




Town and Parish Council Training and Networking Day

Friday 15 June



Lance Allen, Clerk to Trowbridge Town Council



Clr Richard Clewer

Cabinet Member for Housing, Corporate
Services, Arts, Heritage and Tourism,
Wiltshire Council

Jonathan Owen
Chief Executive, National Association
of Local Councils

Well done and thanks Wiltshire



- Secured £60,000 from the transparency fund small councils, comply with new regulations
- 50 councils engaged in neighbourhood planning
- 80% membership of NALC – 202/249; (New Swindon councils created)
- Winner NALC Clerk of the Year 2016 – Chippenham Town Council
- 15 councils engaging in the Local Council Award Scheme including three at quality gold: Corsham; Devizes; Warminster.

Well done and thanks Wiltshire



- Thanks to your representatives on NALC: David Roberts (Assembly); Sandie Webb (Larger Councils Committee);); Heather Parks (Smaller Councils Committee) and Katie Fielding, county officer.
- Thanks to Wiltshire Council and Baroness Scott, helped us at events and as exemplar of partnership working
- Thank you for all the work you do to help your communities!



12th June

Chippenham impresses councillors

Alison Phillips



NALC at a glance

- Partners with 43 county associations
- 10,000 councils across England – very diverse
- 85% in membership NALC
- 100,000 councillors, £500m precept, £2bn contribution to local communities
- Work with LGA, DCLG, Locality, CPRE, SLCC etc
- £1m budget – employ around 15 people
- 6.73p per elector affiliation fee
- 109 Great Russell Street
- Seven committees (including AGM) - councillors and county associations in control





Councillors and county associations in control

- Annual General Meeting
- National Assembly
- Officeholders- Chair and Vice-Chairs (One with finance lead)
- Committees - (Management Board, Policy, Finance and Scrutiny, Lagers, Smaller)
- Task and finish groups
- (Improvement & Development Board)
- Supported by: Corporate Management Team
- (County officers forum)






Services to you!

Working with Wiltshire ALC

- £5m transparency fund distributed
- 100 legal topic notes, briefings and financial briefings including standing orders, financial regulations and practitioners advice
- 900 legal and financial queries dealt with last year (14 last year from Wiltshire)
- Resources, toolkits (including GDPR), advice - 325,000 web page views, 6.5m Twitter reach






Services to you!

Working with Wiltshire ALC




- Publications and events: LCR, LCE, DIS, annual conference, digital councils, councillor horizons
- Reputation management
- Good councillors guides – employment, planning, social media, finance. 600 distributed in Wiltshire.
- Working with SLCC on sector improvement : CILCA, Local Council Award Scheme



Services to you – lobbying government

- Persuaded Government to allow us, with SLCC support, to set up independent company to procure your external audit services : Smaller Authorities' Audit Appointments (SAAA) <http://www.localaudits.co.uk/>
- Successfully lobbied Government not to impose referendum principles or capping for three years, subject to sector behaving itself!



Services to you – lobbying government

- Persuaded Government to exempt sector from the requirement in the Data Protection Bill to appoint an external DPO officer. Saving £3m (But you still have to comply with other requirements!)
- Government to promote rate relief on public conveniences and make vexatious parish polls more difficult (subject to parliamentary time)

Sector is doing more and more and reputation is growing

- Increasing recognition by political parties that parishes have a key role to play
- Taking on new and wider responsibilities
- Seizing the opportunity provided by devolution and austerity
- Embracing new opportunities



Sajid Javid's speech to the National Association of Local Councils conference 2017

The Secretary of State's speech to the National Association of Local Councils annual conference 2017.

Published 31 October 2017
From: Ministry of Housing, Communities & Local Government and The Rt Hon Sajid Javid MP

Download all 31 October 2017 (The content of the speech, exactly as it was delivered)

Related content
More speeches about local government from Ministry of Housing, Communities & Local Government



Major speeches at NAL conferences




- SAJID JAVID spoke about
- The growing role, profile and importance of the sector
- In robust health and ambitious for the future
- Massive role in housing - esp. through NP
- Parishes involved in econ dev through BIDS
- Health and wellbeing, taking pressure of NHS
- He urged us to think big and innovate



Major speeches at NAL conferences




- No intention to impose referendum principles this year
- Be transparent and open
- Never been more important
- Little things make big things happen.
- Andrew Gwynne spoke about his personal support for more urban parishes



Local councils can do more and help put communities back in control



- It is NALCs contention that local councils can do even more and do more consistently
- It is vital that they do so to help the country emerge from the Brexit changes and build a new democracy putting communities in control.



Local councils can do more and help put communities back in control



- In order for Councils to realise this potential we believe the sector needs to work with principal councils (districts, counties and unitaries); government and others; on the following 4 themes identified in NALC's Prospectus:
 - Flexible and diverse funding
 - More devolution and engagement
 - Build their capacity and support councillors
 - Empower communities

www.nalc.gov.uk/publications



The background of the entire page is an aerial photograph of a mountainous landscape. The terrain is rugged and rocky, with some snow patches. A red rectangular box is overlaid on the lower half of the image, containing the title text in white. The sky is a clear, pale blue.

**A PROSPECTUS FOR ULTRA-LOCALISM:
WORKING WITH GOVERNMENT TO
HELP COMMUNITIES HELP THEMSELVES**



Flexible and diverse funding


If local councils are to fulfil this potential they need to:

- Be able to raise the small share of council tax they collect – the precept – after discussion with residents to support the priorities communities want
- Be able to access a share of business rates to support local businesses and local economic development



Flexible and diverse funding

- Have mandatory exemption from national non-domestic rates for community assets; for example public conveniences
- Make more use of their own resources and new sources of funding e.g. community shares to support local services



More devolution and engagement

If local councils are to fulfil this potential:

- There must be better joint working between the tiers of government with better engagement and genuine consultation on planning, economic development, transport and other matters
- Government should introduce a new right to engage to help local councils work more effectively with other public services as the first tier of local government
- They must be supported to provided devolved services and deliver ultra-localism



One Community

A guide to effective
partnership working
between principal
and local councils

Foreword

→ Why work together?

→ Different perspectives

→ How to navigate the guide

→ Partnership and community influence

→ Partnership and local participation

→ Partnership and service delivery

→ Asset library

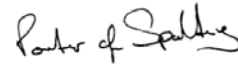
Principal and local councils are at the heart of our local communities. We share the same ambitions: to create prosperous places, enhance civic life and improve the quality of life for our residents.

Councils across all tiers are increasingly recognising the added value that greater partnership working between the principal and local levels of local government brings to the vital services we provide and the communities we serve. Across the country there are examples of councils of all types working together: to strengthen local decision-making, improve engagement with residents, enhance and devolve services to the lowest appropriate level, and much more.

The Local Government Association (LGA) and National Association of Local Councils (NALC) continue to have a shared commitment to spreading good practice and learning amongst our members, and helping them improve. We have produced the following guide to highlight some of the excellent work already taking place between principal and local councils and to provide help to those looking to kick start new partnerships in their area.

The case studies throughout this guide show some of the practical and innovative solutions to the real challenges that are faced at a local and national level. They highlight that by working together and thinking of those we serve as 'one community' we can better address them despite limited resources.

We hope that this guide supports our members to create strong and enduring partnerships and that it helps them better serve the interests of residents and make a real difference at the grass roots level of community life.



Lord Gary Porter
LGA Chairman



Councillor Sue Baxter
NALC Chairman



Empowering communities

If local councils are to fulfil this potential they must:

- Be given more effective powers to tackle local issues – effective neighbourhood planning, more use of the general power of competence and a modernised legal framework
- Be able to be set up more easily in unparished areas and a fair right of appeal introduced where a principal council decides not to set one up



Empowering communities

- Have more of a say over planning, housing, licensing and highways
- Have as much influence as possible over devolved services following Brexit



Build capacity and support councillors

If local councils are to fulfil this potential:

- We need to up our game to!
- We must all work to promote diversity in the sector encouraging people to get involved
- There must be national and local support for training and development for councils and councillors to ensure good governance



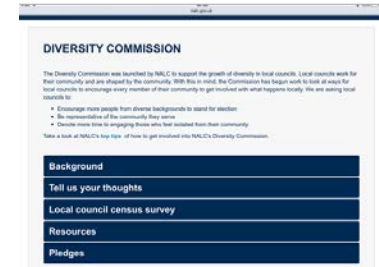
Build capacity and support councillors



- Councils must behave as the first tier of local government and there must be effective sanctions where there are breaches of the code of conduct

The sector must help itself

- Embrace the new opportunities
- Engage with residents esp on finance
- Train, train, train
- Have strong corporate governance
- Encourage more people to stand for election and get involved





2017

THE GOOD COUNCILLOR'S GUIDE



COUNCILLORS' CONDUCT AND INTERESTS

There seven Nolan principles apply to the conduct of people in public life. They are:

Selflessness – you should act in the public interest

Integrity – you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates

Objectivity – you should act impartially, fairly and on merit

Accountability – you should be prepared to submit to public scrutiny necessary to ensure accountability

Openness – you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure

Honesty – you should always be truthful

Leadership – as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.

CODE OF CONDUCT

Each local council must adopt and publicise a code of conduct that is in line with the Nolan principles. The code should deal with councillors' obligations about

///NALC

Legal Topic Note

LTN 80

March 2017

Members' conduct and the registration and disclosure of their interests (England)

Introduction

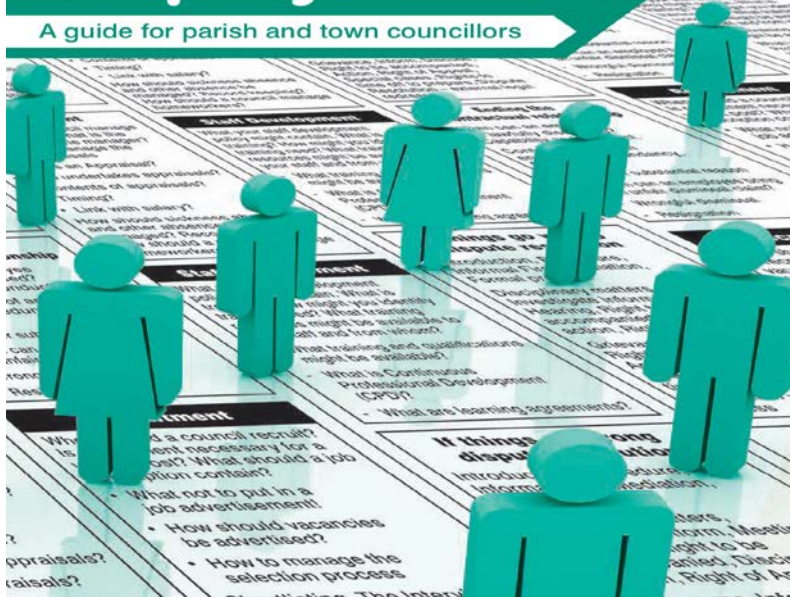
1. The Localism Act 2011 ('the 2011 Act') received Royal Assent in November 2011. It replaced the statutory framework regulating the conduct of members of local authorities in England established by the Local Government Act 2000 ('the 2000 Act'). The 2011 Act abolished the Standards Board for England on 1 April 2012. The provisions in the 2000 Act for the Secretary of State to specify principles which



The National Training Agency
for Local Authorities

Being a good employer

A guide for parish and town councillors



I believe that the defining indicator of good council is how it looks after its people. Time and time again we see councils which support their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

Being a good employer means making your employees feel more valued and more effective in their work. This results in the improved delivery of council services for the citizens of your communities. As with "The good councillor's guide", in this guide councillors are provided with comprehensive and straightforward guidance to key employment areas. Each section contains easily digestible advice and information that will benefit the council and its employees.

Page 4	Welcome
Page 6	Acknowledgements
Page 7	Introduction
Page 8	1. Recruitment
Page 18	2. Employee rights and obligations
Page 28	3. Management
Page 34	4. Staff Development
Page 42	5. Dispute resolution/ If things go wrong
Page 48	6. The end of the contractual relationship
Page 52	Employment Policies

ANNUAL CONFERENCE 2018

NALC are delighted to announce **Rishi Sunak MP** as headline keynote plenary speaker at our Annual Conference.

Mr Sunak was appointed parliamentary under secretary of state at the Ministry of Housing, Communities and Local Government in January 2018 and is the Conservative MP for Richmond (Yorks) since his election in May 2015.

NALC's Annual Conference 2018 is an essential event for councillors, council officers, county association members and officers as local councils join with other parts of the public, private sector and voluntary sectors to discuss the key policy issues.

Find out more and register today at:
www.nalc.gov.uk/annualconference



t: 020 7637 1865
w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

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National Association
of Local Councils

ANNUAL CONFERENCE 2018

NALC are delighted to announce **Andrew Gwynne MP** as headline keynote plenary speaker at our Annual Conference.

Mr Gwynne is currently the shadow secretary of state at the Ministry of Housing, Communities and Local Government, and is the Labour MP for Denton and Reddish since his election in May 2005.

NALC's Annual Conference 2018 is an essential event for councillors, council officers, county association members and officers as local councils join with other parts of the public, private sector and voluntary sectors to discuss the key policy issues.


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National Association
of Local Councils

Thank you



Scene setting and partnership working

Alistair Cunningham
Corporate director, Wiltshire Council

Linda Roberts
Wiltshire Society of Local Council Clerks



How we work together

- Partnership working is a key theme of our business plan and critical to the delivery of many of our services in the future
- Events like today are really important to help us continue to build effective working relationships, talk to each other, and understand where there may be concerns
- We are working with local communities on an increasingly wide range of issues, many of which you will hear about today



Tackling litter and fly-tipping, and increasing recycling

- We currently **spend £2.5m** each year cleaning up litter in Wiltshire - we need communities to do more
- More than 2,000 people visited our **Clean up Wilts** campaign roadshows held earlier this year to raise awareness of litter
- Clean Up Wilts is a countywide litter campaign supported by Landmarc, Idverde, Spire FM, McDonald's and Salisbury City Council



Tackling litter and fly-tipping, and increasing recycling

- We supported the **Great British Spring Clean** - more than 100 litter picks were registered across the county's 18 community areas
- We are taking action on **fly-tipping** - there were 3,167 reports of fly-tipping in 2017/18 and 3,525 enforcement actions. Numbers of both reports and enforcement actions are going up each year
- **Changes to waste and recycling collections** from 30 July which will help us recycle more as a county. We would like your support in helping us to raise awareness. This is one of today's presentations.



Neighbourhood planning

- Neighbourhood planning gives communities a greater say on the future development of their area – we support parish and town councils to progress their plans, particularly those seeking to provide more housing
- 21 neighbourhood plans have been made in Wiltshire with 63 additional neighbourhood areas designated, enabling more plans to be prepared




Community Asset Transfers

- Greater localisation by passing assets and services to local towns, parishes and community groups
- Now renamed Service Devolution and Asset Transfer Programme - and one of today's presentations



Boundary Commission

- Working with the Boundary Commission to ensure that divisions reflect local community interests and identities and deliver effective local government



Area boards and community area transport groups

- Area boards engage with local communities, parish councils, organisations and volunteers to provide advice, support and shared knowledge
- 18 community engagement managers work with the area boards to build community capacity by assisting voluntary and community sector groups, encouraging volunteers and tapping into local resources
- We support community area transport groups with additional substantive schemes and build on the programme of devolving funding for services such as youth activities, health and wellbeing



Salisbury community recovery

Alistair Cunningham
Corporate director, Wiltshire Council
Chair of recovery coordinating group



Salisbury community recovery

- This week marked 100 days since the nerve agent attack on 4 March
- Since then a significant programme of work has been put in place to help deal with the immediate impact and support the Salisbury recovery
- Three sites have been re-opened: The Maltings, the Cemetery and Salisbury Ambulance station
- The clean up continues at the remaining seven sites



Salisbury community recovery

- The recovery programme has a strong focus on engagement with community, working with a range of local and national partners, including city council
- The medium/long term recovery plan is being developed with central government
- The city is safe for residents and visitors

Salisbury community recovery

- The recovery continues with a visit from Prince Wales and Duchess of Cornwall next Friday - they will meet local businesses and people in the city centre along with those playing an active role in the city's recovery programme
- Royal visit follows Grand Final of the OVO Energy Tour Series in Salisbury when 8,000 people lined the streets in an event covered by ITV4 & broadcast worldwide



Salisbury community recovery

- Marketing and events strategy in place to promote the city and bring visitors in
- We are awaiting the outcome of our bid to host National Armed Forces Day in Salisbury in 2019 - if successful, we will be looking to involve every Wiltshire community in this





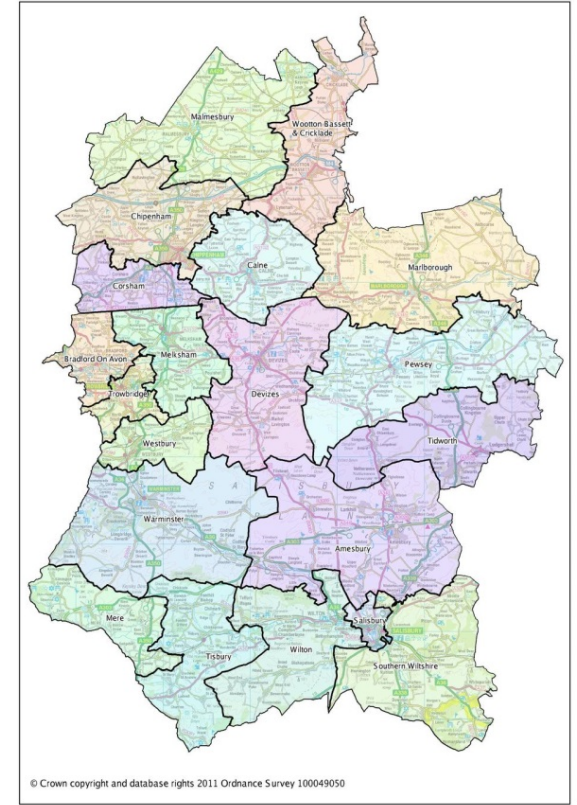
Service Devolution and Asset Transfer

Alan Richell

Interim Director Housing and
Commercial Development,
Wiltshire Council

New Name - Service Devolution and Asset Transfer Programme

Renamed to avoid confusion with the Area Board led process of transferring non strategic assets to community groups – that process remains unchanged as the Community Asset Transfer Programme



New Policy approved November 2017

- Principles and framework of packages on offer to Town and Parish Councils
- Core services and associated assets including but not limited to:
 - Grounds maintenance and Streetscene
 - Some environmental services – markets, S106s, woodlands, closed church yards
- A streamlined process – due diligence at beginning of process promotes better flow once town councils are engaged
- Completion in 9 -12 months (more complex asset transfers may take longer)
- Non-strategic assets not associated to a core service e.g. community centres, will be considered on a case by case basis.



Programme empowers councils to shape communities and invest in their future

- Town and parishes seen as place shapers
- Strategic assets – long term plan considerations
- Tactical assets – immediate benefit to communities
- Financial constraints (on us but less so on you)

- Cap vs no cap
 - Closure or transfer of public conveniences
 - Closure or transfer of play areas



Lessons learnt from Salisbury transfer

- Complex and time consuming – 2 years elapsed
 - Take the time to prepare properly
 - Due diligence is important. It isn't feasible to transfer every piece of maintained land
- Issues to overcome
 - legal aspects – history, complexity, scale
 - boundary reviews
 - agency agreement for service delegations
- Better to do 2-4 per year properly than more inadequately
- Discovery process - as much as possible as early as possible

Draft timeline for transfers

(subject to political commitment and organisational capacity)

Town	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21				
Devizes	Prep & Negotiations						CAB	Transfer			COMP																													
Corsham				Prep & Negotiations						CAB	Transfer			COMP																										
Pewsey				Prep & Negotiations						CAB	Transfer			COMP																										
Calne							Prep & Negotiations						CAB	Transfer		COMP																								
Amesbury							Prep & Negotiations						CAB	Transfer		COMP																								
Chippenham							Prep & Negotiations						CAB	Transfer		COMP																								
Tisbury							Prep & Negotiations						CAB	Transfer		COMP																								
Trowbridge										Prep & Negotiations						CAB	Transfer		COMP																					
Wilton										Prep & Negotiations						CAB	Transfer		COMP																					
Melksham															Prep & Negotiations			CAB	Transfer		COMP																			
Tidworth															Prep & Negotiations			CAB	Transfer		COMP																			
Marlborough																	Prep & Negotiations			CAB	Transfer		COMP																	
Cricklade																	Prep & Negotiations			CAB	Transfer		COMP																	
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Questions

Please direct all queries to the Programme Manager

Hannah Day

Hannah.day@Wiltshire.gov.uk



Information governance

Liz Creedy

Head of Policy, Partnerships &
Assurance

Wiltshire Council

GDPR Knowledge is the building block

- How do you store your information?
- Are you secure in the way you process information?
- Are you telling people how data is being processed?
- Do you have adequate record management?
- Can you deal with a request for information?



What do local councils need to know?

- Data Principles have not changed from what you should have been doing since 1998
- Transparency obligations - tell people what you are going to do with their information
- Publish a privacy notice
- Be aware of residents' data rights and be prepared to meet their requests within one calendar month
- It is a regulated activity and your responsibility as parish councils





Data Protection Officer – words from the ICO

As you aren't a public authority for the purposes of the GDPR then you don't need to appoint a DPO. There are other conditions that require the appointment of a DPO but they are unlikely to apply in your circumstances. There's more information on [DPOs in our Guide to the GDPR](#).

Regardless of whether the GDPR obliges you to appoint a DPO, you are still subject to data protection legislation and you must ensure that your organisation has sufficient staff and resources to discharge your obligations under the GDPR.

Registration of Councils

- Your council should already be notified to process personal information as a Data Controller
- Under GDPR notification is not required but has been reinstated by UK secondary legislation and the Digital Economy Act 2017
- So you still need to pay annual fee of £40 – (£35 if by DD)



Your obligations

- To understand GDPR and what it means to your council
- To access training and other support resources available
- Have an action plan and work through it
- You must be working towards compliancy





Where do I go for advice?

National Association of Local Councils

Offers a toolkit providing a number of practical tools to assist local councils with GDPR compliance, in the form of an action plan checklist and a data audit questionnaire, in addition to templates for privacy notices and consent forms.

Information Commissioner's Office

An FAQ page intended to help parish councils, community councils, parish meetings and community meetings to comply with the GDPR.

Head of Elections

Caroline Rudland has been appointed Head of Elections

Responsible for:

- All national elections and referendums
- Wiltshire Council Unitary elections
- Town and Parish elections
- Neighbourhood Planning referendums
- Parish polls
- Community Governance reviews
- Maintaining the accuracy and completeness of the Electoral Register



Background:

- 14 years in electoral service covering all election types and referendums
- 2004- 2009 Managing and organising elections West Wiltshire District Council
- 2009 - 2017 Working with John Watling as Principal Electoral Services Officer for Wiltshire Council
- 2017 internal promotion as Head of Electoral Services



Since January 2018:

- Completed an ITR canvass pilot to encourage 11,000 electors across the County to register to vote
- Conducted eight Town/Parish by-elections
- Conducted six Neighbourhood Planning referendums
- 89 casual vacancies (town/parish council vacancies)

Please feel free to contact Caroline
caroline.rudland@wiltshire.gov.uk





Wiltshire Ward Boundary Review

Cllr Richard Clewer



Wiltshire Ward Boundary Review

- First review of boundaries since creation of Wiltshire Council
- Big variations in division sizes
- Review outcome implemented from next elections in 2020
- Parliament makes the final decision based on Local Government Boundary Commission Executive recommendations
- Electoral review committee to consider appropriate size
- Divisions need to be as close as possible to average number of electors per division
- Significant boundary changes

The Boundary Commission

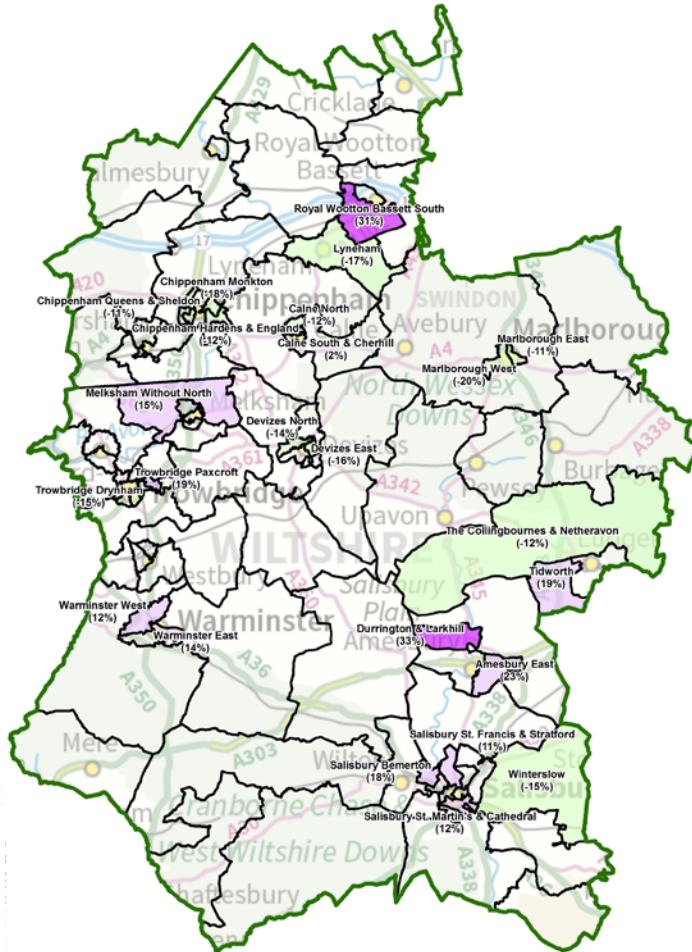
Parish electoral review briefing

15 June 2018



Why

- This review will address poor levels of electoral equality in Wiltshire
- Royal Wootton Bassett South has more than 30% more electors than the average. Amesbury East, Dunnington and Larkhill are almost as high. Marlborough West has over 20% fewer than the average
- So compare one division with 2,982 electors and another with 4,971



The review so far

- Initial meetings with group leaders, full council, officers
- Council size dialogue with the Council

Review process



How?

Ward Boundaries:

Effective representations will address:

Electoral equality for
voters

Community interests
and identities

Effective and
convenient local
government

Effective representations at every stage:

- Tell us **why** you are putting forward your view and rationale
- Put forward an alternative, not just registering an objection
- Provide evidence to support your argument
- Consider the future

What counts as evidence?

Historical associations are useful, but we need to know how communities interact now. Practical examples are important:

- Shared community events
- Shared amenities and facilities
- Public facilities such as doctors' surgeries, hospitals, libraries or schools
- What defines it and marks it out as a distinct community or communities
- Show how facilities provide a focus for community interaction

Rules relating to parishes

- We cannot create or abolish parishes, or amend their boundaries
- If we divide a parish between wards, we must create parish wards
- We can change parish electoral arrangements only as a direct consequence of our ward proposals



Parish councils input

Tell us what you think

- Explain how the proposed warding pattern reflects community identity
- Consider ward names and patterns
- Give evidence of how recommendations would impact your communities
- We don't expect a borough-wide scheme but remember there may be knock-on effects to proposals
- Talk to residents and publicise the review
- We will provide all parishes with posters

How to get involved

The
Local Government
Boundary Commission
for England



Website:
www.lgbce.org.uk

Have your say:
consultation.lgbce.org.uk

Follow us:
[@lgbce](https://twitter.com/lgbce)

Contact us:
reviews@lgbce.org.uk



Contact details

David Owen

Review Officer

David.own@lgbce.org.uk

0330 500 1277

Richard Buck

Review Manager

richard.buck@lgbce.org.uk

0330 500 1271

The
Local Government
Boundary Commission
for England

Review Officer (Wiltshire)

LGBCE

14th Floor

Millbank Tower

London SW1P 4QP

SLCC
Society of Local Council Clerks
Professional Supportive Innovative

Wiltshire Council
Where everybody matters



Clerks and councillor training and law quiz

Linda Roberts BA (Hons)
PGCAP, FHEA, FSLCC

Head of Conferences Training and Education

Academic Teacher – Community Governance

Parish Clerk – Broad Town and Erlestoke PC



The Law Quiz

Get into teams

Get out your CAB

90 seconds per question

Q1

Is it possible for an individual to be a member of more than one local council?

Q2

Which Act enables a local council to provide a laundrette?

Q3

Some local councils contribute towards the costs of a Police Community Support Officer (PCSO) – which legislation can they use to make this contribution?

Q4

Dog fouling is a common problem for local councils to deal with. Is there any legislation which could (with appropriate training) enable the clerk to serve fixed penalty notices on dog owners?



Q5

Car sharing schemes are popular in some areas. Can local councils support such schemes in law?

Q6

Which paragraph of the Local Government Act 1972 has been changed by the Local Government (Electronic Communications) (England) Order 2015?

Q7

Does a failure to summon councillors to a meeting affect the validity of the meeting?

Q8

When does the chairman of a council meeting not have a vote, but can use a casting vote?

Q9

List the legal delegations that a council can employ to facilitate its business.

Q10

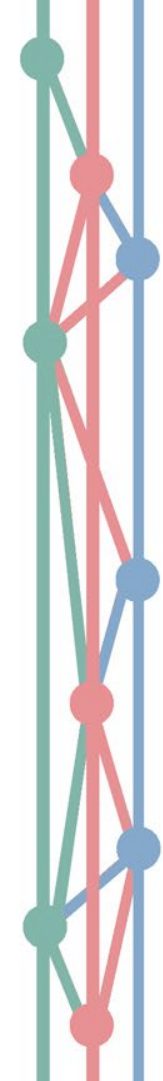
List six items of business which cannot be delegated to officers or committees

Q11

Which two pieces of legislation govern the General Power of Competence for local councils?

Q12

What is the legislation that requires a council not to dispose of land for a consideration less than the best that can reasonably be obtained?



THE END

Q1

Is it possible for an individual to be a member of more than one local council?

Yes, LGA 1972 s79

Q2

Which Act enables a local council to provide a laundrette?

Yes, LGA 1972 s79

Q3

Some local councils contribute towards the costs of a Police Community Support Officer (PCSO) – which legislation can they use to make this contribution?

Crime & Disorder Act 1998 s17

Q4

Dog fouling is a common problem for local councils to deal with. Is there any legislation which could (with appropriate training) enable the clerk to serve fixed penalty notices on dog owners?

Part 6 Local Government & Public Involvement in Health Act 2007 ss 129-133

Q5

Car sharing schemes are popular in some areas.
Can local councils support such schemes in law?

Yes – Local Government and Rating Act 1997 s26

Q6

Which paragraph of the Local Government Act 1972 has been changed by the Local Government (Electronic Communications) (England) Order 2015?

Schedule 12 Paragraph 10(2). Para 10 (2) (b) – summons Para 10 (2) (a) additional explanation

Q7

Does a failure to summon councillors to a meeting affect the validity of the meeting?

No – LGA 1972 Schedule 12 Paragraph 10 (3)

Q8

When does the chairman of a council meeting not have a vote, but can use a casting vote?


When they are presiding over the election of the Chairman at the Annual Meeting of Council and ceased to be a member of council (LGA 1972 S15 (2) (3))

Q9

List the legal delegations that a council can employ to facilitate its business.

A committee, a subcommittee, an officer or any other public authority

And the legislation allowing this? LGA 1972 S101(1)



Q10

List six items of business which cannot be delegated to officers or committees

(i) Levying a precept, (ii) borrowing money, (iii) approving the annual accounts, (iv) considering an auditor's public interest report, (v) confirming eligibility to exercise GPC, (vi) adopting/revising Code of Conduct,
Extra points for any legislative references

Q11

Which two pieces of legislation govern the General Power of Competence for local councils?

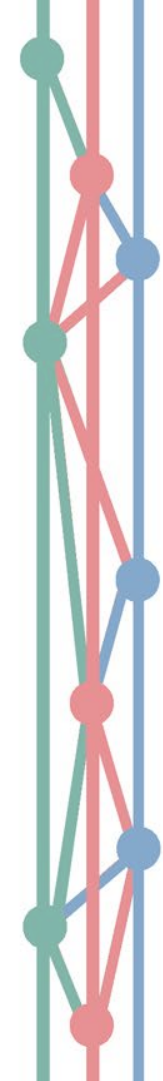
Localism Act 2011 S1-8

Parish Councils (General Power of Competence)
(Prescribed Conditions) Order 2012

Q12

What is the legislation that requires a Council not to dispose of land for a consideration less than the best that can reasonably be obtained?

LGA 1972, s127(2)



THE END



Waste and recycling collection services

Vicki Harris, Principal Waste Services Officer,
Wiltshire Council



Wiltshire Council's Household Waste Management Strategy 2017 - 2027

Household waste management strategy

- Waste is a resource for us to utilise and we should aim to extract as much environmental and economic value from it as possible.
- Our vision for Wiltshire Council's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.





Household waste management strategy

- We have an action plan which focuses on the following priorities:
 - Prevention
 - Reuse and repair
 - Recycling and composting
 - Energy from waste
 - Fly tipping and litter
- The following slides contain some examples of actions we are proposing to take.

Priority 1 – Waste Prevention

- The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.
- Actions include working with town and parish councils and their communities to reduce waste created at home.



Priority 2 – Reuse and Repair

- The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused.
- Actions include working with town and parish councils to run community events such as repair cafes and swap shops.



Priority 3 – Recycling and composting

- The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible.
- Actions include collecting
 - plastic pots, tubs and trays
 - drink and food cartonsfrom 30 July along with the usual plastic bottles and cardboard in the blue lidded bins.



Priority 4 – Energy from Waste

- Recovering energy from waste which cannot be reused or recycled remains strategically important for the council as it prevents this waste from going to landfill.
- Actions include maintaining the delivery of 50,000 tonnes of non-recycled waste to Lakeside Energy from Waste plant and 60,000 tonnes of non-recycled waste to the mechanical biological treatment plant at Northacre, Westbury.



Priority 5 – Fly tipping and Litter

- The council will continue to respond to reports of litter and fly tipping and use the tools available to us to tackle this.
- Actions include providing litter picking equipment to community volunteers to help collect waste within their local area. We will support these communities by collecting the waste from local litter picks throughout the year.



Great news...

- From 30 July you can recycle cartons and more plastics in your blue lidded bin, in addition to the normal plastic bottles and cardboard
- No plastic films or black plastic
- Please rinse and squash recycling if possible
- Your black box collection remains unchanged
- Collection days remain the same for all bins and boxes
- People will be informed of the changes through the media, social media and hangers on bins



You can help by...

- We want to work with town and parish councils to let people know about the changes. Any help would be great!
- You can:
 - put an article in your town or parish magazine
 - put information on your town or village website or Facebook site
 - put up posters within your area
- Invite a waste officer to your parish council meetings or other events





Any questions?

Come and talk to us today or email us at
Wasteandrecycling@wiltshire.gov.uk



Planning

Sally Canter, Head of Operations

Mike Wilmott, Head of Development
Management, Operations and Spatial Planning

Permission in Principle (PiP)

What is it?

- New route to obtaining permission to build
- Minor residential development only (1-9)
- Two stage route (bit like outline/reserved matters)
- Followed by Technical Details Consent (TDC)
- Came into force on June 1, 2018





Permission in Principle (PiP)

What Does it look like?

- Consists of simple application form
- Must specify the range of dwellings (between 1-9)
- Can include ancillary development – e.g. small business unit
- Plan edged red (to scale)
- Fee - £402 per 0.1ha
- No ownership certificate required!

Permission in Principle (PiP)

Where can it be?

- Brownfield or greenfield
- AONB/Conservation Area
- But wherever the site is located, the same planning framework and policies still apply
- ***There has been no relaxation of policy***



Permission in Principle Timeframe



- Five weeks for determination (three weeks less than a house extension!)
- Parish Council – 14 days – so to assist will e-mail you a copy of the form and plan
- Site notice – also 14 days
- Will be published on the website
- If granted – three year period for commencement



Permission in Principle (PiP)

What happens if PiP granted or refused?

- Before works can commence, an application for Technical Details Consent must be approved
- If refused, six month period for appeal
- No fast-track procedure for appeals
- Can't add conditions to PiP
- No 106 obligations – both conditions and 106 for TDC

Permission in Principle (PiP) Technical Details Consent

- Before PiP can be implemented, need TDC
- Like Planning application – similar questions
- Normal consultation procedures with parish council
- Will appear on weekly list





Technical Details Consent Requirements

- Requires details of layout, access, design, appearance
- Must not exceed range given in PiP
- Completion of certificate
- Scaled plans
- Can apply conditions

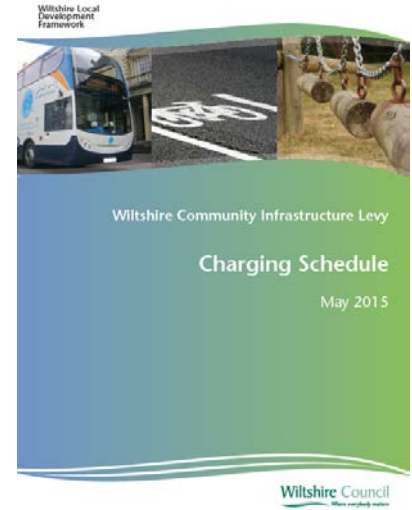


Community Infrastructure Levy

- Will be staying for foreseeable future

Community Infrastructure Levy (CiL)

- Introduced by the council in 2015
- Levy chargeable in Wiltshire on residential; hotel and supermarket development
- Some exclusions – e.g. affordable housing; self build dwellings





CiL Receipts

- Receipts split three ways:
 - 15% to parish/town/city council (or 25% if Neighbourhood Plan in place)
 - 5% to Wiltshire Council for administration
 - Remaining 70 -80% for infrastructure spending as agreed by Wiltshire Council
- Payable on commencement (subject to instalments policy)
- Report published each year showing income



What can CiL be spent on?

- Only on delivery of infrastructure to support the development of the area
- List of projects on 'Regulation 123' list
- Can be schools, road schemes, health facilities, habitats etc
- Prioritisation procedure agreed by Cabinet March 2017
- No decisions yet made
- Town/parishes have wider spending powers than Wiltshire Council, provided that it meets the requirement to 'support the development of the area'



Your Obligations

- To ensure transparency City/Town and Parish councils must publish the following information each year:
- Total CIL receipts;
- Total expenditure;
- A summary of what the CIL was spent on;
- Total amount of receipts retained at the end of the reported year from that year and previous years.
- Reports can be combined with existing finance reports
- Should be placed on your websites and a copy of the report should be sent to Wiltshire Council

CiL Income Received

	2016/17	2017/18	Available Balance
Parish Share	£374,394	£808,636	
Administration	£113,938	£235,973	
Strategic Infrastructure	£1,801,480	£3,613,051	£5,659,813
TOTAL	£2,289,812	4,719,475	



Other planning changes

- Revised National Planning Policy Framework (NPPF)
- Out in July
- Sets out government policy for planning
- First revision since 2012




Council Tax and budgeting setting

Stuart Donnelly,
Head of Finance (Corporate), Wiltshire Council

Overview

- Council Tax setting process (including review of 2018/19)
- 2019/20 Council Tax setting draft timetable
- Budget setting and reserves





Council Tax setting process – tax base

(including Review of 2018/19)

- CTB1 deadline to return to DCLG - 13 October 2017
- We then calculate individual CTB1 for each Town/Parish (252 in total), including estimated new build and collection rate adjustment
- Notify draft tax base to individual towns and parishes - 6 November 2017
- Cabinet approves tax base - 12 December 2017



Council Tax setting process – tax base

CTB1 form to central government

- Total number of dwellings on the valuation list (11 September 2017) per band
 - Less exempt properties
 - Less reductions (various reliefs including single person discount)
 - Add 50% levy where properties unoccupied for over 2 years
 - Less discounts (e.g. family annexe)

Council Tax setting process – tax base

- Total number of dwellings, after applying all discounts and premiums, per band
- Convert number of dwellings into number of band D equivalents using ratio:

Band	A	B	C	D	E	F	G	H
Ratio	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

- Less council tax support reductions
- Add estimate of newly built and banded properties for the following and remaining part of current year
- Less adjustment for estimated non-collection

Council Tax setting process – tax base

Approved by Cabinet on 12 December 2017

	Wiltshire Council Tax Base (Number of band D Equivalent Properties)
Approved Council Tax Base 2017/2018	177,805.08
Council Tax Base 2018/2019:	
Council Tax Base per CTB1 Form (as at 13 October 2017)	182,533.90
Adjustment for New Builds	2,234.25
Adjustment for Collection Rate	(2,062.72)
Council Tax Base 2018/2019	182,705.43



Council Tax setting process – precept requests 2018/19

Deadline 19 January 2018; (always Friday of third full week in January – please plan future year precept setting meetings with this in mind)

- 90.5% received on time
- require returns even if precept is nil
- 238 of 252 councils set a precept for 2018/19
- total precepts of £19,804,325



Council Tax setting process – precept requests

Working backwards:

Direct Debits to be collected from 1 April 2018

200,000+ Bills sent out – w/c 12 March 2018

Full Council approved Council Tax Resolution 20 February 2018

Deadline for confirming tax base to Major Precepting

Authorities (Police & Fire) 31 January each year



Precept requests

Why do the council tax bills for my town/parish show an increase when we froze the precept amount from last year?


- this query arises every year
- It is not the total precept requirement that determines whether council tax has increased/decreased/frozen – it is the band D charge.

Use the precept calculator tool to check

www.wiltshire.gov.uk/registerofinterests.htm

Precept Requests - example

	2018/19	2019/20 (Frozen Precept)	2019/20 (Frozen Increase)
Tax base	10	9	9
precept	£1,000	£1,000	£900
band D Council Tax charge	£100	£111.11	£100
Council Tax increase (per bill)	N/A	11.11%	0%



Precept requests – referendum principles 2018/19

Since the introduction of Council Tax referendums in 2012/13, no referendum principles have been set for Town/Parish Councils.

2018/19 Local Government Finance Settlement:

“Government intends to defer the setting of referendum principles for Town and Parish Councils for 3 three years”.



Precept requests – over £140,000

Town and parish councils that have a precept requirement in excess of £140,000 are required to provide a breakdown of service expenditure and income to the public.

One additional council met the £140,000 threshold for 2018/19

A small number of town/parish councils were very close to the £140,000 threshold for 2018/19

An increase in tax base alone may be enough to increase the precept requirement for 2018/19 over £140,000, even if the band D charge is frozen.

Wiltshire Council issues a template for completion based on prior year

Contact: financialplanning@wiltshire.gov.uk

2019/20 Council Tax setting

Draft timetable

Date	
4 November 2018	Wiltshire Council to issue draft 2019/20 Council Tax Base figures to town/parish Councils
11 December 2018	Cabinet meeting to approve 2019/20 Council Tax Base
25 January 2019	Deadline for town/parish Councils to return approved 2019/20 precept requests to Wiltshire Council
5 February 2019	Cabinet meeting to recommend Wiltshire Council 2019/20 Council Tax Demand
26 February 2019	Full Council meeting to approve 2019/20 Council Tax Resolution



Budgets and reserves

Budget Setting - three main purposes:

- It results in the authority setting the precept
- Gives the clerk and other officers overall authority to make spending commitments in accordance with the plans approved by members
- Provides a basis for monitoring progress during the year

Joint panel on accountability and governance: governance and accountability for smaller authorities in England
(March 2018)



Budget setting and reserves

Budget Setting – Key Stages:

- Decide the form and level of detail of the budget
- Review current year budget and spend
- Determine the cost of spending plans
- Assess levels of income
- Bring together spending and income plans
- Provide for contingencies and consider the need for reserves
- Approve the budget



Budget setting and reserves

- Confirm the precept
- Review progress against the budget regularly throughout the year

Joint Panel on Accountability & Governance: Governance and Accountability for Smaller Authorities in England (March 2018)



Budget setting and reserves

Budget Setting – Other Factors to Consider:

- Efficiencies
- Public engagement
- Change in Council Tax
 - incremental increase?
 - one off larger increases?
 - central government referendum principles
 - parishioners



Budget setting and reserves

Reserves

- What is a suitable level?
- £x?
- x%?
- amounts set aside for a rainy day?

Unfortunately there is no easy answer



Budget setting and reserves

Reserves - Good practice

Consider:

- risk assessment of budget/financial position
- what are the uncertainties?
- future commitments?
- spreading council tax increase?
- the affect on the Council Tax

Key:

- be clear what any reserves are for
- review
- understanding by all



Budget setting and reserves

CIPFA – five warning signs of Council Financial Stress:

- a rapid decline in reserves
- a failure to plan and deliver savings in service provision
- shortening of medium-term financial planning
- firm objectives missing from savings plan
- tendency for unplanned overspends



Budget setting and reserves

CIPFA – four essential ingredients to achieve financial resilience:

- ensuring the right financial management systems are working effectively
- use of benchmarking data
- a single, consolidated, living document that tracks the authorities savings plans
- managing reserves effectively



Wiltshire Council finance contacts

Stuart Donnelly

stuart.donnelly@wiltshire.gov.uk

01225 718582

Tina Winfield

tina.winfield@wiltshire.gov.uk

01225 718584

financialplanning@wiltshire.gov.uk



Questions



Question and answer forum

Panel:

Jonathan Owen

Linda Roberts

Katie Fielding

Ian Gibbons



Close

Thank you