

SUMMONS

Council Meeting

Date: 9 July 2013

Time: 10.30 am

Place: Ceres Hall - The Corn Exchange, Market Place, Devizes, SN10 1HS

**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** (*Pages 1 - 44*)

To approve as a correct record and sign the minutes of the Annual Meeting of Council held on 14 May 2013.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Announcements by the Chairman**

5 **Petitions Update** (*Pages 45 - 48*)

Report of 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 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 on Tuesday, 2 July 2013. Please contact the officer named on the first page of this agenda 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.

COUNCILLORS' MOTIONS AND QUESTIONS

7 **Notices of Motion** (*Pages 49 - 52*)

Notice of motion No. 1 – Highways and Streetscene Contract From Councillors Jeff Osborn and Helen Osborn

Details of the motion attached and for the benefit of members, the rules taken from the constitution on how motions are dealt with at the meeting.

8 **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 on Tuesday 2 July 2013. 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.

MINUTES OF CABINET AND COMMITTEES

9 **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 and the Fire Authority as listed in the Minutes Book enclosed separately.
- b. The Chairman will refer to Cabinet and each Committee in turn:
 - i. The Leader, Cabinet members and Chairmen of Committees will be

- invited to make any important announcements.
- ii. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
 - 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 an opportunity to raise questions on the minutes of the Wiltshire and Swindon Fire Authority.
(Under the Constitution, Councillors wishing to ask a question on the Fire Authority minutes are required to give written notice to the officer named on the front of this agenda (acting on behalf of the Corporate Director) not later than five clear days before the Council meeting – 5pm on 1 July 2013).

OTHER ITEMS OF BUSINESS

10 **Statutory Post of Head of Paid Service (Pages 53 - 56)**

To consider the following recommendation from the Cabinet meeting held on 21 May 2013:

'To approve and recommend to Council that the statutory Head of Paid Service role now becomes the responsibility of the Corporate Directors, on a rotational basis, and that the Monitoring Officer is instructed to make any consequential amendments to the constitution'.

The report considered by Cabinet is attached as background information.

11 **Annual Report on Treasury Management 2012/13 (Pages 57 - 70)**

Report by Service Director for Finance.

12 **Annual Report of the Corporate Parenting Panel - 2012/13 (Pages 71 - 78)**

To receive the Annual Report of the Corporate Parenting Panel.

13 **Review of Proportionality and Allocation of Seats on Committees to Political Groups**

13a) **Review of committee places (Pages 79 - 84)**

Report of the Solicitor to the Council and Monitoring Officer

13b) **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 approved by the Council.

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

Dr Carlton Brand
Corporate Director
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

ANNUAL COUNCIL

DRAFT MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 14 MAY 2013 AT THE LANSDOWN HALL - CIVIC CENTRE, ST STEPHENS PLACE, TROWBRIDGE. BA14 8AH.

Present:

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Nick Blakemore, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Linda Conley, Cllr Mark Connolly, Cllr Christine Crisp (Chairman), Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Doyle, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Lionel Grundy OBE, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Keith Humphries, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Helena McKeown, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Paul Oatway, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr David Pollitt, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Paul Sample, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr James Sheppard, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Ian Tomes, Cllr Dick Tonge, Cllr John Walsh, Cllr Nick Watts, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While (Vice Chairman), Cllr Philip Whitehead, Cllr Christopher Williams and Cllr Graham Wright

23 Election of Chairman

The outgoing Chairman, Cllr Christine Crisp sought nominations for the position of Chairman of Wiltshire Council for 2013/14.

Cllr Christine Crisp was nominated by Cllr Bill Moss and seconded by Cllr Allison Bucknell.

Cllr Desna Allen was nominated by Cllr Jon Hubbard and seconded by Cllr McKeown.

In the circumstances as a member can not preside over their own election and if present must preside, Cllr Christine Crisp vacated the chair for the duration of this item. The outgoing Vice-Chairman therefore took the chair.

Cllr Roy While, Vice-Chairman in the Chair

The Vice-Chairman on asking if there were any further nominations and there being none, put the nominations to the vote and it was

Resolved:

That Cllr Christine Crisp be elected Chairman of Wiltshire Council for 2013/14.

The Chairman read out and signed the declaration of acceptance of office of Chairman of the Council witnessed by the Monitoring Officer.

Cllr Christine Crisp in the Chair

The Chairman looked back on her past year as Chairman of Council which had included the Jubilee and Olympic celebrations. She said that it had been a tremendous year and an honour to be part of it and in so doing represent the Council. She thanked the Council for returning her as Chairman of the Council which she considered a great privilege. She said that she would do her best to justify the confidence placed in her by Councillors.

24 Election of Vice-Chairman

The Chairman sought nominations for the position of Vice-Chairman of Wiltshire Council for 2013/14.

Cllr Roy While was nominated by Cllr Sheila Parker and seconded by Cllr Johnson. There being no further nominations, it was

Resolved:

That Cllr Roy While be elected Vice-Chairman of Wiltshire Council for 2013/14.

Cllr Roy While then read out and signed the declaration of acceptance of office of Vice-Chairman of Council witnessed by the Monitoring Officer.

Cllr While explained that he was looking forward to serving the Council as its Vice-Chairman.

25 **Apologies**

Apologies for absence were received from Cllrs Tony Trotman and Richard Clewer.

26 **Declarations of Interest**

The Chairman referred to the letter of advice on interests in relation to the item on Adoption of the Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan (minute no. 35 refers).

Cllr Helena McKeown declared an interest in the membership of the Health and Wellbeing Board by virtue of her membership of a medical committee as referred to in minute no. 34.

27 **Minutes of Previous Meetings**

The minutes of the Budget Meeting of Council and the Extraordinary Meeting of Council both held on 26 February 2013 were presented.

Resolved:

That the minutes of the Budget Meeting of Council and the Extraordinary Meeting of Council both held on 26 February 2013 be approved as correct records and signed by the Chairman.

28 **Election Results**

The Chairman referred Council to the election results following the Unitary (and town, parish and city) Council elections held on 2 May 2013 available on the Council's website which would be circulated to Councillors via Elected Wire. Councillors were advised that if they had any comments or observations on the elections process to send them to either Dr Carlton Brand, Returning Officer or John Watling, Head of Electoral Services.

The Chairman paid tribute to the Elections team and all staff who had worked so hard to ensure the elections were carried out with the usual efficiency and precision. These comments were echoed by other Councillors who indicated their appreciation with a round of applause.

29 **Announcements by the Chairman**

The Chairman made the following announcements:

- a) Outgoing councillors – acknowledgement of service

The following Councillors who were not returned were acknowledged:

John Brady, Jane Burton, Nigel Carter, Chris Cochrane, Peter Colmer, Peggy Dow, Peter Doyle, Rod Eaton, Peter Fuller, Mark Griffiths, Chris Humphries, Francis Morland, Jeff Ody and Stephen Petty;

and the following Councillors who did not stand for re-election (in addition to those who had been mentioned at the last Council meeting):

Michael Cuthbert-Murray, Paul Darby, Malcolm Hewson, Tom James OBE and Paul Sample.

The Chairman paid tribute to their work and the contribution they made to Wiltshire. She and the Leader would be writing to those former Councillors to pass on these comments along with a memento of their time on the Council. The Chairman took the opportunity to congratulate Councillors on their successful election and in particular, welcomed the 27 new Councillors to their first Council meeting.

b) The Royal visit of HRH Prince of Wales to Malmesbury Abbey – Saturday 4 May 2013

A concert arranged by Music in Churches in Malmesbury Abbey was attended by His Royal Highness The Prince of Wales in his capacity as patron. The London Chamber Orchestra was conducted by Sir Neville Marriner with solo performances on the violin by Miss Chloë Hanslip.

The Vice-Chairman, Councillor Roy While attended the concert which was of a very high standard. It was a great honour for Wiltshire to host a concert of this significance.

c) Councillors' Induction Programme

Attention was drawn to the ongoing Councillor Induction programme and the Chairman encouraged councillors to attend as many sessions as they could.

Training needs analysis forms were circulated at the meeting and councillors were informed of a drop in session being held on Friday 7 June where training requirements could be discussed and further opportunities identified.

d) Services Fair

Councillors were reminded of the Services Fair taking place in the Atrium, County Hall following the meeting. This was said would be a very interesting showcase of the services provided by the Council which would no doubt be of interest to all Councillors and opportunity to meet the Service Directors. The Chairman encouraged Councillors to attend if at all possible.

(e) Salisbury Football Club

Council congratulated Salisbury Football Club for winning their recent play off game which would see them returned to the Conference Premier League.

30 **Petitions Received**

There were no petitions received within the prescribed time for presentation to this meeting.

31 **Public Participation**

The Chairman reminded councillors that there was no debate on this item.

A question was received from Mr Phil Matthews regarding the set up of Healthwatch Wiltshire. A copy of the question and response is attached at Appendix 1.

In response to Mr Matthew's supplementary question, it was agreed to include a link to SWAN, the advocacy service for complaints on the Council's website.

32 **Appointment of Leader**

The Chairman sought nominations for the position of Leader of Council for 2013-17.

Cllr Jane Scott was proposed by Cllr Fleur de Rhé-Philippe and seconded by Cllr Mollie Groom. There being no further nominations, it was

Resolved:

That Cllr Jane Scott OBE be elected Leader of Wiltshire Council for 2013-17.

Cllr Scott then read out and signed the declaration of acceptance of office of Leader of the Council witnessed by the Monitoring Officer.

The Leader thanked Council for the confidence they had placed in her. She referred to the challenges the Council would be facing over the next four years, but said that the Council had a good team in place to deliver on its priorities. She acknowledged that it was healthy to have a turnover of Councillors who could provide new skills and experience. She also paid tribute to those who had not stood for re-election or had not been returned.

The Leader considered that generally speaking the electorate had voted on the basis of who they considered would successfully tackle local issues rather than

on national politics. The Business Plan which would be coming before Council in due course would underpin the Council's priorities over the ensuing four years. She hoped that Councillors would be able to work together as executive, scrutiny, opposition or back-benchers of the authority. She considered that good governance relied on constructive and positive challenge ultimately for the benefit of Wiltshire.

The Leader announced the membership of her Cabinet as follows:

Name:	Cabinet member for:
John Thomson	Deputy Leader and Highways and Streetscene and Broadband
Dick Tonge	Finance, Performance, Risk, Procurement and Welfare Reform
Laura Mayes	Children's Services
Keith Humphries	Public Health, Protection Services, Adult Care & and Housing (excluding strategic housing)
Fleur de Rhé- Philippe Toby Sturgis	Economy Skills and Transport Strategic Planning, Development Management, Strategic Housing, Property, Waste
Stuart Wheeler	Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, legal, ICT, business services, democratic services)
Jonathon Seed	Communities, Campuses, Area Boards, Leisure, Libraries and Flooding

33 Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups

- (a) **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups**
- (b) **Appointment of Councillors to Committees**
- (c) **Appointment of Chairmen and Vice-Chairmen - Committees**

34 Appointments to the Wiltshire and Swindon Fire Authority

The Chairman took the above items recorded at minute no.s 33 (a) – (c) and 34 together giving Councillors an opportunity to comment on individual items.

The Chairman drew attention to the report of the Service Director, Legal and Democratic Services which invited Council to review the allocation of seats on committees to political groups according to their respective political strengths on the Council. Council was also asked to make appointments to committees in accordance with such a review and to appoint chairmen and vice-chairmen of

committees excluding the Overview and Scrutiny Management Committee, Scrutiny Select Committees and the Police and Crime Panel which would be asked to make such appointments at their respective first meetings. The proposals also included the new requirement to appoint a Health and Wellbeing Board, the proposed terms of reference of which were presented. The Leader also drew attention to the need to appoint non-elected voting and non-voting members to the Children's Services Select Committee.

The Leader proposed a motion which encompassed all of the above, details of which were circulated which was duly seconded. It was noted that Group Leaders had been consulted on the principles of what was being proposed.

Cllr Jon Hubbard proposed an amendment to the terms of reference of the Health and Wellbeing Board to include that voting members of the board representing Wiltshire Council are appointed according to political balance and that the Board should elect its chair at its first meeting and that chair should be independent of the Council.

A discussion ensued on the amendment during which Cllr Helena McKeown declared an interest in this item by virtue of her membership of a medical committee.

The principles of membership of the Health and Wellbeing Board were debated in terms of ensuring appropriate Council representation as well as ensuring those appointed would be able to provide the right levels of experience and knowledge required. On being put to the vote, the amendment was LOST.

During further debate, it was proposed and accepted that only job titles rather than names for the 3 Acute Hospitals Trusts representatives within the non-voting members of the Health and Wellbeing Board be included to allow for any future changes.

It was also agreed to add a representative from Wessex Local Medical Committee and a representative from the opposition group on the Council to the non-voting members of the Health and Wellbeing Board. Cllr Ian Thorn was nominated by Cllr Hubbard for this position as opposition group leader (liberal democrat). This resulted in Ian Thorn being deselected from the Health Select Committee creating a liberal democrat vacancy on that Committee.

The Leader explained that due to the constitutional requirement to have two Cabinet members on the Staffing Policy committee, Cllrs Bill Moss and Howard Greenman would be replaced on that committee by herself and Cllr Stuart Wheeler.

The Leader's motion incorporating the acceptance of the above mentioned points was put to the vote and it was

Resolved:

- 1. To note the reports and the legal requirements.**
- 2. To appoint the following committees with the terms of reference as set out in the Constitution:-**

Strategic Planning
 Area Planning – East, North, South and West
 Licensing
 Standards
 Staffing Policy
 Overview and Scrutiny Management
 Children’s Select
 Environment Select
 Health Select
 Audit
 Appeals
 Officer Appointments
 Pension Fund
 Police and Crime Panel

- 3. To appoint those Area Boards, constituted as area committees as set out within the Constitution, and to appoint those members representing electoral divisions to their respective area boards as set out in Appendix 2.**
- 4. To approve the aggregate number of committee places available to members of the Council being 174 and the number on each committee as follows:**

Committee	Total Number of Places for Elected Members	Conservative Group Allocation (58 seats)	Liberal Democrat Group Allocation (27 seats)	Labour Group Allocation (4 seats)	Independent Group Allocation (8 seats)	UKIP (1 seat)
Strategic Planning	11	7	3	-	1	-
Area Planning Committees						
North	11	7	4	-	-	-
South	11	6	2	2	1	-
East	8	7	-	-	1	-
West	11	6	3	-	2	-
Licensing	12	7	4		1	-
Overview and Scrutiny	13	7	4	1	1	-

Management						
Children's Select	13	7	4	1	1	-
Environment Select	13	7	4	1	1	-
Health Select	13	7	4	1	1	-
Standards	12	7	3	1	1	-
Police and Crime Panel	7	4	2	-	1	-
Audit	12	7	3	-	1	1
Appeals	8	5	3	-	-	-
Staffing Policy	9	5	3	-	-	1
Officer Appointments	5	3	1	-	1	-
Pension Fund	5	4	1	-	-	-
TOTALS:	174	103	48	7	14	2

5. To formally appoint the Health and Wellbeing Board with the

- (i) **terms of reference as set out in paragraph 4 to Appendix 2 to the report presented and the**
- (ii) **following membership and voting arrangements:-**

Voting members

- **The Leader of the Council and Executive representatives with responsibility for Children, Adults and Public Health – J Scott, L Mayes, K Humphries and J Milton**
- **4 representatives from the Clinical Commissioning Group (CCG) - Dr Stephen Rowlands (Chair of CCG), Dr Helen Osborn (Chair of WWYKD Group), Dr Toby Davies (Chair of SARUM Group), Dr Simon Burrell (Chair of NEW Group)**
- **1 representative from Healthwatch – Christine Graves**

- **1 Police and Crime Commissioner – Angus MacPherson**
- **1 NHS England representative – Debra Elliott**

Non-voting members

- **Wiltshire Council officers with statutory responsibility for Children, Adults and Public Health services – Carolyn Godfrey and Maggie Rae, Corporate Directors**
- **Deborah Fielding (Chief Officer) or Simon Truelove (Chief Accountable Officer)**
- **3 Acute Hospital Trusts representatives (Salisbury Hospital FT, Great Western Hospital FT and Bath RUH FT – Chief Executive or Chairman)**
- **1 South West Ambulance Service (SWAS) representative – Ken Wenman**
- **1 Avon and Wiltshire Mental Health Partnership (AWP) representative – Ian Tully**
- **Wiltshire Police Chief Constable – Patrick Geenty**
- **Representative from Wessex Local Medical Committee**
- **Representative from the Opposition Group on the Council**

(iii) Leader of the Council being the chairman.

- 6. To confirm that in accordance with the current Constitution, the power of referral to the Secretary of State in relation to the reconfiguration of services continues to be delegated to the Health Select Committee.**
- 7. To approve the nominations of Group Leaders, as set out in the Appendix 3 for the appointment of councillors and substitutes, to serve on committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989 and subject to the amendments detailed above.**
- 8. To enable more effective usage of the substitute scheme all Groups be entitled to appoint up to four substitutes where it has a councillor on a committee, and that the Constitution be amended**

accordingly.

9. To appoint the following non-voting members to the Standards Committee for the period referred to in paragraph 8 of the report presented.

Mr John Scragg
Miss Pam Turner
Mr Paul Neale
Mr Philip Gill MBE, JP

10. To appoint the following non-elected members to the Children's Select Committee:-

Non-Elected Voting Members	Representing
Vacancy	Church of England
Dr M Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary)
Mrs A Kemp	Parent Governor (Special Educational Needs)
Mr K Brough	Parent Governor (Primary)
Non-Elected Non-Voting Members (Up to Five)	
	School, Children and Young People representatives
Mrs D Dale	Further Education Representative
Vacancy	Secondary Schools Headteachers' Representative
Vacancy	Primary School Headteachers' Representative
Mr J Hawkins	School Teacher Representative

Non-Elected Voting Members	Representing
Mr K House	Children & Young People's Representative

11. To appoint the following Chairmen and Vice-Chairmen:-

Committee	Chairman	Vice Chairman
Strategic Planning Committee	A Davis	J Green
Area Planning Committee – Eastern	C Howard	M Connolly
Area Planning Committee – Northern	T Trotman	P Hutton
Area Planning Committee – Southern	F Westmoreland	C Devine
Area Planning Committee – Western	C Newbury	R While
Licensing Committee	P Ridout	D Allen
Standards Committee	J Johnson	J Noeken
Audit Committee	T Deane	S Parker
Staffing Policy Committee	A Bucknell	J Smale
Officer Appointments Committee	J Scott	J Thomson
Pension Fund Committee	T Deane	C Howard

12. To note that the existing the Overview and Scrutiny Management Committee, the Select Committees and the Police and Crime Panel will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.

13. To appoint the following councillors to serve on the Wiltshire and Swindon Fire Authority for 2013/14:-

Conservative (5)	Liberal Democrat (3)	Independent (1)
C Devine	P Edge	Mr Clark
G Payne	H Marshall	
M Groom	B Jones	
C Newbury		
B Wayman		

35 Adoption of the Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan

At the Chairman's invitation, Cllr Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste presented a report on adoption of the Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan (The Plan). On recommendation from Cabinet at its meeting on 19 March 2013, Council was asked to adopt The Plan incorporating the Inspector's modifications. The Plan along with the Inspector's

Report and details of the modifications proposed were presented. Cllr Sturgis therefore moved adoption of The Plan as amended and this was duly seconded.

Cllr Sturgis summarised the history of the development of The Plan and noted that Swindon Borough Council had resolved to formally adopt The Plan at its meeting on 11 April 2013. Cllr Sturgis thanked officers for all their dedicated hard work in bringing The Plan to this stage.

During debate a number of questions were asked to which Cllr Sturgis responded. He emphasised the importance of having such a Plan in place to be able to regulate development and the considerable consultation undertaken on it.

During debate, concern was expressed on the accuracy of the documentation presented in particular the maps included within The Plan which could it was said, potentially call the Plan into question. Cllr Sturgis reassured Council that there was no reason why Council should not be able to adopt The Plan.

Cllr Chivers moved an amendment that adoption of The Plan be deferred until the next Council meeting to obtain clarification over the accuracy of maps contained within it in the meantime.

Following debate it was agreed that the meeting be adjourned for lunch and to allow time to obtain clarification on the accuracy of maps in The Plan to further assure Council.

MEETING ADJOURNED 12.50PM

MEETING RECONVENED 1.35PM

Cllr Sturgis commented that no member had during the adjournment approached him with details of any inaccuracies referred to during debate to look into. Following consultation with officers there was nothing to suggest that The Plan should not be adopted. He explained that the Council could either accept and adopt The Plan as amended by the Inspector or reject it. The Council was not able to make changes to it at this very late stage. He reminded and reassured Council that The Plan had been judged as being sound by the Inspector.

On being put to the vote, the amendment to defer consideration of The Plan until the next meeting was LOST and on putting the original motion to the vote, it was

Resolved:

That Council adopt the Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan as presented incorporating the Inspector's modifications.

36 Notices of Motion

No notices of motion received for this meeting.

37 Councillors' Questions

The Chairman reported receipt of questions from Councillors Clark, Linda Packard, Dalton, Chivers, Hubbard and Edge, details of which were circulated and attached as Appendix 4 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.

Supplementary questions were raised and summarised as follows which should be read in conjunction with the attached questions:

Cllr Ernie Clark – Question 1 – Was the Council able to comply with the Civil Contingency legislation to provide back up contingencies? Cllr Keith Humphries, Cabinet member for Public Health, Protection Services, Adult Care and Housing confirmed that the Council was complying.

Cllr Ernie Clark – Question 2 – Does the cost of over £3,500 per meeting (Standards Committee) represent value for money? Cllr Julian Johnson Chairman of the Standards Committee considered that it did in that it served to ensure the promotion of high standards of conduct, a responsibility that was taken seriously.

Cllr Linda Packard – in response to further questions on penalties imposed on the contractor, it was agreed to send Cllr Linda Packard a copy of the contract with Balfour Beatty.

Cllr Brian Dalton – Question 5 – sought information on the location of the four new bus stops. Cllr Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare explained that all suggestions would be considered by the local Area Board and that if Cllr Dalton had any suggestions himself to advise officers of them so that they could be taken forward.

Cllr Terry Chivers – Question 6 - sought further clarification on the response given. Cllr Jonathon Seed, Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding explained that following discussions with the Post Office, he understood there were no plans at present to close the post offices. The Council was prepared to accommodate the post office and this could be at Melksham Campus.

Cllr Terry Chivers – Question 7 – he was aware of members of the public who had struggled to get through to the Council’s switchboard or had experienced difficulties in having their queries responded to within a reasonable period of time. The Leader undertook to look into such instances if Cllr Chivers could provide her with specific details.

Cllr Peter Edge – Question 10 – In response to Cllr Edge’s further querying of the figures quoted, it was agreed to provide him with a written response clarifying the figures.

38 Minutes of Cabinet and Committees

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

Meeting	Date
Cabinet	19 March 2013
Cabinet Capital Assets Committee	19 March 2013
Overview & Scrutiny Management Committee	28 February & 11 April 2013
Children’s Select Committee	28 March 2013
Health Select Committee	14 March 2013
Environment Select Committee	4 April 2013
Licensing Committee	18 February 2013
Northern Area Planning Committee	20 February 2013
Eastern Area Planning Committee	21 February & 4 April 2013
Southern Area Planning Committee	14 February & 7 March 2013
Western Area Planning Committee	13 February & 17 April 2013
Strategic Planning Committee	13 February, 13 March & 24 April 2013
Audit Committee	20 March 2013
Wiltshire Pension Fund Committee	27 February 2013
Wiltshire Police & Crime Panel	6 February, 1 March & 26 March 2013
Wiltshire & Swindon Fire Authority	13 December 2012 & 14 February 2013

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

Cabinet 19/03/13 min. no. 25 – discretionary housing payments – Cllr Brian Dalton asked for an update on this issue and details of how many applications had been made to date and how many applicants had been turned down for assistance.

Overview and Scrutiny Management Committee 28/02/13 – min. no. 67 – chairman’s announcements – Cllr Jeff Osborn sought information on the subject

matter of the two referrals for potential call-ins which had not been taken forward. It was agreed to provide Cllr Jeff Osborn with a written response.

Children's Select Committee 28/03/13 – min no. 66 – Pupil performance in public tests and examinations 2012 - Cllr Helena McKeown expressed concern over attainment levels of year 7 children and which schools they were going to. She was also concerned that local school places were being taken up by children from neighbouring counties. Cllr Lay asked Cllr McKeown to provide her with a written question to enable the matter to be considered at the next Children's Select Committee.

Children's Select Committee 28/02/13 – min no. 67 - Disabled Children and Adults Pathfinder – Cllr Helena McKeown explained that she came across difficulties in getting an assessment for someone who was severely disabled. She asked how information on how to get an assessment was being provided to GP's and parents. Cllr Laura Mayes referred to the DCA Pathfinder report going to Cabinet on 21/5 which she was sure Cllr McKeown would find helpful. Cllr Lay agreed to raise the matter at the Children's Select Committee.

Health Select Committee – a tribute was paid to former Cllrs Burton and Colmer, original members of the Select Committee and who had played a vital role on the Committee.

Licensing Committee – Cllr Seed, former Chairman of the Committee thanked Licensing Committee members for all their hard work particularly as there had been several licensing hearings right up until the elections in May.

Wiltshire Police and Crime Panel – Cllr Britton explained that induction material was currently being prepared for new members on the Panel and that the next meeting would be held on 12 June at Monkton Park, Chippenham.

Wiltshire and Swindon Fire Authority – No questions had been received in respect of the minutes of the Fire Authority.

Appendices

Appendix 1 – Question from Mr Phil Matthews and response (min. no. 31)

Appendix 2 – Area Board membership (min. no. 34)

Appendix 3 – membership of committees (min. no. 34)

Appendix 4 – Councillors' questions and responses (min. no. 37)

(Duration of meeting: 11.10 am - 2.15 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

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Wiltshire Council

Annual Council

14 May 2013

Item 9 – Public Participation – Questions from the Public

Question from Mr Phil Matthews

To the relevant Cabinet Member

Question

Healthwatch Wiltshire should have been up and running on the 1st April 2013 following the Cabinet Meeting decision made in October 2012 but it was not. What is the progress to date with regards Healthwatch Wiltshire?

Response

Health Watch was established from 1st April 2013. They have appointed a Chair, Chris Graves and an Executive Board.

Work is ongoing to develop to establish a staff structure and make appointments to posts.

Within the timescales set by government and the employment issues around establishing a new organisation positive progress is being made and the Council is looking forward to a vibrant Wiltshire Health Watch.

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Area Boards: Electoral Divisions

Amesbury Area Board

Electoral Divisions 6

Amesbury East
Amesbury West
Till & Wylve Valley
Durrington & Larkhill
Bulford, Allington & Figheldean
Bourne & Woodford Valley

Bradford on Avon Area Board

Electoral Divisions 4

Holt & Staverton
Winsley & Westwood
Bradford on Avon North
Bradford on Avon South

Calne Area Board

Electoral Divisions 5

Calne Rural
Calne North
Calne Chilvester & Abberd
Calne Central
Calne South & Cherhill

Chippenham Area Board

Electoral Divisions 10

By Brook
Chippenham Cepen Park & Derriads
Chippenham Cepen Park & Redlands
Chippenham Hardenhuish
Chippenham Monkton
Chippenham Queens and Sheldon
Chippenham Hardens and England
Chippenham Lowdon and Rowden
Chippenham Pewsham
Kington

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Marlborough Area Board

Electoral Divisions 4

Aldbourn & Ramsbury
Marlborough East
Marlborough West
West Selkley

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylde Valley

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebbles Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

Warminster Area Board

Electoral Divisions 5

Warminster Without
Warminster Broadway
Warminster Copheap and Wyllye
Warminster East
Warminster West

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Appendix 3

Membership of Committees as approved at Annual Council 14 May 2013

Appointment of Committee Members

Strategic Planning Committee (11)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (0)
A Davis	G Ansell	-	T. Chivers	-
J Green	N Watts			
C Howard	G Wright			
A Trotman				
C Newbury				
F Westmoreland				
W Moss				
Substitutes:				
S Dobson	T Carbin		E Clark	
P Oatway	G King		D Drewett	
M Douglas	H Marshall		R Hawker	
P Whalley	I West		Jeans	

Area Planning Committee – East (8)

Conservative Group (7)	Liberal Democrat Group (0)	Labour Group (0)	Independent (1)	UKIP (0)
C Howard	-	-	N.Fogg	
M Connolly				
P Evans				
R Gamble				
J Kunkler				
P Oatway				
S Dobson				
Substitutes:			J Osborn	
J Sheppard			E Clark	
P Whitehead			D Drewett	

E Bryant			T Chivers	
C Williams				

Area Planning Committee – North (11)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (0)	Independent (0)	UKIP (0)
A Trotman	B Douglas	-	-	-
P Hutton	C Hurst			
C Crisp	H Marshall			
T Sturgis	M Packard			
M Groom				
S Parker				
P Whalley				
Substitutes:				
C Berry	D Allen			
M Champion	G Ansell			
J Lay	S Killane			
H Greenman	N Watts			

Area Planning Committee – South (11)

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (2)	Independent (1)	UKIP (0)
F Westmoreland	B Dalton	I McLennan	G Jeans	-
C Devine	I West	I Tomes		
R Britton				
J Green				
J Noeken				
R Clewer				
Substitutes:				
B Wayman	P Edge	J Walsh	T Chivers	
A Deane	H McKeown		D Drewett	
L Randall	G Wright		R Hawker	
J Smale			E Clark	

Area Planning Committee – West (11)

Conservative Group (6)	Liberal Democrat Group (3)	Labour Group (0)	Independent (2)	UKIP (0)
C Newbury	T Carbin	-	E Clark	-
R While	J Knight		R Hawker	
A Davis	M Macdonald			
H Pricket				
P Ridout				
J Seed				
Substitutes:				
G Payne	N Blakemore		T Chivers	
L Conley	R Brown		D Drewett	
F de Rhe Philipe	D Jenkins		J Osborn	
K Humphries	G King		H Osborn	

Licensing Committee (12)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (0)	Independent (1)	UKIP (0)
P Ridout	D Allen	-	G Jeans	-
J Green	N Blakemore			
P Hutton	T Carbin			
S Evans	C Caswill			
M Hewitt				
L Randall				
S Jacobs				
Substitutes:			Fogg	
E Bryant	G Ansell		E Clark	
H Greenman	B Douglas		D Drewett	
A Davis	J Hubbard		J Osborn	
A Bucknell	M Macdonald			

Overview and Scrutiny Management Committee (13)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (1)	Independent (1)	UKIP (0)
R While	J Hubbard	J Walsh	J Osborn	-
A Hill	S Killane			
P Hutton	G King			
P Oatway	M Packard			
P Ridout				
B Wayman				
J Lay				
Substitutes:				
P Whalley	G Ansell	R Rogers	R Hawker	
S Dobson	B Dalton		G Jeans	
J Noeken	H McKeown		H Osborn	
M Douglas	I Thorn		E Clark	

Children's Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (1)	Independent (1)	UKIP (0)
J Lay	P Aves	R Rogers	H Osborn	-
S Jacobs	J Hubbard			
W Moss	C Hurst			
P Whalley	H McKeown			
M Champion				
M Douglas				
S Evans				
Substitutes:	D Allen		D Drewett	
A Davis	N Blakemore	J Walsh	T Chivers	
C Crisp	D Jenkins		R Hawker	
S Parker	L Packard		J Osborn	

Environment Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (1)	Independent (1)	UKIP (0)
A Hill	R Brown	I Mc Lennan	D Drewett	
M Groom	B Dalton			
P Evans	P Edge			
J Green	M Macdonald			
H Pricket				
B Wayman				
J Sheppard				
Substitutes:	B Jones		J Osborn	
A Deane	S Oldrieve	I Tomes	T Chivers	
C Newbury	N Watts		N Fogg	
J Lay	I West		G Jeans	

Health Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (1)	Independent (1)	UKIP (0)
P Hutton	C Caswill	R Rogers	J Osborn	
C Crisp	B Jones			
P Ridout	H Mckeown			
J Noeken	vacancy			
S Parker				
N Philips				
M Douglas				
Substitutes:	P Aves		T Chivers	
M Champion	G King	I Mc Lennan	D Drewett	
J Johnson	J Knight		R Hawker	
S Evans	M Packard		H Osborn	

Standards Committee (12)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	UKIP (0)
J Johnson	D Allen	I Tomes	T Chivers	
J Noeken	T Carbin			
A Bucknell	H Marshall			
P Oatway				
H Greenman				
H Pricket				
C Williams				
Substitutes:	R Brown		R Hawker	
S Parker	C Caswill	J Walsh	E Clark	
R While	C Hurst		D Drewett	
M Douglas	S Killane		G Jeans	

Police and Crime Panel (7)

Conservative Group (4)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	UKIP (0)
R Britton	G Ansell	-	R Hawker	
J Johnson	L Packard			
C Howard				
P Hutton				
Substitutes:	T Carbin		E Clark	
S Evans	C Caswill		D Drewett	
C Berry	P Edge		N Fogg	
	I Thorn		J Osborn	

Audit Committee (12)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (1)
A Deane	D Jenkins	-	H Osborn	D Pollitt
S Parker	S Oldrieve			
R Britton	L Packard			
S Dobson				
H Greenman				
J Johnson				
J Sheppard				
Substitutes:	T Carbin		T Chivers	
M Hewitt	C Caswill		N Fogg	
P Evans	P Edge		G Jeans	
J Noeken	C Hurst		J Osborn	

Appeals Committee (8)

Conservative Group (5)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	UKIP (0)
A Bucknell	N Blakemore	-	-	-
J Smale	B Douglas			
A Davis	S Oldrieve			
C Berry				
A Deane				
Substitutes:	P Aves			
M Hewitt	B Dalton			
F Westmoreland	J Knight			
P Oatway	I West			

Staffing Policy Committee (9)

Conservative Group (5)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	UKIP (1)
A Bucknell	J Hubbard	-	-	D. Pollitt
J Smale	D Jenkins			
J Scott	G King			
M Hewitt				
S Wheeler				
Substitutes:	D Allen			
P Hutton	R Brown			
P Evans	M Packard			
A Trotman	I Thorn			

Officer Appointments Committee (5)

Conservative Group (3)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	UKIP (0)
J Scott OBE	J Hubbard	-	N Fogg	-
F de Rhe Philipe				
J Thomson				
Substitutes:	P Edge			
S Wheeler	B Jones		T Chivers	
K Humphries	M Macdonald		D Drewett	
L Mayes	H Mckeown		J Osborn	
J Seed			G Jeans	

Pension Fund Committee (5)

Conservative Group (4)	Liberal Democrat Group (1)	Labour Group (0)	Independent (0)	UKIP (0)
A Deane	M Packard	-	-	-
C Howard				
G Payne				
S Parker				
Substitutes:				
R While	D Jenkins			
P Whitehead	I Thorn			
F de Rhe Philippe	G Wright			

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Wiltshire Council

Annual Council

14 May 2013

Item 15 - Questions from Councillors

From Councillor Ernie Clark, Hilperton Division

To the relevant Cabinet Member

Question 1

With the rebuilding of County Hall, what emergency radio coverage does central Wiltshire now have? Does it have any?

What provision has been made for RAYNET volunteers who used to have equipment and facilities at County Hall? What happened to their stored equipment?

Response

RAYNET is the Radio Amateur's Emergency Communications Network, a volunteer organisation that supports all the emergency services by providing a specialist communications capability. The organisation has confirmed that it would be able to set up and work from a car in the car park of County Hall, if necessary.

The Highways Incident Room is equipped for and uses the County wide radio network to permit communication with Wiltshire Highways maintenance vehicles. This system makes use of transmitters based on one Thames Water and three Home Office sites to give coverage across the County.

Both the Highways Incident Room (Chalfield room) and the adjoining Major Incident Room (Westwood room) have been equipped to enable RAYNET volunteers to provide emergency radio coverage from either room. Some work is outstanding but it is anticipated the works will be complete and will have been tested shortly. RAYNET's Wiltshire County Controller has confirmed that it is satisfied with the provisions being made.

The Westwood room currently also includes the BBC studio, on a temporary basis, which will be re-located back into County Hall when the refurbishment is completed. This will free up an additional mast/antenna for the two rooms.

Equipment stored in the County Hall basement has been moved into storage cabinets, close to the Incident Rooms to make it easily accessible. At the same time the opportunity was taken to dispose of some surplus or obsolete equipment. RAYNET are also advising on the upgrade of some equipment.

Item 15 - Questions from Councillors

From Councillor Ernie Clark, Hilperton Division

To Chairman of Standards Committee (once appointed)

Question 2

Now that the Standards Committee has to be politically balanced, it seems to serve little real purpose other than being a political 'platform' for some members. What was the cost of the committee to the council tax payer over the last year? The figure should include allowances paid to non-councillor members of the committee, committee chairman allowance, officer time, paper costs, postage, mileage claims etc. I do not expect the figure to include subcommittee work for hearings etc.

Response

Annual Council at its meeting on 15 May 2012 approved the establishment of a Standards Committee to discharge the Council's functions in relation to the new standards framework under the Localism Act 2011, including the duty to promote and maintain high standards of conduct and the Committee's wider role of oversight of the constitution and complaints handling.

During 2012/13, the new Standards Committee met on 2 occasions, namely 30 July and 24 October.

The cost of the Committee for the period 2012/13 (from inception of the new standards framework on 1 July 2012, excluding assessments, reviews, sub-committees and hearings) was as follows:

Payment to non-voting co-opted members £1120 x 4 =	4480
Chairman's allowance	2517
Postage and printing	120 (approx)
Mileage allowance	287

The cost of providing officer support to the Standards Committee are met within existing salary costs and, apart from travelling costs (as covered above) no additional costs are therefore involved.

Wiltshire Council

Annual Council

14 May 2013

Item 15 - Questions from Councillors

From Councillor Linda Packard, Chippenham Lowden and Rowden Division

To the relevant Cabinet member

Question 3

What provision has Wiltshire Council made for checking the quality of the work undertaken by the contractors who make the repairs to the Highways and pavements in Wiltshire?

Response

The Quality of work produced by contractors is important, and completed work is inspected by experienced highway staff in order to ensure it meets the required standard. On some specialist road and bridge work our highways consultant, Atkins, supervises the work to ensure it is to the correct specification.

Question 4

What are the penalties, financial or otherwise for the contractors if they do not reach the required standard of work?

Response

Where work carried out by the Council's highways contractor does not achieve the required standard the contractor must rectify the fault at their own expense.

Item 15 - Questions from Councillors

From Councillor Brian Dalton, Harnham Division

To the relevant Cabinet member

Question 5

With the imminent closure of Salisbury Bus Station, very likely in July or August, what solution (short term and long term) is the council providing for displaced buses onto the narrow streets? How many buses an hour are the council expecting to be displaced?

Response

Councillor Dalton will be aware that the bus station is not owned by the Council and that it is the bus company that has decided to sell it.

The Council has identified with the bus companies a number of possible locations for new on street stops, and for places for buses to lay over between journeys. The closure of the bus station will displace 14 buses an hour, and it is considered that as well as the existing on-street stops, this will require provision of four new stops in the city centre. The suggested locations for these are now being investigated for technical and operational feasibility, following which discussions will take place with the bus operators to agree which services will arrive and depart from which stops. No date has yet been confirmed for the closure of the bus station, but the new stops will be in place before this occurs.

The suggested solution will be reviewed with the Salisbury Area Board before any decisions are made. If Councillor Dalton has any suggestions we would appreciate hearing of them.

The development of a plan to respond to the closure of the bus station will be the first phase in a longer term review of traffic in the city centre in the context of other changes that are imminent or proposed, such as the Maltings redevelopment. The solution that will be implemented in the short term will take account of this in order to minimise the need for further reorganisation at a future date.

Item 15 - Questions from Councillors

From Councillor Terry Chivers, Melksham Without North Division

To the Leader of the Council

Question 6

In Sheffield the City Council has recently taken over the running of local post offices under the Sustainable Communities Act. This was a valid proposal under the act because it would help boost the local economy.

This project has been so successful that the Council have now opened a further two post offices, and this model is now being rolled out nationally.

Melksham Post Office could soon be lost from the town Centre as the post office is looking to re-locate it elsewhere. Could Wiltshire Council look at taking over this service and running it from the campus?

This model could also be used elsewhere in the County when town centre post offices are under threat.

Response

A verbal response will be given at the meeting.

Question 7

Many local residents have complained that letters and phone calls to Wiltshire Council are going un-answered. Is this a result of redundancies or just bad management?

Response

It is the result of neither redundancies nor bad management.

Customer Services average monthly telephone connection rate for 2012/13 was 92.1% versus a target of 90%. Letters are answered within 10 days; emails are acknowledged daily and also answered within the 10 days.

Question 8

How many official complaints have been made regarding un-answered mail and phone calls?

Response

The corporate complaints team has not received any formal complaints at Stage 2 of the council's complaints procedure that relate solely to unanswered mail and phone calls. Complaints at Stage 1 of the complaints procedure (informal complaints) are responded to by front line services and are not centrally recorded.

Wiltshire Council

Annual Council

14 May 2013

Item 15 - Questions from Councillors

From Councillor Jon Hubbard, Melksham South Division

To the Cabinet member with responsibility for Children's Services

Question 9

Could the cabinet member please inform me what the plans are for the £0.5m property purchased on Spa Road in my ward some 3 years ago. Initially we were informed it would be a Children's Home, and the council sought planning permission accordingly.

Next it was to be the 'Aspire' centre, and again planning permission was sought for this.

Now the building sits empty and boarded up.

How much has it cost in rates and insurance for this building to remain empty for over 3 years?

How much, including appropriate provision for officer time, was spent on planning and associated costs for these aborted schemes.

What are the plans for the future of the property?

How does purchasing a residential property and keeping it empty for over 3 years fit in with the council's Empty Home Strategy?

Response

An offer was made for 50 Spa Road that was conditional on receiving planning permission for change of use to a residential care home which was granted in November 2010. The purchase completed in January 2011. A new strategy for creating local placements for young people instead of placing them in residential care was subsequently developed and the property was redesigned as a centre that would provide dedicated support for looked after children and young people. This redesign required a revised planning application which was approved in September 2012.

The running costs associated with this property since its purchase total £14,339 to date which includes minor maintenance, insurance and rates.

A total of £44k has been spent on planning, legal and architects fees (including those legal fees associated with the purchase) and officer time on the two schemes that have been developed for the use of this property.

The future of the property and the next steps for the service is the subject of a meeting between Members (including the Lead Member for children's services) which has been arranged for 13th May 2013.

Wiltshire Council

Annual Council

14 May 2013

Item 15 - Questions from Councillors

From Councillor Peter Edge, Wilton and Lower Wylde Valley Division

To the relevant Cabinet member

Question 10

Could the Cabinet member please answer the following questions:-

- 1) How much did Wiltshire Council receive for the sale of Nadder Middle School in Tisbury?
- 2) How much did Wiltshire Council pay to buy back the former Nadder Middle School in Tisbury?
- 3) How much did Wiltshire Council receive for the former Wilton Middle School?

Response

- 1) Wiltshire County Council sold the former Tisbury School in 2005 for £525,000 to Thistledown Education Trust.
- 2) Wiltshire Council purchased back the Tisbury School in April 2012 for £610,000 from Thistledown Education Trust.
- 3) Wiltshire Council and Salisbury Diocesan Education Board jointly sold the former Wilton Middle School in July 2010 to Thistledown Education Trust for £1,850,000. These proceeds were split equally between SDBE and Wiltshire Council, with a receipt to Wiltshire Council of £925,000.

Wiltshire Council

Annual Council

14 May 2013

Item 15 - Questions from Councillors

From Councillor Terry Chivers, Melksham Without North Division

To the relevant Cabinet member

Question 11

Does this ruling group on this Council, agree with the bedroom tax?

Response

A verbal response will be given at the meeting.

Question 12

Can you give me an assurance, those Council tenants that get into arrears due to the bedroom tax won't be evicted?

Response

A verbal response will be given at the meeting.

Wiltshire Council

Council

9 July 2013

Petitions Update

Petitions Received

As of 28 June 2013, two petitions have been received by Wiltshire Council since the last Council meeting on 14 May, 2013. 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 petition received and the action 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
3 June	Extension of Cycle track in Chippenham	163	Acknowledged and referred to Chippenham Area Board and the Transportation Strategy Team, Sustainable Transport Group. Transport section to respond.
7 May	That the council should reconsider implementing planning permission in respect of playing fields in melksham to allow use by local community and local sports clubs	492	Referred to community area manager for Melksham Area Board

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

No requests received within the prescribed time for presentation of petitions at this meeting.

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Wiltshire Council

Council

9 July 2013

Notice of motion

To consider the following motion submitted in accordance with the Council's constitution:

No. 1 – Highways and Streetscene Contract From Councillors Jeff Osborn and Helen Osborn

Preamble

A number of members including myself have received several complaints on the grass cutting service or lack of it since commencement of the new Highways and Streetscene contract on 1 June 2013.

It is our view therefore that the Council should receive convincing reassurance that the recent problems with the grass cutting service will not reoccur.

Action

That Council instructs the Environment Select Committee to:

- undertake regular and close monitoring of this element of the new contract with Balfour Beatty Living Places;
- consider what lessons can be learned from how this contract was implemented to assist with planning future similar contracts and
- make recommendations as appropriate to the Executive

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Notices of motion

The following rules taken from Part 4 – Rules of Procedure – Council explain how motions are to be dealt with at the meeting:

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.

Wiltshire Council

Cabinet

21 May 2013

Subject:	Statutory Post of Head of Paid Service
Cabinet member:	To be appointed
Key Decision:	No

Purpose of the report

1. The purpose of this report is to outline a proposed change to the responsibility for the statutory post of Head of Paid Service

Background

The council has a statutory duty under Section 4 Local Government and Housing Act 1989 to designate one of its officers as the head of paid service. Whilst this is usually a role undertaken by a chief executive this statutory function can be any officer within the council other than the monitoring officer.

2. The head of paid service has a duty, where they consider it appropriate to do so, to prepare a report to the council setting out their proposals in respect of any of the following matters:
 - the manner in which the discharge of the different functions of the council is co-ordinated
 - the number and grades of staff required by the council for the discharge of its functions
 - the organisation of the council's staff; and
 - the appointment and proper management of the council's staff.
3. Following the deletion of the chief executive post in 2011, and the implementation of a new leadership model for the council, cabinet agreed that this statutory function was designated to the service director HR & OD, as the lead professional in the council for all staffing matters. It was also agreed that the service director HR & OD would be a member of the corporate leadership team as head of paid service.

Main considerations for Cabinet

4. The designation of the statutory role of head of paid service to the service director HR & OD has operated well, however recent advice on safeguarding includes a clear

recommendation for the Chair of Local Safeguarding Childrens Board (LSCB) to report to the head of paid service. In addition a review of the current corporate leadership team has led to a proposal to change the membership of the team to further strengthen the organisational leadership role of the corporate directors.

5. In practice this will mean that the corporate leadership team will be the three corporate directors only, for the purpose of decision making, supported when required by advice from the relevant service director. It is therefore proposed that the statutory head of paid service role now becomes the responsibility of the corporate directors on a rotational basis.

Environmental Impact of the Proposals

6. There is no environmental impact as a result of the proposal.

Equalities Impact of the Proposal

7. There is no equalities impact as a result of the proposal.

Risk Assessment

8. No risks identified as a result of this proposal.

Financial Implications

9. No financial implications identified as a result of this proposal.

Legal Implications

10. There is nothing to prevent the head of paid service role being discharged on a rotational basis, but the appointment of the head of paid service and the rotational designation of this role will be a matter for full council and the change will need to be reflected in the constitution.

Options Considered

11. No other options meet the requirements of the latest guidance for the line management of LSCB chairs.

Conclusions

12. The implications of this proposal mean that it should be recommended for approval by Cabinet to Full Council.

Proposal

13. It is proposed that Cabinet approve and recommend to council that the statutory head of paid service role now becomes the responsibility of the corporate directors, on a rotational basis, and that the Monitoring Officer is instructed to make any consequential amendments to the constitution.

Dr Carlton Brand, Carolyn Godfrey, Maggie Rae
Corporate Directors

Background Papers

None

Appendices

None

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Wiltshire Council

Council

9 July 2013

Annual Report on Treasury Management 2012-13

Executive Summary

In accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) (the leading accountancy body for the public services) Prudential Code for Capital Finance in Local Authorities 2003 (The Prudential Code), the Council adopted a Treasury Management Strategy (TMS) for 2012-13, including a set of Prudential and Treasury Indicators (PrIs/TrIs) and an Annual Investment Strategy (AIS) at its meeting on 28 February 2012. The Strategy report can be found in the Cabinet meeting on 15th February 2012 agenda in the reports pack at the following link, <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6106&Ver=4> Item 8, Page 67. This report shows how the Council has performed against the strategy.

The treasury strategy was adhered to in 2012-13; the average long term borrowing rate was 3.77%; and the return on investments was 0.80%.

Proposals

Following consideration by Cabinet at its meeting on 18 June 2013, the Council is asked to consider and note:

- a) Prudential Indicators, Treasury Indicators and other treasury management strategies set for 2012-13 against actual positions resulting from actions within the year as detailed in Appendix A; and
- c) investments during the year in the context of the Annual Investment Strategy as detailed in Appendix B.

Reasons for Proposals

To enable members to consider the performance of the Council against the parameters set out in the approved Treasury Management Strategy for 2012-13. This report is required by the Prudential Code for Capital Finance in Local Authorities and the CIPFA Code of Practice for Treasury Management in the Public Services.

Michael Hudson
Service Director, Finance

Annual Report on Treasury Management 2012-13

1. Background & Purpose of Report

- 1.1 In accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) (the leading accountancy body for the public services) Prudential Code for Capital Finance in Local Authorities 2003 (The Prudential Code), the Council adopted a Treasury Management Strategy (TMS) for 2012-13, including a set of Prudential and Treasury Indicators (PrIs/TrIs) and an Annual Investment Strategy (AIS) at its meeting on 28 February 2012. The Strategy report can be found in the Cabinet 15th February 2012 agenda reports pack, Item 8, Page 67 <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6106&Ver=4> .
- 1.2 An interim report for the period from 1 April to 30 September 2012 was submitted to Cabinet on 6 November 2012, the minutes of which were received and noted by Council at its meeting on 13 November 2012. This report covers the whole financial year ended 31 March 2013.

2. Main Considerations for the Council

- 2.1 This report reviews:
- a) PrIs, TrIs and other treasury management strategies set for 2012-13 against actual positions resulting from actions within the year (see Appendix A); and
 - b) investments during the year in the context of the Annual Investment Strategy (see Appendix B).
- 2.2 There were no opportunities to restructure PWLB loans in 2012-13, mainly because of the continuing high level of premiums payable for early repayment, together with the availability of favourable interest rates at the appropriate maturity levels.

Review of Prudential and Treasury Indicators and Treasury Management Strategy for 2012-13

2.3 The detail of the review is given in Appendix A. The Council is asked to note that:

- a) all action has been within the approved PrIs and TrIs;
- b) the Council has recovered a further £1.4 million from Icelandic banks during 2012-13. Total recoveries since the banks failed in 2008 now stand at approximately £8.4 million.
- c) the average interest rate for long term debt has remained at 3.77%, the same as in 2011-12, rates being mainly fixed, with no significant movement in the amount of loans outstanding between 1 April 2012 and 31 March 2013;
- d) short term cash deficits and surpluses were managed through temporary loans and deposits with a return on investments of 0.80% (a slight decrease from 0.86% in 2011-12, reflecting overall decreases in the market during the year). This compares with the average market rate, based on the Average 3 Month LIBID Rate for 2012-13 (London Interbank Bid Rate, i.e. the rate at which banks are prepared to borrow from other banks) of 0.56%; and
- e) two mid/longer term “special tranche rate” investments were placed with National Westminster Bank (in April 2012, at 2.25%) and Lloyds Banking Group (in August 2012, at 2.85%), both, for 12 months, taking advantage of favourable rates, whilst ensuring security and liquidity. In September 2012 a further longer term investment was placed with Lloyds Banking Group, taking up available counterparty capacity, at a rate of 1.75%.

Review of Investment Strategy

2.4 This review is detailed in Appendix B. The Council is asked to note that:

- a) the tight monetary conditions following the 2008 financial crisis continued through 2012-13 with little material movement in the shorter term deposit rates, average movement being on the downside.
- b) overlaying the relatively poor investment returns was the continued counterparty concerns, including Euro zone sovereign debt, together with the US ‘fiscal cliff’, the Italian elections, concerns in respect of the Cyprus ‘bail-in’ and the downgrading of the UK (AAA) credit rating by two of the main rating agencies. Although the latter passed without any significant impact.
- c) during the financial year the Council was able to take the opportunity presented by longer term (four to 12 months) investment rates to invest surplus cash balances at optimum rates, whilst maintaining its approved strategy, including security and liquidity and credit rating criteria.

3. Environmental and Climate Change Considerations

3.1 None have been identified as arising directly from this report.

4. Equalities Impact of the Proposal

4.1 None have been identified as arising directly from this report.

5. Risks Assessment and Financial Implications

5.1 The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.

5.2 Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy. Appendix B of this report details action taken in 2012-13.

5.3 At 31 March 2013, the Council's average interest rate in respect of long term debt was 3.77%, which remains relatively low, when compared with other local authorities.

5.4 It is also considered important to ensure that there is an even spread of loans to avoid the prospect of a number of high value loans maturing in any one year, which may need to be re-financed at a time when interest rates are high. A summary of the present loan maturity profile is shown in Appendix C (i).

5.5 Returns on short term investments have not moved significantly, mainly as a result of the volatility of the market following the 'credit crunch' starting in October 2008 and are likely to continue at near current levels for some time yet. The costs of borrowing for this Council have remained at similar levels because the loan profile is almost entirely at fixed maturity rates (despite the unexpected change of policy on PWLB lending arrangements in October 2010, when new borrowing rates increased by 0.75% to 0.85%, without an associated increase in early redemption rates). The investment rate of return for the year was 0.80%, against the average borrowing rate of 3.77%.

6. Legal Implications

6.1 None have been identified as arising directly from this report.

7. Options Considered

7.1 Mid/longer term investment rates, although lower than rates available in 2011/12, provided an opportunity to reinvest at special (attractive) deposit rates over four to 12 months. Other cash surpluses that arose were mainly placed in money market funds offering competitive rates when compared with market rates, with the advantage of being highly liquid, whilst being within the Councils approved creditworthiness criteria. In the first six to nine months of the financial year other investments were placed on the money market. In the prevailing economic climate at that time it was decided to continue to keep investments short (three months maximum), pending further certainty in the financial markets.

- 7.2 Due to the improvement in the market outlook later in the financial year, the Council's treasury advisers (Sector Treasury Services Ltd) took the view that the three month maximum duration limit could be lifted and durations returned to those indicated by their creditworthiness model (without adjustment). This is, however, subject to a proviso that investments should only be placed with strong counterparties and that the decision will be reviewed, should market conditions change in the future.
- 7.3 This market improvement, although in its relatively early stages, and the consequent changes to counterparty duration limits have enabled the Council to increase potential optimum rates with longer dated deposits, whilst maintaining/ensuring the security and liquidity of investments.
- 7.4 The latest forecast anticipates that Bank Rate will not start to rise until quarter one of 2015 and move steadily further during 2015. PWLB rates are also expected to rise steadily over the next three years as the UK economy improves.

8. Conclusion

- 8.1 The Council is asked to note the report.

Michael Hudson
Service Director, Finance

Report Author:

Keith Stephens, Business Analyst (Cash and Treasury) Tel: 01225 713603, email: keith.stephens@wiltshire.gov.uk

Background Papers

The following unpublished documents have been relied on in the preparation of this Report: NONE

Appendices

- Appendix A Review of Prudential and Treasury Indicators for 2012-13
Appendix B Review of Investment Strategy for 2012-13
Appendix C Summary of Long Term Loans, Temporary Loans and Deposits for 2012-13

REVIEW OF PRUDENTIAL AND TREASURY INDICATORS FOR 2012-13

1. Where appropriate the figures shown in this report are consistent with the Pr1 and Tr1 estimates in the Strategy for the next three years, as reviewed and reported as part of the 2012-13 budget process.

Prudential Indicators**Pr1 - Capital Expenditure**

2. The table below shows the original and revised estimate of capital expenditure against the actual for the year 2012-13:

	2012-13 Original Estimate £ million	2012-13 Revised Estimate £ million	2012-13 Actual Outturn £ million
General Fund	113.9	87.3	67.3
Housing Revenue Account	9.4	5.5	4.5

3. The Capital Programme has been actively managed throughout the year and the revised capital budget (capital outturn position for 2012-13) is £81.9 million. Further breakdown of these figures will be presented in the capital outturn report, which will be taken to the Cabinet Capital Assets Committee at its meeting on 23 July 2013.

Pr1 2 – Ratio of Financing Costs to Net Revenue Stream

4. Pr1 2 expresses the net costs of financing as a percentage of the funding receivable from the Government and council tax payers (General Fund) and rents receivable (HRA). The net cost of financing includes interest and principal repayments for long and short term borrowing, as well as other credit-like arrangements, netted off by interest receivable in respect of cash investments.

	2012-13 Original Estimate	2012-13 Revised Estimate	2012-13 Actual
General Fund	8.2%	6.4%	6.5%
Housing Revenue Account	19.9%	15.4%	15.9%

5. In terms of the General Fund slight differences between budgeted and actual costs led to a minor increase in actual ratio when compared with the revised estimate.

Pr1 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax

6. This indicator is only relevant during budget setting, as it reflects the impact on the Band D Council Tax, or average weekly housing rents in respect of the HRA, caused by any agreed changes in the capital budget.

Prl 4 – Net Borrowing and the Capital Financing Requirement

7. Prl 4 measures the so called “Golden Rule” which ensures that net borrowing is only for capital purposes. The table below shows the original and revised estimate for 2012-13 compared with the actual position at the year end.

	2012-13 Original Estimate £ million	2012-13 Revised Estimate £ million	2012-13 Actual £ million
CFR – General Fund	389.3	393.5	341.9
CFR – HRA	122.6	122.6	122.6
Net Borrowing – Gen Fund	268.2	187.2	177.8
Net Borrowing – HRA	118.8	118.8	118.8
CFR not funded by net borrowing – Gen Fund	121.1	206.3	164.1
CFR not funded by net borrowing – HRA	3.8	3.8	3.8

8. 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, with no net increase in CFR.
9. 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 by future applications of capital receipts, capital grants/contributions or further charges to revenue.
10. 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
11. Net Borrowing is the Council’s total external debt less its short term cash investments.

Prl 5 – Compliance with CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

In the past year the Council was, and is expected to continue to be, fully compliant with the CIPFA Code of Practice for Treasury Management in the Public Services.

12. This Code of Practice has been complied with during 2012-13.

Treasury Management Indicators within the Prudential Code

Trl 1 – Authorised Limit for External Debt

Authorised Limit	2012-13 £ million	2013-14 £ million	2014-15 £ million	2015-16 £ million
Borrowing – General Fund	418.5	436.0	450.3	451.9
Borrowing – HRA	123.2	123.2	123.2	123.2
Total Borrowing	541.7	559.2	573.5	575.1
Other Long Term Liabilities	0.2	0.2	0.2	0.2
TOTAL	541.9	559.4	573.7	575.3

13. This Authorised Limit was not exceeded at any time during the year, as maximum borrowing was below the lower Operational Boundary.

Tr 2 – Operational Boundary for External Debt

Operational Boundary	2012-13 £ million	2013-14 £ million	2014-15 £ million	2015-16 £ million
Borrowing – General Fund	408.5	425.3	439.3	440.9
Borrowing – HRA	123.2	123.2	123.2	123.2
Total Borrowing	531.7	548.5	562.5	564.1
Other Long Term Liabilities	0.2	0.2	0.2	0.2
TOTAL	531.9	548.7	562.7	564.3

14. This Trl is for gross borrowing and was set at a limit that would allow the Council to take its entire financing requirement as loans if this was the most cost effective alternative. The limit on HRA borrowing is capped at £123.2 million. The limits, which have not been exceeded during the period covered by this report, are set to anticipate expected expenditure. The maximum gross borrowing during the year being £364.0 million (£245.2 million on General Fund and £118.8 on HRA) at 31 March 2013.

Trl 3 – External debt

	31/3/12 Actual £ million	31/3/13 Expected £ million	31/3/13 Actual £ million
Borrowing – General Fund	245.2	245.2	245.2
Borrowing – HRA	118.8	118.8	118.8
Total Borrowing	364.0	364.0	364.0
Other Long Term Liabilities	£0.2	0.2	£0.2
TOTAL	364.2	364.2	364.2

15. This Trl shows the gross External Debt outstanding at year end. The actual borrowing figure is outstanding long term borrowing as shown in Appendix C (i). Actual borrowing was as expected at the end of 2012-13.
16. There were no long term loans taken during the year.

Treasury Management Indicators within the Treasury Management Code

Trl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Interest Rate Exposures, respectively

The Council's upper limit for fixed interest rate exposure for the period 2012-13 to 2015-16 is 100% of net outstanding principal sums.

The Council's upper limit for variable interest rate exposure is 15% for 2012-13, 25% for 2013-14, 35% for 2014-15 and 40% for 2015-16 of net outstanding principal sums.

17. All loans and investments are at fixed rates of interest.

Trl 5 – Maturity Structure of Borrowing

Limits on the Maturity Structure of Borrowing	Upper Limit	Lower Limit	Actuals 31/3/13
Maturing Period:			
- under 12 months	15%	0%	0.0%
- 12 months and within 24 months	15%	0%	3.3%
- 2 years and within 5 years	45%	0%	9.4%
- 5 years and within 10 years	75%	0%	9.5%
- 10 years and above	100%	0%	77.8%

18. 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. The actual maximum percentage falling due for repayment in any one year is currently 3.6% (£13 million) in both 2052-53 and 2053-54. The average interest rate on present long-term debt is 3.77%, which continues to be relatively low when compared with other local authority borrowing rates.

Trl 6 – Total Principal Sums invested for periods longer than 364 days

19. This Trl is covered by the Annual Investment Strategy, which is detailed in Appendix B.

Other Treasury Management issues

Short Term Cash Deficits and Surpluses

20. It was agreed, as per the approved Strategy, that temporary loans and deposits would be used to cover short term cash surpluses and deficits that arise during the year. Such borrowing or investments would be made to specific dates at fixed rates, with reference to cash flow requirements. Investments have also been placed in Money Market Funds during the year.
21. Any outstanding temporary loans and/or deposits are summarised in Appendix C (ii).

Icelandic Bank Deposits

22. During 2012-13 the Council received three more interim dividends from the administrators of Heritable Bank, totalling £0.842 million and two further repayments, totalling £0.542 million, from Landsbanki.
23. According to the latest available information, the Council can expect to receive a final total repayment from Heritable of between 86 and 95 pence in the pound. The Administrators have indicated that a further repayment (the fourteenth) will be paid in July 2013, but “the quantum of the dividend remains subject to the continued collection of funds through a run-off of the various loan books.”
24. The Landsbanki Winding-up Board announced on March 9, 2012 that it anticipated recoveries in the administration of Landsbanki would exceed the book value of priority claims by around ISK 121bn (some 9% higher than the value of priority claims) taking account of the sale of its holding in Iceland Foods. It is now considered likely that local authorities will recover 100 per cent of their deposits.
25. The deposits outstanding with Icelandic banks are shown in Appendix C (ii) at impaired value less repayments, impairment being calculated using the latest available guidance.
26. The initial investments in Icelandic banks amounted to a total of £12 million and the Council has recovered just over £8.4 million, to date. Current indications suggest that total recoveries will be better than previously expected. The estimates for the eventual recovery rates are: from Heritable, between 86% to 90%; and 100% from Landsbanki (subject to foreign exchange rate movements). Although it is difficult to estimate the final recoverable amount precisely, the best estimate for the final recoverable amount, based on the expected recovery rates, is just over £11 million (including some interest), leaving approximately £1 million (or 8.9%) irrecoverable overall.

Longer Term Cash Balances

27. The tight monetary conditions have continued through 2012-13 with a downward trend in the deposit rates for all types of investments (short/medium and long term), particularly in the second half of the financial year. As a result opportunities for an increased return by longer term investment of the more permanent cash surpluses, such as reserves and balances have been limited.
28. During the first nine months of 2012-13 funds were mainly invested ‘short’ (no longer than three months), in the light of the continuing uncertainty of the financial climate, particularly the ongoing Euro zone sovereign debt issues. However, there have been opportunities to invest, within the Councils approved Treasury Management Strategy, in (UK ‘Government backed’) banks which have offered “special tranche rates” for twelve months.
29. Three “special tranche rate” investments were placed with National Westminster Bank (in April for 12 months at 2.25%) and Lloyds Banking Group (in August for 12 months at 2.85% and a further investment in September for five months, at a rate of 1.75% (now matured)). Further details of the first two 12 month investments are shown in Appendix C(ii).

30. On 11 January 2013 Sector, the Council's treasury advisors, issued a newsflash saying that they then believed that market conditions were such that there was no longer a need for a more stringent limit (of three months) on the maximum suggested durations with counterparties. The revised durations, based on Sector's normal creditworthiness parameters (as shown in the Investment Strategy in Appendix B below), are now reflected in the latest credit lists issued following the newsflash. Sector will, of course, continue to monitor the situation and amend the credit list and their advice accordingly.

REVIEW OF INVESTMENT STRATEGY FOR 2012-13

1. All investments of surplus cash balances were placed to ensure:
 - a) the security of capital, deposits only being placed with financial institutions which met the **high credit ratings** laid down in the approved Strategy;
 - b) the liquidity of investments, all deposits being placed for fixed periods at fixed rates of interest; and
 - c) all such investments were in sterling and in “Specified Investments”, as prescribed in the DCLG Guidance on Local Government Investments (the “Guidance”).
2. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
3. As summarised in Appendix C (ii), 258 deposit transactions were processed during the year, with a gross value of £850.046 million. Of deposits placed, 100 were placed direct with HSBC Bank Treasury on the Council’s overnight deposit account, 1 in call accounts, 134 through money market funds and 23 were placed with other counterparties via the money markets and direct dealing. The level of deposits in money market funds and call accounts reflects both counterparty downgrading and banks moving away from instant access call accounts to notice accounts, which are sometimes not always suitable for cash flow purposes.
4. Details of the deposits outstanding at the end of the year, totalling £67.338 million, are shown in Appendix C (ii). These deposits represent the Council’s reserves both long term, such as the PFI and Insurance funds, and short term such as creditors or payments in advance and include the deposits that remain outstanding from Icelandic banks at impaired value less repayments.
5. The opportunity was taken to place a proportion of these deposits in longer term investments for 12 months, taking advantage of the improved interest rates on offer for the longer maturity period. These are shown within general deposits in Appendix C (ii).
6. The Council contracts with a treasury adviser, regularly reviewing credit ratings of potential organisations and their respective country’s ratings, together with other ‘tools’ used to assess the credit quality of institutions such as credit default swaps. The Council uses this information to assess institutions with which it may place deposits or from which it may borrow, including interest rate forecasts for both borrowing and investment, together with setting a ‘benchmark’ borrowing rate. The Council’s investment policy is ‘aimed’ at the prudent investment of surplus cash balances to optimise returns whilst ensuring the security of capital and liquidity of investments. However, the Council, like any other organisation, can be exposed to financial risk, which is negated as far as possible by the foregoing measures.

SUMMARY OF LONG TERM BORROWING 1 APRIL 2012 - 31 MARCH 2013**LOANS RAISED During the Period**

Date raised	Lender	Amount (£m)	Type	Interest rate (%)	Maturity date	No. of years
No Loans Raised During the Financial Year						
Total		0.000				

Average period to maturity (years)

N/A

Average interest rate (%)

N/A**Maturity Profile at 31 March 2013**

Year	Amount (£m)	%age	Average rate (%)
1 to 5 years	46.049	12.7	3.501
6 to 15 years	84.933	23.3	2.873
16 to 25 years	93.500	25.7	3.836
26 to 50 years	123.500	33.9	4.380
Over 50 years	16.000	4.4	4.298
Totals	363.982	100.0	3.774

Average period to maturity (years)

24.53

SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 April 2012 - 31 March 2013**Deposits Outstanding at 31 March 2013**

Borrower	Amount £m	Terms	Interest rate(%)
National Westminster Bank	8.000	Fixed to 05-Apr	2.25
Lloyds TSB Bank	5.000	Fixed to 09-Aug	2.85
National Bank of Abu Dhabi	8.000	Fixed to 15-Jul	0.65
National Australia Bank	8.000	Fixed to 15-Jul	0.43
Nationwide Building Society	8.000	Fixed to 16-Apr	0.44
Barclays Bank	8.000	Fixed to 16-Apr	0.45
Svenska Handelsbanken AB	0.017	No fixed maturity date	0.40
Ignis Money Market Fund	14.202	No fixed maturity date	0.44
JP Morgan Money Market Funds	0.022	No fixed maturity date	0.28
Prime Rate Money Market Fund	5.853	No fixed maturity date	0.45
Goldman Sachs Money Market Fund	0.002	No fixed maturity date	0.37
Heritable Bank	0.312	Est Recoverable Amount	6.00
Heritable Bank	0.208	Est Recoverable Amount	6.00
Heritable Bank	0.312	Est Recoverable Amount	6.00
Heritable Bank	0.104	Est Recoverable Amount	5.42
Landsbanki	1.285	Est Recoverable Amount	6.10
Landsbanki	0.021	Est Recoverable Amount	4.17
Total	67.338		

Outstanding deposits with Icelandic Banks are shown at the estimated recoverable amount, which takes account of estimated impairments and any repayments received to date. The last entry relates to the amount paid out in ISK by the Winding-up Board of Landsbanki and is currently held in Iceland in an interest bearing escrow account, which is accounted for as a "new" investment. Interest rates shown against the other Icelandic deposits are the original rates at acquisition date.

There were no temporary loans taken out in 2012/13

Transactions During the Period

Type	Balance	Raised		Repaid		Balance	Interest
	1 Apr 12 £m	Value £m	No.	Value £m	No.	31 Mar 13 £m	Variance * High/Low(%)
Temporary loans							
- General	0.000	0.000	0	0.000	0	0.000	
Total	0.000	0.000	0	0.000	0	0.000	
Temporary deposits							
- General	24.507	176.119	23	153.384	20	47.242	2.85/0.35
- HSBC Overnight	0.000	216.570	100	216.570	103	0.000	0.25/0.20
- Call Accounts	0.026	7.541	1	7.550	1	0.017	0.75/0.40
- Money Market Funds	25.132	449.816	134	454.869	145	20.079	0.76/0.28
Total	49.665	850.046	258	832.373	269	67.338	

* Interest variance is the highest/lowest interest rate for transactions during the period.

* With the exception of the HSBC Overnight Account, interest rates have decreased (relatively) markedly over the year, hence the gap between the higher and lower rates achieved.

* In terms of general deposits, the high of 2.85% was obtained on a special 12 month deposit.

General deposits include impaired Icelandic investments less any repayments that have been received, to date.

Wiltshire Council

Council

9 July 2013

Annual Report of the Corporate Parenting Panel 2012/13

1. Purpose of Report

- 1.1 This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.

2. Background

- 2.1 The Panel comprised 12 Members as nominated by Group Leaders:

Councillors Jane Burton, Andrew Davis, Lionel Grundy, Russell Hawker, Malcolm Hewson, Jon Hubbard, David Jenkins, Alan MacRae, Laura Mayes (Chairman), Sheila Parker (Vice Chairman), Pip Ridout and Bridget Wayman.

During the period May 2012 to May 2013, Councillor Laura Mayes was Chair.

- 2.2 The Lead Officer is Karen Reid (Virtual School Headteacher)

- 2.3 The meetings are regularly attended by the following Officers:

James Dunne (Designated Nurse for Looked after Children), Fiona Fitzpatrick (Interim Service Director for Children and Families and Integrated Youth Service), Damian Haasjes (Voluntary Sector Youth Development Co-Ordinator), Lin Hitchman (Head of Children in Care), and Karen Reid (Virtual School Headteacher). Other Officers attended as required to present particular reports, e.g. Adoption.

- 2.4 All Councillors are CRB checked and the majority of members on the CPP have now completed the specialist Total Respect training which is co-facilitated by both adult and young trainers. The young trainers are all care experienced and have all completed the Open College Network (OCN) accredited 'Train the Trainers' course. The course aims to raise awareness of the issues faced by children and young people in care and to promote their involvement in all aspects of social care.

- 2.5 For all other Councillors in their role as Corporate Parents, a condensed one day version of the Total Respect training has been offered.

- 2.6 Panel members have attended briefing sessions given by Officers on the legislation in relation to children in care.

- 2.7 Each member of the Panel has their own copy of a 'Putting Corporate Parenting into Practice' which is a handbook for Councillors published by the National Children's Bureau.
- 2.8 All Panel members are invited to attend events involving Looked After Children and Young People, which take place throughout the year. These have included the STAR Awards.
- 2.9 There is a consistently high level of attendance and engagement by Councillors at the CPP meetings with a strong commitment to improving the services Wiltshire Council provides for its Looked After Children and Young People.

3. Key Improvements and Achievements in the Past 12 months

STAR Awards

- 3.1 A number of Panel members attended the STAR (*Successful, Talented, Achievement Recognition*) Awards for Looked After Young People from 11-16 years, at the Salisbury City Hall on 15 March 2013.
- 3.2 There were nominations for just over 90 young people from a range of professionals and approximately 60 young people were able to attend the prestigious event to receive their certificates, vouchers and STAR trophies.
- 3.3 The awards were presented by Councillors Jane Scott, Andrew Davis, Lionel Grundy, Jon Hubbard, Alan MacRae and Pip Ridout alongside Carolyn Godfrey, Corporate Director and Director Children's Services.
- 3.4 One of our Care Leavers travelled back from Cornwall to be an Announcer together with the Assistant Manager of the Children in Care Through Team in the South.
- 3.5 Two Care Leavers who currently attend university in Gloucestershire came to present awards and each gave a moving and inspirational speech about their own experience in care and appealed to the young people in the audience to make the most of the opportunities they have to be successful.
- 3.6 There were 43 categories of Awards, reflecting a wide range of achievement, such as: Excellent Attendance at School; Participation in Virtual School Activities; Overcoming Challenges; Focus and Perseverance; Transition to new School, amongst others.
- 3.7 The STAR Children's event was also a huge success and took place at The Spencer Sports and Social Club in Melksham on the 27th March 2013.
- 3.8 50 children attended out of approximately 90 nominees, together with Foster Carers, Social Workers, Virtual School Officers, Independent Reviewing Officers and friends and family members.

3.9 A number of Councillors from the CPP gave out the prizes alongside Stephanie Millward, the 5 times Paralympic medals winner and Torch Bearer 2012. Councillor Alan MacRae was the Announcer for the event.

3.10 The theme was Easter and the children had fun decorating Easter bonnets and baskets, in preparation for the final parade. They were entertained by Circus Performers and took part in the Circus skills workshop.

Children in Care Council

3.11 The Children in Care Council meets on a regular basis and the members link with the CPP through the Shared Guardian Sessions.

3.12 The Promise is the commitment of the CPP to the Looked After Children and Young People and was drawn up through a consultation event with the Young People of the Children in Care Council. (See Appendix 1 – The Promise).

CPP Meeting Format

3.12 Panel meetings are planned through pre-meetings between the Chairman of CPP, Service Director and Lead Officer to ensure that Officers' reports are checked and signed off, the agenda is confirmed with all relevant parties and pre-brief sessions highlight any particular items for celebration and or challenge at the Panel meetings.

3.13 The new format for CPP meetings is now embedded. The formal part for the Panel meetings is designed so that Councillors receive formal reports from Officers covering the whole range of issues and aspects of the Care system. Performance data, service provision, plans for improvement and feedback from young people are the means by which Panel members are able to advise on further developments and improvements. Topics include: education and those not in education, employment or training; health; placements; adoption; fostering; the Ofsted process and the transition to adult services.

3.14 The Shared Guardian Sessions which follow the formal part of the meeting, have been attended and led by a number of looked after young people and Care Leavers. The young people lead each session and involve Councillors and Officers in tasks and discussion which presents the opportunity for young people to express their views in an open and 'safe' environment where their views are listened to and respected. As a result of these sessions, Councillors have gained a deeper understanding of the issues the young people face and improvements in service delivery have been made.

3.15 Shared Guardian Sessions have covered the following topics:

- Foster Carer Charter
- Fostering and Placements
- Looked After Children and Education
- Care Leavers' Charter.

- 3.16 The Care2Work Work Plan to support for Care Leavers in preparing for the world of work received the National Care Advisory Service Quality Mark in February.
- 3.17 Edward Timpson MP, Parliamentary Under Secretary of State for Children and Families wrote to all Directors of Children's Services to urge local authorities to sign up to the Care Leavers' Charter, which the CPP endorsed.
- 3.18 Approximately 15 young people have attended a Shared Guardian session over the past year.

4. Further Developments

- 4.1 It is the aim of the CPP to ensure that all Councillors are aware of their responsibility as corporate parents to Wiltshire's Looked After Children and Young People. In order to fulfil their role, Councillors should participate in the Total Respect training programme, which has been condensed for this purpose, to one day. (See Appendix B - Extract from the Council's Constitution - Roles and Responsibilities of Councillors in relation to Corporate Parenting).
- 4.2 It is expected that Councillors attend the Shared Guardian Sessions relevant to their area of responsibility, in order that they are directly involved in the discussions about issues affecting Looked After Children and Young People and can be part of the solutions and improvements.
- 4.3 It is planned that the number and age range of the young people attending the Shared Guardian Sessions will increase again over the coming year.

In conclusion:

- 4.3 The new way of working within the CPP has significantly heightened the input from young people in shaping and improving the services they receive.

5. Main Considerations for the Council

- 5.1 The Council is asked to note the work of the CPP to date and to become involved in the new style of meetings in their role as Corporate Parents.

6. Environmental and Climate Change Considerations

- 6.1 Not applicable.

7. Equalities Impact of the Proposal

- 7.1 The proposals seek to bring Councillors and Officers to work together to ensure that our Looked After Children receive the best services possible and have a voice within the Council.

8. Risk Assessment

- 8.1 Panel Members are required to have a CRB check undertaken every 3 years and Risk Assessments will be drawn up for when visits are made to vulnerable children and when Councillors attend Officer Team Meetings, etc.

9. Financial Implications

- 9.1 Expenses for young people participating in the CPP will be paid for from the Children in Care budget.

10. Legal Implications

- 10.1 Ian Gibbons (Solicitor to the Council) has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Carolyn Godfrey, the Corporate Director for Children's Services is the lead decision maker.

12. Proposal

- 12.1 To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.

Carolyn Godfrey (Corporate Director)

Report Author: Karen Reid (Virtual School Headteacher)

Date of report: 17 June 2013

Background Papers

None

Appendices

Appendix A: The Promise

Appendix B: Extract from Part 12 of the Council's Constitution – Roles and Responsibilities of Councillors in relation to Corporate Parenting

The Promise

We Promise:

Being in Care

- A choice of when to move on from care.
- To try not to separate brother and sisters (however, if this is not possible, try to ensure brother's and sister's placements are close together and allow contact).
- To allow looked after children and young people to be involved in the choice of their placement from the start.
- To find a place where you feel comfortable and 'at home' and can stay until the end of your time in care.

Listening to Looked After Children and Young People

- To listen to your views and act on them.
- To provide a social worker you can rely on who keeps to meetings, gives clear information, is honest and responds when needed.
- Make looked after children and young people aware of their rights and to train others in the rights of looked after children and young people.
- To ensure that young people are involved in the creation and regular review of all care plans.

Support

- Better help getting into school whatever has happened.
- To provide support so looked after children and young people can see their family (i.e. transport)
- To use reliable transport for young people.
- To organise group activities for young people in care and those leaving care.
- That if bullying arises for any looked after child or young person it will be dealt with quickly and efficiently.
- To support young people in care to find training, education or a job that suits them when they leave school.

Extract from Part 12 of the Constitution – Roles and Responsibilities of Councillors

6. Principal roles

6.5 To fulfil your responsibilities as a “corporate parent” for children and young people in the care of the local authority

- by having an understanding of the profile and needs of the children in the care of the local authority
- by being aware of the impact on looked-after children of all council decisions
- by considering whether this would be good enough for your own child
- by ensuring that action is taken to address shortcomings in the service and to improve outcomes for looked-after children.
- by being aware of the work and aims of the corporate parenting panel and, if nominated by your group leader, attend meetings of the corporate parenting panel as a committee member

6.6 The council has established a Corporate Parenting Panel, whose role is to secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after. The terms of reference now follow:

Part 12.1 – Role and Function of the Corporate Parenting Panel

Composition

The Corporate Parenting Panel will comprise up to 12 elected councillors nominated by group leaders

Role and Function

To secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after.

To ensure that corporate parenting is a key mechanism by which councillors and officers can ensure that for children and young people in its care, Wiltshire Council is providing:

- warm, welcoming and safe accommodation
- high quality care, nurturing supportive and meaningful relationships that encourage the growth of self-esteem, confidence and resilience, enabling young people to cope with change and difficult times
- the highest standard of education for all and consistent with the needs and abilities of the child
- opportunities and encouragement for self-development and keeping fit and healthy

- encouragement to take up hobbies, acquiring life skills and being a good citizen
- assistance with transition from care to looking after themselves, including the provision of suitable accommodation
- placement stability that will avoid disruption and maintain continuity of care, education placements and relationships.

The Corporate Parenting Panel will:

- undertake regular monitoring of the outcomes associated with these priorities
- make a commitment to prioritising the needs of looked-after children and young people and their carers
- receive reports from the Children in Care Council and act on their views
- provide clear strategic and political direction in relation to corporate parenting
- show ambition and aspirations for all looked-after children and care leavers
- ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents
- receive regular/annual reports on the level and quality of services to looked-after children and care leavers
- promote achievement and acknowledge the aspirations of children and young people looked after by supporting celebration events
- investigate on behalf of all councillors ways in which the role of corporate parenting can be improved, using examples from other local authorities
- listen to the views of children, young people and their carers to involve them in the assessment and development of services
- engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel
- meet with government inspectors, where appropriate, for their input into inspections
- anticipate as members of the adoption and fostering panel
- champion the provision of council-based work experience placements and apprenticeships for looked after young people
- agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

Wiltshire Council

Council

9 July 2013

Review of Proportionality and Allocation of Seats on Committees to Political Groups

Introduction

1. Following changes in the number of seats held by individual political groups on the Council, a request has been received from the Leader of the Conservative Group for a review of the allocation of seats to political groups.
2. This report guides the Council through the legal requirements in allocating seats to the political groups.

Review of Allocation of Seats to Political Groups

Legal Position

3. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees when requested to do so by a leader of a political group where changes have occurred in the size of political groups.
4. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political Groups

5. There are currently 4 political groups on the Council. The respective strengths of those Groups following these changes are as follows:-

Name of Group	No. of Councillors in Group
Conservative	59
Liberal Democrat	26
Labour	4
Independent	8
Ungrouped Member	1

6. Under the regulations, two or more councillors may form and register a group.
7. This report has been prepared on the basis of the strengths of the various political groups set out in paragraph 5.

Principles

8. The Act sets out four principles which must be followed so far as reasonably practicable. They are:
 - (a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.
 - (b) *Ensuring a majority group enjoys a majority on all committees:* If one political group has a majority in the full Council, that political group should have a majority on each committee.
 - (c) *Aggregating all committee places and allocating fair shares:* Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.
 - (d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

Application of Principles

9. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Head of Democratic Services of their nominated councillors to serve on committees, preferably before the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees.

Councillors not in a Political Group

10. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group has to be reserved, with appointments to these seats being made by the Council at its discretion.

Method to Calculate Places

11. The principles in paragraph 8 can be applied in the following sequence:

- (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
 - (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
 - (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions “so far as reasonably practicable” can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
 - (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.
 - (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 8).
 - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 8).
12. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 8 and the sequence in paragraph 11.
13. Attached to this report at Appendix 1 is a numerical guide to proportional representation on Committees based on the respective strengths of the political groups set out in paragraph 5.
14. This indicates that the net effect of the change in political group sizes is that the Conservative Group gain 2 seats and the Liberal Democrat Group lose 2 seats. A draft scheme of committee places (Appendix 2) will be discussed with Group Leaders and will be submitted to Council in due course.
15. The change in places also means that the Council’s appointments to the Fire Authority change with the Conservative Group gaining a seat and the Liberal Democrat Group losing a seat.

Matters for Decision

15. The Council is asked:

- (a) To note this report and the legal requirements.
- (b) To confirm the aggregate number and the draft scheme of committee places available to members of the Council as set out in Appendix 2.
- (c) To make those changes to the appointment of councillors and substitutes to serve on those committees in accordance with the revised scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.
- (d) To make those changes to the revised membership of the Wiltshire and Swindon Fire Authority for 2013/14.

Ian Gibbons
Solicitor to the Council and Monitoring Officer

Report Author: John Quinton, Head of Democratic Services

Unpublished documents relied upon in the production of this report: NONE

Environmental impact of the recommendations contained in this report: NONE

Appendices

Appendix 1 – Numerical Guide to political proportionality

Appendix 2 – Draft Scheme of Committee Places (To Follow)

SCHEDULE

Proportional Representation Table

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	59	26	4	8	1	
1	0.602		0.041	0.082	0.010	0.73
2	1.204	0.531	0.082	0.163	0.020	2.00
3	1.806	0.796	0.122	0.245	0.031	3.00
4	2.408	1.061	0.163	0.327	0.041	4.00
5	3.010	1.327	0.204	0.408	0.051	5.00
6	3.612	1.592	0.245	0.490	0.061	6.00
7	4.214	1.857	0.286	0.571	0.071	7.00
8	4.816	2.122	0.327	0.653	0.082	8.00
9	5.418	2.388	0.367	0.735	0.092	9.00
10	6.020	2.653	0.408	0.816	0.102	10.00
11	6.622	2.918	0.449	0.898	0.112	11.00
12	7.224	3.184	0.490	0.980	0.122	12.00
13	7.827	3.449	0.531	1.061	0.133	13.00
14	8.429	3.714	0.571	1.143	0.143	14.00
15	9.031	3.980	0.612	1.224	0.153	15.00
16	9.633	4.245	0.653	1.306	0.163	16.00
17	10.235	4.510	0.694	1.388	0.173	17.00
18	10.837	4.776	0.735	1.469	0.184	18.00
19	11.439	5.041	0.776	1.551	0.194	19.00
20	12.041	5.306	0.816	1.633	0.204	20.00
21	12.643	5.571	0.857	1.714	0.214	21.00
22	13.245	5.837	0.898	1.796	0.224	22.00
23	13.847	6.102	0.939	1.878	0.235	23.00
24	14.449	6.367	0.980	1.959	0.245	24.00
25	15.051	6.633	1.020	2.041	0.255	25.00
26	15.653	6.898	1.061	2.122	0.265	26.00
27	16.255	7.163	1.102	2.204	0.276	27.00
28	16.857	7.429	1.143	2.286	0.286	28.00
29	17.459	7.694	1.184	2.367	0.296	29.00
30	18.061	7.959	1.224	2.449	0.306	30.00
31	18.663	8.224	1.265	2.531	0.316	31.00
32	19.265	8.490	1.306	2.612	0.327	32.00
33	19.867	8.755	1.347	2.694	0.337	33.00
34	20.469	9.020	1.388	2.776	0.347	34.00
35	21.071	9.286	1.429	2.857	0.357	35.00
36	21.673	9.551	1.469	2.939	0.367	36.00
37	22.275	9.816	1.510	3.020	0.378	37.00
38	22.878	10.082	1.551	3.102	0.388	38.00
39	23.480	10.347	1.592	3.184	0.398	39.00
40	24.082	10.612	1.633	3.265	0.408	40.00
41	24.684	10.878	1.673	3.347	0.418	41.00
42	25.286	11.143	1.714	3.429	0.429	42.00
43	25.888	11.408	1.755	3.510	0.439	43.00
44	26.490	11.673	1.796	3.592	0.449	44.00
45	27.092	11.939	1.837	3.673	0.459	45.00
46	27.694	12.204	1.878	3.755	0.469	46.00
47	28.296	12.469	1.918	3.837	0.480	47.00
48	28.898	12.735	1.959	3.918	0.490	48.00
49	29.500	13.000	2.000	4.000	0.500	49.00
50	30.102	13.265	2.041	4.082	0.510	50.00
51	30.704	13.531	2.082	4.163	0.520	51.00
52	31.306	13.796	2.122	4.245	0.531	52.00
53	31.908	14.061	2.163	4.327	0.541	53.00
54	32.510	14.327	2.204	4.408	0.551	54.00
55	33.112	14.592	2.245	4.490	0.561	55.00
56	33.714	14.857	2.286	4.571	0.571	56.00
57	34.316	15.122	2.327	4.653	0.582	57.00
58	34.918	15.388	2.367	4.735	0.592	58.00
59	35.520	15.653	2.408	4.816	0.602	59.00
60	36.122	15.918	2.449	4.898	0.612	60.00
61	36.724	16.184	2.490	4.980	0.622	61.00
62	37.327	16.449	2.531	5.061	0.633	62.00
63	37.929	16.714	2.571	5.143	0.643	63.00
64	38.531	16.980	2.612	5.224	0.653	64.00
65	39.133	17.245	2.653	5.306	0.663	65.00
66	39.735	17.510	2.694	5.388	0.673	66.00
67	40.337	17.776	2.735	5.469	0.684	67.00
68	40.939	18.041	2.776	5.551	0.694	68.00
69	41.541	18.306	2.816	5.633	0.704	69.00
70	42.143	18.571	2.857	5.714	0.714	70.00
71	42.745	18.837	2.898	5.796	0.724	71.00
72	43.347	19.102	2.939	5.878	0.735	72.00
73	43.949	19.367	2.980	5.959	0.745	73.00
74	44.551	19.633	3.020	6.041	0.755	74.00
75	45.153	19.898	3.061	6.122	0.765	75.00
76	45.755	20.163	3.102	6.204	0.776	76.00
77	46.357	20.429	3.143	6.286	0.786	77.00
78	46.959	20.694	3.184	6.367	0.796	78.00
79	47.561	20.959	3.224	6.449	0.806	79.00
80	48.163	21.224	3.265	6.531	0.816	80.00
81	48.765	21.490	3.306	6.612	0.827	81.00
82	49.367	21.755	3.347	6.694	0.837	82.00
83	49.969	22.020	3.388	6.776	0.847	83.00
84	50.571	22.286	3.429	6.857	0.857	84.00
85	51.173	22.551	3.469	6.939	0.867	85.00
86	51.775	22.816	3.510	7.020	0.878	86.00
87	52.378	23.082	3.551	7.102	0.888	87.00
88	52.980	23.347	3.592	7.184	0.898	88.00
89	53.582	23.612	3.633	7.265	0.908	89.00
90	54.184	23.878	3.673	7.347	0.918	90.00
91	54.786	24.143	3.714	7.429	0.929	91.00
92	55.388	24.408	3.755	7.510	0.939	92.00
93	55.990	24.673	3.796	7.592	0.949	93.00
94	56.592	24.939	3.837	7.673	0.959	94.00
95	57.194	25.204	3.878	7.755	0.969	95.00
96	57.796	25.469	3.918	7.837	0.980	96.00
97	58.398	25.735	3.959	7.918	0.990	97.00
98	59.000	26.000	4.000	8.000	1.000	98.00
99	59.602	26.265	4.041	8.082	1.010	99.00
100	60.204	26.531	4.082	8.163	1.020	100.00
101	60.806	26.796	4.122	8.245	1.031	101.00
102	61.408	27.061	4.163	8.327	1.041	102.00
103	62.010	27.327	4.204	8.408	1.051	103.00
104	62.612	27.592	4.245	8.490	1.061	104.00

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	59	26	4	8	1	
105	63.214	27.857	4.286	8.571	1.071	105.00
106	63.816	28.122	4.327	8.653	1.082	106.00
107	64.418	28.388	4.367	8.735	1.092	107.00
108	65.020	28.653	4.408	8.816	1.102	108.00
109	65.622	28.918	4.449	8.898	1.112	109.00
110	66.224	29.184	4.490	8.980	1.122	110.00
111	66.827	29.449	4.531	9.061	1.133	111.00
112	67.429	29.714	4.571	9.143	1.143	112.00
113	68.031	29.980	4.612	9.224	1.153	113.00
114	68.633	30.245	4.653	9.306	1.163	114.00
115	69.235	30.510	4.694	9.388	1.173	115.00
116	69.837	30.776	4.735	9.469	1.184	116.00
117	70.439	31.041	4.776	9.551	1.194	117.00
118	71.041	31.306	4.816	9.633	1.204	118.00
119	71.643	31.571	4.857	9.714	1.214	119.00
120	72.245	31.837	4.898	9.796	1.224	120.00
121	72.847	32.102	4.939	9.878	1.235	121.00
122	73.449	32.367	4.980	9.959	1.245	122.00
123	74.051	32.633	5.020	10.041	1.255	123.00
124	74.653	32.898	5.061	10.122	1.265	124.00
125	75.255	33.163	5.102	10.204	1.276	125.00
126	75.857	33.429	5.143	10.286	1.286	126.00
127	76.459	33.694	5.184	10.367	1.296	127.00
128	77.061	33.959	5.224	10.449	1.306	128.00
129	77.663	34.224	5.265	10.531	1.316	129.00
130	78.265	34.490	5.306	10.612	1.327	130.00
131	78.867	34.755	5.347	10.694	1.337	131.00
132	79.469	35.020	5.388	10.776	1.347	132.00
133	80.071	35.286	5.429	10.857	1.357	133.00
134	80.673	35.551	5.469	10.939	1.367	134.00
135	81.276	35.816	5.510	11.020	1.378	135.00
136	81.878	36.082	5.551	11.102	1.388	136.00
137	82.480	36.347	5.592	11.184	1.398	137.00
138	83.082	36.612	5.633	11.265	1.408	138.00
139	83.684	36.878	5.673	11.347	1.418	139.00
140	84.286	37.143	5.714	11.429	1.429	140.00
141	84.888	37.408	5.755	11.510	1.439	141.00
142	85.490	37.673	5.796	11.592	1.449	142.00
143	86.092	37.939	5.837	11.673	1.459	143.00
144	86.694	38.204	5.878	11.755	1.469	144.00
145	87.296	38.469	5.918	11.837	1.480	145.00
146	87.898	38.735	5.959	11.918	1.490	146.00
147	88.500	39.000	6.000	12.000	1.500	147.00
148	89.102	39.265	6.041	12.082	1.510	148.00
149	89.704	39.531	6.082	12.163	1.520	149.00
150	90.306	39.796	6.122	12.245	1.531	150.00
151	90.908	40.061	6.163	12.327	1.541	151.00
152	91.510	40.327	6.204	12.408	1.551	152.00
153	92.112	40.592	6.245	12.490	1.561	153.00
154	92.714	40.857	6.286	12.571	1.571	154.00
155	93.316	41.122	6.327	12.653	1.582	155.00
156	93.918	41.388	6.367	12.735	1.592	156.00
157	94.520	41.653	6.408	12.816	1.602	157.00
158	95.122	41.918	6.449	12.898	1.612	158.00
159	95.724	42.184	6.490	12.980	1.622	159.00
160	96.327	42.449	6.531	13.061	1.633	160.00
161	96.929	42.714	6.571	13.143	1.643	161.00
162	97.531	42.980	6.612	13.224	1.653	162.00
163	98.133	43.245	6.653	13.306	1.663	163.00
164	98.735	43.510	6.694	13.388	1.673	164.00
165	99.337	43.776	6.735	13.469	1.684	165.00
166	99.939	44.041	6.776	13.551	1.694	166.00
167	100.541	44.306	6.816	13.633	1.704	167.00
168	101.143	44.571	6.857	13.714	1.714	168.00
169	101.745	44.837	6.898	13.796	1.724	169.00
170	102.347	45.102	6.939	13.878	1.735	170.00
171	102.949	45.367	6.980	13.959	1.745	171.00
172	103.551	45.633	7.020	14.041	1.755	172.00
173	104.153	45.898	7.061	14.122	1.765	173.00
174	104.755	46.163	7.102	14.204	1.776	174.00
175	105.357	46.429	7.143	14.286	1.786	175.00
176	105.959	46.694	7.184	14.367	1.796	176.00
177	106.561	46.959	7.224	14.449	1.806	177.00
178	107.163	47.224	7.265	14.531	1.816	178.00
179	107.765	47.490	7.306	14.612	1.827	179.00
180	108.367	47.755	7.347	14.694	1.837	180.00
181	108.969	48.020	7.388	14.776	1.847	181.00
182	109.571	48.286	7.429	14.857	1.857	182.00
183	110.173	48.551	7.469	14.939	1.867	183.00
184	110.776	48.816	7.510	15.020	1.878	184.00
185	111.378	49.082	7.551	15.102	1.888	185.00
186	111.980	49.347	7.592	15.184	1.898	186.00
187	112.582	49.612	7.633	15.265	1.908	187.00
188	113.184	49.878	7.673	15.347	1.918	188.00
189	113.786	50.143	7.714	15.429	1.929	189.00
190	114.388	50.408	7.755	15.510	1.939	190.00
191	114.990	50.673	7.796	15.592	1.949	191.00
192	115.592	50.939	7.837	15.673	1.959	192.00
193	116.194	51.204	7.878	15.755	1.969	193.00
194	116.796	51.469	7.918	15.837	1.980	194.00
195	117.398	51.735	7.959	15.918	1.990	195.00
196	118.000	52.000	8.000	16.000	2.000	196.00
197	118.602	52.265	8.041	16.082	2.010	197.00
198	119.204	52.531	8.082	16.163	2.020	198.00
199	119.806	52.796	8.122	16.245	2.031	199.00
200	120.408	53.061	8.163	16.327	2.041	200.00