

## CABINET


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MINUTES of a MEETING held in Kennet Room - County Hall, Trowbridge BA14 8JN  
ON Tuesday, 21 January 2014.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Glenis Ansell, Cllr Allison Bucknell, Cllr Richard Clewer  
Cllr Christine Crisp, Cllr Richard Gamble, Cllr Jon Hubbard  
Cllr David Jenkins, Cllr Simon Killane, Cllr Gordon King  
Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Horace Prickett  
Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Roy White  
and Cllr Philip Whitehead

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Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

### 1 **Apologies**

All Cabinet members were present.

### 2 **Minutes of the Previous Meeting**

The minutes of the last meeting held on 17 December 2013 were presented.

**Resolved:**

**That the minutes of the meeting held on 17 December 2013 be approved as a correct record and signed by the Leader.**

**3 Minutes - Cabinet Transformation Committee**

The minutes of the Cabinet Transformation Committee dated 17 December 2013 were presented.

**Resolved:**

**That the minutes of the Cabinet Transformation Committee dated 17 December 2013 be received and noted.**

**4 Leader's announcements**

There were no Leaders announcements.

**5 Declarations of interest**

No declarations of interest were made.

**6 Public participation**

The Leader explained that as usual at meetings of Cabinet, she would be more than happy to hear from any member of the public present on any of the items on this agenda.

The Leader acknowledged receipt of a statement and question from Mr Ian James, in his capacity as Chairman – Bremhill Neighbourhood Plan Steering Committee; a statement from Mr James in his capacity as a Bremhill Parish Councillor; a statement from Steve Perry – Chippenham Community Voice and questions from Mrs Anne Henshaw – CPRE, details of which were circulated at the meeting in respect of the item on the review of the Local Development Scheme (minute no. 12 refers).

**7 Wiltshire Local Transport Plan 2011-2026: Other Strategies**

Cllr John Thomson, Cabinet Member for Highways and Streetscene and Broadband presented a report which sought Cabinet's approval of four sub-documents of the Wiltshire Local Transport Plan (LTP3) 2011-2026: Accessibility Strategy, Cycling Strategy, Powered Two-Wheeler Strategy and Smarter Choices Strategy and to note the forthcoming development of the outstanding sub-documents of the LTP3.

The Transport Act 2000 made it a statutory requirement for local authorities to produce LTPs. The four strategies presented were to promote cycling, walking

and other alternate methods of transport, and if approved would be presented to Council for adoption.

The LTP3 document presented had been prepared following wide ranging consultation, taking into account environmental, economic and social considerations to ensure that it met the requirements of the Department for Transport's guidance and helps support local objectives. Details of the consultation responses were presented. Cllr Thomson guided Cabinet through the key points of the document and answered members' questions.

Cllr Thomson confirmed that the Wheels to Work scheme was still being run by Community First. The results of a recent Council staff travel survey were being analysed with a view to introducing appropriate measures.

Cllr Prickett highlighted the impact that the removal of the 264 bus service would have on North Bradley residents. This would leave residents with one service, the 265 for which the bus stop was some distance away without shelter. Cllr Thomson welcomed further information on this, but explained the difficulties of trying to influence commercial routes rather than those funded or part funded by the Council. He also suggested that Area Board and Community Area Transport Group be explored as possible sources of funding for issues such as the provision of bus shelters.

Cllr Jenkins welcomed the cycling strategy, and asked if the Council planned to provide more bike racks. Area Board funding was seen as a mechanism for such provision.

Cllr Hubbard enquired as to when an audit of charge points would be undertaken to include their location and accessibility. He noted that whilst there was one at the County Hall car park, it was not in a public area. He also asked how many car clubs were in existence and how they were being publicised to increase take-up. Cllr Hubbard raised the issue of residential travel plans and highlighted the increase in density on new developments with inadequate parking and asked what criteria, such as parking spaces per property, and off-street parking opportunities were asked for to minimise parking on pavements.

Cllr Thomson explained the implementation plan would explain how car clubs would be supported and written answers would be provided for his two other questions.

Cllr Kunkler suggested that permissions granted for car ports could reduce on-street parking. Cllr Clewer suggested that residential travel plans for new developments should be shared with those moving into the area.

The Leader explained that the LTP3 was mainly about sustainability. She drew attention to the car parking review currently being undertaken and highlighted that whilst car parking charges was a contentious issue, it was a fact that they funded a number of sustainable transport measures.

Cllr Simon Killane explained that the neighbourhood planning process could be a way for communities to engage in the transport planning process and integrate with the Council's policies.

**Resolved:**

**That Cabinet:**

- a) **approves the Wiltshire Local Transport Plan (LTP3) 2011 – 2026: Accessibility, Cycling, Powered Two Wheeler and Smarter Choices strategies and recommends adoption by the Council at its meeting on 4 February 2014;**
- b) **notes that further LTP3 theme strategies and area strategies, and implementation plans are planned to be developed and**
- c) **delegates authority to the Associate Director for Highways and Transport to finalise the document for publication by 31 March 2014.**

Reason for decision:

To ensure the timely publication of a statutory document.

**8 Wiltshire Council direct provision - CQC registered care services for adults**

Cllr Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing presented a report which briefed Cabinet on the registered services provided in house.

It was noted that all services were fully compliant against Care Quality Commission essential standards of quality and safety. Officers were congratulated for their delivery of a well regarded service.

The Leader encouraged members to read the examples of the people who used respite and emergency care summarised in Appendix 2 to the report, which highlighted some of the complex issues involved in the service delivery.

Cllr Christine Crisp, Chairman of the Health Select Committee confirmed that the report had been considered by the Committee at its meeting on 14 January 2014, where no concerns had been raised.

**Resolved:**

**That Cabinet note the key outcomes of the CQC inspections in relation to the Council run registered services and acknowledge the level of managerial input required in order to achieve such positive outcomes,**

**which gives assurance to the Council that quality services are being provided.**

Reason for decision:

To ensure that members are aware of the high quality of service provision being delivered by the Council's Adult Care directly provided registered services.

## **9 Wiltshire Council Adult Social Care Winter Plan**

Cllr Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing presented a report which gave details of the work undertaken in Adult Social Care to prepare for the anticipated additional demand over the winter period.

The winter plan was a contribution to the Wiltshire Clinical Commissioning Group's Health and Social Care Communities Winter Plan 2013/14 which described the state of 'system readiness' of the whole health and care system for the winter period. The Council traditionally supported the annual NHS winter planning process, but this was the first year that the Council had formalised this support by producing its own written plan, which could then be shared, managed and monitored.

Cabinet thanked the CCG for their efforts. Cllr Christine Crisp, Chairman of the Health Select Committee confirmed that a task group would monitor performance against the Plan.

The Leader, speaking as Chairman of the Health and Wellbeing Board emphasised how important it was to consider and agree such plans and to ensure that through partnership working, the needs of individuals were met.

**Resolved:**

**That Cabinet note the Council's contribution to the winter planning process and the production of an Adult Social Care Winter Plan.**

Reason for Decision:

To keep Cabinet informed of the contribution of adult social care in supporting the anticipated rise in demand for health services over the winter period.

## **10 Wiltshire Dementia Strategy**

Cllr Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing presented a report which sought Cabinet's approval of a draft Wiltshire Dementia Strategy for 2014-21 as presented for the purposes of consultation.

The Leader welcomed Ted Wilson, Group Director - N&E Wiltshire Group and Dr Celia Grummitt, Wiltshire Dementia GP Lead who attended the meeting for this item.

The proposed strategy would set the strategic direction for the Council and NHS Wiltshire CCG in supporting people with dementia and their carers and families. It included a commissioning action plan for 2014/2015 which detailed the actions that would be delivered to achieve the objectives and priorities identified.

The aim of the strategy is that all people with dementia in Wiltshire are treated as individuals and are able to access the right care and support, at the right time so that they can live well with dementia and can remain independent and living at home for as long as possible within supportive communities. A DVD on dementia was shown to the meeting which highlighted the issues faced by sufferers and their families.

Mr Wilson commented that the strategy was a great example of joint working to benefit the people of Wiltshire. Dr Grummitt explained that a dementia assessment was now part of the NHS healthcheck offered to people aged between 40 – 75 every five years. She also confirmed that approximately 50% of dementia cases were straightforward in medical terms which meant that patients received care locally by their GP's. This then helped to speed up referrals for more specialist care where it was needed. The element that could take still time was for the comparatively few cases where patients required referral for a scan. It was noted that improvements had been made in reducing the wait for diagnosis and referral to a memory clinic from 9 months to less than four weeks.

The need to develop dementia friendly communities and towns was highlighted and some Area Board's had already pledged their support. It was also agreed that the DVD shown be presented at Area Board meetings.

Cllr Christine Crisp, Chairman of the Health Select Committee confirmed that the Strategy had been considered by the Committee on 14 January 2014. It was pleased with the work that had been done so far and supported the Strategy. It did have some concerns about funding but acknowledged that the formal consultation would help identify the key priorities. The Committee would comment further following receipt of the post consultation report.

Ted Wilson and Dr Grummitt were thanked for their attendance and contribution on this item.

**Resolved:**

**That Cabinet agree the draft strategic direction for services proposed in the Wiltshire Dementia Strategy 2014-2021 and agree that it can proceed to formal consultation.**

Reason for decision

To give Cabinet an opportunity to comment and agree the strategic direction proposed in the Wiltshire Dementia Strategy prior to consultation.

## 11 **Local Government Peer Review**

The Leader presented a report which provided a summary of the feedback received from the Local Government Association following the Peer Challenge that took place in September 2013 and the action plan which had been developed to reflect this feedback and recommendations made.

The Peer Challenge covered five core components: understanding of the local context and priority setting, political and managerial leadership, financial planning and viability, governance and decision making and organisational capacity.

In addition the peer team was asked to focus on how the Council was transforming Wiltshire through innovation in three particular areas.

The council's key strengths were identified as follows:

- A very strong respect and high regard for the council leader. Her clarity and strength of vision, commitment and hard work was recognised. A strong sense of loyalty among officers and partners and the leader is an effective ambassador for the council and Wiltshire.
- A strong and trusted relationship between officers and elected members with a clear appreciation that the council is strongly member led.
- The council has a good reputation in the community. Its vision 'to create stronger and more resilient communities' has resonance locally. Parish and town councils, volunteers and voluntary sector organisations speak positively about the purposeful intent of the council to delegate.
- responsibilities and enable local people and groups to do more for themselves.
- A highly engaged workforce with a real sense of pride in the organisation. Staff consistent that they are proud to work for the council.

The feedback had highlighted many positives, with a clear vision understood by staff and strong relationships with the voluntary sector, Police and other partners.

Recommendations included addressing the budget gap for 2015/16 and beyond, clarifying the desired outcomes for area boards, improving the

effectiveness of scrutiny, strengthening performance management and working closely with the CCG to ensure shared visions and plans.

Cllr Simon Killane welcomed the challenge for scrutiny to focus more on outcomes rather than processes.

Positive developments had been seen in the Local Enterprise Partnership's Strategic Economic Development Plan which provided direction for the area. An area board review was underway and the campus development programme was breaking new ground with the Corsham campus phase one occupation scheduled for June 2014.

The Leader encouraged all members to read the feedback letter and action plan as presented, and noted there would be a further visit in six to nine months time. She emphasised that this was a good Council and paid tribute to the hard work and dedication by members and staff.

**Resolved:**

**That Cabinet:**

- a) **Note the feedback and recommendations from the Corporate Peer Challenge**
- b) **Endorse the action plan.**

Reason for decision:

The feedback and action plan recognises the achievements in the first 4 years of Wiltshire Council and assists with areas for improvement.

12 **Review of Local Development Scheme**

Public Participation

Statements and questions were received as follows:

Question and Statement from Ian James, Chairman, Bremhill Neighbourhood Plan, Steering Committee.

Statement from Ian James as Bremhill Parish Councillor

Statement from Steve Perry, Chippenham Community Voice

Questions from Mrs Anne Henshaw – CPRE



Details of the above submissions and responses to them were circulated at the meeting and are attached to the signed copy of the minutes and available on the Council's website along with the agenda for this meeting.

🔑 Cllr Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste presented a report which sought approval of a revised Local Development Scheme (LDS) for Wiltshire in response to the preliminary findings of the Core Strategy Inspector including the introduction of two new Development Plan Documents (DPDs) and to ensure the LDS is up to date.

Cllr Sturgis drew attention to an erratum circulated at the meeting which replaced the development profiles seen in Appendix B of Appendix 1 to the report so that the timetables correspond with 'Table 3: Summary programme for document production'.

Cllr Sturgis in introducing the item explained the context, stating that it would be of great concern if there was no core strategy in place and it was important to adopt at the earliest opportunity to protect the County from inappropriate development.

John Kirkman, CPRE asked how the council was determining the appropriate level of growth for each area based on the disaggregation of 5000. Cllr Sturgis explained that, whilst appreciating there may be some places that couldn't take any more growth, the starting point would be a proportionate split based on the levels of housing in the Plan and then constraints would be looked at.

Mr McDonic, CPRE asked if there would be a public consultation on the outcome of the independent review of affordable housing viability. It was explained that as the examination is the Inspector's process, the Council would submit (the additional work) and it would be for him to advise on the next steps and if a public consultation would be needed. Submission documents would be available on the website.

Mr Morland asked if the starting point for disaggregation would be proportionate to reductions made previously. It was explained it was not as simple as that, and the starting point would be a proportionate split which would be tested at a local level.

Mr James raised concerns over flood and the need to have a sustainable approach to flooding. Cllr Sturgis noted that the Council ensured that any development outside flood risk areas considered the risk to flood plains, working with parish / town councils, Environment Agency and developers.

Cllr Bridget Wayman asked why, given the approved South Wiltshire Core Strategy was the area being asked to take an additional 12% housing. It was explained that the South Wiltshire Strategy had been subsumed into the

Wiltshire Core Strategy currently under examination. Cllr Wayman requested that the Gypsy and Traveller DPD timescale be brought forward.

**Resolved:**

**That Cabinet:**

- a) **Approves the Local Development Scheme as set out in Appendix 1 to the report presented (taking into account the replaced Appendix B of Appendix 1 circulated at the meeting).**
- b) **Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member, to make minor amendments to the Local Development Scheme in the interests of clarity and accuracy before submitting it to the Core Strategy Inspector.**
- c) **Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member, to amend the Local Development Scheme in response to any comments raised by the Inspector on the revised Local Development Scheme, as appropriate.**

Reason for decision:

Wiltshire Council is required to prepare and keep up to date a Local Development Scheme in line with the Planning and Compulsory Purchase Act 2004 (as amended). Revisions to the Local Development Scheme (August 2012) are required in response to the Inspector's preliminary findings into the examination of the Wiltshire Core Strategy to support a sound Core Strategy, and in order to ensure it is up to date.

### 13 **Urgent Items**

There were no urgent items.

### 14 **Exclusion of the Press and Public**

Public Participation

Mr Francis Morland addressed Cabinet on this item expressing concern over the venue for this meeting and concerns over what he believed the item at minute no.15 below was concerned with.


**Resolved:**

**That Cabinet agrees in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in minute no. 15 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 4 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Reason for taking the item in private:

Paragraph 4 – information relating to consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

**15 Review of positive leisure-time activities for young people**

 Cllr Laura Mayes, Cabinet Member for Children's Services presented a report which reviewed how the Council meets its statutory duty to secure for young people aged 13-19 (up to 24 for young people with a learning difficulty) access to sufficient positive leisure time activities which improved their wellbeing and the provision of sufficient facilities for such activities.

Four options were under consideration, details of which were presented. Cabinet considered that consultation be undertaken on all four options with young people, affected staff and other key stakeholders. The results of the consultation would then be presented to Cabinet and taken into account by Cabinet in arriving at a decision.

**Resolved:**

**That Cabinet notes the report presented and agrees to carry out a formal consultation process in relation to all four options detailed in the report presented with young people, affected staff and other key stakeholders to inform the decision making process. The consultation process is a developing process which will inform Cabinet prior to a final decision being made by Cabinet currently scheduled for 22 April 2014.**

Reason for decision

To give Cabinet an opportunity to review its statutory duty to secure for young people aged 13-19 (up to 24 for young people with a learning difficulty) access to sufficient positive leisure time activities which improved their wellbeing and the provision of sufficient facilities for such activities. To consider options for the purposes of undertaking a consultation exercise on these options.

## **Appendices (to signed minutes)**

Questions, statements and responses

(Duration of meeting: 10.35 am - 2.10 pm)

<p>These decisions were published on the 30 January 2014 and will come into force on 7 February 2014.</p>
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)  
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