Threshold

- 7.3 The EU Regulations apply to Tender Level Procurement above the relevant EU Threshold. Advice must be sought from the Head of Procurement or a nominated Business Partner prior to commencement of the Procurement.

Eu Thresholds

- 7.4 An up to date list of the EU Thresholds is available in the Procurement Manual. At the time of publication of these Rules, the EU Thresholds are as follows:

EU Classification	Total Contract Value
Service Contracts	£173,934
Supplies Contracts	£173,934
Works Contracts	£4,348,350

- 7.5 Where a Procurement covers two types of contract the following classification guidance will be used:
- 7.5.1 Where a contract covers both services and supplies, the classification should be determined by whichever element has the greater value.
 - 7.5.2 Where it covers works and supplies, or works and services, it should be classified according to its predominant purpose.

7.5.3 Where a contract provides for the supply of equipment and an operator it should be regarded as a services contract.

7.5.4 Contracts for software are considered to be for supplies unless they have to be tailored to the purchaser's specification, in which case they are services.

Prior Information Notices (“PINs”)

7.6 Where Prior Information Notices are used to shorten the time limits for the receipt of tenders these must be in accordance with the EU Regulations.

OJEU advertising timescales

Procedure	Text	Days
Open	Minimum time for receipt of tenders from date contract notice sent	52
	Reduced when PIN published, subject to restrictions to, generally, and no less than –	36 22
Restricted	Minimum time for receipt of requests to participate from the date contract notice sent	37
	Minimum time for receipt of tenders from the date invitation sent	40
	Reduced when PIN published (subject to restrictions) to, generally, and no less than –	36 22
Competitive dialogue and competitive negotiated	Minimum time for receipt of requests to participate from the date contract notice sent	37
	competitive negotiated accelerated	15

Part A and Part B Services

7.7 All Procurements for services where the estimated total contract value exceeds the EU Thresholds are subject to the EU Regulations. The extent to which they are subject to the EU Regulations is determined by whether they are classified as Part A or Part B.

7.8 Part A services are subject to the full EU Regulations.

7.9 Part B services are excluded from certain aspects of the EU Regulations. Procurement of these services must comply with these Rules and those parts of the EU Regulations that apply. Details of those services that are classified as Part B can be found in Schedule 3 of the EU Regulations and the Procurement Manual.

Concession Contracts

7.10 For public works concession contracts, subsidised works and subsidised service contracts connected to subsidised works (i.e. contracts under which the

contractor is given the right to exploit the works) the council may be obliged to ensure that the concessionaire complies with certain parts of the EU Regulations as if it were a public authority. Further advice is given in the Procurement Manual.

Utilities

- 7.11 Procurement of utilities is covered by The Utilities Contract Regulations 2006. This includes postal services but excludes telecommunications. For further information on scope of the Utilities Contract Regulations 2006 please refer to the Procurement Manual.

8. Form of Contract and Tender Documentation

- 8.1 All Procurements, regardless of value, must either:
- 8.1.1 use the council's appropriate unamended model contract available on the Intranet as updated from time to time; or
 - 8.1.2 be referred to Legal Services to review the proposed contract or produce a new contract as appropriate.
- 8.2 In addition to the requirements of rule 8.1 all Tender Level Procurements must either:
- 8.2.1 use the council's unamended standard tender templates which are available on the Intranet as updated from time to time; or
 - 8.2.2 be referred to the Corporate Procurement Unit to review the proposed tender documentation in conjunction with Legal Services.
- 8.3 Service Directors (or their nominees) shall in conjunction with Legal Services review all model contracts at least annually.
- 8.4 The Corporate Procurement Unit shall in conjunction with Legal Services review all standard tender templates at least annually.
- 8.5 The council's model contracts and standard tender templates will be updated from time to time and Commissioning Officers must always use the latest version as published on the Intranet.
- 8.6 The council's standard terms and conditions must be printed on the reverse of all Purchase Orders made by the council in accordance with the Procurement Manual.
- 8.7 Where there is an existing authorised contractual arrangement this must be used.

9. Framework Agreements

- 9.1 A Framework Agreement is a formal tendered arrangement which sets out terms and conditions under which specific purchases can be made from the successful tenderer in unpredicted quantities at different times during the term of the Framework Agreement. A Framework Agreement can be used to procure supplies, services or works where the council does not know the precise quantity or timing of its requirement but has an ongoing need for such supplies, services or works.

- 9.2 Framework Agreements must comply with these Rules. This includes, but is not limited to, the following:
- 9.2.1 A Framework Agreement should be procured in accordance with the procurement routes set out in rules 6 and 7 above. The “value of the contract” in relation to a Framework Agreement is the estimated maximum value over its lifetime;
 - 9.2.2 A Framework Agreement must be loaded on the Corporate Contracts Register in accordance with rule 13, to include the estimated maximum value of the Framework Agreement over its lifetime.
- 9.3 In any case where a Framework Agreement is in place:
- 9.3.1 subsequent ‘call-offs’ from that Framework Agreement must not contain substantial amendments to the original terms of the Framework Agreement;
 - 9.3.2 orders to be placed against a known price do not require further competition unless required by law;
 - 9.3.3 in circumstances where the price was not specified under the Framework Agreement an order can only be placed if three quotes have been requested from the list of suppliers specified in the Framework Agreement or, if there are less than three suppliers specified, then all of them.
- 9.4 When advertising a Framework Agreement the advertisement must indicate:
- 9.4.1 that it is a Framework Agreement which is being tendered;
 - 9.4.2 the duration of the Framework Agreement (which must not exceed 4 years);
 - 9.4.3 the expected maximum number of suppliers;
 - 9.4.4 the estimated total value of the contracts to be covered by the Framework Agreement;
 - 9.4.5 the award criteria for choosing suppliers and subsequent criteria for placing orders.
- 9.5 Where a Commissioning Officer wishes to use a Framework Agreement offered by another public sector body, he or she must demonstrate that Best Value will be achieved. Costs of procurement should be included within this consideration.

10. Receiving And Opening Tenders

- 10.1 All tenders must be received and opened in accordance with the council’s “Tender Receiving and Opening Procedures” These can be found in the Procurement Manual.

Standstill Period

- 10.2 The standstill period is the period of time between the decision to award a contract and the signing of the contract. A standstill period must be undertaken

for all Tender Level Procurements and will not be limited to above EU Threshold or EU compliant tenders.

- 10.3 Once a decision to award a contract has been made, each tenderer and any candidate (i.e. those who withdrew or were rejected and were consequently not invited to tender) must be informed of the decision to award by sending a standstill notice in writing by using the most rapid means of communication practicable (e.g. fax, e-mail).
- 10.4 Where the standstill notice is sent to a tenderer, it must include:
- 10.4.1 the criteria for the award of the contract;
 - 10.4.2 the reasons for the decision including the characteristics and relative advantages of the successful tenderer;
 - 10.4.3 the score obtained by the tenderer receiving the notice;
 - 10.4.4 the score of the successful tenderer;
 - 10.4.5 the reasons (if any) why the tenderer did not meet the technical specification;
 - 10.4.6 the name of the successful tenderer; and
 - 10.4.7 a precise statement of either:
 - i. when the standstill period is expected to end; or
 - ii. the date before which the council will not enter into the contract.
- 10.5 Where the standstill notice is sent to a candidate, it must include:
- 10.5.1 the reasons why the candidate was unsuccessful; and
 - 10.5.2 all the same information that would be sent to tenderers except for "relative advantages of the successful tenderer".
- 10.6 Where the notice is sent by electronic means, there must be a minimum of 10 days between the receipt of the information and the end of the standstill period.
- 10.7 Where the notice is sent by non-electronic means, there must be a minimum of either 10 days from confirmed receipt, or 15 days from despatch of the notice.

Contract Award Notice

- 10.8 All contracts awarded under EU Regulations (including both Part A and Part B services over the EU Thresholds) must be announced by means of a Contract Award Notice in OJEU transmitted no later than 48 calendar days after the date of award.
- 10.9 All contracts awarded following a tendering process, whether or not subject to the EU Regulations must be published via www.buywiltshire.co.uk and any other appropriate website.

11. Awarding Contracts and Audit Trails

- 11.1 The results of the tender evaluation process must be recorded in writing by the Commissioning Officer responsible for leading the Procurement.

- 11.2 Any Commissioning Officer awarding a contract must ensure that the council has the funds available to meet all its financial obligations under the contract.
- 11.3 Commissioning Officers must be aware that the placing of any order constitutes a contractual commitment which must comply with these Rules.
- 11.4 Subject to rule 11.5 below, the authority to award contracts is delegated to Service Directors (and their nominees) in accordance with the Scheme of Delegation.
- 11.5 Cabinet approval must be obtained for any contract (or programme) which:
 - 11.5.1 exceeds an annual value of £1 million or the total contract value exceeds £4million including any optional extension period;
 - 11.5.2 involves the transfer of 50 or more employees in or out of the council; or
 - 11.5.3 relates to a matter which is commercially, politically or strategically sensitive.
- 11.6 Officers are referred to the contract storage and registration requirements of rule 13 below.

12. Contracts to be executed under Seal

- 12.1 Where a contract either:
 - 12.1.1 exceeds £1m in value; or
 - 12.1.2 is considered to be of a strategically important or politically sensitive nature; or
 - 12.1.3 where the extended limitation period of 12 years would be of value,the contract must be executed under seal, unless advised otherwise by Legal Services.

SECTION C

CONTRACT MAINTENANCE, MONITORING AND ADMINISTRATION

13. General

- 13.1 Budget Managers and Commissioning Officers shall observe the contract management, supplier management, vendor accreditation and registration processes set out in these Rules and the Procurement Manual.
- 13.2 It is the responsibility of Service Directors (or their nominees) to ensure the following:
- 13.2.1 On the day that the contract is awarded an electronic copy of the completed contract, keydates and key information must be loaded on to the Corporate Contracts Register in accordance with the Procurement Manual; and
 - 13.2.2 Value realisation data must be provided to the Corporate Procurement Unit and Finance in accordance with the Procurement Manual.
- 13.3 Commissioning Officers responsible for leading the Procurement must ensure that all signed original contracts are stored in accordance with the Procurement Manual.

14. Extensions to Contracts or Framework Agreements

- 14.1 The duration of a contract or Framework Agreement may only be extended if provision for that extension has been included in the terms of the contract or Framework Agreement.
- 14.2 The duration of Tender Level Procurements awarded under the EU Regulations may only be extended if provision for that extension was identified in the original OJEU Notice.
- 14.3 An extension should not be made where it would have the effect of changing the fundamental nature of the original contract and in no circumstances should an extension be made to a contract that has the effect of increasing the contract to a value over the EU Thresholds in force at that time.
- 14.4 All extensions should be fully documented and the Corporate Contracts Register updated on the day of extension award in accordance with rule 13.
- 14.5 Where the value of an extension exceeds £100,000.01 written approval must be obtained following consideration of a written report. The report should be addressed to the Head of Procurement and will be considered by at least two of the following officers:
- 14.5.1 Head of Procurement (or nominee);
 - 14.5.2 Head of Supplier Relationship Management;
 - 14.5.3 Head of Legal Services (or nominee);

14.5.4 Section 151 Officer.

- 14.6 An extension will only be granted if it can be demonstrated that this will achieve Best Value for the council and will not contravene any legal requirement.
- 14.7 Where extensions of contracts are entered into under an Exemption or Extraordinary Exemption and without an Opportunity Assessment, the Corporate Procurement Unit will only seek a temporary extension term in order to allow a full Opportunity Assessment to take place as soon as reasonably practicable. The avoidance of Opportunity Assessments will be exceptional.
- 14.8 When seeking an extension, the report to the Head of Procurement must address the following issues:
- 14.8.1 reasons for the extension and confirmation as to why re-tendering may not be appropriate at that precise moment;
 - 14.8.2 costs associated with any extension and comparable costs for any alternative options, if available, demonstrating how value for money is achieved;
 - 14.8.3 rationale for the duration of the extension;
 - 14.8.4 relevant market conditions;
 - 14.8.5 that the contract was initially won as a result of the competitive process;
 - 14.8.6 that the contractor is performing well; and
 - 14.8.7 that there are no significant deficiencies in the way the requirements of the existing contract are being met.
- 14.9 Cabinet approval must be obtained for any extension which:
- 14.9.1 exceeds an annual value of £1 million or the total contract including extensions exceeds £4 million
 - 14.9.2 relates to a contract whose subject matter is commercially, politically or strategically sensitive

15. Variations to Contracts

- 15.1 In any case where a variation means that the value of a contract would exceed the relevant EU Threshold, or where there is any material change to the contract, the contract must be treated as a new Procurement under these Rules. A material change is one which:
- 15.1.1 introduces conditions which would have made the contract more attractive to tenderers during the initial award procedure, would have allowed for the admission of alternative tenderers or would have allowed for the acceptance of a different tender;
 - 15.1.2 extends the scope of the contract to encompass services not initially covered; or
 - 15.1.3 changes the value of the contract significantly.

16. Exceptions to these Rules

16.1 These Rules apply to all supplies, services and works purchased by the council. However, subject to rule 16.2, a formal exemption to the requirements of one or more of these Rules may be considered where the Procurement in question is not subject to the EU Regulations or existing legislation.

16.2 Formal exemptions cannot be used to remove the requirement:

16.2.1 to use unamended model contracts and standard tender templates, or to seek the advice of Legal Services and the Corporate Procurement Unit where the standard documentation must be amended, in accordance with rule 8 above;

16.2.2 to seek the advice of Legal Services and the Corporate Procurement Unit for all Tender Level Procurements.

Exemptions

16.3 The Corporate Procurement Unit may grant formal exemptions which fulfil the following strict criteria ("Exemptions"):

16.3.1 Procurements which have been registered as Partnerships or Grants.

16.3.2 Works orders placed with utility companies, e.g. for re-routing cables or pipework. The term utilities does not include telecommunications.

16.3.3 Genuine emergencies – Critical preventative or remedial work where there is a real and imminent risk to the safety of people or property arising from a hitherto unforeseen 'catastrophic' event or incident such as fire, bombing, flooding, major landslide etc. Any contract entered into by the council under this exemption must not be for a term of more than 6 months.

16.3.4 Collaborative/Joint Purchasing – Where another authority/public body is acting as 'lead buyer' and provided that the person(s) awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable legislation including, where relevant, the EU Procurement Directives. This includes any recognised wider public sector agreements including, for example, Government Procurement Service (GPS) or successor contracts, etc.

16.3.5 Sole source of supply - Where suitable supplies or service are genuinely only available from one supplier (e.g. if patent, copyright or other exclusive design rights exist). Similarly, for any highly specialised/niche services where, for all practical purposes, no realistic alternative source of supply exists. Exemption requests made on this basis will be tested by the Corporate Procurement Unit using sourcing tools.

16.3.6 Urgent situations not of the council's own making – The urgency must have been reasonably unforeseeable (e.g. existing supplier going into liquidation, urgently imposed statutory changes, etc.) and genuinely be a case of 'time is of the essence'. However, urgency arising through problems of the council's own making

(whatever the cause and regardless of whether it involved previous delays or shortage of resources, etc.) shall not in itself justify exemption. Any contract entered into by the council under this exemption must not be for a term of more than 6 months. Where extensions of contracts are entered into without an Opportunity Assessment, the Corporate Procurement Unit will seek a temporary extension term in order to allow a full Opportunity Assessment to take place as soon as reasonably practicable. The avoidance of Opportunity Assessments will be exceptional.

16.3.7 Reasons of compatibility - If compatibility with existing supplies, equipment or services is essential and where they cannot be sourced from another supplier (e.g. spare parts/components for existing equipment) or where additional units are being purchased to match existing equipment and there is an overwhelming case for matching the existing items on the grounds of functionality, aesthetics, etc.

Extraordinary Exemptions

- 16.4 Any Exemption which does not fulfil the strict criteria of rule 16.3 will be an “Extraordinary Exemption”.
- 16.5 Only the Head of Procurement in conjunction with the Solicitor to the Council (or nominee) may grant an Extraordinary Exemption.

Procedure for Exemptions and Extraordinary Exemptions

- 16.6 Exemption requests made for one of the reasons under rule 16.3 must be submitted to a Business Partner in the Corporate Procurement Unit in the format annexed to this Section C at Appendix 2 (“Exemption Request Form”). Wherever possible, completed Exemption Request Forms should be scanned and submitted by email.
- 16.7 An Exemption will be either:
- 16.7.1 approved by the Corporate Procurement Unit, registered and confirmed with the requesting Commissioning Officer;
 - 16.7.2 held pending a request for further information (where appropriate);
 - 16.7.3 rejected stating the reasons why; or
 - 16.7.4 referred to Cabinet for determination.
- 16.8 Extraordinary Exemption requests must be submitted to the Head of Procurement in the format annexed to this Section C at Appendix 3 (“Extraordinary Exemption Request Form”). Extraordinary Exemption Request Forms must include a full business case and must be countersigned by the relevant Service Director. Wherever possible, completed Extraordinary Exemption Request Forms should be scanned and submitted by email.
- 16.9 An Extraordinary Exemption will be either:
- 16.9.1 approved by two of the following three designated officers:
 - 16.9.1.1 The Head of Procurement;

- 16.9.1.2 The Solicitor to the Council (or nominee); and
 - 16.9.1.3 The Section 151 Officer,
and registered and confirmed with the requesting Commissioning Officer;
 - 16.9.2 held pending a request for further information (where appropriate) and then dealt with in accordance with rules 16.9.1, 16.9.3 or 16.9.4;
 - 16.9.3 rejected stating the reasons why; or
 - 16.9.4 referred to Cabinet for determination, and in the event of Cabinet approval, registered and confirmed in accordance with rule 16.9.1.
- 16.10 Within 10 working days of an Extraordinary Exemption approval made under rule 16, details of the approval decision and the attendant business case will be:
- 16.10.1 notified to the relevant Cabinet Member; and
 - 16.10.2 published on the Intranet,
and the approval decision will normally be made available to the public, except where the notification of approval states that this would not be appropriate for legal reasons.
- 16.11 Service Directors must ensure that the information submitted in all Exemption Request Forms and Extraordinary Exemption Request Forms for his or her service area is correct.
- 16.12 The Procurement may proceed only after the notification of approval is received by the Commissioning Officer.
- 16.13 All Exemption requests which would contravene English law or European law in force in England will be rejected.
- 16.14 If the Exemption is approved, the application form will be endorsed and returned to the relevant Commissioning Officer who must enter the contract on to the Corporate Contracts Register in accordance with rule 13. A copy of the Exemption will be retained by the Corporate Procurement Unit.

17. Partnerships and Grants

- 17.1 These Rules shall apply to:
- 17.1.1 Grants to the extent required by the Wiltshire Compact. Grant expenditure should be managed in accordance with these Rules with the exception of central government grant funding ringfenced for a specific use; and
 - 17.1.2 Partnerships to the extent required by this Rule 17 and Protocol 8 of this constitution.
- 17.2 Service Directors must ensure that Grants and Partnerships demonstrate the principles of being fair open and transparent and comply with the spirit of these Rules and comply with all relevant legislation.

- 17.3 In the case of a Partnership registered in accordance with the council's guidance on Partnerships, these Rules shall apply in full to the extent that any contractual relationship arises during the course of the Partnership.

18. Procurement and Commissioning Governance

- 18.1 The Corporate Procurement and Commissioning Board will regularly review procurement and commissioning governance and recommend changes which enhance performance and added value activities.
- 18.2 The general powers of the Corporate Procurement and Commissioning Board are:
- 18.2.1 To plan Tender Level Procurement;
 - 18.2.2 To approve Tender Level Procurement spend at the Opportunity Assessment phase;
 - 18.2.3 To monitor the value added by the check and challenge system.
- 18.3 The reporting relationships between service areas, the Corporate Procurement and Commissioning Board, the Corporate Procurement Unit, Corporate Finance and Legal Services are set out in the Procurement Manual.

APPENDIX 2
Request for Exemption Form

<u>Registration of Exemption</u>		
To:	Business Partner, Corporate Procurement Unit	
From: <i>(Name of Officer registering this exemption)</i>		
Name of contract: <i>(to be exempted from the recognised procurement routes within the Procurement and Contract Rules)</i>		
Purpose of Contract		
Proposed Contract period:	From:	To:
Total Contract Value £		
Category of Exemption	Tick Relevant Categories	
Procurements registered as Partnerships or Grants		
Works orders placed with utility companies		
Genuine Emergencies		
Collaborative/Joint Purchasing <i>(state name of lead purchasing authority)</i>		
Sole source of supply		
Urgency not of the council's own making		
Reasons of compatibility		
Please Attach supporting evidence		
In accordance with the Procurement and Contract Rules I certify that the information given is accurate		
Signed:		
Date:		
Please send the completed Registration of Exemption form for inclusion to the Procurement and Contract Rules Exclusion Register to the Head of Procurement		

APPENDIX 3
Request for Extraordinary Exemption Form

<u>Registration of Extraordinary Exemption</u>		
To:	Head of Procurement	
From: <i>(Name of Officer registering this exemption)</i>		
Description of contract: <i>(attach supporting documentation if applicable)</i>		
Proposed Supplier Contract(s):		
Proposed Contract period:	From:	To:
Total Contract Value £		
Name of Corporate Procurement Officer contacted for advice on this exemption		
1. When did the requirement for this contract arise:		
2. Why is this request to exclude the application of the council's Procurement and Contract Rules to the process of awarding this contract being made and what is the business case to support this request? Please provide all relevant detail		
3. How will costs be controlled and how will value for money be achieved?		
Has cabinet approval been obtained for entering into this contract without complying with the council's Procurement and Contract Rules?		
PLEASE ATTACH ANY RELEVANT SUPPORTING INFORMATION		
Signed: <i>(This form must be signed by the relevant Service Director)</i>		
Authorised:	Yes	No
Authorised by:	1.	2.
Reasons for Refusal:		

WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at POLICE HEADQUARTERS, LONDON ROAD, DEVIZES on THURSDAY 3RD NOVEMBER 2011

PRESENT: Mr C Hoare (Chairman), Mr R Bluh, Mr R Britton, Mr C Caswill, Mr R Fisher, Mr B Fishlock, Mr B Ford, Ms J Hillyer, Mr C Humphries, Mr A Johns, Mr A Macpherson, Mrs G Mortimer, Mr R Rogers, Mrs G Stafford, and Ms G Tawiah.

IN ATTENDANCE: Chief Constable B Moore, T/DCC P Geenty, ACC M Veale, Mr M Bennion-Pedley, Mr K Kilgallen, Mr M Prince, and Miss S Kyte

1. **Apologies** Apologies for absence were received from Mr Sample and Mrs Soden.

2. **Public Questions** There were none.

3. **Declarations of Interest** There were none.

4. **Chairman's Announcements**

Mr Ray Fisher

The Chairman regretfully informed Members that Mr Fisher would be stepping down as a WPA Member, with immediate effect, due to health reasons. The Chairman thanked Mr Fisher for his commitment to the Authority and, on behalf of Members, wished him well for the future.

5. **Minutes of the Meeting held on 22nd September 2011**

Minute 26: Mr Caswill requested that the final sentence of the first paragraph be amended to read 'Mr Caswill stated that he was concerned about the extent to which the lessons learnt had been identified and implemented, and that this was now seen as a positive exemplary case'.

Mrs Mortimer informed Members that the Recruitment Strategy was due to be discussed again at the end of November and that Human Resources personnel would provide an update at this time. The Head of Human Resources Services had been asked to arrange a meeting that would allow discussion on the strategic direction over the next couple of years that would include pre-entry qualification, and screening – particularly in line with other Forces.

Resolved: 1) *To agree to amend the final sentence of the first paragraph at Minute 26 to read ' Mr Caswill stated that he was concerned about the extent to which the lessons learnt had been identified and implemented, and that this was now seen as a positive exemplary case'.*

2) *With the above amendment, to agree and sign the minutes of the meeting held on 22nd September 2011.*

3) *To note the verbal update provided by Mrs Mortimer with regard to the Recruitment Strategy.*

6. **Outstanding Actions**

10th February 2011, Minute 22.4): Mr Rogers stated that the Force had kindly met the public liability fee for the running of the Street Watch scheme for the last year, and sought clarification over whether this was an ongoing commitment. The Chief

Constable indicated that he would be happy to underwrite the costs as the scheme was working well and is successful. Mr Macpherson suggested that those Members from the North of the County might be interested in visiting an active Street Watch scheme. Interested Members were asked to let the Secretariat know so that appropriate arrangements could be made. Evaluation of the Street Watch scheme would take place in June 2012 – twelve months from when it was introduced. Members requested that the report be shared with the Authority.

22nd September 2011, Minute 10.3 and 10.4): The ACC confirmed that he had provided the relevant briefings.

Further to discussion at the September WPA meeting, Mrs Stafford asked the Force to ensure that meetings for the new Protective Services governance arrangements be diarised.

- Resolved:
- 1) *To note the updates provided on the outstanding actions.*
 - 2) *Members interested in viewing an active Street Watch Scheme to notify the Secretariat who will make the necessary arrangements.*
 - 3) *The findings of the evaluation of the Street Watch scheme to be shared with Members once completed in June 2012.*
 - 4) *To ask the Force to ensure that meetings required under the new Protective Services governance arrangements are diarised.*

7. WPA and Force Risk Register

The T/DCC reported that two risks had been amended on the Force Risk Register since it was considered at the September WPA meeting. The risks amended were:

Risk 1.4 Equality Act 2010: Impact reduced from 4 to 3.

Risk 1.5 Introduction of New Finance System: Removed from Force risk register to Finance risk register. Should the risk increase this would be returned to the Force risk register.

The Chief Constable stated that the forthcoming year would be a challenging one, with Winsor Part 2 reporting in February 2012, the Olympics, the new Chartered Institute of Policing, and introduction of Police and Crime Commissioners. There was no firm view as to whether the risks associated with these issues had been fully captured within the two risk registers. The Chairman suggested that this was looked at by the Joint Strategic Board as part of the transition programme.

- Resolved:
- 1) *To note the content of the WPA and Force risk registers.*
 - 2) *That the Joint Strategic Board would carefully consider those challenges ahead in the next 12 months and whether these had been sufficiently captured on the WPA and Force risk registers.*

8. Revenue and Capital Budget Monitoring Statements

The Director of Resources stated there was currently a projected underspend of £3.337million. £2.9million of this related to savings made through reduction in staffing numbers and £400k was receipt of unexpected funds. WPA is required to save £14m over four years and the Director of Resources reported that approximately 50% of the savings required had been made. The Medium Term

Financial Strategy would be submitted to the December WPA meeting which would include proposals on investment of funds to assist with the savings required for years 3 and 4.

Following a query from Mr Macpherson, the Director of Resources confirmed that expenditure on fuel and the number of miles incurred under the new policing model were being closely monitored by the Force.

Transferees were being sought from other Forces to try and minimise skill loss due to the retirement of police officers. The Director of Resources confirmed that skills and geography was taken into account and there was a selection criteria that transferees were measured against before an offer to join Wiltshire Police was made.

With regard to capital expenditure, the Budget Action Group (BAG) had expressed concern about the unauthorised expenditure of public money against the Automatic Number Plate Recognition (ANPR) project. BAG Members had received reassurance from the Force that this situation would not re-occur. An update from the Force on the ANPR project was requested for the next Members Briefing Session.

The Director of Resources stated that a business case for Chippenham Police Station would be coming forward in due course. Mr Macpherson, as Lead Member for Estate, stated that the standard applied to Chippenham would apply across the whole of the Authority's estate so it was important to get this model right. The Chief Executive reported that reassurance was sought from Wiltshire Council around future years' occupation in relation to the campus project. The Authority were currently looking to arrange a meeting with Swindon Borough Council to discuss the issue of estate and to ensure that the same model could be adopted in both County and Swindon. Cllr Bluh stated that he would find out what the current situation was in Swindon and discuss with Mr Macpherson and the Chief Executive. Members also sought reassurance from the Chief Executive that the issue of planning permission for Monkton Park would be considered by the council as local planning authority.

- Resolved:**
- 1) *To note the content of the report and the projected underspend of -£3.337million.*
 - 2) *That the Medium Term Financial Strategy would be submitted to the December WPA meeting and include proposals on investment of funds to assist with the savings required for years 3 and 4.*
 - 3) *To ask the Force to provide an update on Automatic Number Plate Recognition at the November Briefing Session.*
 - 4) *To note the update provided in relation to Estate matters.*
 - 5) *To ask the Chief Executive to seek confirmation from Wiltshire Council that planning permission is not required for change of use to Monkton Park, Chippenham.*

9. **Values of Wiltshire Police** The Chief Constable reported to Members that through his recent Roadshows he had tried to identify those values that are most valued by staff. A series of focus groups would be run over the next two months to look at behaviours / anti-behaviours which would then be adopted by the staff. A further strand of work would be what these 'values' should look like for the public.

Members expressed some concern about how this might be managed and values and behaviours identified by staff that are then not progressed or identified – would staff feel as though their suggestions had been ignored? The facilitation of these Focus Groups would be critical and the Force should ensure the right people are running these.

Resolved: *To note the verbal report provided by the Chief Constable.*

10. **MEL Survey** As Joint Strategic Board Chairman, Mr Macpherson stated that the Board had made a recommendation that WPA undertake a further MEL survey which would provide additional data for use in the Annual Policing Plan. Members discussed whether a further survey should be conducted and the impact this would have given that the Authority usually canvasses public views in April. The Chief Constable reported that the Chief Officer view was that the British Crime Survey was the most professionally valued and felt it was money well spent. Mr Macpherson moved the recommendation from the Joint Strategic board and a vote was taken. Ten Members voted in favour of conducting a further MEL survey in December so that the results may feed into the Annual Policing Plan process.

Resolved: *With immediate effect to commence a further MEL survey with the results feeding into the Annual Policing Plan process.*

11. **Committee Reports** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Audit	26 th September 2011
Strategy, Direction and Progress	18 th October 2011
Professional Standards	2 nd November 2011

- Resolved:
- 1) *To note the above minutes.*
 - 2) *To amend Paragraph 5 of the Professional Standards Committee Terms of Reference to read 'to monitor the Force's professional standards arrangements, performance statistics and outcomes ensuring the maintenance of the highest standards of professional conduct, performance, and behaviour.'*
 - 3) *That the WPA Gifts and Hospitality register is published on the WPA website containing details as from 1st November 2010.*

12. **Group Reports**

Joint Strategic Performance Board: Mr Macpherson reported that Force performance was very good and consistently getting better. There was currently some debate with the Force about the weight given towards partnership working in the scorecards. Partnership working is important and performance in partnership working should contribute to the overall scoring of Force. The weighting has currently been removed as performance in partnership working has improved.

Joint Strategic Board: As the Board Chairman, Mr Macpherson stated that there were two strands of work that the Board were currently looking at – the Annual Policing Plan and transition to Police and Crime Commissioners (PCCs). Mr Macpherson and the Chief Executive had already met with the Leader of Wiltshire Council and a meeting was now due to be held between Wiltshire Council and Swindon Borough Council to move this forward.

The Authority would also be meeting with the Force to discuss the possible models that a PCC may want to adopt.

Resolved: To note the updates provided.

13. Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars

Cllr Ford reported that he had not attended the last Tri-Regional Forensic meeting as this was held in Manchester and not thought to be good use of WPA funds to attend a meeting with a light agenda. The next meeting was scheduled to take place in Portishead which Cllr Ford would be attending.

Mr Macpherson stated he had attended a Criminal Justice Management Conference in London on 29th September 2011.

Resolved: To note the updates provided by Cllr Ford and Mr Macpherson.

14. Dates of Police Authority Meetings in 2011 and 2012

2011	2012
8 th December	9 th February
	19 th April

15. Urgent Items

i. Chief Constable's Report

The Chief Constable updated Members as follows:

- Two brothers from Swindon sentenced for sexual abuse against children over a 16 year period. Older brother sentenced to 18 years and younger brother to 5½ years.
- Bus driver pleaded guilty to death by dangerous driving. Sentenced to 2 years and 4 months imprisonment. Special awards would be presented to three members of the public for their effort in trying to save the life of the child.
- Body discovered in a shallow grave in Semley and being investigated by Brunel. Four people arrested within 24 hours, 3 charged with murder and will appear at Winchester Crown Court in February. Good community reassurances provided by Inspector Lindsey Winter.
- Dangerous offender who lured a woman to his premises found guilty of rape, false imprisonment, and making and keeping indecent images of children – sentenced to life imprisonment.

The Chairman then invited Members to comment:

- Ms Hillyer stated she was the WPA Member with responsibility for the Area Board area covering Semley and appreciated the way Insp Winter had kept her informed through the early stages.
- Cllr Bluh asked what learning there was from the case involving the two brothers sentenced for sexual abuse and whether the learning needed to be shared with partner agencies. The Chief Constable responded that Pc Collis-Smith was the Investigating Officer and he would arrange for her to contact Cllr Bluh to discuss.

Resolved: 1) To note the update provided by the Chief Constable.

2) *That the Chief Constable would arrange for Pc Collis-Smith to contact Cllr Bluh.*

ii. Karma Nightclub

Cllr Caswill wished to register his appreciation for the excellent and painstaking work conducted by the Force with regard to the Karma nightclub. A formal challenge to the outcome by the owners had been made but the Authority had agreed to support the Force in this case. Cllr Caswill stated that the CCTV footage presented in the Magistrates Court was illuminating and shocking and invited Members to view this should the opportunity arise.

Resolved: *To note Cllr Caswill's appreciation of the excellent and painstaking work conducted by the Force in relation to the Karma nightclub in Chippenham.*

16. **Exclusion of the Public**

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item 17 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 3 and 4 of Schedule 12A to the Act.*

17. **Committee Reports** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Strategy, Direction and Progress	18 th October 2011

Resolved: *To note the above minutes.*

(Duration of Meeting: 10.30am to 12.50pm)

WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at POLICE HEADQUARTERS, LONDON ROAD, DEVIZES on THURSDAY 8TH DECEMBER 2011

PRESENT: Mr C Hoare (Chairman), Mr R Bluh, Mr R Britton, Mr C Caswill, Mr B Fishlock, Mr B Ford, Ms J Hillyer, Mr A Johns, Mr A Macpherson, Mrs G Mortimer, Mr P Sample, Mrs C Soden, Mrs G Stafford, and Ms G Tawiah.

IN ATTENDANCE: Chief Constable B Moore, DCC P Geenty, ACC M Veale, Mr M Bennion-Pedley, Mr K Kilgallen, Mr M Prince, Miss S Kyte, Mr B Tofield (*Item 5 Only*), and Chief Inspector T Kavanagh (*Item 5 Only*)

-
1. **Apologies** Apologies for absence were received from Mr Humphries and Mr Rogers.
 2. **Public Questions** There were none.
 3. **Declarations of Interest** There were none.
 4. **Chairman's Announcements**
Appointment of Deputy Chief Constable
The Chairman invited Members to join him in congratulating Pat Geenty on his appointment to Deputy Chief Constable.
Ricky Rogers
The Chairman informed Members that Mr Rogers had broken his arm and that he would be writing to him on behalf of all Members wishing him a speedy recovery.
 5. **Operational Systems and the New Policing Model** Mr Bob Tofield, Operational Systems Improvement Manager, delivered a presentation to Members on operational systems and the new operational policing model within the Force. The key points raised in the presentation were as follows:
 - There had been a 33% decrease in radio transmissions since the introduction of the new working practices in October 2011.
 - There had been a 39% increase in point to point calls (to controller or colleague) which demonstrated there had been an increase in providing general updates on incidents.
 - The handsets allowed for status updates to be given via quick key (ie. long hold on relevant key allows for automatic update on status, such as committed, available, at rest). This was a real culture change as Officers needed to be confident that the system was working. Since 4th October 2011, there had been a 130% increase in status updates via quick key.Chief Inspector Tim Kavanagh from the National Police Improvement Agency (NPIA) spoke to Members about usage and costs for Airwave.
 - Costs for Airwave were based on peak usage in the previous year, therefore if the Force were able to reduce its peak usage this would result in reduced spend the following year.

- Peak usage in 2009-10 was 34.8 and in 2010-11 was 33.8. This year peak usage so far had been 24.5. This would continue to be monitored to ensure it did not increase. The difference in usage, in terms of costs, between 2010-11 and 2011-12 equated to a saving of £66,522.
- The NPIA pay the first part of usage for all Forces and, because of this, it may be possible that there would be no cost to Wiltshire next year, if the reduction of usage could be maintained.
- These savings arise through the intervention from the NPIA and the training delivered to Police Officers in the usage of Airwave. The Airwaves were also quieter. It was stressed that this does not compromise Officer safety.

Mr Tofield then reported:

- There had been an increase of 274% in the average daily usage of mobile and remote working for the period 1st October to 30th November 2011 (when compared with usage between 1st April to 30th September 2011).
- The Force volunteered to be used as a test case for the National Audit Office Mobile Technology in Policing Value for Money report.
- It found that Wiltshire had the greatest level of functionality within a mobile platform of any of the 43 Police Forces within England and Wales.
- The Force were highlighted as an example of good practice due to mobile technology being a key component and driver of the new policing model.

The Chairman then sought Members' comments:

- Mr Fishlock stated he was delighted to see the presentation. Mobile and Remote Working had been worked on by the Force for a long time, and it was good to see some sort of conclusion to the project. Mr Fishlock questioned whether there had been any issues with Officers using the prescribed equipment. The Deputy Chief Constable stated that the evidence so far indicated that Officers are using the equipment, but the Force needs to ensure this is maintained.
- Mr Johns requested more information around the 'Time out of Station' figures in comparison with the same period last year. The Director of Resources stated that this was approximately 50% about 12 months ago, increased to 60% and was now around 75%.
- Ms Hillyer sought reassurance that the interaction and sharing of intelligence with other Officers had not been neglected. The Chief Constable responded that teamwork was an important aspect and one of the values being highlighted in the Value Workshops. The next Staff Survey was due to commence on 14th December 2011 and the Force would be looking at these results to ensure the balance between mobile and remote working and team work was right.

***Resolved:** To thank Mr Tofield and Chief Inspector Kavanagh for attending the meeting and to note the content of the presentation.*

6. **Minutes of the Meeting held on 3rd November 2011**

***Resolved:** 1) To agree to amend the final sentence of the first paragraph of Minute 12 to say 'The weighting had been removed and was now to be reinstated'.*

- 2) *With the above amendment to agree and sign the minutes of the meeting held on 3rd November 2011.*

7. **Outstanding Actions**

3rd November 2011, Minute 6.4): Mrs Stafford confirmed these meetings were taking place and that the action may be closed.

3rd November 2011, Minute 8.2): The Revenue Budget 2012-13 provided the information required with regard to the Medium Term Financial Strategy and this action may now be closed.

3rd November 2011, Minute 8.5): The Chief Executive informed Members that confirmation that planning permission is not required was still awaited. The Authority had made it clear that a response was required.

3rd November 2011, Minute 11.3): The Chief Executive stated the WPA Gifts and Hospitality Register should be published on the WPA website by 31st December 2011.

3rd November 2011, Minute 15i2): Pc Collis-Smith was due to meet with Cllr Bluh shortly to discuss relevant learning of a case where two brothers from Swindon had sexually abused children over a prolonged period of time.

Resolved: *To note the verbal updates provided on the outstanding actions and to update as detailed above.*

8. **WPA and Force Risk Register**

Risk 1.10 (Force's Chief Officer Team is not at full strength): To remove this from the Risk Register.

Mr Macpherson suggested that if a risk was scoring more than the current risk appetite and therefore showing as red, then the risk should be an item for discussion on the owning Committee / Group. Cllr Bluh stated that in some cases it appeared the mitigating controls and action taken had led to an increase in the risk score. Mr Fishlock reported that the Audit and Risk Committee was due to consider a newly formatted WPA Risk Register at the meeting on 13th December 2011 and he suggested that these comments be included within the discussions.

The Deputy Chief Constable reported that since the last meeting in November the Force Risk Register had been amended as follows:

Risk 1.3 (Data Quality): Likelihood scoring reduced from 4 to 3.

Risk 1.4 (Equality Act): Control scoring reduced from 3 to 2.

Mrs Stafford stated that she had attended two separate meetings within the last week where the issue of shortage in IT resources had been raised and was concerned over the downgrading of the risk score in this area. The DCC stated that the risk referred to data quality overall and he was confident that the work was being done which enabled the Force to meet the relevant standards.

Mr Macpherson reported that the introduction of Police and Crime Commissioners did not feature within the Force Risk Register and that he would have expected to see this detailed.

Resolved: 1) *To remove Risk 1.10 (Force's Chief Officer Team is not at full strength) from the WPA Risk Register.*

- 2) *That the Audit and Risk Committee would include the comments made by Mr Macpherson and Cllr Bluh (as detailed above) in their discussions when considering the revised formatted WPA Risk Register.*

9. **Chief Constable's Performance Report 2011-12** A report by the Chief Constable covering the period 1st April to 31st October 2011 had been circulated. The Chief Constable stated that the overall performance status of the Force was 'good' and then proceeded to give a verbal update on those areas currently under performing:

Strategic Priority 1: Tackling Violent Crime

- Levels of satisfaction for victims of violent crime were slowly improving and now up to 77%.
- Recording of violent crime within 72 hours was currently showing as amber, but the Force were confident in closing the performance gap within the performance year.

Strategic Priority 2: Managing those who cause the most harm in our communities

- Distraction Burglary detection rate was currently showing red but was currently only 11 detections away from the measure of 30%.

Strategic Priority 3: Reduce Anti-Social Behaviour and Associated Local Crime

- All crime resolved rate was currently under the measure of 29.1%. The Deputy Chief Constable had been tasked with identifying and addressing those issues preventing the measure being reached with the aim of achieving the measure by the end of the performance year.
- Performance with overall victim satisfaction with service is heavily influenced by levels of satisfaction for victims of violent crime which was under performing.
- Criminal damage was an area raised for target refresh and would be discussed at the Joint Strategic Performance Board meeting on 14th December 2011. However, it was noted that if the Authority agreed to a revised target for this, it would only reduce the grading to amber.

Service Delivery

- The Special Constabulary had so far in 2011-12 provided 21,403 hours of policing to Wiltshire which equated to an additional resource of £709,881 and, based on the cost of a post-probationary Police Officer, results in an additional 40 Police Officers working during times of greatest demand.
- Performance in relation to call back compliance had dropped but was now increasing again.

There had been an increase in gap of satisfaction between White and BME victims. The numbers were very small, but it would be monitored by the Force.

The Chief Constable also reported on the following:

- Operation Ember – In November a 47 year old man from Warminster was convicted for a rape committed in July 2009. A mass DNA screening was undertaken and the offender traced and prosecuted.

- A Specials event was held on 12th November 2011 attended by the Lord Lieutenant and Mrs Mortimer where 14 more Specials were credited for sole patrol.
- Industrial Day of Action (30th November) – 14.2% of Police Staff in Dorset went out on strike, 10% at Avon and Somerset, 10% at Gloucester, 5.7% at Devon and Cornwall and 2.3% in Wiltshire. There was no disruption caused to the Wiltshire public through the reduction of staffing.

The Chairman then invited Members to comment:

- Members asked what more the Force could do to combat the rise in metal theft. The Assistant Chief Constable reported that the approach to attendance at non-dwelling burglaries would be changing in the New Year in that the Force would now attend. This was an issue nationally as well as locally. Members felt it would be helpful if they were briefed on the issue with regard to the local, regional, and national picture so they were able to give a more pro-active response if required, particularly when attending Area Board or Locality meetings.
- Ms Hillyer stated that she was aware of a victim of crime who had had nine visits of reassurance, when for the victim, a positive result was what they wanted. It was important to ensure victims of crime were given feedback / updated on their case, but it needed to be in proportion. The Assistant Chief Constable stated that a piece of work was being done to ensure the right questions were being asked at the right time, as well as ensuring understanding as to how the victims wanted to be communicated with.
- Mr Macpherson stated that the Chief Constable's report had referred to the term 'target' when it should be 'measures' and that, following the recommendation made at Minute 6, the 'confidence in partners' measure needed to be reinstated within the performance report.

- Resolved:
- 1) *To note the content of the report and the verbal update provided.*
 - 2) *That the Assistant Chief Constable would produce a briefing note for all Members on the local, regional, and national picture with regard to metal theft, and what the Force was doing to combat this.*
 - 3) *That the confidence in partners measure should be reinstated within the Policing Plan Performance Framework.*

10. **Revenue and Capital Budget Monitoring Statements**

- Resolved: *To note the revenue and capital budget monitoring statements and the projected variance of £3.776 million underspend in the revenue budget.*

11. **Interim Treasury Management Report** A report by the Treasurer covering the period 1st April to 30th September 2011 had been circulated. Members queried the amount placed with the deposit borrower (Appendix Bii) and how this related to the figures given in Appendix Bi. The Treasurer stated that both showed the position of the Authority's temporary deposits / loans transactions as at 30th September 2011.

- Resolved: 1) *To note the content of the report.*

- 2) *To note and endorse the delegated decision taken by the Treasurer to renew a deposit of £5million with Lloyds Bank for a further 12 months at an interest rate of 2.15%.*

12. **Revenue Budget 2012-13** A report by the Chief Constable had been circulated and a verbal update provided by the Director of Resources. The following key points were duly noted:

- That the Council Tax base had provisionally increased by 1.8% in the Swindon Borough Council area.
- Public Sector pay rises would be capped at 1% for two years once the current pay freeze ended in September 2012; departmental budgets were likely to be adjusted in line with this policy.
- A grant was available from the Government for 2012-13, equivalent to a 3% increase in council tax, should precepting authorities freeze their council tax levy at 2011-12 rates. The recommendation from the Budget Action Group was to accept this grant.
- The implications of accepting the grant would be a shortfall in the 2013-14 budget of £1.206 million as the grant would be a one-off payment. This revises the Vision Wiltshire saving target to £1.313 million.

Resolved: *To indicate to the Force that Members were willing to accept the Budget Action Group recommendation to accept the one off grant for 2012-13, equivalent to a 3% increase in council tax, from the Government.*

13. **Capital Plan Update** A report by the Chief Constable had been circulated.

Resolved:

- 1) *To approve the new Capital Plan.*
- 2) *To approve the transfer of £3.0 million from the general reserve to the capital reserve.*
- 3) *To note that the five new initiatives referred to in the report would not be progressed further than business case stage until specific approvals had been received by WPA.*

14. **Protective Services** A report by the Chief Constable had been circulated. Mrs Stafford stated that it would be useful to Members to have a presentation from the Force at a forthcoming Briefing Session on Zephyr and organised crime.

Resolved:

- 1) *To note the content of the report.*
- 2) *For the Force to deliver a presentation to Members at a forthcoming Members Briefing Session on Zephyr and organised crime.*

15. **Committee Reports**

<u>Meeting</u>	<u>Date</u>
Professional Standards	2 nd November 2011

Resolved: *To note that the Professional Standards Committee Chairman provided a verbal report on the November meeting at the last full WPA meeting.*

16. **Group Reports**

Value and Productivity Group: The Group Chairman, Ms Hillyer, reported that she, Mrs Mortimer, and Mrs Stafford, had met with the Force recently to discuss the recruitment issues and were immensely reassured about the amount of work that had been done and the direction of travel. The Group were not yet convinced about the savings to be realised through the regional procurement project although it was recognised that the project was still in its early stages. Her Majesty's Inspectorate of Constabularies had visited recently to conduct a Support and Challenge Inspection and the results of this were awaited. There was a lot of work that was required to be done on governance prior to the introduction of Police and Crime Commissioners.

Joint Strategic Board: The Board Chairman, Mr Macpherson, stated that work on the Policing Plan was proceeding as usual and that meetings had been arranged with local MPs to seek their views. Members were invited to contribute their thoughts on the content for the Policing Plan on the whiteboard in the Members Meeting Room. The Chief Executive would provide an update on transition to Police and Crime Commissioners at Agenda Item 17.

Resolved: To note the updates provided.

17. **Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars**

Transition to Police and Crime Commissioners, Ryton – 1st-2nd December 2011

The Chief Executive reported that this event was attended by himself and Mr Macpherson and that almost all Police Authorities were in attendance. The key points to note from the event were:

- The Metropolitan Police Authority would be going live in January 2012 and 100 members of staff had been identified to provide support to the Mayor's office.
- The date of November 2012 for the introduction of Police and Crime Commissioners was in statute and cannot be changed – it will happen.
- The Home Office would be running a public information campaign in the New Year.
- In time, the community safety funds that are currently allocated to local authorities will instead be allocated to Police and Crime Commissioners.
- The Joint Strategic Board is the body that WPA will use to plan and develop the transition plan from a Police Authority to a Police and Crime Commissioner. Adrian Sutton had been appointed as Project Manager.
- The Authority had already met with the two Local Authorities about the creation of Police and Crime Panels and would be producing a report on this for their consideration.
- When questioned about the amount of resources allocated to the running of Police and Crime Panels, the Policing Minister responded that they did not have the function of Police Authorities and their role was to scrutinise the work of the Police and Crime Commissioner. The allocation of £40k for the running of a Panel was considered adequate by the Home Office.

Resolved: To note the update provided by the Chief Executive.

18. Dates of Police Authority Meetings in 2011 and 2012

2012

9th February

19th April

19. Urgent Items

i. Police Appeal Tribunal – Mark Andrews

Resolved: *That WPA would issue a press release stating:*

'WPA agreed with the original decision to dismiss Mark Andrews. We do not agree with the Police Appeal Tribunal decision to order his re-instatement. We are considering challenging this through the Courts'.

20. Exclusion of the Public

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items 21 and 22 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 1 and 7 of Schedule 12A to the Act.*

21. Olympics Update A confidential report had been circulated by the Chief Constable.

Resolved: *To note the content of the report and to ask the Force to remove the confidential content to enable a public version of the report to be published.*

22. Urgent Items The Chairman agreed to accept the following urgent items:

i. Chippenham Police Station

A report by the Chief Constable had been circulated.

Resolved: *To delegate approval to Mr Macpherson (as Estate Lead Member), Mr Caswill, and Mrs Stafford to:*

- i. consider the content of the report;*
- ii. seek clarification / further information from the Force where required; and*
- iii. give approval for the recommendations as set out within the report.*

ii. Police Appeal Tribunal – Mark Andrews

Resolved: *To note the update provided by the Chief Executive and the Chief Constable.*

(Duration of Meeting: 10.30am to 1.45pm)

WILTSHIRE COUNCIL – February 2012
REPORT BY CAROLE SODEN

WILTSHIRE POLICE PERFORMANCE

The below performance relates to the period December 2010 to November 2011 and gives comparisons with the same period last year. Figures relate to Force level performance and give a comparison against our Most Similar Forces (MSF).

Overall Crime

- The total number of **All Crimes** has fallen by 8% which equates to 3,109 fewer crimes with Wiltshire Police currently performing better than peers.
- The rate at which crimes have been detected and resolved has fallen slightly to 24.96% compared to 25.49% last year equating to 1,528 fewer detections. However, Local Resolutions (low level crime and anti-social behaviour settled locally between victim and perpetrator) are not currently reflected in detections, but our own internal measures show that Local Resolutions have increased from 1.5% of total crime in 2010/11 to 2.9% currently for this financial year.

Violent Crime

- The incidence of **Violent Crime** has fallen by 19% (1,640 fewer crimes). The Force is currently performing better than other forces within its MSF grouping with a total of 10.711 per 1,000 residents compared to a MSF average of 12.141.
- The rate at which Violent Crime has been detected and resolved has fallen to 44.93% compared to 47.12% last year with the MSF average at 42.52%. This equates to 861 fewer detections compared to last year. However, we would expect to see this as the volume of crime reduces.

Serious Acquisitive Crime and **Dwelling Burglary** are also performing better than peers and are both showing a reduction of 11% and 13% respectively with a combined total of 852 fewer crimes.

Criminal Damage is down 9% (647 fewer crimes) and **Vehicle Crime** has reduced by 10% which equates to 367 fewer crimes.

	Most Similar Force Position	Year 2010/11 - Most Similar Force Position	Comparison - Current and Previous Year
All Crime	↑	↗	-8% (3109 fewer crimes)
All Detections**	↘	↘	-15% (1,528 fewer detections)
Violent Crime	↑	↗	-19% (1640 fewer crimes)
Violent Crime Detections**	↗	↗	-21% (861 fewer detections)
Serious Acquisitive Crime	↑	↗	-11% (627 fewer crimes)
Serious Acquisitive Crime Detections**	↘	↘	-27% (235 fewer detections)
Vehicle Crime	↗	↗	-10% (367 fewer crimes)
Dwelling Burglary	↑	↑	-13% (225 fewer crimes)
Criminal Damage	↗	↗	-9% (647 fewer crimes)

**Includes sanctioned detections only, comparisons to MSF are not currently available for Local Resolution

Key	
Better than Peers	↑
Inline with peers - better than average	↗
Inline with peers - worse than average	↘
Worse than Peers	↓

Wiltshire Police Performance

On a national level Wiltshire are performing well in relation to rates of Violent Crime for the 12 months from December 2010 to November 2011, recording the third lowest rate nationally at 10.711 offences per 1,000 population. This is 25.60% lower than the national average of 14.396.

Appointment of Deputy Chief Constable

WPA is pleased to confirm the permanent appointment of Pat Geenty to Deputy Chief Constable which was effective from 5th December 2011.

Police Reform and Social Responsibility Act – Police and Crime Commissioners (PCC)

A Transition Board involving all parties, including Wiltshire Council, is to be established. The first meeting will involve suggesting parameters for the Police and Crime Panel which will hold to account the PCC for police performance within Wiltshire and Swindon.

Police Authority Meeting Dates

9th February 2012
19th April 2012 (tbc)

Carole Soden, WPA Vice-Chairman

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 15 DECEMBER 2011**

Present : Cllr Brig. R Hall (Chairman), Cllr P Davis, Cllr C Devine, Cllr Mrs M Groom, Cllr N Martin, Cllr C Newbury, Cllr J Osborn, Cllr G Payne, Cllr D Wren (up to and including the business under min.no. 68), Cllr R Wright

57 Minutes of Last Meeting

The minutes of the meeting held on 22 September 2011 were confirmed and signed.

58 Apologies

Apologies for absence were received from Cllr H Marshall and Cllr Mrs B Wayman.

59 Members' Interests

The Chairman reminded members of the need to declare personal or prejudicial interests, or dispensations granted by the Standards Committee.

60 Chairman's Announcements

- The Chairman reported that Cllr Wren had on his behalf attended the October meeting of the LGA Fire Commission. Cllr Wren advised members of the subjects discussed at that time namely, the National Framework (consultation from 14 December 2011 to 19 March 2012), industrial relations and the Fire Service College.
- The Chairman reported on a recent meeting of the South West Fire Forum held in Dorset and that the next meeting on 26 March 2012 would be held at Wiltshire FRS HQ, Potterne when Mr Bob Neill MP, Fire Minister, would be attending.
- The Chairman and the Chief Fire Officer advised members of an approach made to the Service in respect of the possible use of a private helicopter to assist in major incidents/rope rescue etc.
- The Chairman reported on his attendance at a recent meeting of the Fire Commission and the subjects discussed.

61 Programme & Scrutiny Board

The report of the meeting of the Programme & Scrutiny Board held on 15 November 2011 was received.

62 Mid-Term Review of Strategic Plan

On considering a paper by the Chief Fire Officer on the Mid-Term Review of the Strategic Plan in the context of the current changing economic and fiscal climate,

Resolved:

To note the paper and to commend the Chief Fire Officer on the content and presentational style of the document presented.

63 Revised Capital Programme 2011/12

On considering a paper by the Finance Director,

Resolved:

a) To note and endorse the actions taken by officers in respect of the urgent capital works on station security referred to in the paper;

b) To approve the revised capital programme for 2011/12 of £2.908m, as presented.

c) To approve the revised prudential indicators consequent upon the change in the capital programme.

64 Finance Review & Audit Committee

The Chairman of the Committee made a verbal report on the main items of business at the meeting of the Committee held on 13 December 2011. It was noted that the minutes of the meeting would be presented to the next meeting of the Authority.

The Finance Director was commended on the recent excellent annual audit report, especially against the backdrop of radical changes to the standards of reporting. Members noted that the Authority now complied with International Financial Reporting Standards (IFRS).

65 Members' Allowances

On considering a paper by the Clerk,

Resolved:

To amend the scheme of members' allowances with effect from 1st January 2012 by substituting an allowance of 45 pence per mile in place of the current allowance for members' use of their private cars for approved duties.

66 Health & Safety Annual Statement

On considering a paper by the Director of Human Resources, Learning & Development

Resolved:

To note the report and to approve the annual Health & Safety Policy Statement.

67 Appointments Panel

It was noted that, in accordance with the powers delegated to it, the Appointments Panel had appointed John Aldridge to the post of Deputy Chief Fire Officer with effect from 29 September 2011. The Chairman congratulated Mr Aldridge on his appointment.

68 Protection, Prevention and Intervention

A short visual presentation was made. This included a feature on the effectiveness of sprinklers.

69 Localism Act 2011

On considering a paper by the Clerk and Chief Fire Officer,

Resolved:

To note the report and that officers will present papers to the Authority on specific provisions of the Act as and when appropriate.

(Duration of meeting 10.30 a.m. to 12.15 p.m.)

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