

SUMMONS

Annual Council Meeting

Date: 18 May 2010

Time: **11.00 am**

Place: Council Chamber, County Hall, Trowbridge

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

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Trowbridge, direct line 01225 718024 or email yaminarhouati@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

Presentations

For Councillors' information, the following presentations will be made:

10.30am - Short film 'Making a Difference' on the Council's Parish Steward Scheme

10.45am - Touch2ID Scheme

AGENDA

PART I

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

1. **Election of Chairman**

To elect a Chairman for 2010/11

Nominations will be sought orally from those present at the meeting. Voting will be way of a show of hands unless at least 10 Members request the holding of a secret ballot.

2. **Election of Vice-Chairman**

To elect a Vice-Chairman for 2010/11

Nominations will be sought orally from those present at the meeting. Voting will be way of a show of hands unless at least 10 Members request the holding of a secret ballot.

3. **Apologies**

4. **Minutes of Previous Meeting** (*Pages 1 - 62*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 23 February 2010

5. **Declarations of Interest**

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

6. **Election Results**

To receive and note the Returning Officer's return in respect of the Parliamentary elections held on 6 May 2010 (details to follow)

7. **Announcements by the Chairman**

8. **Petitions**

9. **Public Participation**

The Council welcomes contributions from members of the public.

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.

Members of the public wishing to ask a question should give written notice (including details of any question) to the officer named above (acting on behalf of the Director of Resources) by **12.00 noon on Friday 14 May 2010**.

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

APPOINTMENTS

10. **Appointments**

(a) **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups** (*Pages 63 - 72*)

Report by the Solicitor to the Council and Monitoring Officer.

(b) **Appointment to Committees** (*Pages 73 - 88*)

Report by the Solicitor to the Council and Monitoring Officer.

(c) **Appointment of Chairmen and Vice-Chairmen - Committees**

To appoint Chairmen and Vice-Chairmen of the following meetings:

- Appeals Committee
- Area Planning Committee – Eastern
- Area Planning Committee – Northern
- Area Planning Committee – Southern
- Area Planning Committee – Western
- Audit Committee
- Licensing Committee
- Officer Appointments Committee
- Pension Fund Committee
- Staffing Policy Committee
- Strategic Planning Committee

The Standards Committee and Scrutiny Select Committees will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting.

(d) **Appointment of Wiltshire Council members to serve on the Combined Fire Authority**

To consider the appointment of nine Wiltshire Council members to serve on the Combined Fire Authority for the ensuing year. The current membership is:

Conservative (6)	Liberal Democrat (2)	Independent (1)
Mr Peter Davis Mr Payne Mrs Groom Mr Devine Mr P Brown Brigadier Hall	Mr Marshall Mr Osborn	Mr Newbury

The Local Government and Housing Act 1989 in respect of political proportionality applies to appointments to the Fire Authority.

(e) **Appointments Process - Chairmen and Vice-Chairmen of Area Boards**
(Pages 89 - 92)

Report by the Head of Democratic Services.

Should the proposal contained in the report be approved, each Area Board will be asked to convene on the rising of this meeting to elect their respective Chairman and Vice-Chairman. An agenda for each Area Board can be found at the back of this agenda

POLICY FRAMEWORK

Under its Constitution, the Council is responsible for approving the policy framework of the Council expressed in various plans and strategies. The plan and strategy referred to in items 12 and 13 respectively form part of the Council's policy framework.

11. **Corporate Plan (Pages 93 - 118)**

Councillor Jane Scott, Leader of the Council will present the following recommendation of Cabinet dated 20 April 2010:

That the Corporate Plan 2010-2014 be adopted.

Report of the Service Director, Policy, Research and Communication circulated together with the recommended Corporate Plan.

12. **Homelessness Strategy (Pages 119 - 184)**

Councillor John Brady, Cabinet member for Economic Development, Planning and Housing will present the following recommendation of Cabinet dated 23 March 2010:

That Cabinet recommends that full council approve the updated homelessness strategy 2010/15 and agrees the implementation of the homelessness strategy action plan.

As background information, the report considered by Cabinet is circulated together with the recommended Homelessness Strategy.

COUNCILLORS' QUESTIONS

13. Councillors' Questions

Please note that Councillors are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Director of Resources) not later than **noon Friday 14 May 2010**. 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.

EXECUTIVE BUSINESS

14. Executive Business

(a) The Leader and/or Cabinet Members to update Council on any major activities within their respective areas of responsibility.

(b) Area Boards – This is an opportunity to raise general issues relating to Area Boards but not specific local issues.

OVERVIEW AND SCRUTINY

15. Overview and Scrutiny

The Chairmen of the Overview and Scrutiny Select Committees to update Council on any major activities within their respective Committees.

MINUTES OF CABINET AND COMMITTEES

16. Minutes of Cabinet and Committees

(a) The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book enclosed separately.

(b) Chairmen of Committees other than Cabinet and Scrutiny Select Committees will be given a brief opportunity to make any important announcements concerning the work of their respective committees. Cabinet and Scrutiny Select Committees are dealt with under items 15 and 16 respectively.

- (c) Councillors will be given the opportunity to raise questions on points of information or clarification.

EXTERNAL ORGANISATIONS

To receive reports from external organisations.

Please note that under the Constitution, Councillors wishing to ask a question in relation to the reports of the Wiltshire Police Authority and the Wiltshire and Swindon Fire Authority are required to give written notice to the officer named above (acting on behalf of the Director of Resources) no later than five clear days before the Council meeting – 10 May 2012.

Please further note the documents referred to in items 17 (a) & (b) and 18 below were previously circulated to Councillors to provide an opportunity to submit any questions within the above mentioned timescale. The documents are also circulated with this agenda for ease of reference.

17. **Wiltshire Police Authority**

To receive and note:

- (a) **the minutes of the Wiltshire Police Authority meeting held on 11 February 2010** (*Pages 185 - 190*)
- (b) **the report of the Wiltshire Police Authority** (*Pages 191 - 192*)

18. **Wiltshire and Swindon Fire Authority** (*Pages 193 - 196*)

To receive and note the minutes of the Wiltshire and Swindon Fire Authority meeting held on 11 February 2010.

OTHER ITEMS OF BUSINESS

19. **Duty to Respond to Petitions** (*Pages 197 - 212*)

Report of the Head of Democratic Services which includes a suggested scheme

20. **Financial Regulations and Financial Procedure Rules** (*Pages 213 - 220*)

Report by the Chief Finance Officer.

The Financial Regulations and Financial Procedure Rules as proposed are circulated separately to Councillors and available on the Council's website with this agenda.

21. **Date of Council Tax Setting meeting - 2011**

Recommended:

To set the next Council Tax Setting meeting as 22 February 2011.

22. **Notices of Motion**

No motions have been received for this meeting.

PART II

Items during consideration of which it is recommended that the public be excluded

NONE

Agenda for each Area Board are at the back of this Summons – Item 10 (e) above refers.

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COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 23 FEBRUARY 2010 IN THE COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Brigadier Robert Hall (Chairman), Cllr Desna Allen, Cllr Richard Beattie, Cllr Chuck Berry, Cllr John Brady, Cllr Richard Britton, Cllr Philip Brown, Cllr Rosemary Brown, Cllr Allison Bucknell, Cllr Jane Burton, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Christopher Cochrane, Cllr Peter Colmer, Cllr Linda Conley, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Michael Cuthbert-Murray, Cllr Brian Dalton, Cllr Paul Darby, Cllr Andrew Davis, Cllr Peter Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Doyle, Cllr Rod Eaton, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mark Griffiths, Cllr Mollie Groom, Cllr Lionel Grundy OBE, Cllr Brigadier Robert Hall (Chairman), Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr J Hubbard, Cllr Keith Humphries, Cllr Peter Hutton, Cllr Tom James MBE, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Alan Macrae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Francis Morland, Cllr Christopher Newbury, Cllr John Noeken, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Graham Payne, Cllr Stephen Petty, Philipe, Cllr Leo Randall, Cllr Fleur de Rhe-Philipe, Cllr Pip Ridout, Cllr Bill Roberts, Cllr Ricky Rogers, Cllr Judy Rooke, Cllr Paul Sample, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Dick Tonge, Cllr Anthony Trotman, Cllr Bridget Wayman, Cllr Ian West, Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Roy While, Cllr Christopher Williams and Cllr Graham Wright

1. Apologies

Apologies for absence were received from Cllrs Carter, Dow, Fogg, Hawker, Hewson, Chris Humphries, Moss, Ody, Parker, Phillips, Soden and Swabey.

2. Minutes of Previous Meeting

The minutes of the meeting held on 1 December 2009 were presented.

Resolved:

That the minutes of the meeting held on 1 December 2009 be approved as a correct record and signed by the Chairman.

3. **Declarations of Interest**

The Chairman drew Councillors' attention to the letter of advice from the Monitoring Officer concerning possible interests in the budget and setting of the council tax. Advice had also been given on declaring interests in respect of council garage tenancies when it came to considering the setting of garage as part of determining the housing revenue account.

Cllr Brian Dalton declared a personal and prejudicial interest in respect of the housing revenue account in so far as the setting of garage rents was concerned. Cllr Dalton held a garage tenancies and left the meeting during consideration of that element of the budget.

During discussion of notice of motion no. 8 (minute no. 6 refers), Cllr Rook declared a personal interest in the item in so far as it related to Redland Park by virtue of it being close to where she lived and walked her dog.

Cllr Lay declared a personal interest in this matter by virtue of being a member of the local Community Area Partnership (minute no. 16 (b) refers).

4. **Announcements by the Chairman**

(a) **Andrew Kerr – New Chief Executive**

On behalf of the Council, the Chairman welcomed Andrew Kerr to this his first meeting of Council.

The Chairman commented that he was confident that Mr Kerr would find his new role challenging as well as interesting and rewarding and looked forward to working with him.

(b) **New Years Honours List**

The Chairman was delighted to announce that a number of Wiltshire residents had received national recognition in the New Years Honours list, details of which he read out to the Council. The Chairman congratulated them all noting that many had made a significant contribution to communities within the County.

The Chairman particularly congratulated Cllr Jane Scott, Leader of the Council who was made OBE. The Chairman commented that she had given sterling service to Local Government over many years and had worked remarkably hard to bring about the successful establishment of Wiltshire Council. This was a thoroughly well-deserved national recognition of her achievements.

(c) Royal Visit – St John School and Community College, Marlborough

The Chairman explained that the Vice-Chairman, Councillor Bill Moss' absence was due to the fact he was standing in for him at the formal opening by Her Royal Highness the Duchess of Cornwall of the new buildings at St John School and Community College in Marlborough.

Cllr Chris Humphries was also attending the same function as was Cllr Fogg in his capacity as Mayor of Marlborough.

The Chairman explained that the school now had excellent facilities and the Head Teacher, Dr Patrick Hazlewood and his staff were to be congratulated on their achievement. On behalf of the Council he wished the school every success for the future.

(d) Wotton Bassett Repatriations

The Chairman remarked that all Councillors would be familiar with the dedication with which the people of Wotton Bassett had marked the repatriation of fallen soldiers when each cortege passed through the Town. He reported that this had now received national recognition.

In December 2009, the Mayor and some other citizens of Wotton Bassett responsible for organising the events surrounding each repatriation were invited to visit 10 Downing Street and meet the Prime Minister. They were also invited to the Military Awards – known as 'The Millies' and were presented with an award for 'support to the troops' by HRH Prince William.

Further recognition was given to the Town when their Royal Highnesses the Prince of Wales and Duchess of Cornwall visited Wotton Bassett in January 2010, when the Prince personally thanked the townspeople for all that they did to honour the fallen soldiers on behalf of the people of this Country.

(e) George Batten, Director of Transport, Environment and Leisure

During the course of the meeting, the Chairman reported that this would be the last Council meeting attended by George Batten who was retiring after 30 years service to the Council. The Chairman paid tribute to George's hard work and dedication. George was considered to be very highly thought of across the County and very popular with both staff and Councillors. On behalf of Council, the Chairman wished George good luck in his retirement.

5. **Petition - Preferred Option for Chippenham Under Wiltshire 2026 Plan**

The Chairman reported receipt of two petitions on the same issue, the Preferred Option for Chippenham under the Wiltshire 2026 Plan.

The first petition organised by John Palmer, Peter Humphrey and Kim Stuckey was presented by John Palmer, details of which were presented. Mr Palmer addressed Council on his petition which urged the Council to reconsider its preferred option for Chippenham. He added that if the Council insisted on making provision for housing in Chippenham, it should be in the South of the Town where the road infrastructure already existed and the environmental impact would be lessened.

The second petition was presented by Elizabeth Kennedy with specific reference to the Birds Marsh area. The petition urged the Council to retain the open space for the enjoyment and preservation of wildlife.

There were 2,009 signatories to the petitions collectively.

Cllr Brady, Cabinet member for Economic Development, Planning and Housing responded to the petitions. He explained that the 2026 Plan was in the early stages of examining the responses to the consultation. He assured the petitioners that their representations would be taken seriously and would be considered as part of the responses to the consultation.

Resolved:

That the petition be received and noted referred to Cllr Brady, Cabinet member for Economic Development, Planning and Housing to consider as part of the consultation responses to the 2026 Plan.

6. **Notice of Motion No. 8 - Wiltshire 2026 Plan - Chippenham - From Councillors Mark Packard and Bill Douglas**

Declaration of interest

During the course of discussion on this item, Cllr Rooke declared a personal interest in this item in so far as it related to Redland Park by virtue of it being close to where she lived and walked her dog.

For the benefit of the petitioners referred to in minute no. 5 above, with Council's agreement, the Chairman varied the order of the agenda to deal with this notice of motion at this point in the meeting.

The Chairman reported receipt of the following notice of motion moved and seconded by Cllrs Packard and Bill Douglas respectively:

"This Council notes the consultation which has taken place on the 2026 Core Strategy for Chippenham and that these plans are currently in the process of further review. As the success of the Core Strategy depends on the integration of the increased population and the funding of the road infrastructures, this Council requests the Executive rescind the preferred option status which

proposes the housing development to the North and East of Chippenham, on the grounds that:

- 1) *The costing and sourcing of funding for the road infrastructure need further investigation.*
- 2) *The Green-belt land and valleys to the East and North of Chippenham will be devastated and access to the Birds marsh area will be cut off to the townspeople.*
- 3) *Chippenham Vision, an independent organisation established by the Council, have also voiced their serious concerns with regard to this preferred option.*
- 4) *There are other options in the consultation document which have not been sufficiently considered.*
- 5) *No consideration has been given to a geographically distributed option which would enable a gradual development and integration of the increased population over a period of time.*
- 6) *Sustaining the preferred option gives one set of developers an unfair prejudicial advantage.*

Council is requested to rescind the preferred option until sufficient evidence has been gathered to make a considered decision”.

Cllr Parker spoke to the motion. The Chairman moved that the motion be debated and this was duly seconded and on being put to the vote, it was

Resolved:

That notice of motion no. 8 be debated.

The Chairman called on Cllr Brady to open the debate as the relevant Cabinet member before inviting group leaders and then opening the debate to other Councillors.

Cllr Brady referred to his previously circulated statement in which he responded to each of the points raised in the above motion. In the discussion which ensued, the following amendment was proposed by Cllr Crisp and seconded by Cllr Hutton:

‘That this council notes that a decision has not been made on any option for housing development in the North and East of Chippenham. When such a decision is required, all concerns expressed by residents, now, and in future consultations, will be taken into account.

The Council also notes that if a Conservative government is elected this year, it is likely that the Regional Spatial Strategy will be abolished and further powers given to local councils. The council expects such powers will enable local authorities, rather than central government, to determine housing needs in their areas and their location.

This Council recognises that no decisions will be made as to the strategic housing sites in and around Chippenham until after the General Election'

Cllr Caswill raised a point of order in which he deemed the amendment should be ruled out of order as he considered it would have the effect of negating the original motion. On receiving legal advice, the Chairman ruled that the amendment would not negate the original motion and therefore confirmed that he had accepted the amendment.

A lengthy discussion ensued on the amendment. On being put to the vote, the amendment was CARRIED.

Recorded vote

A recorded vote having been called for by the requisite number of Councillors, the voting on the amendment was recorded as follows:

For the amendment (57 votes)

Cllrs Beattie, Berry, Brady, Britton, Philip Brown, Bucknell, Burton, Clewer, Cochrane, Conley, Connolly, Crisp, Andrew Davis, Peter Davis, De Rhe-Philipe, Deane, Devine, Mary Douglas, Doyle, Eaton, Fuller, Gamble, Green, Greenman, Griffiths, Groom, Grundy, Hall, Hewitt, Hill, Howard, Keith Humphries, Hutton, James, Johnson, Kunkler, Lay, Macrae, Mayes, Milton, Noeken, Payne, Randall, Ridout, Roberts, Scott, Seed, Smale, Sturgis, Thomson, Tonge, Trotman, Wayman, Westmoreland, Wheeler, While, and Williams.

Against the amendment (29 votes)

Cllrs Allen, Rosemary Brown, Carbin, Caswill, Clark, Colmer, Cuthbert-Murray, Dalton, Darby, Bill Douglas, Hubbard, Jeans, Jenkins, Killane, Knight, Marshall, McLennan, Morland, Newbury, Oldrieve, Helen Osborn, Jeff Osborn, Packard, Petty, Rogers, Rooke, Sample, West and Wright.

Abstentions (Nil)

The amendment became the substantive motion. An amendment was proposed by Cllr Caswill seconded by Cllr Hubbard amending the first line of the now substantive motion to read as follows:

'This Council regrets that a decision has been made to approve an option for housing development.....'

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

The substantive motion was put to the vote and CARRIED and it was therefore

Resolved:

That the following motion be adopted:

That this council notes that a decision has not been made on any option for housing development in the North and East of Chippenham. When such a decision is required, all concerns expressed by residents, now, and in future consultations, will be taken into account.

The Council also notes that if a Conservative government is elected this year, it is likely that the Regional Spatial Strategy will be abolished and further powers given to local councils. The council expects such powers will enable local authorities, rather than central government, to determine housing needs in their areas and their location.

This Council recognises that no decisions will be made as to the strategic housing sites in and around Chippenham until after the General Election.

7. **Public Participation**

The Chairman reported that there had been no requests for public participation other than the petitions referred to at minute no. 5 above.

8. **Budget 2010/11**

Declaration of Interest

Cllr Dalton declared a personal and prejudicial interest in this item in so far as it related to the setting of garage rents as referred to in the proposals concerning the Housing Revenue Account by virtue of the fact that he held a garage tenancy. Cllr Dalton left the meeting during consideration of that element of the budget.

The Chairman explained how he intended to manage the debate on the budget. The Chairman reminded Councillors of the various budget papers which had been previously circulated. In particular, he referred to the various budget reports circulated with the Cabinet agenda dated 11 February 2010 and the recommendations from that meeting, the proposed Council tax resolution for 2010/11, the report from the Joint Overview and Scrutiny Committee dated 16 February 2010 and further information as requested by that Committee. The Chairman explained the order in which he would invite Councillors to speak on the budget.

The Chairman invited Cllr Scott, Leader of the Council to present her budget speech. The Leader emphasised that in her opinion, the budget proposed would protect front line services, give a below inflation tax rise, would put more resources to local communities' stated priorities, make more efficiencies and

would save to invest in further service improvements in the future despite the economic situation. The Leader moved the recommendations on the budget from Cabinet's meeting dated 11 February 2010 to include the following additional proposals:

- That the under spends in the Area Board grants budget be rolled forward from 2009/10 to 2010/11 and
- £100,000 from the headroom be allocated to the highways maintenance budget and £100,000 be allocated to youth projects to be delivered through Area Boards.

The motion was seconded by Cllr Thomson.

The Chairman then invited Cllr Jeff Osborn, Chairman of the Joint Overview and Scrutiny Committee to present the report of his Committee.

Each Group Leader was invited to contribute to the debate on the Budget before opening the debate to other Councillors.

Cllr Rogers noted the high percentage of those who had paid their Council Tax and requested his appreciation to those people be recorded.

Cllr Carbin proposed an amendment, details of which were tabled which was duly seconded by Cllr Jeff Osborn and responded to by the Leader. A discussion ensued on the amendment.

At this point, the meeting was adjourned for lunch and to allow the Chief Finance Officer in his capacity as S.151 Officer to examine the amendment put forward.

MEETING ADJOURNED

On reconvening the meeting, the Chairman invited the Chief Finance Officer to give his professional opinion on the amendment. The Chief Finance Officer explained his concerns over the robustness of the proposals put forward for the reasons he outlined to the meeting.

Cllr Jeff Osborn explained that he took the Chief Finance Officer's advice on board and in the circumstances although he stood by the aspirations of the amendment, withdrew it.

A detailed discussion ensued on the various elements of the budget proposals with the Leader and her Cabinet responding to the points raised.

Councillors requested that a letter be circulated to all staff from Chairman of Council on behalf of Council thanking them for their continued hard work.

Following detailed discussion, it was

Resolved:

To approve the recommendations of Cabinet dated 11 February 2010 as follows with the addition of (1) (c) - (e) below:

(1) Revenue Budget Proposals for 2010/11

- a. That the proposed budget detailed in Appendix 2 (pages 34 – 35 of Cabinet agenda), including the growth items Appendix 4 (page 38) and unavoidable commitments in Appendix 5 (pages 39 – 41), efficiency measures in Appendix 6 (pages 42 – 45) and Fees and Charges Income in Appendix 7 (pages 46 – 47) be approved;**
- b. A Council Tax increase of 2.3% (average) with a Band D equivalent of £1,222.43 be approved;**
- c. That the under spends in the Area Board grants budget be rolled forward from 2009/10 to 2010/11;**
- d. That £100,000 from the identified headroom be allocated to the highways maintenance budget and £100,000 to youth projects delivered through Area Boards and**
- e. That the Leader of Council write to HM Treasury, copied to Ministers to press for an explanation of why this authority continued to be poorly funded in comparison to other authorities.**

(2) Capital Programme Proposals 2010/11 to 2012/13

- a That the Wiltshire Council Capital Programme for 2010-11 to 2012-13 as shown in Appendix B (page 62) be approved.**
- b. The use of additional borrowing of £20.617 million in 2010-11 and £53.164 million over the three years be approved.**

(3) Fees and Charges

The fees and charges as included in the revenue budget for 2010/11 (pages 72 – 73) be approved.

(4) Treasury Management Strategy

- a. The revised CIPFA Code of Practice on Treasury Management in the Public Services be adopted;**

- b. **The Prudential and Treasury Indicators (Appendix A – pages 82 – 87) be adopted,**
- c. **The Annual Investment Strategy (Appendix B – pages 88 – 93) be adopted;**
- d. **Authority be delegated to the Chief Finance Officer to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- e. **The Chief Finance Officer be authorised to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- f. **Agreement be given that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- g. **Agreement be given that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.**

(5) Housing Revenue Account Budget and Rent Setting 2010/11

- a. **The HRA Budget for revised 2009/2010 (revised) and 2010/2011 (original) be approved.**
- b. **The increase for dwelling rents in accordance with rent restructuring be approved.**
- c. **The level of increase for garage rents at zero percent be approved.**
- d. **The level of increase for service charges at a maximum of RPI and utility recharges as a maximum £1 per week be approved.**

Council Tax Resolution

- (1) **That the following amounts for the year 2010-11 in accordance with The Local Authorities (Calculation of Council Tax Base) (Amendment) Regulations 2003 made under Section 33(5) of the Local Government Finance Act 1992 (“the Act”) be approved:**
 - a) **178,139.4 being the amount calculated by the Council, in accordance with The Local Authorities (Calculation of**

Council Tax Base) (Amendment) Regulations 2003, as its council tax base for the year;

- b) Part of the Council's Area (Council Tax Base for each parish)**
- (2) That it be noted the revenue and capital budget proposals for 2010-11 are as approved elsewhere on these minutes (1) & (2) above refer.**
- (3) That the following amounts be now calculated by the Council for the year 2010-11 in accordance with sections 32 to 36 of the Local Government and Finance Act 1992:**
- a) £885,825,288 (Gross Revenue Expenditure including parish precepts) being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) (a) to (e) of the Act;**
 - b) £552,457,964 (Revenue Income) being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) (a) to (c) of the Act;**
 - c) £333,367,324 (Net Revenue Expenditure including parish precepts) Being the amount by which the aggregate at 10(a) above exceeds the aggregate at 10(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;**
 - d) £103,244,270 (Total of Revenue Support Grant, share of National Non Domestic Rating Pool and Estimated Balance on the Collection Fund to be refunded to council tax payers) being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the Collection Fund (Community Charges) (England) Directions 1994 under section 98(4) of the Local Government Finance Act 1988;**
 - e) £1,291.81 (Wiltshire Council Band D tax plus average parish councils Band D Tax) being the amount at 10(c) above less the amount at 10(d) above, all divided by the amount at 8(a) above, calculated by the Council, in accordance with section 33(1) of the Act, as the basic amount of its council tax for the year as shown below:**

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
861.20	1004.74	1148.27	1291.81	1578.88	1865.95	2153.01	2583.62

- f) £12,360,288 (Aggregate of parish and town council precepts) being the aggregate amount of all special items referred to in section 34(1) of the Act;
- g) £1,222.43 (Band D tax for Wiltshire Council purposes only) being the amount at 10(e) above less the result given by dividing the amount at 10(f) above by the amount at 8(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
814.95	950.78	1086.6	1222.43	1494.08	1765.73	2037.38	2444.86

- h) Part of the Council's Area (List of each Parish's Council Band D tax)

That the table at Appendix 1 shows the amounts relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 8(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate;

- (4). That it be noted that for the year 2010-11 the Wiltshire Police Authority has stated the following amounts in precepts issued to the Authority, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
105.18	122.71	140.24	157.77	192.83	227.89	262.95	315.54

- (5). That it be noted that for the year 2010-11 the Wiltshire & Swindon Fire Authority has stated the following amounts in precepts issued to the Authority, in accordance with Section 40 of the Local Government

Finance Act 1992 and Section 83 of the Local Government Act 2003, for each of the categories of dwellings shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
41.59	48.52	55.45	62.38	76.24	90.10	103.97	124.76

- (6). That, having calculated the aggregate in each case of the amounts at 10(h) 11 and 12 above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts shown in the table at Appendix 1 as the amounts of council tax for the year 2010-11 for each of the categories of dwellings shown in the table:-

Part of the Council's Area (List of total tax figures for all bands of property for all parishes within Wiltshire – including Parish, Wiltshire Council, Wiltshire Police Authority and Wiltshire and Swindon Fire Authority elements).

Appendix 1 to the Minutes - Wiltshire Council Tax Levy 2010-11 By Parish

9. **Statement of Community Involvement**

Councillor Brady, Cabinet member for Economic Development, Planning and Housing presented the proposed Statement of Community Involvement for Council's approval as recommended by Cabinet at its meeting on 11 February 2010. In proposing the document, Cllr Brady made an alteration at paragraph 5.14 to state '14 days' instead of '21 days'.

The report considered by Cabinet in arriving at its recommendation was presented as background information.

During discussion of this item, a number of points were made which were taken on board by Cllr Brady.

Resolved:

- (a) That the Statement of Community Involvement as presented be adopted subject to the following amendments:
- paragraph 5.14 – '21 days' be changed to '14 days';
 - to include reference to the involvement of Area Boards in developing planning policy in the flowchart at diagram 2;
 - under 'How can I comment on a planning application?' from paragraph 5.10 – to include reference to members of the public

being able to express views to their local division member on Wiltshire Council and the Councillors' ability to call in an application.

(b) The document be reviewed when next updated.

(c) That a suggestion be made to the relevant Scrutiny Select Committee to look at how the Statement of Community Involvement could be improved when next updated.

10. **Councillors' Questions**

The Chairman reported receipt of questions from Cllrs Helen Osborn, Jeff Osborn, Clark, Carbin, Oldrieve, Packard, Caswill and Dalton.

Details of the questions and responses given were tabled at the meeting and are attached as **Appendix 2** to these minutes.

Supplementary questions were made in some cases summarised as follows:

Cllr Helen Osborn – youth development as referred to in Briefing Note No. 23 – sought an assurance that Area Boards would be involved in the process and considered that it would have been prudent to consult town councils and local members before a decision is made.

Cllr Gundy confirmed that the whole process could be considered by Area Boards.

Cllr Jeff Osborn – Youth Development as referred to in Briefing Note No. 23 – Asked the Leader if she was happy that a Member Briefing Note was the correct way for the new provisions to be dealt with given that it was in his opinion, a contentious issue.

Leader confirmed that if Area Boards were particularly unhappy with the changes, the Community Area Managers would be happy to discuss it with them. Whilst she appreciated there would be winners and losers, the changes were made to rationalise youth provision services across the County. The Briefing Note was issued as a mechanism to inform Councillors.

Cllr Jeff Osborn – Youth Development and consideration by Children's Services Scrutiny Select Committee in the Autumn – asked whether consideration in the Autumn would not be too late.

In the absence of Cllr Soden, Chairman of the Children's Services Scrutiny Select Committee, the Leader pointed out that it was up to that Committee on managing when it would consider this or any other item of business.

Cllr Clark – housing services as referred to in the Comprehensive Area Assessment (CAA) – asked about the steps being taken to overcome concerns raised by the CAA.

Cllr Brady – explained that the Council’s Housing Strategy was currently being prepared. The Council was currently in the process of recruiting an Empty Homes Officer to overcome some of the concerns raised by the CAA and would review other resources needed within housing. Cllr Brady and Cllr Greenman as Portfolio Holder for Housing were looking at the issue of voids with a view to improving the situation and reducing the number of void properties.

Cllr Clark – SAP – sought information on the gross cost to date of SAP.

Cllr de Rhe Philipe undertook to provide Cllr Clark with a written response.

Cllr Carbin – deadline for submission of questions – Cllr Carbin suggested that the deadline for submission of questions by Councillors should be brought forward to allow for the preparation of responses and their circulation to Councillors in a timely manner.

Cllr Oldrieve – tendering for Children’s Centre provision – asked for reconsideration of the support available to schools on the tendering process.

Cllr Grundy undertook to look at how best the Council could provide the relevant expertise to schools and that he would speak with Cllr Oldrieve following the meeting.

Cllr Packard - Query on Workplace Transformation figures - reference made to £17m but he could only find reference to £11.7 m in page 61 of cabinet agenda for the meeting dated 11 February 2010.

Cllr de Rhe Philipe undertook to provide Cllr Packard with a written response.

Cllr Packard – Cost of borrowing on the Workplace Transformation project – asked how much borrowing was planned for 2010/11.

Cllr de Rhe Philipe explained that the annual borrowing cost stood at £4m which had been included within the costs.

Cllr Caswill – number of professionally qualified environmental health officers – sought clarification on whether the number of posts quoted for 2010/11 related to before or after the reduction of 3 posts from the budget.

Cllr Keith Humphries confirmed that the numbers quoted took into account the reduction in posts.

Cllr Caswill – parking restrictions in Ivy Road, Chippenham – Asked the Cabinet member if he would accept that there was a need to look at Cocklebury Road

given that it was a main thoroughfare and that there was a role for Councillors to give their views as part of the study.

Cllr Tonge confirmed that Councillors views' would be sought via the Area Boards and referred to the parking review as part of the Local Transport Plan.

Cllr Caswill – Anti-social behaviour problems in Bath Road Car Park – this was a sensitive issue and the impression given that such anti-social behaviour was not considered a priority as agreed by the Area Board. Sought the Cabinet member's view on whether or not it would have been better to refrain from intervening until the views of the public were known.

Cllr Tonge reported that he hoped Cllr Caswill would be attending a meeting to be held in due course to discuss this issue.

Cllr Dalton – Parking charges and fines in the Salisbury area – thanked Cllr Tonge for the detailed response. He referred to the resurfacing of Fisherton Street, Salisbury and commented that there were a number of other roads which were also in urgent need of repair.

11. **Executive Business**

Executive Updates

Cllr Keith Humphries, Cabinet member for Health and Wellbeing drew Council's attention to the world's largest corporate health initiative, the Global Corporate Challenge. A Briefing Note giving details of the initiative had been previously circulated to Councillors.

Cabinet Scheme of Delegation

In accordance with paragraph 9 of Part 7 of the Constitution, Council received a report setting out amendments to Part 3 A of the constitution in relation to the responsibilities of Cabinet members.

The amendments concerned the responsibilities of the member for Waste, Property and Environment and the member for Highways and Transport. The purpose of the changes was to provide clarity as to which Cabinet member has responsibility for some of the previous district council front line services such as public conveniences, litter, cemeteries and markets. The changes also provided clarification on responsibility for the management of open spaces.

The Leader took the opportunity to circulate details of responsibilities assigned to the 13 Portfolio Holders who supported the respective Cabinet members.

Resolved:

That the revised Part 3 A of the Constitution as presented be noted and included in the Constitution.

c. Area Boards

The Chairman referred Councillors to the letter previously circulated which explained that they could ask questions of a general nature concerning Area Boards under this item, but they must be of a general nature only and not on specific local issues.

No such questions were raised.

12. **Overview and Scrutiny**

The Chairmen of the Overview and Scrutiny Select Committees were invited to update Council on major activities within their respective Select Committees.

Environment Select Committee

Cllr Groom updated Council on her Committee's consideration of the following matters:

- Development of the new Car Parking Plan;
- Development of the Gypsies and Travellers Strategy;
- The final report from the Waste Task Group which had been working closely with the Executive on developing the transformation of waste collection.

Overview and Scrutiny Management and Resources Select Committee

Cllr Jeff Osborn updated Council on his Committee's consideration of the following matters:

- LGR Appointments Procedure and Staff Harmonisation of Terms and Conditions;
- Business Management Programme and SAP;
- Councillors' ICT provision;
- Local Service Review Task Group (including Area Boards Review) and
- Overview and Scrutiny restructure

Children's Services Select Committee

On Cllr Soden's behalf, Cllr Hubbard updated Council on the Committee's consideration of the following matters:

- Laverstock Academy Project – this would not now go ahead as the necessary signatures were not received to the Expression of Interest. Officers were currently in discussions with the schools regarding a way forward. The Committee would continue to receive updates and may establish a further task group to examine whatever arrangements are agreed;
- Ofsted’s review of children’s services in Wiltshire;
- 2009 Pupil Performance figures;
- The early stages of the review of the Special Educational Needs service;
- Monitored the impact of re-structuring the Social Care Team;
- The work of the Teenage Pregnancy Partnership;
- Implementation of the Common Assessment Framework and Lead Professional;
- The Council’s contracts with Sodexo and
- The White Horse Education Partnership who managed the Council’s three PFI schools.

In the forthcoming months the Committee would be looking at:

- The sustainability of Local Collaborative Partnerships, once funding from Central Government runs out in 2011;
- The new Placements Strategy for Looked After Children, which should increase the number of placements the Council was able to provide in-house;
- The Council’s plans for taking on responsibility for 16-19 learning from the Learning and Skills Council (LSC) on 1 April 2010;
- How to improve the performance of Wiltshire’s Primary Schools; and
- The future viability of Wiltshire’s Small Schools.

13. **Minutes of Cabinet and Committees**

- a. The Chairman moved that Council receives and noted the minutes of the following meetings and this was duly seconded by Councillor de Rhe-Philipe.

Cabinet	- 15/12/09, 26/01/10 and 11/02/10
Environment Select Committee	- 12/01/10
Health and Adult Social Care Select Committee	- 14/01/10
Overview and Scrutiny Management and Resources Select Committee	- 21/01/10
Children’s Services Select Committee	- 28/01/10

Special Joint Overview and Scrutiny Committee	- 16/02/10
Eastern Area Planning Committee	- 17/12/09 and 14/01/10
Northern Area Planning Committee	- 14/12/09 and 03/02/10
Southern Area Planning Committee	- 10/12/09 and 28/01/10
Western Area Planning Committee	- 27/01/10
Audit Committee	- 09/12/09
Licensing Committee	- 15/12/09
Officer Appointments Committee	- 14/12/09 and 15/01/10
Standards Committee	- 03/02/10
Strategic Planning Committee	- 16/12/09 and 20/01/10

Resolved:

That the above mentioned minutes be received and noted.

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

The following questions were raised:

Environment Select Committee – 12 January 2010
Minute No. 44 – Waste Scrutiny Task Group Final Report

The Cabinet member for Waste, Property and Environment was asked if he would now be accepting the minority party report and did he accept all of its recommendations. Cllr Oldrieve sought information on the cost of the scrutiny exercise.

Cllr Toby Sturgis explained that he did not accept all of the recommendations. He further added that given the various policies proposed by the different political parties nationally, it would be prudent to await the outcome of the forthcoming General Election. Cllr Osborn undertook to ask the relevant officers to provide Cllr Oldrieve on the cost of the scrutiny exercise.

Strategic Planning Committee – 20 January 2010

Application No. S/2009/1527 – Amesbury: New visitor centre and associated works

Cllr Andrew Davis took the opportunity to thank Councillors for the manner in which they determined this important application. He also took the opportunity to welcome Andrew Kerr, the recently appointed Chief Executive to this his first meeting of Council.

Standards Committee – 3 February 2010

Minute No. 11 – Register of Members' Interests

On behalf of the Chairman of the Standards Committee, Cllr Clark presented and moved the recommendations of the Standards Committee concerning the online publication of the Register of Members' Interests. It was emphasised that this would be on an opt-in basis and that Councillors' interest details would only be published online if Councillors expressly agreed to it.

The report considered by the Standards Committee in arriving at its recommendation was presented as background information. The report stated that the Council's external auditors, as part of the Use of Resources element of the Comprehensive Area Assessment, had recommended the Council to give serious consideration to making the Register available online. This was to provide greater transparency and public accountability.

A discussion ensued during which concerns were expressed by some Councillors on making such information readily available online. An alternate view by some Councillors was that the on-line publication of the Register of Interests should be mandatory upon all Councillors. A proposition to this effect as an amendment was not accepted by the Chairman on the advice of the Monitoring Officer given that in law there was no compulsion in this matter.

The Leader of the Council agreed with the proposal on the basis that Councillors were in public office and sought assurances that information would be updated promptly and details would be removed once a Councillor was no longer in office.

Resolved:

That the following recommendations of the Standards Committee dated 3 February 2010 be adopted:

- (a) That members and co-opted members of Wiltshire Council may opt into the online publication of their entries in the statutory Register of Members' Interests.**
- (b) That the online version of the Register be redacted to remove copies of signatures.**

14. **Wiltshire Police Authority**

The minutes of the Wiltshire Police Authority meeting held on 3 December 2009 and the report of the Police Authority were received and noted. No questions on these documents had been received from Councillors.

15. **Wiltshire and Swindon Fire Authority**

The minutes of the Wiltshire and Swindon Fire Authority meeting held on 17 December 2009 were received and noted. No questions had been raised by Councillors.

16. **Notice of Motion - No. 9 - Area Boards**

The Chairman reported receipt of the following motion moved by Cllr Caswill and seconded by Cllr Carbin:

'The Wiltshire Area Boards initiative has great potential but six months on there are lessons to be learned and improvements to be made to local delegation. Members should have the chance to debate and recommend improvements, and not be limited to responding to a questionnaire. In that spirit, we propose that Council:

- 1) agrees that the Area Board initiative should be continued.
- 2) recognises that several aspects of Area Board work have already proved successful, for example the regular attendance and positive attitudes of the Council's partners. Board meetings have sometimes been successful in attracting high levels of public participation.
- 3) recognises however that there is some way to go to achieve the stated goal "*to provide a focus for community leadership, local influence and delegated decision making*" (p. 27 of the Area Board handbook). The public will rightly be looking for evidence of actions flowing from Board decisions. Without this there is a serious risk that Boards will lose public interest and support.
- 4) expresses a number of specific concerns, based on experience to date:
 - a) that Board agendas are too tightly managed, which has led to elected members have too little influence over agendas, and Boards sometimes failing to address major local issues.
 - b) that issues have ended up on long lists at Board meetings, often without discussion, and then on a web site which too often simply disposes of issues once officers have had a look at them, without resolution and without the involvement of ward councillors.

- c) that there is still a lack of clarity about the budgets which are allocated to Boards, and the extent to which they are earmarked for community grants, and for allocations to Area Partnerships.
 - d) that the budgets are in any case too small to allow Boards to address community needs.
 - e) that there is a similar lack of clarity about the role of Area Boards in the Council's various consultation processes.
 - f) that the chairing of Area Boards by Cabinet members and Portfolio holders may inhibit open discussion, and may constitute a conflict of interest.
- 5) Notes the ambitions in the Area Board handbook that.....
"(Area Boards) must be provided with the power to influence local services and respond effectively to local views" (Area Board handbook, p.31), and
"Area Boards will help councillors develop a meaningful community leadership role" (Area Board handbook, p.29)
and recommends to the Cabinet that:
- i. Board budgets are at least doubled in the forthcoming budget process, not by increasing the overall budget but by releasing funds from central departments.
 - ii. the necessary constitutional and other amendments are made to specify delegations to Boards for decisions on the delivery of local services.
 - iii. financial guidelines are produced to make clear that each Board has control over its own budget.
 - iv. guidelines are produced to make clear that Boards have control over their own agendas and all elected members can help set those agendas.
 - v. ward councillor budgets are introduced on an experimental basis, subject to annual reports to the Boards, and accompanied by clear rules. An initial annual allocation of £5000 per councillor is proposed, to be found from within current central allocations.
 - vi. Cabinet members and portfolio holders should not chair Area Boards.

- vii. the handling of the 'issues' process and the involvement of Area Boards in council consultations be referred to Overview and Scrutiny, for their recommendations for improvement'.

Cllr Caswill explained his motion.

The Chairman moved that the motion be debated and this was duly seconded by Cllr de Rhe Philipe and it was

Resolved:

That the motion be debated.

The Chairman explained that he would call Cllr Thomson as the Cabinet member for Community Services to respond to the motion then invite Group Leaders before opening the debate to other Councillors.

Cllr Thomson responded to the motion and in so doing proposed an amendment, details of which were tabled and this was duly seconded by Cllr Williams.

A discussion then ensued on the amendment.

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

On being put to the vote, the amendment now the substantive motion was CARRIED and it was

Resolved:

That the following motion be adopted:

That this Council thanks Councillors Caswill and Carbin for their detailed motion and supporting statements and :-.

- 1. Agrees that the Area Board initiative should be continued.**
- 2. Recognises that many aspects of Area Board work have already proved successful, for example the regular attendance and positive attitudes of the Council's partners and in attracting high levels of public participation.**
- 3. Recognises that Area Boards already have significant delegated powers as set out on page 31 of the Area Board Handbook and welcomes the Leader's review that will bring forward recommendations to further develop the potential of the Area Boards.**

4. That in relation to the concerns expressed by the motion, this Council

(a) notes that control of agendas rests locally with the Area Board Coordination Group (as set out on page 42 of the Area Board Handbook) but recognises that a balance needs to be achieved between issues generated corporately and those raised locally.

(b) agrees that the Community Issues System is an important way for the public to initiate, influence and monitor the progress of local issues and encourages all councillors to play a full part in the resolution of issues referred to the Board in this way.

(c) acknowledges that the Area Board handbook on pages 35 and 37 sets out the budgets delegated to the Area Boards in 2010/11 and the arrangements for funding the Community Area Partnerships and notes the recent resolution of the Cabinet (meeting held on 11 February 2010 – Minute 20(a)(d)) and the published intended decision of the Cabinet Member (Delegated decision number (ACCL -001-10) aimed at clarifying the Area Boards Grants process and increasing the local flexibility and discretion of the Boards.

(d) notes that in addition to awarding grants, Area Boards were established to influence and shape the mainstream service expenditure of the Council and its partners

(e) welcomes the commitments to engage Area Boards in important consultations as set out on page 32 of the Area Boards handbook and requests all officers to ensure that more notice is given of consultations involving the Area Boards so that agenda of area boards can be better managed and local people better engaged.

(f) agrees that the election of chairmen and vice chairmen should be a matter for the individual area boards to decide.

5. That in relation to the detailed proposals put forward within section 5 of the motion, agrees that these be referred to be considered as part of the Leader's review of area boards with the following comments of the Council

(a) in relation to budgets additional funding will be available in 2010/11 and as mentioned in 4(c) there will be increased flexibility for area boards in the management of their budgets.

(b) there is a balance to be achieved between locally determined issues and corporate/centrally generated issues.

(c) that whilst the contribution of Overview and Scrutiny in developing the area board processes is welcomed, the outcome of the Leader's review of area boards that is currently ongoing, should be awaited.

17. **Notice of Motion - No. 10 - Naming of Area Board**

Declaration of Interest

Cllr Lay declared a personal interest in this matter by virtue of being a member of the local Community Area Partnership.

The Chairman reported receipt of the following motion moved by Cllr Colmer and seconded by Cllr Hubbard:

'As a result of an issue raised by the Wootton Bassett & Cricklade Area Community, after consultation with stakeholders by the Northern Community Area Partnership, it is recommended to Wiltshire Council that the name of the area board is changed to the Northern Area Board'.

Councillor Colmer explained the background to his motion and urged Councillors to support it.

The Chairman moved that the motion be debated and this was duly seconded by Cllr de Rhe Philipe and it was

Resolved:

That the motion be debated.

The Chairman explained that he would call Cllr Thomson as Cabinet member for Community Services to respond to the motion before inviting Group Leaders and then opening the debate to other Councillors.

A discussion ensued on the motion.

Cllr Thomson commented that the Area Board should concentrate on dealing with local issues rather than what it should call itself.

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

Resolved:

That the motion be NOT adopted.

18. **Membership of Committees**

The Chairman explained the purpose of this item was to determine any requests from Group Leaders on changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council. This was to cater for any necessary changes only. Group Leaders would of course be invited to review the membership of committees within their allocation at the Annual Meeting of Council on 18 May as part of the annual review of the allocation of seats on committees.

The Leader of the Council in her capacity as Leader of the Conservative group requested approval of the following changes to the membership of the Appeals Committee in relation to her group:

Remove: Cllrs Payne and Gamble
Substitutes – Cllrs Randall and de Rhe Philipe

Appoint:: Cllrs P Davis and A Davis
Substitutes – Cllrs Wayman and Crisp

Resolved:

That the above membership changes in respect of the Appeals Committee be approved.

19. **Council - Dates of Meetings**

The Chairman invited Council to set the dates of Council meetings for the remainder of 2010.

Resolved:

That Council approve the following dates for meetings of the Council for 2010:

18 May (Annual Council)
13 July
9 November

Appendices

Appendix 1 – Council Tax amounts by area
Appendix 2 – Questions and responses

(Duration of meeting: 10.30 am - 5.10 pm)

(This included an adjournment for lunch from 12.55pm to 1.55pm)

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

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Appendix 1 to the Minutes of the Council Meeting – 23 February 2010

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Aldbourne	1,222.43	157.77	62.38	26.44	979.35	1,142.57	1,305.80	1,469.02	1,795.47	2,121.92	2,448.37	2,938.04
Alderbury	1,222.43	157.77	62.38	31.98	983.04	1,146.88	1,310.72	1,474.56	1,802.24	2,129.92	2,457.60	2,949.12
All Cannings	1,222.43	157.77	62.38	36.17	985.83	1,150.14	1,314.44	1,478.75	1,807.36	2,135.97	2,464.58	2,957.50
Allington	1,222.43	157.77	62.38	40.44	988.68	1,153.46	1,318.24	1,483.02	1,812.58	2,142.14	2,471.70	2,966.04
Alton	1,222.43	157.77	62.38	17.36	973.29	1,135.51	1,297.72	1,459.94	1,784.37	2,108.80	2,433.23	2,919.88
Alvediston	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Amesbury	1,222.43	157.77	62.38	47.14	993.15	1,158.67	1,324.20	1,489.72	1,820.77	2,151.82	2,482.87	2,979.44
Ansty	1,222.43	157.77	62.38	17.24	973.21	1,135.42	1,297.62	1,459.82	1,784.22	2,108.63	2,433.03	2,919.64
Ashton Keynes	1,222.43	157.77	62.38	48.82	994.27	1,159.98	1,325.69	1,491.40	1,822.82	2,154.24	2,485.67	2,982.80
Atworth	1,222.43	157.77	62.38	25.45	978.69	1,141.80	1,304.92	1,468.03	1,794.26	2,120.49	2,446.72	2,936.06
Avebury	1,222.43	157.77	62.38	47.84	993.61	1,159.22	1,324.82	1,490.42	1,821.62	2,152.83	2,484.03	2,980.84
Barford St Martin	1,222.43	157.77	62.38	33.05	983.75	1,147.71	1,311.67	1,475.63	1,803.55	2,131.47	2,459.38	2,951.26
Baydon	1,222.43	157.77	62.38	36.42	986.00	1,150.33	1,314.67	1,479.00	1,807.67	2,136.33	2,465.00	2,958.00
Beechingstoke	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Berwick Bassett & W/Bourne Monkton	1,222.43	157.77	62.38	6.22	965.87	1,126.84	1,287.82	1,448.80	1,770.76	2,092.71	2,414.67	2,897.60
Berwick St James	1,222.43	157.77	62.38	9.45	968.02	1,129.36	1,290.69	1,452.03	1,774.70	2,097.38	2,420.05	2,904.06
Berwick St John	1,222.43	157.77	62.38	23.83	977.61	1,140.54	1,303.48	1,466.41	1,792.28	2,118.15	2,444.02	2,932.82
Berwick St Leonard	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Biddestone	1,222.43	157.77	62.38	28.52	980.73	1,144.19	1,307.64	1,471.10	1,798.01	2,124.92	2,451.83	2,942.20
Bishops Cannings	1,222.43	157.77	62.38	21.86	976.29	1,139.01	1,301.72	1,464.44	1,789.87	2,115.30	2,440.73	2,928.88
Bishopstone	1,222.43	157.77	62.38	14.39	971.31	1,133.20	1,295.08	1,456.97	1,780.74	2,104.51	2,428.28	2,913.94
Bishopstrow	1,222.43	157.77	62.38	14.45	971.35	1,133.25	1,295.14	1,457.03	1,780.81	2,104.60	2,428.38	2,914.06
Bowerchalke	1,222.43	157.77	62.38	11.32	969.27	1,130.81	1,292.36	1,453.90	1,776.99	2,100.08	2,423.17	2,907.80
Box	1,222.43	157.77	62.38	72.03	1,009.74	1,178.03	1,346.32	1,514.61	1,851.19	2,187.77	2,524.35	3,029.22
Boyton	1,222.43	157.77	62.38	8.94	967.68	1,128.96	1,290.24	1,451.52	1,774.08	2,096.64	2,419.20	2,903.04
Bradford On Avon	1,222.43	157.77	62.38	86.17	1,019.17	1,189.03	1,358.89	1,528.75	1,868.47	2,208.19	2,547.92	3,057.50
Bratton	1,222.43	157.77	62.38	46.57	992.77	1,158.23	1,323.69	1,489.15	1,820.07	2,150.99	2,481.92	2,978.30
Braydon	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Bremhill	1,222.43	157.77	62.38	10.85	968.95	1,130.45	1,291.94	1,453.43	1,776.41	2,099.40	2,422.38	2,906.86

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Brinkworth	1,222.43	157.77	62.38	27.40	979.99	1,143.32	1,306.65	1,469.98	1,796.64	2,123.30	2,449.97	2,939.96
Britford	1,222.43	157.77	62.38	2.92	963.67	1,124.28	1,284.89	1,445.50	1,766.72	2,087.94	2,409.17	2,891.00
Broad Hinton & W/Bourne Bassett	1,222.43	157.77	62.38	14.07	971.10	1,132.95	1,294.80	1,456.65	1,780.35	2,104.05	2,427.75	2,913.30
Broad Town	1,222.43	157.77	62.38	12.04	969.75	1,131.37	1,293.00	1,454.62	1,777.87	2,101.12	2,424.37	2,909.24
Broadchalke	1,222.43	157.77	62.38	17.41	973.33	1,135.55	1,297.77	1,459.99	1,784.43	2,108.87	2,433.32	2,919.98
Brokenborough	1,222.43	157.77	62.38	12.10	969.79	1,131.42	1,293.05	1,454.68	1,777.94	2,101.20	2,424.47	2,909.36
Bromham	1,222.43	157.77	62.38	39.83	988.27	1,152.99	1,317.70	1,482.41	1,811.83	2,141.26	2,470.68	2,964.82
Broughton Gifford	1,222.43	157.77	62.38	13.98	971.04	1,132.88	1,294.72	1,456.56	1,780.24	2,103.92	2,427.60	2,913.12
Bulford	1,222.43	157.77	62.38	36.34	985.95	1,150.27	1,314.60	1,478.92	1,807.57	2,136.22	2,464.87	2,957.84
Bulkington	1,222.43	157.77	62.38	36.30	985.92	1,150.24	1,314.56	1,478.88	1,807.52	2,136.16	2,464.80	2,957.76
Burbage	1,222.43	157.77	62.38	17.97	973.70	1,135.98	1,298.27	1,460.55	1,785.12	2,109.68	2,434.25	2,921.10
Burcombe	1,222.43	157.77	62.38	18.90	974.32	1,136.71	1,299.09	1,461.48	1,786.25	2,111.03	2,435.80	2,922.96
Buttermere	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Calne	1,222.43	157.77	62.38	202.90	1,096.99	1,279.82	1,462.65	1,645.48	2,011.14	2,376.80	2,742.47	3,290.96
Calne Without	1,222.43	157.77	62.38	5.33	965.27	1,126.15	1,287.03	1,447.91	1,769.67	2,091.43	2,413.18	2,895.82
Castle Combe	1,222.43	157.77	62.38	24.82	978.27	1,141.31	1,304.36	1,467.40	1,793.49	2,119.58	2,445.67	2,934.80
Chapmanslade	1,222.43	157.77	62.38	17.85	973.62	1,135.89	1,298.16	1,460.43	1,784.97	2,109.51	2,434.05	2,920.86
Charlton	1,222.43	157.77	62.38	19.78	974.91	1,137.39	1,299.88	1,462.36	1,787.33	2,112.30	2,437.27	2,924.72
Charlton St Peter & Wilsford	1,222.43	157.77	62.38	9.23	967.87	1,129.19	1,290.50	1,451.81	1,774.43	2,097.06	2,419.68	2,903.62
Cherhill	1,222.43	157.77	62.38	15.55	972.09	1,134.10	1,296.12	1,458.13	1,782.16	2,106.19	2,430.22	2,916.26
Chicklade	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Chilmark	1,222.43	157.77	62.38	24.81	978.26	1,141.30	1,304.35	1,467.39	1,793.48	2,119.56	2,445.65	2,934.78
Chilton Foliat	1,222.43	157.77	62.38	29.82	981.60	1,145.20	1,308.80	1,472.40	1,799.60	2,126.80	2,454.00	2,944.80
Chippenham	1,222.43	157.77	62.38	128.76	1,047.56	1,222.15	1,396.75	1,571.34	1,920.53	2,269.71	2,618.90	3,142.68
Chippenham Without	1,222.43	157.77	62.38	39.44	988.01	1,152.68	1,317.35	1,482.02	1,811.36	2,140.70	2,470.03	2,964.04
Chirton	1,222.43	157.77	62.38	8.28	967.24	1,128.45	1,289.65	1,450.86	1,773.27	2,095.69	2,418.10	2,901.72
Chitterne	1,222.43	157.77	62.38	41.48	989.37	1,154.27	1,319.16	1,484.06	1,813.85	2,143.64	2,473.43	2,968.12
Cholderton	1,222.43	157.77	62.38	38.99	987.71	1,152.33	1,316.95	1,481.57	1,810.81	2,140.05	2,469.28	2,963.14
Christian Malford	1,222.43	157.77	62.38	24.76	978.23	1,141.26	1,304.30	1,467.34	1,793.42	2,119.49	2,445.57	2,934.68

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Chute	1,222.43	157.77	62.38	34.90	984.99	1,149.15	1,313.32	1,477.48	1,805.81	2,134.14	2,462.47	2,954.96
Chute Forest	1,222.43	157.77	62.38	24.54	978.08	1,141.09	1,304.11	1,467.12	1,793.15	2,119.17	2,445.20	2,934.24
Clarendon Park	1,222.43	157.77	62.38	8.97	967.70	1,128.98	1,290.27	1,451.55	1,774.12	2,096.68	2,419.25	2,903.10
Clyffe Pypard	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Codford	1,222.43	157.77	62.38	15.91	972.33	1,134.38	1,296.44	1,458.49	1,782.60	2,106.71	2,430.82	2,916.98
Colerne	1,222.43	157.77	62.38	42.88	990.31	1,155.36	1,320.41	1,485.46	1,815.56	2,145.66	2,475.77	2,970.92
Collingbourne Ducis	1,222.43	157.77	62.38	44.09	991.11	1,156.30	1,321.48	1,486.67	1,817.04	2,147.41	2,477.78	2,973.34
Collingbourne Kingston	1,222.43	157.77	62.38	43.56	990.76	1,155.89	1,321.01	1,486.14	1,816.39	2,146.65	2,476.90	2,972.28
Compton Bassett	1,222.43	157.77	62.38	16.83	972.94	1,135.10	1,297.25	1,459.41	1,783.72	2,108.04	2,432.35	2,918.82
Compton Chamberlayne	1,222.43	157.77	62.38	42.11	989.79	1,154.76	1,319.72	1,484.69	1,814.62	2,144.55	2,474.48	2,969.38
Coombe Bissett	1,222.43	157.77	62.38	47.87	993.63	1,159.24	1,324.84	1,490.45	1,821.66	2,152.87	2,484.08	2,980.90
Corsham	1,222.43	157.77	62.38	108.15	1,033.82	1,206.12	1,378.43	1,550.73	1,895.34	2,239.94	2,584.55	3,101.46
Corsley	1,222.43	157.77	62.38	13.00	970.39	1,132.12	1,293.85	1,455.58	1,779.04	2,102.50	2,425.97	2,911.16
Coulston	1,222.43	157.77	62.38	24.56	978.09	1,141.11	1,304.12	1,467.14	1,793.17	2,119.20	2,445.23	2,934.28
Cricklade	1,222.43	157.77	62.38	135.51	1,052.06	1,227.40	1,402.75	1,578.09	1,928.78	2,279.46	2,630.15	3,156.18
Crudwell	1,222.43	157.77	62.38	28.54	980.75	1,144.20	1,307.66	1,471.12	1,798.04	2,124.95	2,451.87	2,942.24
Dauntsey	1,222.43	157.77	62.38	33.76	984.23	1,148.26	1,312.30	1,476.34	1,804.42	2,132.49	2,460.57	2,952.68
Devizes	1,222.43	157.77	62.38	103.68	1,030.84	1,202.65	1,374.45	1,546.26	1,889.87	2,233.49	2,577.10	3,092.52
Dilton Marsh	1,222.43	157.77	62.38	26.51	979.39	1,142.63	1,305.86	1,469.09	1,795.55	2,122.02	2,448.48	2,938.18
Dinton	1,222.43	157.77	62.38	33.32	983.93	1,147.92	1,311.91	1,475.90	1,803.88	2,131.86	2,459.83	2,951.80
Donhead St Andrew	1,222.43	157.77	62.38	13.04	970.41	1,132.15	1,293.88	1,455.62	1,779.09	2,102.56	2,426.03	2,911.24
Donhead St Mary	1,222.43	157.77	62.38	24.92	978.33	1,141.39	1,304.44	1,467.50	1,793.61	2,119.72	2,445.83	2,935.00
Downton	1,222.43	157.77	62.38	30.77	982.23	1,145.94	1,309.64	1,473.35	1,800.76	2,128.17	2,455.58	2,946.70
Durnford	1,222.43	157.77	62.38	8.69	967.51	1,128.77	1,290.02	1,451.27	1,773.77	2,096.28	2,418.78	2,902.54
Durrington	1,222.43	157.77	62.38	47.14	993.15	1,158.67	1,324.20	1,489.72	1,820.77	2,151.82	2,482.87	2,979.44
East Kennett	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
East Knoyle	1,222.43	157.77	62.38	23.42	977.33	1,140.22	1,303.11	1,466.00	1,791.78	2,117.56	2,443.33	2,932.00
Easterton	1,222.43	157.77	62.38	42.96	990.36	1,155.42	1,320.48	1,485.54	1,815.66	2,145.78	2,475.90	2,971.08
Easton Grey	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Easton Royal	1,222.43	157.77	62.38	35.65	985.49	1,149.73	1,313.98	1,478.23	1,806.73	2,135.22	2,463.72	2,956.46
Ebbesbourne Wake	1,222.43	157.77	62.38	16.29	972.58	1,134.68	1,296.77	1,458.87	1,783.06	2,107.26	2,431.45	2,917.74
Edington	1,222.43	157.77	62.38	17.33	973.27	1,135.49	1,297.70	1,459.91	1,784.33	2,108.76	2,433.18	2,919.82
Enford	1,222.43	157.77	62.38	31.68	982.84	1,146.65	1,310.45	1,474.26	1,801.87	2,129.49	2,457.10	2,948.52
Erlestoke	1,222.43	157.77	62.38	48.33	993.94	1,159.60	1,325.25	1,490.91	1,822.22	2,153.54	2,484.85	2,981.82
Etchilhampton	1,222.43	157.77	62.38	26.14	979.15	1,142.34	1,305.53	1,468.72	1,795.10	2,121.48	2,447.87	2,937.44
Everleigh	1,222.43	157.77	62.38	36.23	985.87	1,150.19	1,314.50	1,478.81	1,807.43	2,136.06	2,464.68	2,957.62
Figheldean	1,222.43	157.77	62.38	64.66	1,004.83	1,172.30	1,339.77	1,507.24	1,842.18	2,177.12	2,512.07	3,014.48
Firsdawn	1,222.43	157.77	62.38	20.21	975.19	1,137.73	1,300.26	1,462.79	1,787.85	2,112.92	2,437.98	2,925.58
Fittleton	1,222.43	157.77	62.38	41.02	989.07	1,153.91	1,318.76	1,483.60	1,813.29	2,142.98	2,472.67	2,967.20
Fonthill Bishop	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Fonthill Gifford	1,222.43	157.77	62.38	23.73	977.54	1,140.46	1,303.39	1,466.31	1,792.16	2,118.00	2,443.85	2,932.62
Fovant	1,222.43	157.77	62.38	19.25	974.55	1,136.98	1,299.40	1,461.83	1,786.68	2,111.53	2,436.38	2,923.66
Froxfield	1,222.43	157.77	62.38	30.98	982.37	1,146.10	1,309.83	1,473.56	1,801.02	2,128.48	2,455.93	2,947.12
Fyfield & West Overton	1,222.43	157.77	62.38	22.63	976.81	1,139.61	1,302.41	1,465.21	1,790.81	2,116.41	2,442.02	2,930.42
Grafton	1,222.43	157.77	62.38	16.77	972.90	1,135.05	1,297.20	1,459.35	1,783.65	2,107.95	2,432.25	2,918.70
Great Bedwyn	1,222.43	157.77	62.38	28.69	980.85	1,144.32	1,307.80	1,471.27	1,798.22	2,125.17	2,452.12	2,942.54
Great Cheverell	1,222.43	157.77	62.38	31.10	982.45	1,146.20	1,309.94	1,473.68	1,801.16	2,128.65	2,456.13	2,947.36
Great Hinton	1,222.43	157.77	62.38	17.84	973.61	1,135.88	1,298.15	1,460.42	1,784.96	2,109.50	2,434.03	2,920.84
Great Somerford	1,222.43	157.77	62.38	18.45	974.02	1,136.36	1,298.69	1,461.03	1,785.70	2,110.38	2,435.05	2,922.06
Great Wishford	1,222.43	157.77	62.38	17.51	973.39	1,135.63	1,297.86	1,460.09	1,784.55	2,109.02	2,433.48	2,920.18
Grimstead	1,222.43	157.77	62.38	11.21	969.19	1,130.73	1,292.26	1,453.79	1,776.85	2,099.92	2,422.98	2,907.58
Grittleton	1,222.43	157.77	62.38	14.63	971.47	1,133.39	1,295.30	1,457.21	1,781.03	2,104.86	2,428.68	2,914.42
Ham	1,222.43	157.77	62.38	15.99	972.38	1,134.44	1,296.51	1,458.57	1,782.70	2,106.82	2,430.95	2,917.14
Hankerton	1,222.43	157.77	62.38	23.53	977.41	1,140.31	1,303.21	1,466.11	1,791.91	2,117.71	2,443.52	2,932.22
Heddington	1,222.43	157.77	62.38	14.30	971.25	1,133.13	1,295.00	1,456.88	1,780.63	2,104.38	2,428.13	2,913.76
Heytesbury & Knook	1,222.43	157.77	62.38	26.66	979.49	1,142.74	1,305.99	1,469.24	1,795.74	2,122.24	2,448.73	2,938.48
Heywood	1,222.43	157.77	62.38	12.31	969.93	1,131.58	1,293.24	1,454.89	1,778.20	2,101.51	2,424.82	2,909.78
Hilmarton	1,222.43	157.77	62.38	24.68	978.17	1,141.20	1,304.23	1,467.26	1,793.32	2,119.38	2,445.43	2,934.52

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Hilperton	1,222.43	157.77	62.38	10.99	969.05	1,130.55	1,292.06	1,453.57	1,776.59	2,099.60	2,422.62	2,907.14
Hindon	1,222.43	157.77	62.38	32.63	983.47	1,147.39	1,311.30	1,475.21	1,803.03	2,130.86	2,458.68	2,950.42
Holt	1,222.43	157.77	62.38	23.45	977.35	1,140.25	1,303.14	1,466.03	1,791.81	2,117.60	2,443.38	2,932.06
Horningsham	1,222.43	157.77	62.38	50.22	995.20	1,161.07	1,326.93	1,492.80	1,824.53	2,156.27	2,488.00	2,985.60
Hullavington	1,222.43	157.77	62.38	34.85	984.95	1,149.11	1,313.27	1,477.43	1,805.75	2,134.07	2,462.38	2,954.86
Idmiston	1,222.43	157.77	62.38	24.42	978.00	1,141.00	1,304.00	1,467.00	1,793.00	2,119.00	2,445.00	2,934.00
Keevil	1,222.43	157.77	62.38	25.65	978.82	1,141.96	1,305.09	1,468.23	1,794.50	2,120.78	2,447.05	2,936.46
Kilmington	1,222.43	157.77	62.38	25.11	978.46	1,141.54	1,304.61	1,467.69	1,793.84	2,120.00	2,446.15	2,935.38
Kington Langley	1,222.43	157.77	62.38	51.74	996.21	1,162.25	1,328.28	1,494.32	1,826.39	2,158.46	2,490.53	2,988.64
Kington St Michael	1,222.43	157.77	62.38	34.99	985.05	1,149.22	1,313.40	1,477.57	1,805.92	2,134.27	2,462.62	2,955.14
Lacock	1,222.43	157.77	62.38	23.34	977.28	1,140.16	1,303.04	1,465.92	1,791.68	2,117.44	2,443.20	2,931.84
Landford	1,222.43	157.77	62.38	31.16	982.49	1,146.24	1,309.99	1,473.74	1,801.24	2,128.74	2,456.23	2,947.48
Langley Burrell	1,222.43	157.77	62.38	27.43	980.01	1,143.34	1,306.68	1,470.01	1,796.68	2,123.35	2,450.02	2,940.02
Latton	1,222.43	157.77	62.38	23.35	977.29	1,140.17	1,303.05	1,465.93	1,791.69	2,117.45	2,443.22	2,931.86
Laverstock & Ford	1,222.43	157.77	62.38	11.17	969.17	1,130.69	1,292.22	1,453.75	1,776.81	2,099.86	2,422.92	2,907.50
Lea & Cleverton	1,222.43	157.77	62.38	21.22	975.87	1,138.51	1,301.16	1,463.80	1,789.09	2,114.38	2,439.67	2,927.60
Leigh	1,222.43	157.77	62.38	23.97	977.70	1,140.65	1,303.60	1,466.55	1,792.45	2,118.35	2,444.25	2,933.10
Limpley Stoke	1,222.43	157.77	62.38	37.54	986.75	1,151.20	1,315.66	1,480.12	1,809.04	2,137.95	2,466.87	2,960.24
Little Bedwyn	1,222.43	157.77	62.38	15.93	972.34	1,134.40	1,296.45	1,458.51	1,782.62	2,106.74	2,430.85	2,917.02
Little Cheverell	1,222.43	157.77	62.38	20.03	975.07	1,137.59	1,300.10	1,462.61	1,787.63	2,112.66	2,437.68	2,925.22
Little Somerford	1,222.43	157.77	62.38	24.51	978.06	1,141.07	1,304.08	1,467.09	1,793.11	2,119.13	2,445.15	2,934.18
Longbridge Deverill	1,222.43	157.77	62.38	10.04	968.41	1,129.82	1,291.22	1,452.62	1,775.42	2,098.23	2,421.03	2,905.24
Luckington	1,222.43	157.77	62.38	16.39	972.65	1,134.75	1,296.86	1,458.97	1,783.19	2,107.40	2,431.62	2,917.94
Ludgershall	1,222.43	157.77	62.38	66.69	1,006.18	1,173.88	1,341.57	1,509.27	1,844.66	2,180.06	2,515.45	3,018.54
Lydiard Millicent	1,222.43	157.77	62.38	18.63	974.14	1,136.50	1,298.85	1,461.21	1,785.92	2,110.64	2,435.35	2,922.42
Lydiard Tregoze	1,222.43	157.77	62.38	22.91	976.99	1,139.83	1,302.66	1,465.49	1,791.15	2,116.82	2,442.48	2,930.98
Lyneham	1,222.43	157.77	62.38	19.66	974.83	1,137.30	1,299.77	1,462.24	1,787.18	2,112.12	2,437.07	2,924.48
Maiden Bradley	1,222.43	157.77	62.38	74.89	1,011.65	1,180.25	1,348.86	1,517.47	1,854.69	2,191.90	2,529.12	3,034.94
Malmesbury	1,222.43	157.77	62.38	169.11	1,074.46	1,253.54	1,432.61	1,611.69	1,969.84	2,328.00	2,686.15	3,223.38

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Manningford	1,222.43	157.77	62.38	33.38	983.97	1,147.97	1,311.96	1,475.96	1,803.95	2,131.94	2,459.93	2,951.92
Marden	1,222.43	157.77	62.38	5.94	965.68	1,126.63	1,287.57	1,448.52	1,770.41	2,092.31	2,414.20	2,897.04
Market Lavington	1,222.43	157.77	62.38	51.75	996.22	1,162.26	1,328.29	1,494.33	1,826.40	2,158.48	2,490.55	2,988.66
Marlborough	1,222.43	157.77	62.38	119.48	1,041.37	1,214.94	1,388.50	1,562.06	1,909.18	2,256.31	2,603.43	3,124.12
Marston	1,222.43	157.77	62.38	29.77	981.57	1,145.16	1,308.76	1,472.35	1,799.54	2,126.73	2,453.92	2,944.70
Marston Meysey	1,222.43	157.77	62.38	19.46	974.69	1,137.14	1,299.59	1,462.04	1,786.94	2,111.84	2,436.73	2,924.08
Melksham	1,222.43	157.77	62.38	68.42	1,007.33	1,175.22	1,343.11	1,511.00	1,846.78	2,182.56	2,518.33	3,022.00
Melksham Without	1,222.43	157.77	62.38	37.09	986.45	1,150.85	1,315.26	1,479.67	1,808.49	2,137.30	2,466.12	2,959.34
Mere	1,222.43	157.77	62.38	69.96	1,008.36	1,176.42	1,344.48	1,512.54	1,848.66	2,184.78	2,520.90	3,025.08
Mildenhall	1,222.43	157.77	62.38	24.74	978.21	1,141.25	1,304.28	1,467.32	1,793.39	2,119.46	2,445.53	2,934.64
Milston	1,222.43	157.77	62.38	14.62	971.47	1,133.38	1,295.29	1,457.20	1,781.02	2,104.84	2,428.67	2,914.40
Milton Lilbourne	1,222.43	157.77	62.38	22.82	976.93	1,139.76	1,302.58	1,465.40	1,791.04	2,116.69	2,442.33	2,930.80
Minety	1,222.43	157.77	62.38	18.03	973.74	1,136.03	1,298.32	1,460.61	1,785.19	2,109.77	2,434.35	2,921.22
Monkton Farleigh	1,222.43	157.77	62.38	22.30	976.59	1,139.35	1,302.12	1,464.88	1,790.41	2,115.94	2,441.47	2,929.76
Netheravon	1,222.43	157.77	62.38	47.82	993.60	1,159.20	1,324.80	1,490.40	1,821.60	2,152.80	2,484.00	2,980.80
Netherhampton	1,222.43	157.77	62.38	9.10	967.79	1,129.08	1,290.38	1,451.68	1,774.28	2,096.87	2,419.47	2,903.36
Nettleton	1,222.43	157.77	62.38	7.64	966.81	1,127.95	1,289.08	1,450.22	1,772.49	2,094.76	2,417.03	2,900.44
Newton Toney	1,222.43	157.77	62.38	38.73	987.54	1,152.13	1,316.72	1,481.31	1,810.49	2,139.67	2,468.85	2,962.62
North Bradley	1,222.43	157.77	62.38	11.83	969.61	1,131.21	1,292.81	1,454.41	1,777.61	2,100.81	2,424.02	2,908.82
North Newnton	1,222.43	157.77	62.38	18.88	974.31	1,136.69	1,299.08	1,461.46	1,786.23	2,111.00	2,435.77	2,922.92
North Wraxall	1,222.43	157.77	62.38	9.72	968.20	1,129.57	1,290.93	1,452.30	1,775.03	2,097.77	2,420.50	2,904.60
Norton	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Norton Bavant	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Oaksey	1,222.43	157.77	62.38	49.87	994.97	1,160.79	1,326.62	1,492.45	1,824.11	2,155.76	2,487.42	2,984.90
Odstock	1,222.43	157.77	62.38	34.29	984.58	1,148.68	1,312.77	1,476.87	1,805.06	2,133.26	2,461.45	2,953.74
Ogbourne St Andrew	1,222.43	157.77	62.38	12.59	970.11	1,131.80	1,293.48	1,455.17	1,778.54	2,101.91	2,425.28	2,910.34
Ogbourne St George	1,222.43	157.77	62.38	22.60	976.79	1,139.58	1,302.38	1,465.18	1,790.78	2,116.37	2,441.97	2,930.36
Orcheston	1,222.43	157.77	62.38	16.27	972.57	1,134.66	1,296.76	1,458.85	1,783.04	2,107.23	2,431.42	2,917.70
Patney	1,222.43	157.77	62.38	5.84	965.61	1,126.55	1,287.48	1,448.42	1,770.29	2,092.16	2,414.03	2,896.84

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Pewsey	1,222.43	157.77	62.38	56.91	999.66	1,166.27	1,332.88	1,499.49	1,832.71	2,165.93	2,499.15	2,998.98
Pitton & Farley	1,222.43	157.77	62.38	14.37	971.30	1,133.18	1,295.07	1,456.95	1,780.72	2,104.48	2,428.25	2,913.90
Potterne	1,222.43	157.77	62.38	24.66	978.16	1,141.19	1,304.21	1,467.24	1,793.29	2,119.35	2,445.40	2,934.48
Poulsbot	1,222.43	157.77	62.38	32.76	983.56	1,147.49	1,311.41	1,475.34	1,803.19	2,131.05	2,458.90	2,950.68
Preshute	1,222.43	157.77	62.38	25.82	978.93	1,142.09	1,305.24	1,468.40	1,794.71	2,121.02	2,447.33	2,936.80
Purton	1,222.43	157.77	62.38	97.71	1,026.86	1,198.00	1,369.15	1,540.29	1,882.58	2,224.86	2,567.15	3,080.58
Quidhampton	1,222.43	157.77	62.38	25.53	978.74	1,141.86	1,304.99	1,468.11	1,794.36	2,120.60	2,446.85	2,936.22
Ramsbury	1,222.43	157.77	62.38	40.23	988.54	1,153.30	1,318.05	1,482.81	1,812.32	2,141.84	2,471.35	2,965.62
Redlynch	1,222.43	157.77	62.38	19.25	974.55	1,136.98	1,299.40	1,461.83	1,786.68	2,111.53	2,436.38	2,923.66
Roundway	1,222.43	157.77	62.38	26.59	979.45	1,142.69	1,305.93	1,469.17	1,795.65	2,122.13	2,448.62	2,938.34
Rowde	1,222.43	157.77	62.38	55.63	998.81	1,165.27	1,331.74	1,498.21	1,831.15	2,164.08	2,497.02	2,996.42
Rushall	1,222.43	157.77	62.38	28.70	980.85	1,144.33	1,307.80	1,471.28	1,798.23	2,125.18	2,452.13	2,942.56
Salisbury	1,222.43	157.77	62.38	80.00	1,015.05	1,184.23	1,353.40	1,522.58	1,860.93	2,199.28	2,537.63	3,045.16
Savernake	1,222.43	157.77	62.38	7.65	966.82	1,127.96	1,289.09	1,450.23	1,772.50	2,094.78	2,417.05	2,900.46
Seagry	1,222.43	157.77	62.38	52.82	996.93	1,163.09	1,329.24	1,495.40	1,827.71	2,160.02	2,492.33	2,990.80
Sedgehill & Semley	1,222.43	157.77	62.38	18.30	973.92	1,136.24	1,298.56	1,460.88	1,785.52	2,110.16	2,434.80	2,921.76
Seend	1,222.43	157.77	62.38	18.08	973.77	1,136.07	1,298.36	1,460.66	1,785.25	2,109.84	2,434.43	2,921.32
Semington	1,222.43	157.77	62.38	19.68	974.84	1,137.31	1,299.79	1,462.26	1,787.21	2,112.15	2,437.10	2,924.52
Shalbourne	1,222.43	157.77	62.38	46.26	992.56	1,157.99	1,323.41	1,488.84	1,819.69	2,150.55	2,481.40	2,977.68
Sherrington	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Sherston	1,222.43	157.77	62.38	31.50	982.72	1,146.51	1,310.29	1,474.08	1,801.65	2,129.23	2,456.80	2,948.16
Shrewton	1,222.43	157.77	62.38	21.96	976.36	1,139.09	1,301.81	1,464.54	1,789.99	2,115.45	2,440.90	2,929.08
Sopworth	1,222.43	157.77	62.38	8.65	967.49	1,128.73	1,289.98	1,451.23	1,773.73	2,096.22	2,418.72	2,902.46
South Newton	1,222.43	157.77	62.38	18.57	974.10	1,136.45	1,298.80	1,461.15	1,785.85	2,110.55	2,435.25	2,922.30
South Wraxhall	1,222.43	157.77	62.38	14.08	971.11	1,132.96	1,294.81	1,456.66	1,780.36	2,104.06	2,427.77	2,913.32
Southwick	1,222.43	157.77	62.38	19.09	974.45	1,136.85	1,299.26	1,461.67	1,786.49	2,111.30	2,436.12	2,923.34
St Paul Without	1,222.43	157.77	62.38	12.26	969.89	1,131.54	1,293.19	1,454.84	1,778.14	2,101.44	2,424.73	2,909.68
Stanton St Bernard	1,222.43	157.77	62.38	17.69	973.51	1,135.77	1,298.02	1,460.27	1,784.77	2,109.28	2,433.78	2,920.54
Stanton St Quintin	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Stapleford	1,222.43	157.77	62.38	26.74	979.55	1,142.80	1,306.06	1,469.32	1,795.84	2,122.35	2,448.87	2,938.64
Staverton	1,222.43	157.77	62.38	31.45	982.69	1,146.47	1,310.25	1,474.03	1,801.59	2,129.15	2,456.72	2,948.06
Steeple Ashton	1,222.43	157.77	62.38	44.53	991.41	1,156.64	1,321.88	1,487.11	1,817.58	2,148.05	2,478.52	2,974.22
Steeple Langford	1,222.43	157.77	62.38	17.76	973.56	1,135.82	1,298.08	1,460.34	1,784.86	2,109.38	2,433.90	2,920.68
Stert	1,222.43	157.77	62.38	9.99	968.38	1,129.78	1,291.17	1,452.57	1,775.36	2,098.16	2,420.95	2,905.14
Stockton	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Stourton	1,222.43	157.77	62.38	13.23	970.54	1,132.30	1,294.05	1,455.81	1,779.32	2,102.84	2,426.35	2,911.62
Stratford Toney	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Sutton Benger	1,222.43	157.77	62.38	16.20	972.52	1,134.61	1,296.69	1,458.78	1,782.95	2,107.13	2,431.30	2,917.56
Sutton Mandeville	1,222.43	157.77	62.38	7.71	966.86	1,128.00	1,289.15	1,450.29	1,772.58	2,094.86	2,417.15	2,900.58
Sutton Veny	1,222.43	157.77	62.38	45.66	992.16	1,157.52	1,322.88	1,488.24	1,818.96	2,149.68	2,480.40	2,976.48
Swallowcliffe	1,222.43	157.77	62.38	14.84	971.61	1,133.55	1,295.48	1,457.42	1,781.29	2,105.16	2,429.03	2,914.84
Teffont	1,222.43	157.77	62.38	49.02	994.40	1,160.13	1,325.87	1,491.60	1,823.07	2,154.53	2,486.00	2,983.20
Tidcombe & Fosbury	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Tidworth	1,222.43	157.77	62.38	65.33	1,005.27	1,172.82	1,340.36	1,507.91	1,843.00	2,178.09	2,513.18	3,015.82
Tilshead	1,222.43	157.77	62.38	47.80	993.59	1,159.18	1,324.78	1,490.38	1,821.58	2,152.77	2,483.97	2,980.76
Tisbury	1,222.43	157.77	62.38	40.76	988.89	1,153.71	1,318.52	1,483.34	1,812.97	2,142.60	2,472.23	2,966.68
Tockenham	1,222.43	157.77	62.38	24.83	978.27	1,141.32	1,304.36	1,467.41	1,793.50	2,119.59	2,445.68	2,934.82
Tollard Royal	1,222.43	157.77	62.38	52.63	996.81	1,162.94	1,329.08	1,495.21	1,827.48	2,159.75	2,492.02	2,990.42
Trowbridge	1,222.43	157.77	62.38	111.00	1,035.72	1,208.34	1,380.96	1,553.58	1,898.82	2,244.06	2,589.30	3,107.16
Upavon	1,222.43	157.77	62.38	29.86	981.63	1,145.23	1,308.84	1,472.44	1,799.65	2,126.86	2,454.07	2,944.88
Upper Deverills	1,222.43	157.77	62.38	34.44	984.68	1,148.79	1,312.91	1,477.02	1,805.25	2,133.47	2,461.70	2,954.04
Upton Lovell	1,222.43	157.77	62.38	28.60	980.79	1,144.25	1,307.72	1,471.18	1,798.11	2,125.04	2,451.97	2,942.36
Upton Scudamore	1,222.43	157.77	62.38	22.63	976.81	1,139.61	1,302.41	1,465.21	1,790.81	2,116.41	2,442.02	2,930.42
Urchfont	1,222.43	157.77	62.38	53.08	997.11	1,163.29	1,329.48	1,495.66	1,828.03	2,160.40	2,492.77	2,991.32
Warminster	1,222.43	157.77	62.38	73.02	1,010.40	1,178.80	1,347.20	1,515.60	1,852.40	2,189.20	2,526.00	3,031.20
West Ashton	1,222.43	157.77	62.38	13.20	970.52	1,132.27	1,294.03	1,455.78	1,779.29	2,102.79	2,426.30	2,911.56
West Dean	1,222.43	157.77	62.38	38.43	987.34	1,151.90	1,316.45	1,481.01	1,810.12	2,139.24	2,468.35	2,962.02
West Knoyle	1,222.43	157.77	62.38	31.54	982.75	1,146.54	1,310.33	1,474.12	1,801.70	2,129.28	2,456.87	2,948.24

Wiltshire Council Tax Levy 2010-11 By Parish

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
West Lavington	1,222.43	157.77	62.38	29.03	981.07	1,144.59	1,308.10	1,471.61	1,798.63	2,125.66	2,452.68	2,943.22
West Tisbury	1,222.43	157.77	62.38	16.48	972.71	1,134.82	1,296.94	1,459.06	1,783.30	2,107.53	2,431.77	2,918.12
Westbury	1,222.43	157.77	62.38	67.07	1,006.43	1,174.17	1,341.91	1,509.65	1,845.13	2,180.61	2,516.08	3,019.30
Westwood	1,222.43	157.77	62.38	21.12	975.80	1,138.43	1,301.07	1,463.70	1,788.97	2,114.23	2,439.50	2,927.40
Whiteparish	1,222.43	157.77	62.38	35.71	985.53	1,149.78	1,314.04	1,478.29	1,806.80	2,135.31	2,463.82	2,956.58
Wilcot & Huish	1,222.43	157.77	62.38	14.92	971.67	1,133.61	1,295.56	1,457.50	1,781.39	2,105.28	2,429.17	2,915.00
Wilsford-cum-Lake	1,222.43	157.77	62.38	6.73	966.21	1,127.24	1,288.28	1,449.31	1,771.38	2,093.45	2,415.52	2,898.62
Wilton	1,222.43	157.77	62.38	60.44	1,002.01	1,169.02	1,336.02	1,503.02	1,837.02	2,171.03	2,505.03	3,006.04
Wingfield	1,222.43	157.77	62.38	29.69	981.51	1,145.10	1,308.68	1,472.27	1,799.44	2,126.61	2,453.78	2,944.54
Winsley	1,222.43	157.77	62.38	19.57	974.77	1,137.23	1,299.69	1,462.15	1,787.07	2,111.99	2,436.92	2,924.30
Winterbourne	1,222.43	157.77	62.38	27.85	980.29	1,143.67	1,307.05	1,470.43	1,797.19	2,123.95	2,450.72	2,940.86
Winterbourne Stoke	1,222.43	157.77	62.38	23.38	977.31	1,140.19	1,303.08	1,465.96	1,791.73	2,117.50	2,443.27	2,931.92
Winterslow	1,222.43	157.77	62.38	25.31	978.59	1,141.69	1,304.79	1,467.89	1,794.09	2,120.29	2,446.48	2,935.78
Woodborough	1,222.43	157.77	62.38	11.15	969.15	1,130.68	1,292.20	1,453.73	1,776.78	2,099.83	2,422.88	2,907.46
Woodford	1,222.43	157.77	62.38	17.70	973.52	1,135.77	1,298.03	1,460.28	1,784.79	2,109.29	2,433.80	2,920.56
Wootton Bassett	1,222.43	157.77	62.38	188.74	1,087.55	1,268.80	1,450.06	1,631.32	1,993.84	2,356.35	2,718.87	3,262.64
Wootton Rivers	1,222.43	157.77	62.38	19.74	974.88	1,137.36	1,299.84	1,462.32	1,787.28	2,112.24	2,437.20	2,924.64
Worton	1,222.43	157.77	62.38	24.74	978.21	1,141.25	1,304.28	1,467.32	1,793.39	2,119.46	2,445.53	2,934.64
Wylve	1,222.43	157.77	62.38	24.04	977.75	1,140.70	1,303.66	1,466.62	1,792.54	2,118.45	2,444.37	2,933.24
Yatton Keynell	1,222.43	157.77	62.38	23.38	977.31	1,140.19	1,303.08	1,465.96	1,791.73	2,117.50	2,443.27	2,931.92
Zeals	1,222.43	157.77	62.38	16.84	972.95	1,135.10	1,297.26	1,459.42	1,783.74	2,108.05	2,432.37	2,918.84
Averages / Totals	1,222.43	157.77	62.38	69.38	248,414.55	289,817.08	331,219.29	372,621.80	455,426.52	538,231.55	621,036.35	745,243.60

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WILTSHIRE COUNCIL

COUNCIL

23 February 2010

COUNCILLORS' QUESTIONS

QUESTIONS FROM COUNCILLOR HELEN OSBORN
TROWBRIDGE LAMBROK DIVISION

TO COUNCILLOR TOBY STURGIS,
CABINET MEMBER FOR WASTE, PROPERTY & ENVIRONMENT

Question 1

May I please be informed as to Wiltshire Council's intention for the use of the old Innox Hall site, off Innox Road, Trowbridge? This site is in the ownership of Wiltshire Council and is zoned for community use.

Until recently it was expected that this would be the location for the successful Trowbridge Playbuilder bid. However I now understand that this is to take up green space in the adjacent Stallard Park.

A full update would be appreciated.

Response

There have not been any decisions made regarding the future use of the old Innox Hall site, off Innox Road, Trowbridge. It has been put forward as a possible site for affordable housing development and has also been under consideration as a possible play area.

There has been £75,000 playbuilder funding allocated to the Stallards/Innox Road site. To date a decision has not been made on whether to invest this funding in the Innox Road site or in the adjacent Stallard Park.

A report will be presented to the Trowbridge Area Board on 4th March to discuss investigating the potential of the Innox Hall site for development of affordable housing.

TO COUNCILLOR LIONEL GRUNDY,
CABINET MEMBER FOR CHILDREN'S SERVICES

Question 2

Trowbridge Town Council has asked me to raise a question concerning Wiltshire Council Members' Briefing No. 23.

Why were Trowbridge Town Council and Trowbridge Youth Council not consulted on this matter?

Response

On 16 December 2009 the briefing note, No. 23. was sent to all Wiltshire Council Members and to all Community Area Managers. Contained within this note was a paragraph which outlined how local youth development co-ordinators were considering the options for the delivery of youth work in their community areas and how Community Area Young People's Issues Groups (CAYPIGs) and Community Area Boards should be enabled to participate in these considerations over the forthcoming months. Trowbridge Town Council are a key partner in the Trowbridge Community Area Board and the local CAYPIG offers the opportunity for the voice of young people to be heard.

WILTSHIRE COUNCIL

**COUNCIL
23 FEBRUARY 2010**

COUNCILLORS' QUESTIONS

**QUESTIONS FROM COUNCILLOR JEFF OSBORN
TROWBRIDGE GROVE DIVISION**

TO COUNCILLOR SCOTT, LEADER OF THE COUNCIL

Question 1

Please may the constitutional significance and implications of Members' Briefings be explained to the Council?

Can Members' Briefings be used as an instrument of decision making?

There is a particular concern that Members' Briefings, unlike Cabinet decisions and decisions delegated to Cabinet Members, do not allow for the possibility of Call In.

By what criteria is it determined that a Members Briefing is used, as opposed to a Cabinet decision or a Cabinet Member delegated decision, to inform councillors of decision making?

In the interests of clarity and transparency please may this whole matter be considered by the Standards Committee and a report brought back to Full Council on 18th May 2010?

Response

In this response the assumption has been made that reference in the question to Members Briefing is in fact the Members Briefing notes that are circulated to all councillors on a regular basis.

These Briefing Notes have no constitutional status other than to implement the commitment within the protocol contained within the Constitution (Briefing and Information for local Councillors' Protocol). That commitment is to ensure that local councillors are equipped with the information that they need to carry out their role, including information which relates to their individual division. The majority of these issues are not formal matters and are not therefore the subject of a report to a committee or cabinet, but relate to all sorts of activity within their division. These issues need to be picked up by service officers and it is their responsibility to ensure that councillors are kept well briefed. One of the ways to do this where the matter impacts on a large area of the county, is through the Member Briefing note process.

The Briefing Note is not an instrument of decision making other than that they can be used to inform councillors of decisions taken by officers under the approved scheme of delegation.

Parts 2 and 3 of the Constitution explain the functions of the Cabinet and the detailed scheme of delegation to Cabinet Members and as councillors will know there is a separate process for informing them of decisions taken under that scheme. The criteria which the question refers to is in effect the criteria used to determine whether the matter falls to the cabinet or under the cabinet members scheme of delegation or indeed the officer scheme of delegation. Parts 2 and 3 of the Constitution deal with this matter and this will determine the subsequent manner in which councillors are informed of the matter.

As Councillors will know the Standards Committee will be leading on a review of the Constitution and if individual councillors, when consulted on the review, wish to raise this as an issue, then the matter can be given the appropriate consideration.

Question 2

I refer to Councillors' Briefing Note No. 23, which concerns a proposed reallocation of Youth Service staffing.

In the fourth paragraph on page 2 of this briefing, members are informed that these considerations will be discussed at Community Area Boards.

In the event that an Area Board rejects these proposals, what would be the constitutional implication?

When an executive decision is finally made regarding the reallocation of staffing, can this Council be assured that the said decision will be issued in an accountable and transparent manner? That is, in the form of a Cabinet decision or a delegated decision by a Cabinet member.

Consequently the decision will constitutionally be subject to the due process of Scrutiny.

Response

With regard to the proposed reallocation of youth work staffing resources, officers are working within the scheme of delegated responsibility according to the constitution of the Council. The use of the Member's briefing notes to inform and consult with Members, Area Boards and other stakeholders is one of the appropriate vehicles with which to carry this out. In the event that an Area Board objects to the proposed allocation for their area, that is a matter to be taken into account in reaching a decision on the appropriate allocation. It is not determinative of the outcome. If strong representations are made from a number of Area Boards then officers may wish to consider referring the matter for Cabinet Member or Cabinet decision.

With regard to the issue of scrutiny any member may ask for decisions taken by officers under delegated powers to be scrutinised by the appropriate Overview and Scrutiny Committee and, in fact, a report will be going about this matter to the Autumn meeting of the Children's Services Select committee after Officers attended and spoke to the previous select committee meeting earlier this month.

**TO COUNCILLOR LIONEL GRUNDY, CABINET MEMBER FOR
CHILDREN'S SERVICES**

Question 3

I refer to Members' Briefing No. 23 and the table on page 3 outlining Youth Work Staffing Allocations for Community Areas 2010/2011.

In order that members have a better understanding of the extent and location of the changes involved please can the Council be informed as to the Youth Work Staffing Allocations per Community Area for the current financial year – 2009/2010?

Response

This approach, in terms of identifying hours of delivery, to the reallocation of youth work staffing resources is, in fact, new. Previously the budget position for youth work was spent County-wide. It is therefore not possible to provide a "like for like" analysis. Planned staffing resource for 09/10 is appended to this response but in attempting to address the current inequalities then a simple comparison would not reflect the new approach. For example, it has been proposed, for one of the community areas, that a transfer of a Team Leader's post from a neighbouring community area offers a more cost effective use of the staffing resource as Team Leaders direct delivery is for 12 hours of their time whilst youth development co-ordinators delivery is of 18 hours of their time. Historically a nominal budget was provided and workers on the ground were then expected to deliver as much youth work as they could within that budget. They did this effectively but it was not linked to any assessment of need. It is difficult to compare historical allocations as they again are not reflective of need.

Officers have developed this new approach to ensure the clarity and transparency for all Members. The budget for Youth Work delivery has not decreased and what we have introduced is a fairer allocation of that resource based on a clear formula. The total county budget for 09/10 for full time youth development co-ordinators is £829,527 and for 10/11 is £880,901. The total county budget for 09/10 for assistant youth workers is £448,872 and for 10/11 is £462,287.

Youth Work Staffing per Community Area for 09/10

Youth Development Centres	Wiltshire Community Area	Local authority expected spend 09/10
Malmesbury	Malmesbury	£30,907
Purton and Cricklade	Wootton Bassett	£33,947
Wootton Bassett		£31,942
		£65,889
Corsham	Corsham	£25,940
Calne	Calne	£24,892
Chippenham	Chippenham	£14,150
Melksham	Melksham	£24,941
Trowbridge	Trowbridge	£42,758
Bradford -on-Avon	Bradford	£26,906
Warminster	Warminster	£31,537
Westbury	Westbury	£35,382
Mere & Tisbury split	Mere	£15,516
Mobile Youth Centre		£2,036
		£17,552
Mere & Tisbury split	Tisbury	£15,516
Mobile Youth Centre		£2,036
		£17,552
Wilton	Wilton	£17,645
Mobile Youth Centre		£2,036
		£19,681
Downton	Downton	£17,629
Mobile Youth Centre		£2,036
		£19,665
Salisbury (Grovesnor House)	Salisbury	£38,783
Salisbury		£32,105
		£70,888
Durrington	Amesbury	£39,755
Amesbury (sports centre)		£36,113
		£75,868
Pewsey	Pewsey	£41,909

Lugershall	Tidworth	£9,049
Tidworth		£31,982
		£41,031
Devizes	Devizes CA	£31,081
Marlborough	Marlborough CA	£33,626
	Total Equivalent budget	
	09/10	£692,153

COUNCILLORS' QUESTIONS

**QUESTIONS FROM COUNCILLOR ERNIE CLARK
HILPERTON DIVISION**

**TO COUNCILLOR JOHN BRADY, CABINET MEMBER FOR ECONOMIC
DEVELOPMENT, PLANNING AND HOUSING**

Question 1

The only area of Wiltshire Council to still have council housing is Salisbury. However, I now understand that Wiltshire Council intends to embark on a small-scale council house building project in the Trowbridge area. What is the logic behind this bearing in mind

- a) the houses will be nowhere near existing stock,
- b) the Trowbridge area is already well served by several RSLs, and
- c) the recent Comprehensive Area Assessment found that the WC council house service is not being operated in a cost-effective manner? Would time not be better spent getting our house in order, if you'll excuse the pun?

Response

Cabinet approved a programme of five bids to the Homes and Communities Agency (HCA) to deliver a total of 64 new affordable homes to be developed, owned and managed by the Council on Council-owned sites in July and October 2009. It will now be possible to provide 65 units across these sites. Of these, 22 units will be in Salisbury and the remaining 43 units in the Trowbridge area.

All five bids submitted were successful and Wiltshire Council has secured a total of almost £4.3m of investment by the HCA in addition to funding provided to RSLs for the provision of affordable housing. This pot of funding was specifically for Local Authorities to bid for and was not open to bidding from the RSLs. Consequently, if Wiltshire Council had not taken up this opportunity the funding and the additional 65 affordable homes would not have been secured.

As reported to Cabinet in July 2009, detailed discussions took place prior to bidding with the Head of Housing Management. He welcomes the opportunity to reduce the overall age of the housing stock, recognises the maintenance efficiency benefits of so doing, and has confirmed that he is able to effectively

manage the completed units from a base in Salisbury. Housing management staff currently work on a patch basis and the officers working in the most northern patch would be able to cover the new properties in the Trowbridge area. The current maintenance contract will shortly be up for renewal and the new properties will be included in any new contract agreed.

The CAA has no relevance to the need for more affordable housing in Wiltshire and the points raised by the CAA are being dealt with separately and will not stand in the way of us delivering more affordable homes. It should be noted that the CAA has not 'red flagged' the service and bringing five Councils in to one is a challenge and we need to accept that there will be areas which will need attention as part of that process.

Question 2

In the first consultation document for the Local Development Framework, Hilperton seems to have been 'de-listed' as a large village. How many other villages in Wiltshire have also been deemed to no longer exist by this document?

Response

Although I understand that it might appear from the consultation document that Hilperton has been “de-listed” as a separate village, this is not the case. In the Spatial Strategy background document, which accompanied the Wiltshire 2026 consultation, and on which the consultation document is based, Hilperton is identified as part of a ‘grouped settlement’ (Appendix B). This list includes ‘Tidworth and Ludgershall’, as well as the ‘Trowbridge and Hilperton (including Staverton Marina) functional grouping’. ‘Laverstock and Salisbury’ are treated similarly in the South Wiltshire Core Strategy.

Appendix B to the Spatial Strategy background paper states:

“If Hilperton were located at some distance from Trowbridge, it would be able to function more independently as a small town or village. However, due to its proximity to Trowbridge, and its close relationship with its neighbour, it cannot be considered in isolation.”

There is an eminently practical reason why, for the purposes of the Core Strategy, Hilperton should be treated as a part of the ‘Trowbridge/Staverton Marina/Hilperton’ functional grouping. Namely, that the Local Development Framework should allocate an appropriate level of development to each settlement in accordance with its needs. By treating Hilperton as part of a “grouped settlement”, such additional development can be accommodated at the most suitable location, or locations, for the grouping as a whole. If Hilperton were regarded as separate and distinct from Trowbridge for the purposes of the Core Strategy, additional development would have to be accommodated in or around the village to satisfy, what would then be, a separate need.

This 'grouping' of settlements for the purpose of the Core strategy, is just that. It implies no loss of identify for Hilperton, but merely reflects, from a spatial planning perspective, the relationship between settlements either abutting or in close proximity to one another.

TO COUNCILLOR FLEUR DE RHE PHILIPPE
CABINET MEMBER FOR FINANCE, PERFORMANCE AND RISK

Question 3

With the advent of one council and SAP, the public were constantly promised that substantial savings would result. However, the proposed WC council tax increase is on a par with many other councils. What has happened to these much-vaunted savings?

Response

Both the One Council and Business Management Programmes (BMP - SAP) have exceeded their business plan cost reduction targets for the first two years. These savings are to be independently verified by our external auditors.

The Executive has channelled these savings into two areas; (1) reductions in the rise of council tax levels - this is the fourth consecutive year where the rate of rise has been smaller than the preceding year, and (2) priority service growth areas as identified by the public during the budget consultation process; highway repair and maintenance, care for older people and children's services.

TO COUNCILLOR FLEUR DE RHE PHILIPPE
CABINET MEMBER FOR FINANCE, PERFORMANCE AND RISK

Question 4

A constituent has an interest in the WC proposal to upgrade its benefit database as he assists one of his relatives who is a Trowbridge resident in sheltered accommodation and receiving both housing and council tax benefit. He asks: What measures are being taken to ensure that WC does not end up with an overpriced and unworkable system, like so many modern database systems seem to end up? Is WC proposing to buy a system that has already been purchased by other councils and demonstrated to work properly or is it looking for a brand new development which is certain to have inbuilt and hitherto undiscovered risks? My constituent is rightly concerned that vulnerable people do not end up carrying the can for slack Council IT policy.

Response

The aim of the new revenues and benefits system is both to improve the service to customers and make it more cost effective. When selecting and purchasing the new system great care will be taken to ensure it is the right solution from a reputable provider, and that it provides value for money. The system will be thoroughly tested and implemented with a detailed implementation plan. Other authorities, who have implemented a revenues and benefits system, will be contacted at an early stage in order to learn from their experience.

COUNCILLORS' QUESTIONS

**QUESTIONS FROM COUNCILLOR TREVOR CARBIN
HOLT AND STAVERTON DIVISION**

TO COUNCILLOR JANE SCOTT, LEADER OF THE COUNCIL

Question 1

What is the projected annual cost of the production (including officer time), printing and distribution of 'Your Wiltshire Magazine'?

Is there a policy on acceptance and cost of advertising which takes into account the need to protect local newspapers from unfair competition?

What proportion of recycled paper is used in the production of the magazine?

Response

What is the projected annual cost of the production (inc officer time) printing and distribution of Your Wiltshire magazine?

Your Wiltshire magazine is distributed to all 200,000 households in the county. The first two editions were pilot editions where different approaches to design, print, advertising sales and distribution were tested. Copywriting and design were carried out in-house at a cost of £3,500 for those two editions.

The first two editions cost a total of £71,000 for production, print and distribution. Those two editions were done in partnership with Newsquest Wiltshire (Wiltshire Gazette & Herald, Wiltshire Times and Chippenham News) who secured the advertising and printed the publication. There is no evidence that the residents' magazine will impact on the viability of local newspapers. In fact, these two pilot editions have generated income for Newsquest through the percentage taken by the company of the total advertising income and the print cost paid for by Wiltshire Council.

It is now intended to tender for the magazine and to produce a maximum of 10 editions during a calendar year, omitting August and December. This calendar year it is intended to produce seven editions. The cost of the magazine will be offset against advertising (estimated at £150,000).

Is there a policy on acceptance and cost of advertising which takes into account the need to protect local newspapers from unfair competition?

The cost of the magazine will be offset against advertising and the target is to generate £150,000 a year. The advertising accepted by Newsquest Wiltshire, on the council's behalf, is in line with the council's advertising and sponsorship policy, adopted by Cabinet last autumn. There is currently no intention to run public notices and recruitment advertisements in the residents' magazine, these will continue to be placed in local newspapers and specialist publications.

What proportion of recycled paper is used in the production of the magazine?

The paper used by Newsquest Wiltshire is PEFC accredited (Programme for the Endorsement of Forest Certification scheme). The printing arrangements of the magazine will be re-assessed as part of the forthcoming tender exercise and it will be our aim to use the most appropriate recycled paper possible.

Question 2

Under the European Energy Performance of Buildings Directive large public buildings have to display energy efficiency certificates. In the initial assessment (Oct 2008) no Wiltshire Council buildings scored the top 'A' grade and the distribution was skewed towards the bad end of the spectrum. The legislation requires the publication of annual updates.

Is more recent data on the performance of Wiltshire Council buildings available?

Will the leader undertake to publish energy efficiency ratings on the council's website so the public can see if energy and money are being wasted or conserved?

Response

The Council has 177 buildings affected by this directive.

Whilst it is correct that none of these buildings were rated as 'A' grade in 2008, 63% were within the remaining highest categories B-D. The figures for 2009 are now available and show a similar picture.

It should be noted that nationally in 2008, over 28,000 Display Energy Certificates were produced, of which only 150 were given an 'A' rating. Wiltshire's current position is not too dissimilar to the average pattern nationally, where the majority of properties are rated within the middle of the spectrum (categories D-E) with relatively low numbers being classified in the top and bottom categories (A & G).

The Workplace Transformation Programme will be concentrating on the disposal of the Council's poorest and least energy efficient buildings, and will also be aiming to improve energy efficiency of those buildings that are being retained, e.g., the Programme has an overall target of reducing carbon emissions from office buildings by 40% over the next 3 to 4 years.

Individual authorities are not statutorily required to publish annual updates. The relevant information is automatically collected from all authorities by LANDMARK – an organisation employed by DCLG – and published on their website, which is accessible to the public. However, officers are currently working on the development of a number of energy related web pages for Wiltshire which should be available for inclusion on the Council's website within the next 2/3 months.

COUNCILLORS' QUESTIONS

**QUESTIONS FROM COUNCILLOR STEVE OLDRIEVE
TROWBRIDGE PAXCROFT DIVISION**

**TO COUNCILLOR LIONEL GRUNDY, CABINET MEMBER FOR
CHILDREN'S SERVICES**

Question 1

Can you confirm that WC have received a request from Bellefield School, Trowbridge to be exempted from the tendering process for Childs Centre provision.

If so how will this be dealt with by the Council.(who makes a decision on this?).

Response

A letter was sent from the Headteacher, Mr Steve Wigley and Chair of Governors, Mrs Jane Goldstone of Bellefield Primary School, Trowbridge on 2 February and received into County Hall on 4 February. It was addressed to Dr Keith Robinson, asking him to grant exemption from the procurement process for Bellefield Children's Centre, Trowbridge. A reply was sent from Stephanie Denovan, Service Director for Schools and Learning on 11 February which explained the reason for undertaking the procurement process.

As you are aware, the competitive tendering process is a requirement under European Union Procurement Directives and the Public Contracts Regulation 2006 to ensure open and fair competition amongst the member states of the European Union. Public procurement is based on good value for money which, in this case, means looking at cost and quality to meet requirements which should be achieved through competition unless there are compelling reasons to the contrary. These compelling reasons would be extraordinary situations where procurement would be impossible. We do not feel that this applies to any of our Children's Centres. I am sorry that on this occasion I cannot grant exemption from the tendering process for the Children's Centre at Bellefield.

This statement is based on information received from the Corporate Procurement Unit "The EU rules reflect and reinforce the value for money (vfm) focus on the government' procurement policy. This requires that all public procurement must be based on vfm defined as 'the optimum combination of whole-cost and quality to meet the user's requirement' which

should be achieved through competition, unless there are compelling reasons to the contrary. (EU procurement guidance)

The contracts for the 30 children's centres all end on 31 March 2011. They are presently managed by a range of different providers. Twenty are managed by voluntary sector organisations, 3 by Wiltshire Council and 7 by school governing bodies. It was agreed by the Wiltshire County Council Cabinet meeting on 23 October 2008 that the management of all the Children's Centres would be opened to competitive tendering using the normal procurement process from April 2011.

Question 2

In previous discussions with Officers I was given an assurance that school's wishing to take part in the tendering process would be given support to make applications. I am not sure this is happening, could you please confirm in detail, what arrangements are in place to assist governing bodies to undertake this exercise.

Response

The question about support through the tendering process was raised at the briefing session for providers and stakeholders on 28 January 2010 at the Corn Exchange, Devizes. As commissioners, the Council cannot provide support as well. An offer of training was given by Ali Perry, representing VAK (Voluntary Action Kennet) who has received funding to enable the voluntary sector to engage with the strategic agenda. At the meeting she welcomed all present providers whether they were from a voluntary organisation or not, to attend a session being held on 16 February from 9.30 am to 4.30 pm. It was organised by Voluntary Action Kennet and Develop, "Getting to Grips with Commissioning and Collaborating for Success". This was free as it was funded by the Children's Workforce Development Council. School governing bodies are included in this as they are Trustees. Two representatives from Bellefield Primary attended this session. There will be a further half day session on 17th March about the commissioning process and Voluntary Action Kennet has offered free help to anyone who requests it. The commissioning session held on 16 February has had excellent feedback

COUNCILLORS' QUESTIONS

**QUESTIONS FROM COUNCILLOR MARK PACKARD
CHIPPENHAM PEWSHAM DIVISION**

**TO COUNCILLOR FLEUR DE RHE PHILIPPE
CABINET MEMBER FOR FINANCE, PERFORMANCE AND RISK**

Question 1

What will be the annual cost to the revenue budget of the proposed £45 million of borrowing for Workplace Transformation ?

Question 2

How much borrowing is planned to meet the £24 million Workplace Transformation expenditure scheduled for 2010-11 and what is the impact of the latter on the revenue budget ?

Response

The annual borrowing and capital repayment cost of the £45 million is £4 million. This cost has been included in the overall project costs. Additionally, the programme will contribute over £17 million sales back to the capital programme.

The net savings from the project will be £2.5 million in year 3, rising to an ongoing £3.5 million per year from year five. This net figure is after allowing for the cost of borrowing and capital repayment.

COUNCILLORS' QUESTIONS

**QUESTIONS FROM COUNCILLOR CHRIS CASWILL
CHIPPENHAM MONKTON DIVISION**

**TO COUNCILLOR JANE SCOTT
LEADER OF COUNCIL**

Question 1

What was the rationale for locating Community Safety in the Department of Health and Wellbeing, rather than in Neighbourhoods and Planning?

Response

The rationale for the location of Community Safety was related to the consideration of the need to have strategic oversight and co-ordinated operational management of our public protection services, and to strengthen further partnership working. In that context the term 'public protection' is to be interpreted in its broadest sense and thus it encompasses Community Safety and Emergency Planning. The strategic oversight of these areas at Corporate Director level has been designated as falling within the aegis of the Corporate Director (Public Health and Well Being). Service Director responsibility was adjusted accordingly in that Public Protection and Community Safety will be managed by the newly appointed Service Director, Public Protection.

**TO COUNCILLOR KEITH HUMPHRIES
CABINET MEMBER FOR HEALTH AND WELLBEING**

Question 2

(a) How many professionally trained environmental health officers were employed by the four Wiltshire District Councils at the end of 2009, prior to the change to a unitary council?

Response

Pre local government reorganisation, 32 qualified Environmental Health Officers (including 5 managerial posts) plus 3 vacancies.

In addition there were 15 qualified Environmental/Technical officers, 13 Trading Standards Officers and 13 Trading Standards Enforcement Officers.

- (b) How many professionally trained environmental health officer posts will be on the Wiltshire Council 2010-11 complement, after the cutting of three posts which is planned in this year's budget proposals (page 44)?

Response

For 2010/11 we have 32 qualified Environmental Health Officers (including 2 managerial posts with previous 3 vacancies filled)

In addition 16 qualified Environmental/Technical officers, 12 Trading Standards Officers and 13 Trading Standards Enforcement officers)

Additional information

The environmental/technical officers are also qualified staff albeit in more specific areas (e.g. food safety, health & safety, environmental protection)

**TO COUNCILLOR JOHN NOEKEN
CABINET MEMBER FOR RESOURCES**

Question 3

- (a) How many posts are to be cut from the Council's Democratic Services complement in the £46000 a year reduction being planned in this year's budget proposals (p.45)?
- (b) Will this involve the loss of a post or posts which are currently filled?
- (c) Does this involve any reduction at all in the support for the Council's Overview and Scrutiny work?
- (d) What services to backbench members are to be reduced, or removed?

Response

There is no reduction in posts within Democratic Services. The text attributed to the savings of £46,000 is incorrect. The majority of these savings are made up of the 4% vacancy factor applied to all staffing budgets.

There will therefore be no reduction in service to any councillors or group of councillors.

TO COUNCILLOR DICK TONGE
CABINET MEMBER FOR HIGHWAYS AND TRANSPORT

Question 4

- (a) What has been the cost of introducing the recent parking restrictions in Ivy Road in Chippenham?

Response

Reviews of parking have been undertaken consecutively in a number of towns. The costs have not been attributed to individual restrictions. The work following the Chippenham review is not quite finalised but the costs of the traffic regulation order and installation of the signs and lines for the parking restrictions throughout the town are estimated at £15,000.

- (b) What led him and the Council's officers to think that these changes were needed?

Response

It is a commitment that following the introduction of Civil Parking Enforcement, when responsibility for enforcing parking controls passed from the Police to the council, parking problems in the towns would be reviewed.

Requests from residents and others for controls to deal with obstruction or safety problems have been investigated and where appropriate restrictions formulated.

Representation was received from a resident of Ivy Road that parked cars were obstructing access for refuse collection vehicles.

- (c) How many residents made representations to the Council that additional parking restrictions were needed, before the initial recommendations were published?

Response

As indicated above a complaint was received about the obstruction of the highway.

The Town Council, former District Council and local Members were consulted on the preliminary scheme for Chippenham prior to the proposals being finalised and advertised for public comment.

- (d) Does he accept that the real cost of these changes is now being borne by the majority of residents, who have lost parking spaces for no apparent benefit?

Response

Yellow lines have been placed across vehicular accesses in Ivy Road at the request of residents of Bath Road who indicated, in response to a survey undertaken by officers, that access to rear off-road parking was subject to obstruction by parked vehicles. Also in agreement with the occupiers of commercial premises in Ivy Road, parking has been prohibited at two vehicular access points. The yellow line restrictions will ease access for the refuse collection vehicle. In respect of lost parking spaces, vehicles parking in the locations where yellow lines have been placed in Ivy Road would obstruct access for off-road parking.

Question 5

(a) When the parking restrictions were introduced in Esmead in Monkton Park in Chippenham, concerns were expressed about the likely displacement of parking by users of the train station into Cocklebury Road, one of the busiest roads in the area. Is he aware that this displacement is occurring daily, causing considerable difficulties to the residents of Cocklebury Road?

Response

In response to the advertising of the new parking restrictions in Chippenham over sixty letters of objection and support were received, together with two petitions. Comments were received that individual restrictions did not go far enough but overwhelmingly there were objections on the grounds that the proposals were excessive. Conscious of the controversial nature and because of the frequent challenges to their justification, new parking restrictions are generally formulated to deal with the problems identified. Yellow lines were installed in Esmead, as requested by the residents, to deal with obstructions problems. It is difficult to judge where and to what extent displacement parking will take place and to then justify restrictions beyond the location where complaints have been received.

(b) Will he take this chance to restate the commitments made at that time to an early review of these knock-on effects, and give a timetable for that review?

Response

New parking restrictions are monitored to assess the need for new traffic regulation orders to reduce the extent of restrictions or introduce additional controls. The programme of work for 2010/11 allows for the making of traffic regulation orders to address problems identified from the monitoring of the restrictions introduced following the review of parking in the towns including Chippenham.

- (c) Given the continuing parking problems in Chippenham, will he agree to start the much needed process of an overall review of parking options, including a fresh look at residents' parking schemes?

Response

The Council's term consultants Mouchel have recently been commissioned to undertake a review of the current Wiltshire Local Transport Plan – Parking Plan which dates from 2000. As part of the commission Mouchel will review and recommend a range of parking policies and options, including policy for the introduction of residents parking schemes.

Question 6

- (a) Is he aware that in vetoing any further work on engineering solutions for the anti-social behaviour problems in the Bath Road car park in Chippenham, he is blocking the investigation of solutions requested by a large majority of members of the Chippenham and Villages Area Board?

Response

I understand that officers recommended use of mobile CCTV to combat the problem and this was approved for implementation. Investigation of other solutions is a recommendation by the Area Board. If Chippenham Area Board feels that this matter is a priority they can fund the feasibility study in the new financial year. They may also wish to explore whether Chippenham Town Council wishes to work in partnership and match fund this as the Car Park is in the town. Wiltshire Council has a duty to all residents when considering allocation of funding and resources.

- (b) What evidence did he consider in coming to the conclusions that the situation here is “comparable to many other car parks in Wiltshire”, and not a high priority?

Response

The Council does not have comparable and consistent information on anti-social behaviour in its car parks that would allow a like-for-like comparison. However, feedback from the Police Authority and the Crime Reduction Team has been considered.

- (c) Which car parks did he use to make this comparison?

Response

Anti-social behaviour has been experienced in Castle Combe Car Park in Chippenham, Methuen and Somerfield Car Parks in Corsham, Multi Storey Car Park in Trowbridge to name a few.

(d) Why did he overlook the commitment made at the Area Board to involve local residents in a working group which would take forward possible solutions?

Response

This commitment was taken by the Area Board and the Cabinet member. I understand that the Head of Crime Reduction will convene a working group meeting with residents. A meeting has been arranged for 10th March at which time residents will be invited to contribute to identifying possible solutions.

TO COUNCILLOR JOHN THOMSON
DEPUTY LEADER AND CABINET MEMBER FOR COMMUNITY
SERVICES

Question 7

Where in the Area Board Handbook or other published guidelines does it specify that Area Board requests for action by officers must be referred to a Cabinet member to establish that the action can be taken?

Response

Page 31 of the Handbook makes clear that delegation of powers to area boards and officers operates in conjunction with the Scheme of Delegation to Cabinet Members. This is intended to ensure that area boards and officers act within the corporate policies and resources of the Council. In cases where expenditure is proposed by an area board where no specific budget provision exists the officers involved would be expected to seek the views of the Cabinet member or the full Cabinet.

COUNCILLORS' QUESTIONS

**QUESTION FROM COUNCILLOR BRIAN DALTON
SALISBURY HARNHAM DIVISION**

**TO COUNCILLOR DICK TONGE, CABINET MEMBER FOR HIGHWAYS
AND TRANSPORTATION**

Question 1

How much has parking charges in the former Salisbury District Council (SDC) area generated for Wiltshire council (WC) since April 1st 2009? Broken down into on-street and off-street income?

Question 2

How much money has been raised in parking fines in the Salisbury City (boundary area) since April 1st 2009? Broken down into fines from each car park?

Question 3

How much has been raised from yellow lines/obstruction fines, which are more serious and the fine is more severe; again within the City boundary?

Question 4

The same question as 2 & 3 above, but outside the City Boundary and within the former SDC area.

Response

I have obtained the figures requested in these questions and these have been provided to Cllr Dalton. A copy will also be attached to the minutes of this meeting which will be available on the website. I have not attached them to the questions at this stage, purely in view of the number of pages involved to provide the breakdown of figures requested. If in the meantime, any Councillor would like a copy, please contact Democratic Services.

WILTSHIRE COUNCIL

AGENDA ITEM NO.

ANNUAL COUNCIL
18 MAY 2010

APPOINTMENT OF COMMITTEES AND REVIEW OF ALLOCATION OF SEATS ON COMMITTEES TO POLITICAL GROUPS

Introduction

1. This report guides the Council in constituting and re-appointing committees and following legal requirements in allocating seats to the political groups.

Review of Allocation of Seats to Political Groups

Legal Position

2. 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 at the Annual Council meeting.
3. 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

4. There are currently 5 political groups on the Council and their respective strengths are as follows:-

<u>Name of Group</u>	<u>No. of Councillors in Group</u>
Conservative	61
Liberal Democrat	24
Labour	2
Independent	8
Devizes Guardians	3

5. Under the regulations, two or more councillors may form and register a group.
6. This report has been prepared on the basis of the strengths of the various political groups set out in paragraph 4.

Principles

7. 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

8. 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. This is dealt with under the next item of business on the agenda.

Councillors not in a Political Group

9. 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.

Committees of the Council

10. The Council's Constitution provides for the appointment of the following committees:-

Strategic Planning
Area Planning – East, North, South and West
Licensing
Standards
Organisation and Resources Select*
Children's Services Select

Health and Adult Social Care Select
Environment Select
Audit
Appeals
Staffing Policy
Officer Appointments
Pension Fund
Joint Committee for Appointments to Wiltshire Police Authority

*The Overview and Scrutiny Management and Resources Select Committee has been renamed the Organisation and Resources Select Committee. The management and co-ordination of the Scrutiny function is now undertaken by the Liaison Board made up of the chairmen and vice chairmen of the four select committees. This is an informal advisory body, established following an internal review of the Scrutiny function in January 2010, that is not caught by the political proportionality provisions.

11. Outside the scope of this report are the Cabinet and the Standards Committee. The political proportionality rules do not apply to either.

Area Boards

12. Area boards need to be appointed by the Council under Section 102 of the Local Government Act 1972 and are constituted as area committees within the meaning of Section 18 of the Local Government Act 2000 and regulations made under that section for the purpose of discharging functions delegated by the executive.
13. All unitary councillors representing the electoral divisions covered by the area board will be appointed to their relevant area board.
14. Pewsey and Tidworth are established as a single area committee with two sub-committees, each of which operate as an area board known as Pewsey Area Board and Tidworth Area Board respectively.

Joint Committees

Joint Committee for Appointments to the Wiltshire Police Authority

15. The Council also appoints a Joint Committee for Appointments to the Wiltshire Police Authority. The function of this committee is to formally approve nominations from Wiltshire Council and Swindon Borough Council for appointment to the Police Authority. The Appointments Committee is a Joint Committee of ten members, of whom the Council appoints seven and Swindon Borough Council appoints three.
16. In accordance with regulations made under the Local Government Act 2000 the appointment of this Joint Committee is a local choice function, which means that appointments may be made by either the Council or the Cabinet. The Council's Constitution provides that it should be a matter for the Council.

Health Scrutiny Joint Committees

17. Great Western Ambulance Service (GWAS) This health scrutiny joint committee was established by the local authorities covered by the GWAS area to review poor performance by the Trust. Three representatives were formally appointed to the joint committee in June 2009 on a politically proportional basis ie within the overall scheme of committee places along with all other committees. This review is continuing and the Council will need to continue to appoint representatives to this joint committee.
18. Future Health Scrutiny Joint Committees In June 2009 the Council was informed that there was likely to be an increasing demand for further health scrutiny joint committees with other local authorities, especially relating to the commissioning of specialist services and rare cancers which may be regarded as a substantial variation in service delivery to local residents.

The Council agreed a process to avoid potential delays in the appointment of councillors to any proposed joint committee whereby a pool of councillors comprising the existing membership and substitutes of the Health and Adult Social Care Select Committee was agreed. The select committee would determine which councillors were to be appointed to the joint committee, after consultation with political group leaders. The rules of political proportionality will apply to these appointments save where there are less than 3 places to be filled.

Any appointment will be reported to Council via the Select Committee's minutes and if necessary a review of the allocation of seats to political groups will be undertaken. The number of councillors to be appointed to each joint committee will be agreed by the participating councils.

So far there has been no need to make any such appointments. However the Council is asked to authorise the continuance of this arrangement so that it can be utilised when necessary.

Children's Services Select Committee

19. This Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. In accordance with the principle set out at 7(b) above the majority group are entitled to appoint additional councillors to ensure it enjoys a majority. This entitlement has been waived in the past. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).

Method to Calculate Places

20. The principles in paragraph 7 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. (In doing so, the seats with votes on the Children's Services Scrutiny Committee to be filled by the representatives of voluntary aided schools, i.e. Church of England, the Roman Catholic Church and the three elected parent governor representatives should be excluded.)
 - (ii) Calculate the proportion that each political group forms of the total membership of the Authority.
 - (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 7).
 - (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 7).
21. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 7 and the sequence in paragraph 20. Attached to this report at Appendix 1 is the schedule of committee places last agreed by the Council in September 2009.
22. Also attached to this report is a numerical guide to proportional representation on Committees, (Appendix 2).

Matters for Decision

23. The Council is asked:
- (a) To note this report and the legal requirements.
 - (b) To re-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
Organisation and Resources Select
Children's Services Select
Health and Adult Social Care Select
Environment Select
Audit
Appeals
Staffing Policy
Officer Appointments
Pension Fund
Joint Committee for Appointment to Wiltshire Police Authority

- (c) To determine an aggregate number of committee places available to members of the Council.
- (d) To appoint Area Boards, constituted as area committees as set out in paragraphs 12 to 14 of this report and within the Constitution, to comprise the Unitary Councillors for that area.
- (e) To agree to the continuation of the arrangements for the appointment of members of the Health and Adult Social Care Committee to any Health Scrutiny Joint Committees that are required as set out in paragraph 18 of this report.

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 – Schedule of Committee places

Appendix 2 – Numerical Guide to political proportionality

APPENDIX 1

DRAFT SCHEME OF COMMITTEE PLACES

<u>Committee</u>	<u>Total Number of Places for Elected Members</u>	<u>Conservative Group Allocation (61 seats)</u>	<u>Liberal Democrat Group Allocation (24 seats)</u>	<u>Labour Group Allocation (2 seats)</u>	<u>Independent Group Allocation (8 seats)</u>	<u>Devizes Guardians Group Allocation (3 seats)</u>
Strategic Planning	13	8	3	-	1	1
Area Planning Committees						
North	10	7	3	-	-	-
South	11	6	3	1	1	-
East	9	7	1	-	1	-
West	11	6	3	-	2	-
Licensing	12	8	3	-	1	-
Organisation and Resources Select	13	7	3	1	1	1
Children's Services Select	13	9	3	-	1	
Health & Adult Social Care Select	13	8	3	-	1	1
Environment Select	13	7	3	1	1	1
Audit	13	8	3	-	1	1
Appeals	9	6	3	-	-	-
Staffing Policy	9	6	2	-	1	-
Officer Appointments	5	3	1	-	1	-
Pension Fund	5	3	2	-	-	-
Joint Police Appointing Committee	7	4	2	-	1	-
Great Western Ambulance Joint Scrutiny Committee	3	2	-	1	-	-
<u>TOTALS:</u>	169	105	41	4	14	5

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SCHEDULE

Proportional Representation Table

	Conservative	Liberal Democrat	Labour	Independent	Devizes Guardians	
	61	24	2	8	3	
1	0.622	0.245	0.020	0.082	0.031	1.00
2	1.245	0.490	0.041	0.163	0.061	2.00
3	1.867	0.735	0.061	0.245	0.092	3.00
4	2.490	0.980	0.082	0.327	0.122	4.00
5	3.112	1.224	0.102	0.408	0.153	5.00
6	3.735	1.469	0.122	0.490	0.184	6.00
7	4.357	1.714	0.143	0.571	0.214	7.00
8	4.980	1.959	0.163	0.653	0.245	8.00
9	5.602	2.204	0.184	0.735	0.276	9.00
10	6.224	2.449	0.204	0.816	0.306	10.00
11	6.847	2.694	0.224	0.898	0.337	11.00
12	7.469	2.939	0.245	0.980	0.367	12.00
13	8.092	3.184	0.265	1.061	0.398	13.00
14	8.714	3.429	0.286	1.143	0.429	14.00
15	9.337	3.673	0.306	1.224	0.459	15.00
16	9.959	3.918	0.327	1.306	0.490	16.00
17	10.582	4.163	0.347	1.388	0.520	17.00
18	11.204	4.408	0.367	1.469	0.551	18.00
19	11.827	4.653	0.388	1.551	0.582	19.00
20	12.449	4.898	0.408	1.633	0.612	20.00
21	13.071	5.143	0.429	1.714	0.643	21.00
22	13.694	5.388	0.449	1.796	0.673	22.00
23	14.316	5.633	0.469	1.878	0.704	23.00
24	14.939	5.878	0.490	1.959	0.735	24.00
25	15.561	6.122	0.510	2.041	0.765	25.00
26	16.184	6.367	0.531	2.122	0.796	26.00
27	16.806	6.612	0.551	2.204	0.827	27.00
28	17.429	6.857	0.571	2.286	0.857	28.00
29	18.051	7.102	0.592	2.367	0.888	29.00
30	18.673	7.347	0.612	2.449	0.918	30.00
31	19.296	7.592	0.633	2.531	0.949	31.00
32	19.918	7.837	0.653	2.612	0.980	32.00
33	20.541	8.082	0.673	2.694	1.010	33.00
34	21.163	8.327	0.694	2.776	1.041	34.00
35	21.786	8.571	0.714	2.857	1.071	35.00
36	22.408	8.816	0.735	2.939	1.102	36.00
37	23.031	9.061	0.755	3.020	1.133	37.00
38	23.653	9.306	0.776	3.102	1.163	38.00
39	24.276	9.551	0.796	3.184	1.194	39.00
40	24.898	9.796	0.816	3.265	1.224	40.00
41	25.520	10.041	0.837	3.347	1.255	41.00
42	26.143	10.286	0.857	3.429	1.286	42.00
43	26.765	10.531	0.878	3.510	1.316	43.00
44	27.388	10.776	0.898	3.592	1.347	44.00
45	28.010	11.020	0.918	3.673	1.378	45.00
46	28.633	11.265	0.939	3.755	1.408	46.00
47	29.255	11.510	0.959	3.837	1.439	47.00
48	29.878	11.755	0.980	3.918	1.469	48.00
49	30.500	12.000	1.000	4.000	1.500	49.00
50	31.122	12.245	1.020	4.082	1.531	50.00
51	31.745	12.490	1.041	4.163	1.561	51.00
52	32.367	12.735	1.061	4.245	1.592	52.00
53	32.990	12.980	1.082	4.327	1.622	53.00
54	33.612	13.224	1.102	4.408	1.653	54.00
55	34.235	13.469	1.122	4.490	1.684	55.00
56	34.857	13.714	1.143	4.571	1.714	56.00
57	35.480	13.959	1.163	4.653	1.745	57.00
58	36.102	14.204	1.184	4.735	1.776	58.00
59	36.724	14.449	1.204	4.816	1.806	59.00
60	37.347	14.694	1.224	4.898	1.837	60.00
61	37.969	14.939	1.245	4.980	1.867	61.00
62	38.592	15.184	1.265	5.061	1.898	62.00
63	39.214	15.429	1.286	5.143	1.929	63.00
64	39.837	15.673	1.306	5.224	1.959	64.00
65	40.459	15.918	1.327	5.306	1.990	65.00
66	41.082	16.163	1.347	5.388	2.020	66.00
67	41.704	16.408	1.367	5.469	2.051	67.00
68	42.327	16.653	1.388	5.551	2.082	68.00
69	42.949	16.898	1.408	5.633	2.112	69.00
70	43.571	17.143	1.429	5.714	2.143	70.00
71	44.194	17.388	1.449	5.796	2.173	71.00
72	44.816	17.633	1.469	5.878	2.204	72.00
73	45.439	17.878	1.490	5.959	2.235	73.00
74	46.061	18.122	1.510	6.041	2.265	74.00
75	46.684	18.367	1.531	6.122	2.296	75.00
76	47.306	18.612	1.551	6.204	2.327	76.00
77	47.929	18.857	1.571	6.286	2.357	77.00
78	48.551	19.102	1.592	6.367	2.388	78.00
79	49.173	19.347	1.612	6.449	2.418	79.00
80	49.796	19.592	1.633	6.531	2.449	80.00
81	50.418	19.837	1.653	6.612	2.480	81.00
82	51.041	20.082	1.673	6.694	2.510	82.00
83	51.663	20.327	1.694	6.776	2.541	83.00
84	52.286	20.571	1.714	6.857	2.571	84.00
85	52.908	20.816	1.735	6.939	2.602	85.00
86	53.531	21.061	1.755	7.020	2.633	86.00
87	54.153	21.306	1.776	7.102	2.663	87.00
88	54.776	21.551	1.796	7.184	2.694	88.00
89	55.398	21.796	1.816	7.265	2.724	89.00
90	56.020	22.041	1.837	7.347	2.755	90.00
91	56.643	22.286	1.857	7.429	2.786	91.00
92	57.265	22.531	1.878	7.510	2.816	92.00
93	57.888	22.776	1.898	7.592	2.847	93.00
94	58.510	23.020	1.918	7.673	2.878	94.00
95	59.133	23.265	1.939	7.755	2.908	95.00
96	59.755	23.510	1.959	7.837	2.939	96.00
97	60.378	23.755	1.980	7.918	2.969	97.00
98	61.000	24.000	2.000	8.000	3.000	98.00
99	61.622	24.245	2.020	8.082	3.031	99.00
100	62.245	24.490	2.041	8.163	3.061	100.00
101	62.867	24.735	2.061	8.245	3.092	101.00
102	63.490	24.980	2.082	8.327	3.122	102.00
103	64.112	25.224	2.102	8.408	3.153	103.00
104	64.735	25.469	2.122	8.490	3.184	104.00

	Conservative	Liberal Democrat	Labour	Independent	Devides Guardians	
	61	24	2	8	3	
105	65.357	25.714	2.143	8.571	3.214	105.00
106	65.980	25.959	2.163	8.653	3.245	106.00
107	66.602	26.204	2.184	8.735	3.276	107.00
108	67.224	26.449	2.204	8.816	3.306	108.00
109	67.847	26.694	2.224	8.898	3.337	109.00
110	68.469	26.939	2.245	8.980	3.367	110.00
111	69.092	27.184	2.265	9.061	3.398	111.00
112	69.714	27.429	2.286	9.143	3.429	112.00
113	70.337	27.673	2.306	9.224	3.459	113.00
114	70.959	27.918	2.327	9.306	3.490	114.00
115	71.582	28.163	2.347	9.388	3.520	115.00
116	72.204	28.408	2.367	9.469	3.551	116.00
117	72.827	28.653	2.388	9.551	3.582	117.00
118	73.449	28.898	2.408	9.633	3.612	118.00
119	74.071	29.143	2.429	9.714	3.643	119.00
120	74.694	29.388	2.449	9.796	3.673	120.00
121	75.316	29.633	2.469	9.878	3.704	121.00
122	75.939	29.878	2.490	9.959	3.735	122.00
123	76.561	30.122	2.510	10.041	3.765	123.00
124	77.184	30.367	2.531	10.122	3.796	124.00
125	77.806	30.612	2.551	10.204	3.827	125.00
126	78.429	30.857	2.571	10.286	3.857	126.00
127	79.051	31.102	2.592	10.367	3.888	127.00
128	79.673	31.347	2.612	10.449	3.918	128.00
129	80.296	31.592	2.633	10.531	3.949	129.00
130	80.918	31.837	2.653	10.612	3.980	130.00
131	81.541	32.082	2.673	10.694	4.010	131.00
132	82.163	32.327	2.694	10.776	4.041	132.00
133	82.786	32.571	2.714	10.857	4.071	133.00
134	83.408	32.816	2.735	10.939	4.102	134.00
135	84.031	33.061	2.755	11.020	4.133	135.00
136	84.653	33.306	2.776	11.102	4.163	136.00
137	85.276	33.551	2.796	11.184	4.194	137.00
138	85.898	33.796	2.816	11.265	4.224	138.00
139	86.520	34.041	2.837	11.347	4.255	139.00
140	87.143	34.286	2.857	11.429	4.286	140.00
141	87.765	34.531	2.878	11.510	4.316	141.00
142	88.388	34.776	2.898	11.592	4.347	142.00
143	89.010	35.020	2.918	11.673	4.378	143.00
144	89.633	35.265	2.939	11.755	4.408	144.00
145	90.255	35.510	2.959	11.837	4.439	145.00
146	90.878	35.755	2.980	11.918	4.469	146.00
147	91.500	36.000	3.000	12.000	4.500	147.00
148	92.122	36.245	3.020	12.082	4.531	148.00
149	92.745	36.490	3.041	12.163	4.561	149.00
150	93.367	36.735	3.061	12.245	4.592	150.00
151	93.990	36.980	3.082	12.327	4.622	151.00
152	94.612	37.224	3.102	12.408	4.653	152.00
153	95.235	37.469	3.122	12.490	4.684	153.00
154	95.857	37.714	3.143	12.571	4.714	154.00
155	96.480	37.959	3.163	12.653	4.745	155.00
156	97.102	38.204	3.184	12.735	4.776	156.00
157	97.724	38.449	3.204	12.816	4.806	157.00
158	98.347	38.694	3.224	12.898	4.837	158.00
159	98.969	38.939	3.245	12.980	4.867	159.00
160	99.592	39.184	3.265	13.061	4.898	160.00
161	100.214	39.429	3.286	13.143	4.929	161.00
162	100.837	39.673	3.306	13.224	4.959	162.00
163	101.459	39.918	3.327	13.306	4.990	163.00
164	102.082	40.163	3.347	13.388	5.020	164.00
165	102.704	40.408	3.367	13.469	5.051	165.00
166	103.327	40.653	3.388	13.551	5.082	166.00
167	103.949	40.898	3.408	13.633	5.112	167.00
168	104.571	41.143	3.429	13.714	5.143	168.00
169	105.194	41.388	3.449	13.796	5.173	169.00
170	105.816	41.633	3.469	13.878	5.204	170.00
171	106.439	41.878	3.490	13.959	5.235	171.00
172	107.061	42.122	3.510	14.041	5.265	172.00
173	107.684	42.367	3.531	14.122	5.296	173.00
174	108.306	42.612	3.551	14.204	5.327	174.00
175	108.929	42.857	3.571	14.286	5.357	175.00
176	109.551	43.102	3.592	14.367	5.388	176.00
177	110.173	43.347	3.612	14.449	5.418	177.00
178	110.796	43.592	3.633	14.531	5.449	178.00
179	111.418	43.837	3.653	14.612	5.480	179.00
180	112.041	44.082	3.673	14.694	5.510	180.00
181	112.663	44.327	3.694	14.776	5.541	181.00
182	113.286	44.571	3.714	14.857	5.571	182.00
183	113.908	44.816	3.735	14.939	5.602	183.00
184	114.531	45.061	3.755	15.020	5.633	184.00
185	115.153	45.306	3.776	15.102	5.663	185.00
186	115.776	45.551	3.796	15.184	5.694	186.00
187	116.398	45.796	3.816	15.265	5.724	187.00
188	117.020	46.041	3.837	15.347	5.755	188.00
189	117.643	46.286	3.857	15.429	5.786	189.00
190	118.265	46.531	3.878	15.510	5.816	190.00
191	118.888	46.776	3.898	15.592	5.847	191.00
192	119.510	47.020	3.918	15.673	5.878	192.00
193	120.133	47.265	3.939	15.755	5.908	193.00
194	120.755	47.510	3.959	15.837	5.939	194.00
195	121.378	47.755	3.980	15.918	5.969	195.00
196	122.000	48.000	4.000	16.000	6.000	196.00
197	122.622	48.245	4.020	16.082	6.031	197.00
198	123.245	48.490	4.041	16.163	6.061	198.00
199	123.867	48.735	4.061	16.245	6.092	199.00
200	124.490	48.980	4.082	16.327	6.122	200.00

WILTSHIRE COUNCIL

AGENDA ITEM NO.

**ANNUAL COUNCIL
18 MAY 2010**

APPOINTMENTS TO COMMITTEES

Introduction

1. Following on from the decision to formally re-appoint committees and allocate seats to political groups, the Council must now formally agree the appointment of councillors and substitutes to those Committees.

Appointment of Councillors and Substitutes

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees 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 day of the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.
3. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to three substitutes where it has a councillor on that committee. As with nominations of committee members (see paragraph 2 above) it is a legal requirement that the Council formally approves the appointment of substitute members to committees and therefore it is essential that each political group notifies the Head of Democratic Services of their nominated substitute members to serve on committees, preferably before the day of the Council meeting.
4. The use of the substitute system by councillors is fairly patchy and a number of meetings have been held with the number of councillors attending well below the maximum size of the committee. Councillors are encouraged to make use of the substitute system. If a councillor finds that they are unable to attend a meeting then they should contact Democratic Services who will record and present your apologies at the meeting. They can also advise on the named substitutes for your political group. The onus is on the councillor to contact the substitute councillor although it would be helpful for you to notify Democratic

services as they will report the temporary change to the membership of the committee.

5. A list of the current appointments to committees is attached as an Appendix 1 for information.

Committees of the Council

6. There are specific issues that need to be considered under the appointment of councillors.
7. The Constitution (Officer Employment Procedure Rules) currently requires the Officer Appointments Committee to include at least one member of the Executive.
8. Also the Staffing Policy Committee requires two members of the Cabinet as Cabinet representation is required on its sub-committees by the Council's constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.
9. The Standards Committee has eight independent members and eight Town and Parish Council representatives with a term of office of 4 years. The membership also includes 6 members of the Council who are elected annually by the Council. These may not include the Leader or any member of the Cabinet.
10. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council determines otherwise, will still need to be appointed on a politically proportional basis.
11. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 2 to this report.

Matters for Decision

- (A) To appoint councillors to serve on those 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.
- (B) To appoint substitute members (to a maximum of three per group) to the committees referred to in (A) above.
- (C) To appoint six Councillors to serve on the Standards Committee.
- (E) To appoint the following non-elected members to the Children's Services Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Vacancy (Reserve/substitute: Mr C Shepperd)	Church of England
Dr M Thompson (Reserve/substitute: Canon L. O'Driscoll)	Roman Catholic Church
Mr N Owen	Parent Governor (Secondary)
Mrs A Kemp	Parent Governor (Special)
Mrs R Ryan	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members</u> (Up to Five)	School, Children and Young People representatives
Mrs D Dale	Further Education Representative
Mr C Dark	Secondary Schools Headteacher Representative
Mrs J Finney	Primary School Headteachers Representative
Mr J Hawkins	School Teacher Representative
Mr C King	Children & Young People's Representative

- (F) To appoint those councillors representing electoral divisions to their respective area boards as set out in the Appendix 2 attached to this report.

IAN GIBBONS
SOLICITOR TO THE COUNCIL AND MONITORING OFFICER

Report Author: John Quinton, Head of Democratic Services

Appendices

Appendix 1 – Current list of appointments to committees

Appendix 2 – List of appointments to Area Boards

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Appointments to Committees 2009-2010**Strategic Planning Committee (13)**

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (1)
P Brown	G. Wright	-	R. Hawker	J. Ody
C. Crisp	I. West			
A. Davis	M. Packard			
P.Fuller				
C Humphries				
J. Johnson				
T. Trotman				
F. Westmoreland				
Substitutes:				
M. Groom	B. Douglas		E.Clark	
J. Lay	J Knight		N.Fogg	
L. Randall	S Petty		F Morland	

Area Planning Committee – East (9)

Conservative Group (7)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
P Brown	P Dow	-	J Fogg	-
M Connolly				
R Gamble				
C. Howard				
C Humphries				
L Mayes				
C Williams				
Substitutes:				
L Grundy	-		G.Jeans	
J. Kunkler	-		C. Newbury	
J. Milton			J.Ody	

Area Planning Committee – North (10)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
C Crisp	P. Colmer	-	-	-
P Davis	B. Douglas			
P Doyle	H. Marshall			
A Hill				
P Hutton				
T Sturgis				
T Trotman				
Substitutes:				
C Berry	P. Darby			
M Groom	S. Killane			
B Roberts	M. Packard			

Area Planning Committee – South (11)

Conservative Group (6)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (0)
T Deane	B. Dalton	I. McLennan	G. Jeans	
C Devine	I. West			
M Douglas	G. Wright			
J Green				
M Hewitt				
F Westmoreland				
Substitutes:				
W Moss	P. Sample		E.Clark	
L. Randall			R.Hawker	
J Smale			C.Newbury	

Organisation and Resources Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (1)
T. Deane	C Caswill	R Rogers	N Fogg	N Carter
C Devine	J Osborn			
P Doyle	J Rooke			
C Howard				
J Lay				
B Roberts				
J Seed				
Substitutes:				
C Berry	T Carbin		E Clark	
M. Douglas	D Jenkins		R Hawker	
P Ridout	G Wright		C Newbury	

Children's Services Select Committee (13)

Conservative Group (9)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
A Davis	P Darby	-	R Hawker	-
M Douglas	J Hubbard			
P Fuller	H Osborn			
M Griffiths				
P Hutton				
J Lay				
B Moss				
J Smale				
C Soden				
Substitutes:				
C Devine	P Dow		E Clark	
C Humphries	P Colmer		J Fogg	
B Roberts	H Marshall		T James	

Health and Adult Social Care Select Committee (13)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (1)
C Berry	P Colmer		T James	J Burton
C Crisp	M Hewson			
P Davis	S Killane			
M Hewitt				
P Hutton				
N Phillips				
P Ridout				
B Roberts				
Substitutes:				
R. Britton	D Allen		N Fogg	
M Douglas	P Darby		R Hawker	
M Groom	J Hubbard		G Jeans	

Environment Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (1)
C Berry	R Brown	I. McLennan	T James	N Carter
P Doyle	B Dalton			
J Green	S Oldrieve			
M Groom				
A Hill				
C Humphries				
L Randall				
Substitutes:				
C Howard	C Caswill		N Fogg	
J Johnson	P Colmer		R Hawker	
T Trotman	H Marshall		G Jeans	

Audit Committee (13)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (1)
R Britton	C Caswill	-	G Jeans	N Carter
C Cochrane	D Jenkins			
P Doyle	H Osborn			
J Johnson				
A Macrae				
S Parker				
B Wayman				
R While				
Substitutes:				
R. Eaton	P Colmer		E Clark	
J. Lay	M Hewson		M Cuthbert-Murray	
J Milton	J Osborn		C. Newbury	

Appeals Committee (9)

Conservative Group (6)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
A Bucknell	B Douglas	-	-	-
A Davis	P Dow			
P Davis	D Jenkins			
A. Hill				
J Milton				
R While				
Substitutes:				
C Crisp	J Hubbard			
C Cochrane				
B Wayman				

Staffing Policy Committee (9)

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
A Bucknell	D Jenkins	-	F Morland	-
R Eaton	M Packard			
M Hewitt				
J Noeken				
J Smale				
J Scott				
Substitutes:				
M Douglas	H Marshall		E Clark	
B Moss	P Colmer		G Jeans	
J Seed			C Newbury	

Officer Appointments Committee (5)

Conservative Group (3)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
L Grundy	T Carbin	-	C Newbury	-
J Scott				
J Thomson				
Substitutes:				
J Noeken	C Caswill		E Clark	
J Brady			G Jeans	
F de Rhe-Philippe			T James	

Pension Fund Committee (5)

Conservative Group (3)	Liberal Democrat Group (2)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
T Deane	D Jenkins	-	-	-
C Howard	J Osborn			
S Parker				
Substitutes:				
F De Rhé-Philippe	M Packard			
W Moss				
J Smale				

Joint Committee for Appointment to Wiltshire Police Authority (7)

Conservative Group (4)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
Fleur de Rhe-Philippe	C Caswill		C Newbury	
L Grundy	P Sample			
C Soden				
J Scott				
Substitutes:				
K Humphries			E Clark	
J Thomson			G Jeans	
R Tonge			T James	

Great Western Ambulance Joint Scrutiny Committee (3)

Conservative Group (2)	Liberal Democrat Group (0)	Labour Group (1)	Independent (0)	Devizes Guardians (0)
C Crisp	-	I McLennan	-	-
M Hewitt				
Substitutes:				
P Hutton		R Rogers		
P Ridout				

Area Boards: Electoral Divisions**Amesbury Area Board****Electoral Divisions 6**

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

Members

John Noeken
 Fred Westmoreland
 Ian West
 Graham Wright
 John Smale
 Mike Hewitt

Bradford on Avon Area Board**Electoral Divisions 4**

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

Members

Trevor Carbin
 Linda Conley
 Rosemary Brown
 Malcolm Hewson

Calne Area Board**Electoral Divisions 5**

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

Members

Christine Crisp
 Chuck Berry
 Tony Trotman
 Howard Marshall
 Alan Hill

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

Members

Jane Scott
 Peter Hutton
 Nina Phillips
 Paul Darby
 Chris Caswill
 Desna Allen
 William Douglas
 Judy Rooke
 Mark Packard
 Howard Greenman

Corsham Area Board

Electoral Divisions 4

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

Members

Sheila Parker
Alan Macrae
Dick Tonge
Peter Davis

Devizes Area Board

Electoral Divisions 7

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

Members

Philip Brown
Jeff Ody
Jane Burton
Nigel Carter
Laura Mayes
Richard Gamble
Lionel Grundy

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Members

Toby Sturgis
Simon Killane
Carole Soden
John Thomson

Marlborough Area Board

Electoral Divisions 4

Aldbourn & Ramsbury
Marlborough East
Marlborough West
West Selkley

Members

Chris Humphries
Peggy Dow
John Fogg
Jemima Milton

Melksham Area Board

Electoral Divisions 6

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

Members

Stephen Petty
Rod Eaton
Jon Hubbard
Mark Griffiths
Roy While
Jonathon Seed

Pewsey and Tidworth Area Committee

Electoral Divisions 6

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

Members

Robert Hall
Jerry Kunkler
Stuart Wheeler
Charles Howard
Chris Williams
Mark Connolly

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

Members

Christopher Cochrane
Ricky Rogers
Brian Dalton
Paul Sample
Mary Douglas
Bill Moss
John Brady
Richard Clewer

South West Wiltshire Area Board

Electoral Divisions 5

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

Members

Jose Green
George Jeans
Bridget Wayman
Tony Deane
Richard Beattie

Southern Wiltshire Area Board

Electoral Divisions 5

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

Members

Richard Britton
Julian Johnson
Ian McLennan
Leo Randall
Christopher Devine

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft

Members

Ernie Clark
Francis Morland
Tom James

Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

John Knight
Graham Payne
Jeff Osborn
Helen Osborn
Peter Fuller
Steve Oldrieve

Warminster Area Board

Electoral Divisions 5

Waminster without
Warminster Broadway
Warminster Copheap and Wylve
Warminster East
Warminster West

Members

Fleur de Rhe- Philipe
Keith Humphries
Christopher Newbury
Andrew Davis
Pip Ridout

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Members

Julie Swabey
Michael Cuthbert-Murray
David Jenkins
Russell Hawker

Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

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

Members

Peter Colmer
Allison Bucknell
Jacqui Lay
Mollie Groom
Bill Roberts
Peter Doyle

WILTSHIRE COUNCIL

COUNCIL
18 MAY 2010

APPOINTMENT OF AREA BOARD CHAIRMEN AND VICE CHAIRMEN

Introduction

1. Currently the Council's Constitution provides for the appointment of chairmen and vice chairmen of area boards after the annual meeting of council.
2. The precise provisions are as follows:-

“4.8 The chair and vice-chair of each area board will be appointed immediately after the annual meeting of the council by the unitary councillors on the area board concerned.”

Background

3. For 2009/10 individual meetings of all area boards were held following the first meeting of the new Council in June at different locations within County Hall. Some councillors found this process confusing and in a small number of cases there was some difficulty in resolving the issue of the election of the chairman.
4. In order to improve the process for 2010/11 it is suggested that all meetings of the area boards for the purpose of electing chairmen and vice chairmen will be held within the Council Chamber and the Chairman of the Council will manage the appointments process supported by Democratic Services.

Appointments Process

5. The suggested process is as follows:-

“After the Annual Council meeting has finished, the Chairman of the Council will call to stand the members of each Area Board in turn.

The Chairman of the Council will for each Area Board, call for nominations for Chairman from those councillors now standing. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

In the event of only one valid nomination being received the Chairman will declare the nominated Councillor elected.

In the case of two valid nominations the Chairman will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

In the case of an equality of votes for the two candidates, the Chairman shall draw lots to determine the winner of the election and then declare the result.

In the case of three or more valid nominations being made, the Chairman will call for a show of hands for each of the candidates. The chairman will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Chairman shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above except that the Chairman may exercise his right to use a casting vote in the case of an equality of votes for the appointment of the vice chair. However if there are three or more candidates and there is a tie between candidates to be withdrawn, the chairman will draw lots to determine who should be withdrawn.”

6. To facilitate this process and to formalise the role of the Chairman of Council it is suggested that the constitution be amended to make it clear that the Chairman of the Council shall be a non-voting ex-officio member of each Area Board for the sole purpose of the election of Chairman in accordance with the procedure set out above.
7. This would work in all cases except the Area Board for which the Chairman is a full voting member. In this case the Vice Chairman of the Council shall be a non-voting ex-officio member of that Area Board for the sole purpose of the election of Chairman in accordance with the procedure set out above.

Recommendations

- A. That the Council agrees the procedures for the election of chairmen and vice chairmen of area boards as set out in paragraph 5 of this report.

B. That the Council agrees the appropriate amendments to the Constitution to facilitate the appointments process as set out in paragraphs 6 and 7 of the report.

John Quinton
Head of Democratic Services

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WILTSHIRE COUNCIL

ANNUAL COUNCIL

18 MAY 2010

REPORT ON THE CORPORATE PLAN 2010-2014

Executive summary

This report presents the Corporate Plan for the Council. It takes into account final changes requested by Cabinet at its last meeting on 20 April 2010.

The Corporate Plan includes nine priorities with associated outcomes which will provide the focus for the organisations work over the next four years. This means resources may be directed or redirected towards their achievement and the council will work through partnerships to maximise the success achieved.

Proposal

That Council approves the Corporate Plan 2010-2014.

Reason for proposal

1. All high performing organisations have a Corporate Plan or equivalent to direct and focus their work.
2. An ambitious and effective Corporate Plan will focus and galvanise the organisation's resources to deliver its strategic priorities during the next four years.
3. The new Corporate Plan is now ready for approval by Council, as required by the policy framework which is set out in the constitution

Laurie Bell
Service Director, Policy, Research and Communications

REPORT ON THE CORPORATE PLAN 2010-2014

Purpose of report

1. This report presents the council's Corporate Plan covering the period 2010-14.

Background

2. The new Corporate Plan has been coordinated by the Policy and Communications Service with support from CLT, ELT and a working group of senior officers representing all departments. This has helped to ensure there is full engagement and commitment of all departments to the process. The involvement of councillors and other partner agencies has occurred at various points.
3. In preparing the plan, the working group took account of many influences but particularly the evidence and intelligence about Wiltshire, the financial pressures we are facing, the Local Agreement for Wiltshire (LAW) and the Local Area Agreement (LAA), the Comprehensive Area Assessment (CAA), the corporate programme of projects, political priorities, and the promises made in the original LGR bid to government. Together they provided the framework for drafting the plan and setting out the challenges and priorities facing the Council.
4. Cabinet have considered the Corporate Plan at three meetings in October 2009, March and April 2010 and it has been substantially rewritten and updated to take account of the comments and feedback received. Overview and Scrutiny has also reviewed the plan at meetings in October 2009 and March 2010. It raised a number of detailed points and questions for Cabinet consideration.

Main considerations for the council

5. The Corporate Plan is attached at Appendix 1. The Plan sets down the vision, goals, priorities, and outcomes for the council. This full version is primarily directed at councillors and senior officers within the council. A short summary will also be produced for communication to staff, the public and partner audiences.
6. The plan clearly states to our customers, communities and stakeholders what the council is prioritising and why and where it will be allocating its resources to ensure the priorities are delivered and the goals and vision are realised. It provides a guide for councillors and officers to ensure that all decisions and activities support the effective achievement of the vision, goals and priorities. Our priorities are based on clear evidence of community needs and aspirations determined through robust research and local consultation.

7. This plan will now replace the First Year Plan 2009-10. However, the overarching vision and goals remain the same. The vision is to **create stronger and more resilient communities** with three key goals:
- **High quality, low cost, customer focused services**
 - **Local, open, honest decision making and,**
 - **Work together to support Wiltshire's communities**
8. The nine priorities are:
- Focus on our customers and improve access to our services
 - Work in partnership to support vulnerable individuals and families
 - Local, open, honest decision-making
 - Increase opportunities to help young people achieve their potential
 - Support the local economy
 - Meet housing needs
 - Improve our roads and road safety
 - Reduce our environmental impact
 - Achieve savings, be more efficient and ensure we deliver value for money
9. Under each priority a small number of key outcomes have been identified to be achieved over the next four years.

Impact of Corporate Plan

10. The Corporate Plan will have wide ranging implications for the council. It will affect all services and will require a 'can do' culture, inter-departmental working, and more effective partnership working if it is to be delivered successfully. Its impact against the standard report headings include:
- **Environmental impact:** The importance of the protecting and enhancing the local environment is fully recognised in the plan, with one of the priorities focusing on reducing our environmental impact.
 - **Equalities impact:** The national equalities scheme for local government has been taken into account in the plan.
 - **Risk assessment:** An ineffective Corporate Plan has a number of risks which have been outlined previously. Managing risks will be an integral part of departmental delivery plans.

- Financial implications: The corporate plan will have financial implications and strong links have been made to the MTFP to ensure the Plan is realistic and affordable. Funding is being identified in the MTFP specifically to finance the delivery of councillor priorities.
- Legal implications: There is no statutory requirement to produce a corporate plan. However, the Comprehensive Area Assessment and other inspections often use a corporate plan as a key piece of evidence to identify and understand the priorities set by the council.

Next steps

11. The plan, if approved by Council, will be communicated internally and externally to raise awareness of its importance and impact.
12. The plan will be reviewed and refreshed each year to assess overall progress against the priorities and to ensure its continued relevance. More detailed regular monitoring of the progress against the outcomes will also occur, and this will form a part of the normal performance management process of the council.
13. Key documents linked to the Corporate Plan include the Medium Term Financial Plan (MTFP), the Local Agreement for Wiltshire (including the Local Area Agreement), and a number of other corporate strategies. In addition, departmental delivery plans and a new council business plan will support the Corporate Plan.
14. The departmental delivery plans will provide the detail of how services will contribute to the achievement of the Corporate Plan priorities and outcomes listed. They will include detailed information on actions, success measures and targets, budgets, risks, timescales, responsible officers, and links to more detailed plans. These are currently in preparation and should be in place by end May-June and will be available on intranet.
15. The council business plan will set out how the organisation will be changed and reshaped to deliver the corporate plan vision, priorities and outcomes. This will include detailing how the council will use its resources – people, finances, and assets – to deliver first class services to the people of Wiltshire. This plan will be available by the end of the summer.

Laurie Bell
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26 April 2010

Background papers

None

Appendices

Appendix 1 Corporate Plan

Wiltshire Council
Where everybody matters

Corporate Plan 2010-2014

Welcome to the 2010-2014 Corporate Plan for the new Wiltshire Council

Aiming to be the best

Creating the new Wiltshire Council has been a huge success and I am delighted that in our first year we have achieved so much. We have delivered over £20 million of efficiency savings which has been reinvested into our key front line services including highways, vulnerable children and adults. We introduced one contact number **0300 456 0100** to help our customers to access us and have their queries dealt with at the first point of contact and we launched a new website which more than one million people have visited to use our on line services.

A big success has been the introduction of eighteen area boards, which have been attended by over 5,000 local residents. So far we have allocated £750,000 to support more than 250 community projects including art clubs, allotments, saving village shops, delivering a dental practice and community speed watch schemes. By 2012 we will have allocated over £5 million to support our local communities. Local people are helping to influence decisions affecting their communities and we need to review and rethink our service delivery to meet local needs.

We can no longer accept that an average performance is good enough. Many of our services can be better, especially given our favourable position in Wiltshire compared to many other parts of the country. And, we can no longer accept that people are resigned to not being heard or not being in control of their lives. The era of providing services 'to' the public and creating dependency is over. We must actively involve people in decision making and service design and support them to live more independent lives. This is a big agenda but I know councillors, staff, partner agencies, and the community can work together on this and make Wiltshire the best county to live in, work in and visit.

Our Corporate Plan sets out where we will prioritise our resources – money and people – in the next four years to deliver improvements in these areas. Given the current economic climate and the impact that this is having on our communities, and will have on public sector funding in future years, this is a key priority for us and we must continue to adopt a proactive and positive *can do* approach in everything we do and look at how together we can make Wiltshire even better.

Jane Scott, Leader Wiltshire Council

The journey ahead – working together

The council is the lead public agency in Wiltshire, but despite its size it cannot work alone in addressing the complex, challenging and changing needs and aspirations of all our communities. The challenge we face is to move from being a unitary council to what a 'unitary plus' council.

Unitary plus is an opportunity to work closely with our partners and make partnership working a way of life. Together we can address rising customer expectations and the pressures forecast for public sector funding. It challenges us to be different and to build on what has been achieved so far, transforming our services and building better relationships with local people. It is a future where public agencies share resources and focus on people's lives and not their individual services. This will push us to the boundaries of what is possible. If we're successful, the benefits will be huge in terms of improved service performance and in developing a meaningful relationship with citizens.

We know we need to make radical changes within our organisation in the way we work and relate to other agencies, citizens and the wider community. Our focus will be on making a positive difference to the people living in Wiltshire, helping them to live fulfilling and independent lives with a minimum dependency on public services.

We will need to transform our services improving performance and reducing costs; change the way decisions are made with an emphasis on fostering localism and trust; and fully engage with our partners to pool resources, share intelligence, and deliver seamless services.

We need to raise our ambitions and aim to achieve performance that exceeds expectations.

We will make Wiltshire Council the best local authority in the UK, aiming to do more with less, and focusing its energies and resources on the things that matter most to its communities.

Andrew Kerr, Chief Executive

Our vision and goals

Our role and purpose

Our activities influence lives either directly or indirectly. The council is the main body influencing the quality of life in Wiltshire and we take that responsibility very seriously.

The role of the council is wide ranging and changes to reflect the pressures and opportunities that emerge for local people and their communities. Many services that we provide are required by law, but we have flexibility to adjust our focus based on the needs of people and communities.

The current economic situation and the pressure on public finances make this a challenging time for Wiltshire and the council. Business as usual is not an option for us. We know that we cannot continue as we are and we have to reduce the cost of our activities. We will have to work differently to avoid impacting on our front line services.

Our vision is to create stronger and more resilient communities

A strong sense of community spirit lies at the heart of our vision. We want to encourage and support local communities to get involved and work with us to strengthen their ability to deal with local challenges. We will work closely with town and parish councils, voluntary groups, local people and other public sector organisations to establish community needs and to help meet those needs in the most effective way.

We want to be more than just a unitary council; we want to be *Unitary Plus*, recognising that our real strength will be in working with others to achieve more.

Our communities give us a sense of well-being and belonging. Strong communities can cope with changing and challenging circumstances and they will often find their own solutions to many of the problems they face. These communities require less intervention from public services which is good for people and it reduces the pressure on increasingly scarce public resources.

Our vision is underpinned by 3 key goals:

Deliver high quality, low cost, customer focused services

We must provide the services Wiltshire actually needs, of the quality our residents actually want, and do this in a cost effective way which represents value for money. We must make our residents and visitors, our customers, the starting point when designing and delivering services. Our focus, for everything we do, must be on the customer to ensure that people are satisfied with what we do.

Ensure local, open, honest decision making

To feel a sense of ownership and belonging, people must be able to contribute directly to the decisions that affect their local area. An open and honest approach is essential if we are to build trust in our communities.

Work together to support Wiltshire's communities

The new council must work with its communities, focussing on their needs and helping them to help themselves. We will work closely with voluntary organisations, business and other public bodies. Working together to support communities and citizens, we can achieve so much more.

What will stronger and more resilient communities look like?

Strong and resilient communities will improve the quality of life for us all and, at the same time, lead to a reduced reliance upon public services.

There are many factors which will contribute to our success. Our vision is of communities:

- that are places where people choose to live and work
- where people take pride in their town or village
- where people from all backgrounds, ages and beliefs feel valued, included, and are treated with respect
- where people volunteer and get together to tackle local concerns
- with many 'social networks' allowing people to be active and involved
- which possess the skills and businesses to generate jobs to meet local employment needs
- which are informed about environmental issues and actively create local solutions
- where children and young people enjoy life and achieve their potential in and out of school
- where people get involved in democratic processes and have a voice in shaping the present and the future of their area
- where people have healthy lifestyles

Our priorities and outcomes for the next four years

Our chosen priorities address the most pressing challenges facing Wiltshire. They respond to our customers and what they have said are important and need more attention.

The financial reality that we face means that we have to work differently. We must look at what we do, ensure we are doing the right things in the right way, avoid duplication, meet people's needs and work in a more business like way to reduce costs.

We have identified the following priorities, as it is acknowledged that resources will not be sufficient to do everything we might want to do in the future.

- **Focus on our customers and improve access to our services**
- **Work in partnership to support vulnerable individuals and families**
- **Local, open, honest decision-making**

- **Increase opportunities to help young people achieve their potential**
- **Support the local economy**
- **Meet housing needs**
- **Improve our roads and road safety**
- **Reduce our environmental impact**
- **Achieve savings, be more efficient and ensure we deliver value for money**

We will review and design our services to reflect these priorities.

Life in Wiltshire today

There are many things that determine what life is like in an area including the economy, the number of houses and their affordability, whether the villages, towns and the countryside are pleasant places to live and visit. National and local surveys tell us what people consider life is like in Wiltshire and how happy they are living here.

The most recent Place Survey (2008) demonstrated that 86.4% of residents are consistently satisfied with Wiltshire as a place to live, comparing favourably with the national figure of 79.7%. Given the challenges we face, we cannot be complacent and must work hard to ensure this remains the case.

In Wiltshire, compared to the national average:

- People are healthier and live longer
- People from different backgrounds get on well together
- More elderly people live here
- Deprivation is generally low
- Crime rates are amongst the very lowest making it one of the safest places to live
- Unemployment rates are consistently low
- The level of qualifications in the working population is relatively high
- The overall effectiveness of secondary schools and sixth forms is good

However, there are challenges:

- Pockets of deprivation exist in some of our market towns and rural areas
- Earnings of people that live and work in Wiltshire are lower than similar areas
- The level of qualifications in the working population varies widely between areas and there are still too many people who lack basic qualifications
- Employment growth in added value employment sectors has been lower than other competitor areas, with a particular loss of manufacturing and public administration jobs
- Many primary schools are only satisfactory and a small number are inadequate
- Primary school exam results for level 4+ at key stage 2 in English and maths is below that for England
- The gap in achievement between the majority of children and those from disadvantaged backgrounds is closing in some areas, but progress is patchy and inconsistent for different groups
- Wiltshire is an expensive place to live, with relatively high house prices
- The quality of private sector housing needs to improve, particularly in bringing empty homes back into use, improving houses in multiple-occupation, and raising the energy efficiency levels of homes

What's Wiltshire like?

Health

Residents in Wiltshire are generally healthier than similar areas elsewhere. For example, over the last decade the number of people dying from heart disease, stroke and cancer have fallen and remain below average. Also, in recent surveys over three quarters of people indicated that their health was generally good or very good. However, health inequalities do exist between areas and different groups. The life expectancy of people living in the most affluent areas of Wiltshire is five years more than the least well off areas. Groups where ill health can be a particular problem include older people, families of military personnel, gypsies and travellers, migrant workers, and families with young children on low incomes.

Most children and young people are healthy but more young children suffer from tooth decay than elsewhere and work is ongoing to address this particular issue. Further joint work is also occurring to tackle issues ranging from child obesity encouraging healthy eating and physical exercise to reducing teenage pregnancy rates.

The growing health needs of older people are recognised with many initiatives being progressed to meet these demands. They include help to prevent falls amongst the elderly and the provision of support to sufferers of dementia and their carers.

Economy

Wiltshire has a strong local economy. However, like most areas the recent economic recession has had an impact on the county and its residents. The downturn has led to people being made redundant, getting into debt and losing their homes, and businesses struggling to obtain credit to invest and remain competitive. The council has been active in helping to address these problems by working with partner organisations through the 'Action for Wiltshire' programme. This provided short term help to reduce the adverse effects of the recession including help and advice lines for small businesses in crisis and residents needing advice on benefits, debt and redundancy; a benefits take-up campaign; and securing £3m from the government's future jobs fund to create 450 additional or temporary jobs for 18-24 year olds.

Whilst this programme continues, the council working with partner organisations is looking at how it can further strengthen the economy in the longer term. The focus will be on supporting existing businesses and enabling sustainable growth in business start-ups and securing new businesses. This will help to address some underlying issues that affect Wiltshire including levels of out-commuting, an over dependence on public sector jobs, and the relatively low income levels of people who live and work here.

A range of other initiatives will also be progressed including the regeneration of Trowbridge, Chippenham, and Salisbury town centres; maximising the benefits from the military presence in Wiltshire; improving broadband connectivity across the county; and addressing skills gaps in the workforce.

Housing

Wiltshire is a popular place to live and there are 198,700 homes in the county. This is set to increase by about 44,000 homes by 2026 under the government's future planning requirements for Wiltshire. House prices are higher than average and this coupled with below average earnings for people who live and work in the county, places considerable pressure on people wishing to live in their local town or village. The provision of new affordable housing is an important issue and like many areas in the south west, the number of new affordable homes being built in Wiltshire has not kept pace with demand. The recent recession has not helped this situation. The council is committed to providing greater numbers of affordable housing and plans to build more affordable

homes are underway. The council has also recently been given government funding to build additional 'council' houses.

The older population in Wiltshire is set to increase by 43% over the next 16 years. This means the future housing requirements of older people need to be carefully considered and a range of alternatives provided. We must reduce our reliance on residential care homes and increase the opportunities and choices available for people to continue to live independently within their communities.

The council directly manages around 5,400 council homes. Most of these homes are in good condition with only a small number failing to meet the National Decent Homes Standard.

Other issues are also being tackled by the council working with its partner agencies. They include preventing homelessness, improving the energy efficiency of homes, meeting the housing needs of military personnel, providing sites for gypsies and travellers, and bringing back empty homes into use.

Environment

The natural environment in Wiltshire makes a very important contribution to our quality of life. However, globally and locally, our demands and our lifestyles are threatening that environment we value so highly and it is clear that we need to drastically reduce the impact that our lives have on the planet.

Climate change is a major challenge for the world and for Wiltshire and the council must demonstrate its commitment to making an immediate and sustained effort in many areas, particularly in reducing harmful greenhouse gas emissions. All large energy-using companies and organisations will be required to participate in carbon trading from 2010 onwards. The council will be assigned a quota of carbon we are allowed to emit and work within that quota or risk having to purchase additional 'credits'. To help us succeed, we have signed up to the 10:10 campaign to cut carbon emissions during 2010/11 and have set ourselves a challenging target of halving our carbon footprint by 2020. We are also responsible for working with other public sector organisations, businesses and communities to reduce CO2 emissions across the county as a whole. As signatories of the Nottingham Declaration on Climate Change we have demonstrated our commitment to tackling climate change - addressing both its causes and its impacts.

One way in which the council and all residents can work together to reduce the threat of climate change is by improving waste services. Household waste sent to landfill produces significant amounts of methane, which has a powerful global warming effect, and valuable recyclable resources are lost in the ground. Our strategy is to greatly reduce the amount of waste we bury in these sites. One way in which we can do this is by recycling more. The council has also embarked on ambitious plans to reduce landfill by sending non-recycled waste for energy production. By 2015, landfill could be reduced to about 25% of waste collected in Wiltshire, making us one of the lowest landfill authorities in the country.

Along with our focus on reducing Wiltshire's emissions and reducing waste, we also have to manage the effects of increasing temperatures and changing weather conditions. These are the unavoidable consequences of climate change. Recent flooding in Cokermonth showed how extreme weather can damage our lives, livelihoods and the infrastructure of an area. We must be prepared and will develop a plan to minimise the effects of such events and manage the aftermath.

As the countryside of Wiltshire changes through the growth and development of our economy and our communities, and the effects of climate change become more influential, looking after our natural wildlife habitats and the biodiversity they support becomes more difficult. It is vital that we work with landowners, farmers, communities and individuals to protect, monitor and restore

habitats to ensure they will be available for future generations to enjoy nature's contribution to the quality of their lives.

Roads

In large rural areas like Wiltshire, with widely dispersed towns and villages, a safe and effective road network is essential. Our county is joined together by a network of over 2,700 miles of public roads which are used by almost all our residents and feature highly in people's thinking. The most important feature of a road network is, of course, safety and this has always been our primary focus. Although the numbers of accidents resulting in fatalities or serious injuries has been falling consistently over the last decade, we will keep working closely with the Police and Highways Agency to ensure that trend continues.

The maintenance of our roads is something which our residents regularly consider needs improving. The overall trend for the roads in Wiltshire in recent years has been one of improvement, and our carriageway conditions compare favourably with many other counties (especially our B class roads and minor roads which are in better overall condition than other shire counties in the South West). We have recently reviewed our system for repairing dangerous potholes and improved the speed of our response. This has been a real challenge considering the additional damage to our carriageways sustained during the freezing conditions during the winters of 2009 and 2010.

We recognise the need to keep improving the standards of maintenance and cleanliness of the roads, and the need to go as far as we can in meeting the expectations of our residents. We also need to ensure that our communities have a say and can influence aspects of our road maintenance programmes so that people in Wiltshire are helping us identify the priorities on the road network.

Along with the safety and physical condition, the cleanliness of our road network is something we must continue to improve and maintain. The general impression residents and visitors have of the local area can be influenced greatly by seemingly simple things such as how clean and tidy a place looks. Relative to other parts of the country, Wiltshire is largely free of litter, however, we recognise that we must aspire to be one of the cleanest places in the country.

Communities

There are many things that influence people's quality of life and it has become clear in recent years that one of the most important is a sense of belonging, being part of a 'community'. People living in places which have a strong sense of community, a healthy community spirit, tend to enjoy a better quality of life and general well-being.

It is also clear that strong social networks with a range of voluntary groups and clubs taking an active role reduces the reliance upon public services. Communities are better placed to look after themselves without needing expensive intervention from public service organisations.

The strong military presence in Wiltshire is a major influence on life in the county and on the council and its partners. There are approximately 15,000 military personnel based in Wiltshire with a further 16,000 dependants. Overall, this amounts to over 6% of the population and has a direct impact on our local communities and on the infrastructure, services and economic activity in the county. We want that impact to continue to be valuable and positive.

There are changes to the existing personnel numbers and locations in Wiltshire including the development of the Super Garrison on Salisbury Plain and the closures of the UK Land Forces HQ in Wilton and RAF Lyneham. We will continue to work jointly with the military community through the Military Civilian Integration (MCI) Programme and other partners to ensure that such initiatives are managed successfully and result in positive outcomes for the county as a whole.

Communities having their say

Recognising that people have become disengaged from their communities and local democracy, in Wiltshire we have encouraged local residents to get involved with community issues through Area Partnerships and Area Boards. This has resulted in real benefits including an increase in the number of residents becoming engaged in voluntary activity and the provision of funding for local community projects. Wiltshire can be proud of the fact that 30% of its residents are regular volunteers against a national average of 23%.

Without doubt, this good work means that there are high levels of satisfaction with Wiltshire as a place to live. However, 70% of residents feel that they are unable to influence local decisions and there remains a general lack of trust and confidence in national and local government. We must rebuild people's confidence in public services by encouraging them to have a greater involvement in the decisions that affect them, influencing services in their local area. By being open and honest we can start to rebuild trust in democracy.

Ensuring that people have a voice in the decisions which affect their lives was at the heart of our move to a unitary council. The cornerstone has been the creation of 18 Community Area Boards across the county, which focus on issues affecting their respective local areas. Collectively, the council will have provided nearly £5.5m by 2012 for Area Boards to invest in projects and activities which improve life in the county. This work has been recognised nationally by the Audit Commission which awarded a 'green flag' to the council and its partners, for the innovative work in involving people in decisions that affect their local communities.

People and families

Wiltshire's population is set to increase by over 40,000 people by 2026. The total population increase of 9.2% will be almost entirely accounted for by our retired population.

As the proportion of older people in the community increases, so does the number of people requiring help and support, either at home or through residential care. In response to this challenge, the council is reviewing and transforming its adult social care services to promote independent living, well-being and choice. This will help people to stay independent in their communities and continue to use mainstream services and give them choice and control over any additional support services they may need. Implicit within this approach is support for those who act as carers for friends or family members, which whilst being valuable to those who benefit from it, also lessens the pressure on public services.

Other groups also benefit from an emphasis on independent living. For example, many adults with learning disabilities require residential care which takes them away from their families and communities. Where possible, we need to support people in these difficult circumstances whose preference may be to live at home.

Independent living can be achieved successfully if all public service providers work closely together. The council therefore needs to maximise its opportunities to work with its key partners such as the NHS, the Voluntary and Community sectors, and the business community, so that support is coordinated, streamlined and focused on meeting the needs of individuals.

Young people

Educational attainment amongst children and young people shows a mixed picture in Wiltshire. In 2009, overall secondary school GCSE results were good and above the England average, with a positive and improving trend over the last five years. However, performance for primary schools in combined English and Maths Level 4+, Key Stage 2 was below the England average with little change evident over the last five years.

Particular groups of children and young people find it more challenging to get the best out of life and achieve the same educational results as others. Children in care, with special educational

needs, in receipt of free school meals, with a disability often need more support to do well. "Narrowing the gap" between the outcomes for these children and other children is a key need.

In the community, the provision of activities for young people is seen as important an area in need of improvement.

The council – fit for the future

The unitary council must be fit for purpose and able to meet the challenges that face our communities.

The recent global financial crisis and high levels of national debt will result in pressures on public service budgets for the foreseeable future. Our grant from central government is one of the lowest in the country and as a result of the recession, our income from fees and charges has also dropped. We intend to keep council tax as low as possible and so we will need to use our resources as efficiently as possible if we are to deliver our priorities and continue to improve quality of life in Wiltshire.

Managing our resources

The Council's Medium Term Financial Plan (MTFP) anticipates resource requirements over the next four years. It forecasts changes and variation in the council's income and expenditure and helps us to plan for the future. It will be updated to take account of changing assumptions, risks and other uncertainties. These can range from new central government policies imposing additional responsibilities on the council to a prolonged recession leading to reduced income and added pressures on services. It is closely linked to the Corporate Plan and reflects how we will resource our priorities over the next four years.

The move to one council has already delivered £8.5m of efficiency savings in its first year and a further £5.8m is anticipated in 2010-11. Having become a single organisation, harmonising and transforming our services and the way we do things is our next challenge. We will produce a business plan that will set out the business the council is in and how it will operate in a more business like way. The plan will align to the MTFP and the Corporate Plan. It will be a visionary strategic plan for all our services that will drive our ambition to be the best local authority in the country. It will focus on further efficiencies, more effective ways of working in partnership, systems improvements and service performance improvements as well as our influence and standing within Wiltshire, the south west region and nationally.

We will measure our success based on our efficiency, performance, how we work with others and our customer and stakeholder satisfaction. The level of local people influencing the direction of our services and spend will also be a clear measure that we changed the way we do things.

We anticipate that we will deliver savings greater than originally estimated in our move to one council. The MTFP indicates that we will deliver savings and efficiencies of £50m by 2014 which will be reinvested to support our priorities.

We have also identified areas where we need to invest in order to save in the future. The focus will be on taking preventative measures which reduce longer term costs, for example, investing relatively small sums to enable elderly people to remain living independently at home rather than needing expensive long-term residential care. Additional investment will also be earmarked to invest in our priorities and will be identified in the MTFP, which demonstrates our commitment towards ensuring that our resources remain aligned to Wiltshire's needs.

The new council will be an efficient, effective and high performing organisation that is fit for purpose and in a position to deliver the priorities and the outcomes described in this plan. We will actively promote strong financial and risk management and maintain a balanced budget, with

sufficient reserves to ensure the financial stability of the council. We intend to achieve all this whilst delivering year on year reductions in the rise of council tax.

One council - one culture

The move to one council brought together five separate organisations with their own individual strengths and weaknesses, their own ways of working and of delivering their services, and their own values and behaviours. To successfully achieve our vision and goals, we are now developing a single culture for the new organisation.

We want to be an organisation that understands its customers and focuses on people's lives, not individual services. All staff and councillors will adopt a 'can-do' attitude in the way the council works and have a commitment to help the customer and community, to help solve a problem even if it is not part of their specific job.

We must approach our work with the enthusiasm and commitment necessary to inspire confidence in our customers that we have their best interests at heart. In short, when we say "everybody matters" we must mean it.

Achieving a cultural shift takes time, focus, energy and the drive of all leaders and managers to make it happen. We consider it important that we demonstrate our values by translating them into behaviours and actions.

The values and behaviours are:

- **Focusing on the customer** – put customers at the heart of what we do, listen to and involve them, be honest about what we can do, be an ambassador for the council.
- **Being inclusive and supporting others** – build trust, be available, be open and listen, allow others to express their views.
- **Creating clarity** – clear direction, focus on what's important and on actions that make a difference, communicate.
- **Leading through change** – provide a positive vision for the future, support and involve people, trust others to deliver.
- **Being decisive** – take ownership for decisions, take the initiative, create 'can-do' attitude.
- **Treating others with respect** – individuals matter and deserve respect, act consistently, be open fair and honest
- **Challenging the norm** – seek ways of doing things differently, encourage innovation, be receptive to new ideas.

Our priorities

Focus on our customers and improve access to services

Why is it a priority?

Our customers come first and foremost in our thinking and actions.

The demands and expectations of customers continue to rise with the requirement for better services, more choice and options, and easier access. We need to work harder to keep pace with these trends and rising expectations. Less than half of our residents are currently satisfied with our service delivery (47.5%). Although this is better than the national average of 43%, it remains a low figure and one which clearly needs improving.

Customer focus and access to council services formed one of the key elements in creating a new unitary council and we must deliver on those promises made. We still have much to do in transforming services that meet or exceed expectations, maximising choice in communication, capitalising on technology to make it work and adopting a *can do* approach at all times.

Key outcomes we will achieve

- Redesign the top 20 services, putting the customer at the centre of everything we do to deliver improved services. Measure customer satisfaction with these services and use this data to continuously improve them.
- Enable customers to access the council's top 20 services such as Housing Benefit, Planning, Adult Social Care etc. through scheduled appointments in their own home or business premises.
- Develop the website to be fully transactional for the top 20 services most requested by our customers.
- Through the website enable a customer post code input model to deliver all service information about that post code for the top 20 services.
- Deliver the Work Place transformation programme to include four refurbished hub buildings with state of the art customer access facilities by 2013.
- Ensure that customer telephone call connection rates of 95%+ are achieved every month in all facilities. Enable direct dial "golden numbers" for our top 20 services so that customers can contact service experts directly.
- Investigate the customer requirement for extended opening hours for services. Identify which services and implement revised times.

Work in partnership to support vulnerable individuals and families

Why is it a priority?

Growth in older people

The number of older people in Wiltshire is set to increase over the coming 16 years by 43%. As people age they often need more help and support to live the lives they want and their chances of developing dementia are significantly increased. We estimate that there are over 7,000 people currently living with dementia in Wiltshire, although approximately 2,000 have formal diagnoses.

Wiltshire Council currently helps approximately 5,000 carers per year by providing information and advice, as well as services such as respite care or by funding other organisations to help carers on the council's behalf. Nevertheless, we know that the council and NHS can work more closely to support carers.

Social care has to change across the country and this will involve the fairer distribution of council funding to people who need social care services; telling people who are entitled to support the value of their funding; and letting them choose how to use their funding to meet their needs. All people who need help and advice will receive it, whether they are responsible for funding their own care or not.

Disabled young people and living with disability

Between the ages of 14 and 25, young people usually have to make important decisions about their education, leaving home, and getting a job. These decisions and changes can be both exciting and challenging. For disabled young people it can be a confusing and complicated time, as they often receive support from a number of different agencies, including health, social care services and education. Planning should start well in advance of leaving school, so that the young person's needs and choices are fully explored.

Wiltshire currently spends around half of its learning disabilities budget on keeping 350 learning-disabled people in care homes. We want to help more people to live in the community where that is their wish. However, it is recognised that there will always be a need for care homes to meet the needs of some people.

Key outcomes we will achieve

Support for older people

- By 2014 we will help increase the opportunities for people to live independently in extra care settings.
- We will work together with the NHS to help older people avoid needing care too soon, and by 2012
 - reduce the amount of avoidable admissions to hospital on the grounds of falls by 10%
 - offer everyone discharged from hospital, who needs it, free support and help to regain their independence and necessary skills to live at home for at least 6 weeks
 - offer everyone discharged from hospital, who can benefit from it, free assistive technology for the first 6 weeks
 - offer specialist support and intermediate care services for people with dementia
 - offer joint early diagnosis and support clinics for people with dementia and their carers

Support for people who care for others

- By 2013 the council will support at least 2,500 more carers. In addition, we estimate that Wiltshire's carer support agencies will take 1000 *new* referrals per year between now and 2013.

Self-directed support

- By 2013 everyone in Wiltshire whom the council funds to live independently in the community will have a personal budget.

Support for learning-disabled adults

- By 2014 all learning-disabled who need adult social care services when they reach adulthood will have a transition plan in place from their 16th birthday.
- By 2013 70% of learning-disabled people of working age will live in the community. This will reduce the proportion of the learning disabilities budget spent keeping people in care homes to 40% (It was 70% in 2007).
- We will help find paid employment for 25 learning-disabled people per year between 2011 and 2013.

Local, open, honest decision making

Why is it a priority?

The council must have a positive relationship with local communities so it can be responsive to their needs and aspirations. It should provide opportunities for them to be involved in discussing and shaping decisions that affect their lives.

Over recent years, there has been a loss of trust and confidence in government generally. This can result in people being sceptical about the council and becoming disengaged from the democratic process, either not voting at local elections or not getting involved in any decision making affecting their local communities. In 2008, less than a third of residents felt they could influence decisions affecting their local area. Although this is higher than the national average it needs to be substantially improved.

Local area governance formed one of the key elements of the bid for a unitary council. It was recognised that we needed to strengthen community engagement in local decision making by creating Area Boards. These are now in place and the challenge is to generate greater citizen interest and engagement, and for public services to be organised so that they can respond effectively to community priorities and issues.

Key outcomes we will achieve

- By 2014, 50% of people within communities will feel they can influence decisions affecting their local area, including a greater number of such responses from people who are currently under-represented in the process. At present 30% of residents feel they can influence decisions.
- By 2012, the council will have invested £5.5 million in community led projects and initiatives, determined and prioritised by area boards.
- By 2014, the council will have increased year-on-year funding to the Area Boards who in turn will have increased their influence.

Increase opportunities to help young people achieve their potential

Why is it a priority?

The way in which children and young people grow up affects their whole outlook, wellbeing and future life chances. The council has an important role to play in helping all young people to attain their goals and needs to focus its energy in a number of areas where more needs to be done.

The quality of education young people receive is very important and it is recognised there is a need to narrow the educational attainment gap, between children of different backgrounds and between different schools. Children with special educational needs, in care, and in receipt of free school meals, from black and other minority ethnic groups often under-perform in examinations compared to other children. There are also wide variations between schools with some performing extremely well whilst others perform poorly.

Leisure facilities and activities for young people are seen as vital in making somewhere a good place to live. Activities are often cited as needing improvement in local surveys. This provision can help to dispel negative perceptions about young people, especially in respect of anti-social behaviour.

Protecting children from abuse or neglect and supporting parents, carers and families to keep children safe is very important. In some cases of neglect, harm or for other reasons children are either accommodated by the council in agreement with parent / carers or in some instances placed in council care through a court process. The outcomes and life chances for these children can be significantly worse than other children.

Disabled children and young people and their parents/carers want better information provided, improved communications between professionals, to have a real say in the services they receive, more opportunities to make friends out of school and join in activities and to have more short break provision and choice.

Key outcomes we will achieve

In schools

- We will close the attainment gap for pupils in schools through 1:1 tuition, increasing attendance, improving the quality of school facilities and extending the school 'good' and 'outstanding' ratings from Ofsted inspections. By 2011:
 - The achievement gap of those receiving free school meals and the rest of their peer group will be reduced to 24%
 - The gap for pupils who have special educational needs and their peer group be reduced to 51% at age 11 and 43% at age 16.
 - A third of those children in care taking GCSEs will get 5+ A*-C including English and maths
- By 2011 at least 80% of children will achieve Level 4 or above in both English and maths at Key Stage 2, up from 71% in 2009.

Those with disabilities

- We will improve the health, wellbeing and opportunities for children and young people with disabilities, with over 65% of parents of disabled children being satisfied with the level of service y received to support them and their children.

- We will improve access to services and provide more support and choice for families and ask them to shape, and influence future services ensuring a better planned transition into adult life.

Safeguarding children

- Keeping children safe from harm and neglect is everybody's concern. We will improve the safeguarding of children and the lives of children in the care of the council through appropriate referral and assessment, ensuring that every child who is looked after or has a child protection plan has an allocated social worker. We will minimise the chances of preventable child deaths, and ensure that bullying is reduced to below the national average.

Activities for young people

- We will support young people to find positive things to do in their spare time and increase their participation in activities from 73% in 2009 to 82% in 2011.
- We will maximise the opportunities for all to access a range of varied and interesting organised events and activities, using for example the additional activities provided through extended schools and volunteering initiatives. This should lead to reductions in anti-social behaviour.

Support the local economy

Why is it a priority?

A strong local economy is essential to providing local jobs, creating wealth and investment, and in helping to enhance people's general health and wellbeing. A prolonged recession can have many negative consequences in terms of levels of unemployment, debt, homelessness and health and can lead to an increasing dependency on state benefits and public services.

Wiltshire has a comparatively strong economy with one of the highest gross domestic household income levels in the southwest, and therefore has not been as adversely affected by the recent recession.

However, there are some areas of economic vulnerability which must be addressed. One way of assessing the economic well-being of an area is Gross Value Added (GVA) which measures the financial output or productivity of each worker. Wiltshire is below the average GVA for England and therefore issues such as the level of out-commuting, the amount of high-value employment, lower business growth and confidence levels, skill gaps in the workforce, and town centre decline must be addressed.

The council has a lead role to play in addressing these and other issues, implementing a range of initiatives which will enable new sustainable growth and investment, diversify our business base creating high skilled job opportunities, and in regenerating our town centres.

Key outcomes we will achieve

- We will support business start-ups, expansion and secure inward investment creating 6,000 new jobs and safeguarding 8,000 jobs in Wiltshire's economy by 2014.
- We will secure growth in higher skill/value employment sectors narrowing the gap in output per worker between Wiltshire and the England average (Wiltshire GVA £44,350 England average GVA £48,300). Target sectors will be:
 - Advanced manufacturing
 - Bio-medical
 - ICT
 - Environmental Technologies
 - Food & Drink
 - Tourism
 - Creative Industries
 - Financial/business Services
- We will retain and support the growth of Wiltshire's top employers through engagement and improving our understanding of their needs, working jointly to support their future skills development and investment.

Meet housing needs

Why is it a priority?

Everyone needs somewhere to live and having a good home is vital to people's health and wellbeing. But there is not enough affordable or high quality housing to meet current and future needs.

The cost of housing in Wiltshire is around 8% higher than average, and at the same time the earnings of people working in the county is below average. This makes affordability a big issue for many people. The recent recession has further worsened the situation with less new housing being built and more people experiencing unemployment and debt problems, which could lead to an increase in home repossessions and homelessness. There are 10,814 people on the council's waiting list for an affordable home, and this is steadily increasing (position at April 2010). However, about 450 people or 4% of the total are in the highest categories of housing need.

With people living longer, the need for housing support for the elderly will increase significantly over the coming years. However, it is not feasible or desirable to simply provide more and more residential care homes. Instead the challenge is provide alternatives and help people to stay independent and live in their own homes within communities, with the development of extra care housing, supported living accommodation, disabled facilities grants, and the use of telecare products through Careconnect.

The council has a major leading role to play in improving the provision of housing in Wiltshire. This includes planning where new housing development will occur through the Local Development Framework, directly managing 5,400 council homes, preventing homelessness, and securing and allocating affordable rented housing. It is also working with other partners such as housing associations and the Ministry of Defence to develop plans to provide housing for those identified as having a housing need.

The standard of council housing is good, but the way the service is managed is currently not providing good value for money. It is taking too long to re-let homes and many repairs are not completed on time. To address these concerns the council will be implementing an improvement plan.

Key outcomes we will achieve

- More vulnerable clients will be living independently at home for longer, with the number of Careconnect customers increasing from 3,500 in 2010 to 5,500 by 2014.
- Maximise the delivery of new affordable homes built in Wiltshire to help meet local needs and maximise the use of existing properties in the county. It will achieve 2,400 new affordable homes and return 2,160 empty homes to use between 2010-11 and 2013-14.
- To be one of the best 25% of councils in the Country for housing management services.

Improve our roads and road safety

Why is it a priority?

An effective road network is vital for Wiltshire, particularly in respect of local economic prosperity, giving access to services, and in linking rural and urban areas to the principal road network.

The condition of Wiltshire's carriageways has been improving in recent years and the standards compare favourably with other shire counties in the south west. However, there is long standing dissatisfaction with the standard of road maintenance and in local surveys, road repairs is the service identified as most in need of improvement and future investment. We recognise that the expectations of residents and our communities are not being met. This position is also reflected in the early experience of Area Boards where analysis of issue logs shows that over half of all the issues raised by residents are concerns about roads and other related matters (120 out of 237 issues raised in the first 6 months of their operation).

The way that we organise and deliver the maintenance of local roads and public open spaces is being changed so that we are able to better meet the needs and the expectations of the community.

While the overall number of road accidents in Wiltshire is low, the proportion of those accidents which result in people being killed or seriously injured remains a concern. The numbers have been declining over the last decade but we need to ensure that this trend continues.

Key outcomes we will achieve

- By 2012 we will reduce the average time to repair a pothole to no more than 10 days, with the most serious potholes being fixed within 24 hours. In 2008 the average time to repair a pothole was over 30 days.
- We will continue to improve on the high standards of cleanliness of our roads by achieving a performance target 7% higher than the National Benchmarks for litter and detritus. This means that by 2014, 96% of our roads will be free or predominantly free of litter and 86% of our roads will be free or predominantly free of detritus against the National Benchmarks of 89% and 79% respectively.
- By 2012 we will have built on our current engagement and communication with Area Boards such that they are able to influence planned maintenance priorities within the work programme for their Areas, whilst ensuring that safety considerations are not compromised.
- The number of road accident fatalities and serious injuries will be targeted for at least a 15% reduction by 2014, compared with the 3 year average up to 2008.

Reduce our environmental impact

Why is it a priority?

Awareness of, and concern about, environmental issues has been on the increase for many years. We now understand that aspects of human activity are causing irrevocable damage to the planet, the cost of which is now being felt not just in physical terms but also financial. The council has both ethical and legislative motives for reducing the impact of its activities on the environment, and has a responsibility to encourage and help all businesses, communities and individuals to do their bit.

A recent survey demonstrated that the majority of Wiltshire people are concerned about climate change and they want the council to take the lead on tackling it. This challenge has significant implications for council services and activities, planning future requirements and in addressing the consequences of changing weather patterns.

It is likely Wiltshire will experience more regular severe weather events in the future, including storms, flooding, snow, and heat waves. Measures will need to be put in place to manage and minimise the disruption these events will cause and ensure a quick recovery is made.

Successfully managing the county's waste remains a key challenge for the council. The cost of burying our non-recyclable waste in landfill sites is enormous, both in environmental and financial terms. Neither the environment nor the taxpayer can continue bearing the burden of this cost and therefore a key aim for the council is to dramatically reduce the amount of waste sent to landfill.

Under increasing pressure from the changing climate and from the growth and development of our economy and communities, protecting and enhancing our wildlife habitats and the biodiversity they support will be essential if we are to ensure that they survive for future generations to enjoy.

Key outcomes we will achieve

- By 2014 we will have a range of pilot energy efficiency and renewable energy projects with at least one in each of Wiltshire's community areas – from micro-generation to home energy efficiency projects. These will be developed with communities with the aim of sharing and replicating best practice across the county and beyond.
- We will reduce our carbon emissions by 20% of our 2008/09 baseline by 2013/14. This is a key milestone for our overall target of a 50% reduction by 2020, improving on the National target for that date of 34%.
- By September 2010, we will produce a Local Climate Impacts Profile and undertake a comprehensive risk assessment to understand the consequences of unavoidable climate change across all community areas in Wiltshire. By April 2011, we will produce an Action Plan detailing work we will do to reduce the impacts of, and improve our response to, events such as extreme weather and flooding.
- Last year, 56% of our waste was sent to landfill. By 2014, we will have reduced that figure to 25% making Wiltshire one of the lowest landfill authorities in the country.
- We will aim to deliver over 50% of local sites with recognised value for biodiversity (e.g. County Wildlife Sites, Protected Road Verges and Regionally Important Geological Sites) in positive management by 31/03/2011, compared to the baseline of less than 40% in 31/03/2008, and will aim to maintain it at this level.

Achieve savings, be more efficient and ensure we deliver value for money

Why is it a priority?

Managing our resources effectively is essential if we are to cope with the future national public spending cuts.

Achieving savings through joining and transforming services was a key part of becoming a unitary council. The scale of savings required now is much higher, and the organisation must find new and innovative ways of working more efficiently if it is to deliver its priorities. Financial pressures come from a variety of sources, and include anticipated cuts in government grants (down 20% over five years), the recession and reduced income, carbon trading, landfill taxes, pay harmonisation, pensions, and escalating fuel and energy costs.

In addition to managing its resources well, the council also needs to earn the confidence and trust of its communities in order to support the development of its work and provide leadership to its communities. This can be achieved by demonstrating to residents that their council is a successful and high performing organisation and one which consistently achieves standards of service delivery well above the national average. Changing perceptions will be key to improving the relationship between the council and people, and in engaging them in future decision making on how and where their taxes are spent.

Key outcomes we will achieve

- We will drive out waste and increase efficiency across the organisation, whilst maintaining front line services. To achieve this we will:
 - Deliver savings of £50m over the period 2010-11 to 2013-14.
 - Deliver year-on-year reductions in the rise of council tax.
 - Release £50m from our asset portfolio to enable investment in front line service areas.
 - 75% of our services will be in the top two performance quartiles nationally by 2013-14.
 - Deliver 3% in cost reduction from procurement & commissioning each year (£9m p.a.)
 - Deliver 3% in cost reduction from service redesign (including lean) each year (£9m p.a.)

WILTSHIRE COUNCIL

CABINET

23 MARCH 2010

Subject: HOMELESSNESS STRATEGY

Cabinet member: Councillor John Brady – Economic Development, Planning and Housing

Executive Summary

This is the first Wiltshire Council Homelessness Strategy 2010/2015 which sets out the council's plans for the prevention of homelessness and for securing that sufficient accommodation and support will be available for people who become homeless or who are at risk of becoming so.

The homelessness legislation placed a duty on all local authorities to produce a homelessness strategy and this strategy builds on the achievements of all four previous district council strategies and sets a framework for the continued improvement of homelessness services.

A total of five strategic priorities have been set which identify the main expected outputs of the homelessness strategy. The strategy is an important document that will ensure we sustain and improve upon the work already undertaken and meet new national indicators, local area agreement targets and other government initiatives. The action plan sets out key objectives under each priority and will drive continued improvements to the homelessness services that are delivered by the council and other partner agencies.

The five strategic priorities are:

1. Improve information about the accessing of accommodation for both customers and agencies
2. Improve access and support for all customers with a particular focus on renting privately
3. Continue to improve the prevention of homelessness through a comprehensive advice service and having an effective range of housing options for customers
4. Increase the supply of affordable housing and promote choice
5. Provide effective partnerships and improve communications and publicity

The strategy will be available on the website with a hard copy available on request.

Proposal

That Cabinet recommends that full council approve the homelessness strategy 2010/15 and agrees the implementation of the homelessness strategy action plan.

Reason for Proposal

Legal requirement imposed upon all local authorities by the Homelessness Act 2002. It also encourages the continued partnership working with other statutory bodies and voluntary sectors whose work helps prevent homelessness or meet the needs of people who have experienced homelessness.

Graham Hogg
Service Director, Housing

WILTSHIRE COUNCIL

CABINET
23 MARCH 2010

Subject: **HOMELESSNESS STRATEGY**

Cabinet member: **Councillor John Brady – Economic Development, Planning and Housing**

1. Purpose of Report

1.1 To seek Cabinet's endorsement of the Homelessness Strategy.

2. Background

2.1 The homelessness act 2002 placed a statutory duty on all local authorities to have in place a homelessness strategy based on a review of all forms of homelessness in their district. The first strategy was required by July 2003 and reviewed at least every 5 years. A review of the previous four district councils was required in July 2008 however, due to Local Government Reorganisation (LGR), the Government Office of the South West (GOSW) allowed for an extension of this requirement and accepted an interim action plan which included the main action points from the four district councils.

2.2 To understand the needs and gaps in service provision, a full review of homelessness in Wiltshire through information gathering days and consultations with service users and stakeholders was undertaken. The strategy builds on the achievements of all four previous district council strategies and sets a framework for the continued improvements of homelessness services.

2.3 The review was carried out between April and August 2009 and considered the nature and extent of homelessness within the county. In particular it focused upon:

- Exploring current and previous trends in levels of homelessness
- Identifying the causes of homelessness within Wiltshire County Council
- Gauging current service provision for homeless households
- Identifying gaps in the provision of current services

2.4 The homelessness strategy creates a shared vision for homelessness in Wiltshire with an emphasis on partnership working to deliver the identified priorities. It is a working document, setting out challenging targets to deliver innovative solutions to tackling homelessness and building on existing successes to prevent homelessness in Wiltshire.

2.5 The strategy is a strategy written, owned and delivered by Wiltshire Council in partnership with the housing community of Wiltshire. It links to other strategies and plans such as the local area agreement for Wiltshire, the sustainable

community strategy for Wiltshire 2007-2016 and Wiltshire Council's first year plan 2009-2010.

3. Main considerations for the Council

3.1 The homelessness strategy sets out how the council and its partners will work together over the next 5 years to ensure that the needs and gaps in the provision of help for homeless people are addressed and objectives within the action plan are achieved.

3.2 The homelessness strategy action plan sets out the 5 strategic priorities and a number of objectives under each of the 5 priorities have been set. The success of the action plan relies on the continued multi-agency working and the emphasis on the prevention of homelessness.

3.3 The homelessness strategy is an important document that will ensure we can sustain and improve upon the work already undertaken and meet new national indicators, local area agreement targets and other government initiatives.

3.4 It is a legal requirement for all local authorities to produce a homelessness strategy

3.5 It is proposed that cabinet recommends that full council approve the homelessness strategy 2010 - 2015 and agrees the implementation of the homelessness strategy action plan.

4. Environmental Impact of the Proposal

4.1 Not considered applicable.

5. Equality & Diversity Impact of the Proposal

5.1 The homelessness strategy detailed herein aims to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation and will adhere to the equality and diversity policy developed by Wiltshire Council.

6. Risk Assessment

6.1 The risk of not endorsing the homelessness strategy will result in the council being open to legal challenge for failing to produce a mandatory document. It will also result in the council not having an up-to-date strategy in place for addressing the needs and gaps in provision of help for homeless people.

6.2 Endorsing the homelessness strategy will ensure that the council has an up-to-date strategy and action plan to address the needs and gaps in provision of help for homeless people. It will also ensure that the excellent multi-agency work will continue and the emphasis on the prevention of homelessness will continue

to play a major role in improving the homelessness services delivered by Wiltshire Council and other partner agencies. The government supplements housing authorities' resources with specific programmes to help them deliver effective homelessness strategies and services to prevent homelessness.

7. Financial Implications

7.1 Revenue - The proposal is not expected to increase costs in the revenue budgets of the housing team.

8. Legal Implications

8.1 Under the Homelessness Act 2002, all housing authorities must have in place a homelessness strategy based on a review of all forms of homelessness within their district. Failure to produce an up-to-date strategy will be open to legal challenge.

9. Options considered

9.1 Doing nothing is likely to have a detrimental impact on the prevention of homelessness and the reduction of households in temporary accommodation. The sustainable community strategy, local area agreement for Wiltshire and Wiltshire Council's first year plan set targets and goals to reduce the number of households in temporary accommodation. Without clear objectives and multi-agency working it is likely that a rise in households presenting as homeless will result.

10. Conclusion

10.1 It is requested that Cabinet recommend that full council approve the homelessness strategy.

Graham Hogg
Service Director, Housing

Report Author:

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Head of Housing Options
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Background Papers

None

Appendices

Homelessness Strategy
Action Plan

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1.0 Foreword

Welcome to Wiltshire Council's first homelessness strategy which sets out the council's plans for the prevention of homelessness and for securing that sufficient accommodation and support will be available for people who become homeless or who are at risk of becoming so.

Under the homelessness act 2002 all housing authorities were required to have in place a homelessness strategy based on a review of all forms of homelessness in their district. The first strategy was required by July 2003 and reviewed at least every 5 years. A review of the previous four district councils was required in July 2008, however, due to Local Government Reorganisation (LGR), the Government Office of the South West (GOSW) allowed for an extension of this requirement and accepted an interim action plan which included the main action points from the four district councils.

On 1 April 2009 Wiltshire Council came into existence and the process for creating Wiltshire Council's first homelessness strategy by 1 April 2010 began.

For the homelessness strategy to be effective and to fully understand the needs and gaps in service provision, a full review of homelessness in Wiltshire through information gathering days and consultations with service users and stakeholders was undertaken. The review was carried out between April and August 2009 and considered the nature and extent of homelessness within the Wiltshire council area.

A total of five strategic priorities have been set which identify the main expected outputs of the homelessness strategy. It is a document that will ensure we sustain and improve upon the work already undertaken and meet new national indicators, local area agreement targets and other government initiatives. The action plan sets out key objectives under each priority and will drive continued improvements to the homelessness services that are delivered by the council and other partner agencies.

The five strategic priorities are:

1. Improve information about the accessing of accommodation for both customers and agencies
2. Improve access and support for all customers with a particular focus on renting privately
3. Continue to improve the prevention of homelessness through a comprehensive advice service and having an effective range of housing options for customers
4. Increase the supply of affordable housing and promote choice
5. Provide effective partnerships and improve communications and publicity

The action plan reflects the continued need for Wiltshire Council and the partner agencies to work together to achieve the objectives set. It is a working and evolving

document which provides the opportunity to build upon and develop the partnerships that have been established throughout the review of homelessness within the area.

It is now nearly 12 months since the housing options team placed a household in bed and breakfast accommodation which is an outstanding achievement and is down to improved temporary accommodation provision and the dedicated work of the housing options team, together with the voluntary and statutory agencies, in the prevention of homelessness.

Despite the fact that Wiltshire Council is just one year old and the current housing market remains uncertain, the housing options team has worked exceptionally hard and achieved excellent results in the prevention of homelessness and reducing the number of households in temporary accommodation. At the end of Qtr 4 (March 2010), Wiltshire Council had 150 households placed in temporary accommodation. The target set for 2010 was 242 and this reflects the dedication of the team but also that of our partner agencies who have worked alongside us to assist people remain in their homes or find alternative accommodation.

We have responded to the current economic climate by setting up a court desk service in Salisbury and Trowbridge to assist households who are at risk of losing their home because of rent or mortgage arrears and launched the mortgage rescue scheme in the first few months of Wiltshire Council.

Despite the economic climate, the three main causes of homelessness remain the same both nationally, regionally and locally:

- Being asked to leave by parents/relatives
- Relationship breakdowns
- Termination of an assured shorthold tenancy

In addition to the objectives set in the action plan, we will continue to focus on providing a customer focused service and working in partnership with statutory and voluntary agencies in the prevention of homelessness against the three main causes of homelessness.

Finally, I would like to thank, on behalf of Wiltshire Council, all those who have worked alongside us to create the homelessness strategy. The action plan is challenging but I am confident that, with the commitment and enthusiasm already shown to produce this strategy, the objectives within the action plan will be achieved and the service provision to people who are homeless or at risk of becoming homeless will be enhanced.

Cllr John Brady
Cabinet member - Housing

2.0 Introduction

The Homelessness Act 2002 made local housing authorities responsible for preparing a strategy to address any needs and gaps in the provision of help for homeless people. To understand these needs and to develop the first homelessness strategy for Wiltshire, we carried out a full review of homelessness in Wiltshire through information gathering days and consultations with service users, stakeholders and local agencies. This strategy builds on the achievements of all four previous district council strategies and sets a framework for the continued improvement of homelessness services.

The review was carried out between April and August 2009 and considered the nature and extent of homelessness within the county. In particular it focused upon:

- Exploring current and previous trends in levels of homelessness
- Identifying the causes of homelessness within Wiltshire
- Gauging current service provision for homeless households
- Identifying gaps in the provision of current services

Much has been achieved since the first homelessness strategies were produced; the key has been the shift of emphasis to the prevention of homelessness and continued multi-agency working. The approach has led to a fall in levels of homelessness across the county over the last five years and many improvements in homelessness services.

This strategy is based on a review of homelessness, which is summarised in the strategy, along with consultation with stakeholders and consideration of the new context and identified challenges. A total of five strategic priorities have been set, which identify the main expected outputs of the homelessness strategy.

The strategic priorities of this homelessness strategy are:

1. Improve information about the accessing of accommodation for both customers and agencies.
2. Improve access and support for all clients with a particular focus on renting privately
3. Continue to improve the prevention of homelessness through a comprehensive advice service and having an effective range of housing options for customers.
4. Increase the supply of affordable housing and promote choice
5. Provide effective partnerships and improve communications and publicity

This strategy is important to ensure that we can sustain and improve upon the work already undertaken and meet new national indicators, Local Area Agreement (LAA) targets and other government initiatives. The action plan will drive continued improvements to the homeless services delivered both by the Council and by a range of partner agencies.

3.0 Section one

3.1 National homeless picture

The government is committed to reducing homelessness and has set a number of targets / measures to reduce homelessness and to halve the number of households in temporary accommodation. Wiltshire has either met or is on track to meet these targets. These include:-

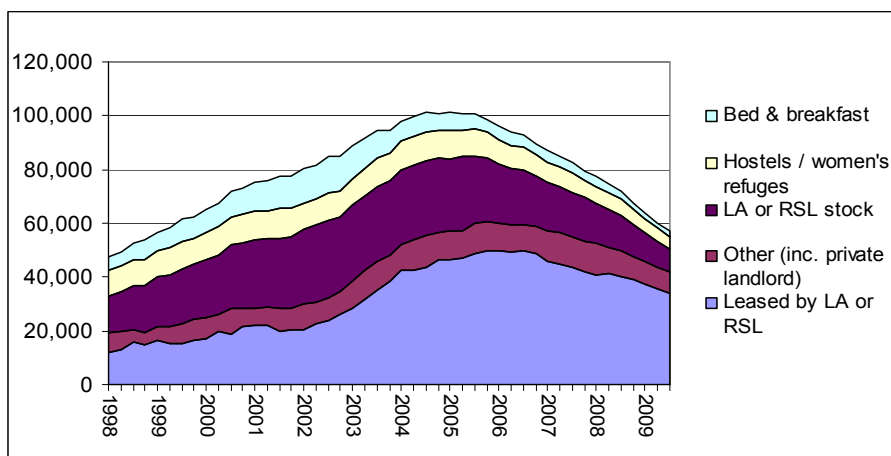
- Reduce, or sustain the reduction of, the levels of rough sleeping by two thirds from the level recorded in 1998
- Avoid the long term use of bed & breakfast accommodation for homeless families with children and for households with a pregnant woman
- By 2010 to have 16 and 17 year olds accommodated in bed & breakfast accommodation only in exceptional circumstances
- Halve (from the level recorded in December 2005) the number of households placed in temporary accommodation by December 2010.
- Each year reduce the level of homelessness acceptances against the three main causes of homelessness in the area, from the level of the previous year.

Nationally, homelessness has been steadily improving with a reduction in the number of households in temporary accommodation, the elimination of bed and breakfast and a reduction in the total number of rough sleepers.

The number of households nationally accepted as homeless in 2008/09 was 53,430, compared to 135,430 in 2003/04.

In addition the number of households living in temporary accommodation in England in 2003/04 was 97,680, which was reduced to 64,000 households in 2008/09. The government has set a challenging target to halve the number of households living in temporary accommodation to 50,500 by 2010. At the end of March 2009, 88% of households in temporary accommodation were in self-contained accommodation and 4% were in bed and breakfast hotels.

Households in temporary accommodation, by type, at the end of each quarter, from 1998 to 30 September 2009



The national rough sleeping estimate for 2008 shows a 78 per cent reduction in rough sleeping in England since 1998. Annual research has confirmed we have low levels of rough sleeping recorded each year in Wiltshire and initiatives in reducing this further are considered in section 5.4 below.

3.2 Regional homelessness picture

Wiltshire is situated within the South West Region and adjoins eight other local authority areas. Of these eight, Swindon, South Gloucestershire and Bath and North East Somerset are also unitary authorities. The chart below shows the neighbouring local authorities and the numbers of homeless acceptances for the year 2008/09.

Local Authority	Total no. of households in area	Acceptances	per 1000 households
Swindon	80,000	171	2.1
South Gloucestershire	105,000	229	2.2
BANES	74,000	127	1.7
South Somerset	68,000	179	2.6
Mendip	46,000	102	2.2
Cotswold	36,000	23	0.6
Wiltshire	186,000	409	2.2

Interestingly, the total number of acceptances for Wiltshire is far higher than for any of our neighbouring local authorities; this may be due to Wiltshire having the highest number of households, 44% higher than South Gloucestershire which is the second highest and 75% higher than North Dorset which is the lowest. It is therefore important to show homeless acceptances together with the numbers of households within each area, in order to gain a true picture of the comparative levels of homelessness.

South West regional housing strategy 2005 - 2016

It is intended that the actions of the Wiltshire homelessness strategy will help support the implementation of the regional work detailed in the South West regional housing strategy 2005-2016. The following strategic aims and themes are outlined in the regional housing strategy.

Strategic aim	Theme
Improving the balance of housing markets – <i>“to develop housing markets with a range of tenures, which improve the balance between supply and demand, and offer everyone the opportunity to access a home at a price they can afford”</i>	Increasing housing delivery
	Reducing homelessness and use of temporary accommodation
	Access and more efficient use of housing Stock
Achieving good quality homes – <i>“to ensure that existing and new homes improve over minimum standards of quality, management & design by 2016”</i>	Promoting sustainable development and good design
	Meeting the Decent Homes target
Supporting sustainable and mixed communities – <i>“to ensure that housing makes a full contribution to the achievement of sustainable and inclusive communities”</i>	Sustainable and mixed communities
	Support for homeless households and vulnerable groups

3.3 Wiltshire context

This homelessness strategy creates a shared vision for homelessness in Wiltshire with an emphasis on partnership working to deliver the identified priorities.

Wiltshire Council held information gathering days in the North, South, East and West of the county in April 2009. The high level of interest in the event shown by our partners working within this sector was demonstrated by the attendance on the days of over 50 organisations. The lively debate and valuable contributions made by these organisations reflect the importance stakeholders attach to the issues being discussed.

Many of the stakeholders realised that if Wiltshire was to achieve its vision of preventing all homelessness then this would need to be done in partnership, as it cannot be tackled by one organisation alone. This homelessness strategy therefore is a strategy written, owned and delivered by Wiltshire Council in partnership with the housing community of Wiltshire.

The strategy is a working document, setting challenging targets to deliver innovative solutions to tackling homelessness, and building on existing successes to prevent homelessness in Wiltshire.

Since April 2009 when we became Wiltshire Council, a number of new partnerships have been formed and the existing ones strengthened. In July 2009 Wiltshire Council held its first multi-agency homelessness forums to assist in developing this strategy and to monitor the action plan.

As well as having good partnerships, there are identified below some of the other strategies and plans that impact on homelessness, and to which this strategy will have links:-

Local area agreement for Wiltshire (LAA)

The local area agreement (LAA) is an agreement signed with central government, which agrees targets for the next three years. It has been introduced as part of the local agreement for Wiltshire, which improves the way the council and its partners work together. The current LAA (2008 – 11) contains a number of key housing related strategic objectives

-

- Net additional homes provided
- Number of affordable homes delivered (gross)
- Reduction in the use of temporary accommodation

However, there are many other targets not directly relating to housing but which we play a part in meeting, including helping to build resilient communities, supporting people to live independently, and helping to make homes more energy efficient.

A sustainable community strategy for Wiltshire 2007 – 2016

The sustainable community strategy has been developed to create a common vision for a more sustainable future for Wiltshire, by taking a more cross-disciplinary and

integrated approach to social, economic and environmental issues. It also provides the evidence for the local area agreement. Below are some of the housing outcomes intended to help achieve the housing issues identified within the strategy:-

- Increased access to affordable homes
- Choice and transparency in the allocation of social housing
- Reduction in households in temporary accommodation
- Increased uptake of energy efficiency

Wiltshire Council's first year plan – 2009 - 2010

Wiltshire Council's first year plan was developed to identify the vision, goals and ambitions for the first year as Wiltshire Council. The vision for the new council is to:



Create stronger and more resilient communities

and the goals are to:

- 1 Deliver high quality, low cost, customer focused services,
- 2 Ensure local, open, honest decision making,
- 3 Work together to support Wiltshire's communities.

It sets out the actions that will be delivered in the first year of the council and for housing this includes:-

- Delivering a total of 554 new affordable homes
- Reducing the total number of households currently living in temporary accommodation to below 242
- Helping young people who find themselves in need of housing
- Starting to build 350 new affordable Private Finance Initiative homes in the West Wiltshire area
- Investing in supported housing for elderly and vulnerable adults

A revised corporate plan is currently being developed and one of the agreed priorities is meeting housing need. The finer detail, objectives and targets have not yet been developed.

Other strategies and plans include:-

Alcohol strategy
Domestic abuse strategy
Mental health strategy
Parenting strategy
Teenage pregnancy strategy
Wiltshire community safety plan

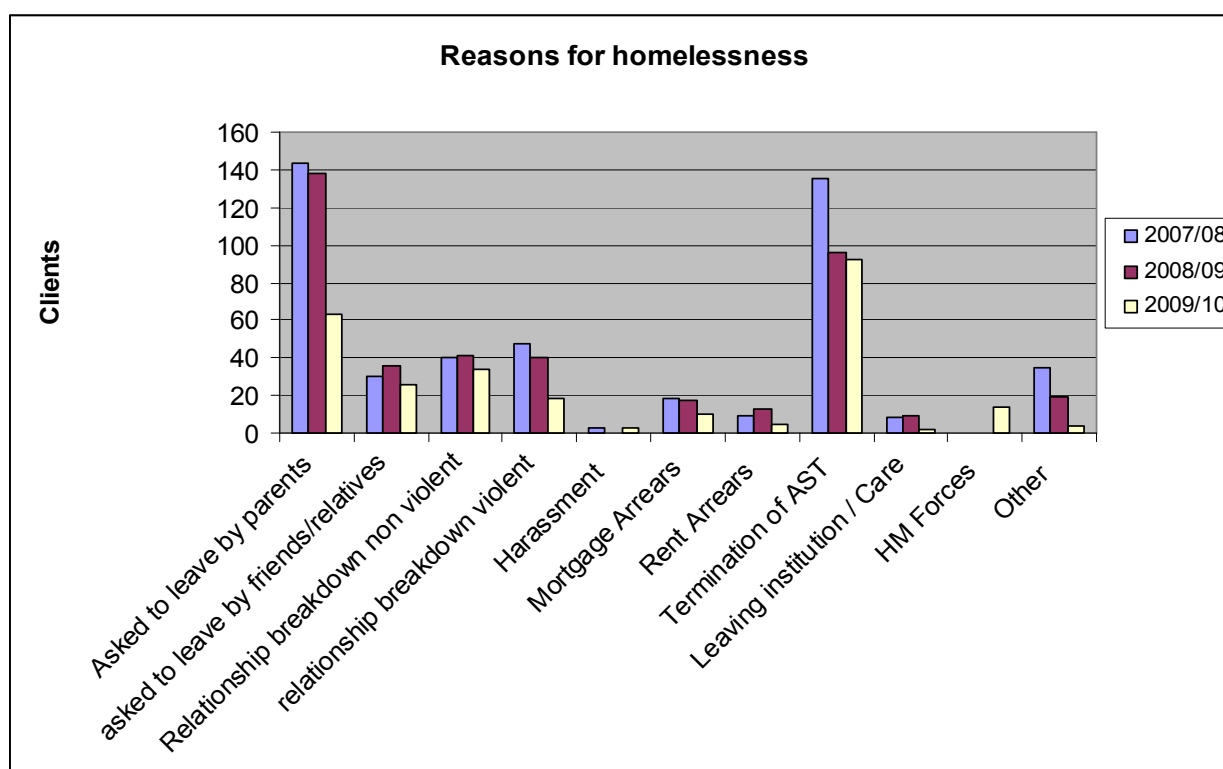
4.0 Section two

4.1 Understanding the local causes of homelessness

In Wiltshire from 2007/08 to 2009/10 the three main causes of homelessness were and still are today:-

- Being asked to leave by parents
- Termination of assured shorthold tenancies
- Relationship breakdown

Below shows a breakdown of the reasons for homelessness in 2007/08, 2008/09 and 2009/10.



The three main causes of homelessness are consistent with the national and South West homeless figures. See table below:-

	Nationally	South-West	Wiltshire Council
Parental evictions	23%	24%	23%
Termination of AST	14%	21%	34%
Friends/other relatives eviction	14%	10%	9%
Violent relationship breakdown	13%	10%	7%
Non violent relationship breakdown	7%	7%	12%
Other	29%	28%	15%

By far the main cause of homelessness is around the termination of a privately rented property. During 2009/10 34% of total acceptances were for this reason, which is an increase of 11% on acceptances from 2008/09. Further work needs to be done to better understand the reasons why landlords are serving notices but basic research has indicated that the reasons for termination include:-

- the landlord's circumstances have changed and they either require the property back for themselves or they want to sell the property.
- assertion of a legal right by the tenant i.e. repairs
- anti-social behaviour by the tenant

In April 2009 Wiltshire Council launched its Wilts Let scheme, which is a scheme to assist households who are threatened with homelessness to secure suitable, affordable private rented accommodation by funding the rent in advance and holding the deposit as an alternative to applying as homeless. To date this scheme has prevented a total of 378 households from becoming homeless and needing to go into temporary accommodation.

We have also recently recruited accommodation option officers in each of the area hubs to encourage greater use of the private rented sector, by advertising the benefits of the Wilts Let scheme as well as with the extra support that they are able to offer tenants and landlords.

We hope that through the work of these officers we will be able to encourage private landlords and agents to rent properties to households on housing benefit. Historically, private landlords in Wiltshire have been reluctant to rent to homeless households on housing benefit, so we hope that through this work we will be able to change this.

To try and prevent landlords from serving notice on tenants we intend:-

'B1 - To develop and advertise a Wiltshire landlords accreditation scheme.'

'B2 - To develop initiatives to encourage private landlords to accept households who are threatened with homelessness and who are on benefits.'

'B1 - To set up a landlords forum that meets twice a year and links into the Wiltshire housing partnership (WHP).'

'B4 – To fast track housing benefit for households threatened with evictions.'

The second main cause of homelessness in Wiltshire is parental evictions. In 2009/10, 63 households were accepted as homeless because they were asked to leave home by parents. This accounted for 23% of all homeless acceptances in 2009/10. To try and reduce the amount of parental evictions we intend:-

'E1 - To explore ways in which we can raise greater awareness of the consequences of homelessness among school and college leavers.'

'E2 - To create a secondary school / college resource pack.'

‘E4 & E5 - To become trained in and pilot the use of the Common Assessment Framework to help with prevention and early intervention as well as safeguarding young people.’

‘E6 - To work with the extended services teams that work with vulnerable families in schools to identify early signs of families who are experiencing difficulties.’

‘C8 - To home visit all 16-24 year olds threatened with homelessness to discuss alternative housing options to prevent homelessness.’

Finally, the third main cause of homelessness in Wiltshire is due to relationship breakdown (both violent and non violent). In 2009/10, 52 households were accepted as homeless due to a relationship breakdown, which is a reduction on previous years.

In 2007/08 Wiltshire police confirmed that 3,618 domestic abuse incidents were reported to them. Given the consensual view that only 1 in 5 incidents are actually reported to the police, it is therefore estimated that the level of domestic abuse in Wiltshire is in the region of 18,000 incidents per annum.

We can also confirm that in 2007/08 Wiltshire refuges and safe houses accommodated 147 women and 154 children, and that in the same year 50% of cases referred to Wiltshire Council children and families service were attributed to domestic abuse.

As identified in the domestic abuse strategy for Wiltshire, domestic abuse cannot be tackled in isolation and a co-ordinated partnership approach is essential. All partners should work together to prevent, intervene and reduce the impact of domestic abuse.

The safety of victims and their families has been identified as an important issue in our consultation, and as such we are looking at developing a county wide sanctuary scheme for victims of domestic abuse to help them to stay safe in their own homes.

To try and reduce relationship breakdown levels in Wiltshire we will:-

‘C6 - Identify through research the reasons for relationship breakdowns in Wiltshire and develop a relationship breakdown policy to assist with prevention work in this area of homelessness’

‘C3 - Develop a county wide sanctuary scheme for victims of domestic abuse.’

‘C11 - Identify high risk victims through the engagement of the Wiltshire multi-agency risk assessment conferences (MARAC) and recognise and support the role of the domestic abuse reduction support officer.’

4.2 Temporary Accommodation

In line with the national data on the reduction of homelessness, Wiltshire Council is reducing the total number of accepted homeless cases and the number of households who currently reside in temporary accommodation.

Below confirms the total number of households in temporary accommodation from the end of March from 2004/05 to 2009/10 including the latest temporary accommodation figure for Wiltshire:

	2005/06	2006/07	2007/08	2008/09	2009/10
Number of households in temporary accommodation	383	330	272	204	150

The chart below confirms the total number of households in some form of temporary accommodation in our neighbouring authorities as well as our 2010 target for households in temporary accommodation. Those highlighted in blue have already met the 2010 government target.

	NOs in T/A Sept 2009	2010 Target
Wiltshire Council	149	219
BANES	26	37
Swindon	354	435
South Gloucestershire	88	132
South Somerset	171	122
Mendip	53	45
Cotswold	11	11

The standard of temporary accommodation in Wiltshire is good. 50% of the households who were consulted as part of our research confirmed that their experiences of temporary accommodation were either good or very good; however, 17% stated that their experiences were bad or very bad.

On looking into this further it was noted that 85% of the bad or very bad experiences came from households who had stayed at Hillside Hostel, which is due to be demolished during 2010 and the site used for the development of affordable housing.

Temporary accommodation in Wiltshire is provided in a variety of ways which is detailed below:-

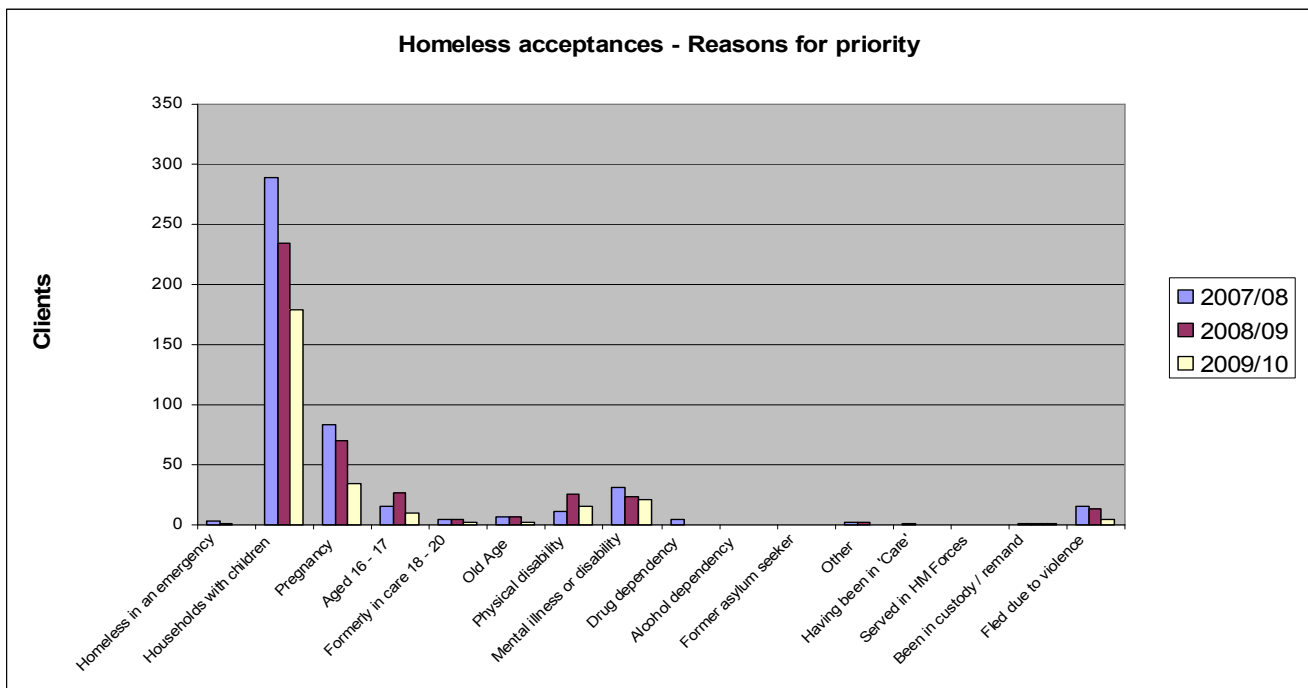
Type of accommodation	Households March 09	Households March 10
Hostel	60	38
Bed and breakfast	2	0
Private sector leasing scheme	85	86
Supported lodgings	0	0
RSL temporary accommodation	33	25
Other	24	1
Total	204	150

Even though we have already met the government target to reduce the number of households in temporary accommodation by 50% by 2010, it is still important to keep under review the availability and suitability of emergency and temporary accommodation, as well as the support needs of all households in temporary accommodation.

Again ahead of target we eliminated the use of bed and breakfast for all households, except in an emergency, and will now only use this form of accommodation as a last resort.

4.3 Reasons for Priority acceptances in Wiltshire

In Wiltshire, households with dependent children/pregnancy have accounted for the majority of statutory homelessness acceptances. There has also been a noticeable increase in the number of 16 and 17 year olds presenting as homeless during the last few years and this is likely to be due to the change in legislation in 2002 that requires local authorities to find this group in priority. Below is a chart showing the reasons that households have been accepted as homeless over the past three years



Section three will look at a variety of individual client groups in more detail. As well as looking at the reasons for homelessness in Wiltshire it is important to understand the age profile and the household make up of those accepted as homeless. You will notice below that in 2009/10 36% of households accepted as homeless by the council were aged between 16 and 24 and 51% were aged between 25 - 44. This is consistent with the main causes of homelessness in Wiltshire which is parental evictions; therefore you would expect a high proportion of young households being accepted as homeless and termination of Assured Shorthold Tenancies.

Age	06/07	07/08	08/09	09/10
16-24	205	192	194	97
25-44	227	241	179	139
45-59	44	32	29	27
60-64	8	3	5	2
65-74	4	2	2	3
75 + over	1	0	0	3
Total	489	470	409	271

It is also important to review the family make up of those accepted as homeless. It is interesting to note that the largest group of households who were accepted as homeless are female lone parents, therefore a further understanding of the reasons for parental evictions is required, as, although likely to be due to overcrowding, we have to consider that the economic climate may be having an effect in this area.

Family Make up	06/07	07/08	08/09	09/10
Couple with children	104	120	108	92
Male lone parent	19	10	22	10
Female lone parent	217	242	174	114
Single male	85	47	50	35
Single female	52	40	41	15
All other households	12	11	14	5
Total	489	470	409	271

‘C14 - To research into the reasons for parental evictions due to such incidences being well above the national average and to make recommendations on how these can be prevented.’

‘C15 – To research into the reasons for homelessness among 16 – 24 years and to make recommendations on preventative options.’

When considering the main causes of homelessness it is also important to look at prevention work that stops families from needing to apply as homeless. Prevention work is one of the main tools used to help reduce homelessness in the County and below gives a breakdown of the preventions carried out in 2009 / 10.

Breakdown of homeless preventions 2009 / 2010:

Prevention	Number of cases
Prevented homelessness – Housing Advice	518
Prevented homelessness – Hostel or House in Multiple Occupation	20
Prevented homelessness – Use of prevention fund – Wilts Let	378
Prevented homelessness – Private rented with no funding	227
Prevented homelessness – Friends / family	78
Prevented homelessness - Supported accommodation	195
Prevented homelessness - Social Housing (Part 6 offer)	255
Prevented homelessness – Other	14
Total	1685

The main ways of preventing homeless in 2009/10 were achieved by:-

- Helping households to remain in their current accommodation by negotiating with private and registered social landlords, mortgage lenders etc., and finding practical solutions to housing difficulties through advice and assistance.

- Helping households to rent privately through various rent deposit schemes previously operated by the district councils.

Concerns were raised that these figures do not give a true picture of the actual number of households that the options team have prevented from becoming homeless. A new system has since been introduced during the first year of Wiltshire Council we recorded a total of 1685 preventions which is within top quartile performance for prevention work.

This can be shown in the end of year prevention figures as below, which also highlight future forecasted numbers:-

	2007/08	2008/09	2009/10	2010/11	2011/12
Number of households prevented from becoming homeless	721	997	1685	1610	1750

To ensure that we are able to continue to prevent homelessness through providing advice and assistance, we have set up the following actions:

‘C1 - To achieve charter mark accreditation for our housing advice service.’

‘C4 – All housing options advisors to have a generic role but to develop specialism in specific areas, e.g. domestic abuse, mental health.’

‘C7 – To continue to focus on front line prevention with the ambition of achieving top quartile on prevention work each year.’

‘C9 – To offer debt counselling, income maximisation and budgeting advice to prevent homelessness and as part of pre-tenancy work to sustain tenancies. To promote financial inclusion initiatives such as credit unions and affordable credit.’

‘C16 – To create an enhanced housing options service.’

5.0 Section three

5.1 Homelessness as it affects specific client groups

5.2 Black and minority ethnic households

Wiltshire has a relatively small proportion of people from black and minority ethnic groups (2.7% of the population) compared to the rest of the country (11.3% for England). Information for Wiltshire indicates that the black and minority households are not disadvantaged when it comes to being accepted as homeless as over the past two years the homeless service has accepted over 5% of applications from black and minority groups which is consistent with the proportion of black and minority groups in Wiltshire.

Although numbers are relatively small, this can in itself lead to problems for communities isolated from sources of cultural community support. It is therefore essential that the housing needs of this group are better understood in order to ensure equitable access to appropriate housing or advice service. Below gives a clear breakdown for the past three years.

Total Homeless Acceptances by ethnicity in Wiltshire	06/07	07/08	08/09	09/10
Total white	481	449	384	250
Total black	1	6	4	3
Total Asian	0	2	5	3
Total mixed	1	2	7	12
Total other	1	4	0	1
Not stated	5	7	9	2
Total	489	470	409	271

We therefore intend:-

‘A3 - To develop and implement equality impact assessments as a tool to understand the impact of services on individuals and communities and inform service development.’

5.3 Military

Military personnel constitute around 3% of Wiltshire’s total population, with around 15,000 personnel stationed at sites across the county. At former district level, the proportion of military personnel ranges from 1% of the population in the west to 7% of the total population in the east area. We need to be aware of changes planned for both the army and RAF presence in Wiltshire over the next three to four years. One of these changes is to be the stepped build up in the numbers of army personnel and their families based in the Salisbury Plain area, as this is developed into one of the country’s first Super Garrisons. The increases began in 2007 and should be completed by 2012.

Due to this gradual increase in military personnel in Wiltshire, along with the recent changes in housing legislation making it more accessible for military personnel to apply for social housing in the areas where they are/were stationed, it is important that we understand the potential future impact of this on the homelessness service.

Since 2006, Wiltshire has not accepted any client as homeless for the primary reason of 'having served in HM forces', however this does not mean that we have not assisted families who have gone through relationship breakdowns and in turn left army accommodation as the primary reason for priority could have been 'household with dependent children'. It is for this reason that further research is required into the needs of those who have served in HM forces.

We therefore intend:-

'B3 - To research the needs of ex-serviceman across Wiltshire and produce housing guides for all forces leavers to help find alternative accommodation and prevent homelessness.'

5.4 Rough sleepers

In November 2008 the government launched a strategy on rough sleepers and set an ambitious target of ending rough sleeping 'once and for all' by 2012. Rough sleeping is the most extreme form of homelessness. People who sleep rough are vulnerable to physical or sexual abuse, crime, drug and alcohol misuse and health problems.

Fortunately, there are few instances of people sleeping rough in Wiltshire. There are however occasional reports of people being seen sleeping in cars, parks, derelict buildings and in some rural locations of the County. Therefore, although we are not required to do so, it was agreed that we would conduct an informal rough sleeper street count which was completed on 16 December 2009 across the County. Only one rough sleeper was found in the Salisbury area; however there was evidence of rough sleeping in Trowbridge.



Below confirms the results of Wiltshire's rough sleeper counts from 2006 to 2010 based on the government's definition of people sleeping rough, which is:-

“People sleeping, or bedded down, in the open air (such as on the streets, or in doorways, parks or bus shelters); people in buildings or other places not designed for habitation (such as barns, sheds, car parks, cars, derelict boats, stations or “bashes”)”

Results of rough sleeper counts from 2005 - 2009

	2005/06	2006/07	2007/08	2008/09	2009/10
WWDC	0	2	5	0	0
NWDC	7	8	12	0	0
Salisbury	5	5	4	3	1
Kennet	0	0	0	0	0
Total	12	15	21	3	1

As with all street counts, the actual estimates provided cannot be assumed to be comprehensive, because of the hidden nature of much rough sleeping, but as they have been conducted on a reasonably consistent basis, it seems nationally and locally there is a downward trend in rough sleeping. There has been much criticism of aspects of the methodology used in the street counts (e.g. the definition of a rough sleeper and the ‘rounding down’ of estimates of less than ten to zero). However this has proven to be a national concern and not just local to Wiltshire.

There are no night shelters in Wiltshire, with the nearest being Bath and Swindon. As a result, it is likely that people who sleep rough migrate to these locations where there are facilities. We do however recognise that there may be a number of households ‘sofa surfing’ or residing with friends and family on a very temporary basis and the full extent of this is unknown.

Wiltshire Council will operate severe weather provisions for rough sleepers. The trigger for this is when the weather forecast predicts three consecutive nights with a minimum temperature of zero degrees Celsius or lower. In these cases the council will work very closely with voluntary agencies and housing providers so that rough sleepers can be brought in from the streets and be provided with emergency accommodation for the duration of the cold weather.

‘E7 - To create a multi agency rough sleepers panel that meet regularly to discuss rough sleeper issues including cold weather provision.’

5.5 Single people in housing difficulty

We have limited information about people who are single homeless and who do not fall under the priority need category of the homelessness legislation. At our multi-agency homelessness forum, concerns have been expressed that very little assistance is available in Wiltshire for single homeless people, and there is also acknowledgement that this is often a vulnerable group due to the particular difficulties they experience.

Currently, some supported housing schemes in Salisbury are being used for single homeless people, however, following a review of the residents within all supported housing schemes in Wiltshire, it was found that many of these individuals would not have been eligible for placement had a referral been made by the Council. This is currently being addressed as we have made limited funds available to assist this client

group to secure private rented accommodation, but concerns exist that this could still lead to an increase in rough sleeping.

The council with its partners will carry out a full assessment of housing options for single people in order to determine the gaps and demand in service provision for this client group.

5.6 16 / 17 year olds

The vulnerability of 16 and 17 year olds in housing need is the reason for the special status given to them under both the homelessness and children legislation. The relationship between the obligations placed on the housing department and those on children's services was the subject of a further House of Lords judgement in May 2009.

We recognise that there is considerable scope for better working between housing and children's services on this matter, so that more is done to ensure that each young person in housing difficulty is provided with support and accommodation appropriate to their circumstances. We do have some suitable supported schemes for 16 and 17 years olds in the county but as the need increases we are likely to need more. In 2008/09 we accepted a total of twenty seven 16 and 17 year olds and this decreased in 2009/10 to ten.

'C10 – Reduce the use of temporary accommodation by housing and children services through better homeless prevention and early identification of children and families at risk.'

'C12 – Create service level agreements with all social housing providers to help reduce the number of B&B placements made by DCE and to ensure that all young people who are owed a duty are accommodated in suitable accommodation.'

'E3 – To have a shared commitment from children's services and housing regarding planning for the accommodation and support needs of care leavers and 16/17 year olds.'

5.7 Teenage parents

Teenage pregnancy rates in Wiltshire are lower than for the South West and England, but have been rising in recent years. The rate of teenage pregnancies in this area has increased from 28.7 (aged <17) per 1000 young women in 2002, to 30.3 per 1000 in 2008. In actual terms there are now approximately 300 teenage pregnancies per year in Wiltshire, leading to 140 births a year.

In order for Wiltshire to meet its national teenage pregnancy strategy targets there needs to be a reduction in teenage pregnancies from the current 1 in 30 young women becoming pregnant down to 1 in 62, which will be a very difficult target to meet, as eleven of Wiltshire's wards are teenage pregnancy hotspots and represent 23% of pregnancies in Wiltshire.

There are also national targets to get 60% of young mothers into education, employment and/or training (EET); and at present in Wiltshire 67% of young mothers are *not* in any kind of education, employment or training (NEET). This indicates that

there is a need for further targeted floating support to enable these young mothers to attain the skills not only to be able to successfully manage their lives and parenting but also to be able to access training to get work.

Significant gaps in the provisions for homeless teenage parents were identified in the 2003 financial assessment of the council's grant allocation: most notably, that there were no accommodation based supporting people services for teenage parents. Since then, 18 units of supported 'mother and baby' housing have been made available, and the teenage partnership board has incorporated other partners and partnership boards in order to bring about a joint approach to addressing the needs of this group.

However, due to recent changes in the provision requirements for homeless teenage parents, and most particularly the shift from a 'mother-and-baby' prioritisation to a family-based focus more inclusive of the child's father, the Council is currently undergoing a full review of its provisions for homeless teenage parents.

5.8 People with drug and alcohol problems

The statutory figures for homeless acceptances due to the vulnerability of the applicant or family member to alcohol or drug dependency are, in Wiltshire as across other English rural authorities, very low: 1.02% of total acceptances in 2006/7; 0% in 2007/8; and 0.49% in 2008/9. These figures, however, are likely to reflect the definition and categorisation of statutory homeless dependency need groups, within which homeless households without dependent children are much less likely to be owed a full statutory duty than those with children, and also in which those households with dependent children are accepted as a priority as such, without requiring the further recording of drug or alcohol issues among applicants.

The Strategic Assessment of Alcohol Harm in Wiltshire describes the impact of alcohol misuse across the County, detailing current services as well as identifying gaps in provision. The Strategic Assessment informed the identification of priorities for action by partner agencies in Wiltshire and led to the Wiltshire Alcohol Strategy and Implementation Plan 2009-11. This plan sets out provisions for the prevention of alcohol harm and for early intervention in order to prevent homelessness among those who have problems with alcohol and drug misuse. These are separated into 'prevention' and 'intervention' initiatives, including in the former case educational awareness programmes and, in the latter, staff training and the provision of early support for those identified as at risk from substance harm.

The directory of drug and alcohol services (6th edition) provides details of advisory, counselling, housing and drop-in services available across the county, catering for both individuals and families affected by drug and alcohol issues and at risk of homelessness.

Following the recommendations of the Bannan Report, the facilities for drug and alcohol supported accommodation in Wiltshire have improved, with the provision of seven rooms at Damascus House designated as 28-day direct access accommodation.

Ruth House accepts housing referrals for people on a script, but the absence of any wet treatment accommodation in the County remains a subject of criticism. This would be a supported hostel for short term homeless individuals in the process and committed to

combating their addiction to alcohol. Both the Wiltshire supporting people partnership and the drug and alcohol action team (DAAT) have described a lack of support available for homeless individuals who are not yet engaged in dry treatment programmes. Past attempts to introduce a wet house in the County have encountered resistance, and there remains no provision for this kind of support in Wiltshire.

As identified by the former Wiltshire supporting people partnership, and still relevant today, there are several areas of improvement required in the provision of support to people with drug and alcohol problems who are either homeless or at risk of homelessness. These are:

1. The needs of people who misuse alcohol should be considered separately to those of drug misuse as their needs are often very different.
2. The provision of wet treatment accommodation should be re-examined.
3. Specialist services should be available to those with multiple needs ('dual/multiple diagnoses').
4. There is a need for improved links between housing and treatment providers in order to help people moving on from residential rehabilitation to maintain a treatment programme and access support.

Rates for alcohol-related admissions to hospital were estimated to be 1,121 per 100,000 of the population in 2007/08. These admission rates are increasing in all areas of the county and are predicted to continue to do so. They are strongly correlated with deprivation levels. Compared to the national average, women in Wiltshire have higher levels of overall mortality attributed to alcohol. Estimates suggest that there is a lower proportion of drug users in Wiltshire compared with the South West and England populations. The greatest proportion of drug misuse-related admissions is for intentional self-poisoning by a range of drugs (including over the counter medications).

5.9 Ex-offenders

The statutory figures for homelessness amongst ex-offenders often appear very low. Mental health issues, substance misuse and relationship breakdown are more likely to be recorded as the priority reason for acceptance as homeless, rather than having left custody.

To get a realistic view of homelessness amongst offenders, figures for housing status on entering custody have been used, as these enable a more accurate picture of housing need.

By recording the housing status on reception into custody, the prison service is able to assist offenders with housing issues, such as housing benefit claims, the termination of tenancies, unattended animals etc..

The existing national accommodation target for placing ex-offenders into settled accommodation at the end of sentence, order or licence is 79%.

2008 - 09	YTD	YTD % (total)	NFA	NFA %	TEMP	TEMP %
East	15	7.39%	1	6.67%	0	0.00%
North	22	10.84%	3	13.64%	3	13.64%
South	53	26.11%	4	7.55%	2	3.77%
West	113	55.67%	17	15.04%	6	5.31%
TOTAL	203	100.00%	25	12.32%	11	5.42%

The above table shows figures for offenders (adults 18yrs+) who declared themselves to be of no fixed abode (NFA), or living in temporary accommodation (TEMP), on entering custody within Wiltshire (2008 – 2009).

The implications of offenders entering custody for short sentences (6 months or less) is that realistically there is little or no time to deal in-custody with any housing needs, other than attempting to secure the continuation of an existing tenancy, or terminating tenancies.

2009 - 10	YTD	YTD %	NFA	NFA %	TEMP	TEMP %
East	6	5.13%	1	16.67%	0	0.00%
North	50	42.74%	11	22.00%	2	4.00%
South	12	10.26%	2	16.67%	1	8.33%
West	49	41.88%	10	20.41%	3	6.12%
TOTAL	117	100.00%	24	20.51%	6	5.13%

The table above shows the figures (year to date October 2009) for the current reporting period. If the monthly average remains the same for the rest of the year, the numbers coming into custody would be similar to last year, but the NFAs would increase by over 40%. The north area is already showing a marked increase in the numbers declaring themselves without a permanent address.

The South West Accommodation Gateway (SWAG) was a pilot project, the delivery of which was a Government commitment through the action and delivery plans to reduce re-offending. The South West was selected to run this national pilot due to the particular challenges it faces in relation to affordable housing and the opportunities that the well developed partnerships in the South West presented. The Dorset and Plymouth Gateways began operation in September 2006 and Bristol in February 2007.

There is a possibility of the project being extended to the whole of the South West, but with the current financial constraints, there have been no announcements regarding this to date.

There has been a great deal of research into the links between accommodation and the reduction of re-offending. The social exclusion unit report on which the original Gateway project was based suggested that being in employment reduces the risk of re-offending by between a third and a half and having stable accommodation reduces the risk by a

fifth. Similarly, the Joseph Rowntree Foundation in 1996 found in research covering four prisons that two thirds of ex-prisoners who had no satisfactory accommodation on release went on to re-offend within 12 months, whereas only a quarter of those in suitable accommodation did so.

It should also be noted that the literature suggests that accommodation is part of a complex mix of offender needs in this area; and this itself points to a requirement for gateway and multi-agency projects to ensure that appropriate support is available, either through the gateway or from other services.

‘C5 - To develop and implement an intervention procedure for leavers from Erlestoke Prison and to review the procedures for Guys Marsh’

5.10 Physical disabilities and learning difficulties

From the Census 2001, the percentage of people with learning difficulties is 2.34% of the total population; therefore the number of people in Wiltshire aged 18 and over with learning disabilities is now approx 8,270. By 2012, it is predicted that this will increase to 10,418.

It has proved difficult to obtain information about the levels of demand for adapted housing. The Homes4Wiltshire register identifies households who have requested a need for an adapted property. We currently have 645 households on the register who have identified a need for some sort of adapted property, but not all of these will require wheelchair housing (housing which is intended for occupation by somebody who uses a wheelchair inside the house for most of the time).

As a working hypothesis it has been assumed that those households containing a family member with a disability that have stated the need for a fully adapted property, which is 99 households, are likely to be households that have a member of the family who needs to use a wheelchair.

To ensure we are able to meet the needs of households with disabilities we have agreed the following objectives:-

‘A2 – For Housing to become part of the transition steering group for young disabled people to better understand current and future needs.’

5.11 Households with mental health problems

In 2009/10 a total of 21 people with mental health problems were accepted as homeless, this was a reduction from 23 in 2008/09 and from 31 in 2006/07. During the strategy consultation, stakeholders identified difficulties in accessing statutory services for dual-diagnosis clients. We therefore need to look at and improve our working procedures with key agencies that cover mental health clients presenting as homeless.

Where people live has an impact on their mental health needs. The social exclusion unit report “Mental Health and Social Exclusion” states:

“Stable, appropriate housing is critical for people to work and take part in community life. A lack of stability or unsatisfactory housing can lead to worsening mental health. People with mental health problems are particularly likely to have vulnerable housing:”

People with mental health problems are:

- One and a half times more likely to live in rented housing.
- Twice as likely to be dissatisfied with their accommodation.
- Four times more likely to say that their health has been affected by their housing.

A lack of suitable housing not only impacts people’s mental health but may also result in them being delayed in hospital, if that is where they have been treated, leading to a greater reliance on services and staff, and less independence. Through Homes4Wiltshire, clients, with a priority need because of mental health problems and who have been in supported accommodation and are ready to move, will be allocated the highest priority banding to ensure that they are able to access permanent independent housing quickly.

5.12 Specialist mental health housing team

The specialist mental health housing team has been created in order to improve communication between health, adult care and housing. The aim of the service is to ensure that people in receipt of mental health services receive the appropriate support in order to either access supported or permanent accommodation, or to maintain their existing accommodation. The main responsibilities of the team are to provide support to individuals with accommodation issues, improve and develop systems for referral and signposting, identify shortfalls and improve access to supported accommodation by increasing capacity and by aiding the move-on process. The team currently focuses on the north and east of the county, but plans are being developed to roll the service out to the rest of the county.

5.13 Mental health recovery house

In line with best practice guidance and our local mental health and supporting people strategy, Wiltshire Council department of community services are planning on extending our current provision by commissioning a new 24 hour short term accommodation based care and support service for approximately 10 adults with mental health issues.

This new service will hopefully become operational from April 2011 and it will provide recovery orientated specialist mental health care and support in a supported living setting for adults with functional mental health problems and it will facilitate the transition to community living for people who would otherwise enter or remain in long term residential care placements or have repeated admissions to hospital.

‘E9 - In order to promote effective discharge from hospital for people with mental health problems we will develop and agree a hospital discharge protocol to ensure that their accommodation needs are addressed at an early stage.’

5.14 Gypsies and Travellers

Wiltshire Council operates 1 transit and 6 permanent sites. The current level of provision accommodates 169 semi-permanent residents and a further 48 residents – assuming full occupancy – at the transit site; a total of 217 gypsies and travellers overall. The last caravan count in Wiltshire was completed in August 2009 and counted a total of 314 of which 35 were on unauthorised encampments without planning permission on land.

It is estimated that there are fewer than 16,000 gypsy and traveller households living in caravans in England, of these around 4,000 are still on unauthorised sites. The government is keen to address the serious shortfall of gypsy and traveller accommodation through the housing and planning system.

The Housing Act 2004 requires local authorities to carry out assessments of gypsy and traveller accommodation needs and to address these in housing strategies. Due to the lack of specific needs information about gypsies and travellers the Council is currently developing a gypsy and traveller strategy encompassing all its services to gypsies and travellers, which will be published in May 2010.

6.0 Section four

6.1 Current picture

6.2 Housing register

March 2009 saw the launch of Wiltshire Council's new choice based lettings system called Homes4Wiltshire. Demand for affordable housing in the County is high. In April 2010 there were 10,654 households on the housing register, of which 227 were in the highest priority band for re-housing.



Housing register split by band

Band	Households
Platinum	227
Gold plus	203
Gold	2,209
Silver	3,048
Bronze	4,987
Total	10,654

The ethnic origin of the households on the waiting list in April 2010 can be broken down as follows:-

Ethnic Origin			
Asian – Other	42	Not given	1166
Asian/Asian British Bangladeshi	16	Other	34
Asian/Asian British Indian	17	White	188
Asian/Asian British Pakistani	3	White British	8710
Black\Black British African	53	White Irish	37
Black\Black British Caribbean	30	White Other	256
Black\Black British Other	16		
Chinese	11		
Mixed Other	10		
Mixed White and Asian	13	Total	10,654
Mixed White and Black African	12		
Mixed White and Black Caribbean	40		

The table below breaks down the 10,654 households on the housing register by the size of the property needed. It clearly identifies that the highest need in Wiltshire is for one bedroom accommodation:

Bedroom need	Households	%
One	5859	55%
Two	3200	30%
Three	1375	13%
Four	220	2%
Total	10,654	100%

Wiltshire has not yet seen the increases, either in the number of applications for affordable housing or in the number of homeless households, anticipated as a result of the economic downturn.

In 2008/09 2,048 homes were let to households on the housing register, this was a reduction on the previous year of 113. From 1st April 2009 to the 31 March 2010, 2052 lets have been achieved: this is an increase from last year of just 4 lets.

There is a huge gap between the total number of lets compared to the total number of households on the register. From the information gleaned, it is evident that there is a long wait for households to be housed from the register, as demand far outstrips supply. To assist, homeless households who are accepted as homeless will be given the highest priority band for re-housing.

Homeless households waiting to be housed from the housing register were allocated 23% of void properties in 2008/09 and only 15% in 2009/10.

Total lets compared to homeless lets:

	2008/09	2009/10
Total lets	2048	2052
Council to homeless households	131	64
Housing association lets to homeless households	336	245
Total lets to homeless households	467	309

6.3 Affordable housing

There is a shortage of suitable, affordable accommodation for those in housing need. Owner occupation and renting in the private sector is beyond the means of a great number of households. Homelessness can only be prevented if suitable affordable accommodation is made available.

Social housing in Wiltshire is provided by 30 Registered Social Landlords (RSLs), three of which are local stock transfer RSLs: Sarsen, Selwood and Westlea.

Wiltshire Council still holds social housing stock in the south of the county, which is managed by the housing management team. They manage around 5,400 tenanted properties and 400 leasehold properties. In November 2006 tenants voted for management of their homes to be retained by the Council in a stock transfer ballot.

During 2008/09 Wiltshire delivered 583 new affordable homes (against a target of 479) and in 2009/10 we successfully delivered 564 against an annual target for 2009 /10 of 554.

	2007/08	2008/09	2009/10	Forecast 2010/11	Forecast 2011/12
Number of affordable homes delivered	636	583	564	590	610
Net additional homes provided	2670	1881	Unknown at this stage	2565	No future forecast
% of affordable housing	24%	31%			
Total number of affordable housing lets	2161	2048	2052	2100	2200

It would be impossible for us to meet all the need for housing through building new affordable homes, therefore in response to this high demand we are required to look at alternatives, and because of the high percentage of private rented accommodation in Wiltshire this was considered a priority.

6.4 Private rented stock in Wiltshire

The percentage of homes in the private rented sector (including MOD properties) varies across Wiltshire but overall is higher than the UK average.

Area	Number of private rented	Percentage	Total
North	5,236	9.8%	53,500
South	6,649	14.08%	47,408
West	4,550	9.3%	49,407
East	3,778	12.7%	29,565
Total	20,213	11.24%	179,880

Wiltshire has set up initiatives to make better use of the private sector. The aim is to make it more accessible to tenants by:-

- Launching the Wilts Let policy to assist households into the private rented sector.
- Improving liaison with private landlords.
- Working more closely with housing benefit to ensure benefit is paid promptly.

6.5 Temporary accommodation

Wiltshire Council has a total of 177 units of accommodation which are provided in a variety of ways. We currently have a total of 93 private sector lease properties, 85 of which are in the south; 53 units provided by our registered social landlords; and 31 which are owned and managed by Wiltshire Council.

Below shows the breakdown of the types of temporary accommodation that are available for the housing options team to use for households who have been accepted as homeless.

Provider	Accommodation Type									Disabled Bungalows			Totals
	1 Bed H	2Bed H	3Bed H	4Bed H	1Bed F	2 Bed F	3Bed F	Hostel Rm	C-Pad	1 Bed	2 Bed	3 Bed	
South													
PSL	1	32	17	3	8	10	1	11			1	1	85
East													
Wiltshire						1							1
RSL								23					23
West													
PSL	1	3	3		1								8
Wiltshire								28	1			1	30
RSL					4	6							10
North													
RSL						20							20
TOTALS	2	35	20	3	13	37	1	62	1	0	1	2	177

Although we have 177 units of accommodation, some households take up more than one unit as it depends on the size of the family and which units are available at the time the household is made homeless.

The standard of temporary accommodation is generally good, however following our satisfaction survey of clients who have stayed in temporary accommodation we had some negative remarks made about Hillside Hostel in Warminster. This hostel had fallen into disrepair and only repairs that were needed due to health and safety were being carried out. This hostel was decommissioned in March 2010.

Due to the low demand for temporary accommodation in the Devizes area we have agreed with Ridgeway Housing that they will dispose of the 6 units of temporary accommodation at 28A St Margarets Mead, Marlborough and that this will be replaced with 6 units of resettlement support to be provided by Ridgeway using the support funds from St Margarets Mead. This is anticipated to take place in June 2010.

The availability and suitability of emergency and temporary accommodation will be kept under review to ensure standards are maintained and appropriate support is being provided. An action plan detailing the number of temporary accommodation units required in future years will be developed.

6.6 Supported accommodation

Supported accommodation is available for a range of client groups and should be used to develop or maintain households' independence; it is intended to allow more people to live independently in the community and to minimise tenancy breakdown and homelessness once re-housed on a permanent basis.

All supported schemes should be for a temporary period and ideally for no more than two years.

Below is a breakdown of the temporary supported accommodation placements available in the County.

Client Group	Total Capacity	RSL	Voluntary Sector
Homelessness	321	189	132
Domestic Violence	34	23	11
Drugs and Alcohol	10	0	10
Offenders	19	19	0
Teenage mothers	21	15	6
Total	405	246	159

Homelessness

There are a large number of supported housing units available in Wiltshire, covering a range of client groups including individuals with mental health issues, learning difficulties, and complex needs; and 16/17 and 18/24 year olds who have support needs. It is important that a more in depth review is completed to understand what is required in this area in order to meet current and future needs. We are aware that the schemes currently in place are not being used to their full potential as some high level support schemes have clients with low level needs and some have clients who have been resident for many years without moving on.

There is also the additional concern that we do not have a fair distribution of supported housing schemes across the county, as the majority are located in Salisbury, and often clients with support needs from other areas in the county do not want to move from their local support networks.

Domestic Abuse

There are four women's refuges in Wiltshire that between them provide a total of 34 bed spaces. The demand for this type of supported accommodation is high, and the refuges have limited vacancies throughout the year. The refuge service provides safe, emergency, temporary accommodation to women and their children experiencing domestic abuse. They provide emotional support for women and their children, assistance and advice on benefits, legal and housing issues as well as assistance with re-settlement from refuge accommodation.

Drugs and Alcohol

We have 10 placements for homeless households who have experienced problems with substance misuse and who are abstinent from drugs or alcohol and who will benefit from support to remain abstinent. There are two schemes in Wiltshire, one called KASH in Salisbury that has 4 bed spaces and a further 6 are provided by Acorn House in Trowbridge. These schemes provide advice and support as well as advising clients on how to manage and maintain their accommodation by offering information and advice on benefits, budgeting and debt management.

Ex-Offenders

We have one scheme in Wiltshire that is used for medium/high risk offenders and this is based in Trowbridge. This is not a scheme that we refer into but we are involved with assisting with move on accommodation when residents of the scheme are ready to be moved to permanent accommodation. Due to the high level support offered there are often difficulties with finding suitable accommodation for ex-offenders who have lower support needs.

Teenage mothers

As previously mentioned we have 18 placements for young mothers, located in Salisbury, Trowbridge and Calne. All schemes offer personal and practical support to young mothers to help cope with the first time experiences of motherhood. They also encourage preparation for independent living to help clients manage their move into permanent accommodation, ensuring they are able to sustain their tenancy and prevent homelessness. One of the gaps identified in this area is the need for young parent accommodation to help keep young families together when made homeless rather than splitting them up and only supporting the mother and child.

7.0 Section five

7.1 Gaps in provision

During the consultation process and the development of the homelessness strategy the following gaps in provision were identified:-

- Direct access accommodation in Wiltshire
- Provision for a wet house – during recovery
- Housing accommodation and support for 16 – 17 year olds
- Provision for homeless teenage parents
- A central database that hosts all agencies that assist homeless, or threatened with homelessness, households
- Improved links with the prisons to ensure a co-ordinated approach and planned moves into suitable accommodation
- Support in private rented accommodation
- Common referral system into supported housing
- Lack of affordable housing
- Lack of resources for non priority households
- More move on accommodation and support
- Improved multi-agency working
- Link officers for all client groups
- School/education programme
- Host families
- Enhanced housing options

8.0 Section six

8.1 Future trends

8.2 Temporary accommodation

We currently have 177 units of temporary accommodation but with the removal of the 6 units in Marlborough we will have a total of 171 units from June 2010. Based on the current number of households in temporary accommodation we have more units than we are able to fill. We have already reduced the number of private sector leased properties (PSLs) by 30 in the last 12 months and will continue to gradually reduce over the coming year. A full review of temporary accommodation will be undertaken to ensure we have the right temporary accommodation in the right place and at a suitable standard.

Below is a table confirming the current picture as well as a forecast for future provision. With the increase in prevention, we anticipate a reduction in homeless acceptances and in turn a reduction in the use of temporary accommodation. However it is unlikely that we will totally eliminate homelessness and we anticipate a continued need for around 100 units of temporary accommodation.

	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Number of households in some form of temporary accommodation	265	179	150	136	120	100	100

April 2009 saw the total elimination of the use of bed and breakfast for homeless families in Wiltshire which was a huge success. Due to our increase in prevention work we have managed to prevent any household from being placed in bed and breakfast and anticipate that in the future we will not require the use of this type of temporary accommodation.

8.3 Prevention of Homelessness

During the last couple of years the housing options staff have embraced the homelessness prevention agenda which led to a substantial change in the traditional culture of homelessness work and a structure change that was implemented from April 2009.

All households are interviewed by a housing options advisor and practical steps are discussed to help prevent homelessness. Following recent consultation and focus groups, further preventive actions have been identified and, once implemented, we hope to see a continued increase in prevention.

Below shows our anticipated trend for the numbers of households we hope to prevent from becoming homeless in the coming years.

	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Number of households prevented from becoming as homeless	721	997	1685	1610	1750	1820	1935

8.4 Acceptance of homelessness

With the increase in prevention work, we hope to see a continued decline in households being accepted as homeless, due to early intervention and alternative options being found. This should not be seen as gate keeping by the authority as we would always want to ensure that homelessness is the last option for any household and will strive to assist households to remain in their own homes or to find alternative, suitable accommodation.

There is a concern that we have not yet felt the impact of the economic downturn and we also need to be aware that homelessness could potentially increase when there is an economic upturn. The main form of prevention work involves using the private rented sector, and the housing options team has 'benefited' from the economic downturn, due to the fact that landlords who have been unable to sell their properties have approached the council to find assistance in letting those properties. When there is an upturn in the economy, private landlords may choose to sell their properties or to increase the rents above the local housing allowance rate. This will have a severe impact on homeless households who will not be able to afford to rent in the private sector, and on the service as the demand for temporary accommodation will increase.

Without considering any potential downturn or upturn in the private sector we have predicted a steady decline in applications being received and accepted, which also mirrors the reduction in temporary accommodation.

	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Number of households accepted as homeless	470	409	271	272	240	200	200

Appendix one

Stakeholders who took part in the review

Age concern
Alabare
Amber
Bournemouth Churches Housing Association
Breakthrough
Bromford Housing
Citizen Advice Bureau
Community 4
Community team for people with learning disabilities
Community mental health team
Connexions
Defence Estate Housing
Drug and Homelessness Initiative
Department of adult services
Department of children services
Government Office of the South West
Housing staff
Jephson Housing
Job centre plus
Knightstone Housing
National Health Service
Probation
Ridgeway Community Housing
Salisbury Trust for the Homeless
Sanctuary Housing
Sarsen Housing
Selwood Housing
Service users
Shape Housing
Shelter
Sovereign Housing
Stonham Housing
Specialist drug & alcohol service
Splitz
Supporting people
Vine for Pat
Westlea Housing Association
Wiltshire accommodation support services for young people
Wiltshire advice partnership
Wiltshire police
Wilts Racial Equality Council
Wiltshire Rural Housing Association

Appendix two

Consultation process

In drawing up this strategy, we have sought to be as inclusive as possible, and to learn from the experiences and feedback of stakeholders and service users.

Wiltshire Council's first homelessness strategy has been produced following extensive consultation with service users, service providers, housing staff and other stakeholders.

We achieved a balance of partner and service user input by:

- Using a postal survey and focus groups to consult with residents of temporary accommodation
- Holding a focus group with young people who are being accommodated by supported housing providers
- Using a postal survey to consult with households who have been permanently re-housed through the new Homes4Wiltshire system; with households who were prevented from becoming homeless through our advice and prevention service; and with households who used the new Wilts Let scheme
- Hosting four stakeholders' conferences across Wiltshire attended by supported housing providers, voluntary sector workers, housing staff, registered social landlords, and other staff at Wiltshire Council with links to housing, in order to identify unmet needs and to consider options for service improvement.
- Providing regular updates and opportunities to engage at each stage of the strategy at all homelessness forums held quarterly across the County
- Holding team meetings with housing staff, to capture their views on the service currently provided and their ideas on new ways of working

After reflecting on the findings of the consultation, a multi agency Homelessness Strategy group was set up. This group agreed five key strategic priorities and the set of actions that will support their achievement.

Stakeholders were then invited to comment on the strategic priorities and draft action plan to ensure the homelessness strategy continues to have widespread support.

Appendix three

Delivering our Priorities and Monitoring

Our priorities have been used as a structure for the action plan which is included in this strategy. The implementation of this strategy will be the responsibility of the Wiltshire Housing Liaison Group. This is a multi agency group that meets quarterly across the County and is linked into the Wiltshire family of partnerships. They will ensure the delivery of the priorities set out in the action plan and this will include monitoring the progress of new and existing working groups that will be working on new projects.

The homelessness strategy group will continue to meet bi-annually to review and monitor the action plan which will be updated annually.

Appendix four

Equality Impact Assessment Template Homelessness Strategy

Stage 1: Screening for Relevance

Name of the Strategy / Policy / Procedure / Practice

Homelessness Strategy

Author;

Housing Strategy & Support Team

Name:

Job title and directorate:

Date:

Signature:

Does the strategy / policy / procedure / practice require an equality impact assessment (EIA)?

1. What are the main aims, purpose and outcomes of the strategy / policy / procedure / practice and how do these fit in with the wider aims of the organisation?

Purpose: to understand and provide for the needs of homeless people and people at risk of homelessness in Wiltshire. The strategic priorities of this homelessness strategy are to:

- Improve information about the accessing of accommodation for both customers and agencies.
- Improve access and support for all clients with a particular focus on renting privately.
- Continue to improve the prevention of homelessness through a comprehensive advice service and an effective range of housing options for customers.
- Increase the supply of affordable housing and promote choice.
- Provide effective partnerships and improve communications and publicity.

These fit into the following organisational goals:

- High quality, low cost, customer-focused services;
- Local, open, transparent decision-making;
- Working together to support Wiltshire's communities, building social capital;
- Being inclusive and supporting others.

2. How will these aims affect our statutory duty to:

1. Promote equality of opportunity – enabling homeless people to improve life chances.
2. Eliminate discrimination esp. indirect discrimination against people with complex needs / teenage parents / Gypsies and Travellers / the LGBT community / people with mental health issues and/or drug and/or alcohol dependencies / socially excluded groups.
3. Community relations are of course key to social housing – encouraging communication between communities and positive attitudes.
4. Encourage participation of disabled people – WSUN has been involved in identifying needs, there will be the setting up of provision for participation in housing issues, and the homeless strategy aims to specifically address the needs of disabled homeless people.
5. Protect and promote human rights – HRA duty to provide (accommodation) support to asylum seekers; to provide equitable treatment for minority groups inc. Gypsies and Travellers.

3. Are there any aspects of the strategy / policy / procedure / practice, including how it is delivered, or accessed, that could contribute to inequality? This should relate to all areas of our statutory duties.

N/a – this strategy is intended to enable equality in homelessness provision and should not contribute to inequality.

4. Will the strategy / policy / procedure / practice have an impact (positive or negative) upon the lives of people, including members of particular communities and groups? What evidence do you have for this?

The strategy aims to have a positive impact upon the lives of homeless people in Wiltshire, including members of BME communities and disabled people. As such, various issues have been identified as requiring attention:

Evidence:

1. Identified need for better homelessness provision for people with complex needs – current lack of temporary accommodation able to cater for complex needs ('dual/multiple diagnosis' clients)
2. Teenage parent accommodation (mother and baby units) currently under-privileging baby's father.
3. Strategy provides for continued monitoring of BME provision to ensure equitable treatment.
4. Links to Gypsy and Traveller Strategy (forthcoming) in order to address homelessness provision for these communities.

5. Are particular communities or groups likely to have different needs, experiences and attitudes in relation to the strategy / policy / procedure / practice?

1. Disabled people and people with mental health needs likely to have different needs in terms of temporary and supported accommodation.
2. Gypsy and Traveller communities (different housing requirements)
3. LGBT communities (increased risks of homelessness)
4. Young people, esp 16-17 year olds (different supported/temporary housing requirements; different opportunities for preventing homelessness).
5. People with drug and/or alcohol dependencies (different supported/temporary housing requirements; increased risk of homelessness).
6. Pregnant women and young mothers/fathers (different housing requirements)
7. People who have suffered domestic violence (different housing and support requirements)

Is an EIA required?			
The strategy / policy / procedure / practice is assessed as			
<ul style="list-style-type: none"> HIGH Relevance, therefore a full EIA will be done by 30th March 2010 			
Author of Screening for Relevance			
Name:	Job title and directorate:	Date:	Signature:
Sarah Hartley	Housing Strategy & Support	1 st March 2010	
Director Level Sign-off (if EIA will not be done)			
Name:	Job title and directorate:	Date:	Signature:

Stage 2: Full Assessment

Step 1– scoping the equality impact assessment (EIA)

1.1. Name of the strategy / policy / procedure / practice
Homelessness Strategy
1.2. What are the main aims, purpose and outcomes of strategy / policy / procedure / practice and how does it fit in with the wider aims of the organisation?
<p>Purpose: to understand and provide for the needs of homeless people and people at risk of homelessness in Wiltshire. The strategic priorities of this homelessness strategy are to:</p> <ul style="list-style-type: none"> - Improve information about the accessing of accommodation for both customers and agencies. - Improve access and support for all clients with a particular focus on renting privately. - Continue to improve the prevention of homelessness through a comprehensive advice service and having an effective range of housing options for customers. - Increase the supply of affordable housing and promote choice. - Provide effective partnerships and improve communications and publicity. <p>These fit into the following organisational goals:</p> <ul style="list-style-type: none"> • High quality, low cost, customer-focused services; • Local, open, transparent decision-making; • Working together to support Wiltshire’s communities, building social capital; • Being inclusive and supporting others

1.3. List the main activities relating to the strategy / policy / procedure / practice and identify who is likely to benefit from it

The main activities under the strategy are:

- Exploring current and previous trends in levels of homelessness;
- Identifying the causes of homelessness within Wiltshire;
- Gauging current service provision for homeless households;
- Identifying gaps in the provision of current services.

Those who benefit from it will be:

- Homeless people and people at risk of homelessness in Wiltshire;
- Wiltshire Council in developing the strategy to combat homelessness;
- Other partner agencies because they will work within a common framework to prevent homelessness and improve provisions in temporary accommodation;
- Staff working with homeless people/those at risk of homelessness because they will have clear guidance as a result of the strategy.

**What do you already know about the relevance of the strategy / policy / procedure / practice?
What are the main issues you need to consider?**

1.4. What data, research and other evidence or information is available which will be relevant to this EIA?

- Preventing and responding to homelessness is an issue that needs to be addressed nationally and locally.

The government is committed to reducing homelessness and has set a number of targets / measures to reduce homelessness and to halve the number of households in temporary accommodation. Wiltshire has either met or is on track to meet these targets. These include:-

- Reduce, or sustain the reduction of, the levels of rough sleeping by two thirds from the level recorded in 1998;
- Avoid the long term use of bed & breakfast accommodation for homeless families with children and for households with a pregnant woman;
- By 2010 to have 16 and 17 year olds accommodated in bed & breakfast accommodation only in exceptional circumstances;
- Halve (from the level recorded in December 2005) the number of households placed in temporary accommodation by December 2010;
- Each year reduce the level of homelessness acceptances against the three main causes of homelessness in the area, from the level of the previous year.

All of the above data, research and other evidence gathered have informed the developments of the strategy. Evidence of this can be provided through

- statistical data analysis
- qualitative data / research analysis

1.5. What further data or information do you need to carry out the assessment?

As the strategy is implemented, further data and information needs will be identified so that future impact assessments can be strengthened.

Step 2 – Involvement, Consultation and Partnerships

2.1.	
Equality target group	Briefly describe what you did, with whom, when and where. Please provide a brief summary of the responses gained and links to relevant documents, as well as any actions.
Age	Wiltshire accommodation support services for young people; Age Concern; Connexions;
Disability	WSUN; Community team for people with learning disabilities; Community mental health team
Gender	
Gender reassignment	
Race	Wilts Racial Equality Council
Religion or belief	Wilts Racial Equality Council
Sexual orientation	
Human rights	
Other	

2.2. If consultation and involvement of specific groups did not take place, please state why

Involvement / Consultation with specific equality groups other than 'Age', 'Disability' and 'Race/Religion' has not been directly undertaken as yet because the strategy sets a broad framework which reflects a whole range of relevant legislation, educational guidance and policies.

2.3. What do previous consultations show about the potential take-up of any resulting activities or services?

In the development of the strategy, consultation with partner agencies took place during a full review of homelessness in Wiltshire which included information gathering days and consultations with service users, stakeholders and local agencies.

We achieved a balance of partner and service user input by:

- Using a postal survey and focus groups to consult with residents of temporary accommodation including in the latter case provision of physical access to meetings for disabled people and communication support for deaf or hard of hearing people.
- Holding a focus group with young people who are being accommodated by supported housing providers, which included the provision of physical access to meetings for disabled people and communication support for deaf or hard of hearing people, and access to information for people who speak English as a second language.
- Using a postal survey to consult with households who have been permanently re-housed through the new Homes4Wiltshire system; with households who were prevented from becoming homeless through our advice and prevention service; and with households who used the new Wilts Let scheme.
- Hosting four stakeholders' conferences across Wiltshire attended by supported housing providers, voluntary sector workers, housing staff, registered social landlords, and other staff at Wiltshire Council with links to housing, in order to identify unmet needs and to consider options for service improvement.
- Providing regular updates and opportunities to engage at each stage of the strategy at all homelessness forums held quarterly across the County.

- Holding team meetings with housing staff, to capture their views on the service currently provided and their ideas on new ways of working.

2.4. How are external partners involved, or how do you intend to involve external partners, in delivering the aims of this strategy / policy / procedure / practice? (if applicable)

The following external partners were involved in the review of homelessness:

Age concern
 Alabare
 Amber
 Bournemouth Churches Housing Association
 Breakthrough
 Bromford Housing
 Citizen Advice Bureau
 Community 4
 Community team for people with learning disabilities
 Community mental health team
 Connexions
 Defence Estate Housing
 Drug and Homelessness Initiative
 Department of adult services
 Department of children services
 Government Office of the South West
 Housing staff
 Jephson Housing
 Job centre plus
 Knightstone Housing
 National Health Service
 Probation
 Ridgeway Community Housing
 Salisbury Trust for the Homeless
 Sanctuary Housing
 Sarsen Housing
 Selwood Housing
 Service users
 Shape Housing
 Shelter
 Sovereign Housing
 Stonham Housing
 Specialist drug & alcohol service
 Splitz
 Supporting people
 Vine for Pat
 Westlea Housing Association
 Wiltshire accommodation support services for young people
 Wiltshire advice partnership
 Wiltshire police
 Wilts Racial Equality Council
 Wiltshire Rural Housing Association

The involvement of partners will continue, as this will be imperative to our commitment in delivering the aims. The EIA action plan also identifies new relationships required to meet the gaps identified in 2.1 which may be able to provide support with addressing issues raised in 3.1.

Step 3 – data collection and evidence

3.1. What evidence or information do you already have about how this policy might affect equality, and what does this tell you?

Statistical research and surveying indicates:

- that black and minority ethnic households are not currently quantitatively disadvantaged in Wiltshire when it comes to being accepted as homeless, as over the past two years the homeless service has accepted over 5% of applications from black and minority groups which is consistent with the proportion of black and minority groups in Wiltshire (source: P1E data).
- that LGBT young people (16-17 year olds), c.50% more likely than young heterosexual people to be made homeless through parental or family eviction (source: Joseph Rowntree study 'Youth Homelessness', 2008; Crisis Homeless Survey, 'Sexuality & Homelessness', 2005).
- That people with learning disabilities and mental health difficulties are considerably more likely to have difficulties sustaining a tenancy (source: Social Exclusion Unit, 'Mental Health and Social Exclusion', 2004).
- National data indicates men more likely than women to become homeless (source: Crisis Homeless Survey, 2003); however P1E data consistently indicates in Wiltshire more women than men accepted as in priority need (may be due to categorisation of priority). Gender difference exists in some cases of accommodation needs e.g. requirements for mother-and-baby units, domestic violence refuges.

3.2. What does available data tell you about the potential take-up of any resulting activities or services?

Assessing national and local research and data (both qualitative and quantitative) has enabled us to determine our key priority areas of activities under the strategy. These are:

- Exploring current and previous trends in levels of homelessness;
- Identifying the causes of homelessness within Wiltshire;
- Gauging current service provision for homeless households;
- Identifying gaps in the provision of current services.

3.3. What additional research or data is required to fill any gaps in your understanding of the potential or known effects of the strategy / policy / procedure / practice? Have you considered commissioning new data or research?

As the strategy is implemented, more consultation and involvement will focus on special interest groups.
Advice will sought from the Corporate Equality & Diversity Team and from the Housing E&D officer (appt. forthcoming)

Step 4 – Assessing impact and strengthening the strategy / policy / procedure / practice

4.1. How does / will the strategy / policy / procedure / practice and resulting activities affect different communities and groups?

In relation to impact on specific groups, the strategy aims to ensure that homelessness is minimised so that the social, mental and accommodation needs of all people are promoted. The strategy will not therefore impact adversely on different communities, but will actively work towards eliminating homelessness in all groups.

The strategy will currently be published in English, but we recognise that it will need to be accessible in various formats, including;

- Translations to spoken and signed languages
- Easy Read
- Audio
- Braille
- ‘Plain English’.

Effort will be made to ensure staff familiarity, such that members of staff are able to understand, adopt and use the principles of this Strategy.

4.2. What measures does, or could, the strategy / policy / procedure / practice include to help promote equality of opportunity?

It has been identified in the review of homelessness that gaps in provision currently exist in relation to several key groups. To respond to this, the Homelessness Strategy focuses on:

1. Examining the provisions for young families, with a view to including fathers in accommodation provision (currently fathers largely excluded from mother-and-baby units).
2. Linking with the developing Gypsy and Traveller Strategy in order to identify and respond to the specific needs of these communities.
3. Re-examining the provisions for a ‘wet house’ in Wiltshire, as currently there is no provision for this kind of treatment.

4.3. What measures does, or could, the strategy / policy / procedure / practice include to address existing patterns of discrimination, harassment or disproportionately?

As the Strategy is implemented, more consultation and involvement will focus on special interest groups. Advice will be sought from the Equality & Diversity Team, whose function (amongst other activities) is to assist partners in identifying patterns of discrimination or disproportionately in the delivery of the Strategy, and from the housing E&D officer (appt. forthcoming). Progress will be monitored by the Housing Liaison Group.

4.4. What impact will the strategy / policy / procedure / practice have on promoting good relations and wider community cohesion?

The Strategy provides for community participation through consultation and engagement.

4.5. If the strategy / policy / procedure / practice is likely to have a negative effect ('adverse impact'), what are the reasons for this?

The implementation of the strategy will NOT have any direct adverse impact.

Any indirect discrimination in the implementation of the strategy will be monitored through;

- Quantitative data analysis
- Qualitative data analysis
- Assessment of outcomes under relevant performance measures (national indicators) and comparative data

4.6. What practical changes will help reduce any adverse impact on particular groups?

N/A at present until further data analysis proves otherwise

Note also that the Strategy acknowledges the social model of disability as provided for in the DDA, and aims to provide accessible communications in line with DDA guidelines.

4.7. What evidence is there that actions to address any negative effects on one area of equality may affect other areas of equality or human rights?

N/A at present until further data analysis proves otherwise

4.8. What will be done to improve access to, and take-up of, services or understanding of the policy / strategy / function or procedure?

- Communicating the strategy to various interest groups / external partners
- Capacity building among staff
- Raising staff awareness

Step 5 – Procurement and Commissioning

5.1. Consideration of external contractor obligations and partnership working

The delivery of the Strategy will have partnership involvement. If within the partnership arena, considerations are made to procure contracted services, these will be subject to our equalities and procurement guidelines and relevant strategy

Step 6 – making a decision

6.1. Summarise your findings and give an overview of whether the strategy / policy / procedure / practice will meet the Council's responsibilities in relation to equality and human rights

The Strategy will further strengthen our commitment to ensure the well being of homeless people. In doing so, the implementation of this Strategy will:

- empower young people who may be vulnerable to homelessness;
- empower parents / carers of young people to help prevent homelessness in young people;
- strengthen our response, with our partners, to combat rough sleeping;
- equip teaching and education staff to contribute toward education on homelessness (PSHE key stage 3);
- continuing to improve our performance in preventing homelessness;
- develop more citizen focussed services which reflect the needs of homeless people.

We believe that the Strategy meets the council's responsibility in relation to equality and human rights.

6.2. What practical actions do you recommend to reduce, justify or remove any adverse / negative impact?

N/A at this stage – we have no evidence of any adverse / negative impact in the implementation of the Strategy. A continuous monitoring will be carried out by the Housing Liaison Groups.

Step 7 – monitoring, evaluating and reviewing

7.1. How will the recommendations of this assessment be built into wider planning and review processes?

The implementation of any recommendations as result of this assessment will be monitored by the Housing Liaison Group. This will include recommendations for undertaking strategy reviews and amendments as monitoring information is assessed.

7.2. How will you monitor the impact and effectiveness of the strategy / policy / procedure / practice?

Any direct / indirect impact resulting from the implementation of the strategy will be assessed through;

- Quantitative data analysis
- Qualitative data analysis
- Assessment of outcomes under relevant national performance measures and comparative data

The implementation of this strategy will be the responsibility of the Wiltshire Housing Liaison Group. This is a multi agency group that meets quarterly across the County and is linked into the Wiltshire family of partnerships. They will ensure the delivery of the priorities set out in the action plan and this will include monitoring the progress of new and existing working groups that will be working on new projects.

The Homelessness Strategy Group will continue to meet bi-annually to review and monitor the action plan which will be updated annually.

7.3. Give details of how the results of the impact assessment will be published

- Outcomes of monitoring are provided to service heads and to the Corporate Equality & Diversity Team who have been consulted during to development of the strategy and in completing this impact assessment.
- Impact assessment will be published, once signed-off and approved, on our website and made available to the public via freedom of information.
- Outcomes of this impact assessment and any future subsequent assessments will be made available in to the public.

Step 8 – action plan

	Actions	Target date	Responsible post holder and Directorate	Monitoring post holder and Directorate
Involvement, Consultation and Partnerships	Listed in 2.4 above Identify local LGBT and women's groups who may be able to help address the issues raised in 3.1	ongoing	Housing Strategy Team	
Data collection and evidence	Change to the homeless assessment forms to collect data on sexuality in line with national issues identified in 3.1	Dec 2010	Housing Strategy Team	
Assessment and analysis	n/a	n/a		
Procurement and Commissioning	n/a	n/a		
Monitoring, evaluating and reviewing	Communicate strategy to partners and staff Monitor against NIs	ongoing	Homelessness Strategy Group and Housing Liaison Groups	

Sign-off

The final stage of the EIA is to formally sign off the document as being a complete, rigorous and robust assessment

Author of strategy / policy / procedure / practice and EIA

Name:	Job title and directorate:	Date:	Signature:
Sarah Hartley	Housing Strategy & Support	21 st March 2010	

Quality check: screening document has been checked by:

Name:	Date:	Signature:
Sharon Brookes	Corporate Equality & Diversity	21 st March 2010
Angie Rawlins	Head of Service: Housing Options	30 th March 2010

Director level (sign-off)

Name:	Job title and directorate:	Date:	Signature:

**ACTION PLAN
HOMELESS STRATEGY PRIORITIES**

Action/Objective	Lead Officer	Partners willing to work	Resources	Target/timescale
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Section A Priority 1: Improve information to customers and agencies around accessing accommodation

1	To create a county wide homeless database containing all information on accommodation, agencies and support that can be given to clients who are homeless or threatened with homelessness	Nicole Smith	Supporting People, Sonia Burgess, Housing Options Managers	Staff Resource	April 2010
2	For Housing to become a member of the transition steering group for young disabled people to better understand current and future needs.	Angie Rawlins	Susan Tomes	Staff Resource	April 2010
3	To develop and Implement Equality Impact Assessments as a tool to understand the impact of services on individuals and communities and inform service development.	Angie Rawlins	Equality and Diversity team,	Staff Resource	April 2011
4	To agree and develop a common referral system into all forms of supported housing across the Wiltshire area	Amanda Smith and Angie Rawlins	Housing Liaison Group,	Staff Resource	December 2010

Action/Objective	Lead Officer	Partners willing to work	Resources	Target/timescale	
Section B Priority 2: Improve access and support for all clients with a particular focus on renting privately					
1	To develop a landlords' accreditation scheme and commence regular county wide landlord forums	James Hudson and Angie Rawlins	National Federation Landlords (NFL), private landlords, estate and lettings agents, Housing Options Managers	Staff Resource	October 2010
2	To develop initiatives to encourage private landlords to accept clients who are in receipt of benefits and threatened with homelessness	Accommodation Options Officers	Private landlords and letting agents, housing benefit, voluntary agents	Staff Resource	May 2010
3	To research the needs of ex-servicemen across Wiltshire and produce housing guides for all forces leavers to help find alternative permanent accommodation and prevent homelessness.	Amanda Smith	Alabare - Andrew Lord, Wiltshire Council - Sarah How	Funding being applied for by Alabare as well as staff resources	December 2010
4	To ensure that all Housing Benefit claims for households threatened with evictions are dealt with within 7 Days.	Housing Options Managers	Housing Benefit, voluntary agencies - CAB, Alabare, Community 4	Staff Resource	June 2010
5	To ensure that all clients who present to housing options are seen within 20 minutes	Housing Options Managers	Paul Redford - Customer Service Unit	Staff Resource	March 2010

6	To review the possibility of enabling registered social landlords to verify housing benefit documents during sign up of new tenancies to assist with the timely processing of housing benefit claims, reduction of rent arrears and potential threat of homelessness	Derek Streek	Strategic Housing Management Group, Housing Benefit	Staff Resource	April 2011
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Action/Objective	Lead Officer	Partners willing to work	Resources	Target/timescale	
Section C Priority 3: Continue to improve the prevention of homelessness through a comprehensive advice service and having an effective range of housing options for customers.					
1	To achieve charter mark accreditation for our housing advice	Angie Rawlins	Housing Options Managers, CAB	Staff Resource	April 2011
2	To achieve the crystal mark for both the homeless application form and housing register form.	Angie Rawlins and Laura Young	Housing Options Managers	Staff Resource	December 2011
3	To review the county wide sanctuary scheme for victims of domestic abuse.	Angie Rawlins	Safer Communities, Bobby Van, Police, Fire Service, RSLs and Wiltshire Council Housing Management, Splitz, Pippa McVeigh	Staff Resource	December 2010
4	All housing option advisors to have a generic role but to develop specialisms in specific areas, i.e. Domestic Abuse, Mental Health	Housing Options Advisors	Jan Parry; Splitz; CAB; Connexions; Schools and Colleges	Staff Resource	May 2010
5	To develop and implement an intervention procedure for leavers from Erlestoke prison and review the procedures for Guys Marsh	Paula Stagg and Sarah How	Guys Marsh / Erlestoke / Probation / CAB / WASP / Alabare	Staff Resource	May 2010

6	Identify through research the reasons for relationship breakdowns for those who apply as homeless and develop a relationship breakdown policy to assist with prevention work in this area	Nicole Smith and Angie Rawlins	Housing Strategy Team, Relate, CAB	Staff Resource	January 2011
7	Continue to focus on front line prevention with the ambition to hit top quartile on prevention work	Angie Rawlins	Housing Options Managers, Housing Liaison Group	Government funding, enconomic climate, staff resources	April 2010
8	To home visit all 16 -24 year olds threatened with homelessness to discuss alternative housing options to prevent homelessness	Housing Options Officers	WASS4YP, Jan Parry	Staff Resource	November 2010
9	Need to offer debt counselling, income maxmisation and budgeting advice to prevent homelessness and as part of pre-tenancy work to sustain tenancies. Promote financial inclusion initiatives such as credit unions and affordable credit.	Derek Streek	Strategic Housing Management group; Housing Options Team, Wiltshire money, CAB	Staff Resource	April 2011
10	Reduce the use of temporary accommodation by housing and children services through better homeless prevention and early identification of children and families at risk	Angie Rawlins	Children Services; WASS4YP, Jan Parry	Staff Resource	December 2011
11	Identify high risk victims through the engagement of the Wiltshire Multi-Agency Risk Assessment Conferences (MARAC) and recognise and support the role of the domestic abuse reduction support officer	Angie Rawlins	Housing Options Managers, Pippa McVeigh	Staff Resource	August 2010

12	Create Service Level Agreements with all social housing providers to help reduce the number of bed and breakfast placements made by DCE and ensure that all young people, who are owed a duty, are accommodated in suitable accommodation.	Angie Rawlins	Kathy Longshaw - Children Services; Strategic Housing Management group; WASS4YP	Availability of suitable accommodation; staff resources	February 2011
13	To improve the information that is made available on the Council's website regarding housing options and homeless services.	Amanda Smith	Housing Options Managers, CAB	Staff Resource	April 2010
14	To research into the reasons for parental evictions due to it being well above the national average and make recommendations on how these can be prevented	Nicole Smith	Sophy Hunt - masters degree student WASS4UP	Staff Resource	April 2010
15	To research into the reasons for homelessness amongst 16 - 24 years and make recommendations on preventative options	Amanda Smith	Housing Options Managers	Staff Resource	July 2010
16	To create an enhanced housing options service that offers a holistic approach and addresses worklessness and connects people with advice and support about skills, in-work benefits and jobs	Angie Rawlins	Connexions; CAB; schools and colleges; DWP; Job Centre Plus; social care; Housing Options Managers	Staff Resource	December 2011

Action/Objective	Lead Officer	Partners willing to work	Resources	Target/timescale
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Section D Priority 4: Increasing the supply of affordable housing and promote choice

1	To work with our RSL partners to help identify illegal sub letting of social housing and take appropriate action	Derek Streek	Strategic Housing Mngm Group, LSVT RSLs	£30,000 government funding	July 2010
2	To conduct a review and make best use of the county's current supported accommodation	Nicole Smith and Geoff Vale	Supporting People	Staff Resource	April 2011
3	Look at ways of minimising void times and reduce the number of under occupied family homes	Derek Streek	Strategic Housing Mngm Group, LSVT RSLs	Staff Resource	August 2010

Action/Objective	Lead Officer	Partners willing to work	Resources	Target/timescale
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Section E Priority 5: To provide effective partnerships and improve communications and publicity

1	To explore ways on how we can raise greater awareness of the consequences of homelessness amongst school and college leavers	Angie Rawlins	WASS4YP Board; voluntary agencies; schools and colleges	Staff Resource	May 2011
2	To create a college / secondary school resource pack that can be used by teachers as part of the PHSE education programme. (Richard Palmer)	Angie Rawlins	WASS4YP Board; Richard Palmer; Housing Options Managers	Staff Resource	May 2011
3	To have a shared commitment from children services and housing regarding planning for the accommodation and support needs of care leavers	Angie Rawlins	Jackie Chipping; Anita Traynor; Kathy Longshaw; Shannon Clarke; Housing Options Managers	Staff Resource	July 2010

4	To work with Social care to pilot and potentially role out the use of the Common Assessment Framework (CAF) in Housing as an initial assessment, preventative and early intervention as well as safeguarding children, and where necessary, provide suitable emergency accommodation for vulnerable young people. This should help eliminate the risk of young people being passed between Housing and Children Services unnecessarily	Housing Options Managers	Jackie Chipping; Anita Traynor; Kathy Longshaw; Shannon Clarke; Rebecca Barson	Staff Resource	July 2010
5	To ensure that all housing options staff are trained in the completion of the Common Assessment Framework (CAF) process.	Angie Rawlins	Rebecca Barson	Staff Resource	July 2010
6	To provide information and advice to extended services who work with vulnerable families in schools to identify early signs of families experiencing difficulties with young 16 – 17 year olds.	Angie Rawlins	Think Family; schools	Staff Resource	December 2010
7	To create a multi agency Rough Sleepers Panel that meet regularly to discuss rough sleeper issues including cold weather provision'	Angie Rawlins	Wiltshire Police, voluntary sector, community safety; drug and alcohol team;	Staff Resource	April 2010
8	To create a homeless options pack to promote awareness amongst service users on what is available'	Housing Options Managers	WASS4YP Board; Voluntary agencies, Strategic Housing Management group; Housing Options Advisors	Staff Resource	Feb 2010

9	In order to promote effective discharge from hospital for people with mental health problems we will develop and agree a hospital discharge protocol to ensure that their accommodation needs are addressed at an early stage	Jan Parry	Housing Options Managers, Careconnect,	Staff Resource	April 2011
10	To adopt procedures and guidance on how to identify those households at risk of losing their home and the triggers for completing an assessment of their needs.	Angie Rawlins	RSLs; Strategic Housing Management group; CAB; voluntary agencies; Housing Options Managers	Staff Resource	July 2010
11	To work with all Wiltshire Libraries and where possible be part of the Library Service Plan to delivery or look at activities that can raise the profile of homelessness	Housing Options Managers	Sarah Hillier	Staff Resource	April 2010

WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at POLICE HEADQUARTERS, LONDON ROAD, DEVIZES on THURSDAY 11TH FEBRUARY 2010

PRESENT: Mr C Hoare (Chairman), Mr R Bluh, Mr R Britton, Mr C Caswill, Mr R Fisher, Mr B Fishlock, Mr B Ford, Ms J Hillyer, Mr C Humphries, Mr A Johns, Mr A Macpherson, Mrs G Mortimer, Mr R Rogers, Mr P Sample, Mrs G Stafford, and Ms G Tawiah

IN ATTENDANCE: Chief Constable B Moore, DCC D Ainsworth, A/ACC M Veale, Mr M Milton, Mr C Barker, Mr K Kilgallen, Mr M Prince and Miss S Kyte

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1. **Apologies** Apologies for absence were received from Mrs Soden.
 2. **Public Questions** To be taken after the Chief Constable's performance report at Agenda Item 10.
 3. **Declarations of Interest** There were none.
 4. **Chairman's Announcements** The Chairman reported the death of serving Police Officer Dan Cooper, who was killed in a road traffic collision on duty, whilst answering a call from his colleagues. The Chairman would be attending the funeral on behalf of the Authority. The death of Ian Parry, a recently retired officer who had spent 25 years in the police service, was also reported. Ian Parry was killed in a car accident in Trinidad.
 5. **Minutes of the Previous Meeting (3rd December 2009)**

Resolved: *To approve and sign the minutes of the meeting held on 3rd December 2009.*
 6. **WPA Risk Register**

Risk 1.20: Changes to the WPA Membership
There will be a change in Authority Membership next year as the terms of appointment of four Independent Members will expire in March 2011. The Authority should consider conducting a skills audit of current Members which would then inform the recruitment process.

Resolved: 1) *To ask the General Purposes Committee to consider conducting a skills audit of current Authority Membership.*
2) *To note the WPA Risk Register.*
 7. **Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars**

Ms Tawiah reported that she had attended an NPIA workshop on 5th February 2010 with regard to the recently published Productivity Framework on Working for the Public. The Framework focuses in three areas on how the Authority and Force conduct business. These are: leading, organising, and development. The Chief Executive reported that the relevant elements of the Framework would be incorporated into the WPA Programme for 2010-11. The DCC stated that the Force would be looking to include the main elements of the Framework within the Policing Model.

Mr Johns reported that he would be attending a forthcoming IPCC workshop with regard to the revised IPCC statutory guidance which is to come into effect on 1st April 2010.

Mr Sample stated he had recently attended a Specials Attestation and advised all Members who had a similar opportunity to attend to do so, as it was good to see new people coming into the Force.

Resolved: *To note the verbal reports provided by Ms Tawiah, Mr Johns, and Mr Sample.*

8. **Minutes of Meetings** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Audit and Risk	7th December 2009
Resources	9th December 2009
	20th January 2010
	25th January 2010
Consultation and Public Focus	11th January 2010
Human Resources	28th January 2010

Resolved:

- 1) *To note the above minutes.*
- 2) *To note that the Audit and Risk Committee have asked the Chief Constable to report back to them on the Resources Directorate.*
- 3) *To acknowledge that the minutes of the Resources Committee meetings held on 20th and 25th January 2010 are yet to be approved by the Committee.*
- 4) *To note the inaugural meeting of the Professional Standards Committee had taken place and that the Secretariat would be working with the Force to put a number of protocols in place around the scrutiny of professional standards matters.*

9. **Audit Commission Annual Audit Letter 2008-09** A copy of the Annual Audit Letter considered by the Audit and Risk Committee on 7th December 2009 had been circulated. Mr Fishlock reported that an 'unqualified opinion' had been issued by the Auditors and that the Authority were deemed to be performing 'adequately' with regard to Value for Money.

The Annual Audit Letter made two recommendations, one of which related to the valuation of significant assets in readiness for the 2009-10 statement of accounts. The other recommendation was in connection with the payroll system introduced by Wiltshire Council. The Head of Finance and Procurement stated that the Force were continuing to work with Wiltshire Council to resolve the outstanding issues.

International accounting standards will be introduced for the 2009-10 statement of accounts which will increase the size of the document. The Treasurer reported that the national body he is involved with are suggesting strongly to the Audit Commission that they need to ensure that they can be presented in a simple and understandable format for to the public.

Members expressed their disquiet with regard to the audit fee charged for 2009-10. The Chairman stated he would write to the Audit Commission raising the Authority's concern.

Resolved: 1) *To note the content of the Annual Audit Letter for 2009-10.*

- 2) *That the Chairman would write to the Audit Commission expressing concern over the audit fees charged.*

10. **Chief Constable's Performance Report 2009-10** A report by the Chief Constable covering the period 1st April to 31st December 2009 had been circulated.

The Chief Constable reported that:

- Of the 20 performance targets included in the Policing Plan, 14 (70%) were meeting or exceeding target, 5 (25%) were not achieving target, and 1 target (5%) was failing. The Force were predicting that 90-95% of all targets would be achieved by 31st March 2010.
- Of those areas meeting or exceeding target:
 - The Force is performing well in answering 999 calls and responding to those calls;
 - Serious Acquisitive Crime has reduced by almost 10% on the previous year;
 - The Force lost 22,000 days to sickness in 2008-09 at a cost of approximately £100 per day (nearly £2m). Significant effort has been made to reduce sickness absence and to the end of December 2009, 2,000 days had been recovered against the previous year. This matter has been scrutinised closely by the Authority, and the Chief Constable encouraged the Authority to continue to do so.
- Of those areas not achieving target:
 - The targets set in relation to violent crimes are generally those that are close to target. It is important to achieve the targets as these crimes have a fundamental effect on the individuals concerned and on public confidence generally. Nationally, the Force remain a top 5 performer for reduction of violent crime and violent crime detections.
- The one area where the Force is failing to meet target is in generating efficiencies through collaboration.

The Chief Constable also spoke about the following:

- Death of Pc Dan Cooper
Pc Dan Cooper was a well known police officer who had been a Special Constable before joining the regular force. He had been with the Force less than three years. He died when responding to an urgent call for back-up from one of his colleagues. The Health and Safety Executive and the IPCC had been informed as a matter of course, and the IPCC were satisfied for the matter to be dealt with locally by the Force.
- Death of Retired Police Officer Ian Parry
Ian Parry had served in Wiltshire for 25 years and was killed in a road traffic collision on 31st January 2010 in Trinidad. Prior to his retirement he had been seconded there to assist in the setting up of an anti-crime and corruption unit. A memorial service will be held at Malmesbury Abbey.

- Gun Crime
The Chief Constable spoke of three recent incidents which had caused him concern relating to the use of guns. In one case intelligence had been received and acted upon, which resulted in the safe recovery of a sawn off shotgun. In another incident there was an armed robbery at a bookmakers in Swindon. The third incident involved a firearm which was discharged at a passing vehicle. The victim was hit in the shoulder and will make a full recovery. Four people have been charged with attempted murder.
- Chief Constable Roadshows
Each member of staff has been invited to attend a Roadshow to be briefed on the Vision Wiltshire project. Approximately 1,000 members of staff have already attended. The Chief Constable reported that the Authority's support in this was appreciated and that Members were invited to attend wherever possible. The Chairman echoed this and advised Members to try and attend at least one event if possible.

The Public were then invited by the Chairman to ask any questions they may have.

- Mr French asked whether the Authority were looking to hold more public meetings around the County. The Chairman reported that previous public meetings run by the Authority had only police attendance and the new approach taken in Wiltshire with the Area Boards where partner agencies are in attendance, was welcomed. Members are engaged with the Area Boards and these meetings take place more frequently than those police only meetings which were held previously. A similar structure with the Clusters in Swindon is developing. Mr Fisher stated that he would ensure Mr French was kept informed of the cluster meeting dates within the relevant area.

Mr Macpherson responded to the Chief Constable's Performance report as follows:

- The Authority would be aiming to complete its next survey shortly and it was hoped that the public confidence figures would be available for year end.
- It was not felt that the target for collaborative efficiency savings were ambitious, but that a failure to meet this target reflects on the cultures within other organisations. The setting up of the Police Authority Joint Committee would hopefully help meet such targets in future years.
- The number of repeat incidents for domestic violence appears good at first glance, but the trend is worrying as the numbers were lower earlier in the year.
- The Policing Plan for 2010-11 will contain fewer targets than previous Plans, and have a greater emphasis on the understanding and monitoring the drivers of good performance.

Resolved: 1) *To note the content of the Chief Constable's report.*

2) *To note the comments by Mr Macpherson.*

11. **Revenue Budget 2010-11** A report by the Chief Constable had been circulated.

Resolved: *To note the Force's budget requirement for 2010-11 of £108.398m.*

12. **Precept and Council Tax 2010-11** A report by the Treasurer had been circulated. The Chairman asked Members to consider the level of precept to be set for 2010-11.

Mr Caswill proposed a precept increase of 3.6% which was seconded by Mr Sample. A vote was taken and 12 were in favour and four against. The Councillor vote was four in favour and four against. As the precept was not supported by a majority of the Councillor membership, it could not stand.

Mr Britton moved a recommendation of 3.4% which was seconded by Mr Rogers. A vote was taken and 11 were in favour, four against, and one abstention. The motion failed as it was not supported by a majority Councillor vote (three in favour, four against, and one abstention).

Mr Humphries moved a recommendation of 2.90% which was seconded by Mr Ford. A vote was taken and 5 were in favour and 11 against. The motion failed as it was not supported by a majority vote.

At this point the meeting was adjourned for 10 minutes and reconvened at 1.15pm.

The Chairman advised Members that a defeated motion could be reinstated at his discretion. Mr Britton moved a recommendation of 3.4% which was seconded by Mr Rogers. A vote was taken and 13 were in favour and 3 against. The motion was carried being supported by a majority vote of the Authority membership and as a majority vote of the Councillor membership.

- Resolved:
- 1) *To agree for 2010-11 a net revenue budget of £108.398 million which, after Government funding, requires a precept of £39.247 million and a Council Tax for policing services for all property bands based on £157.77 for Band D properties, representing a percentage increase of 3.4% on 2009-10.*
 - 2) *To approve the Treasurer's assessment of the robustness of the budget and the adequacy of reserves as described in Paragraphs 9 to 21 of the report.*
 - 3) *To approve the transfer of £0.750 million revenue contributions to general reserves rather than to the capital programme for 2010-11 only.*
 - 4) *To approve the underwriting from reserves of up to £0.200 million against any overspend on the 2009-10 budget.*

13. **Treasury Management Strategy 2010-11** A report by the Treasurer had been circulated. The CIPFA Code of Practice on Treasury Management had been updated in light of the Icelandic crisis in 2009 but had no impact on the Authority's Treasury Management Strategy.

- Resolved:
- 1) *To adopt the updated CIPFA Code of Practice on Treasury Management in the Public Services.*
 - 2) *To adopt the Prudential and Treasury Indicators as set out in Appendix A of the report.*
 - 3) *To adopt the Investment Strategy as set out in Appendix B of the report.*
 - 4) *To agree that operating leases of up to £500k may be used to assist in financing the Authority's 2010-11 capital plans.*

- 5) *To agree that short term cash deficits and surpluses continue to be managed through temporary loans and deposits as detailed in Paragraphs 14 to 16 of the report.*
- 6) *To agree that the majority of longer term cash balances are invested with Investec Asset Management and that the Treasurer continues to be delegated to negotiate the terms and conditions of this arrangement.*

14. **WPA Annual Report on Custody Visiting** A report by the Chief Executive had been circulated.

- Resolved:
- 1) *To note the annual report on custody visiting for 2009.*
 - 2) *To approve the proposals in Paragraph 6 of the report with regard to the reporting of custody visiting matters to the Professional Standards Committee.*
 - 3) *To ask the Standards Committee Chairman to assist with a review of the Scheme with the aim of concluding the review in time for the Authority's meeting in June.*
 - 4) *For the Authority to record its thanks to all custody visitors for their contribution, commitment and dedication.*
 - 5) *For the Authority to recognise the contribution made by Mr John Bradburn to the Scheme during his time as a Custody Visitor and to request that a shield be presented to him to on his retirement.*

15. **Dates of Police Authority Meetings in 2010 and 2011**

2010	2011
10 th June	10 th February
16 th September	16 th June
2 nd December	22 nd September
	8 th December

16. **Urgent Items** There were no urgent items.

17. **Exclusion of the Public**

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item 18 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.*

18. **Confidential Minutes of Meetings** The confidential minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date (2009)</u>
Resources	20th January 2010
Human Resources	28th January 2010

Resolved: *To note the above minutes.*

(Duration of Meeting: 10.30am to 1.55pm)

**WILTSHIRE COUNCIL – MAY 2010
REPORT BY CAROLE SODEN**

WILTSHIRE POLICE PERFORMANCE – COUNTY DIVISION

Good performance in reducing crime and securing detections has been maintained by Wiltshire's County Division. It is in the top quartile for key crime categories in comparison to the 15 most similar policing divisions. Performance data for the twelve months to February 2010, are given below.

The Division is keeping the level of violent crime comparatively low, currently in 3rd place, and is in 1st place for violent crime detections. There has been a 2% reduction in serious acquisitive crime (4th place), which includes burglary of dwellings, vehicle crime and robbery. There has been an 11% reduction in criminal damage.

There are some areas where performance can be improved and where the County Division is giving priority. In respect of dwelling burglaries there has been a series in West Wiltshire, which has considerably damaged what would have been a very good performance.

Crime Types	Similar Areas (out of 15)	Comparison : March 09 - February 2010 to same period 08/09
All Crime	2 nd (1 st)	-2% (502 fewer crimes)
Overall Sanction Detections	1 st (1 st)	+1% (65 more detections)
Violent Crime	3 rd (2 nd)	+ 1% (Up 32 crimes)
Violent Crime Detections	1 st (1 st)	-2% (118 fewer detections)
Serious Acquisitive Crime	1 st (2 nd)	-2% (77 fewer crimes)
Serious Acquisitive Crime Detections	4 th	-15% (81 fewer detections)
Criminal Damage	3 rd (3 rd)	-11% (663 fewer crimes)

User Satisfaction (Victims of Crime)

Comparison with Most Similar BCU's (MSBCU): 12 months ending 31st December 2009			
Measure	Wiltshire % Satisfied	MSBCU Av. % Satisfied.	Wiltshire County BCU Position (Out of 15)
1.1 Overall experience of the Police	84.9%	85.7%	Down from 9th to 10th

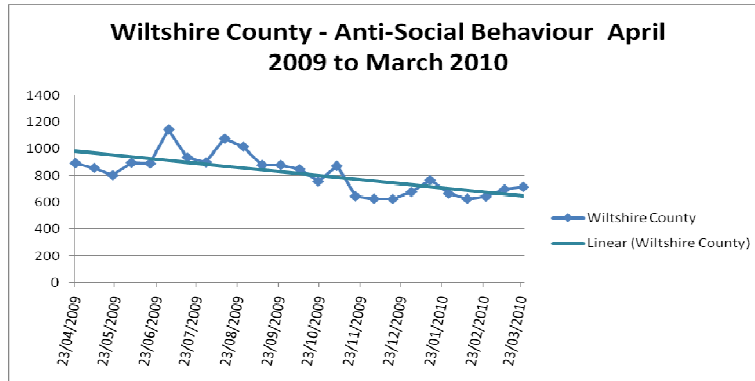
Neighbourhood Policing Team Abstraction Rates

Wiltshire Police Authority set a target of a minimum of **80%** for the time spent by NPT staff on their respective areas. County Division has consistently achieved this target since April 2009 and the figures for March 2010 meet the target once again:

- **Community Beat Managers** – Ave monthly performance April - March 85%
- **PCSO's** – Ave monthly performance April - March 92%

Anti-Social Behaviour Incidents Reported to the Police

The level of antisocial behaviour reported to Wiltshire County Division has shown a drop during the year as shown in the graph below, plotting fortnightly figures since April 2009.



WPA Policing Plan 2010-2013

The Authority's Policing Plan for 2010-2013 will be published at the end of June 2010. There are five strategic priorities within the Policing Plan and these are:

- Tackling local issues of crime and antisocial behaviour and improving public confidence
- Tackling violent crime and protecting vulnerable people from harm
- Tackling organised crime and the supply / use of Class A drugs
- Reducing the number of people killed or seriously injured on Wiltshire's roads
- Creating a sustainable policing model for Wiltshire

The Authority's Performance Committee will monitor the Force's performance against these priorities at every meeting.

Assessment of Neighbourhood Engagement by Neighbourhood Policing Teams

WPA recently undertook its fourth assessment of neighbourhood engagement. In summary, feedback from community leaders is generally more positive about all aspects of neighbourhood engagement undertaken by NPTs. The engagement includes: publicising NPTs, attendance by NPTs at community events, consulting with communities over local policing priorities, and providing feedback on the fulfilment of those priorities.

A full copy of the report, which provides detail on the number of positive and negative responses received for each question asked, can be found on the WPA website (www.wiltshire-pa.gov.uk). Members have asked the Force to respond to the queries raised at the next Consultation and Public Focus meeting on 12th July 2010.

Recruitment of Assistant Chief Constable

The Authority has recently advertised for a second Assistant Chief Constable. Due to the way in which these vacancies are managed nationally, the Authority will not be shortlisting or interviewing for this post until June. An update will be provided in my next report.

WPA Meetings

The Council is reminded that the Authority's meetings are held in public and that members of the public may attend if they wish. Future meeting dates for the full Authority meeting and Committees can be found on the WPA website (details as above). The Consultation and Public Focus Committee regularly scrutinises neighbourhood engagement and the Performance Committee holds its meeting around the County where local performance updates are provided at the meeting.

Police Authority Meetings :

- 10th June 2010
- 16th September 2010
- 2nd December 2010

Carole Soden, Vice-Chairman, Wiltshire Police Authority

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 11 FEBRUARY 2010**

Present : Cllr Brigadier Robert Hall (Chairman), Cllr Mike Bawden, Cllr Philip Brown, Cllr Peter Davis, Cllr Chris Devine, Cllr Mrs Mollie Groom, Cllr Howard Marshall, Cllr Nick Martin, Cllr Derique Montaut, Cllr Christopher Newbury (from part way through the business under minute no. 7), Cllr Jeff Osborn, Cllr Graham Payne, Cllr David Wren.

1 Minutes of Last Meeting

The minutes of the meeting held on 17 December 2009 were confirmed and signed.

2 Apologies

There were no apologies for absence.

3 Members' Interests

The Chairman reminded members of the need to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.

All members declared a personal interest in minute no. 13 by reason of their serving on a local authority providing services to the Authority.

Councillors Brigadier Hall and Wren each declared a personal interest in the business discussed under minute no.14 by reason of their positions as Alternate Director and Director respectively of South West Fire Control Limited. The Clerk to the Authority also declared an interest in the same item of business because of his position as Company Secretary of the Company.

4 Chairman's Announcements

The Chairman welcomed Gina Williams (UNISON) and Paul Lawler (FBU) to the meeting.

The Chairman reported that Dan Cooke, a Station Manager based at the Training & Development Centre, and Stuart Hillier, a retained firefighter based at Pewsey, had been part of a four person assessment team sent by Rapid UK to Haiti on the 13 January, the day after the earthquake had struck that country. They had spent seven days as part of the international search and rescue effort and had been directly involved in the saving of the lives of two female casualties. He said that the officers would be presenting their experiences at a meeting of the Wiltshire Institution of Fire Engineers' Group to which members would be invited.

The Chairman said that Cllr Newbury had made available to members a copy of his report and comments on the proceedings of the LGA Fire Services Management Committee. This could be obtained on request to the Democratic Services Manager.

The Chairman advised members that the written submission from the Authority to the CLG Parliamentary Select Committee could be found on the Committee's website. The Select Committee had heard oral evidence on 8 February. This would also be on the website in due course.

Members were advised that the Authority's representatives at the LGA Annual Fire Conference in March would be Cllr David Wren, Cllr Christopher Newbury (who would also be attending as part of his role on the LGA) and the Chief Fire Officer.

5 Questions from the Public

There were no questions from the public.

6 Programme & Scrutiny Board

A report of the meeting of the Programme & Scrutiny Board held on 21 January 2010 was received.

7 Strategic Plan

Members considered a recommendation of the Programme & Scrutiny Board to approve the Strategic Plan 2010-2013 incorporating the Integrated Risk Management Plan and the Corporate Plan. After discussion, it was

Resolved:

- a) *Subject to a number of minor changes in the text and the addition of an explanatory note to the analyses of incidents, to approve the Integrated Risk Management Plan (IRMP), Mission Statement and Core Values as presented.*
- b) *To note the process for publication and distribution of the IRMP, and the process for it to be reviewed annually through the Programme & Scrutiny Board.*
- c) *To note the Service's Corporate Plan which has been recognised by other organisations as an excellent document.*
- d) *To thank those officers involved in the preparation of the IRMP and associated documents for their hard work.*

8 Finance Review & Audit Committee

The minutes of a meeting of the Committee held on 20 January 2010 were received.

9 Capital Programme 2010/11 and Prudential Indicators

On considering a paper by the Finance Director,

Resolved:

To approve the Capital Programme (as shown in Appendix A to the paper presented) and the prudential indicators in respect of the Capital Programme (as shown in Appendix B to the paper presented).

10 Revenue Budget 2010/11 and Council Tax Resolution

On considering a paper by the Finance Director and Chief Fire Officer, and after much discussion,

Resolved:

- a) *To approve a net revenue budget for 2010/11 of £25,126,600.*

- b) To approve a net precept of £15,517,100 resulting in a Council Tax for each Council Tax band as follows:

Band A	£41.59
Band B	£48.52
Band C	£55.45
Band D	£62.38
Band E	£76.24
Band F	£90.10
Band G	£103.97
Band H	£124.76

- c) To authorise the Finance Director to give notice of the approved precept to the appropriate authorities.
- d) To authorise the Finance Director to pay out of the combined fire service fund sums required in respect of:
- i. All accounts and debts due by the Authority forming the Authority's gross revenue expenditure for 2010/11 in the approved budget and such changes as may be agreed subsequently by the Authority;
 - ii. The cost of capital items including the purchase and leasing of equipment specified in the capital budget, and
 - iii. Such loans made by the Authority as may be approved.
- e) To authorise the Finance Director to borrow such sums as may be required in respect of schemes in the capital budget.

11 Protection, Prevention and Intervention

A short visual presentation was made.

12 Carbon Management Plan

On considering a paper by the Assistant Chief Officer, Resources and on noting that this matter had been considered by the Programme and Scrutiny Board,

Resolved:

To approve the Carbon Management Plan as presented and to endorse its implementation.

13 External Support Services

On considering a paper by the Clerk and recommendations of the Programme & Scrutiny Board,

Resolved:

- (a) To renew or extend the current contracts for the external support services itemised in paragraph 1 of the paper presented with effect from 1 April 2010 for one year in respect of payroll, pensions administration and legal services, and for two years in respect of personnel advice and internal audit.

(b) To ask officers to pursue the potential for achieving savings by making alternative arrangements for the provision of payroll, pensions administration and legal services, and to report back to the Programme & Scrutiny Board in due course in time for consideration of the 2011/12 budget.

14 Fire & Rescue Service Circular 73/2009

On considering a paper by the Chief Fire Officer, and the submission made by the Regional Management Board in response to the consultation contained in this Circular,

Resolved:

To approve a response to Circular 73/2009 being made on behalf of the Authority in support of the views and comments expressed by the Regional Management Board.

15 Urgent Business

There was no urgent business.

(Duration of meeting 10.35am to 12.50pm)

WILTSHIRE COUNCIL

COUNCIL
18 MAY 2010

DUTY TO RESPOND TO PETITIONS

1. Introduction

1.1 The Local Democracy, Economic Development and Construction Act 2009 imposes a duty on local authorities to respond to petitions and to tell local people what action is going to be taken.

1.2 This duty comes into effect on 15 June 2010.

2. Background

2.1 The Act aims to reinvigorate local democracy – putting local authorities at the forefront of the drive to reconnect people with public and political decision-making.

2.2 The duty to respond to petitions is regarded as an important step towards addressing the perception in communities that people have little influence over decisions that affect their local area.

2.3 The Council has always welcomed and received all petitions in the past without the need to specify a minimum number of signatures. The Council will continue with the principle of responding to all petitions but where required by the Act to set thresholds it will do so but these will be set at a reasonably low level.

2.4 As with many other local authorities, Wiltshire Council already has general provisions within its Constitution in relation to the presentation of petitions and these will be updated to reflect the new statutory provisions of the Act.

2.5 Wiltshire Council has been liaising with other local authorities both directly and via the Association of Democratic Services Officers. However in view of the tight deadlines involved in the introduction of this new duty many local authorities are, like Wiltshire Council, still in the process of developing their petition schemes.

3. Key Principles

3.1 The key principles of the duty are

- **ensuring that local people know how to express their views**
- **local authorities will take action to respond to petitions**
- **local people know that their views have been listened to**
- **keeping prescribed requirements on councils to a minimum, and**

- **building on local authority best practice**

3.2 The intention is that everyone, no matter where they live, will be easily able to find information about how to petition their local authority and they will know what to expect from their local authority in response.

4. Duties Imposed

4.1 The Act requires local authorities in England to establish a scheme for handling petitions made to the authority.

4.2 The scheme

- must be approved by a meeting of the full council before it comes into force;
- must be published on the website and by any other method appropriate for bringing it to the attention of those who live, work or study in its area;
- can be revised at any time but the revised scheme must be approved and publicised as detailed above; and
- the authority must comply with its petition scheme.

4.3 The Act requires petition schemes to meet certain minimum standards in order to ensure minimum entitlements which all citizens can expect. Beyond these requirements local authorities have some flexibility about how they approach the duty – leaving some scope for local determination.

4.4 The minimum requirements are:

- anyone who lives, works or studies in the local authority area, including under 18's, can sign or organise a petition and trigger a response
- a facility for making electronic petitions is provided by the local authority
- petitions must be acknowledged within a time period specified by the local authority
- among the many possible steps that the principal local authority may choose to take in response to a petition, the following steps must be included amongst the options listed in the scheme:
 - taking the action requested in the petition
 - considering the petition at a meeting of the authority
 - holding an inquiry
 - holding a public meeting
 - commissioning research
 - a written response to the petition organiser setting out the authority's views on the request in the petition
 - referring the petition to an overview and scrutiny committee
- petitions with a significant level of support trigger a debate of the full council. Councils will determine this threshold locally but it must be no higher than 5 per cent of the local population

- petitions with a requisite level of support, set by the local authority, trigger a senior local government officer to give evidence at a meeting of the authority's overview and scrutiny committee
- petition organisers can prompt a review of the local authority's response if the response is felt to be inadequate.

5. Definition of a Petition

5.1 The legislation does not define what constitutes a petition. The guidance however states that it is important to make sensible judgements about whether to deal with an item of correspondence under the petition scheme or under some other procedure, such as the internal complaints procedure. The Government's view is that authorities should treat as petitions for the purposes of their scheme anything which identifies itself as a petition, or which a reasonable person would regard as a petition.

6. The scheme

6.1 The guidance states that the scheme should

- take into account local circumstances to ensure that the scheme is locally appropriate, ie that thresholds reflect the nature of the area;
- ensure that the scheme is accessible to all; and
- ensure that the process is easy for citizens to use.

6.2 A suggested petition scheme is attached as an Annexe to this report. The scheme, whilst reflecting where necessary the statutory requirements (see paragraph 4.4), emphasises the need for local discretion and flexibility in the handling of petitions. Petitions that trigger the thresholds will be referred to council, to one of the council's select committees, or to an area board. All other petitions will be responded to but there will be local discretion and flexibility in dealing with them.

6.3 The minimum statutory requirements set the threshold for a council debate at a maximum of 5% however local authorities are encouraged to adopt lower thresholds if possible. For Wiltshire setting a 5% threshold would mean that only petitions with more than 22,775 signatures would trigger a council debate. This seems excessive and therefore the suggested scheme sets the trigger threshold for a full council debate at 2.5% of the total local authority population, approximately 11,500 signatures, and 1.25% for petitions requiring an officer to attend a meeting of the appropriate select committee to answer questions about their work, approximately 5,750 signatures.

6.4 Local authorities are asked to consider whether variable thresholds would be appropriate to their local circumstances. The Government expects local authorities' petition schemes to ensure that petitions on very local issues will receive a response from the council. Setting no threshold, or thresholds which vary depending on the issue or geographic location affected, might be one method of achieving this.

6.5 In terms of local issues it would seem more logical if the scheme provided for petitions to be considered by the appropriate area board. The current scheme of delegation to area boards, as set out in the Constitution, provides for decisions to be made by area boards on condition that the decision does not :-

- have a significant impact outside of the area concerned
- have a significant impact on the overall resources of the council
- contradict any policy or service standard set by the council
- involve the taking of regulatory or quasi-judicial decisions
- relate to the exercise of functions in respect of any particular person, including any individual member of staff.

6.6 In terms of consistency it would seem appropriate therefore for petitions that fall within the delegated powers of the area boards are considered by the appropriate board. However petitions that meet the trigger thresholds referred to in 6.3 above have to be referred to the appropriate meeting of the council or overview and scrutiny.

6.7 The views of the Council are sought on whether an appropriate threshold should be set for petitions to trigger a full debate at an area board or whether all petitions on local issues regardless of size should be reported to the boards. The current area board handbook, which was drafted in advance of the introduction of the formal duty to respond to petitions, refers to public debates being triggered at area boards by petitions of at most 5% of the population. To be consistent therefore with the thresholds set out at paragraph 6.3 above, the suggested scheme provides for a threshold of 2.5% of the local population to trigger a full debate at an area board.

6.8 All petitions received that do not reach the appropriate threshold will still be acknowledged and responded to in accordance with the Council's usual administrative practices. Officers will take advice from the relevant Cabinet Member or Area Board chairman for a local issue, as to the appropriate course of action and response. In all cases the petitioners will be kept informed of how it is proposed to deal with their petition. Local councillors will also be kept informed of this process.

6.9 The minimum requirements mean that anyone who lives, works or studies in the local authority area can submit a petition. Experience has shown in local authorities who have trialled these provisions in advance of the legislative requirements that this eligibility should be extended to include those people who use the services provided by the council. This could include visitors to the area or simply people who live outside the area and use our services.

6.10 The statutory guidance recognises that whilst debates can be required at the full council, final decisions on many issues may have to be referred to the Cabinet. The suggested scheme attached therefore reflects this and that petition organisers can if they wish request that petitions that do not trigger a

full council debate can be referred to the appropriate decision maker for consideration.

7. Verification

7.1 Local authorities can choose to verify the signatures given on a petition should they wish. Authorities must take account of the signatures of people who provide valid addresses where they live, work or study within the local authority area; but authorities may take account of signatures of people who do not supply such information, or supply information which shows that they do not live, work or study in the area.

7.2 In the case of e-petitions (see paragraph 10 below) the local authority must decide what counts as an authentic signature, for example it might decide that a valid email address is sufficient, a valid postcode or both.

8. Relevant Matters

8.1 The petition scheme must provide for the public to lodge a petition in relation to any function of the authority.

8.2 However the Government also believe that petitions are a valuable opportunity for local authorities to demonstrate strong leadership on issues of concern to the community. Local authorities have a key interest in issues which, although wider than their functions, affect the local area. In view of this, and their role in the local area agreement process, the Act requires top tier authorities to respond to petitions which relate to an improvement in the economic, social or environmental well-being of the authority's area to which any of its partner authorities could contribute. This means that these local authorities must deal with petitions which relate to the functions of partner authorities as well as petitions which relate to their own functions, including petitions on matters which are sub-regional and cross-authority.

8.3 There is no requirement within the regulations but it would seem sensible to invite a representative of the partner organisation concerned to address the Council where petitions requiring a full council debate and which fall under paragraph 8.2 are heard.

9. Exclusions

9.1 Local authorities are required to approach the petitions they receive positively. However, petitions, which are in the opinion of the authority vexatious, abusive or otherwise inappropriate, must be acknowledged and an explanation given as to why the authority will not be taking action.

9.2 When considering whether a petition is vexatious a local authority should use as a starting point the guidance under the Freedom of Information Act 2000. Guidance to the Act states that *"Deciding whether a [Freedom of Information] request is vexatious is a flexible balancing exercise, taking into account all the circumstances of the case. There is no rigid test or definition,*

and it will often be easy to recognise. The key question is whether the request is likely to cause distress, disruption or irritation, without any proper or justified cause". In most circumstances it should be the subject matter of the petition, rather than the personality of the petitioners or the manner in which the issue is supported, that is the deciding factor.

9.3 There are other matters that are excluded from the petition provisions. These are where petitions are provided for under another enactment (eg directly elected mayor) or where there are already well established procedures in place for communities to have their say (eg planning, licensing matters or where there is already an existing right of appeal). However if the petition relates to the failure to deliver such a service these remain within the scope of the petition provisions.

9.4 There may also be other petitions which for one reason or another, it would be inappropriate for a local authority to consider. For example where the issue concerned is the subject of ongoing legal proceedings.

10. E-Petitions

10.1 The 2009 Act applies the same requirements to electronic petitions as to paper petitions, except for the following:

- local authorities are only required to respond to e-petitions made through their e-petition facility
- local authorities must decide, when a request to host an e-petition is received, whether the petition is appropriate for publishing on their facility
- local authorities will decide what equates to a signature on an e-petition
- local authorities are required to provide a facility for people to submit petitions to the authority electronically. In addition to this, local authorities can choose to respond to e-petitions submitted by other means and should indicate in their petition scheme how they will deal with these types of petitions.

10.2 When taking the decision whether to host an e-petition, local authorities should, in addition to following the guidance above on vexatious, abusive and otherwise inappropriate petitions, consider those issues pertinent when publishing any information on their website. For example, issues such as data protection, libel and the statutory requirement, as a public body, to comply with equalities and anti-discrimination legislation.

10.3 The duty to provide this facility does not come into force until 15 December 2010 unlike the other provisions. The Council's new committee management system (Modern.Gov) is currently being developed to provide this electronic facility. Guidance will be required for petition organisers to use this facility and this will need to be included within the petition scheme. Currently the suggested scheme in the Annexe does not include this detailed guidance and this will be included by the time the duty comes into force.

11. Petition debates

11.1. Petitions requiring a debate at meetings of the full council will normally be added to the next appropriate agenda. However a balance will need to be struck between the debate of petitions and other council business. In exceptional cases, for example where there are a number of petitions already scheduled for debate, it may not be possible to debate every eligible petition at the next full council meeting. On these occasions the remaining petition debate(s) will take place at the following meeting of the full council.

11.2 Petitioners will be offered the option of presenting their petition to the Council at the beginning of the debate. Petitioners will also be given the opportunity to answer questions put by councillors or to clarify issues for the Council.

11.3 The debate should conclude with a decision being taken by the full council. This could be a decision to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee.

11.4 Where the issue is one on which the Council's Cabinet are required to make the final decision, the full council should decide whether to make recommendations to inform that decision. In line with the principle that local authorities should listen to the people they represent, and give them feedback, the petition organiser should then receive written notification of this decision. The notification should also be published on the local authority's website. Alternatively and if timescales allow the views of the Cabinet could be sought prior to the meeting of Council where the debate is to take place. This would allow for a fully informed debate at the meeting of Council and enable the issue to be resolved at the meeting of Council.

12. Officers Giving Evidence to Overview and Scrutiny

12.1 Local authorities' petition schemes must allow for petitions to trigger a senior member of council staff to attend a meeting of the authority's overview and scrutiny committee and answer questions about their work. This builds on existing powers of overview and scrutiny committees who can already require members and officers to attend a meeting of the committee and give evidence. It is based on the principle that local government should be as transparent as possible and that officers are accountable to elected members. It allows members of the local community to make use of petitions to influence the way that this scrutiny takes place.

12.2 Local authorities must determine which of their officers are able to be called to account in this way and include these details in their petition scheme. This information should include the names and job titles of the officers in question. In order for petitions to have a meaningful impact petitioners must be able to call on the most senior officers to attend meetings to give evidence and to provide information on their activities. Section 16(5) of the 2009 Act

therefore requires that, as a minimum, petition schemes provide that the head of paid service – the chief executive – and statutory and non statutory chief officers as specified within Section 2 of the Local Government and Housing Act 1989 can be called to give evidence. These are the most senior officers responsible for the delivery of services. The model scheme set out in the Annexe therefore provides for the Chief Executive, all Corporate and Service Directors to be called to answer questions and this is consistent with the current Overview and Scrutiny procedure rules set out within the Constitution.

12.3 The final decision on which officer should attend, and the questions to be asked of him or her, rest with the overview and scrutiny committee however. Under Section 16(10) of the 2009 Act overview and scrutiny committees can decide that for the purposes of addressing the concerns raised in a petition it is more appropriate for another officer to be called to attend instead. The committee may also consider it appropriate to call the relevant cabinet member with responsibility for the service area in question, in addition to the appropriate senior officer.

12.4 The Guidance emphasises that the scrutiny prompted by petitions must be appropriate and fair to the officers involved. They must not be exposed to inappropriate public scrutiny of their private lives, nor to harassment or bullying. To safeguard officers, Section 16 of the 2009 Act stipulates that the 'grounds' given in the petition for attendance at a meeting of the overview and scrutiny committee must relate to their job – it cannot relate to their personal circumstances or character. An officer is not required to attend a meeting of the overview and scrutiny committee to give evidence if the petition calling for the attendance is deemed to be vexatious, abusive or otherwise inappropriate by the local authority.

13. Petition reviews

13.1 If a petition organiser is not satisfied with the way an authority has dealt with a petition, the organiser has the power to ask an overview and scrutiny committee to review that authority's response to the petition. The overview and scrutiny committee will decide whether the steps taken by the authority in response to the petition were adequate.

13.2 If the overview and scrutiny committee is very concerned – for instance if the committee thinks that the authority is seriously neglecting its responsibility to listen to local people – under Section 21(3)(b) of the Local Government Act 2000 the committee can arrange for the full council to carry out the review function. That is to say the overview and scrutiny committee can arrange for the authority's response to the petition to be discussed at a meeting of the full council.

13.3 The review process is concerned with whether the steps taken by the council in response to the petition were adequate – it is not about whether the decision in responding to the petition was correct.

14. RECOMMENDATIONS

A. To

- (i) approve the petition scheme as set out in the Annexe to this report, in particular to set the thresholds referred to in paragraphs 6.3 and 6.7 ;**
- (ii) note that further detail will be required to guide users on the e-petition element of the scheme and to authorise the Solicitor to the Council and Monitoring Officer to make the final alterations to this part of the scheme;**
- (iii) agree that the scheme replaces the current provisions relating to petitions within the Constitution;**
- (iv) agree that the scheme be reviewed as part of the overall review of the Constitution being undertaken by the Constitution Review Working Group; and**
- (v) produce an easy to read guide to petitions for public use.**

B. To designate the Solicitor to the Council and Monitoring Officer as the proper officer for petitions with delegated authority to determine inappropriate or non-compliant petitions and whether e-petitions may be hosted on the Council's site, as well as approving minor amendments to the scheme such as changes in names of officers or designation of posts.

**John Quinton
Head of Democratic Services**

SUGGESTED SCHEME

Petitions

The council welcomes all petitions from anyone who lives, works, or studies in the Wiltshire or uses the services provided by the council. The council recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council within 10 working days of receipt.

This acknowledgement will set out what the council plan to do with the petition. The council will treat something as a petition if it is identified as such, or if it seems that it is intended to be a petition.

Paper petitions can be sent to Wendy Packer, Democratic Services, Wiltshire Council, Bythesea Road, Trowbridge BA14 8JN

Or be created, signed and submitted online by following this link [link to follow]

If your petition has received 11,500 signatures or more it will also be scheduled for a council debate [link to section on Full Council Debates] and if this is the case the council will let you know the date of the meeting of the council when it will be heard. These meetings take place at least four times a year, dates and times can be found here [link]. If you would like to present your petition to the council, or would like your councillor or someone else to present it on your behalf, please contact Wendy Packer on 01225 713018 at least 10 working days before the meeting and she will talk you through the process.

Alternatively if your petition does not have sufficient signatures to trigger a debate at full council you may wish for your petition to be referred to the appropriate decision maker, which could be the council's cabinet or appropriate cabinet member. Again if you contact Wendy Packer on 01225 713018 she will talk you through your options.

Or if your issue is a local one and falls within the remit and powers of the area boards you may wish to present your petition there (include link). The council has set a nominal threshold of 2.5% of the population of the area covered by the area board to trigger a formal debate at a board. However any petition received for an area board will be discussed with the appropriate chairman and the appropriate action taken.

As another alternative your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. If your petition contains at least 5,750 signatures, the relevant senior officer will give evidence at a public meeting of one of the council's select committees*.

So no matter what size your petition is you will be kept informed of how the council proposes to deal with it and the action to be taken. The council remains convinced of the need for local discretion and flexibility in the way petitions are managed. Petitions that trigger the thresholds will of course be referred to council, to one of the council's select committees or to an area board. There will however be local discretion and flexibility in dealing with any other petitions. Discussions will take place with the relevant cabinet member or the appropriate area board chairman to determine the most appropriate way of dealing with the petition. The options may include referring the matter to the cabinet or the appropriate area board, or any of those options listed in the section below on **How will the council respond to petitions?**

What are the guidelines for submitting a petition?

Petitions submitted to the council must include:

- a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take
- the name and address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person the council will contact to explain how they will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, the council will contact the first named signatory to the petition to agree who should act as the petition organiser.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum the council may need to deal with your petition differently – if this is the case the council will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, they will write to you to explain the reasons.

What will the council do when it receives my petition?

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the council plan to do with the petition and when they can expect to hear from them again. It will also be published on our website.

If the council can do what your petition asks for, the acknowledgement may confirm that the council has taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer giving evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, the council will tell you the steps they plan to take.

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures and how you can express your views is available here [insert links]

The council will not take action on any petition which they consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.

To ensure that people know what the council are doing in response to the petitions received, the details of all the petitions submitted will be published on the council's website, except in cases where this would be inappropriate. Whenever possible the council will also publish all correspondence relating to the petition (all personal details will be removed).

When you sign an e-petition you can elect to receive this information by email. The council will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us. [link to account settings]

How will the council respond to petitions?

The council's response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by one of the council's select committees*
- calling a referendum
- writing to the petition organiser setting out the council's views about the request in the petition

(*The council's select committees perform the overview and scrutiny function within the council where councillors are responsible for scrutinising the work of the council – in other words, the select committee has the power to hold the council's decision makers to account.)

In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in a petition.

If your petition is about something over which the council has no direct control (for example the local railway or hospital) the council will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners [link to list of LAA partners] and where possible will work with these partners to respond to your petition. If the council are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then they will set out the reasons for this to you. If the petition is of a sufficient size to trigger a debate at a full Council meeting then a representative of the partner organisation will be invited to attend the meeting to assist with the debate.

You can find more information on the services for which the council is responsible here [link]. If your petition is about something that a different council is responsible for the council will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event the council will always notify you of the action they have taken.

Full council debates

If a petition contains more than 11,500 signatures it will be debated by the full council unless it is a petition asking for a senior council officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend.

The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.

The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. In addition to your petition the council may also consider the views of the cabinet or cabinet member. If you would like you may also have the opportunity to answer questions or clarify issues for the councillors.

The council will decide how to respond to the petition at this meeting. The council may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee.

Where the issue is one on which the council's cabinet are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the council's website. Alternatively and if timing permits the petition may be referred to the cabinet for its views so that at the council meeting the views can be considered alongside the petition and a final decision made.

Officer evidence

Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

If your petition contains at least 5,750 signatures, the relevant senior officer will give evidence at a public meeting of one of the council's select committees*. A list of the senior staff that can be called to give evidence can be found here [insert link]. You should be aware that the committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant cabinet member to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chair of the committee by contacting Wendy Packer on 01225 713018 up to three working days before the meeting.

E-petitions

The council welcomes e-petitions which are created and submitted through our website link. E-petitions must follow the same guidelines as paper petitions [link to guidelines].

The petition organiser will need to provide the council with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because the council has to check that the content of your petition is suitable before it is made available for signature. If the council feels they cannot publish your petition for some reason, they will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to Wendy Packer. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your e-petition to a meeting of the council, please contact Wendy Packer on 01225 713018 within 10 working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

Petitions submitted electronically but not through the e-petition facility will be dealt with in accordance with the provisions for paper petitions.

(NB more detailed guidance will need to be included within this scheme to help guide users of the system. This will be added as the facility to host e petitions is developed)

How do I 'sign' an e-petition?

You can see all the e-petitions currently available for signature here [insert link]. When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that one of the council's select committees* review the steps that the council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.

It is important to emphasise here that the review process is concerned with whether the steps taken by the council in response to the petition were adequate – it is not about whether the decision in responding to the petition was correct.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine the council has not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council's cabinet and arranging for the matter to be considered at a meeting of the full council.

If the select committee feels that it may have a conflict of interest by virtue of any previous involvement in the petition in question, the council can arrange for a differently constituted select committee to deal with your request.

Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.

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WILTSHIRE COUNCIL

ANNUAL COUNCIL

18 MAY 2010

FINANCIAL REGULATIONS AND PROCEDURES

Executive Summary

In accordance with good practice, a set of new Financial Regulations and Procedures have been produced. A review was undertaken by a dedicated Working Group comprising the Chair of the Audit Committee, Chief Finance Officer, Head of Internal Audit, the Cabinet Member for Finance, Performance and Risk, elected Member representative for the Audit Committee and other relevant officers. The remit of the Working Group was to prepare a new set of financial regulations for the Council.

The Audit Committee approved the financial regulations on 24 March 2010, with the recommendation that they be adopted by Council.

Proposal

That the Council adopts the Financial Regulations and Procedures as revised.

Reason for Proposal

1. To enable the finance regulations to be incorporated within the Council's Constitution with immediate effect.

WILTSHIRE COUNCIL

ANNUAL COUNCIL

18 MAY 2010

FINANCIAL REGULATIONS AND FINANCIAL PROCEDURES

Purpose of Report

1. To seek approval to the proposed new Financial Regulations and Procedures.

Background

2. Wiltshire Council commenced as a new Unitary Authority on 1 April 2009. Good practice required a thorough review of the Financial Regulations.
3. The review was undertaken by a dedicated Working Group comprising the chair of the Audit Committee, Chief Finance Officer, Head of Internal Audit, Cabinet Member for Finance and elected Member representative for the Audit Committee and other relevant officers. The remit of the Working Group was to prepare a new set of Financial Regulations for the new Council.

Financial Regulations

4. A summary of the proposed Regulations is attached at Appendix 1. A copy of full Regulations as proposed is circulated separately for Councillors and available from the Council's website with the agenda for this meeting.
5. Changes that have been incorporated in the new set of Financial Regulations are shown in Appendix 2.
6. The new Financial Regulations were approved by the Audit Committee on 24 March 2010, with the recommendation that they be endorsed by Full Council.

Risk Implications

7. The Financial Regulations will support the effective management of financial risk.

Financial Implications

8. The Financial Regulations will support delivery of value for money.

Environmental Impact of the Proposal

9. No environmental issues have been identified arising from this report.

Equality and Diversity Impact of the Proposal

10. No issues have been identified arising from this report.

Risk Assessment

11. No issues have been identified arising from this report.

Financial Implications

12. There are none directly arising from this report.

Legal Implications

13. There are none directly arising from this report.

MARTIN DONOVAN
Chief Finance Officer

The following unpublished documents have been relied on in the preparation of this report:

None

WILTSHIRE COUNCIL

A SUMMARY OF FINANCIAL REGULATIONS AND PROCEDURE RULES

The Council's Financial Regulation and Procedure Rules form part of its Constitution and apply to every member and officer of the Council, and to anyone acting on its behalf.

Schools are governed by The Wiltshire Funding Scheme for Schools although these Financial Regulations and Procedure Rules apply in instances not incorporated within that guidance.

This is a summary guidance only and reference should be made to the full Financial Regulations and Procedure Rules document (sections and page numbers detailed below), whenever there is a doubt over the appropriate course of action.

SECTION A - FINANCIAL REGULATIONS (Pages 3 – 20)

FINANCIAL MANAGEMENT (Pages 3 – 8)

This section details the respective responsibilities and financial accountabilities in relation to the running of the Council, including the policy framework and the budget including that of:

- The Council.
- The Cabinet.
- Scrutiny Boards
- The Standards committee
- The Audit Committee
- Other regulatory and Joint committees
- The Council's Statutory officers
- And Corporate Directors

FINANCIAL PLANNING (Pages 8 - 13)

This section considers the Council's policy and budget development and monitoring frameworks, and also details respective roles and responsibilities.

FINANCIAL PROCEDURES (from pages 13)

This section outlines the Council's financial procedures rules and the various roles and responsibilities in respect of financial management and standards.

Scheme of Virement (Pages 17 - 19)

Approved budget allocations should not be exceeded although the Council's scheme of virement can be used to move monies across service areas as set out within Financial Procedure Rules

Treatment of year-end balances (Pages 19 - 20)

Year end balances may be carried forward in accordance with the Council's Financial Procedure Rules as set out within Financial Procedure Rules (B01.04).

Accounting policies (Pages 20 - 21)

The Chief Finance Officer selects and applies suitable accounting policies and ensures that they are adhered to, and remain appropriate by reviewing them on a regular basis.

Accounting records and returns (Pages 21 - 23)

This section details the Council's requirements and the various responsibilities delegated to officers.

The Annual Statement of Accounts Pages 23 – 24)

The Council has to produce set of accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (The SORP). The accounts should be approved and published within statutory timescales, and are subject to scrutiny by external auditors appointed by the Audit Commission.

Financial Planning (Budgeting) (Pages 24 - 32)

This section details with the development of revenue and capital budgets, and the Council's Medium Term Financial Strategy. The section also considers the control and monitoring of revenue budgets and the capital programme, and of the control, use, and maintenance of reserves.

Risk management and the Control of Resources (Pages 32 - 33)

It is essential that all significant operational risks to the Council are identified and planned for in accordance with the Council's Risk Management Strategy. The various responsibilities for risk management are outlined in the section.

Internal Controls (Pages 34 – 35)

This section considers the controls required by the Council to ensure it is able to achieve its strategic ambitions and targets.

Audit Requirements (Pages 35 – 37)

Local authorities are required to "make arrangements for the proper, economic, efficient and effective use of resources", and within this section are detailed the Council's arrangements for internal and external audit.

Preventing fraud and Corruption (Pages 37 - 39)

This section outlines the Council's controls and procedures for ensuring that fraud and corruption is prevented.

Assets (Pages 39 – 43)

This section details responsibilities for the security of Council assets, including stocks and inventories. It also considers the procedures for the treatment and disposal of assets no longer required.

Treasury Management (Pages 43 – 45)

The Council manages significant volumes of monies and has strict policies and procedures in place for that management.

Staffing (Pages 45 – 47)

Outlined here are the Council's procedures for controlling the staffing establishment and the budgets required to support it.

Financial Systems and Procedures (Pages 47 - 49)

These ensure the integrity of the Council's data and information systems.

Income and Expenditure (Pages 49 - 61)

This section considers the Council's procedures for handling incomes, and for making payments including those to staff and members.

Taxation (Pages 61 - 62)

This section details the Council's arrangements for the administration of various taxes including VAT, and Construction Industry Tax (CIT).

Trading Accounts and Business Units (Pages 62 -63)

This section considers the Council's requirements for services that become involved in commercial activity.

External Arrangements (Partnerships) (Pages 63 - 65)

The Council may work in partnership with other public bodies and agencies and this section considers the Council's requirements in such cases.

External Funding (Pages 65 – 66)

External funding is very important to the Council, but should only be accepted under specific conditions as set out in the section.

Work for Third Parties (Pages 66 - 67)

Such arrangements may only be undertaken if they are in accordance with the procedures set out within this section.

WILTSHIRE COUNCIL – FINANCIAL REGULATIONS

Summary of Key Changes

The Council's Financial Regulations have been updated to accord with the most recent model issued by CIPFA to ensure that they are appropriate for the Council's needs.

As a consequence there are a great number of changes from the pre-existing document, and although many of the variations are cosmetic in nature, the revised version also now clearly sets out the various roles and responsibilities of both members and officers across all areas of financial governance.

There are also more specific changes and these have been outlined within the table below:

Page No	Subject	Nature of change/variation
1-2		A general introduction as to the standing of the regulations
3-8	Committees, Statutory Officers and Corporate Directors	Details of specific roles and responsibilities
8	Annual estimates	The requirement for a statement in respect of the robustness of annual estimates
10 - 12	Risk management	Details of roles and responsibilities
12	The Prudential Code	Details of roles and responsibilities
15	Work for third parties	Cabinet is required to approve contractual arrangements valued in excess of £1 million
15	Area Boards	Governance requirements
17 - 19	Virements	Detailed scheme of virements including financial thresholds
19 - 20	Year end balances	Details of how balances may be dealt with at year end
29 - 32	Capital	Details of respective responsibilities
32 - 33	Risk management	The role of the Audit Committee
52	Cash	Cash limits that may be received (money laundering)

48	Contracts	Details of roles and responsibilities
57	Contracts	Thresholds for performance bonds
59 - 61	Payments to members and employees	Details of roles and responsibilities
66	Third parties	Financial thresholds