

Adult care Transport Campuses

Nomination pack

Your guide to becoming a
Wiltshire councillor

Communications Communities

Environment Area boards Economy

Adult care Transport Campuses

Leisure Public health Waste Finance

Planning Housing Libraries Flooding

Hubs People Childrens services

Heritage and arts Highways Legal

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Environment Area boards Economy

Adult care Transport Campuses

Leisure Public health Waste Finance

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Hubs People Childrens services



Hello,

Thank you for standing as a candidate for Wiltshire Council.

It takes commitment and passion to be a councillor and it is a privilege to be able to represent your community and be the local voice and champion, and I should know as I have served as a councillor for the last 22 years in both the former county council and Wiltshire Council since it formed in 2009.



Wiltshire Council is now well established and has been through a major programme of change since it formed eight years ago. We set out a vision in 2009; to create strong and resilient communities, which has been the focus and driver for what we do. We are proud to have 18 established and thriving community areas that make decisions and deliver projects, schemes and services that are right for them.

And, we have transformed how we work and deliver services. We have made significant savings through rationalizing our assets, sharing resources and buildings with public sector partners, becoming more commercial, and reviewing all our services and staffing structures.

But we need to continue to change and to do things differently. We know the challenges for local government will continue, as funding from central government reduces and customer expectations for vital services increase. The reality of people living longer and needing care has to be addressed and whilst this is a national issue, we have to look at what we can do, working with the health service, to provide what will be needed.

Together, the new council will decide its plan for the next four years, and the challenges and opportunities ahead will be discussed and agreed.

In the period up to the election on 4 May, you have the opportunity to set out what you stand for, as well as your aims and ambitions for both the county and its residents. The next few weeks will be interesting for you and if you have not stood in an election before I hope that it will provide an opportunity to gain an insight into Wiltshire Council and the work that we do.

I wish you all the best for the forthcoming election, and if I'm successful in being re-elected, I look forward to working with you to make Wiltshire an even better place.

Jane

Baroness Scott of Bybrook
Leader Wiltshire Council

Foreword

Dear Nominated Candidate,

Wiltshire Council Unitary Elections 2017

Congratulations on being nominated to stand as a candidate in your electoral division.

In preparation for the Election on Thursday 4 May 2017, Wiltshire Council has produced the following Nominations Pack for all candidates.

This pack provides the following information, which we hope you will find useful:

- Background information on Wiltshire Council
- Current business plan priorities and looking ahead to 2021
- What to expect as a Wiltshire councillor
- The electoral process
- Administration of the council
- Wiltshire Council's responsibilities for protecting young people and adults
- Wiltshire Council's guide to equality and inclusion

Within the pack, you will also find information on what happens following Election Day and the expectations for you in the first two weeks, if you are elected. We encourage you to plan to be available for the induction period - the two weeks following the election. This is a vital time designed to help you find your feet, understand how the organisation works, and support you during your first few months as a Wiltshire councillor.

All successful candidates need to attend the first Full Council meeting on May 16 in County Hall.

Please have a look at the pack, and if you require any further information either review the [Unitary and parish elections 2017](#) page on our website, or contact Corporatebusinesssupport@wiltshire.gov.uk.

We would also like to highlight the following publications which you may find helpful as they provide up to date information on Wiltshire's local communities and local government.

Joint Strategic Assessment (JSA) – is the collation of information and data from all the key partnerships in Wiltshire. This provides a detailed assessment of Wiltshire's local communities and is used to help deliver services and projects based on evidence and identified need.

Local Councillors guide 2016/17 – produced by the Local Government Association, this document is for new and prospective local councillors; it provides a general overview of local government.

We would like to wish you good luck with the forthcoming election.

Yours sincerely,



Dr Carlton Brand and Carolyn Godfrey

Corporate Directors
Wiltshire Council



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“Remember what it was that drove you to stand for election as a councillor and consider what role in the council might help you to achieve your aims.”

Background on Wiltshire Council

Wiltshire Council's business plan for 2013/17 states its vision to create stronger and more resilient communities in Wiltshire, together with three main priorities:

1. To protect those who are most vulnerable
2. To boost the local economy – creating and safeguarding jobs
3. To support and empower communities to do more for themselves

The plan is built upon many of Wiltshire Council's successes to date, including the move to a unitary authority, rationalisation of the council estate and the development of a three hub strategy and significant changes to working practices.

Newly elected councillors are expected to agree a four year business plan, covering the period 2017/21, within a few months of the elections. This will reflect the make-up of the new council and the commitments given in local political manifestos; together with the challenges and opportunities emerging as a result of new government legislation, the timeline for the re-procurement of services and the ending of the central government grant with the switch to business rates retention.

This new business plan will shape a portfolio of work to generate a step-change in how we deliver services for people and businesses across Wiltshire – by increasing the focus on prevention and reducing demand for some of our services; continued partnership working with the NHS, fire and police and enabling greater digital access to services.



Current business plan priorities and looking ahead to 2021

Wiltshire 2021 is the council's portfolio of work that will generate a change to how we deliver services for people and businesses across Wiltshire. The portfolio will be embedded within the 2017/21 business plan and will continue to support the delivery of our three priorities:

- To protect those who are most vulnerable
- To boost the local economy – creating and safeguarding jobs
- To support and empower communities to do more for themselves

Within the 2021 programme there are a number of cross-cutting themes to help us focus our resources to provide the best quality services where they are most needed:

- Continuing to improve service delivery while government funding will reduce by around £45m
- Keeping our young people safeguarded
- Achieving the future vision for children's services
- Integration of health and social care
- Building more affordable housing (for ownership and rent)
- Growing jobs and building our economy
- New waste delivery service and contracts
- New leisure strategy and delivery of services
- Maintaining and developing our road network

Wiltshire 2021 is an ambitious portfolio of work that builds upon many of our successes to date, including local government reorganisation, rationalisation of our estate and the development of our three hub strategy, which has resulted in a significant change in how staff can work flexibly and move towards a paperless environment. Going forward over the next four years Wiltshire Council will continue to focus on how we can best use its resources to deliver real improvements to make the county an even better place to live and work in.



Bourne Hill, Salisbury



County Hall, Trowbridge



Monkton Park, Chippenham

What to expect being a Wiltshire councillor

As community leaders and champions of your division you can expect to be in contact with your constituents on a regular basis. Your residents may expect you to campaign on local issues, engage with local groups, deal with case work and represent the views of the community within the council and other agencies.

As a decision maker and influencer your role will include: making informed decisions at full council meetings, to work with partners and outside bodies as a representative of the council, working with town and parish councils, acting as a corporate parent for children and young people and being a member of your local community area board.

The day to day roles of being a Wiltshire councillor will involve:

- Understanding and interpreting information
- Using ICT effectively
- Communicating using all types of media whilst ensuring adherence to corporate guidance for media, social media and internet usage
- Using a communication style that takes account of the needs of different audiences
- Accepting personal responsibility for continuous professional development to build understanding, knowledge and skills to ensure that the role you do is effective
- Interact with officers, partners, the community and fellow councillors in accordance with Wiltshire Council's behaviour framework.

How much time you commit will depend on you and what additional roles, if any, you take up as a councillor. Typically, a councillor will spend 25 hours a week on council business. However, there is a statutory requirement that all councillors attend at least one formal meeting every six months.

Please click [here](#) for more information about roles and responsibilities of a councillor or [here](#) for more information about help and support which can be provided for you to carry out your role.

“Once elected, you are representing all of the residents in your division, not just the ones who voted for you.”

Wiltshire Council elections 2017

The 2017 elections in Wiltshire will be one of the largest in the country. All 98 unitary seats will be up for election, as well as all parish and town council seats.

The elections will take place on Thursday 4 May 2017. Polling stations will be open from 7am to 10pm.

The elections will take place in over 300 polling stations across the Wiltshire Council area.

The verification and count will take place on Friday 5 May 2017 and the results are expected to be known later on that day.

The count will take place at four venues across Wiltshire:

- The Olympiad Leisure Centre, Sadlers Mead, Chippenham, SN15 3PA
- Devizes Leisure Centre, Southbroom Road, Devizes, SN10 5AB
- Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR
- The Civic Centre, St Stephen's Place, Trowbridge, BA14 8AH

It will be possible to attend one of the count centres to hear the results. The results of the count will also be available online [here](#)

The unitary and parish counts will take place in the same venues.

Dr Carlton Brand is the returning officer for all parish and unitary elections in Wiltshire. He has a number of deputy returning officers to assist him with parts of the election. These are either full deputies (Ian Gibbons and John Watling) or deputies with limited powers to oversee a particular aspect of the election, such as the verification and count. These are currently Carolyn Godfrey and Barry Pirie, and some of our key supervisors who manage the postal vote opening.

Deputy returning officers will be appointed to each of the count centres.

If you have any questions about the elections, please contact the elections team on [0300 456 0112](tel:03004560112) or email elections@wiltshire.gov.uk

Community Governance Reviews (CGR)

The council has responded to requests for parish boundary changes and the final order is now being made to bring in to effect the decisions which have been made by full council.

Parishes effected by the CGR will have boundary changes and the possibility of seat numbers changing.

The unitary council divisions will be reviewed after the May 2017 elections by the Local Government Boundary Committee (LGBCE) and as such, there will not be any changes made to seats at this stage.

What happens next

Following the Election on Thursday 4 May 2017, there will be a requirement that all elected councillors attend the welcome day on Monday 8 May and subsequent training, which will take place from Tuesday 9 May to Wednesday 10 May and again from Monday 15 May to Wednesday 17 May. This includes attending the annual full council meeting on Tuesday 16 May. A detailed schedule of the key dates and meetings will be made available in due course.

Please therefore ensure that you are available from Monday 8 May to Wednesday 17 May to attend these important sessions.

Date	Activity
Thursday 4 May	Elections
Friday 5 May	Verification process and count
Monday 8 May	Welcome day
Tuesday 9 May – Wednesday 10 May	Induction week one
Monday 15 May – Wednesday 17 May	Induction week two
Tuesday 16 May	Full council meeting
From Monday 22 May	Ongoing training



Calne Community Hub and library

Welcome day

The welcome day will be held at County Hall on Monday 8 May 2017. The welcome day is an opportunity to meet key officers at Wiltshire Council, network with other councillors and find out more about the organisation. Activities will include the signing of declaration of office, collecting new IT equipment and setting up access and parking permits. A full schedule will be provided prior to the day. All elected councillors will be expected to attend the welcome day to complete the necessary administrative actions.

Elected councillors are welcome to bring a family member or friend to the welcome day. The local press will also be invited.

Training

In order to carry out the role effectively as a Wiltshire councillor, training will be provided to ensure councillors have all of the necessary information. For this reason it is important that councillors attend all of the training sessions. The training will be held in three phases. The first will take place between Tuesday 9 May and Wednesday 10 May; this will include preparation for the annual full council meeting as well as key sessions to provide an understanding about Wiltshire Council. The second phase will take place between Monday 15 May and Wednesday 17 May which will involve statutory based committee training and specialised service sessions. The third phase will focus on key skills and committee specific training which will be on-going and will be linked to assigned committees.

Register of interest

All councillors are required by law to provide a register of interest within 28 days of being elected. Upon election a session will be arranged with the monitoring officer or representatives to discuss with you how to complete your register of interest. This includes details of employment, land holdings and other defined interests, for yourself and your spouse / partner.

Should you have a need to update your register of interest once elected you can do so online. Guidance on what you might wish or need to include on your register once you have been elected can also be found in the guidance to the code of conduct.

Administration of the council

Constitution

The Wiltshire Council constitution sets out principles, rules and protocols for every aspect of the council's governance. The full constitution can be found [here](#), but some of the key sections include:

- Part 3:** Responsibility for functions and schemes of delegation – setting out the council's committees' terms of reference and the extent of authority delegated to the cabinet and to officers
- Part 4:** Rules of procedure – standing orders for conduct of meetings, including details of public statements and questions, moving motions, petitions scheme and more
- Part 8:** Overview and scrutiny procedure rules – specific rules of procedure for the council's scrutiny committees
- Part 9:** Finance regulations
- Part 12:** Code of conduct
- Part 13:** Members' allowance scheme – details of basic councillor allowance and allowable expenses
- Protocol 4:** Planning code of good practice – rules of procedure for planning committees



Council chamber, County Hall

Code of conduct

All councils are required by law to have a code of conduct for their councillors. Wiltshire Council's code of conduct can be found in part 12 of the constitution [here](#). Councillors are required to maintain high standards of conduct and uphold the Nolan Principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), as well as abide by provisions relating to disclosing pecuniary interests. Failure to declare on your register of interests disclosable pecuniary interests and then participating as a councillor in discussion on a matter relating to it, is a criminal offence. Once elected, training will be provided on your obligations under the code, and if you have any concerns or uncertainties you should discuss the matter with the monitoring officer. Guidance on the interpretation and assessment of the code of conduct is also provided [here](#).

Anyone may register a complaint regarding a councillor's conduct to the monitoring officer, where they feel a councillor has breached a provision of the code of conduct. Details of the process can be found [here](#).

Paperless meetings

As a modern organisation that promotes new ways of working, the council previously agreed to not provide hard copies of agendas for councillors and officers unless there are compelling reasons, for example visual impairment that would make this difficult. This is now well established and all councillors are expected to access agendas electronically via the laptop provided or the mod.gov app which will be pre-loaded on your device. The mod.gov app is a free app which members of the public can also download from iTunes, Google Play or the Windows app store.

You will receive an email notification to advise you when an agenda or minutes have been published giving you a link to where the documents are published online. You will also be shown how to use the mod.gov app as part of your ICT training.

When visiting council premises, you will be able to access the council's internet network. At home, councillors will be expected to use their own broadband.

Full council

As a councillor, the first formal meeting you will be asked to attend is the annual meeting of council which will take place on Tuesday 16 May, 2017. Here, the role and types of other council meetings will be explained.

Role of full council

Full council is responsible for all functions of Wiltshire Council which are not the responsibility of the cabinet members. A number of functions are specifically reserved for full council to approve, including:

- Setting the budget and council tax
- Major policy documents e.g. the core strategy, licensing policy, Wiltshire Council's business plan
- Approving and amending the [constitution](#)
- Appointing the leader of Wiltshire Council
- Appointing members to committees having regard to the wishes of political group leaders
- Considering motions submitted by councillors.

Full council meetings are webcast live – the last six months of full council meetings can be watched [here](#). Past agendas and minutes can be found [here](#).

“Becoming a councillor is a unique opportunity to represent your community and to make and influence decisions that will improve the lives of people across our county. None of us knows everything and when you are first elected there is a lot to learn but your colleagues and the council officers will be a big help to you. If you put in the hard work and actively engage with the community it will be a hugely rewarding role and one that I consider to be a real privilege.”

Types of full council meetings

There are four full council meetings per municipal year which take place in May, July, October and February. The meeting in February is the budget and council tax setting. Extra meetings may also be arranged from time to time as required. All councillors will be expected to attend full council meetings and their respective area board meetings.

Annual meeting of full council

Full council will be asked to elect a chairman and vice-chairman at the beginning of the annual meeting on Tuesday 16 May, 2017. Regardless of whether or not the current chairman, Councillor Richard Britton or the current vice-chairman, Councillor Allison Bucknell are re-elected, they remain in office until their successors are appointed by full council. Councillor Britton (or in his absence, Councillor Bucknell), will therefore preside at the beginning of the annual meeting. The chairman and vice-chairman of Wiltshire Council are elected annually.

Council will also be asked to vote on electing a leader of the council with the appointment lasting four years. The leader will subsequently appoint up to nine other members, each with specific areas of responsibility, to form his or her cabinet.

Full council will be asked to agree the appointment of Wiltshire Council's committees, appoint councillors to those committees as advised by political group leaders and appoint chairmen and vice-chairmen to most committees.

Full council will also receive various annual reports. As with ordinary meetings, full council will also consider any motions submitted by councillors, any questions received by councillors and / or members of the public, any petitions received under the council's petition scheme and receive minutes of the various meetings of cabinet and committees held between full council meetings. Full council meetings start at 10.30am and can last all day with a break at lunchtime. Full council meetings are usually preceded with separate meetings of each political group as arranged by those groups.

“ Try and note the names of key officers during briefings and make an effort to meet key officers during the induction period. ”

Area boards

As a Wiltshire councillor you will sit on one of the 18 area boards with other councillors from your community area. The boards are also attended by the NHS, fire, police, town and parish councils, community groups and the public. The meetings provide the opportunity to address important local issues such as road safety improvements, facilities for young people and older members of the community. The boards make decisions and consult on matters which affect the communities they represent. Councillors are able to award funding to local priorities and projects; ensuring local decisions are at the heart of the community and tailored to local needs. Area boards bring communities together, making them stronger and more resilient.

Members' allowances

Councillors generally come into office to make a difference to their communities rather than any monetary gain. However, the council recognises the commitment of all councillors and the inevitable calls on their time and the incidental expenses that they will incur by having a members' allowance scheme.

All councillors will receive a basic allowance, currently set at £12,811.80 per annum.

In addition to the above basic allowance, special responsibility allowances are paid to councillors who hold certain positions e.g. chairmen of committees and cabinet members, to recognise the significant additional time commitment and responsibility required in undertaking these roles. These payments will be made automatically on a monthly basis.

Councillors may also claim expenses for example for mileage undertaken in the course of their duties as a councillor. In keeping with the council's paperless drive, such claims are to be submitted electronically via the council's SAP system on a monthly basis where a payslip can also be downloaded. Councillors will be shown how to use SAP during their ICT training.

All allowances are approved by full council following consideration of a review and report by an independent remuneration panel. Full details of the scheme and the rates of pay for the different types of allowances and expenses can be found in the [constitution](#).

New councillor support

Despite all the information you will receive, we appreciate that as a newly elected councillor joining the council for the first time, it can be a daunting prospect. From understanding how the council operates its decision making process and how you can engage in it and who to contact to progress matters on behalf of your constituents. To assist you in your first three months in the council, you will be assigned an officer buddy to help you. You will get to meet your officer buddy at the welcome day. Your officer buddy will be a member of the democratic services team who work at the heart of the decision making process. The role of your officer buddy will be to help guide you and point you in the right direction when you have been unable to find the information for yourself.

Protecting young people

What is corporate parenting?

Corporate parenting is the local authority's responsibility to take on the role of a good parent for the children and young people in its care. This includes not only the staff and senior management of the council but also its elected members.

We want for our looked after children what every 'good' parent would want for their own children. We are proud that in Wiltshire we are taking a whole council approach to ensuring that their needs are met and as an elected member the expectation is that you will play a full role as a corporate parent. This means championing our looked after children at every opportunity and ensuring that they get the opportunity to succeed despite having suffered neglect and or harm before becoming looked after.

How and why does Wiltshire Council get involved?

The council has established a corporate parenting panel, which comprises up to eight elected members. Their role is to secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after. The panel is an advisory panel and not a committee of the council. The panel can therefore make recommendations but has no decision making powers. The corporate director for children's services is the lead decision maker.

If you would like more information, please follow this link to the council's web page: [here](#)

Child sexual exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (eg food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

CSE has a devastating impact on children, young people and their families. It should be a concern for everyone. CSE is largely a hidden crime, and raising awareness of this type of abuse is essential to preventing it and stopping it early when it does happen. CSE doesn't just affect one community or any particular part. It can affect communities in Wiltshire and has done so in the past.

Councillors, with their in-depth knowledge of their communities, can help promote awareness of the issue and sign post people to help. Further information about the council's approach can be found [here](#).

Child protection and child safeguarding

Similarly, councils and councillors have a key role in the protection of children and keeping them safe from harm in their communities. Wiltshire Council achieves this, in a large part, through the Multi Agency Safeguarding Hub (MASH) which brings key professionals together to facilitate early, better quality information sharing, analysis and decision-making, to safeguard vulnerable children and young people more effectively. For more information click [here](#).

Wiltshire MASH aims to initially provide a central point of contact for public and professionals for children's safeguarding concerns and provides information, advice and signposting to appropriate services. For more information click [here](#). When abuse or harm is suspected children and families become subject to a multi agency assessment which is led by the Local Authority Safeguarding and Assessment Service. If you become concerned about the welfare of a child you have a responsibility to refer this to the MASH.

In your role as an elected member you may become aware of concerns in your community or may be approached to advocate on behalf of a family. Where appropriate information will be shared with you however, in many cases this will not be possible and you will be advised to contact the relevant head of service with responsibility for that child.

Protecting vulnerable adults

What is safeguarding?

Adult safeguarding means protecting people's right to live in safety, free from abuse and neglect. Under new legislation in 2014 safeguarding adults who have care and support needs, who are at risk of or are experiencing abuse or neglect and who are unable to protect themselves became a crucial part of the work of local authorities.

Safeguarding is everybody's business and effective safeguarding involves all of our local agencies working effectively together. But under the Care Act the council has overall responsibility for safeguarding in Wiltshire.

Local work to improve how we safeguard vulnerable adults focuses on:

- Stopping abuse and neglect where it is happening
- Reducing the risk of abuse or neglect happening
- Giving vulnerable people more control over how they want to live

To find out more about the role of the local authority visit [here](#).

The legislation in place to safeguard children and adults is different. While the law expects children to be protected from risk, adults who have mental capacity have a legal right to make their own choices. That means that a vulnerable person may choose to take risks. Whilst working to safeguard those who are vulnerable local services must follow the Making Safeguarding Personal guidance. This guidance is there to ensure vulnerable adults are given the chance to speak for themselves and to make informed choices.

What is your role as a local councillor?

Through their work with local communities and constituents, councillors may become aware of individual cases or be approached for advice and help. It is essential that councillors understand how to report suspected abuse or neglect.

As community leaders you also have a wider duty to ask the right questions and expect answers. In Wiltshire, the retirement-age population is predicted to increase to 29.8% of the population in 2026 and there are already higher than average numbers of vulnerable adults and older people with learning disabilities, physical impairments and mental health needs. By 2020 the number of older people with dementia will double and the number with long-term health conditions will triple.

By ensuring local services are working well, staff are properly trained and that people who need support are receiving it, Wiltshire Council aims to make sure everyone is treated with dignity and respect and that no one lives in fear of abuse or neglect.

To find out more about your role as a local councillor visit the LGA website [here](#).

How to access help

To report a safeguarding concern, call the Social Care Helpdesk on **0300 456 0111** or email customeradvisors@wiltshire.gov.uk

Wiltshire Council's Safeguarding Adults Team (SAT) triage all the safeguarding concerns that are received by the council as it is the council that is the lead agency for all safeguarding adult's investigations. The triage team work alongside the Wiltshire Police Safeguarding Adults Investigation Team. The team can provide you with more general advice and support. Councillors can contact the team on **01380 826510**.

Under the Care Act each local authority must have a partnership board that brings together the council, the police and health services to help and safeguard adults with care and support needs. Wiltshire's Safeguarding Adults Board is independently chaired and works collaboratively to provide assurance that local safeguarding services are in place and to prevent abuse and neglect. The board can be contacted at LSAB@wiltshire.gov.uk or on **01225 716693**.

Remember that in an emergency you should always contact **999**.

Our commitment to equality and inclusion

The council is firmly committed to the principles of equality and inclusion in both employment and the delivery of services. We are keen to celebrate the diversity of people who live and work in Wiltshire.

This means making our services accessible to all, treating people fairly and providing a fully inclusive working environment.

We oppose all forms of unlawful and unfair discrimination and are committed to building a workforce which broadly reflects the diversity of the local community. By working with partner agencies, organisations and community groups, we can promote equality and inclusion within Wiltshire.

