

SUMMONS

Extraordinary Council Meeting

Date: 3 September 2013

Time: 10.30 am

Place: The Lansdown Hall - Civic Centre, St Stephens Place, Trowbridge. BA14 8AH

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

Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Trowbridge, direct line 01225 718504 or email kieran.elliott@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 **Declarations of Interest**

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

3 **Announcements by the Chairman**

4 **Public Participation**

The Council welcomes contributions from members of the public. As this is an extraordinary meeting convened specifically to consider the draft Business Plan and in accordance with the Council's constitution, questions and statements can only be accepted in respect of this item.

Statements

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

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on Tuesday 27 August 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

5 **Notices of Motion**

No motions were received for this meeting.

6 **Councillors' Questions**

As this is an extraordinary meeting convened specifically to consider the draft Business Plan and in accordance with the Council's constitution, **questions can only be accepted in respect of this item.**

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 27 August 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.

BUSINESS PLAN

7 **🔑 Wiltshire Council's Business Plan for 2013-17 (Pages 1 - 8)**

To consider the following recommendation from Cabinet dated 23 July 2013:

'That the Draft Business Plan as revised be presented to Council for adoption at its extraordinary meeting on 3 September 2013 together with any further comments from Scrutiny'.

A report from the Leader and Corporate Directors Dr Carlton Brand, Carolyn Godfrey and Maggie Rae is included in this summons.

An extract of comments on the draft Business Plan from a meeting of the Chair and Vice Chairs of the Overview and Scrutiny Management Committee and the three Scrutiny Select Committees on 13 August is also included.

The draft Business Plan is enclosed separately.

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
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BA14 8JN

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Wiltshire Council

Full Council

3 September 2013

Subject: Wiltshire Council's Draft Business Plan for 2013-17

Cabinet member: Councillor Jane Scott OBE, Leader of the Council

Key Decision: Yes

Purpose of Report

1. This is a covering report for the council's draft business plan for 2013-17. The business plan sets the council's strategy for the next four years and beyond. It's purpose is to enable the corporate directors to lead and manage the organisation to achieve the objectives set by the elected members.
2. Full council is asked to:
 - consider the proposed business plan 2013-17;
 - review the feedback from overview and scrutiny on the revised draft business plan circulated following the cabinet meeting on 23 July; and to,
 - approve the Business Plan for the next 4 years - 2013 17

Background

3. The business plan is an important document which sets the strategic direction of the council, its vision, goals, outcomes and objectives for the next four years.
4. Wiltshire Council approved its [first business plan](#) and supporting [financial plan](#) (2011-15) in February 2011. The proposed business plan for 2013-17 builds on and extends the vision, goals and achievements from the first business plan.
5. The new business plan has been prepared to reflect:
 - the significant external challenges and changes that the council will face over the next four years; and,
 - changes to the way the council will have to operate to manage these challenges.
6. Cabinet and the corporate leadership team (CLT) have been working on the business plan since May 2013.
7. An early draft reflecting the initial comments of cabinet members, service directors and the Wiltshire Public Service Board was considered at:
 - the Overview and Scrutiny Management Committee on 25 June
 - extraordinary meetings of the management committee and all three select committees

- the cabinet meeting on 23 July where members received feedback from all four overview and scrutiny committees on the first draft Chairman and vice chairman of the overview and scrutiny management and select committees considered a revised draft circulated following cabinet on 23 July.
8. Cabinet and CLT have been working on a revised plan incorporating some of the feedback and comments received, which is attached..

Main considerations for council

9. The plan is designed to enable the council to be flexible and responsive over the next four years. The final plan sets out the following political and organisational priorities:
- the vision and way of doing business between now and 2017
 - the corporate goals
 - 12 objectives - these are designed to be flexible should external factors require this.
10. The plan is supported by;
- an indicative four year financial model which will be updated as part of the budget monitoring and setting process
 - the council's business planning and individual objective setting process
 - an innovation plan which seeks to identify areas of priority for the business

Safeguarding considerations

11. The plan identifies that 'people feel safe and are as protected as possible from harm' as one of the six key outcomes for people and places along with continuing to improve safeguarding services as a key priority for the council.

Public health implications

12. The plan identifies 'people have healthy, active and high quality lives' as one of the six key outcomes for people and places and that public health is integrated at the heart of all public services as a key priority for the council.

Environmental and climate change considerations

13. The plan identifies 'everyone lives in a high quality environment' as one of the six key outcomes for people and places.

Equalities Impact of the Proposal

14. The plan continues to identify protecting the most vulnerable in our communities as a key priority for the council. All the people and place outcomes and priority actions are based on local needs evidence contained in the Joint Strategic Assessment for Wiltshire 2012/13.
15. The equalities implications of the council's major long-term strategies, programmes and plans have already been approved and were taken into consideration in developing the plan.

Risk Assessment

16. The council has considered risk throughout the development of the plan and the four year financial model. New risks will continue to be identified and addressed at a corporate and service level through the council's usual risk management arrangements.

Financial Implications

17. A number of high level known and assumed forecasts have been made to provide an initial four year financial model which sits alongside the plan. These assumptions include projections around growth and demand for services; ongoing reduction in central government funding along with inflation and demographic changes. As a result, the initial model suggests that over the next four years our funding from central government will reduce by £22 million and our increase in service demands will be around £100million, which means we will need to find and realign £120 million to deliver our priorities. Like any good business we have to keep our costs down and make savings just to stand still. We will need to continue to remove waste and unnecessary bureaucracy to provide the services that our residents want and need. The plan provides a focus for where to invest, disinvest and take measures to address the demand forecasted.

Legal Implications

18. Legislation affecting governance arrangements is changing significantly and the plan will be regularly reviewed to assess the impact these changes may have on the priority actions, measures and outcomes.

Next steps

19. Following approval the plan will be published in a user friendly format along with a "credit card" summary version that will set out the vision and outcomes that will be delivered in the next 4 years. These publications will be launched at the cabinet meeting on 24 September 2013.
20. The approved plan will be distributed and communicated to all key audiences including staff, partners, stakeholders and the general public.
21. All service directors will develop plans setting out how each area will deliver the key objectives and outcomes.

Proposal

22. Full council is asked to:
 - consider the attached business plan;
 - acknowledge the feedback from overview and scrutiny; and,
 - Approve the Business Plan for 2013 – 17.

Cllr Jane Scott OBE **Dr Carlton Brand** **Carolyn Godfrey** **Maggie Rae**
Leader **Corporate Director** **Corporate Director** **Corporate Director**

Report Authors:

Robin Townsend, Interim Director, Executive Office – robin.townsend@wiltshire.gov.uk

Date of report: 20 August 2013

Background Papers - None

Appendices - Business Plan 2013-17

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EXTRACT OF INFORMAL OVERVIEW AND SCRUTINY CHAIRS AND VICE-CHAIRS

NOTES OF THE INFORMAL OVERVIEW AND SCRUTINY CHAIRS AND VICE-CHAIRS MEETING HELD ON 13 AUGUST 2013 AT STOATE MEETING ROOM, SHURNHOLD , MELKSHAM, SN12 8GQ.

Present:

Cllr Christine Crisp, Cllr Peter Edge, Cllr Alan Hill, Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Jacqui Lay, Cllr John Noeken, Cllr Roy While (Vice Chairman)

Also Present:

Maggie Rae – Corporate Director
Robin Townsend – Interim Service Director – Executive Services
Paul Kelly – Scrutiny Manager
Henry Powell – Senior Scrutiny Officer
Maggie McDonald – Senior Scrutiny Officer
Stuart Figini – Democratic Services Officer

1. Apologies

There were no apologies.

2. Draft Business Plan 2013-17

Members were reminded that the Overview & Scrutiny Management Committee in receiving the first draft of the Draft Business Plan 2013 – 2017 at its meeting on 25 June 2013 agreed that the task of scrutinising it would be undertaken by the individual select committees and the Management Committee, with the meetings taking place between 2 July and 5 July 2013.

The views of each committee were then considered collectively by the Chairmen and Vice-Chairmen of the Management Committee and the three select committees on 8 July 2013 and incorporated into one report for Cabinet on 23 July 2013. A written response to the views and recommendations made by overview and scrutiny were tabled at the Cabinet meeting.

The Cabinet recommended that the Draft Business Plan as revised be presented to Council for adoption at its extraordinary meeting on 3 September 2013 together with any further comments from Scrutiny.

A revised Business Plan was subsequently circulated electronically to all overview and scrutiny members on 26 July 2013.

Members considered the following documents in order to help them review the revisions made on the Business Plan:

- Overview and Scrutiny report on the first draft Business Plan 2013/17 to Cabinet on 23 July 2013
- Corporate Directors covering report to Cabinet on 23 July 2013
- Written response to the views and recommendations made by OS
- Extract of the Cabinet minutes
- Latest version of the Business Plan – with a link to the original version of the Business Plan considered by the Overview and Scrutiny Management Committee at its meeting held on 25 June 2013

Consideration of the revised Business Plan was undertaken and the following comments made:

- a) Members were generally happy that the Business Plan 2013-17 represented the views of the Overview and Scrutiny Management Committee and Select Committees however they questioned how the Business Plan would be scrutinised in the future.
- b) Members were reminded that the Business Plan was an overarching document and that the Management Committee and Select Committees would be undertaking in-depth scrutiny of the Service Plans, following discussions with Service Directors, portfolio holders and cabinet members, to establish where maximum value could be achieved.
- c) In particular it was felt that communication with officers, portfolio holders and cabinet members was essential for the Health Select Committee to keep track of new information and directives from Government in relation to Health issues. It was suggested that the Health Select Committee would require additional training to keep up to date on current health issues.
- d) Councillor Hubbard expressed continuing concern that the Youth Advisory Groups – YAGs - were not specifically mentioned in the Business Plan and explained why he felt that the Group should be included. Cllr Hubbard recalled that the Cabinet agreed a mandate for YAGs and that the Integrated Youth Service was asked to set up the YAGs alongside the Area Boards.
- e) Other Members felt that it was essential that young people had a voice, however it was also important for other groups and it was not appropriate to single out one over another. Maggie Rae, Corporate Director explained that there was an expectation that the Council and its Area Boards would engage with young people in many ways including through the YAGs.
- f) Members also heard another view that if there was a mandate from Cabinet for the YAGs then there was no need for them to be specifically mentioned in the Business Plan.

Recommended:

To advise the Executive and full Council of the additional comments of the Overview and Scrutiny Chairs and Vice-Chairs on the revised draft Business Plan as detailed above.

(Duration of meeting: 2:00pm- 3:20pm)

The Officer who has produced these minutes is Stuart Figini, of Democratic Services, direct line (01225) 718376, e-mail stuart.figini@wiltshire.gov.uk

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

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