

## Councillors Briefing Note

No. 52

**Department:** Neighbourhood & Planning

**Further Enquiries to:** Brad Fleet

**Date Prepared:** January 2011

**Direct Line:** 01225 713679

### Management Restructure of the Development Service

Cllr Brady, Cabinet Member for Neighbourhood and Planning, has requested that Members be updated on the progress of the management restructure of the Development Service. This briefing note has now been prepared and is being circulated to all Members.

As background, Members will be aware that the reduction in Government funding has made it necessary for Wiltshire Council to review its management structure with the aim of reducing its size by 240 posts.

As part of the review the structure of the Development Service has been examined and a new structure is being put into place and number of managers have, or will very shortly be leaving the council's employ.

#### **1 Development Control**

Prior to the restructure there were four Development Control (DC) teams, based on the former districts with four managers. The Council has now merged the East (Devizes) and West (Trowbridge) teams to create a new Central Team which will initially be based in Bradley Road, Trowbridge before moving into County Hall once the planned refurbishment is completed.

As part of the restructure a number of staff based in Browfort will move to the Bradley Road office. The management of the teams will be streamlined and there should be little, if any, impact on front line services. Members will still be able to meet officers in Browfort and planning committee meetings will continue as usual in the Council Chamber in Browfort. (The management review has not considered the committee format which is clearly something for members to decide upon.)

There are positive benefits in bringing together expertise and one of the factors influencing the creation of a Central team was that the staff in Browfort would have had to move anyway when this office is refurbished. It makes sense to co-locate officers with a sister service, rather than transfer them to the former George Ward School site. The eventual move into County Hall will also mean the new team will co-locate with its counterparts in the Spatial Planning and Highway teams leading to improved synergy.

There are now three DC teams, North (Monkton Park), Central and South (Salisbury). To balance workload with staff resources at some point there will be a need to realign some community areas. The intention is to move Marlborough Community Area to the North team and Tidworth and Warminster Community Areas to the South team. The latter means that for the first time, all of the Salisbury Plain Training Area and the applications it generates will fall within the remit of a single team.

These boundary changes will not be possible until spring 2012 when the new Development Control software package is expected to be installed. For the first time this will enable staff to register

applications centrally but allow any officer to deal with them anywhere in the county. Until then, for complex technical reasons, applications generated in the former district areas have to be registered on the former district council legacy software and be processed by the staff who operate in that area.

## **2 Planning Enforcement**

The management of this service is being centralised into one location, Trowbridge. The previous structure comprised four small geographic teams individually managed which was unsustainable, given the resources now available. The four teams are being replaced with a single team of ten officers who will cover all parts of the county between them. They will each tend to work within geographic areas but will be capable of picking up casework anywhere as demand dictates. The team will be managed by one officer who will coordinate the service from Trowbridge.

As with DC, enforcement officers will be based locally and unless they are actually based in Trowbridge, they will only travel there for team meetings/ briefings etc.

This arrangement provides the Council with a more resilient and flexible workforce with officers able to work anywhere in the county as the need arises.

## **3 Conservation**

Prior to the restructure, each hub contained a small 'stand alone' conservation team with its own manager. The individual conservation officers are now being integrated into the individual development control teams and will be managed by the DC team leaders. A new Principal Conservation Officer post has been created with a remit to provide county wide advice on the larger and more complex heritage projects.

## **4 Building Control**

The new structure for Building Control is almost identical to that for Development Control. The teams in the East and West hubs are combining in Trowbridge under a single team leader to form a new Central team. The teams operating in the North and South will remain largely unchanged.

## **5 Key officer changes**

### Area Development Managers

Both Dave Hubbard and Judy Howles will be leaving the Council. Mike Wilmott will manage the new Central team and at the time of writing, the appointment process to replace Judy Howles is in hand. Brian Taylor remains in situ in the North.

### Team Leaders

Tim Pizzey in the South, Richard Cosker in the East and Rosie McGregor in the West have, or will leave the Council shortly.

### Enforcement

Ian Ward in the West and Tony Phillips in the North have left the Council. The appointment process for the new county wide team leader is in ongoing and one more enforcement manager will depart.

### Building Control

Vaughan Riddick in the South has left the Council and the South team will now be managed by Chris Solman. The Central Team will be managed by Chris Turnbull and John Hughes will manage the Northern team.

### Admin & Technical Support.

Sheila Van Hagen from the South will leave the Council shortly and is being replaced by Stuart Hatton-Pocklington. Odessa Mitchell will manage the Central Team and Simon Day remains in situ in the North.

## Conservation

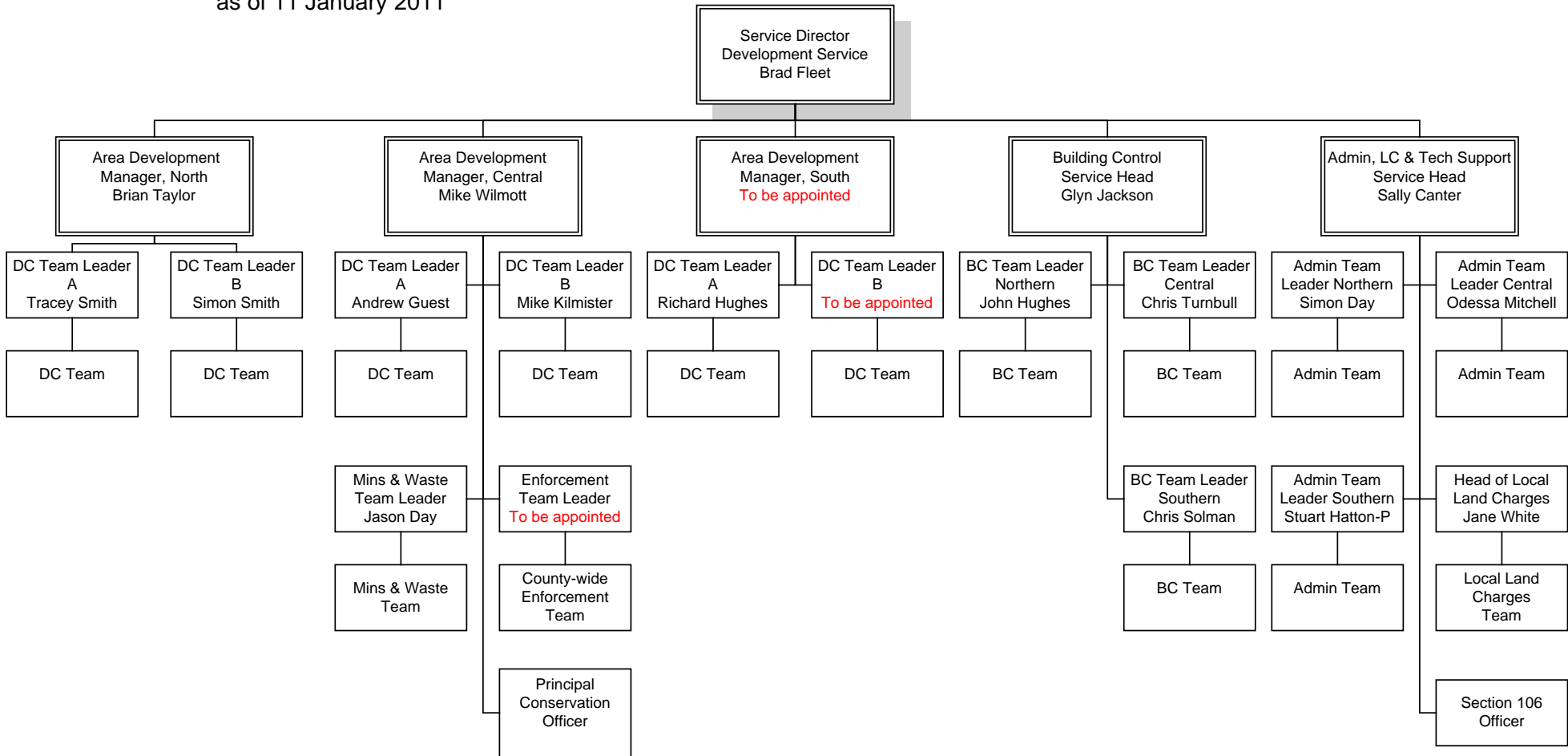
Judy Enticknap in the North and Elaine Milton in the South have, or will leave the Council shortly. The new Principal Conservation Officer with a county wide remit will be Helen Garside.

Brad Fleet  
Director of the Development Service

January 2011

# DEVELOPMENT SERVICE

Provisional Management Structure  
as of 11 January 2011



## Councillors Briefing Note

No. 53

**Department:** Community Services

**Further Enquiries to:** Nicola Gregson

**Date Prepared:** January 2011

**Direct Line:** 01225 771673

**Title:** HELPING PEOPLE TO LIVE AT HOME IN WILTSHIRE

**Date:** Monday 31 January 2011

**Time:** 1pm – 2.30pm (approx)

**Venue:** Council Chamber

**Purpose:** To explain to Councillors how the Council is intending to establish an innovative new service that will:

- Respond to the national pressures the Council faces in adult social care
- Improve the services that people receive
- Help the Council achieve the efficiency savings required

### Background:

The Council is looking to award new contracts to Providers capable of delivering a new service that helps promote and maintain peoples independence. The new service has arisen from consultation with a wide range of stakeholders and will lead to changes across

- Domiciliary care services
- In-House Reablement and Housing services
- Sheltered Accommodation Housing Schemes
- Telecare and Equipment Services

A full report is going to Cabinet on 15 February to seek approval to proceed with the changes proposed. One of the recommendations if agreed, will affect tenants in sheltered accommodation schemes and we plan to discuss these with tenants of sheltered accommodation schemes before the Cabinet meeting.

### Who should attend:

The briefing is open to all Councillors particularly Cabinet members and Scrutiny members for Health Scrutiny who will need to be aware of the proposals.

Over 5,000 people are directly affected by the proposed changes to these services. Therefore all Councillors will have people in their areas affected by these proposals.

Please confirm attendance by contacting Rita Sanders ([rita.sanders@wiltshire.gov.uk](mailto:rita.sanders@wiltshire.gov.uk)) 01225 718375

## Councillors Briefing Note

No. 54

**Department:** Neighbourhood & Planning

**Further Enquiries to:** Brad Fleet

**Date Prepared:** January 2011

**Direct Line:** 01225 713679

### Further Information regarding the Management Restructure of the Development Service

Following on from Briefing Note 52, I am pleased to advise the following staff appointments:

#### **Area Development Manager for the Salisbury Hub**

Andrew Guest has been appointed as the new Area Development Manager for the Salisbury hub. Andrew is currently a Team Leader in the new Central Team and will take up his new role in early February. Andrew has worked in planning for 22 years and is already well known to many members in the east of the county. He has extensive experience of all aspects of development control and will undoubtedly make a valuable contribution to the planning service in the south of the county.

#### **Team Lead Officer – Enforcement**

Stephen Hawkins, (currently based in Salisbury), has been appointed as the new lead officer for the county wide planning enforcement team. Stephen has an extensive background in both development control and planning enforcement and is already hard at work on establishing the new county wide team.

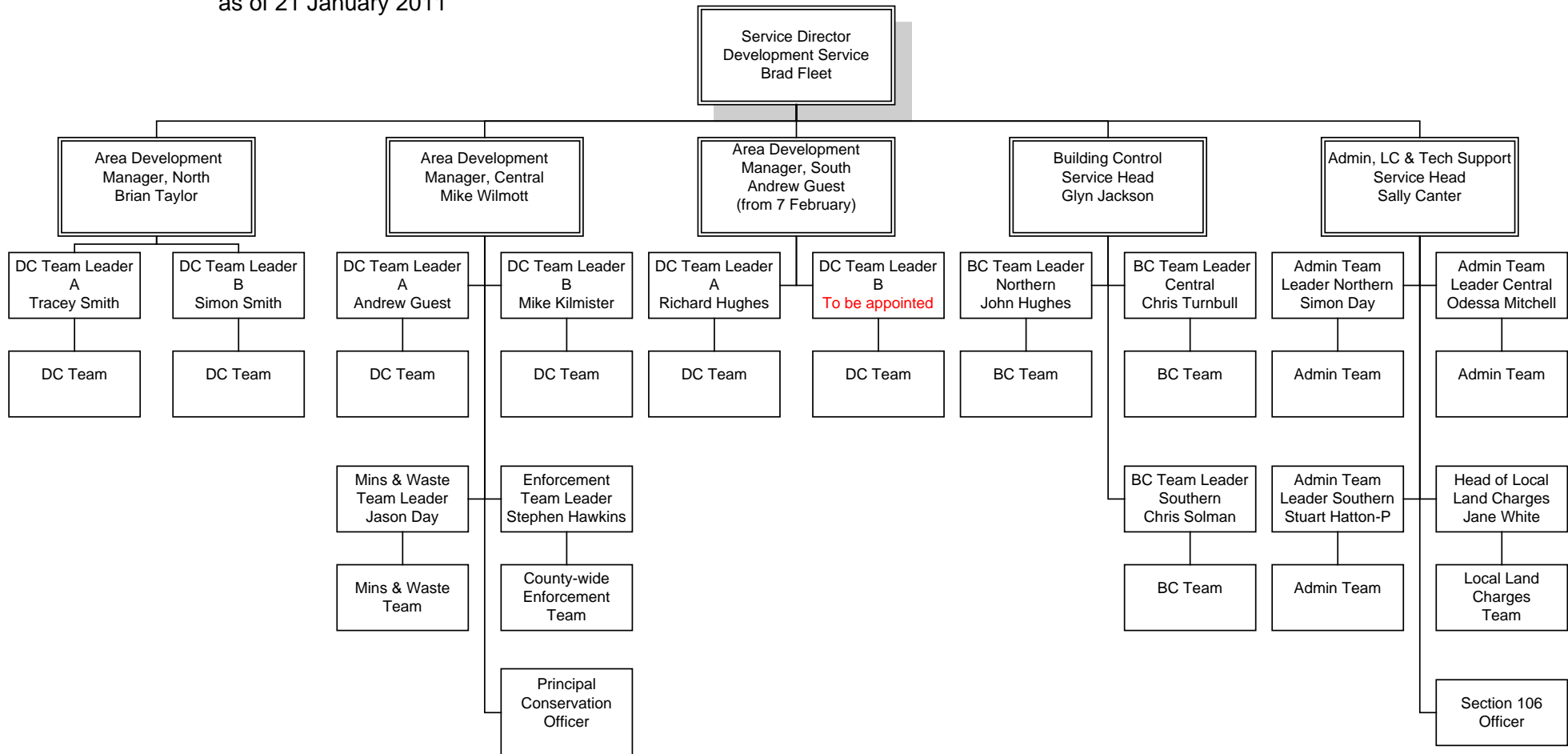
If any member has any queries or questions please do not hesitate to contact me.

Brad Fleet  
Director of the Development Service

January 2011

# DEVELOPMENT SERVICE

Provisional Management Structure  
as of 21 January 2011



## Councillors Briefing Note

No. 55

**Department:** Community Services

**Further Enquiries to:** Nicola Gregson

**Date Prepared:** January 2011

**Direct Line:** 01225 771673

### Department of Health Stroke Grant

1. Wiltshire Council received funding of £103,000 for each of the 3 years from 2008 -09 to 2010 - 11 (total £309,000) from the Department of Health (DH). This funding was initially ring-fenced for purpose of "providing support services for stroke survivors and their carers". This ring-fencing was removed by the Government together with other area based grants in Summer 2010.
2. The funding was to help support the implementation of the National Stroke Strategy which recognises that the provision of high quality social care is of fundamental importance in improving outcomes for people. Of the 20 quality markers needed for raising the quality of treatment and care, 7 were identified as being most relevant to improving social care provision and are:
  - Information, advice and support
  - Seamless transfer of care
  - Long-term care and support
  - Assessment and review
  - Participation in community life
  - Return to work
  - Leadership and skills

Part of the funding from the Grant was utilized to fund 3 part time support workers employed by the Stroke Association. The balance was used to provide step down beds, staff support and training.

### Funding to the Stroke Association

3. Funding was allocated to the Stroke Association for 1 year of £98,000 for:
  - £78,000 Community Support service – primarily for provision of Life after Stroke Coordinators – 3 part-time (Salisbury, Kennet & North, Central Wiltshire). This service is included as part of the 'pathway of discharge' for patients leaving Stroke Units. Also Stroke Befriending service.
  - £20,000 Training programme for social care staff including independent providers; the training (20 sessions x 20 participants) spanned Years 1 and 2 of the contract.
4. The contract was extended for a further 13 months to 31/03/2011 with funding of £63,000 for the continuation of the Community Support service.

### Services Provided Since March 2009:

The Council has given the Association £141,000 and a one off grant for training costs of £20,000.



Information provided by the Association as to what has been provided during this period is detailed below.

<b>Service to date: 1<sup>st</sup> March 2009 to 30<sup>th</sup> December 2010</b>	
No of referrals	172
No of customers engaged	157
Cost per customer	£797
<i>Age Profile of customers as of 30<sup>th</sup> December 2010:</i>	
18 – 64	46 (38%)
65+	74 (62%)
<i>Ethnicity of customers as of 30<sup>th</sup> December 2010:</i>	
White British	114 (95%)
Non White British	6 (5%)
<i>Customers living alone as of 30<sup>th</sup> December 2010:</i>	
Yes	40 (33%)
No	80 (67%)
<i>Customers living alone as of 30<sup>th</sup> December 2010:</i>	
Yes	40 (33%)
No	80 (67%)
Service Compliments as of 30 <sup>th</sup> December 2010	37
<i>Service Outcomes as of 30<sup>th</sup> December 2010</i>	Outcomes Met: 44 (84%) RIP: 7 (13%) Too frail to continue: 1 (3%)
	<b>Total: 52</b>

At meetings with the Association we have raised concerns about the level of activity compared with the income received. This was raised again at a meeting this week and the Association has been asked to provide information as to how the Council's funding has been spent (this has not been forthcoming to date). In addition, the Association has been asked to give more information as to the services that have been provided to evidence greater value for money than they currently show.

It is worth noting that a recent inspection of stroke services in Wiltshire by the Care Quality Commission, Wiltshire was identified as being in the top quartile in terms of the quality of care provided – ranked at 20 out of 151 PCT areas.

It is expected that this information will be received next week at which time a report with recommendations will be produced for consideration by senior officers in the Council.

Nicola Gregson  
Head of Commissioning  
January 14<sup>th</sup> 2011

## Councillors Briefing Note

No. 56

**Department:** Public Health and Well Being

**Further Enquiries to:** Alissa Davies

**Date Prepared:** January 2011

**Direct Line:** 01249 706414

### **Consultation on a proposed new council-wide street trading scheme**

The licensing team would like to introduce a new council-wide street trading scheme to cover all streets in the Wiltshire Council area. There is currently no harmonised street trading scheme because the former district councils controlled street trading in different ways.

The licensing committee considered a report on the future of street trading at its meeting on 30 November 2010 and agreed to introduce a new harmonised consent street trading scheme.

It is proposed that all streets in the Wiltshire Council area are designated as consent streets, except for a number of highway lay-bys which will be designated as prohibited streets, where street trading is illegal.

It is illegal to trade in a consent street without obtaining permission from the council. The council grants permission to trade, known as a Street Trading Consent, to individual street traders who pay a fee to the council and are subject to terms and conditions.

A new scheme needs to be introduced to ensure:

- All street traders in Wiltshire have the same rights, pay the same fees and are subject to the same application procedure and terms and conditions
- The council has adequate powers to remove illegal street traders to protect legal street traders and local businesses from unfair competition.

Council officers have produced a draft scheme for formal consultation with all interested parties and would like to invite general comments and feedback on the proposed scheme. The street trading consultation will be announced at area boards, but council officers would welcome independent comments from councillors.

To view the proposed street trading scheme, including maps of the proposed prohibited highway lay-bys, please visit: [www.wiltshire.gov.uk/consultations](http://www.wiltshire.gov.uk/consultations).

To complete the online consultation survey, please click on the link on [www.wiltshire.gov.uk/consultation](http://www.wiltshire.gov.uk/consultation), or visit: <http://consult.wiltshire.gov.uk>.

If you would like to request a paper copy of these documents, please contact Alissa Davies at [alissa.davies@wiltshire.gov.uk](mailto:alissa.davies@wiltshire.gov.uk) or on 01249 706414.

## Councillors Briefing Note

**No. 57**

**Department:** Community Services

**Further Enquiries to:** Karen Jones

**Date Prepared:** February 2011

**Direct Line:** 07990 611569

### Older People Accommodation Development Strategy

#### Overview

The Council has produced a 10 year development strategy, modelled across two timeline options, which will modernise the way that older people's accommodation is provided, develop and adopt an integrated accommodation system, ensure the best use of increasingly scarce resources and respond to local needs in local communities.

The capital cost of the proposed development programme, including extra care, nursing and specialist dementia care provision, is approximately £220m based on current prices. Under these proposals the Council does not anticipate funding developments directly and will be working to maximise investment from the private and voluntary sectors. An innovative joint procurement exercise with Devon County Council is also being progressed in an attempt to reduce future Social Housing Grant requirements for extra care developments by accessing potential cross-subsidisation of schemes through the inclusion of Council owned land.

The proposed development strategy and service remodelling would enable the Council to realise a cost avoidance of approximately £600m over the next 25 years when compared to the "do nothing" option. This will assist the Council to offset the challenges of the forecast demographic change of older people and is achieved through a diversion of people from residential care to community support or specialist nursing or dementia care, which achieves an average saving per person of £44 per week.

#### Development Strategy

The facilities to be provided in each of the community areas as a result of this development strategy are contained in the table below:

Community Area	Description of Facilities
Amesbury	40 unit extra care scheme to meet nursing needs
Bradford on Avon	80 bed nursing home
	18 unit extra care scheme
Calne	60 unit extra care scheme
Chippenham	64 bed care home for people with dementia
	60 unit extra care scheme
Corsham	80 bed nursing home

<b>Community Area</b>	<b>Description of Facilities</b>
	40 unit extra care scheme

<b>Community Area</b>	<b>Description of Facilities</b>
Devizes	80 bed nursing home for people with dementia
	45 unit extra care scheme
Malmesbury	50 unit extra care scheme
Marlborough	16 bed nursing extension for people with dementia
	45 unit extra care scheme
Melksham	45 unit extra care scheme
	60 bed nursing home (Semington)
	12 unit extra care scheme (Semington)
Mere	45 unit extra care scheme to meet nursing needs
Salisbury	80 bed nursing home
	64 bed care home for people with dementia
	50 unit extra care scheme
	80 bed nursing home
Tidworth	40 unit extra care scheme to meet nursing needs
Tisbury	Virtual extra care scheme
Trowbridge	66 bed care home for people with dementia
	40 unit extra care scheme
Warminster	80 bed nursing home
Westbury	40 unit extra care scheme
Wootton Bassett & Cricklade	64 bed care home for people with dementia
	63 bed nursing home
	45 unit extra care scheme
	40 unit extra care scheme (Cricklade)

The delivery of these new developments would enable the existing not fit-for-purpose or outdated facilities to be replaced, whereby the current residents would be relocated to the new schemes and the existing homes closed.

The development strategy will be delivered through a variety of partnerships, contractual arrangements and funding opportunities. These include:

- A long-term partnering agreement with The Orders of St John Care Trust, who currently operate the Council's care homes for older people, which recognises the need for developments and / or significant refurbishments due to the ageing nature of the existing facilities.
- The Department of Health Private Finance Initiative through which the Council has been provisionally allocated £49.687m to deliver specialist dementia care and nursing facilities in the south and north of the county.

- An innovative Preferred Developer Partner Framework agreement which is being jointly procured with Devon County Council to facilitate the development of extra care housing with little or no requirement for public subsidy i.e. Social Housing Grant, due to the potential cross subsidisation of facilities through the inclusion of Council owned land.
- A review of the sheltered housing stock to assess the quality of accommodation and its ability to meet current and future needs. Facilities may be recommended for refurbishment to provide community extra care housing or to meet other Council priorities i.e. the provision of affordable general needs accommodation.
- Utilising private sector and Registered Social Landlord (RSL) initiatives which may reduce the requirement for Council led developments in particular community areas.

The Older People Accommodation Development Strategy was approved by the Council's Cabinet on 25<sup>th</sup> January 2011 and the full document is available on the Council's website.

### **Further Information**

Member briefing sessions on the Older People Accommodation Development Strategy have been arranged for:

- Monday 28<sup>th</sup> February – 18.30 – 20.00 – Council Chamber, County Hall, Trowbridge
- Monday 7<sup>th</sup> March – 11.00 – 12.30 – Council Chamber, County Hall, Trowbridge

Alternatively if you would like further information on the Older People Accommodation Development Strategy, please do not hesitate to contact Karen Jones (07990 611569 / [karen.jones@wiltshire.gov.uk](mailto:karen.jones@wiltshire.gov.uk)) who will be able to talk you through the proposed strategy and to answer any questions that you may have.

## COUNCILLORS BRIEFING NOTE

### No. 58

**Department:** Neighbourhood & Planning      **Further Enquiries to:** Alistair Cunningham

**Date Prepared:** March 2011      **Direct Line:** (01225) 713203

#### **CONSULTATION SUMMARY OUTPUT REPORT FOR INITIAL SITE OPTIONS FOR THE AGGREGATE MINERALS SITE ALLOCATIONS DPD**

A report is going to Cabinet on 22 March 2011 to present the summary results of the consultation on 62 initial site options for sand and gravel extraction in Wiltshire and Swindon that was undertaken August to October 2010.

This is an interim report to note that some sites can be removed at this stage in the process. No decision will be made as to whether the remaining sites should be included in the draft Aggregates Mineral Site Allocations document, but it is proposed that further assessments will be undertaken on these. There will be a further report to Cabinet on the remaining sites in due course.

The report includes details of:

- The site options that have been withdrawn from further consideration at the request of the landowner.
- Site options that should be dropped from further consideration based on the evidence available to date and presented through the consultation exercise.
- Two sites were brought forward during the consultation period. Of these, one has been dropped from further consideration and the second is proposed as an extension to the site option at Petersfinger Farm near Salisbury, which was previously subject to public consultation. It is proposed to provide the opportunity for further local public consultation on this extension.
- Site options (22 remaining) that should be subject to further assessment/evidence gathering to determine whether or not they are suitable for inclusion in a draft aggregate minerals site allocations development plan document (DPD).

Of the 62 options, 5 related to sites owned by Wiltshire Council (site references BA10, BA11, C17, C18 and U4). Of these sites only C18 and U4 are proposed to go forward for further assessment.

Although the estimated yield for the 22 remaining site options proposed to be subject to further assessment is sufficient, in principle, to meet forecast demand for aggregate minerals to 2026, many of the remaining site options are constrained. To this extent, it is important to note that new evidence based assessments are likely to show that further sites should be excluded, either in full, or in part. This could lead to Wiltshire being unable to meet forecast demand. In these circumstances the Council will write to central government informing them that a reduced provision for sand and gravel in Wiltshire should be adopted.

The recent consultation has informed the evidence base and identified issues associated with sites, leading to their removal or the need for further assessment.

The initial site options consulted upon during August to October 2010 are within the divisions of:

Alderbury and Whiteparish;  
Winterslow;  
Minety;  
Cricklade and Latton;  
Bromham, Rowde and Potterne;  
Melksham Without North;  
Calne Rural;  
Calne South and Cherhill;  
Melksham Without South;  
Corsham Without and Box Hill;  
Chippenham, Lowden and Rowden; and  
Kington.

Of the remaining options, there are now no sites within the following divisions:

Melksham Without South;  
Chippenham, Lowden and Rowden;  
Kington.

The results of the further detailed assessment/evidence gathering for the remaining site options is planned to be completed by June of this year.

## COUNCILLORS BRIEFING NOTE

### No. 59

**Department:** Neighbourhood & Planning **Further Enquiries to:** Alistair Cunningham

**Date Prepared:** March 2011 **Direct Line:** (01225) 713203

#### PROPOSED SUBMISSION DRAFT WASTE SITE ALLOCATIONS DPD

A report will be going to Cabinet on 22 March 2011 to seek approval to publish the Council's Proposed Submission Draft Waste Site Allocations Development Plan Document (DPD) in June for an eight week period of formal consultation.

In 2009 Wiltshire Council and Swindon Borough Council adopted their Waste Core Strategy and Waste Development Control Policies DPD.

It is important to update Wiltshire Council's policy framework to ensure that future proposals for waste development in Wiltshire are for the right types of waste management facilities in the right locations. This document therefore allocates sites for waste uses. The draft DPD will provide a flexible and responsive framework of sites that will, over time, enable waste to be driven up the waste hierarchy i.e. reducing our dependence on landfill.

Although some of the proposed site allocations are on undeveloped land (Greenfield sites), most of the sites identified are on land currently in use by existing waste management facilities or current/proposed industrial areas. Due to the nature of the proposals, the content of the draft DPD could potentially affect all Divisions within Wiltshire. Specifically, the proposed waste site allocations fall within the Divisions of:

Alderbury and Whiteparish; Amesbury East; Calne North; Calne South and Cherhill; Chippenham Cepen Park and Redlands; Corsham Town; Corsham Without and Box Hill; Downton and Ebbles Valley; Ethandune; Kington; Laverstock, Ford and Old Sarum; Ludgershall and Perham Down; Marlborough East; Melksham Without South; Mere; Minety; Pewsey; Purton; Roundway; Salisbury Bemerton; Southwick; The Collingbournes and Netheravon; Tidworth; Trowbridge Adcroft; Urchfont and the Cannings; Warminster Copheap and Wyllye; Warminster West; Westbury East; Westbury West; Winterslow; and Wootton Bassett South.

Some of the proposed waste site allocations are in close proximity to the boundary of the following divisions:

Compton Bassett; Devizes East; Trowbridge Park; and Wootton Bassett North;



It is proposed that the consultation on the DPD will be aligned with the consultation on the draft Wiltshire Core Strategy and will comply with the requirements of the Council's<sup>1</sup> Statement of Community Involvement. It is proposed that this will involve:

- (i) Letter or email to consultees on the Spatial Planning consultation database.
- (ii) Publication of an advert in local newspapers circulating throughout Wiltshire and Swindon.
- (iii) Chairman's announcements for Community Area Boards. Preparations have been made to ensure that Community Area Boards will be notified at their meetings prior to the commencement of consultation. Drop in exhibitions, hosted by Area Boards, will take place in community areas.
- (iv) If requested, especially for sites that are likely to prove controversial, such as the Hills Resource Recovery Facility at Lower Compton or the Lafarge site at Westbury, officers will attend the relevant Area Board Meeting. Where Area Board Meetings do not coincide with an appropriate point in relation to the consultation, officers will attend a special meeting hosted by the Area Board to discuss the matter if required.
- (v) Item being published in Parish Newsletter prior to commencement of consultation.
- (vi) Documents being made available for viewing at Council offices and all libraries in Wiltshire and Swindon.
- (vii) Online publication on the Council's consultation portal.

Once the consultation period has closed, it is proposed that the Draft Waste Site Allocations DPD, the supporting evidence base and all comments received during the forthcoming consultation will be submitted to the Secretary of State for Independent Examination following Full Council approval.

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<sup>1</sup> For minerals and waste planning, this includes the requirements of Swindon Borough Council's Statement of Community Involvement.

## COUNCILLORS BRIEFING NOTE

### No. 60

**Department:** Resources

**Further Enquiries to:** Michael Hudson

**Date Prepared:** March 2011

**Direct Line:** (01225) 713001

### Coalition Budget announcements relevant to Wiltshire Council and Pension Fund

#### Introduction

The Chancellor of the Exchequer George Osborne gave the 2011 Budget statement to the House of Commons (23<sup>rd</sup> March 2011). This briefing sets out the initial announcements relevant to the Council and Pension Fund from the Budget with specific briefings to follow as appropriate. The **full budget document** can be viewed [here](#).

#### General announcements

- The 28.1% reduction in real terms in local government remains unchanged.
- Local government capitalisation – In March 2011, the Government published guidance for the 2011-12 capitalisation scheme which permits UK local authorities to treat revenue costs as capital costs. This is to help councils to deliver efficiency savings early through organisational restructuring. The Government is not providing local authorities with extra funding for this purpose, but will allow some extension of their existing flexibilities to borrow, or to fund spending on redundancies from capital receipts. The upfront cost is met through a reduction in the Capital Departmental Expenditure Limit Reserve. For Wiltshire if we do decide to bid the increase actually provided nationally is a further £100m to a limit of £300m, when divided between all Councils we are likely to see at most c£1.5m as was the case in 2010/11.
- The Government is legislating for an increase in the standard rate of landfill tax by £8 per tonne to £64 per tonne on 1 April 2012, as announced in the June 2010 Budget, and will continue to freeze the lower rate of landfill tax at £2.50 per tonne in 2012-13. Thus our Medium Term Financial Plan remains unaffected.
- The tax system will be simplified, responding to the work of the Office of Tax Simplification (OTS), abolishing 43 tax reliefs; and will consult this year on the options for integrating the operation of income tax and National Insurance Contributions (NICs). This should help ease at some future point the administration for the Council and local businesses regarding payroll. But as always the devil will be in the detail.

- £100 million of funds have been made available for local authorities to repair potholes. This is in addition to the £100m made available in February 2011. We do not yet have confirmation of Wiltshire's share, but if it follows the last allocation could be around £1m
- Fuel duty will be cut by 1 pence per litre on Budget day. The fuel duty escalator will be replaced with a fair fuel stabiliser that increases tax on North Sea oil production when oil prices are high. The April 2011 inflation-only increase will be delayed to January 2012. The April 2012 increase will be delayed to August 2012. The Government will increase the Supplementary Charge on oil and gas production to 32 per cent from 24 March 2011. This should enable more stability in price forecasting within our budget setting, but the high price of fuel remains an issue for the Council, as it does for other authorities, residents and local businesses.
- The small business rate relief holiday will be extended by one year from 1 October 2011. This means around 3,200 of our local businesses will benefit from this proposal, with around £2.5 million not having to be found by these businesses.

### **Planning and Business rate announcements**

- The planning regime will be streamlined and speeded up in favour of sustainable development and a fast track scheme for major infrastructure projects.
- There will be a pilot model for land auctions, starting with public sector land. To accelerate the release of public sector land to support homes and jobs, the Government will work with local authorities to expedite planning decisions for surplus military land and other public sites suitable for housing, also testing 'build now, pay later' techniques to quicken delivery.
- Ten new urban Enterprise Zones have been created within the following Local Enterprise Partnership (LEP) areas: London, Birmingham and Solihull; Leeds City Region; Sheffield City Region; Liverpool City Region; Greater Manchester; West of England; Tees Valley; North Eastern; the Black Country; and Derby, Derbyshire, Nottingham and Nottinghamshire. All business rates growth within the zone for a period of at least 25 years will be retained and shared by the local authorities in the LEP area to support their economic priorities. The Government will also launch a competitive process for interested LEPs to establish ten more Enterprise Zones. There will be a 100 per cent business rate discount worth up to £275,000 over a five year period for businesses that move into an Enterprise Zone during the course of this Parliament; Government support to ensure superfast broadband is rolled out in the zone. This will be achieved through guaranteeing the most supportive planning environment and, if necessary, public funding.
- The Government will work with individual LEPs and devolved administrations to consider rolling out the new enterprise4 model across the UK:
  1. the scope for introducing enhanced capital allowances to support zones in
  2. assisted areas where there is a strong focus on high value manufacturing;
  3. the use of Tax Incremental Finance to support the long-term viability of the zone,
  4. in tandem with the Local Government Resource Review; and

5. UKTI support on inward investment and trade opportunities.
- The Government will confirm all successful bids to the Regional Growth Fund shortly and will launch the second round in April 2011.
  - The Government will also provide equity loans, jointly funded with house-builders, through a FirstBuy programme assisting over 10,000 first time buyers to purchase a new-build property.

As Wiltshire is not one of the ten authorities named the impact on us as a Council still needs to be determined.

### Education announcements

- Fund an additional 80,000 work experience places for young people, ensuring up to 100,000 places will be available over the next two years;
- Fund up to 50,000 additional apprenticeship places over the next four years; and expand the University Technical Colleges programme to establish at least 24 new colleges.

### Pension announcements

- The final report of the Will Hutton Review of Fair Pay in the Public Sector was published on 15 March. The Government welcomes this report as a basis for setting senior pay in the public sector. Departments will give consideration to these proposals and bring forward implementation plans for their sectors by July 2011.
- The Government accepts the recommendations of Lord Hutton's commission as a basis for consultation with public sector workers, trades unions and others, recognising that the position of the uniformed services will require particularly careful consideration.<sup>9</sup> The Government will in the autumn set out proposals that are affordable, sustainable and fair to both the public sector workforce and taxpayers.

### Housing Benefit announcements

The majority of changes were announced in the last 2 Chancellor's budgets. A small number of changes were announced in his March 2011 budget:

- **amendment to ten per cent reduction for Jobseeker's Allowance (JSA) claimants** – As announced by DWP as part of the Welfare Reform Bill 2011, Government will not take forward the planned 10 per cent reduction in Housing Benefit for long-term JSA claimants. (52)
- **Housing Benefit: transitional arrangements for Local Housing Allowance (LHA) claimants** – As announced in the June 2010 Budget, LHA rates will be set at the 30th percentile of local market rents and LHA rates will be capped at £250 per week for a one bedroom property, £290 per week for a two bedroom property, £340 per week for a three bedroom property and £400 per week for four bedrooms or more. As announced by DWP in November 2010, these measures will now come into effect from April 2011 for new claimants, and January 2012 for existing claimants. (al, aq, 54)
- **Disability Living Allowance (DLA)** – As announced by DWP at the introduction of the Welfare Reform Bill 2011, the Government will no longer remove the mobility component of DLA for people in residential care in

October 2012. Mobility provision for people in residential care will be reviewed as part of the wider reform of DLA to be introduced from 2013-14.

- **Strengthening the fraud sanctions regime in the benefits system and debt recovery** – As part of the wider package of measures announced in the Fraud and Error Strategy published in October 2010, the Government will introduce a tougher fraud sanctions regime for the benefits system from April 2012, together with new arrangements for recovering debt from overpaid benefits.

## COUNCILLORS BRIEFING NOTE

No. 61

**Department:** Neighbourhood and Planning

**Further Enquiries to:** Sally Canter

**Date Prepared:** March 2011

**Direct Line:** 01249 706630

### Introduction of Charges for Planning Advice

Members are requested to note that from Monday the 4th of April, the Development Service will be introducing charges for some forms of planning advice. The charges will relate to the need for planning permission and advice to applicants and agents on specific planning proposals. (The Government has passed legislation allowing authorities to charge and an increasing number of authorities are now doing so)

The charges are in line with other neighbouring authorities and the new arrangements will help the Council to sustain and improve the service provided, and ensure that the cost of providing advice to individuals does not fall as a general cost to the council taxpayer.

Charges are also being introduced to cover monitoring fees for some Section 106 Agreements and periodic inspection of minerals and waste sites.

Please click on this link for further information about the new charges and the system

<http://www.wiltshire.gov.uk/planninganddevelopment/householdersguidetoplaning/planningpreapplicationadvice.htm>

There are a number of exemptions from the new charges which include :-

- Advice to parish, city, town councils and Area Boards relating to development they will commission/undertake
- Advice relating to development specifically for the benefit/use of disabled persons.
- Applications required following the removal of permitted development rights by planning condition or Article 4 Direction.
- Advice on playing fields/recreational facilities for their own use sought by a non-profit making club, society or other organisations, whose objectives are to provide facilities for sport and recreation.
- Advice relating to protected trees (covered by a Tree Preservation Order or within a Conservation Area) and high hedges.
- Advice to third parties affected by development proposals

If you would like to discuss this in more detail please do not hesitate to contact Sally Canter on 01249 706630

## COUNCILLORS BRIEFING NOTE

### No. 62

**Department:** Neighbourhood and Planning

**Further Enquiries to:** Brad Fleet

**Date Prepared:** April 2011

**Direct Line:** 01225 713169

### Planning and the Budget

The Government's recent Budget and Growth Review update contains a number of proposals to ensure the planning system does everything possible to support economic growth and sustainable development to help re-build Britain's economy.

These proposals are in the public domain and it is likely that Members may be asked about them. I have therefore set out below a Government summary of the most recent planning proposals announced by the Chancellor for Member's information. The intention is for the proposed measures to complement wider reforms underway to the planning system, including removing ineffective top-down central targets and encouraging local councils to bring forward more homes through incentives to share in the benefits of growth.

Please note that most are *proposals* and subject to consultation after which the appropriate legislative changes will have to be put in place **before** they come into effect.

#### A new presumption in favour of sustainable development

This is a new principle underpinning the planning system that will help to ensure that the default answer to development and growth is "yes" rather than "no", except where this would clearly compromise the key sustainable development principles in national planning policy, including protecting the Green Belt and Areas of Outstanding Natural Beauty. The presumption will give developers, communities and investors greater certainty about the types of applications that are likely to be approved, and will help to speed up the planning process and encourage growth. A draft wording of the presumption will be published for consultation in May 2011.

#### A pro-growth national policy planning policy statement

Vast amounts of paperwork and bureaucracy have made the planning system cumbersome and complicated for councils, developers and local people to use properly. This has acted as a brake on growth and development. The Government intends to bring clarity to the system by combining all national planning policies into one concise, easy to use document called the National Planning Policy Framework. It will contain the Government's key economic, social and environmental objectives and planning policies to deliver them. At the heart of the framework will be the presumption in favour of sustainable development. The framework will be published for consultation later this year with the aim of finalising it by the end of 2011.

## **Changes to permitted development rights to cut red tape**

At the moment any developer wishing to change vacant and derelict offices into new homes has to apply for planning permission to change the use of the land. The Government believes this bureaucracy makes no sense when plenty of empty office blocks, warehouses and business parks are lying needlessly empty, waiting to be turned into much needed new housing. Ministers are proposing to scrap the requirement to get permission for this change of use, incentivising growth and giving a much needed boost to housing supply, and will consult on this shortly. The Government will also launch an urgent review of the Use Classes Order, which determines how a building can be used, for example as a shop or office. The review will examine the role the Use Classes system can play in supporting growth.

## **Immediately prioritising growth and jobs**

Some reforms to the planning system will take time to deliver. But local authorities can start immediately prioritising growth in the decisions that they take locally. The Government has made clear its expectation that every council should be firmly on the front foot in encouraging and supporting growth. Local authorities should be pressing ahead without delay in preparing up-to-date development plans which set out the opportunities for growth in their areas. Councils must ensure they are not imposing any unnecessary burdens in the way of development. Where development has stalled, councils should be open to reviewing section 106 agreements at the request of developers, and look at making possible amendments to get growth underway. Section 106 agreements require developers to make contributions to the cost of related infrastructure such as new schools and roads.

## **Piloting elements of the land auctions model**

One of the biggest barriers to development is the shortage of land available with planning permission to build on. The Government is interested in testing the potential of land auctions to bring forward land for development, improve competition and provide greater certainty for developers. We will pilot elements of the approach on public sector land through auctioning parcels of land with planning permission. The outcomes of the pilot will inform our next steps for looking at land auctions more widely.

## **Extending neighbourhood planning to businesses**

Neighbourhood planning is a radical new right being introduced in the Localism Bill. It will allow communities to create their vision of what their area should look like: where new shops, offices or homes should go. Local people will be able to define types of development which will have automatic planning permission. This is known as a Neighbourhood Development Order.

Neighbourhood plans will give communities a much greater say on what gets built, but must be in line with wider ambitions for growth in the council's development plan. If approved by a local referendum, the neighbourhood plan will need to be adopted by the council. The Government will extend to businesses the right to initiate Neighbourhood Plans and Neighbourhood Development Orders. This will encourage growth by reducing the need to apply for planning approval in order to develop. Businesses will need to work closely with and win the approval of local communities in order to establish a neighbourhood plan or order.

## **Removing bureaucracy from planning applications**

The Government intends to promote development by simplifying and speeding up the planning application process. This will include a 12-month guarantee for the processing of all planning applications, including appeals which have been made in a timely fashion. The Government will consult on proposals to make outline and other applications simpler, and on other streamlining measures.



## COUNCILLORS BRIEFING NOTE

### No 63.

**Department:** Neighbourhood and Planning      **Further Enquiries to:** Alistair Cunningham  
**Date Prepared:** April 2011      **Direct Line:** (01225) 713203

### SOUTH WILTSHIRE CORE STRATEGY UPDATE

#### Background

The draft South Wiltshire Core Strategy, which after endorsement of the Full Council in November 2009, was submitted to the Secretary of State for consideration. The Examination in Public (EiP) sat during March and April 2010, and the binding Inspectors was due in Summer 2010.

The EiP process was suspended, in light of the abolition of the Regional Spatial Strategy and the Localism Bill to allow the Council to reconsider whether the housing and employment figures were still appropriate. It was agreed with the Inspector that a review be carried out, which was completed and approved for submission to the Inspector by Full Council on 22 February 2011.

#### The Review

The proposed changes approved by Full Council have now been submitted to the Inspector. It has been agreed by the Inspector that the proposed changes in the review are 'focussed changes', and that the next step is for these changes to be consulted upon. They will then be dealt with as part of the Examination process, which will reconvene between the 9<sup>th</sup> and 12<sup>th</sup> of August at the Red Lion Hotel in Salisbury.

Below is a summary of the focused changes as a result of the review which generally relate to Core Policies CP1 and CP2 together with consequential changes, and will form the basis of the consultation.

- The target for housing growth to be revised down to 9,900
- The target for jobs growth to be revised down to 10,400
- 6,280 dwellings to be delivered in the Salisbury and Wilton Community Areas, with 6,000 focused at Salisbury and Wilton (of which 1,900 is already completed or committed) - compared with 8,100 dwellings in the SWCS
- Strategic site allocations (SSAs) to deliver 3,950 dwellings at Salisbury and Wilton - compared with 4,700 in the SWCS.
- SSA at Netherhampton Road (400 dwellings and 10 hectares employment land) to be deleted from Policy CP2 and referred to as a long-term strategic reserve within the text.

- SSA at Longhedge (Old Sarum) to be retained but reduced from 800 to 450 dwellings (employment to remain unchanged) and the potential for the additional 350 dwellings to be referred to as a long term strategic reserve in the text.
- The development template for the Hampton Park SSA will be revised to require a significant strategic gap with Ford and flexibility over the future function of the green open space, with the establishment of a community forum to include representatives of both Laverstock and Ford Parish Councils and the 2 local unitary Councillors to guide development.
- 2,395 dwellings to be delivered in the Amesbury Community Area with 2,100 of this focused at Amesbury - compared with 2,650 dwellings including 1,960 at Amesbury in the SWCS.
- Local Service Centres (LSCs) of Downton, Mere and Tisbury to deliver 190, 200 and 200 dwellings respectively - compared with 190, 270 and 160 dwellings respectively in the SWCS.
- Outside the LSCs in the rest of the Southern, Mere and Tisbury Community Areas 365, 50 and 220 dwellings respectively to be delivered - compared with 550, 20 and 280 dwellings respectively in the SWCS.

### **Consultation Arrangements**

In accordance with the Council's Statement of Community Involvement and as agreed with the Inspector, the consultation will start on 14<sup>th</sup> April and run for 6 weeks until 27<sup>th</sup> May. The consultation arrangements will comprise of the following:

- Adverts in the press across Wiltshire
- A letter or e-mail to all those who have previously commented on the on the South Wiltshire Core Strategy as well as Statutory Consultees, parish councils and neighbouring authorities.
- Copies of the document will be placed in the following libraries, during their normal opening times. Salisbury, Amesbury, Downton, Durrington, Mere, Tisbury, Warminster and Wilton.
- Copies of the document will also be available for inspection during opening hours at the main council offices in, Salisbury: 27-29 Milford Street, Trowbridge: County Hall, Devizes: Browfort, and Chippenham: Monkton Park.
- Officers will attend and present at the following Special Area Boards on the review, its implications and how to comment.
  - Southern Wiltshire 20<sup>th</sup> April
  - Amesbury 28<sup>th</sup> April
  - Salisbury 3<sup>rd</sup> May
  - South West 12<sup>th</sup> May

At this stage comments are only invited on the proposed changes. It is not an opportunity to comment on other parts of the Strategy. The Core Strategy is still in the formal publication stage, and therefore comments received on the review will need to be on the tests of soundness as set out in Planning Policy Statement 12.

### **Next steps**

Following the Examination in Public, it is anticipated that the binding Inspectors report will be received autumn 2011, and if found sound that the Strategy can be adopted by the Council by the end of the year.

## COUNCILLORS BRIEFING NOTE

### No. 64

**Department:** Resources

**Further Enquiries to:** Amanda Collyer

**Date Prepared:** June 2011

**Direct Line:** (01225) 713175

### **The Public Sector Equality Duty – Do you know your responsibilities?**

This is the first of a series of briefings to support your work with representing your communities and delivering your portfolios.

Following the implementation of the Equality Act 2010 the new Equality Duty came into effect from April 2011 and is a duty on public bodies and others carrying out public functions. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, in delivering services, and in relation to their own employees.

The Equality Duty replaces the three previous public sector equality duties – for race, disability and gender - and covers the following 9 protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership\*

\* only in respect of the requirement to have due regard to the need to eliminate discrimination – see aim 1 of the Equality Duty below.

Whilst not included within the 9 protected characteristics carers are now covered as it is now unlawful to discriminate by association.

The Equality Duty is designed to reduce bureaucracy while ensuring public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

The Equality Duty has three aims. It requires public bodies to have *due regard* to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

Public bodies should ensure:

- **Knowledge** – those who exercise the public body's functions need to be aware of the requirements of the Equality Duty.
- **Timeliness** – when considering policies or making decisions the Equality Duty must be complied with. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.
- **Real consideration** – consideration of the three aims of the Equality Duty must form an integral part of the decision-making process. The Equality Duty is not a matter of box-ticking; it must be exercised in such a way that it influences the final decision.
- **Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty.
- **No delegation** – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice.
- **Review** – public bodies must have regard to the aims of the Equality Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed.

For further information on the Equality Act, the Government Equalities Office has produced a summary guide [GEO Equality Act - Public Sector](#)

For further information on the Public Sector Equality Duty the Government Equalities Office has produced a quick start guide for public sector organisations [GEO Equality Act - Public Sector Equality Duty](#)

## Specific Duties

Section 153 of the Equality Act gives Ministers powers to impose specific duties on public bodies to enable them to perform the Equality Duty more effectively. These specific duties were published in draft in March 2011 and are currently part of a consultation process with a likely publication date in July 2011. More information will follow.

For further information on the draft Specific duties click [Draft Specific Duties](#)

## **What this means for elected members**

As decision makers, elected members will need to satisfy themselves that any decisions they take will be based on policies and recommendations that have taken into account the Equality Act 2010. Advice and guidance as to how this should be done will be the subject of further briefings and training sessions.

### ***Invitation***

*You are also invited to come along to the Equalities Networking Lunch hosted by the staff forums. This will be taking place on Thursday 23<sup>rd</sup> June from 10.00 am until 1.00 pm, at the Kennet Room, Divisional Police HQ, Melksham*

*The theme will be 'The Equality Act – why it's everyone's business'. There will be opportunities to share good practice, listen to guest speakers and participate in lively discussion.*

*Please let Heather Patrick ([heather.patrick@wiltshire.gov.uk](mailto:heather.patrick@wiltshire.gov.uk) / 07909 938151) know if you are able to attend this event.*

## COUNCILLORS BRIEFING NOTE

### No 65.

**Department:** Neighbourhood and Planning      **Further Enquiries to:** Alistair Cunningham  
**Date Prepared:** June 2011      **Direct Line:** (01225) 713203

#### Working towards a Core Strategy for Wiltshire

#### WILTSHIRE CORE STRATEGY CONSULTATION DOCUMENT

##### **Background**

The Wiltshire Core Strategy, when adopted, will provide the up-to-date strategic planning policy for Wiltshire and ensure that Wiltshire develops in the most sustainable way. The South Wiltshire Core Strategy, which is progressing ahead of the Wiltshire Core Strategy, will be subsumed into the emerging Wiltshire Core Strategy at the appropriate time (later this year) to ensure delivery of a single Core Strategy for Wiltshire.

Consultation was completed on '*Wiltshire 2026 - Planning for the future of Wiltshire*' in January 2010, with the outcomes reported to Cabinet on 20 April 2010. '*Wiltshire 2026*' formed the first stage in the development of a Wiltshire-wide Core Strategy. The document was based on the Community Areas outside of south Wiltshire, alongside an overarching spatial strategy for Wiltshire as a whole. '*Wiltshire 2026*' enabled us to identify with our communities what the issues, opportunities and challenges are in planning for jobs and homes in each Community Area. The number of jobs and homes to be planned for within '*Wiltshire 2026*' were based on the latest version of the Draft Regional Spatial Strategy for the South West (draft RSS).

Since then, the Government announced its intention to revoke Regional Spatial Strategies. As a result, on 19 October 2010 Cabinet agreed that a comprehensive review of Wiltshire's strategic housing requirement be undertaken as part of the Core Strategy process. The outcome of the '*Wiltshire 2026*' consultation, together with this review, has informed the development of policies and proposals for the emerging Core Strategy.

The review of the strategic requirement for jobs and homes for South Wiltshire was reported to Full Council on 22 February 2011. This informed the approved changes to the level of jobs and homes within South Wiltshire (9,900 new homes and 10,400 jobs over the period 2006 to 2026) submitted to the Inspector examining the draft South Wiltshire Core Strategy. Consultation is being undertaken on these and related changes, which ends on 27 May 2011. The Inspector has indicated his intention to reopen the examination formal hearing sessions during August 2011.

During March and April 2011, meetings hosted by Community Area Boards outside of South Wiltshire took place to help shape proposals for these Community Areas. At these meetings, officers were able to test their understanding of the issues relating to the provision of jobs and homes in each Community Area, using what was learnt from '*Wiltshire 2026*' as the basis of discussion, to help determine how development could better support the sustainability of local communities. In addition, officers have continued to develop evidence to support the emerging Core Strategy through discussions with other key stakeholders (e.g. Environmental Alliance, Wiltshire Strategic Economic Partnership, English Heritage and Natural England).

The importance of adopting a Core Strategy for Wiltshire was reinforced in the recent Ministerial Statement accompanying the Budget, which requires Local Planning Authorities to consider growth favourably where up-to-date development plans are not in place.

## **The Consultation**

The purpose of undertaking further consultation at this stage of the process is to allow public engagement on the proposed:

- (i) Employment land to deliver jobs and number of homes required for Wiltshire over the period 2006 to 2026;
- (ii) Spatial Strategy for Wiltshire to deliver this growth and ensure sustainable development takes place;
- (iii) Strategies for Community Areas (outside of South Wiltshire), including proposals for employment land and homes at the main settlements; and
- (iv) Core Policies relating to other matters such as affordable housing and design of new developments.

In addition, comment will be sought from infrastructure providers and other stakeholders to develop the Infrastructure Delivery Plan (IDP) and determine what infrastructure will be necessary to support the draft proposals and assess their deliverability. The IDP will be needed to inform the development of a Charging Schedule for the Community Infrastructure Levy.

## **The Consultation Document**

The Consultation Document will form the basis for the development of a draft Core Strategy for Wiltshire. The proposals it contains will need to undergo further refinement and development, taking into account new evidence as it emerges, including responses arising from the consultation, before it can be fully developed as a sound draft Core Strategy for Wiltshire.

The consultation will seek comment on the Spatial Strategy and Community Area Strategies, in particular the proposed levels and distribution of new employment land to ensure the delivery of job growth and new homes. The document has been designed to be an easy read and is laid out as follows:

Foreword – introduction by Andrew Kerr, Chief Executive

### Chapter 1 – Introduction

Clarifies what the Wiltshire Core Strategy is; how it relates to the ongoing examination of the South Wiltshire Core Strategy; how it fits with the emerging changes to the planning system and how the document should be used to enable everyone to respond appropriately to the consultation

### Chapter 2 – What is Wiltshire like now?

This chapter provides a broad overview of Wiltshire and sets out the key challenges and principles underpinning the emerging Core Strategy

### Chapter 3 – Where does Wiltshire want to be?

This section includes similar content to the 'Wiltshire 2026' consultation due to the general support for the Vision and Objectives arising through that consultation. Although additional consultation is therefore not necessarily required, it is included for completeness and to ensure that anyone commenting on the document is able to appreciate the underlying Vision and Objectives of the emerging Core Strategy.

### Chapter 4 - Spatial Strategy for Wiltshire

The proposed Spatial Strategy is underpinned by a number of key principles to build more resilient communities, as follows:

- Providing for the most sustainable pattern of development that minimises the need to travel and maximises the potential to use sustainable forms of transport.
- Creating the right environment to deliver economic growth, delivering the jobs Wiltshire's population needs locally, taking a flexible and responsive approach to employment land delivery.

- Phasing development to ensure that jobs and the right infrastructure are delivered at the right time to ensure that out commuting does not increase and development provides benefits for communities.
- Contribute to lowering Wiltshire's carbon footprint by delivering renewable energy, sustainable construction and location of development.
- Protecting and planning for the enhancement of the environment including development of green infrastructure to support the health and wellbeing of communities.
- Provide for high quality, well designed development, ensuring full community involvement in planning for larger development proposals.
- Provide the framework to deliver Neighbourhood Plans.

### Spatial Strategy Core Policies

**Core Policy 1** identifies Chippenham, Salisbury and Trowbridge as 'Principal Settlements', which are strategically important to Wiltshire as the main employment and service centres. These, together with the defined 'Market Towns' of Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Tidworth and Ludgershall, Warminster, Westbury and Wootton Bassett, will continue to be the focus for new jobs, homes and community facilities within Wiltshire.

Cricklade, Downton, Market Lavington, Mere, Pewsey and Tisbury are defined as 'Local Service Centres' for their surrounding rural areas. These will provide for much more modest levels of growth than the Market Towns in order to safeguard their role as Local Service Centres and help support delivery of local jobs, affordable homes and improved community facilities. The Strategy considers that development may be appropriate on sites adjacent and well related to settlement boundaries in order to provide for development that may be needed.

The Strategy recognises that some limited, small-scale development may be appropriate in large and small villages in order to support the communities within the more rural parts of Wiltshire. An analysis of all villages has been undertaken to determine the role of individual rural settlements in the Strategy as 'Large' or 'Small' villages. This has taken into account size of settlement, employment, level of services and facilities, including public transport, communications (broadband and mobile phone coverage), constraints to development and land with development potential.

In line with the Settlement Strategy, **Core Policy 2** proposes the overall level of new employment land, **175-182 hectares** to support growth of **27,570 jobs** and **37,000 homes** for the whole of Wiltshire over the full plan period, 2006 to 2026.

Of the 37,000 new homes required, 27,100 are proposed for the plan area outside of South Wiltshire.

**Table 1** below indicates that just over half of the proposed 27,100 dwellings for the area outside of South Wiltshire are already planned for through either existing completions or commitments:

	Source of Supply	Net Additional Dwellings <sup>1</sup> 2006 to 2026	
		Wiltshire (37,000)	Wiltshire excluding South Wiltshire (27,100)
(i)	Completions 1 April 2006 to 31 March 2010	8,370	6,585
(ii)	Deliverable Commitments at 1 April 2010 (planning permissions, permissions subject to resolution of Section 106 legal agreements & outstanding Local Plan allocations proposed to be carried forward into Core Strategy)	8,110	6,645
(iii)	Deliverable large site commitments (permitted since 1 April 2010 and extra care permissions)	760	640
	Total Completions and Commitments	17,240	13,870
	<b>Remainder to be planned for 2010 to 2026</b>	<b>19,760</b>	<b>13,230</b>

<sup>1</sup>Figures rounded to nearest 5

**Table 1: Completed, committed homes and residual requirement**



The consultation document clarifies why 37,000 new homes is considered to be a reasonable and robust level of growth for Wiltshire; not meeting the needs of outlying areas (e.g. Bath, Swindon) but seeking to redress the existing imbalance of jobs and homes. This requires a balanced approach to the delivery of future growth which favours job creation in the early part of the plan, reducing the need to commute outside of Wiltshire.

**Core Policy 3** provides a framework to ensure the timely delivery of appropriate infrastructure to support new development and maximise community benefits. The policy identifies and prioritises types of infrastructure as 'critical', 'essential' and 'place shaping' infrastructure in order to manage competing demands. In addition, it identifies the mechanisms by which infrastructure will be secured, including the role of the Community Area Boards.

#### Chapter 5 – Community Area strategies

Chapter 5 summarises how each Community Area will contribute towards the delivery of the requirement, including strategic allocations, and the considerations that have been taken into account to justify the proposed level of growth for each Community Area. The employment land and homes required numbers are included in the Community Area Strategies.

#### Chapter 6 - Core policies

Chapter 6 identifies other policies that are required to ensure the delivery of the spatial objectives. These policies will apply across Wiltshire.

### **Consultation Arrangements**

This consultation aligns with the eight week consultation on the Wiltshire and Swindon Proposed Submission Draft Waste Site Allocations Development Plan Document (approved by Cabinet on 22 March 2011) to help make effective use of resources and reduce consultation fatigue. In accordance with the Council's Statement of Community Involvement the first six weeks would take place outside of summer holidays, with the consultation starting on Monday 13 June 2011 and ending Monday 8 August 2011.

Consultation arrangements comply with the Council's Statement of Community Involvement:

- Exhibitions, hosted by the Area Boards (publicised through Area Board networks), will be held in each Community Area across Wiltshire (see dates below). These will be 'market stall' style to allow the above consultations to be undertaken at the same time.
- The exhibitions will include information boards, inviting comment on the day but also providing information as to how people can comment off and on-line; Officers will be in attendance to answer questions.
- The exhibitions will also include information regarding neighbouring Community Areas as required.
- Letters/emails have been sent to all consultees on the Council's Spatial Planning database, publicising the consultation.
- Adverts have been placed in local papers and in the parish newsletter.
- The documents are available in main Council offices and libraries across Wiltshire.
- There is an online publication on the Council's consultation portal.
- During the consultation period, officers will attend relevant partnership meetings, including Environmental Alliance, Housing Market Partnership and Wiltshire Strategic Economic Partnership; as well as meeting with other groups of stakeholders as appropriate in order to encourage stakeholder engagement.
- The consultation document explains in full how to use the document and asks a series of questions throughout the document to stimulate responses to the policies and strategies that form the basis of this consultation.

## Exhibition timetable

All exhibitions will start at 2.00 pm and end at 8.00 pm, unless otherwise stated:

<b>24 June</b>	Paragon Hall, <b>Westbury</b>
<b>28 June</b>	St Margaret's Hall, <b>Bradford on Avon</b>
<b>29 June</b>	Marlborough Town Hall, <b>Marlborough</b>
<b>29 June</b>	Guildhall, <b>Salisbury</b>
<b>4 July</b>	Methuen Hall, <b>Corsham</b>
<b>5 July</b>	Bouverie Hall, <b>Pewsey</b>
<b>5 July</b>	Assembly Hall, <b>Melksham</b>
<b>6 July</b>	Neeld Hall, <b>Chippenham</b>
<b>7 July</b>	Antrobus House, <b>Amesbury</b>
<b>11 July</b>	Corn Exchange, <b>Devizes</b>
<b>12 July</b>	Nadder Hall, <b>Tisbury</b>
<b>13 July</b>	Bridge House, <b>Trowbridge</b>
<b>13 July</b>	Village Hall, <b>Lacock</b>
<b>14 July</b>	Warminster library, Warminster (closes at 7.00 pm)
<b>14 July</b>	Memorial Hall, <b>Downton</b>
<b>15 July</b>	Town Hall, <b>Calne</b>
<b>18 July</b>	Wesleyan Hall, <b>Malmesbury</b>
<b>18 July</b>	Library, <b>Wootton Bassett</b>
<b>20 July</b>	Memorial Hall, <b>Ludgershall</b>

## Next steps

Following the consultation, there will be the need to move forward expediently with the preparation of a sound draft Core Strategy for Wiltshire (subsuming relevant policies and proposals from the South Wiltshire Core Strategy), in order to meet the Council's published timetable of bringing the pre-submission consultation draft Wiltshire Core Strategy to Cabinet in November 2011.

Once the consultation has closed, all responses will be made available for viewing on the Council's website as soon as possible. The response together with new evidence will be used to inform the development of the draft Wiltshire Core Strategy, which following Cabinet approval, can then proceed to its final stage of formal public consultation before being submitted for examination.

## For further information

Further information on the Wiltshire Core Strategy Consultation Document, including electronic copies of all the consultation documents, is available on the council website: [www.wiltshire.gov.uk/wcsconsult2011](http://www.wiltshire.gov.uk/wcsconsult2011)

If you require a hard copy of the Consultation Document please contact the above number.

A dedicated telephone number has been set up to respond to any queries regarding the Core Strategy Consultation, (tel: 01225 713223). Please pass this number on to anyone requiring further information on the consultation or direct them to our website, using the above address. Alternatively, people can email: [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk) with any queries they have.

## COUNCILLORS BRIEFING NOTE

### No. 66

**Department:** Children and Education

**Further Enquiries to:**

Merfyn Williams

**Date Prepared:** June 2011

**Direct Line:**

01225 718240

### Connexions

#### Planned revision of Connexions service delivery arrangements, 2011/12

##### 1 Rationale for change

Going forward there is a need to develop the Connexions Service offer to young people in a way which addresses a number of key issues. There is a need:

- to widen and maximise availability of support for vulnerable young people
- for greater integration of working practices and resources
- to deploy resources in a way that supports multiagency working
- to revise and modernise service delivery to meet the expectations of young people
- for efficiency savings across all services

Within Connexions Wiltshire, the long established model which concentrates resources in a **small number of expensive, single service locations** and which **benefit mainly the 3 major centres**, does not meet these criteria. It does not reflect a large rural County with sometimes difficult transport links.

##### 2 Current arrangements

The current model of service delivery in the county comprises centrally located resource centres in three major towns in Wiltshire – Chippenham, Trowbridge and Salisbury. These act both as a base for staff working in these communities and as a suitable location at which young people are provided with confidential, individual advice and guidance and personal support. Information about local employment and training opportunities available to young people is held at these centres, enabling a job placement service akin to that of Jobcentres for adults,

Many Councils are now revising this model of delivery, extending access through a network of community locations, collaborating more effectively with other partner services and increasingly using new technology to deliver services to young people. The development of the Integrated Youth Service in Wiltshire has provided an opportunity to do this and to address the changes identified above.

This requires the following developments:

- Closure of current centres
- Identification of a network of alternative access locations for young people to use and agreeing their availability
- Ensuring service users and partners are informed of the changed arrangements
- Agreeing and preparing a new staff bases
- Developing new business procedures and working methods

The number of Personal Adviser (PA) posts available to help young people is unaffected by these changes

### **3 Revised arrangements, effective 1 July 2011**

#### **3.1 Centre closure**

Arrangements are proceeding to close existing centres in Chippenham, Salisbury and Trowbridge at the end of June 2011. Actions are in progress to relocate staff elsewhere within the four hub areas (this includes for the first time establishing a staff base in Devizes). All changes are being coordinated via the workplace transformation team.

#### **3.2 New access locations**

New service access points have been secured in a more diverse range of locations within each hub area where young people will be able to receive the services offered. Discussions have taken place and agreement reached with a number of partner services (Council services and other agencies) to enable this and staff have been involved as far as possible in this process. As a result young people will be able to access the service at 29 different locations across the county, in addition to schools and college.

#### **3.3 Staffing impact**

The impact upon Personal Adviser (PA) posts is neutral, with all PA posts in the service retained to maximise support for young people.

However, as a result of these new working arrangements the administrative support requirement has been reduced

#### **3.4 Staff working practices**

As with any changes staff working practices will need to adjust to these new arrangements. New business procedures and systems will be developed to assist them in this process. Alongside this, procedures are being developed to improve communication with young people

#### **3.5 Communicating the changes**

A communication plan has been developed to ensure that service users and partners are fully informed about the changes. Each element of this will be adapted in each area to provide the necessary local information.

Young people have been consulted about these changes and their views and those of staff have helped inform the choice of new access locations.

Further developments are likely to take place in 2012 as a result of Government plans to change the balance of responsibilities of schools and Local Authorities in providing advice and guidance for young people. However, based upon current information, these changes would not hinder such developments.

## COUNCILLORS BRIEFING NOTE

### No. 67

**Department:** Public Health and Well Being      **Further Enquiries to:** Hayley Mortimer

**Date Prepared:** July 2011      **Direct Line:** (01225) 776773

### **Domestic Violence Protection Notices/Domestic Violence Protection Orders (DVPN/O) – ‘GO ORDERS’**

#### **Overview**

Wiltshire has been identified as one of the areas that will pilot the new legislation known as the ‘Go Orders’, representing a small force area, alongside Greater Manchester and West Mercia.

The **purpose** of the DVPN/O’s – Go Orders is to:

- Create a *protective space* for the victim.
- Enable support service to *engage* with the victim and identify appropriate support interventions.
- *Remove* the perpetrator from the home and *restricts* them from returning, up to 28 days.

The pilot came into effect in Wiltshire on the **1<sup>st</sup> July**. It was launched at a press conference hosted by the Chief Constable Brian Moore, Maggie Rae Chair of the Wiltshire Community Safety Partnership and Phil Thomas Head of Community and Commercial Safety, Swindon Borough Council.

#### **Background**

A new piece of legislation was passed in 2010 - ‘**Policing, Crime and Private Security Act 2010 Section 21-30**’, a result of one of the recommendations from the **ACPO Review of Tackling Perpetrators of Violence against Women and Girls** (September 2009).

#### **Summary of DVPN/O process**

The threshold for a DVPN could be any case of Domestic Abuse that fails to end in a criminal proceeding (*any case that is between standard to high risk to the victims*).

At the point of arrest – consideration for a DVPN should be run in parallel to the criminal investigation. If there is not sufficient evidence to pursue a criminal prosecution but the case satisfies the conditions and criteria for a DVPN the Superintendent may grant the notice.

#### **What is a DVPN?**

- A DVPN is authorised by a Police Superintendent where violence or a threat of violence has occurred.
- A DVPN can be issued to protect from further violence and/or threats. This can be done with or without the victim’s consent.
- A DVPN can only be issued to a person over 18 years old.

#### **What is the purpose of the DVPN?**

- The purpose of the notice is to prevent the perpetrator from being in your home and restricts them from returning whilst the notice is in place
- The notice gives the victim time to consider what they want to happen next.
- During the time the notice is in place, contact will be made by support services who can help.

### How long does a DVPN last?

- A DVPN can last up to 48hrs (excluding Sundays/Bank Holidays).
- During that time the Police must apply to a Magistrate to grant a Domestic Violence Protection Order (DVPO).

### What happens if the perpetrator does not follow the conditions of the DVPN?

- The perpetrator can be arrested and held in custody.
- He/she can be brought in front of the Magistrates' Court where the application for a DVPO will be heard within 24hrs (excluding Sundays/Bank Holidays).

### What is a DVPO?

- A Domestic Violence Protection Order (DVPO) can be granted by a Magistrate.
- It can last up to 28 days and will include conditions which the perpetrator must comply with.

#### Examples of conditions include:

- prohibit them from making you leave your home
- prohibit them from entering your home
- require them to leave your home, or
- prohibit them from coming within a specified distance of your home

### What happens if the perpetrator does not follow the conditions of the DVPO?

- The perpetrator can be arrested and held in custody.
- He/she can be brought in front of the Magistrates' Court where they may have to pay a fine or will be imprisoned.

### Headlines on the Pilot to date

As of the 12/07/11, there had been **13 DVPN** applications made, of which the Superintendent had **granted 11** (9 Swindon and 2 Wiltshire). There have been 5 applications made at court for the DVPO and all **5 have been granted**, with 6 still pending court hearings.

Projected volume based on a review of cases indicated between **6-8 Cases** per week for Wiltshire and Swindon. Early figures indicate that the level of DVPNs has exceeded these projections.

External Funding identified by the Home Office to assist the pilot - Wiltshire funding allocation is £55K anticipated use for:-

- Legal costs – cost per DVPN application not contested £375, if application is contested £500.
- Based on the projected volume of applications and taking a 50/50 contested/not contested split, the projected cost for the pilot could be IRO £100,000.

### Challenges still to consider

- **Impact** on local support services has to be considered, the pilot will result in
  - *Increased pressures on services, as already working at maximum capacity, additional 6-8 cases per week could prove problematic, depending on type of intervention required.*

If you would like any further information in relation to the new DVPN/O's process, please contact **Hayley Mortimer** (Domestic Abuse Reduction Co-ordinator) email: [hayley.mortimer@wiltshire.gov.uk](mailto:hayley.mortimer@wiltshire.gov.uk) or telephone 01225 776773.

### Supporting Information

In Wiltshire in 2010/11:

- 2,058 Domestic Abuse Incidents were reported to the police
- The repeat victimisation rate is 26%
- 28% of all violent crime reported is attributable to Domestic Abuse
- The minimum cost of DA in Wiltshire is £18.5 million per annum

Anyone wishing to seek help and advice on domestic abuse issues, can contact the National 24hr Domestic Abuse helpline on 0808 200 0247, the Men's Advice Line and Enquires (MALE) on 0808 801 0327, or log on to [www.speakoutwiltshire.com](http://www.speakoutwiltshire.com) or contact Wiltshire Police on 0845 408 7000.

In an emergency, people should call 999.

## COUNCILLORS BRIEFING NOTE

### No. 68

*Cabinet Member:* Mr R Tonge

*Department:* Neighbourhood and Planning    *Further Enquiries to:* Spencer Drinkwater

*Date Prepared:* July 2011

*Direct Line:* (01225) 713480

### **DISTRIBUTION OF THE LOCAL TRANSPORT PLAN AREA BOARD 'SUBSTANTIVE HIGHWAY SCHEME' BUDGET IN 2011-12**

#### **Background**

In April 2011 the Local Transport Plan Programme for Integrated Transport Schemes was agreed by the Cabinet Member for Highways and Transport. As in the previous year an allocation of £250,000 was included to provide each Area Board with a Discretionary Highways Budget to fund small-scale transport projects in their community areas.

However, it has become apparent that the Discretionary Highways Budget is not always sufficient to fund the implementation of an Area Board's top priority transport scheme. To overcome this problem for at least some of the Area Boards, a Substantive Highways Scheme budget of £100,000 has been made available to help deliver some of these schemes.

The Substantive Highways Scheme budget is eligible to any Area Board that has a priority transport scheme for which the cost of implementation is estimated to exceed the Discretionary Highways Budget available.

#### **Mechanism for Awarding Substantive Highway Scheme Funding**

It is very unlikely that the Substantive Highways Scheme budget will be sufficient to fund all of the substantive schemes emanating from the Area Boards. As such, the Cabinet Member for Highways and Transport has agreed a mechanism whereby prospective schemes compete for this funding, which will be awarded according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit would be determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to acknowledge/stimulate contributory funding from town/parish councils and other external bodies.

Deliverability is an assessment of how challenging a scheme would be to implement within a given financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes would be given a 'confidence score' based on these factors.

**Appendix 2** sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable and offer the most benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

### **Eligibility to Bid for Substantive Highway Scheme Funding**

An Area Board would only be eligible to bid for substantive scheme funding when the infrastructure cost of implementing a priority scheme is estimated to exceed their available Discretionary Highways Budget and cannot be implemented in phases spread over two or three financial years, e.g. a Puffin crossing.

Schemes which can be achieved within an Area Board's available Discretionary Highways Budget or by implementing discrete sections in phases over a period of time will not be eligible to bid for the substantive highways scheme funding.

Bids will be limited to a maximum of two per Area Board. However, bidding more than once is likely to reduce an Area Board's chances of success as the bids would effectively be competing against each other and the Board's contribution would invariably be split between them which would adversely affect each scheme's cost benefit ratio.

In addition, schemes for which bids are submitted must have had a feasibility study undertaken which demonstrates that they are feasible and be deliverable within the 2011/12 financial year.

### **Bidding Process**

Bids should be submitted by 1 September and should be submitted to the highways officers serving the Community Area Transport Group on the attached pro-forma (**Appendix 3**). The highway officers will then score the scheme bids in accordance with **Appendix 2**.

It is anticipated that a decision on the awarding of funding will be made by the 30 September 2011. The final decision on the schemes that will be awarded funding has been delegated to the Corporate Director of Neighbourhood and Planning.

The agreed bidding and scoring mechanism is considered fair and reasonable but will need to be tested over time. As such, it is proposed that the process is trialled and reviewed prior to April 2012.



**INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK**

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	<b>Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years);</b> 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	<b>Traffic volumes:</b> < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts <b>Traffic speeds:</b> 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts <b>% HGVs:</b> < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts <b>% through traffic:</b> < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts <b>Existing facilities:</b> 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	<b>Number of people potentially benefiting from a scheme:</b> 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	<b>Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)?</b> Yes = 5pts; No = 0pts <b>Does the school have a 'live' School Travel Plan?</b> Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	<b>To what level would a scheme serve local amenities:</b> 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	<b>Would a scheme improve pedestrian/cycle access to an urban commercial/retail area?</b> Yes = 5pts; No = 0pts <b>Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area?</b> Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	<b>Would a scheme improve existing networks?</b> Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	Environmental Considerations	<b>Could the scheme help achieve modal shift and reduce car use?</b> Yes = 5pts; No = 0pts <b>Is the scheme in an Air Quality Management Area?</b> Yes = 5pts; No = 0pts	(0 – 10)

\* asl = Above speed limit  
CM09312 App1

## Appendix 2

### Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk  
 1 = low risk  
 2 = medium risk  
 3 = high risk

### Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	x
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	x
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	x
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	x
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	x
Deliverability Score		$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability

## Application for Substantive Highway Scheme Funding

*This form should be completed and submitted to the highways officer serving your Area Board's Community Area Transport Group by 1<sup>st</sup> September 2011 and copied to Spencer Drinkwater in the Sustainable Transport Group*

### Applicant Details:

<b>Name:</b>	
<b>Area Board:</b>	
<b>Email:</b>	
<b>Tel:</b>	

### Description and Location of Proposed Scheme:

<b>Scheme name</b>	
<b>Town/village:</b>	
<b>Road name/area of town/village:</b>	
<b>Brief description of scheme:</b>	

### Scheme Costs and Funding Sought:

<b>Estimated total cost of Scheme</b>	<b>£</b>
<b>Contribution from CATG's Discretionary Highways Budget</b>	<b>£</b>
<b>Contributions from third parties (e.g. town/parish councils)</b>	<b>£</b>
<b>Funding sought from Substantive Highway Scheme Fund</b>	<b>£</b>

.....  
**Signature of Area Board Chair/Community Area Manager:**

.....  
**Date:**

## COUNCILLORS BRIEFING NOTE

### No. 69

**Department:** Chief Executive - Finance

**Further Enquiries to:** Michael Hudson

**Date Prepared:** Sept 2011

**Direct Line:** (01225) 713601

### **Small Business Rate Relief (SBRR) - A Guide**

Last year members may recall that there was a high volume of queries arising from local businesses to members regarding the issuing of more than one National Non-Domestic Rates bill (NNDR – previously called business rates). This was due to the changes introduced nationally and extended during 2010/11 rather than a local issue or error. In 2010/11 it was originally planned this would be removed from 1<sup>st</sup> October 2010, so we issued bills in March 2010 to that effect. Then in July the Government decided to extend the scheme so we had to issue new bills. The Government has again decided late on to extend the temporary increase in SBRR scheme for 2011/12. So to anticipate and help you deal with any queries you may receive on SBRR, the guide below explains the current position. Please feel free to promote the scheme where you are aware of a business that does not receive relief but meets the criteria.

Please contact Phil Ruddle (Revenue Services Manager) on 01722 434406 if you have any questions.

### **Who qualifies for SBRR?**

SBRR was introduced by the Government in April 2005 and applies to approx 3500 business ratepayers in Wiltshire. Under the scheme ratepayers who occupy only one rated property in England, where the rateable value is £12,000 or less, will receive a reduction in their rate liability.

SBRR is financed by a supplement on the rate bills of other businesses where they do not meet the above criteria. Premises with a rateable value of between £12,000 and £18,000 are not entitled to relief but are not subject to the supplement, if it is the ratepayer's only premises.

### **How much relief can a business get?**

All eligible properties will have their bills calculated using a reduced multiplier, the Small Business Non-Domestic Rating Multiplier, rather than the standard multiplier:

- 1 April 2011 to 31 March 2012 - 42.6p instead of 43.3p.
- 1 April 2010 to 31 March 2011 - 40.7p instead of 41.4p.

### **There is a temporary increase in SBRR levels from 1 October 2010 to 30 September 2012 - please see following extract.**

#### **Further one-year increase in Small Business Rate Relief announced**

*The Chancellor of the Exchequer announced in his Budget speech on 23 March that the current temporary increase in Small Business Rate Relief (SBRR), which was due to end on 30 September 2011, will now continue for a further year.*

*The previous Government temporarily increased the level of SBRR from 1 October 2010 so that eligible ratepayers pay no rates on properties with rateable values up to and including £6,000, with a tapered relief between 100% and 0% for properties with rateable values between £6,000 and £12,000.*

*This scheme was due to end on 30 September 2011 but will now continue for a further year (1 October 2011 to 30 September 2012).*

*There are no other changes to the scheme and the Government has confirmed that it will meet the costs of the increased levels of relief.*

**For the valuation period 1 April 2010 to 31 March 2015 - eligible properties with:**

- A rateable value of £6,000 or less will get 100% rate relief (reverts to 50% from 1 October 2012).
- Rateable values between £6,000 and £12,000 will get relief on a sliding scale from 100% to 0% (reverts to 50% to 0% from 1 October 2012).
- Rateable values between £12,000 and £18,000 will have their bill calculated using the Small Business Non-Domestic Rating Multiplier (see list of multipliers above).

**New bills have thus been issued for 2010/11 to take account of the increased level of relief. Similarly, new bills will also be issued in March 2012 to allow for the relief up to 30 September 2012.**

### **How does a business apply for SBRR?**

Since 1 April 2007 ratepayers have only been required to apply for SBRR once between each revaluation period, provided certain defined circumstances do not change (taking on additional properties, or the rateable value changing)

From 1 April 2010 the Government removed the requirement to reapply for SBRR. However, to be eligible for SBRR from 1 April 2010 businesses must meet the

conditions of the scheme at that date. The requirement for businesses to notify the Council if they are no longer eligible for the relief continues to apply.

To apply for SBRR businesses must complete and sign an application form and return it to the Business Rates team, the form is on the council's website.

Businesses have until 30 September 2016 to apply for SBRR for the financial years commencing 1 April 2010 - 1 April 2015.

Please note that applications for the financial years 2005/2006, 2006/2007, 2007/2008, 2008/2009 and 2009/10 can no longer be submitted unless the rateable value of their property has been altered to below the prescribed limits or it is a new entry in the Valuation List from 1 April 2005 onwards.

In these situations the application forms must be submitted for each of the applicable financial years within six months of the date that the Valuation Office issued the schedules containing the altered/new entry.

## COUNCILLORS BRIEFING NOTE

### No.70

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

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

### Help to Live at Home

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

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

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

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

#### **Why is Help to Live at Home different?:**

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

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

#### **What is the benefit to the customer?**

With Help to Live at Home customers will have far greater choice about the services that they receive, they will be in control of that service. We know from the extensive consultation we have undertaken that it was more important that they got the right service and the right time, they were offered choice. In fact people told us they felt there was too much choice.

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

### **What has been communicated to customers to date?**

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

### **What if people do not want to change care providers?:**

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

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

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

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

### **Impact on care staff:**

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

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

The TUPE process is ongoing.

### **Transfer of information:**

The Help to Live at Home organisations have been contacting customers identified by Wiltshire Council and NHS. With approximately 1000 people needing to be contacted this is being managed very carefully. In a small number of cases, it will be agreed that it is not appropriate for someone to change care provider and that their needs are best met remaining with their current company.

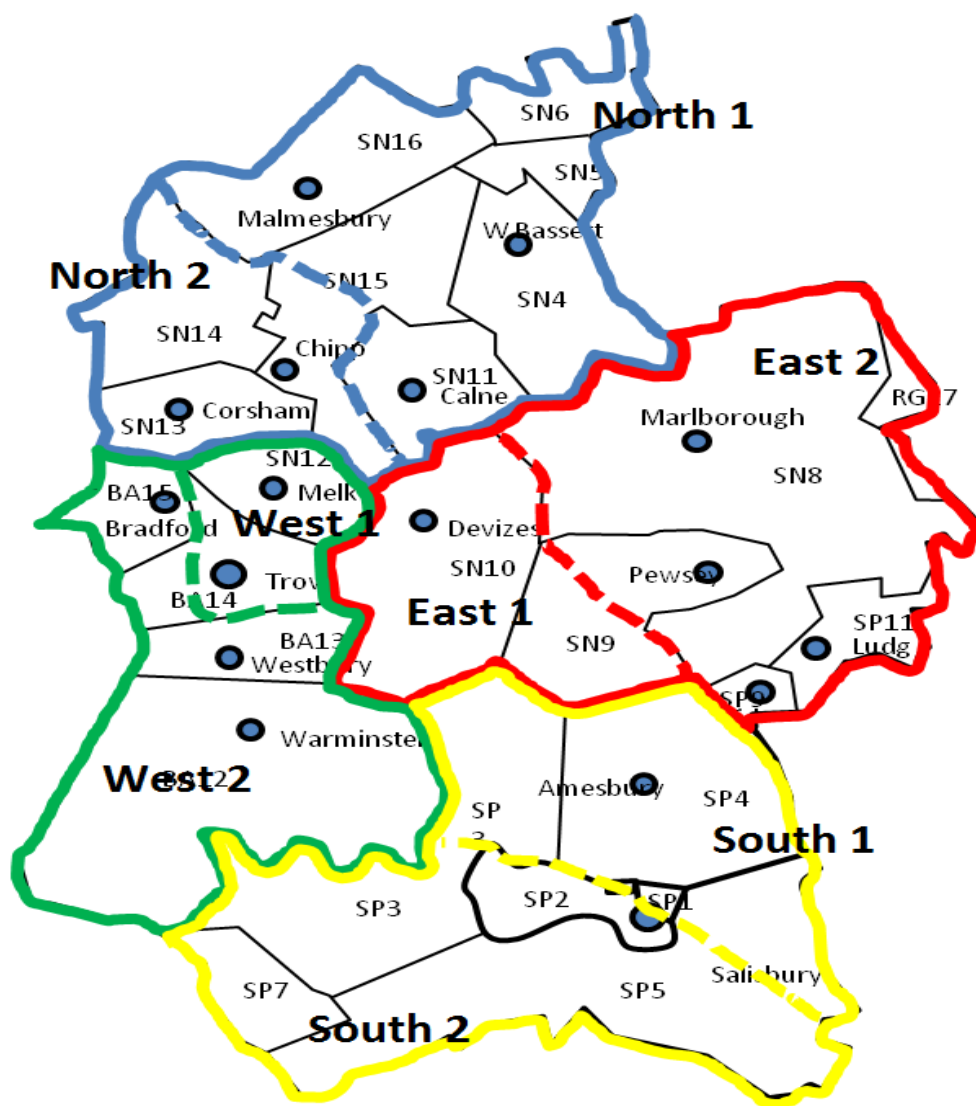
### **Information sharing:**

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

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



## Help to Live at Home Providers Allocated Areas



	E1	SN10, SN9 6	Ridgeway Care
	E2	SN8, SP11, SP9, SN9 5, RG17	Leonard Cheshire Disability
	N1	SN11, SN15 4, SN16, SN4, SN5, SN6	Leonard Cheshire Disability
	N2	SN13, SN14, SN15	Complete Care Services
	S1	SP1, SP3 4, SP4, SP5 4 & 5	Ridgeway Care
	S2	SP2, SP3 5 & 6, SP5 2 & 3, SP7	Ridgeway Care
	W1	BA14, SN12	Complete Care Services
	W2	BA12, BA13, BA14 9, BA15	Somerset Care at Home

## COUNCILLORS BRIEFING NOTE

### No. 71

**Department:** Neighbourhood and Planning

**Further Enquiries to:** Alistair Cunningham

**Date Prepared:** October 2011

**Direct Line:** (01225) 713203

### PLANNING UPDATE

Central Government is amending a number of key pieces of legislation and planning policy that will impact on the development of local planning policy, particularly Neighbourhood Plans (NPs):

- (i) Localism and Decentralisation Bill, which introduces Neighbourhood Planning, is due to be presented to the House of Lords during October 2011, with Royal Assent programmed for November and commencement of the Act in April 2012.
- (ii) Draft National Planning Policy Framework, published for consultation July 2011 (consultation ends 17 October 2011). The final draft is anticipated to be published alongside the Act, see (i). This currently has limited weight in decision making as it is still in draft and could be subject to change. The document is available at <http://www.communities.gov.uk/publications/planningandbuilding/draftframework>
- (iii) Draft Regulations relating to Neighbourhood Planning - publication imminent.

Collectively, these will set out how NPs should be developed and the draft National Planning Policy Framework (NPPF) also introduce changes to the way in which planning applications should be considered prior to the new planning policies being in place.

#### **Draft National Planning Policy Framework**

The draft NPPF introduces '*the presumption in favour of sustainable development*' in order to ensure that the planning system will deliver economic growth. This means that Local Planning Authorities such as Wiltshire Council should plan positively for new development and approve all proposals wherever possible. Paragraph 14 states that local planning authorities should:

- prepare Local Plans on the basis that objectively assessed development needs should be met, and with sufficient flexibility to respond to rapid shifts in demand or other economic changes;
- approve development proposals that accord with statutory plans without delay; and
- grant permission where the Local Plan is absent, silent, indeterminate or where relevant policies are out of date.

The draft NPPF makes it clear that all the above should apply unless the “*adverse impacts of allowing development would significantly and demonstrably outweigh the benefits*” of the proposal. This is a long way from the understanding our communities have that the new planning system, especially the ability to develop a Neighbourhood Plan (see below), will enable them to stop development that they do not want.

There are other elements of the draft NPPF, which could challenge the approach Wiltshire Council has taken to date in developing the most recent draft of the Wiltshire Core Strategy (Wiltshire Core Strategy Consultation Document, June 2011). For example, our approach has been to shape a Core Strategy that allows communities to use NPs to determine where non-strategic allocations should be made (at those towns without strategic allocations) and at villages within the rural areas to ensure that agreed levels of housing growth can be met.

Government though, through the draft NPPF, is emphasising the need to ‘significantly increase the supply of housing’. The Wiltshire Core Strategy was required to provide a five year supply of deliverable sites from the point of adoption. However, Government is now proposing that we include an additional allowance of at least 20 percent to ensure choice and competition in the market for land (paragraph 109). This means that at least a six year supply of deliverable housing land should be set out, which may require additional sites to be identified in the next draft of the Wiltshire Core Strategy. This does not in itself mean that the overall level of housing to be provided should be increased but requires more sites to be identified up front to deliver the same level of housing identified in the Plan.

Also, in terms of the overall housing requirement, Government is now proposing that we “*meet the full requirements for market and affordable housing in the housing market area*” (paragraph 109). What is not clear at this stage is whether this means that we will need to meet demand, continuing past trends, rather than our current policy led approach that meets the needs of the area in the most sustainable way by seeking a better balance between jobs and homes with the aim of reducing our commuting. Simply put, this could mean that we will be open to challenge unless we identify higher levels of housing for the county, particularly as housing development is being seen by Government as part of the solution to stimulating economic growth.

The authority will be responding to the consultation raising its concerns about these issues.

### *Neighbourhood Plans*

The draft NPPF also makes reference to Neighbourhood Plans (NPs). The key points are:

- The ambitions of a neighbourhood should be aligned with strategic needs and priorities of wider local area. They must be in general conformity with the Local Plan (Wiltshire Core Strategy).
- NPs have the power to promote more development than set out in the Local Plan.
- Within the framework set by the Local Plan, NPs are able to shape and direct development, subject to presumption in favour of sustainable development.
- To pass examination, NPs must have regard to the NPPF; be in conformity with strategic policies in the Local Plan and be compatible with relevant EU and human rights requirements.

### **Draft Neighbourhood Planning Regulations**

In terms of the current thinking on NPs, Ministers seem set on putting as few barriers as possible in place to stop NPs coming forward, with the principle being *to provide a minimum set of regulations and minimum requirements on community groups and organisations*.

The process as we currently understand it, in light of a consultation event with the Department for Communities and Local Government, is outlined below:

#### *Stage 1 - Establishing a Neighbourhood Area:*

- In parished areas, the parish/town council(s) will lead the process and establish a ‘Neighbourhood Forum’. In Wiltshire, best practice would be to have a wider community representation alongside the parish/town council members.

- A Neighbourhood Forum will need to apply to Wiltshire Council, as the Local Planning Authority (LPA), for a Neighbourhood Area to be designated. In Wiltshire, the Area Boards could have a key role in approving the appropriateness of the area proposed. Wiltshire is currently piloting the development of NPs for three different geographies: Community Area (Wootton Bassett Community Area), Town (based on the urban area of Malmesbury town) and Village level (based on Sherston Parish).
- A plan and statement clearly delineating the proposed Neighbourhood Area, together with a statement why the area is appropriate for a NP will need to be submitted to the LPA.
- Wiltshire Council will need to consider whether to accept the application, which will involve publicising the application for a prescribed period (potentially six weeks) and inviting views from interested parties. Within Wiltshire, the Area Boards could have a key role in determining whether applications should be accepted.

*Stage 2 - Preparing and submitting a plan once approval in principle received:*

- The Neighbourhood Forum would be required to publicise arrangements for consultation on the Plan including the proposed timetable for community consultation (minimum six week consultation could be prescribed).
- The Forum would work up details of the Plan with community and statutory consultees (requirement to consult statutory consultees affected by proposals, for example Natural England, Environment Agency, etc.).
- Once a draft Plan is prepared, it should be submitted to the LPA together with:
  - a consultation statement identifying who has been consulted in the preparation of the draft Plan; how they have been consulted;
  - a summary of the main issues raised and how these have been addressed in preparing the Plan;
  - a statement outlining how the Plan meets the conditions for preparing NPs (see Stage 3).
- During this stage, Wiltshire Council's role will be to advise on conformity with the Local Plan (e.g. Core Strategy) and when/which statutory consultees to involve.

*Stage 3 - Examination*

- The Examiner will be checking that basic conditions have been met. The Plan must have an appropriate fit with local and national policy, special regard to listed buildings and conservation areas and be compatible with European obligations, for example, Habitats Regulations.
- Wiltshire Council will be required to check the Examiner's proposals before moving to the next stage.

*Stage 4 - Community Referendum and 'Making the Plan'*

- It will be the role of Wiltshire Council to undertake the Referendum.
- A simple majority of those turning up is needed, after which the LPA will be obliged to bring the NP into force.
- Wiltshire Council will be required to 'make the Plan' (bring it into force) using appropriate committee arrangements and send a copy of the decision and reasons to make the Plan to the Neighbourhood Forum, statutory bodies and anyone else who has made written representations.

Wiltshire Council's website will need to be used as a tool for publishing information as well as allowing inspection of documents at offices during the process.

**Wiltshire Council's Role in Moving Forward**

The Council's statutory duties in the preparation of plans is potentially onerous and we will need to develop our own approach to managing the process, especially the role of Area Boards and the support the Council can reasonably give, and consider the possibility of prioritisation or a process for managing how Plans come forward, if necessary.

There is no obligation on communities to take forward NPs and at this stage it is important that our communities understand that NPs may not necessarily be the right 'tool' to address the local issues that need to be addressed.

Also, as we are still six months from the new planning system being in place, the message to our communities should remain the same; that the focus should be on achieving a sound Core Strategy with a positive policy framework for growth which also specifies where and what development would be acceptable or unacceptable, rather than focus on the production of NPs (ahead of the legislation) which will not be able to stop or direct development if the Core Strategy does not provide the sound planning framework.

In South Wiltshire, publication of the Inspector's report into the examination of the South Wiltshire Core Strategy is imminent. The Council is considering how it will support work to progress the implementation of policies within this development plan. Put simply, in South Wiltshire we may (subject to the Inspectors report) have the sound planning framework within which communities could start considering whether there is the need to prepare further planning policies at local level to guide development in this part of Wiltshire, particularly in rural areas. However, it is important to note that it will only be when the Localism Bill is enacted and that NPs can be examined, put to a referendum and brought into force. This is expected to be April 2012.

Further briefing will be provided as more detail becomes available.

## Councillors Briefing Note No. 72

**Department:** Chief Executive's

**Further Enquiries to:** Frank Cain

**Date Prepared:** October 2011

**Direct Line:** (01225) 713032

### Re: BRIBERY ACT 2010 (THE ACT)

The Act came into force on 1 July 2011 and created a new criminal corporate offence of failing to prevent bribery by a person associated with it. This would include employees, agents and intermediaries.

In order to establish a defence to such a charge, an organisation will need to be able to demonstrate it has adequate anti-bribery procedures in place. The Ministry of Justice have published guidance which is aimed at assisting organisations to understand what will constitute "adequate procedures". Below is a summary of the relevant points contained within the guidance.

#### **Gifts and Entertainment**

The guidance carries a clear message that in order for hospitality to be considered bribery under the Act, the prosecution will need to show that hospitality or a gift was given with the intention of inducing improper conduct from the recipient with regard to their business, trade or profession.

In other words, such hospitality and gifts need to be given with the intention of persuading the other party to improperly award business to him. Gifts and hospitality are not criminal under the Act if provided simply to improve a relationship and/or network.

The guidance states that the government recognises that bona fide hospitality, promotion or expenditure seeking to improve a company's image, present products or establish cordial relations is a legitimate and an important part of doing business. Such behaviour is not intended to be criminalised.

The guidance goes on to provide the example of an invitation to foreign clients to attend the six nations rugby as part of a public relations exercise to cement relations and enhance knowledge of the business. It is clearly stated that this is unlikely to be considered to amount to bribery. It had previously been thought that hospitality of this nature may be caught by the Act.

## **Facilitation Payments**

Small bribes paid to facilitate routine Government action are called 'facilitation payments'. Under the Act facilitation payments remain illegal and the guidance does not seek to minimise this fact.

## **Associated Persons**

The guidance takes into account businesses' fears that they could be liable for persons associated with them, who they cannot control. It refers to a supply chain involving several entities and states that a party is only likely to be liable for acts of its contractual counterparty and not for the activities of sub-contractors further down the chain.

The guidance also makes it clear that bribes paid on behalf of a joint venture will not trigger liability for the member simply by virtue of the member benefiting indirectly from the bribe through their investment in, or ownership of, the joint venture.

The guidance states that businesses may wish to use anti-bribery terms and conditions in relationships with contractual counterparties and request that the counterparty adopts a similar approach with any sub-contractors.

## **Prosecutorial Discretion**

The guidance also states that in cases where bribery does appear to have taken place as a result of hospitality, promotional expenditure or facilitation payments, prosecutors are to carefully consider the public interest before deciding whether to prosecute.

The director of the Serious Fraud Office and the director of Public Prosecutions are to issue joint guidance for prosecutors setting out the approach that will be taken when deciding whether to prosecute under the Act.

## **The Guiding Principles**

The guidance remains non prescriptive and indicates that "adequate procedures" should be built around 6 principles outlined below.

1. **Proportionality** - Organisations should take action appropriate to the risks they face and the size of the business.
2. **Top level commitment to bribery prevention** - Senior management must take personal responsibility for the organisation's anti-corruption programme, maintaining oversight of its progress and implementation and the board should regularly consider anti-corruption issues.
3. **Risk assessment** - Organisations should review and monitor the bribery risks they face in their market, sector and location. Large, high risk operations should consider using external professionals to assist the risk assessment.
4. **Due diligence** - The Bribery Act introduces criminal liability for a relevant commercial organisation that "fails to prevent bribery" where an "associated

person" bribes another person. Organisations need to check out agents, intermediaries, joint venture partners and other third parties and ensure adequate due diligence is undertaken on all new business relationships before the appointment of the third party and regularly review these relationships during their lifetime.

5. **Communication** - Anti-bribery policies and procedures need to be integrated and visible throughout organisations. They need to be imbedded in the organisation and understood by employees, intermediaries and agents. Many organisations will need to roll out new training on anti-bribery and it is likely that on-line training tools will become common place for larger organisations.
6. **Monitoring and review** - An organisation must be able to prove that it regularly monitors and reviews the adequacy and suitability of policies and procedures and adapts them to reflect any changes in the organisation.

Ensuring the above criteria are properly followed and implemented will assist organisations should they need to prove that they have taken the bribery risk seriously and implemented "adequate procedures" to prevent it occurring.

For more information or advice, please do not hesitate to contact Legal Services.

Frank Cain  
Head of Legal Services and Deputy Monitoring Officer

*(Prepared with the assistance of an Eversheds briefing note)*



## Councillors Briefing Note No. 73

**Department:** Chief Executive's

**Further Enquiries to:** Ian P Brown

**Date Prepared:** October 2011

**Direct Line:** (01380) 734743

### **Re: Implementation of New Software for Housing and Council Tax Benefit Claims**

As part of its continuous improvement Wiltshire Council is changing the way in which it administers claims for housing and council tax benefit.

The service currently operates different software in each former district and we have chosen the Northgate solution which is currently in use at the north hub. Through the introduction of a new computer system, all claims formerly dealt with by the district councils in Wiltshire will be administered on one system. This means residents can contact any former council office and have their claim or query dealt with by any of our staff.

The change involves the merge of data held on all four systems and this merger will take place throughout November. In council tax terms the merger will create the 9<sup>th</sup> largest council tax database in England holding records on 202,000 domestic properties, 14,000 non-domestic properties and will enable the management of 32,000 benefit claims. It will enable the collection of £245 million council tax, £126 million in non-domestic rates and payout £132 million in housing and council tax benefit, this year.

Paying benefit is a vital service to some of the most vulnerable members of our community. In order to create time to merge data we are making advance payments, at the end of October and paying some claims until 5 December, then closing down legacy systems in the south, east and west. This means claims will not be amended or processed in three of the four hubs until the merge has been completed at the end of November 2011. This may mean you get queries regarding the process, if there are any technical queries or urgent matters please refer them to Ian Brown (Head of Revenues and Benefits) on 34743 or via the Internal email system (note it is Ian P Brown as there are two).

The project is being lead through the council's approach to project management, and as such there is a Lead Member (Cllr Pip Ridout), along with an in-house specialists

team from revenues and benefit who have over seen every aspect of the project with considerable help from the council's IT team, finance team and a dedicated project manager.

Every effort will be made to reduce down time and to resume normal working as soon as is practical. The change will enable the council to provide a more responsive and cohesive service and will certainly save money. As part of our process of continual improvement, further changes are now possible, including a new dedicated telephone line for council and another for housing benefits, will also be announced toward the end of the year.

## Councillors Briefing Note No. 74

**Department:** Public Health & Protection

**Further Enquiries to:** Anna Brett

**Date Prepared:** 27 October 2011

**Direct Line:** (01225) 776655 Ext. 15594

### **Re: National Food Hygiene Rating Scheme – New display for hygiene standards when eating out in Wiltshire**

Wiltshire Council will switch to a new way of displaying the hygiene standards of food businesses to consumers. The Food Hygiene Rating Scheme (FHRS) will be run across the county from 1<sup>st</sup> April 2012. The Food Standards Agency have recently awarded Wiltshire Council Public Protection Service with £42,000 to implement the scheme.

#### **What is the national 'Food Hygiene Rating Scheme' (nFHRS)?**

- The nFHRS, which is for England, Wales and Northern Ireland, is a local authority/Food Standards Agency partnership initiative.
- Like the current Wiltshire Food Hygiene Star Rating scheme it will help consumers choose where to eat out or shop for food by giving them information about the hygiene standards in food premises at the time they are inspected to check compliance with legal requirements, and through this, will encourage businesses to improve their standards.
- The overarching aim is to reduce the incidence of food-borne illness and the associated costs to the economy – around one million people suffer from food poisoning every year at an estimated cost to the economy of £1.5 billion.
- Restaurants, takeaways, cafés, sandwich shops, pubs, hotels, supermarkets and other retail food outlets, as well as other businesses where consumers can eat or buy food, will be given a hygiene rating as part of the scheme.
- There are six hygiene ratings on a simple numerical scale ranging from '0' (urgent improvement necessary) at the bottom to '5' (very good) at the top.
- Consumers can access ratings at [food.gov.uk/ratings](http://food.gov.uk/ratings) and businesses will be encouraged to display stickers and certificates showing their rating at their premises.

#### **Why are Wiltshire Council are migrating to the national scheme?**

- Although our current Food Hygiene Star Rating Scheme has been successful,

there are additional benefits of operating the national model.

- Having a single scheme operating in England, Wales and Northern Ireland will help to ensure consistency for businesses and clarity for consumers across local authority boundaries.
- The scheme will be supported and promoted nationally by the FSA.

**What are the benefits to local consumers and local businesses?**

- For consumers, the national promotional activities will raise awareness and understanding of food hygiene ratings and will help them to use the scheme, and they will be able to easily compare one business with another not just within their own area but also further afield.
- For businesses, they will have reassurance that they are being treated fairly and consistently with their local competitors and with competitors more widely. All businesses, no matter the size or nature of their operation, should be able to achieve the top rating.

## PRESS RELEASE NOTES

### **New display for hygiene standards when eating out in Wiltshire**

Customers will be better informed when eating out, thanks to the introduction of a new scheme which tells them about the hygiene standards of food outlets.

Wiltshire Council has announced that it will switch to a new way of displaying the hygiene standards of food businesses to consumers. The Food Hygiene Rating Scheme (FHRS) will be run across the county from 1<sup>st</sup> April 2012.

This national scheme, developed by the Food Standards Agency (FSA) in partnership with local authorities in England, Wales and Northern Ireland, provides information on food hygiene standards to help people to choose where to eat out or shop for food. The new scheme will build on the success of the Food Hygiene Star Rating scheme that Wiltshire Council has been running.

Food outlets, such as restaurants, takeaways and pubs, are inspected by food safety officers from Wiltshire Council, to check that their hygiene standards meet legal requirements. The hygiene standards found at these inspections are rated on a scale ranging from zero at the bottom (which means 'urgent improvement necessary') to a top rating of five ('very good').

These ratings will be available for anyone to view on the FSA website at [food.gov.uk/ratings](http://food.gov.uk/ratings) and the food business will be given a sticker and certificate and encouraged to display these at the entrance to their premises. This is so that their customers can easily see them and decide if they want to go in.

Around one million people suffer from food poisoning every year, and the FSA's aim in developing the FHRS is to reduce this number. The ratings will give consumers a glimpse of what is going on in the kitchen when they eat out, or behind the scenes at the places they shop, before they make their decision about which place they prefer to visit.

Keith Humphries, portfolio holder for Public Health and Protection Services said; 'Although we have run our own successful food hygiene scheme, we have opted to change to the FHRS, as we can see the benefits for local food businesses and the people that eat or shop in them. Having a single scheme which is consistent nationwide means that the rating will have the same significance wherever people are buying food. The public will be able to use the information when deciding which food outlets to visit, and we hope that food companies will recognise that displaying a good hygiene rating is good for business.'

Catriona Stewart, Head of the Food Hygiene Ratings Team at the FSA said, 'We recognise the real progress that has been made in improving hygiene standards in food outlets through 'local' food hygiene rating schemes. But having a single nationwide scheme will mean a level playing field for businesses across the country, and consumers will be able to recognise and use the ratings in their own area, as well as further from home. So it's great news that Wiltshire Council has announced their intention to switch to the new national scheme'.

## Councillors Briefing Note No. 75

**Department:** Public Health and Public Protection      **Further Enquiries to:** Phil Morgan

**Date Prepared:** November 2011

**Direct Line:** (01225) 713186

### **'What matters to you' survey**

During week commencing 7 November 2011, a random selection of 25,000 Wiltshire residents will receive the "What matters to you" survey with a covering letter from the leader of the council, Cllr Jane Scott. Residents will be asked to complete the survey by answering questions on a range of topics that affect life where they live including:

- How and what we spend money on in your area?
- What can we do to improve life where you live?
- How we can improve safety in your area?
- Your views on other public services?
- The natural environment where you live?

The responses will be analysed and a full report will be produced in January 2012 and published on the council website. This will then be used by the council and our partners including NHS Wiltshire, Wiltshire Fire and Rescue and Wiltshire Police to help develop policies which affect local communities.

It is important that we encourage as many residents as possible to complete the survey which is not just limited to those who receive it by post. All Wiltshire residents over 16 years of age, including staff, can complete the survey by accessing it in the following ways:

- Online on the Wiltshire Council website, Wiltshire Police website, NHS Wiltshire and Wiltshire Wildlife Trust website. Also some town and parish councils have agreed to host the survey on their websites
- By requesting a copy of the survey from customer services by telephone or email
- Copies of the survey will be held in libraries and leisure centres

Wiltshire Council Customer Service staff have been briefed about the survey and have received a list of FAQs to help with any queries they may receive about the survey.

We will also be locating 'ballot boxes' in council buildings to encourage residents to return their completed surveys here, as well as the freepost reply service.

Please note that all information given in the survey will be treated in the strictest confidence and any personal information will not be passed on to any third parties.

We will let you know the results as soon as they are known and before they are published.

For more information please contact Phil Morgan, Research Manager on 01225 713186 or [philip.morgan@wiltshire.gov.uk](mailto:philip.morgan@wiltshire.gov.uk)

**Maggie Rae, Director of Public Health and Public Protection in Wiltshire**

## Councillors Briefing Note

### No. 76

**Department:** Community Services

**Further Enquiries to:** David Crisfield

**Date Prepared:** November 2011

**Direct Line:** (01225) 718442

### Wiltshire Good Neighbours

Wiltshire Good Neighbours is an innovative approach to ensuring that those most vulnerable in our rural communities know about and can reach the information, support and services they need to live safe, fulfilling and independent lives. The 23 locally based Good Neighbour Co-ordinators (GNCs) visit clients in their own homes and are able to talk through any issues or concerns they may have and to work with them to ensure that they get the right help at the right time.

Funded primarily by Wiltshire Council, the service is delivered through a partnership of Community First, Age UK Wiltshire and Age UK Salisbury District. The service started in September 2010 and has been rolled out in three phases so that there is now a GNC in 113 of Wiltshire's rural civic parishes. A multi-agency steering group meets quarterly to support the scheme and an operational referencing group meets six monthly and provides a forum for a range of people to ensure good practice is met and effective partnership working is being achieved.

A recent review of the service showed that in the first year of operation Good Neighbours helped over 300 of Wiltshire's older & vulnerable residents to access services and information they needed but did not know about. There was also evidence of extensive raising of awareness in communities about the many ways that people can get the help they need to live independently. The review shows that the scheme has supported many different types of enquiries, including companionship and the figures show that out of the 464 enquires received:

- 22% were about finance & benefits advice
- 19% revolved around living safely at home (i.e. home adaptations, home security etc) and
- 15% were concerning home maintenance (i.e. looking after the house & garden)



Although all of these were the presenting problems – the majority included some issue about rural life or isolation.

### **Mrs N's Story**

A local Good Neighbour Coordinator was contacted by Mrs N who lives alone in a Sarsen Housing bungalow after being widowed a few years ago. Mrs N explained that she had applied for Pension Credit over a year ago and had had her documents returned and been told they would be in touch in six weeks. After hearing nothing she followed this up four times by phone each time to be told it was in progress and someone would contact her. After hearing nothing she gave up trying.

During the home visit with her Good Neighbour Co-ordinator her situation was discussed; she was having difficulty managing on her income and was using her savings to pay for dental treatment. Good Neighbours offered to arrange a Benefits Check and she gave permission for a referral to Age UK in Devizes.

She visited them in the office where they were able to assess her situation and arrange for someone to come and help her with her Pension Credit form. They also advised her that she may be entitled to other benefits and gave her a Housing Benefit/Local Housing Allowance/Council Tax Benefit form. She asked the Good Neighbours to visit again to discuss making an appointment with the Council to have this form processed after she had completed it as far as she was able. Good Neighbours helped her to organise her paperwork so that she had what she needed for her appointment. She later called to thank them for their help and was delighted that she was now receiving Pension Credit (backdated to the beginning of the year) plus Housing and Council Tax Benefit. She said ***“I feel like I can start living again”***

Wiltshire Good Neighbours also has a wider remit in helping to support communities as a whole and identify where there may be gaps in the existing service provision. The following example shows how one Good Neighbour Co-ordinator has done just that:

### **Mrs T's Story**

‘Whilst I was delivering leaflets through the village a lady came out of her house and asked me about Wiltshire Good Neighbours. She was an older member of the village and I explained that I had not yet attended any events in the village to talk about the scheme as there hadn't really been a lot of appropriate activities to attend. She expressed a concern that although there were some village activities, none were particularly aimed at the older members. I said that I would be happy to help organise an event if she thought people would support it.

With her support and support from the local Parish Council I arranged an informal coffee morning, aimed at older residents of the village, with speakers from AGE UK Wiltshire attending to talk about their services. This event was a huge success and several members of the local community volunteered to take the coffee morning on as a regular event. This has enabled the older residents of the village to have a regular social event that is of interest to them. After two or three sessions, I was able to step back from the running of the coffee morning to allow the community and new volunteers to take over the running of the group.’

Wiltshire Good Neighbours continues to grow and develop within communities and is already showing its value by being able to respond to local needs, organically and flexibly in a very local way.

For further information, please visit [www.wiltsgn.org.uk](http://www.wiltsgn.org.uk) or contact the service manager Helen Lines on: 01380 732828



## COUNCILLORS BRIEFING NOTE

### No. 77

**Department:** Department Public Protection

**Further Enquiries to:** Jo McClay/Nancy Chamberlain

**Date Prepared:** November 2011

**Direct Line:** 01722 434291 /01249 706409

### Gas Safety in Catering Premises in Wiltshire

#### Overview

Gas safety is a known problem in the catering industry and can have serious consequences including explosion or asphyxiation from poisonous gases.

Over 250,000 jobs are carried out illegally on gas equipment/appliances each year. If equipment or services are not correctly fitted or maintained, gas escapes could occur or appliances could give out poisonous fumes into the workplace.

#### Background

The Health and Safety Executive (HSE) and 5 local authorities from Gloucester carried out a pilot exercise to ascertain if gas safety was an issue in their catering premises. They found that after visiting 31 premises;

- 99 appliances were visually inspected
- 516 had 'Not to Current Standard Faults'
- 76 'At Risk' situations
- 4 immediately dangerous situations
- Every premises had some form of follow up action
- 5 Improvement Notices and 1 Prohibition Notice served
- 10 "unregistered" fitters were identified and are being followed up
- 2 cases of non CE marked equipment are being followed up

This information was provided to Wiltshire officers at a Gas Safety Awareness training day on 17th July 2011 and it was decided that a similar exercise should take place in Wiltshire.

#### The project in Wiltshire

Public Protection Officers will be working in partnership with the HSE and Gas Safe to raise awareness of the importance of gas safety in catering premises.

Public Protection Officers and Gas Safe engineers will carry out joint visits to catering establishments across Wiltshire on the following dates;

- 16th November in North Hub, Chippenham
- 17<sup>th</sup> November based in South Hub, Salisbury
- 23rd November based in East Hub, Devizes
- 24<sup>th</sup> November based in West Hub, Trowbridge

8 businesses known to have several different types of gas appliances will be visited each day. Gas safety checks will be carried out on catering appliances and ventilation systems to ensure they are operating safely. Officers will be advising businesses to get their appliances checked by competent qualified gas engineers and that gas safety examination records and documentation for the gas appliances are available at the time of any health and safety inspection.

### **Main benefits of the project**

- To establish if there is an issue with gas safety in catering premises within Wiltshire by working in partnership with Gas Safe and the HSE.
- To raise awareness of gas safety in catering premises throughout Wiltshire.
- To rectify any gas safety issues found during the project through advice or enforcement if required.
- To train officers on site to be aware of gas safety issues therefore being more effective when carrying out an inspection.
- Extension of the project into everyday routine inspections of catering premises and use of the Safer Food Better Business folder to include gas safety checks.
- This project is an example of where the council will *“work with partner organisations to support existing businesses and enable sustainable growth in business start-ups and securing new businesses”* by giving practical, consistent advice and ensuring, safer businesses in the community.
- Meeting the councils core objectives and in particular those relating to building a strong local economy, which is essential *“to providing local jobs, creating wealth and investment, and in helping to enhance people’s general health and wellbeing”*.

## COUNCILLORS BRIEFING NOTE

### No. 78

**Department:** Department of Community Services

**Further Enquiries to:** Nicole Smith

**Date Prepared:** December 2011

**Direct Line:** 01225 776655

### Empty Homes Officer

#### Empty Homes Officer Update

Following a notice of motion on empty homes at Full Council last month we can confirm that Claire Pullan who is a Service Development Officer within Strategic Housing has been allocated the work of an empty homes officer on a full time basis to start from 1<sup>st</sup> December 2011. Our main focus will not be on enforcement but much more about providing owners and landlords with options to help them bring their properties back into use and obtain a much better picture on the reasons why some of our properties across Wiltshire have been empty for more than months

The main priorities of this post will be too:-

- Maintain a detailed database of all long term empty homes across Wiltshire and work to reduce the amount of long term empties registered on the database before a further full update 12 months later
- Determine the reason the property is empty and negotiate with the owner on how we can work with them to bring back to use empty homes
- In conjunction with Council Tax, to prevent any duplication, conduct visits across the county on empty homes
- Be the main point of contact for members of the public and Cllrs to report concerns regarding empty homes
- Conduct an annual survey of long term empty homes using council tax records
- Work with owners to look at incentives to encourage bringing back to use empty homes without using enforcement action
- Work closely with housing options and the new lettings agency, once developed to maximise the use of the private sector for households who are threatened with homelessness
- To conduct a further survey with town and parish council to allow them to highlight any issues / problems in their area associated with long term empty homes

Claire has already started work on developing a database to collect all the required information and will shortly be sending out a questionnaire for all owners of long term empty homes to enable us to start populating the database and to start work with them immediately on trying to encourage them to bring back to use this valuable resource in our housing market.

Claire Pullan can be contacted on 01249 706614, [Claire.pullan@wiltshire.gov.uk](mailto:Claire.pullan@wiltshire.gov.uk) and is based at Monkton Park in Chippenham. Please don't hesitate to contact Claire if you would like to discuss further the work she is doing or would like to highlight with her any particular empty homes within the County that you are concerned about.

## COUNCILLORS BRIEFING NOTE

No. 79

**Department:** Department of Children & Families

**Further Enquiries to:** Mal Mundy

**Date Prepared:** December 2011

**Direct Line:** 01225 713754

### **SUSTAINING OUR YOUTH SERVICES - IMPLEMENTATION OF THE 11-19 STRATEGY**

#### **Background**

The 11-19 Strategy, which was approved by Cabinet in September, makes a commitment to continue with the provision of youth clubs, and an information advice service (currently provided by Connexions) for young people at risk, particularly those young people at risk of becoming NEET (Not in Employment, Education and Training), those with specific additional needs, and those with disabilities.

Young people and partners helped to produce the strategy and were keen to keep youth services right in the heart of their local communities and that the service would be both modern and cost effective.

#### **Youth Development Service**

The 11-19 Strategy includes greater involvement of young people with Area Boards, local communities, the voluntary/third sector, and businesses to support 'open access' delivery in each community area. Open Access is defined as young people being able to walk into any youth centre and take part in activities, access support and guidance and find out about constructive things that they can do with their leisure time. No youth centres will be closing and they will continue to be critical to keeping the service locally based.

The council will be trialling youth advisory groups which will be attached to the council's eighteen area boards and these groups will be chaired by a young person. The groups will work with the boards to plan and shape local services ensuring that young people play an integral role in service delivery to meet the needs of local communities.

The council's business plan, which was agreed by full council in February 2011, sets out that £600,000 would be saved from the youth development service. The details of the savings are included in the 11-19 Strategy and these will be phased saving £450,000 in next year's budget 2012/13 and £150,000 in the following year 2013/14 budget.

The 11-19 Strategy sets out staff savings of £122,500 – approximately 5.2 per cent of the youth development service budget (£2.1m excluding facilities costs etc). This equates to 1.7 full time equivalent youth development coordinator posts.

In line with the council's statutory HR processes, the 19 youth development coordinator posts and 7 youth development team leader posts (26 in total) will be placed at risk. Letters inviting affected staff to a collective consultation meeting on the 14 December are being distributed on 6<sup>th</sup> and 7<sup>th</sup> December.

The reduction in posts will be 1.7 full time equivalents from the 26 staff placed at risk in this process. This will save £54,500.

The remaining savings of £68,000 will come from the rationalisation of assistant youth worker staff contracts. Since April this year, we have employed all assistant youth workers on fixed term contracts, which expire on 1 April 2012.

We intend to terminate the 62 fixed term contracts and not place all 170 assistant youth workers at risk of redundancy. Doing this will save more than £68,000 and will provide an opportunity of placing assistant youth workers on permanent contracts in the geographical areas where they are most needed. This will result in a move from a larger temporary workforce to a more stable, slightly smaller permanent workforce.

The impact on staff is relatively small and in terms of actual redundancies it is 1.7 full time youth development coordinator staff. We will consult with staff and unions over the next 90 days and staff will be kept informed and updated throughout this process.

### **Connexions Service**

The Education Act 2011 removes the responsibility for the provision of 'Information Advice Guidance' from local authorities from September 2012 to schools. This is a national agenda. The Government will also establish a new National Careers Service from January 2012. The 2008 Act as amended by recent Government Guidance indicates that local authorities should be targeting its 'Youth Engagement' resource on young people with additional needs; those at risk of becoming NEET those who are NEET, those who may have additional needs such as teenage parents, and those young people with disabilities.

The council will continue to work closely with schools to support identified young people. We will also continue to track the destination of Yr12 – Yr14 learners. We will retain sufficient capacity to continue to deliver a targeted service to those young people requiring additional support in order to improve their life chances.



The net effect of these changes is that we will reduce the current Connexions staff from 36 full time equivalent posts to 19 full time equivalent posts. At a meeting with the unions on 5<sup>th</sup> December (Unite CYWV and Unison), we explained our concerns regarding duty of care and appropriateness of placing staff at risk two weeks before the Christmas period. It was felt that to delay the process would prolong uncertainty and the preference was to proceed..

For further information please contact Mal Munday, Head of Service Integrated Youth on 01225 713754, [mal.munday@wiltshire.gov.uk](mailto:mal.munday@wiltshire.gov.uk) or mobile 07785 587904.