

# AGENDA

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Meeting: **Cabinet**  
Place: **Kennet Room - County Hall, Trowbridge BA14 8JN**  
Date: **Tuesday 13 December 2016**  
Time: **9.30 am**

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## Membership:

Cllr Baroness Scott of Bybrook OBE	Leader of the Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Jerry Wickham	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services
Cllr Philip Whitehead	Cabinet Member for Highways and Transport

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Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225)713114/713115.

All public reports referred to on this agenda are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **Public Participation**


Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

The full constitution can be found at [this link](#). Cabinet Procedure rules are found at Part 6.

For assistance on these and other matters please contact the officer named above for details

## Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 7 - 14*)

To confirm and sign the minutes of the Cabinet meeting held on 15 November 2016, previously circulated.

3 **Minutes - Capital Assets Committee** (*Pages 15 - 20*)

To receive and note the minutes of the Capital Assets Committee held on 15 November 2016.

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Leader's announcements**

6 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Thursday 8 December 2016. Anyone wishing to ask a question or make a statement should contact the officer named above.

7 **Performance Management and Risk Outturn Report: Q2 2016/17** (*Pages 21 - 42*)

Report by Dr Carlton Brand and Carolyn Godfrey, Corporate Directors

8 **Public Health Annual Report 2015/16** (*Pages 43 - 72*)

Report by Carolyn Godfrey, Corporate Director

- 9 **Commissioning of Carers Services** (*Pages 73 - 82*)  
🔑 Report by Carolyn Godfrey, Corporate Director
- 10 **Direct Payment Support Service** (*Pages 83 - 92*)  
🔑 Report by Carolyn Godfrey, Corporate Director
- 11 **Council Tax Base 2017/2018** (*Pages 93 - 104*)  
Report by Carolyn Godfrey, Corporate Director
- 12 **Proposal to change the Council Tax Reduction Scheme 2017** (*Pages 105 - 146*)  
Report by Carolyn Godfrey, Corporate Director
- 13 **Report on Treasury Management Strategy 2016-17 – Third Quarter ended 30 September 2016** (*Pages 147 - 158*)  
Report by Carolyn Godfrey, Corporate Director
- 14 **Revenue and Capital Budget - Budget Monitoring Reports Period 7 2016/2017**
- 14(a) **Revenue Budget Report** (*Pages 159 - 180*)  
Report by Carolyn Godfrey, Corporate Director
- 14(a) **Capital Budget Monitoring** (*Pages 181 - 192*)  
Report by Carolyn Godfrey, Corporate Director
- 15 **Procurement of a new temporary agency supplier** (*Pages 193 - 202*)  
🔑 Report by Dr Carlton Brand, Corporate Director
- 16 **Castle Works, Castle Road Salisbury** (*Pages 203 - 208*)  
🔑 Report by Dr Carlton Brand, Corporate Director.
- 17 **Urgent Items**  
Any other items of business, which the Leader agrees to consider as a matter of urgency.

## Part II

### **Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

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

This is to give further notice in accordance with paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items Number 19 and 20 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 3 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 items in private:

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

#### **19 Procurement of a new temporary agency supplier (part ii) (Pages 209 - 218)**

#### **20 Castle Works, Castle Road Salisbury (part ii) (Pages 219 - 222)**

Our vision is to create stronger and more resilient communities. Our priorities are: To protect those who are most vulnerable; to boost the local economy - creating and safeguarding jobs; and to support and empower communities to do more themselves.

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## **CABINET**

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### **DRAFT MINUTES OF THE CABINET MEETING HELD ON 15 NOVEMBER 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Laura Mayes	Cabinet Member for Children
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Cllr Jerry Wickham	Cabinet Member for Health

#### **Also Present:**

Cllr Alan MacRae, Cllr Richard Gamble, Cllr Jerry Kunkler, Cllr Bridget Wayman, Cllr Glenis Ansell, Cllr George Jeans, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr Magnus Macdonald, Cllr Bill Moss, Cllr Stephen Oldrieve and Cllr Horace Prickett

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#### **125 Apologies**

Apologies were received from Baroness Scott of Bybrook OBE who had recently suffered the bereavement of a close family member.

#### **126 Minutes of the previous meeting**

The minutes of the meeting held on 11 October 2016 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 11 October 2016.**

#### **127 Declarations of Interest**

There were no declarations of interest.


## 128 **Leader's announcements**

The Deputy Leader announced that the meeting would be recorded in order to test a repositioning of the webcasting equipment.

## 129 **Public participation and Questions from Councillors**

In response to a question made by Councillor Bob Jones MBE, the Deputy Leader stated that he would ask officers to investigate the matter of the length of the period for which poppy collection can be made, as to whether it was in line with other authorities, and to give a written reply.

## 130 **Developing Integrated Urgent Care**

 Councillor Jerry Wickham presented the report which sought authorisation to proceed with the inclusion of Wiltshire Council's Urgent Care services within a Wiltshire Clinical Commissioning Group (CCG) led procurement for Integrated Urgent Care Services.

Issues discussed during the course of the presentation and discussion included: the desire to include Wiltshire within a procurement project that involves Wiltshire, BANES and Swindon areas; that the contract should be valued at between £13 and £16m a year over 5 years; that the project would be subject to official European procurement procedures; that Wiltshire's proportion of the project should be around £2m; how Wiltshire's interests are protected through the process; and the timetable for the process;

Councillor Gordon King, expressed concern over the issues of maintaining Wiltshire's interest, and whether the proposed integration would lead to a meaningful change resulting in more effective service for Wiltshire's residents. In response, Councillor Wickham stated that he was assured, so far, that the contract was right for Wiltshire Council and its residents, and that a further report would be discussed in January 2017.

In response to questions raised by Councillor Glennis Ansell, Councillor Wickham stated that he was also keen that the project did not expose the Council to any unnecessary additional financial risk, nor that the partnership would result in a slip in performance. In addition he expected that the project would result in a reduction in management costs overall.

### **Resolved**

- a) **To approve the participation of Wiltshire Council in a joint commissioning exercise with Wiltshire CCG, in partnership with B&NES CCG and Swindon CCG, of urgent care services.**



- b) To approve the inclusion of a range of services currently commissioned by Wiltshire Council (as set out in paragraph 7 below) in that joint commissioning arrangement.
- c) To note that a Memorandum of Understanding is being prepared which establishes the governance of the commissioning decisions in relation to the tender exercise.
- d) To note that an update on the joint procurement will be brought back to Cabinet in January 2017, providing an opportunity to agree the timetable for the decision to award the tender.
- e) To approve the exemption to the extension of the existing Council contract with Medvivo for Urgent Care at Home for 2017-18, on the basis that it can then be included in the joint commissioning exercise.

*Reason for Decision:*

*The Council has a number of contracts for services which may be classified as Urgent Care. These are set out in paragraph 7 below. The Council would need to recommission these services over the next year.*

*Wiltshire CCG, in partnership with B&NES CCG and Swindon CCG has commenced a recommissioning process for Urgent Care services as detailed in the report presented.*

*There is scope to improve the delivery of urgent care services, reduce duplication and identify efficiencies by commissioning services jointly.*

**131 Adoption of the Supplementary Planning Document 'Waste storage and collection: guidance for developers'**

Councillor Toby Sturgis presented the report which: updated Cabinet on the results of the consultation on the draft Supplementary Planning Document 'Waste storage and collection: guidance for developers' (hereafter 'draft waste guidance SPD') (Appendix 1); presented the revised draft waste guidance SPD (Appendix 2) to Cabinet for their approval to recommend that full Council adopts the document; and sought a decision to delegate to the Cabinet Member for Strategic Planning, Property, Waste and Strategic Housing a future decision to update the draft waste guidance SPD to account for operational changes brought about by the new Lot 5 Contract for waste collection services.

Issues discussed during the course of the presentation and discussion included: that the guidance should ensure the efficient collection of waste is enshrined in planning guidance; that the collection of s106 monies would be strengthened; and that consultation has been undertaken.

## Resolved


- (i) To recommend that full Council adopts the revised document 'Waste collection and storage: guidance for developers' (draft waste guidance SPD) (Appendix 2) as a Supplementary Planning Document
- (ii) To delegate to the Cabinet Member for Strategic Planning, Property, Waste and Strategic Housing a decision to approve future changes to the draft waste guidance SPD, limited to items which take account of the new services delivered under the Lot 5 Contract for waste collection services awarded by Cabinet in January 2016 without the recourse to a further consultation with planning professionals, as described further in paragraph 15.

*Reason for Decision:*

*To enable the Council to:*

- (i) *Improve service delivery for residents in new developments*
- (ii) *Increase the efficiency and safety of waste collection operations at new developments*
- (iii) *Demonstrate that it is taking steps to manage its statutory duty in relation to the health and safety of its employees and the public*
- (iv) *Provide clarity for property developers and agents in respect of the Council's requirements as the waste collection authority under the Environmental Protection Act 1990*
- (v) *Increase the recovery of Section 106 contributions where it is considered lawful to do so.*

## 132 Ultrafast Broadband

 Councillor John Thomson presented the report which provided an update on the progress towards implementing a procurement solution to deliver Ultrafast broadband; and sought Cabinet approval to delegate the authority to deal with all contract documentation in relation to the Ultrafast Broadband project, part of the Wiltshire Online programme, and to delegate the decision to enter into the Contract, sign all relevant NDA documents and enter into the BDUK Grant Agreement and SWLEP Match Funding Agreement to the Corporate Director of Children's Services, and Adults' Social Services (acting) in consultation with the Deputy Leader of the Council and Cabinet Member for Communities, Campuses, Area Boards and Broadband.

Issues discussed during the course of the presentation and discussion included: that central government and SWLEP grant monies had been secured without the need for match funding from Wiltshire Council; and that there was a focus on Wiltshire industrial estates.

Councillor Simon Killane, Chair of the Overview and Scrutiny Management Committee, highlighted the engagement of Scrutiny, and invited Councillor George Jeans as the project board member to speak on the matter. Councillor Jeans expressed his support and congratulations for securing the extra funding.

Councillor John Thomson thanked Cllr Jeans for his positive contribution towards the project.

### **Resolved**

- i) To note the progress made towards delivering the 'Wiltshire Online Project'.**
- ii) To note the progress of the Ultrafast procurement.**
- iii) To make an in principle decision to award and enter into the Contract or contracts for the provision of Ultrafast Broadband services.**
- iv) That following the tender process, to delegate the authority to enter into the Contract or Contracts for the provision of Ultrafast Broadband services to the Corporate Director of Children's Services and Adults' Social Services (acting), in consultation with the Cabinet Member for Communities, Campuses, Area Boards and Broadband**
- v) To delegate the authority to enter into and to sign all other relevant documents including Non-Disclosure agreements, Grant agreements and Match Funding agreements to the Corporate Director of Children's Services and Adults' Social Services (acting).**
- vi) To agree that the Corporate Director of Children's Services and Adults' Social Services (acting), be nominated as Authority Representative for the purposes of the Contract.**

*Reason for Decision:*

*Wiltshire Council has recently successfully secured £2m from Broadband Delivery UK (BDUK), Department of Culture, Media and Sport to extend our broadband footprint across Wiltshire with an additional £1m match funding from the Swindon Wiltshire Local Enterprise Partnership. The Invitation to*

*Tender (ITT) will total £3m and approval was given to proceed on the ITT by the Procurement Board on July 19 2016.*

*Other reasons as per the report.*

**133 Urgent Items**

There were no urgent items.

**134 Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraphs 3 and 5 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.**

*Reason for taking the item in private:*

*Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)*

*Paragraph 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings*

*No representations had been received as to why this item should not be held in private*

**135 Update on Mobilisation of Future Waste Management and Collection Services (Part II)**

**🔑** Councillor Toby Sturgis presented the report for Cabinet's consideration and determination which was exempt from publication.

The Deputy Leader emphasised, to those present, that the report was confidential and subject to legal professional privilege and should not be disclosed outside the meeting.

**Resolved**

**That Cabinet approves the recommendations contained in the report presented.**

*Reason for Decision:*

*To enable the council to maintain service delivery for residents, to comply with its statutory duties to collect and dispose of waste and to continue to progress towards achieving statutory targets*

(Duration of meeting: 9.30 - 9.56 am)

These decisions were published on the 16 November 2016 and will come into force on 24 November 2016
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024, e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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## CABINET CAPITAL ASSETS COMMITTEE

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DRAFT MINUTES of a MEETING held in THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 15 November 2016.

Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services
Also in Attendance:	Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Bob Jones MBE, Cllr Stephen Oldrieve and Cllr Bridget Wayman

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

### 53 Apologies and Substitutions

Apologies were received from Cllr Baroness Scott of Bybrook OBE who was substituted by Cllr Stuart Wheeler.

### 54 Minutes of the previous meeting

The minutes of the meeting held on 13 September 2016 were presented.

#### Resolved

**To approve as a correct record and sign the minutes of the meeting held on 13 September 2016.**

### 55 Leader's Announcements

There were no leaders announcements.

### 56 Declarations of interest

Upon receipt of advice from the Monitoring Officer, Councillor Thomson confirmed that being the division member for the Sherston area did not

constitute a personal interest and therefore he confirmed he had no disclosable interest in the Sherston land proposals.

## 57 **Public Participation and Questions from Councillors**

It was noted that no requests for public participation had been received. The Deputy Leader did however explain that, as usual at meetings of Cabinet and its committees, he would be more than happy to hear from any member of the public present on any of the items on the agenda.

## 58 **Sherston: Land North of Sopworth Road**

🗝 Councillor Fleur de Rhé-Philippe presented the report which sought an agreement that, in the event that the Sherston Neighbourhood Plan, support be given to the allocation of development of the land north of Sopworth Road, Sherston, and to seek authority to enter into and complete a land transaction with the owner, a condition of which will be the provision of land for a replacement GP Surgery.

Issues highlighted in the course of the presentation and discussion included: the desire to support local parish and community in acquiring land for health facilities; and that the decision would give flexibility if other conditions are met.

### **Resolved**

**That in the event that the Neighbourhood Plan is made and it allocates land north of Sopworth Road, Sherston for development to:**

- 1. Enter into and complete a land transaction with the owner to enable development to take place in accordance with the Neighbourhood Plan on terms to be agreed, subject to consultation with the Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property.**
- 2. Include in the transaction an area of land sufficient to provide a GP Surgery.**

**In the further event that the CCG confirms long-term funding provision for the GP Surgery in Sherston to:**

- 3. Sell the land for the replacement GP Surgery to a developer, the doctors themselves, or some other third party, with the sale agreement providing for the construction of the facility.**
- 4. Review the decision in 5 years' time in the event that the construction of the replacement GP Surgery has not been secured.**



*Reason for Decision:*

*To support the ambitions of the Sherston community in the preparation of its Neighbourhood Plan and, in the event that the 'made' Neighbourhood Plan includes the development of the land north of Sopworth Road Sherston, to facilitate its delivery.*

## 59 **East Wing Redevelopment Proposal**

Councillor Fleur de Rhé-Philippe presented the report which provided an update to the Committee on the options being explored for future redevelopment of the East Wing site and sought approval for the proposed approach for further work.

Issues highlighted in the course of the presentation and discussion included: what options had been explored on the sites; that Wiltshire Council was aware of the community's wishes; the implications of the one public estate programme; and that further approvals may be required further into the project.

At the invitation of the Deputy Leader, the Rev Dearlove spoke about the desire of Breakthrough project in developing facilities in Rothermere House. He expressed concern that any proposals may lead to the demolition of the building.

In response, Councillor de Rhé-Philippe clarified that the impetus for purchasing the site was to secure the control of access for the wider site, and that there were no current plans to demolish the older part of the Rothermere House. She also instructed officers to liaise with Rev Dearlove to seek further information about his proposals and to keep him updated.

Councillor Steve Oldrieve emphasised the concerns of the Trowbridge Area Board expressed at its meeting on 10 November that it had not been appraised of the contents of the paper and that this had been communicated in a letter from Cllr Graham Payne, Chairman of the Area Board.

In response, the Deputy Leader explained that he had appraised the Area Board of the project proposals and progress when he attended the Area Board meeting in July. Furthermore, he considered that he had heeded the view from the Area Board, expressed to him at that time, to expedite the project without delay. Councillor Fleur de Rhé-Philippe reminded the Committee that of course the report presented for this item was accessible by all members of the Council.

Dr Carlton Brand, Corporate Director clarified that he had offered to meet with Cllr Payne and other board members to brief them on the paper prior to CCAC. This offer was declined.

In response to further questions, Councillor Fleur de Rhé-Philippe stated that she did not think that any of the options, included in more detail in the part ii paper, were in conflict with the Trowbridge Masterplan which had been the subject of extensive proposals.

## **Resolved**

- (i) To notes the work completed to date on exploring the redevelopment opportunities for the East Wing site.**
- (ii) To approve the recommended approach for taking the work forward as set out in Table 1 and in the Next Steps section of this report (from paragraph 30).**
- (iii) To delegate authority to the Associate Director People and Business in consultation with the Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property, the Associate Director Economic Development and Associate Director Finance, to complete negotiations for the acquisition of Rothermere House in line with the approach set out in Appendix B of the part ii paper, and subject to acceptable financial terms.**
- (iv) To delegate authority to the Associate Director Economic Development and Planning, in consultation with the Associate Director Finance and Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property, to progress the project as detailed; to be brought back to Cabinet for key updates and decisions, as required.**

*Reason for Decision:*

*To provide an update on progress and seek Cabinet's support for the recommended approach to progress work in relation to the redevelopment of the East Wing site.*

## **60 Urgent items**

There were no urgent items.

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

### **Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraph 3 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 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)

No representations have been received as to why this item should not be held in private.

**62 East Wing Redevelopment Proposal**

The meeting noted the content of the report.

(Duration of meeting: 10.30 - 11.09 am)

These decisions were published on the 16 November 2016 and will come into force on 24 November 2016.
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The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 713935 or e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

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**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Performance Management and Risk Outturn Report: Q2 2016/17**

**Cabinet member: Councillor Dick Tonge – Cabinet Member for Finance**

**Key Decision: No**

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### **Executive Summary**

This report provides an update on second quarter outturns against the measures and activities compiled and reported through the council's website via the [Citizens' Dashboard](#) and other key measures, as well as latest outturns on the council's strategic risk register.

### **Proposals**

Cabinet to note updates and outturns

1. Against the measures and activities ascribed against the council's key outcomes.
2. To the strategic risk register.

### **Reason for Proposals**

The performance framework compiles and monitors outturns in relation to the outcomes laid out in Wiltshire Council's Business Plan. The framework is distilled from individual services' delivery plans. In doing so, it captures the main focus of activities of the council against each outcome.

The strategic risk register captures and monitors significant risks facing the council: in relation to significant in-service risks facing individual areas, in managing its business across the authority generally and in assuring our preparedness should a national risk event occur.

**Dr Carlton Brand & Carolyn Godfrey**  
**Corporate Directors**

**Subject: Performance Management and Risk Outturn Report: Q2 2016/17**

**Cabinet member: Councillor Dick Tonge – Cabinet Member for Finance**

**Key Decision: No**

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### **Purpose of Report**

1. This report provides a quarter two update on outturns against the measures and activities compiled and reported through the council's website via the [Citizens' Dashboard](#) and other key measures, as well as latest outturns on the council's strategic risk register.

### **Relevance to the Council's Business Plan**

2. This report updates Cabinet on outturns and significant activities against each of the outcomes contained in the Business Plan.

### **Overview of outturns**

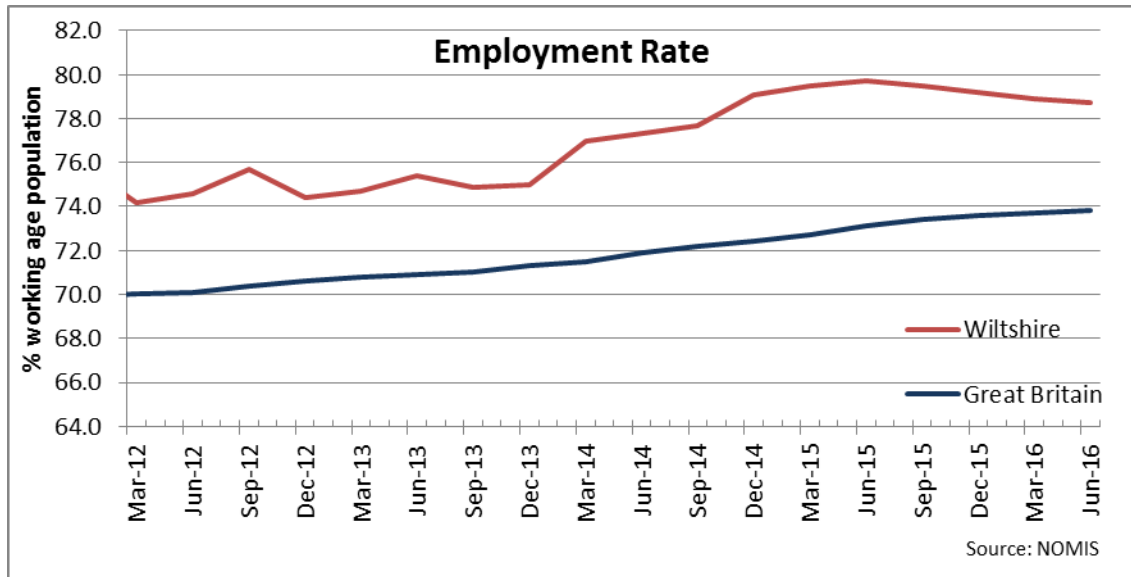
3. Measures presented on the [Citizens' Dashboard](#) were revised, using information drawn from individual services. These measures form the basis of the performance framework used to monitor progress through 2016/17, against the objectives set out in the Business Plan.
4. At the start of the current financial year the performance framework was reviewed for relevance against both the Business Plan and the work of council services.
5. In addition to headline measures in the Citizens' Dashboard the performance framework includes measures drawn from service areas that add to the overall understanding of progress against the business plan outcomes.
6. A summary of key published measures – as well as some more general supporting information about each theme – is provided below.

### **Outcome 1: thriving and growing local economy**

7. A total of just under 1,500 jobs were created in quarter two. Figures for the visitor economy are reported on an annual basis within this quarter. The result is that this quarter's total figure is higher than previous quarters as 12 months' worth of tourism related jobs are included.
8. Jobs expected to be created in future quarters include a number of opportunities resulting from the regeneration of Langley Park,

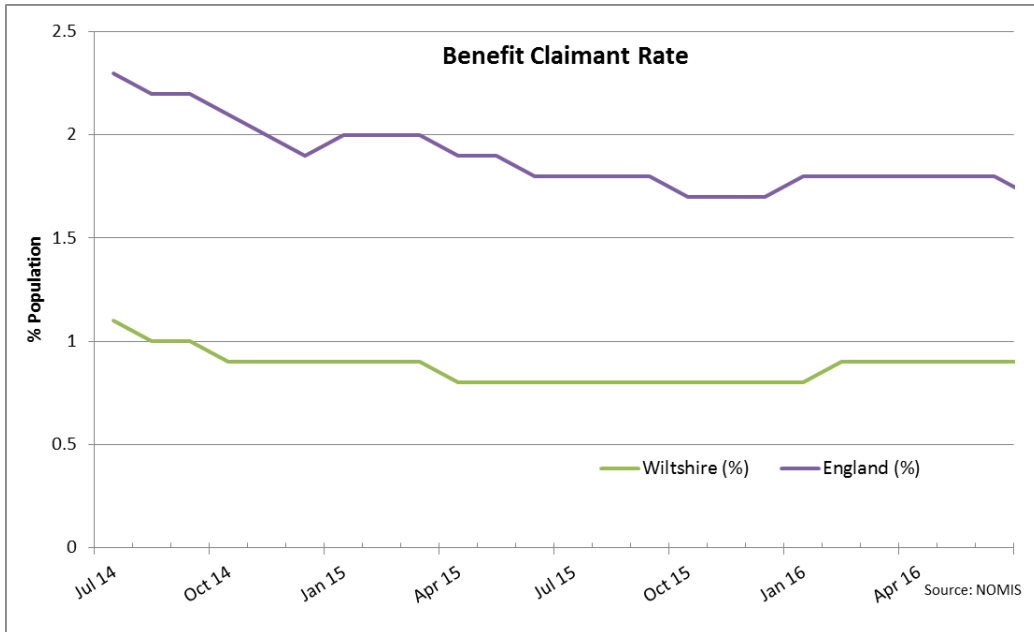
Chippenham, for which a planning application was approved in quarter two. It is expected that there will be further housing development on the same site.

9. Latest figures, which run up to the end of quarter one, show Wiltshire's employment rate is largely stable having fallen 1% point in the 12 months to June 2016 and remains just under 85%. However, this slight fall is put into context by the growth in the working age population which increased by 2,900 (1%) in the same period.

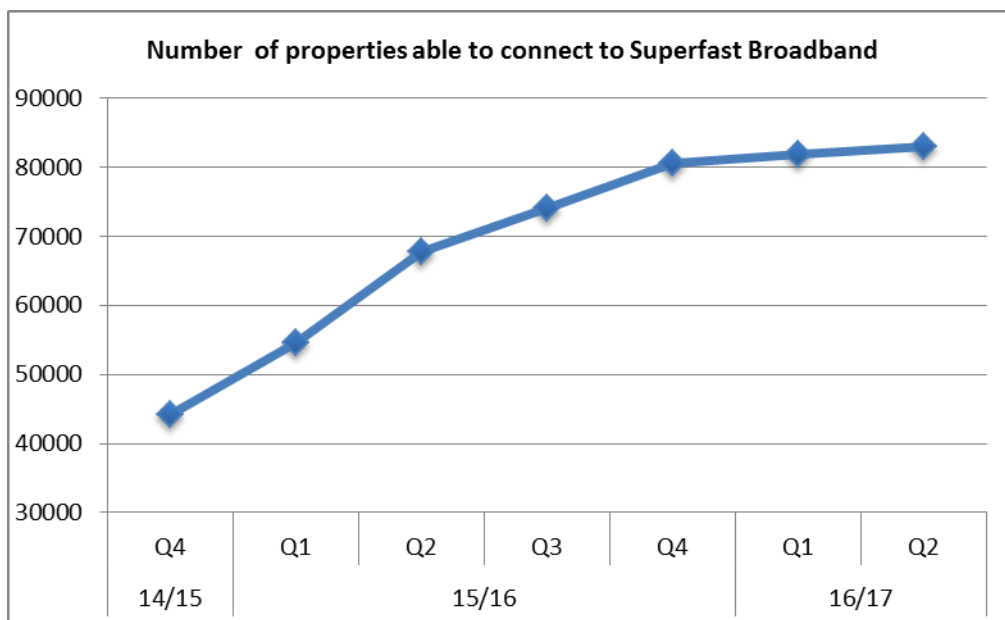


Employment rate is not simply the reverse of unemployment. Instead employment rate shows the extent to which the potentially available workforce is being used. There are a number of groups, such as those in further and higher education or those who are caring for dependents, who don't count as employed in this measure in addition to those who do not need to work and choose not to do so.

10. The introduction of Universal Credit has resulted in a change in the way that benefit claimant statistics are measured nationally. The Claimant Count now includes Universal Credit claimants who are not in work, replacing the previous measure based on Jobseeker's Allowance claimants only. This is the second quarter in which the claimant count has been reported.
11. At the end of quarter two the claimant count in Wiltshire remained at 0.9%. At this level the Wiltshire figure remains well below the national average.



12. Further progress has been made towards achieving the ambition of providing more premises in Wiltshire with Superfast Broadband. In quarter two nearly 1,200 additional premises (commercial and residential) received a Superfast Broadband connection. This is in addition to nearly 1,300 premises which were added in quarter one. This takes the total for the Superfast Broadband project to nearly 83,000. Approximately 40% of Wiltshire would be without a superfast broadband connection without the investment from Wiltshire Council. The first part of the rollout is now complete; additional premises are being added under the second phase.

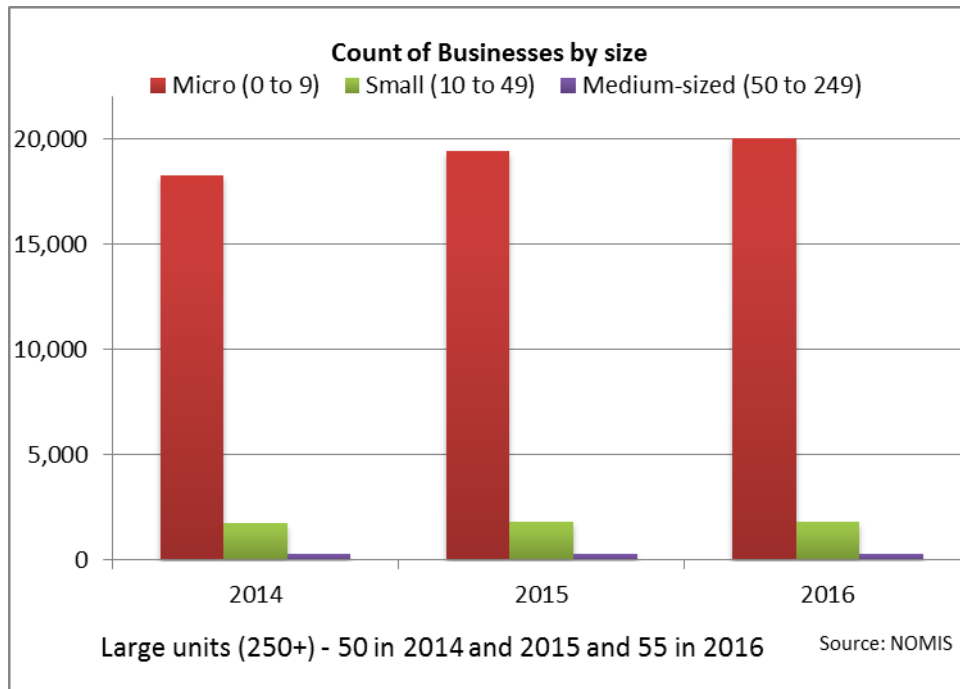


13. During quarter two more than 1,500 individuals were supported with training and skills development under projects run by Wiltshire Council. In particular [Wiltshire Skills 4 Success](#) and [Enterprise Adviser](#) have provided extensive support to students within the entrepreneur and careers



education programmes. This means that the number supported in the previous 12 months was 7,350 which is equivalent to the position in the 12 months to September 2015.

14. During quarter two 440 business were supported by Wiltshire Council programmes. This brings the total for the 12 months to September 2016 to 3,050 business supported.
15. The number of micro businesses (0-9 employees) in Wiltshire grew by more than 600 in the 12 months to March 2016.



The Enterprise Network, which has incubation centres in Royal Wootton Bassett, Trowbridge, Ludgershal and Salisbury, nurtures new and growing small and micro businesses by supporting them with flexible office and hot desking facilities as well as free business support and advice.

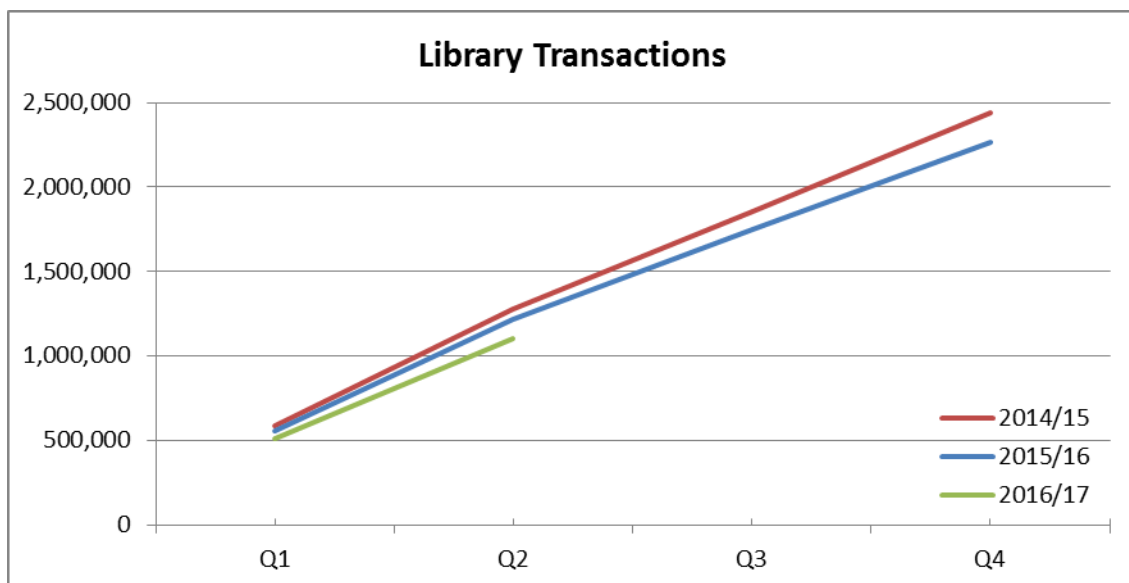
16. Almost 200 affordable homes were completed in Wiltshire during quarter two. This is more than double the number completed in quarter one with a target of 650 to be completed in the financial year.

Outcome 2: people working together to solve problems and participate in decisions

17. During quarter two over £215,000 of grants were distributed by Wiltshire's Area Boards. This money supported 118 separate projects varying in focus and scale. To date grants distributed into communities via area boards totals £4.3 million. All of the projects supported through Wiltshire's Area Boards are listed [on the council's website](#).
18. Area Boards use the [Our Community Matters](#) platform to engage and communicate with local residents. This consists of 18 individual community blogsites featuring events, news, jobs and comments and each week a local mailing is generated from the content posted and sent to the community area network - subscribers who have signed up to

receive the news service. Each blogsite is supported by a specific Twitter account. Digital interactions with Area Boards (including the Our Community Matters website, and Twitter followers) have risen by nearly 2,500 to just under 21,000 during quarter two.

19. An additional 1,000 Twitter followers for Wiltshire Council ([@WiltsCouncil](#)) in quarter two brought the total to over 14,000.
20. A key to building stronger communities is enabling constructive and productive volunteering. Wiltshire Council provides a number of volunteering opportunities and encourages others. In quarter two 770 volunteer hours were used in maintaining Wiltshire's rights of way – this is a 9% increase on quarter one. Additionally 2,250 hours were given by volunteers to help maintain countryside sites by clearing, tree planting and care, litter picking, maintenance of furniture and fences. This is 400 more hours than in the same period in 2015/16.
21. Libraries usage rates have fallen in recent years but overall remain high with more than 870,000 visits during the first six months of this financial year. Library transactions (loans, renewals and computer sessions) are down roughly 10% between quarter two this year and quarter two last year. However, the total number of visitors in the second quarter to libraries remains similar to the same period last year suggesting that there is a range of other activities attracting visitors to Wiltshire's libraries.

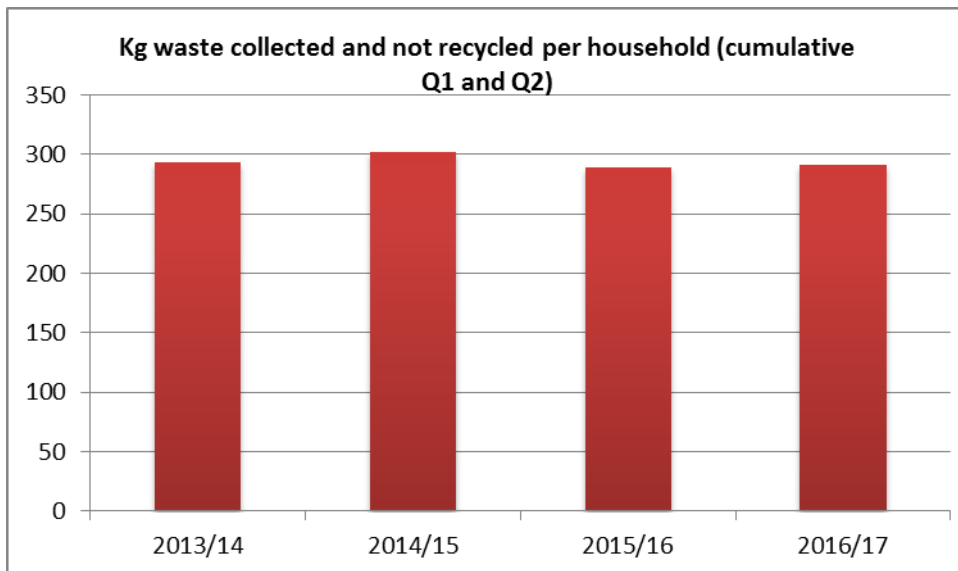


Outcome 3: living in a high quality environment

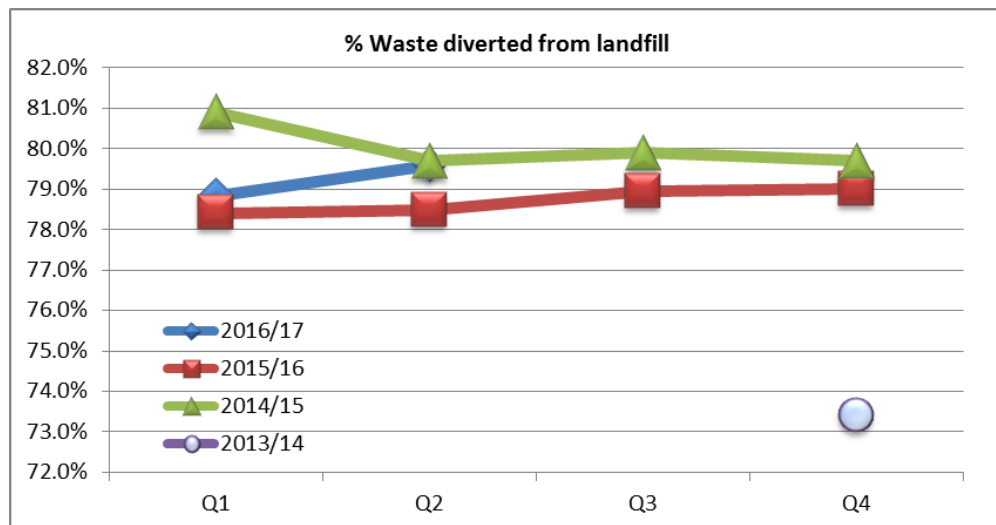
22. Applying Planning policy and determining planning applications is a significant task for Wiltshire Council. During quarter two over 1,400 planning applications were determined which is equivalent to the same period last year. Good performance in meeting timescales continued from quarter one. More than 90% of all types of planning application were determined within the agreed timescale. The successful recruitment of planning officers has had a significant impact on this statutory requirement.
23. The council's decisions were upheld in 59% of planning appeal decisions made by the planning inspector during quarter two. The overall numbers

of appeals are small. Just 13 appeals were upheld; less than 1% of the determined applications.

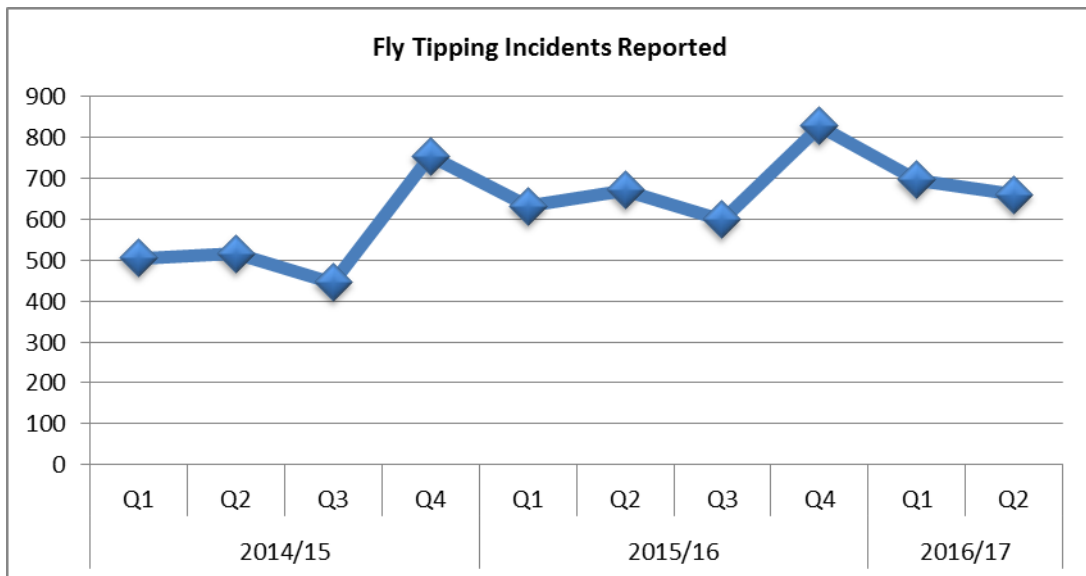
24. There has been continued volatility in the amount of residual waste (waste collected and not recycled) per household in Wiltshire over the last three years (using 12 month totals). In quarter two there has been a slight increase of 2.2Kgs per household from the same period in 2015/16. However, during 2015/16 there had been a significant decrease in overall household waste which was not expected to continue into the current financial year and the position remains an improvement on the figures in 2014/15.



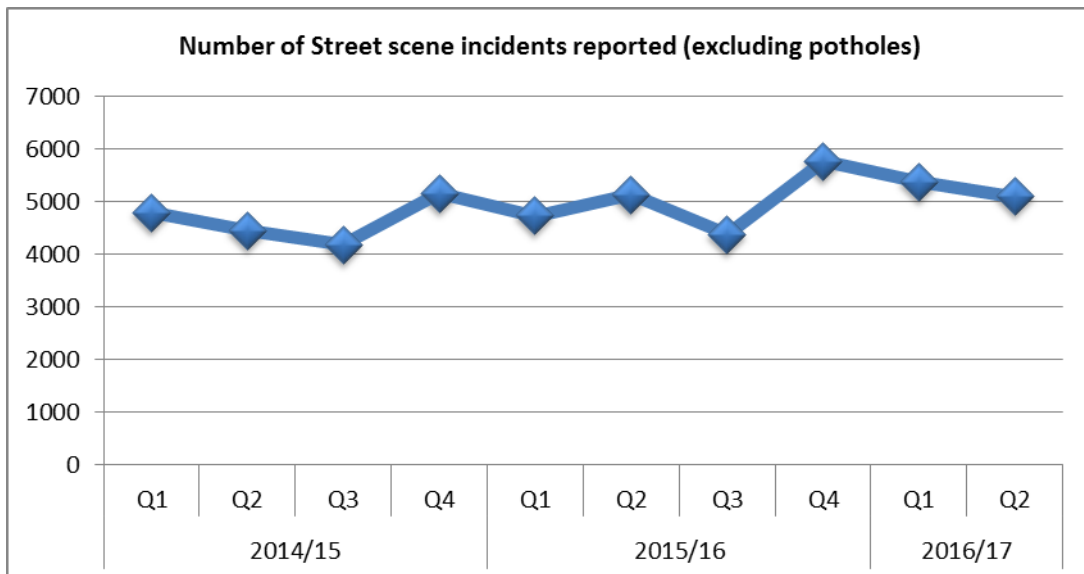
25. Waste diverted from landfill (i.e. local authority collected household and commercial waste, and waste from household recycling centres) remains above the target of 75%. Quarter two included a week of unplanned shutdowns at one of the processing plants used by Wiltshire Council in September which could have had a negative impact on this measure but shows the benefit of careful management of both diversion contracts (creating energy from waste and mechanical biological treatment).



26. In this quarter two there has been a reduction in the recycling rate of 1.3% points (to 47%) compared with the same period in 2015/16. Given the seasonal fall in composting, which always had a negative impact on the recycling rate, we would expect this rate to further decrease for the rest of the year. The national waste strategy includes a target of 50% recycling by 2020. The recycling rate for quarter two is 1% point higher than the rate in quarter one.
27. The number of fly-tipping incidents in quarter two was 660 which is on a par with the number in at the same time in the previous year and slightly below the number in the previous quarter.



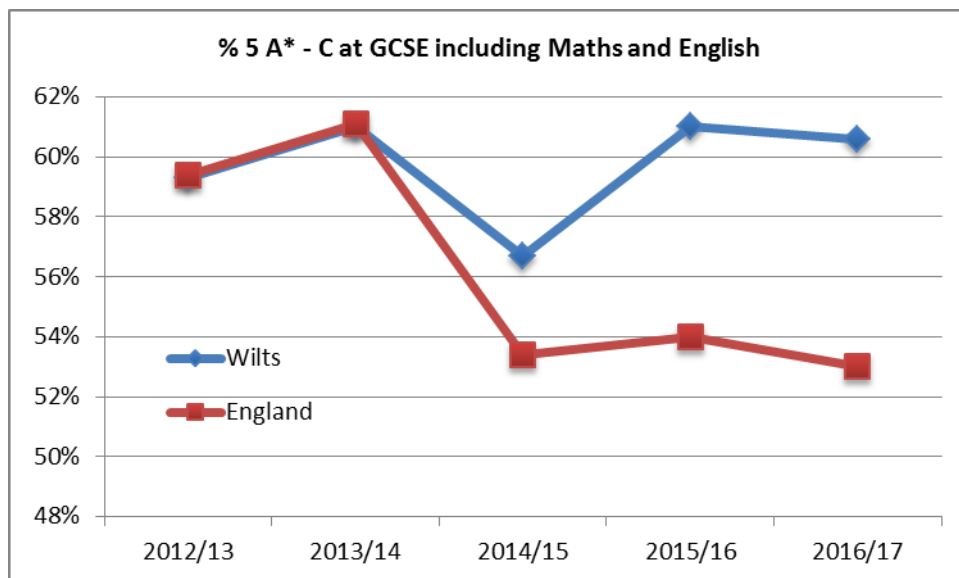
28. During the financial year 2015/16 Wiltshire Council dealt with a total of over 2,700 reports of fly-tipping. Nationally, over the past two years, the number of reported incidents of fly-tipping has increased by more than 27%. Over the same period of time, incident numbers have increased in Wiltshire by 22%.
29. It was another busy quarter for the highways and street scene teams with just over 5,000 issues (excluding potholes) reported. This is a reduction of 5.3% on last quarter but very similar to the number reported in quarter two in 2015/16.



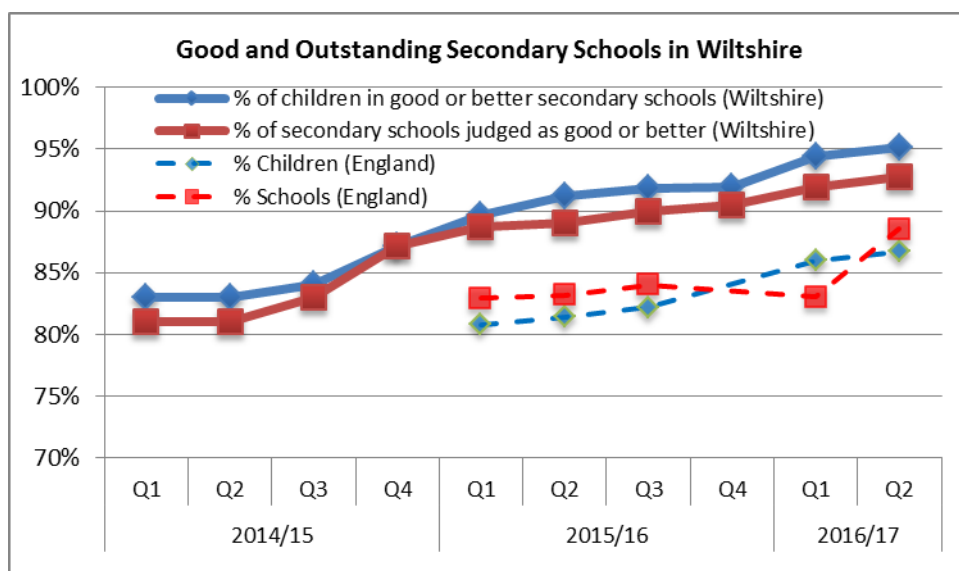
30. In quarter two just under 1,500 potholes on Wiltshire's roads were repaired. This is about 500 fewer than the first quarter of the financial year but broadly equivalent to the same period in 2015/16.
31. The use of MyWiltshire system continues to grow. At the end of July it was reported that there were 46,000 registered users of the system which was up from 31,300 at the same point in the previous year. Highways and street scene issues were the most common reports into the system which can also be used to report fraud and trading standards issues. Over the last two years there has been an average of over 3,100 reports each month into the MyWiltshire system.

*Outcome 4: inclusive communities where everyone can achieve their potential*

32. In 2014, following the recommendations of the Wolf report, the way in which the standard GCSE indicator was calculated changed. As a result the proportion on young people achieving at least 5 A\* to C grades at GCSE fell across the country. Wiltshire's performance in 2016/17 remains well above the England average.



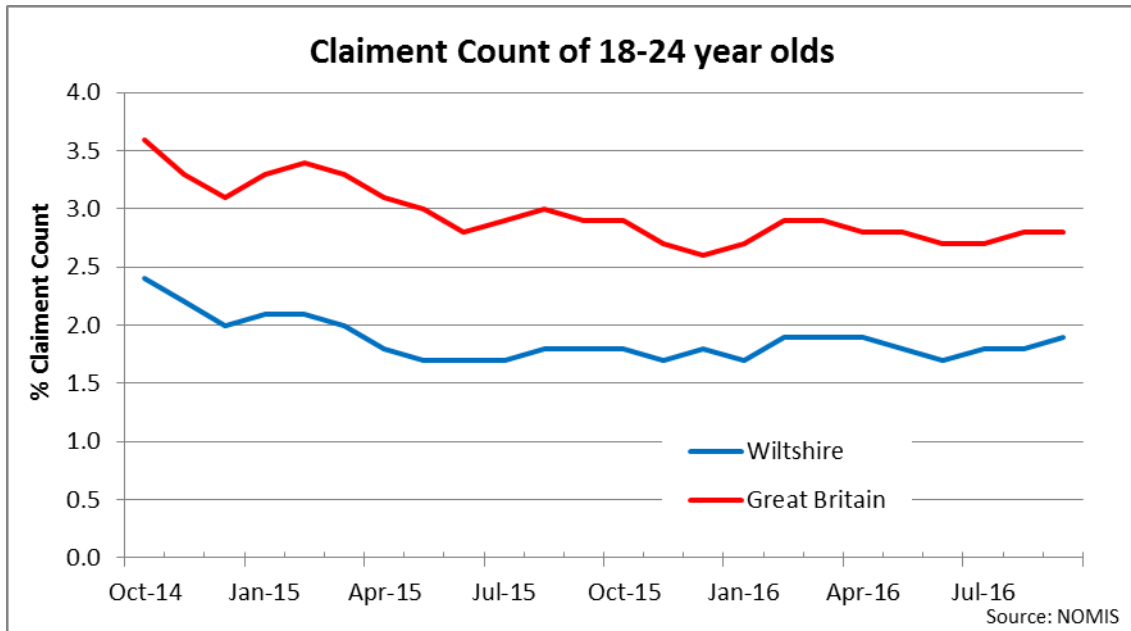
33. Both the number of Wiltshire schools rated as good or outstanding by OfStED and the proportion of Wiltshire children attending those schools continues to improve. This is excellent news for Wiltshire and has indirect impacts in many other areas. The quarter two outturn of 95.1% of children at good or outstanding secondary schools is a 3.9% point increase on the same period last year. Wiltshire performs above the national average in both indicators. In OfStED’s annual report, published in December 2016, figures from August show that Wiltshire has the highest proportion of pupils attending good or outstanding secondary schools in the south west.



34. This summer nearly 10,000 4-11 year olds took part in the [Big Friendly Read Challenge](#). Over 6,000 completed the challenge by reading six or more books. This is a 3% increase on last year. This year’s young people were supported by more than 200 volunteers.
35. Summer sporting activities have been provided for Wiltshire’s young people across the county. Programmes included Fun in the Sun was

delivered in partnership with Bath Rugby Foundation and Wiltshire Cricket in which more than 750 5-11 year olds in 11 villages took part. There were also 20 single sport camps in which more than 550 young people took part which is a 17% increase on the number in 2015.

36. Provisional data suggests that there were over 6,400 apprenticeship starts in Wiltshire in the academic year 2015/16. This is a 19.5% increase on the previous year. The national average for the same period is just 2.6%. If the figures are confirmed Wiltshire would be the local authority area with the second largest growth in apprenticeship starts in England.



37. As with the corresponding adult measure the proportion of young people in receipt of Job Seekers Allowance has changed to a Claimant Count for 18 to 24 year olds. Wiltshire performs better than the national average with a stable figure of 1.8% (1% point below the national average). There was a small increase in the numbers between quarter one and quarter two but the total increase was only 10 individuals.

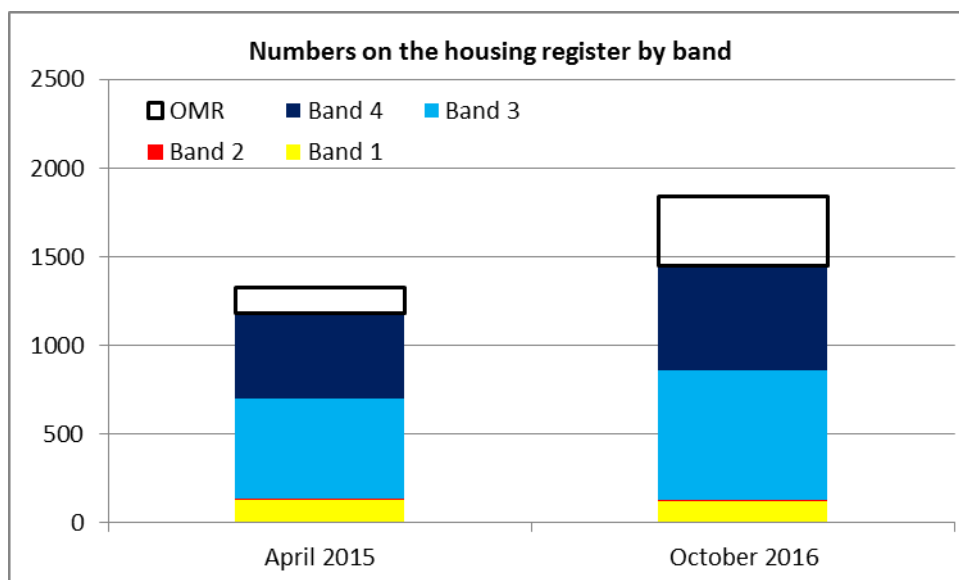
#### Outcome 5: healthy, active and high quality lives

38. During quarter two just over 3,500 people in Wiltshire were invited for, and took the opportunity of, an NHS Health Check. This was a slightly lower figure than the previous quarter but a 5.4% increase on the same period in the previous year. NHS health checks are offered to everyone over the age of 40 and help prevent the devastating effects of heart disease, diabetes, kidney disease and strokes.
39. Wiltshire Council's Adult Care Services provide a range of social care services to older people and people with a learning disability or physical impairment. Services are delivered to people who need a rapid response to a crisis, need help to maintain their independence where they have complex needs and to promote preventative services which help people remain well and independent. In the first six months of the current financial year over 10,500 individuals received support of some kind from Wiltshire Council's Adult Care Services. This is on a par with the previous year.

40. Help to live at Home is designed to help people who are frail, sick or disabled live at home for as long as it is safe and it helps people to continue to look after themselves in their own home. Help to live at Home supports self-funders as well as those eligible for council-funded support. The care providers supporting Help to live at Home are motivated to deliver on people's individual support plans and outcomes, not just providing the care. The number of people with a help to live at home care package in quarter two was just under 800.
41. In the course of supporting vulnerable adults Wiltshire Council's Adult Care Services supported over 1,100 carers during the last six months.
42. The Homes4Wiltshire policy is a partnership between Wiltshire Council and social housing providers to manage access to affordable housing options. The new allocation system and register went live in February 2015. The register is divided into four bands based on need with band one representing the highest need. Officers will always prioritise applicants who would be assessed as band one as these households would be in urgent housing need, and would be either homeless, in hospital and not able to return home or have an urgent medical or welfare need.

In the 18 months between April 2015 and October 2016 the total number on the register has increased by 18% with the largest increase (23%) in band three. Within the same time frame there has been a 4% reduction in the number in the two highest need bands on the register.

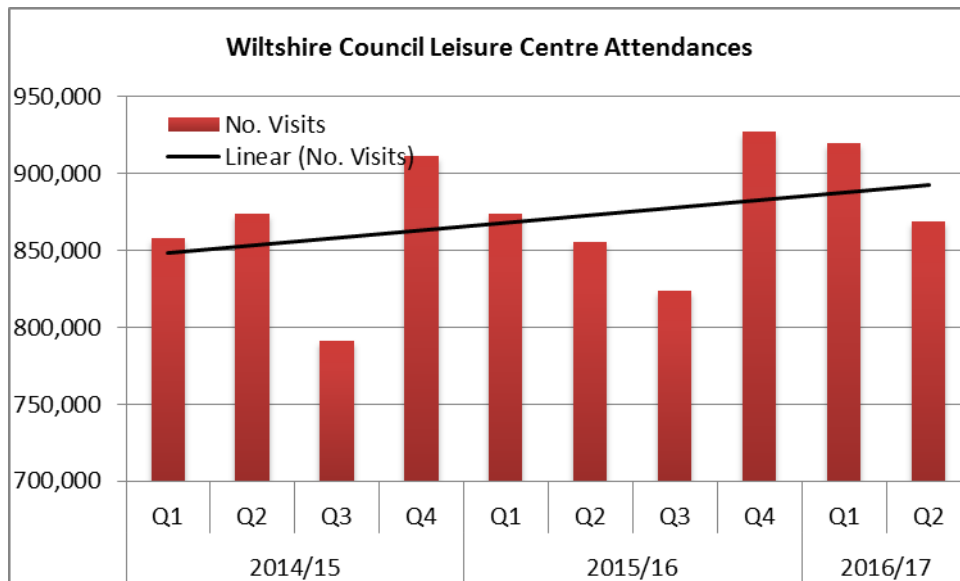
One of the service's priorities was to increase the number on the Open Market Register (those with no identified housing need), to identify those households who are not able to access owner occupation outright but who would be interested in our shared ownership models which would assist more people into owner occupation. In the same 18 month period the households in this band had increased by 64% to just under 400.



The number of active applications at the end of quarter two was just under 1,850 and was 6.6% lower than at the end of the 2015/16 financial year. On average 350 households each month are re-housed into accommodation that better meets their needs through Homes4Wiltshire.

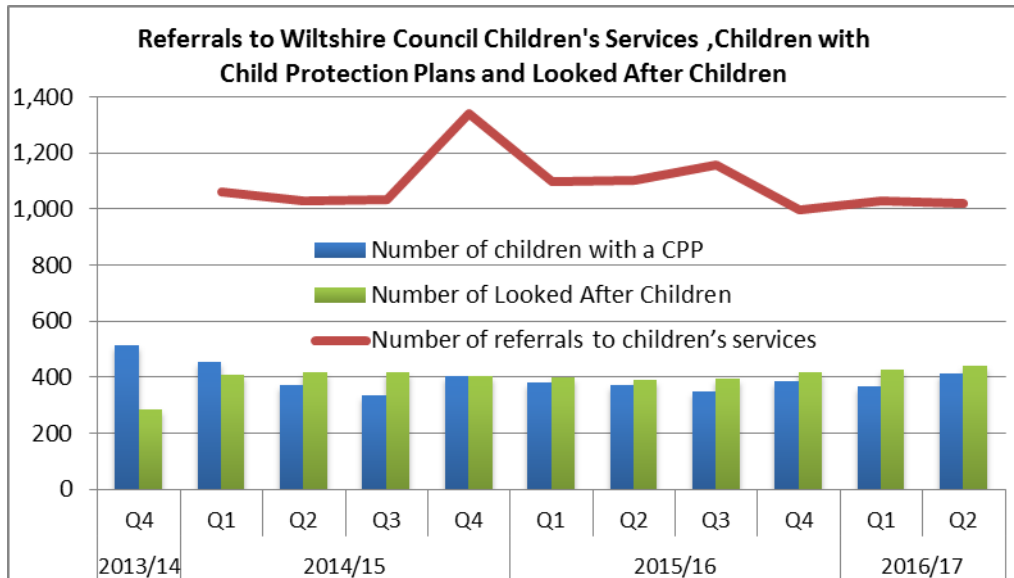


43. Wiltshire Council's Corporate Investigation Team has spent the first nine months of 2016 focusing on tenancy fraud in social housing. The outcome of using a mixture of tip offs from the public and new tenancy profiling software has been to recover 15 properties that will now be available for those most in need. Six of these properties belonged to Wiltshire Council.
44. It is widely recognised that staying active is an essential part of being healthy and Wiltshire Council's leisure services have an essential role to play in improving local health and wellbeing. There were just under 1.8 million attendances at Wiltshire Council Leisure Centres in the first six months of this financial year. There were 13,000 more attendances in quarter two this year than in quarter two 2015/16.

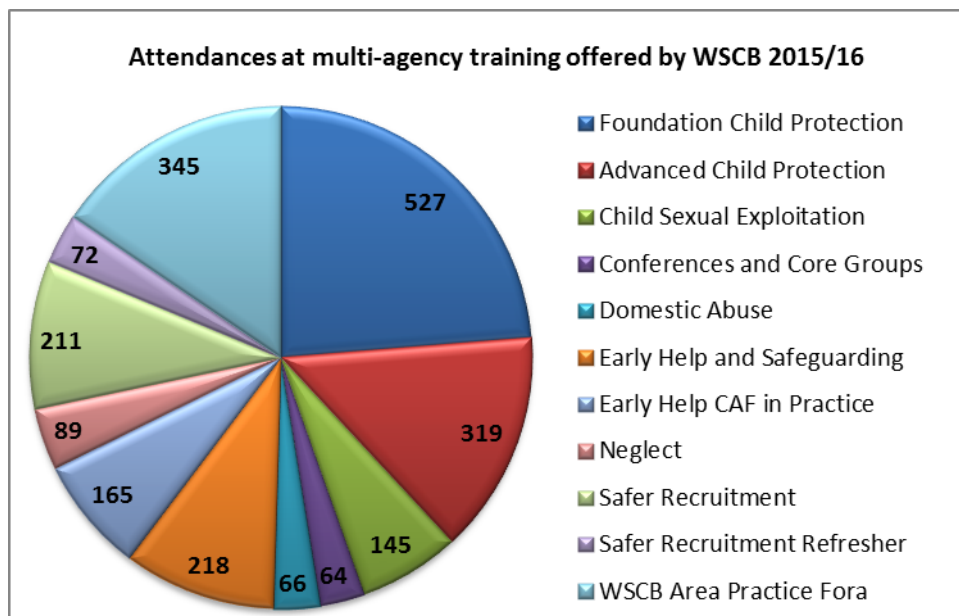


Outcome 6: protected from harm and feel safe

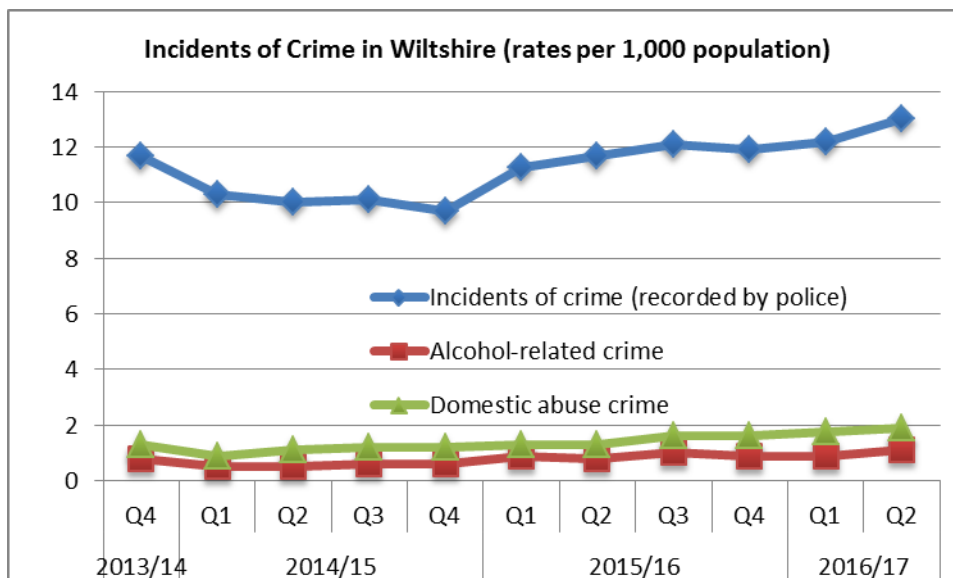
45. There were fewer referrals to Children's social care in quarter two this year than in both the previous quarter and the same quarter in the previous year. However the overall number of just over 1,000 is broadly similar to the last six quarters.
46. Meanwhile there was a 12.9% increase in the number of children and young people who were subject to a Child Protection Plan between quarter two and quarter one.
47. There has also been a 3% increase between the end of quarter one and quarter two in the number of Looked After Children. This is within the expected range but signifies an increase in the workload for children's services.



48. A two year campaign to improve the recruitment and retention of social workers has been successful in reducing vacancy rate and cutting agency costs. Over 180 permanent workers and managers have been recruited between August 2014 and July 2016. Links with higher education providers and targets support for newly qualified social workers has also helped to halve staff turnover in children's service and promote retention rates in the Safeguarding and Assessments Team to 94%.
49. At 16.9% the rate of adult safeguarding alerts that develop into full scale investigations is at the lowest point since this measure was first reported. The Council Triage team are able to screen out alerts that do not meet the criteria for a safeguarding investigation in line with the changes brought in by the Care Act which requires all safeguarding enquiries to be outcome focused and a proportionate response to the likelihood of harm. Alerts that do not meet these criteria are signposted to the most appropriate teams or partner agencies who then work to reduce any future risks. Only the appropriate alerts follow the safeguarding process which focusses safeguarding resources on the customers most at risk.
50. In order to help promote a culture of safety Wiltshire Safeguarding Children Board (WSCB) offers a multi-agency training programme in a number of areas. WSCB provided over 100 learning events to over 2,000 staff who work with children, young people and their families in the financial year 2015/16



51. The latest figures for road safety relate to quarter one of this year (April – June) and show that there is a positive reduction in both key measures on the position for the same period in the previous year. The number of fatal or serious collision on Wiltshire maintained roads reduced by 13.5%. The number of people killed or seriously injured on the roads in Wiltshire fell by 10.5%
52. During Child Safety Week a Wiltshire Council initiative helped to identify incorrectly fitted child car seats and offer parents advice on vehicle safety. Members of the Trading Standards Team and a private sector partner checked over 140 child car seats. Just under 40% were not correctly fitted.
53. Recorded crime rates have increased slightly in Wiltshire over the last year. The police report that, at least in part, this increase is due to improvements in recording practices. They have also said that there has been no significant increase in the volume of emergency calls received.



## Strategic Risk Register

54. Delivering the Council's Business Plan remains a significant challenge given an increasing demand for key services, such as care for vulnerable children and adults, waste management and highways maintenance, as well as rising inflation costs, and smaller central government grants. The Strategic Risk Register reflects these challenges.
55. The Strategic Risk Register draws together information reordered on risk registers at service delivery level. Each Directorate area holds at least one Service Risk Register. Information that has significance across the council as a whole is displayed in three categories on the Strategic Risk Register.
- *Critical service risks*: significant single service risks, which, should they be realised will have a significant impact on the organisation as a whole.
  - *Composite strategic risks*: risks which are significant within a number of service areas although individually would not significantly impact on the organisation as a whole. These risks are compiled into a single strategic composite risk (owned by the most appropriate service) and included within the strategic risk register. The ongoing monitoring of these risks therefore is drawn from the updates to the individual service level risks.
  - *National risks*: These risks mirror the most significant risks on the Cabinet Office's [national risk register](#) and is Wiltshire's response should these be realised. These are typically captured within the [Wiltshire Community Risk Register](#) managed by the [Local Resilience Forum](#).
56. The simplified version of the current strategic risk register is provided in appendix 1.

57. Each risk is fully defined by the responsible service (who assess the cause, event and effect that make up the identified risk) and scored for impact and likelihood to give an overall score. A risk is scored twice; firstly as inherent (the current level of risk) and then as residual (the risk once all mitigating actions are in place). The actions described are RAG'd based on progress towards completion. This RAG guides the reader of the register to understand the true current risk.
58. A whole range of service risks are kept under observation each quarter. 25 new risks have been added to service risks registers in quarter two, four of which are taken into account when corporate composite risks are scored.
59. There are no new risks on the strategic register and none have been removed since the last quarter.
60. Of the 13 risks listed on the strategic risk register just three have a residual score of 12 (seen as high).
61. A pandemic flu outbreak or widespread flooding remain a risk to both local life and to service provision. However, the Council has effective business continuity plans and resilient staff structures in place to respond to any incidents. The way these risks are scored on the register reflects the scale of the impact should either an outbreak of extreme flooding occur and the lack of control the organisation has on avoiding these national high level risks.
62. The composite Budget Management risk remains at the high level it rose to in the last quarter and, despite the implementation of strict controls around authorised spending and recruitment, the likelihood of further budgetary pressure remains high. This is a common risk across local authorities as the demands on essential services continue to increase and the funding from central government decreases.
63. Other national level risks have medium inherent and residual scores and suggest good progress against planned actions. While the controls in place to manage the council's cyber security mean that the likelihood of this risk becoming an issue is low.
64. Alongside Wiltshire's Integrated Emergency Plan, which allows the council and its partners to protect people more effectively should a major incident occur other partnership plans are in place to help reduce the risks of major incidents occurring and the impact if they do. These include:
  - The Local Health Resilience Partnership Action Plan which will be updated following a National Pandemic Flue exercise in the autumn.
  - The Local Resilience Forum Server Weather Plan which has been updated and approved in recent months.
  - Wiltshire Council's internal Corporate Business Continuity Programme which is due to be completed in spring 2017.
65. The risk around safeguarding of children and young people has an increased inherent likelihood in quarter two. This is due to the greater volume of looked after children. Part of this growth is related to the increase in the number of unplanned unaccompanied asylum seeker children.

66. Safeguarding of vulnerable adults remains a high priority for the Council. This focus means that actions continue to be sought and undertaken, to mitigate the likelihood of safeguarding incidents. However, the unpredictability of the sources of such events means that safeguarding will always be a risk to the organisation.

### **Overview & Scrutiny Engagement**

67. The Financial Planning Task Group receives all quarterly performance management reports and will consider this edition on 7<sup>th</sup> December 2016. The task group chairman will be able to provide a verbal update on behalf of the task group at the Cabinet meeting.

### **Safeguarding Implications**

68. A number of indicators are regularly analysed which directly relate to the safeguarding of children and adults. Action is taken where improvements in performance are required.

### **Public Health Implications**

69. Not applicable as no decision is required.

### **Procurement Implications**

70. Not applicable as no decision is required.

### **Environmental and Climate Change Considerations**

71. Not applicable as no decision is required.

### **Equalities Impact of the Proposal**

72. Not applicable as no decision is required.

### **Risk Assessment**

73. Not applicable as no decision is required.

### **Financial Implications**

74. Not applicable as no decision is required.

### **Legal Implications**

75. Not applicable as no decision is required.

### **Options Considered**

76. Not applicable as no decision is required.

### **Conclusions**

77. This report brings together updates on outturns published through the Citizen's Dashboard, as well supplementary commentary to provide further context around the council's activities in these areas and the risks faced by the council.

**Robin Townsend**  
**Associate Director, Corporate Support, Procurement & Programme Office**

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*Report Author:*

Toby Eliot, Corporate Support Manager | [toby.eliot@wiltshire.gov.uk](mailto:toby.eliot@wiltshire.gov.uk)

November 2016

### **Appendices**

- Appendix 1: Strategic Risk Register (Q2 September 2016)
-

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# Wiltshire Council Strategic Risk Register

Risk short name	Primary Risk Category	Secondary Risk Category	Q2 Inherent Impact	Q2 Inherent Likelihood	Q2 Inherent Risk Rating	Q2 DoT	Q2 Actions RAG	Q2 Residual Impact	Q2 Residual Likelihood	Q2 Res Risk Rating	Q2 Comments
<b>Critical Service Risks</b>											
Safeguarding Children	Service Disruption	Reputation	4	3	12	▲	Red	4	2	8	There is an increased likelihood due to the rise in the volume of looked after children including unaccompanied asylum seeker children.
Safeguarding Adults	Reputation	Service Disruption	4	2	8	▶	Green	4	1	4	All actions are on track and the risk remains well monitored and managed.
<b>Composite Corporate Risks</b>											
Staff capacity: Recruitment and Retention	Staffing/ People		3	2	6	▶	Green	3	2	6	All actions remain on track with progress on recruitment websites.
Budget management	Financial	Reputation	4	3	12	▶	Red	4	3	12	Pressure remains on budgets across the council. Senior management have led a programme of robust measures to maintain control. These include restricting purchasing options and control of recruitment.
Contract monitoring and management	Service delivery	Financial	3	3	9	▶	Green	3	3	9	Contract Management training, a significant mitigating action, starts on 10th October.
Corporate Health, Safety & Wellbeing	Health & Safety		3	2	6	▶	Green	3	2	6	All mitigating actions remain on track. These include the deployment of specific H&S training within the council's training programmes.
Information Governance	Reputation	Finance	4	3	12	▶	Amber	4	2	8	The Action Plan developed in the light of the Information Commissioners report is being implemented.

National Level Risks											
Pandemic influenza	Health & Safety		4	3	12	▶	Green	4	3	12	The local health resilience partnership Action Plan remains current but will be updated after upcoming National Pandemic Flu exercise this Autumn with national learning as required.
Flooding	Health & Safety		4	3	12	▶	Green	4	3	12	The Local Resilience Forum Severe Weather Plan was recently updated and approved. A working group for Salisbury have just completed their local plan and a walk through is planned for November.
Widespread electricity failure (NEW 2015)	Health & Safety		4	2	8	▶	Green	4	2	8	Internal Corporate Business Continity Programme underway and currently scheduled to meet projected deadline of completion by Spring 2017. D Haynes now a member of the Scottish and Southern Power Distribution national stakeholder panel to improve working relationship with elecricity provider.
Catastrophic terrorist attacks	Health & Safety		4	2	8	▶	Green	4	2	8	Bomb Alarm Procedures presented to Cabinet and CLT. Working group established with Occupational Health Safety and Facilities Management to embed new arrangements and undertake staff training. White Powder procedure also in place.
Poor air quality events (NEW 2015)	Health & Safety		4	2	8	▶	Green	4	2	8	LHRP Plans for Health Community Response and messaging in place. Air Quality website in place and Air Quality Monitors in place at known sites. Further Air Quality Monitoring Units are pre-placed in readiness for deployment in an emergency.
Cyber Security	Legal	Reputation	4	2	8	▲	Green	4	1	4	Work is ongoing in order maintain defences and understand new threats.

**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Public Health Annual Report 2015/2016**

**Cabinet member: Cllr Jerry Wickham - Health (including Public Health) and Adult Social Care**

**Key Decision: No**

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## **Executive Summary**

The Director of Public Health has a statutory responsibility to produce an annual report for Public Health. The Health and Social Care Act 2012 states: "The director of public health for a local authority must prepare an annual report on the health of the people in the area of the local authority. The local authority must publish the report."

The purpose of the report is to inform the Cabinet members of Public Health activity in Wiltshire during 2015/2016.

## **Proposal**

That Cabinet notes the Public Health Annual Report 2015/2016

## **Reason for Proposal**

To formally present the Annual Report to Cabinet and provide an opportunity to express any views.

**Carolyn Godfrey  
Corporate Director**

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# Public Health Annual Report Wiltshire 2015/16

Empowering people in Wiltshire



# Acknowledgements

Behind all we have achieved in Wiltshire there is a whole team of people. This includes our public health consultants and specialists, and a diverse range of partners and colleagues who have made a reality of the idea that public health is everybody's business.

The consultants on the senior management team – Amy Bird, John Goodall, Deborah Haynes, Kate Blackburn and Tracy Daszkiewicz – have provided leadership throughout the year and have been effectively supported by our public health specialists and our Heads of Service in Public Health, Leisure, Occupational Health and Safety and Public Protection. These in turn have been supported by our varied teams working across the wider determinants of health and wellbeing.

We have continued to enjoy support from and joint working with our Wiltshire Council colleagues, including staff in our schools, libraries, leisure centres and a range of other services, who are all committed to improving public health. We have also welcomed the stronger links with the Areas Boards and their Community Engagement Managers which are developing.

The continued support we have received from the Leader of Wiltshire Council, Baroness Scott of Bybrook OBE, our Cabinet Member for Public Health, Keith Humphries, their Cabinet colleagues and the rest of the council, has allowed us to work more closely with our communities and to do more to improve health and wellbeing in our county.

Thanks are also due to colleagues at the Wiltshire Clinical Commissioning Group, our excellent GPs, primary care staff, acute trusts and staff working in mental health, ambulance, police, fire and rescue services, the Local Resilience Forum, Public Health England and NHS England. All these colleagues and services contribute to improving outcomes for the Wiltshire population.

This report also reflects the important work being done in our communities, often by volunteers, to improve lives locally. Their help has ensured that we are able to understand and deal with local issues more effectively and provide sustainable solutions. Thank you for all the work you do to make a difference.

# Contents

**Chapter one** Helping children and young people achieve their potential

**Chapter two** Enabling healthy lifestyles and healthy choices

**Chapter three** Helping older people to live healthy, independent lives

**Chapter four** Better mental health and wellbeing

**Chapter five** Preventing ill health and protecting people locally



This year's annual public health awards marked the achievement of over 100 people and groups who help keep our communities healthy. Our nominees support projects and clubs to give people in Wiltshire the chance to stay active, get involved in sports and reach out to the most vulnerable.

Our winners included the DANCE SIX-0 project at Salisbury Playhouse, which provides weekly dances classes for those over 60, to keep people active and feeling young. Another community group from Calne won an award for addressing childhood poverty and obesity in exciting and innovative ways and a company in Warminster received an award for helping staff access health and lifestyle advice and support.



In Bradford on Avon, community emergency volunteers, trained by Wiltshire Council, and dubbed 'The Crisis Squad' by local media won an award for promoting safety. The community team are a great example of how we are working to strengthen resilience in our communities and how, with our support, local people are taking the lead.

# Foreword

It has been over three years now since responsibility for public health transferred from the NHS to Wiltshire Council and in that time Wiltshire has continued to improve.

By working with our Community Area Boards, local partners, libraries, leisure and health and wellbeing centres we have put in place a model of public health that is based on local needs, local decision making and local solutions. We are putting the public back into public health.

We have made huge strides:

- Life expectancy has increased for men and women and is significantly higher than it was a decade ago, with male life expectancy now over 80 years
- Teenage conception rates in Wiltshire are at their lowest level in 40 years at 15 per 1,000 young women. This means we have met the ambitious target set out in the Teenage Pregnancy Strategy in 2000 to reduce teenage conceptions in Wiltshire by 50%
- Since 2001/03 the number of people under 75 in Wiltshire who die prematurely from cardiovascular disease has fallen by over 45%

This year our team of public health specialists and consultants have continued to work with experts in public protection, occupational health and safety and leisure. At the heart of all we do is our commitment to work with local people and communities and empowering people in Wiltshire to do more to improve health outcomes for themselves. The success of this approach has continued this year as:

- Over 15,000 local people are now trained to be Dementia Friends and are supporting those who need help and improving lives in our communities
- Levels of children who are overweight or obese in Reception Year in Wiltshire reduced to 20.3% in 2015 from 22.1% in 2014. Levels of excess weight in Year 6 have also reduced slightly, to 29.3% in 2015 from 29.7% the previous year
- Take up of NHS Health Checks increased by 15% from 2014/15 to 2015/16

- Children under 16 enjoyed over 70,000 free sessions at our swimming pools in school holidays between 2013 and 2015
- Our Health and Wellbeing Board won a national award for the success we've had in delivering more effective, joined up health and social care services in Wiltshire

Our Community Area Joint Strategic Assessments for 2016 (CAJSAs) provide an insight into the success our wider public health family has had in 2015/16, the community projects that are changing lives and how innovative solutions are improving health and wellbeing. This year we have continued to reduce health inequalities and improve health outcomes by:

- Encouraging healthy lifestyles for young people and enabling parents to make positive choices for their children
- Ensuring early intervention to help people achieve their potential
- Meeting the needs of an aging population, particularly a rise in the recorded cases of dementia
- Tackling the effects of social isolation and protecting the most vulnerable
- Improving mental and emotional health across the county
- Increasing outdoor, leisure and cultural opportunities that support health and wellbeing
- Reducing the impact of alcohol related harm

Training and sharing our Public Health expertise, as well as the intelligence we collect, has a vital role to play in continuing to improve our services and outcomes in our communities over the years ahead. We are working to equip communities and partners with the intelligence and skills they need to find community led solutions and to encourage behaviour change to improve health and wellbeing. By enabling individuals and communities to help themselves we can reduce pressure on public services and funding at the same time as making Wiltshire a healthier place to live and work in.



Frances Chinemana  
Acting Director of Public Health



# Chapter one

## Helping children and young people achieve their potential

This year has been a year of marked change and success in our work to improve child health.

### Teenage pregnancies

In Wiltshire we have reduced teenage conceptions by 50% since 2000.

When our work started in 1998 the rate of conceptions per 1,000 young women in Wiltshire was 32.1. Now data shows that at the end of March 2015 our rates were down to 15 per 1,000 women. The rate of teenage pregnancy in Wiltshire is now the lowest it has been since 1969, when records began. Although there is still more to be done to reduce this figure, this level of reduction places us within the top 15 local authorities across England.

### Supporting parents in Wiltshire

In October 2015 Wiltshire's health visitors joined the wider public health team as the council took on responsibility for commissioning health services for children aged zero to five. This marks the final stage of the transfer of public health services to the council that started in 2013 and both health visiting and Family Nurse Partnership services are now commissioned by the council. Public health are now responsible for commissioning the full Health Child Programme 0-19 years which includes the school nursing service.

The first 1001 days from conception to two years of age is widely recognised as a crucial period in a child's development. Rapid brain development during this period lays the foundations for a child's future learning, behaviour and health. Through the National Healthy Child Programme health visitors offer every child a schedule of health and development reviews, screening tests, immunisations, health promotion guidance and support for parents tailored to their needs, with additional support when needed and at key times. Health visiting staff are an asset to the council's work on preventing ill-health and promoting attachment and child development.

The service provides both universal and targeted support for those in greatest need and will help support children across Wiltshire.

We are also now responsible for commissioning the local Family Nurse Partnership (FNP) services. FNP is an intensive nursing service that works to support first time young parents who are under the age of 20. The service is supporting young parents in challenging circumstances to provide nurture and care for their children. Our service was reviewed by the Department of Health and the report noted the excellent support that the local programme has provided. The partnership was praised for forward thinking on integration and for sharing good practice.



The Change4life 10 Minute Shake Up Campaign encouraged children and families to increase physical activity over the summer by completing short 10 minute activities throughout the day. 3,693 children signed up to the campaign in Wiltshire this year, 1,067 more than last year. Wiltshire ranked 26th highest out of the 153 local authorities who took part.

## Perinatal and infant mental health

Perinatal mental illness affects at least 10% of women during pregnancy and in the first year after birth. Women can suffer problems of varying severity from mild anxiety and depression to severe postnatal psychosis. These problems can have a significant impact on the mother, her family and the developing child in the short and long-term. However, there is evidence to suggest that given the right support at the right time the potential adverse effects of maternal mental health problems on a mother and baby can be prevented.

We are proud to have led the development of perinatal and infant mental health pathways for health visitors and midwives in Wiltshire to support the prevention, early detection and management of perinatal mental illness and infant mental health problems. Professionals from the Avon and Wiltshire Mental Health Partnership NHS Trust and local health visiting and maternity services have worked together to deliver training to all midwives and health visitors between October 2015 and March 2016. The pathways are now fully implemented.

## Keeping baby healthy

Breastfeeding not only gives babies a health 'superboost', reducing the risk of the baby getting ill and picking up an infection, but because it is something mum and baby learn together, it can be a great way of parent and child bonding too.

The work we have done to help more mums to breastfeed is having an impact. Wiltshire has had a higher breastfeeding initiation rate compared to England as a whole since 2007/08 and our latest report shows that Wiltshire's 6-8 week breastfeeding rate had also risen slightly in 2014/15 to 49.4%. This is higher than the South West regional average (48.3%) and the England value (44.7%). Wiltshire's drop-off rate has decreased in 2014/15 to 38.3% from 41.3% in 2012/13, while the England rate has increased to around 41%. Breastfeeding drop-off is a measure that shows the number of mothers who start, but then cease, breastfeeding their infant.

## Support for new dads

**DadPad**  
Top tips for new dads



[www.wiltshire.gov.uk/dadpad.pdf](http://www.wiltshire.gov.uk/dadpad.pdf)

Our Wiltshire DadPad was launched, offering new fathers and fathers-to-be support during the transition to parenthood. The online resource provides an easy-to-read guide and tips for first-time dads around key issues like feeding, holding, changing, bonding and communicating with their new babies.  
[www.wiltshire.gov.uk/dadpad.pdf](http://www.wiltshire.gov.uk/dadpad.pdf)

## Changing outcomes

Nationally one in three children (33.5%) and almost two thirds (63.9%) of adults are overweight or obese. In Wiltshire we are determined to take local action to reduce the number of children and adults who are overweight or obese. By reducing obesity we can reduce our children's risk of going on to develop type 2 diabetes, heart disease, cancers, stroke and premature mortality. This year we have prioritised tackling obesity and worked with Wiltshire CCG to develop an obesity strategy to halt the rise of excess weight in children and adults by 2020. At Wiltshire's first Obesity Summit in July we brought together those who want to help us tackle obesity and contribute to our strategy.



We now know from the latest National Child Measurement Programme (NCMP) data that excess weight in four to five year olds in Wiltshire has reduced from over 22% in 2013/14 to 20.3% in 2014/15. Excess weight in 10-11 year olds in Wiltshire in 2014/15, at 29.3%, is marginally lower than it was in 2013/14 and lower than the national figure of 33.2%. We still face a serious challenge but by working with our partners over the next four years we hope to see these trends continue.

**A full report on the NCMP data can be accessed [here LINK](#).**

Working with local communities we delivered local projects like our Beat the Street initiative which got over 8,000 people out walking or cycling. We rolled out a healthy lifestyle programme for families to get children healthier and fitter and we offered free swimming in school holidays to make keeping children active more affordable. Over 70,000 free swimming sessions were accessed in 2015/2016.

## In our villages

Our rural sports summer outreach programme was delivered in villages around Malmesbury. In Sherston, Crudwell and Minety the Fun in the Sun initiative, delivered in partnership with Wiltshire Cricket and the Bath Rugby Foundation, provided free sports and games for 90 minutes a week for children aged 5-11.

## Injury prevention

To reduce childhood injury, prevention workshops were provided for our early years practitioners. Over 70 practitioners have been trained in best practice for reducing injuries among young children in the home. Community nursery nurses who offer advice and support to parents along with children's centre providers are now including more evidence based injury prevention activity in their action plans and are cascading the training to other members of staff. In Wiltshire one young child a year under 5 years, has drowned in the home or garden in the last five years and we have been working with children, parents and carers through our early years networks to reduce that number.

**Starting a new school. Things to do:**

- Buy uniform
- Get school shoes
- Check pre-school jabs are up to date

Pre-school jabs are:

- 2nd Dose of MMR
- 4 in 1 Pre school booster

**Protect yourself, protect others**

**Your child will be mixing with more children when they start their new school and could be at risk of catching preventable diseases if they haven't had all their childhood jabs.**

If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact the GP surgery. To get the best protection for your child, they need to have had two doses of MMR vaccine.

For a checklist of the vaccines and the ages at which they should ideally be given visit [www.nhs.uk/vaccinations](http://www.nhs.uk/vaccinations)

## What did young people tell us?

Over 7,000 children and young people in Wiltshire completed our Wiltshire Schools Health and Wellbeing Survey in 2015. The majority of children and young who took part in the survey describe themselves as satisfied or quite satisfied with their life (71%). However, data from school indicators gathered from the survey can be used to measure emotional wellbeing and mental health in children. This showed that nearly a third of secondary school children feel they have no one to turn to when they are worried, and 39% are so worried they can't sleep monthly, or more frequently. While 77% of primary children feel confident about their future this drops to 58% by secondary school age.

Public Health has been actively involved in developing a programme of work to support young people to take care of their mental health. This has included supporting secondary schools to deliver mindfulness with young people and the delivery of Youth Mental Health First Aid (YMFA) in Wiltshire schools. Both Mindfulness in Schools training and Youth Mental Health First Aid (YMFA) are supported within our Emotional Wellbeing and Mental Health Strategy.



## School years

### Improving child immunisation rates

In September 6,092 children started primary school in Wiltshire and we worked with schools and parents to ensure children were immunised before starting school. We focused on increasing take up of the second dose of MMR and the 4 in 1 pre-school booster. By increasing uptake of these important childhood immunisations we can reduce the outbreaks of preventable childhood diseases.

## Youth Mental Health First Aid (YMHFA)

Youth Mental Health First Aid is an internationally recognised programme designed to promote awareness of psychological, emotional well-being and mental health and to support professionals to recognise and respond to mental health issues in eight to 18 year olds.

In 2014/15 and 2015/16 free training was provided by Public Health to local authority and academy secondary school staff, local authority employees and voluntary sector staff. 104 professionals attended training to enable them to provide support to young people, including spotting early signs of a mental health problem and to provide help on a first aid basis.

## Mindfulness in Schools (MISP)

Research shows that Mindfulness in Schools Programmes (MISP) have the potential to improve pupils' attentiveness, mindfulness, resilience and wellbeing, and reduce depressive symptoms and perceived stress. The programme helps to create a learning environment that proactively promotes positive mental health for teachers and pupils.

Since 2015 Public Health has funded two, eight-week Mindfulness Based Stress Reduction (MBSR) courses which have been attended by professionals from eight secondary schools and members of the education psychology service. Teaching staff are now training to deliver mindfulness sessions themselves to young people in schools as part of the curriculum.

## Keeping children safe from harm

In partnership with Motiv8 we collaborated with the Natural Theatre Company to put on a harm awareness performance at schools on New Psychoactive Substances (NPS – what were formerly referred to as 'legal highs') to inform young people and professionals. More than 800 pupils in secondary schools across Wiltshire saw the performance and Motiv8 staff were there to provide information and answer questions on NPS.

Keeping children and young people safe remains a key public health priority. We ensure that all young people under the age of 16 receive a sexual health risk assessment as early indication of sexual exploitation or vulnerabilities. A programme for raising awareness of [il]legal highs has been delivered successfully across secondary schools in Wiltshire, followed by a workshop style teaching session to support learning and awareness.



## Case Study

### In our communities

We have been working with local community groups to address child poverty and reduce childhood obesity. In Calne 'Cooking for Survival' sessions were offered to young people leaving home and young carers. The Make Summer Matter project provided young people who had excluded themselves from education with support to get back into learning. A Media Mentors group delivered workshops to other young people, producing pieces of media that tackle body image messages and Calne Running and Triathlon Team offered starter sessions providing young people with cheaper ways to exercise.

In December 2015, a community meeting themed around young people's issues was attended by over 200 young people. Other young people got involved in the Calne Bowl Project' and won an award from the South West Britain in Bloom contest for their ingenuity and voluntary work. Young gardeners and skaters created a natural environment for the whole community to enjoy and have received further funding to keep developing their 'Salad Bowl' initiative from the local Area Board. The Bowl's sporting potential has been developed through the Wiltshire Skate Series.

## Reducing child poverty

Levels of child poverty in our county are low and most children live healthy lives. However we are doing more to help those children in Wiltshire who are affected by poverty. This year our team of public health experts have been speaking to local groups about child poverty and how we can combat it.

We produced local child poverty assessments, worked with local people to decide on the provision of services and support in place and with community area boards to discuss, develop and agree a local response. The data-led approach we have taken has inspired locally led projects across Wiltshire. By helping people to understand the community they live in better we have given them the tools to improve their community.



## Wiltshire Healthy Schools

Across the county communities have supported the Wiltshire Healthy Schools initiative, The programme supports schools to effectively address the health and wellbeing of children and young people. Ninety schools are now part of the programme and during 2015/16 the first three schools achieved gold level. Schools have all taken a unique approach but many have focused on improving the emotional and mental health of children. The good practice and positive outcomes achieved by a number of Wiltshire Healthy Schools has been highlighted by organisations including the Department for Education and the Anti-Bullying Alliance.

You can find out more at [www.wiltshirehealthyschools.org](http://www.wiltshirehealthyschools.org)

To understand more about young people's health we asked nearly 7,000 children and young people, between eight and 18, across 65 schools about their health and wellbeing. The information we collected will help schools to more effectively reduce problems like cyber bullying, smoking, self harm and underage drinking. By asking young people to have a say we are giving them a chance to influence the decisions that affect their lives.



# Chapter two

## Enabling healthy lifestyles and healthy choices

### Getting active

In Wiltshire we have integrated public health and leisure services management which allows us a unique opportunity to deliver innovative local services that improve health and wellbeing and promote active lifestyles. Our programmes provide opportunities for people of all ages and abilities to benefit from being active.

In 2015/16 there were over 3.5 million visits to Wiltshire's leisure centres, over 100,000 more than the previous year.

In 2015 our community health trainers engaged with 577 clients, an increase of over 88% compared with 2014. The number of men accessing the service has more than doubled and the proportion of people over 65 using the service has also almost doubled. 87% of clients completing the programme in 2015 either fully (64%) or partly (23%) achieved their primary goal.

While not everyone seeing a health trainer wanted help to lose weight, many felt losing weight would improve their health. 40% of people who completed the health trainer programme in 2015 lost weight. Levels of moderate exercise in clients have doubled. General health scores have increased by an average of 40%, self-confidence scores have increased by 33% and mental wellbeing scores improved by an average of 21%.



### Health trainers

Now in its third year, our community health trainer programme is helping to provide local lifestyle support to people in our county. Our health trainers help people change behaviours that can cause ill health, including unhealthy eating, smoking or drinking, by increasing physical activity, reducing anxiety and boosting confidence and self-esteem. Health trainers help us to tackle health inequalities. In 2015 over half of the clients supported by the programme lived in the most deprived areas of the county, showing the programme reaches out to those who might not otherwise seek support.





## Helping people to stop smoking

In 2015/16 Wiltshire's Stop Smoking Service supported 2,484 people in the county to quit smoking. The service had a successful quit rate of 54%, higher than the England average of 51%.

Smoking remains one of the few modifiable risk factors in pregnancy. It can cause a range of serious pregnancy related health problems, including: low birth weight, pre-term birth, placental complications and perinatal mortality. The Health and Social Care Information Centre published statistics on women's smoking status at time of delivery for 2015/16, indicate smoking in pregnancy rates for Wiltshire have fallen by 2.4% in the last two years. Distribution of carbon monoxide monitors to maternity providers, training for midwives and the introduction of specialist maternity based services to support women to stop smoking in pregnancy has helped us achieve this result.

The national Tobacco Plan (2011) set out the Government's ambition to reduce smoking in pregnancy to 11% by the end of 2015. Smoking in pregnancy rates in Wiltshire have dropped from 14.2% (2011/12) to 10.3% in 2015/16 which is below the national average of 10.6%.

Following on research carried out in 2015 around the use of e-cigarettes, the stop smoking service has supported an increased number of people using e-cigarettes to give up. Since 2015 the service offered one to one behavioural support to 190 clients of which 132 managed to successfully quit smoking at four weeks thus achieving a quit rate of 70%. In 2016, our restructured services will reflect upon the findings of our study and help us deliver a service that meets current demand.

In 2015/16, smokefree signage was introduced in children's play parks to encourage smokers to think about the dangers of smoking around children. This year the public health team aims to focus on creating more smokefree environments across the county to further de-normalise smoking. This began with Erlestoke Prison becoming smokefree in May 2016 with plans for the local mental health trust to follow by the end of the year.



### Case Study

#### In our communities

Our new Five Rivers Health and Wellbeing Centre in Salisbury is helping the community reach its goal of promoting more outdoor, leisure and cultural opportunities to improve health and wellbeing. The centre includes enhanced leisure facilities, improved support for people with disabilities, additional community activity rooms and a new exhibition space. New arrangements, led by local people, have seen a health and wellbeing group set up, and an older people's champion and carers' champion appointed.

The area board has been trialling a new wellbeing project to target 16-19 year olds who would not normally visit a leisure centre, to enhance the wellbeing of those who may have disengaged from school, society or generally need support. The award-winning Doorsteps project also continues to benefit young people on the Friary and Bemerton Heath estates and a range of arts projects, music festivals, cycle to school initiatives and projects to improve the wellbeing of young carers have been funded by the area board this year.

## Diabetes roadshow

We visited Trowbridge, Melksham, Chippenham, Salisbury and Devizes and our team assessed 454 people to find out their risk of developing diabetes. They referred 268 people who were at moderate or high risk to their GP. There was a higher than average referral rate from Trowbridge, Melksham, Devizes and Salisbury which indicates we are targeting the right areas. Everyone who spoke to the team received support from a specialist dietician and the Wiltshire health trainers, with the aim of reducing their risk of Type 2 Diabetes.



Wiltshire health trainers and Diabetes UK volunteers outside the mobile Type 2 Diabetes risk assessment centre



## Get Wiltshire Walking

Get Wiltshire Walking is a public health project that ensures every community within the county has access to a free weekly led walk. Walking is the lowest risk of all physical activities yet produces massive benefits to physical fitness and mental wellbeing.

Get Wiltshire Walking provides people with a chance to keep active, to explore their own local area and to make new friends. There are groups throughout the county and each walk has its regular starting venue on the same day and time every week. Routes are varied in length and difficulty to accommodate people of different ages and ability.

In 2015/16 there were 19,796 attendances on walks and 512 new people joined their local Get Wiltshire Walking groups.

## Wiltshire's Big Pledge

In 2015, 12,547 signed up to take part in the Big Pledge – make a difference campaign. Wiltshire residents had 12 pledges. The most popular personal pledges were to get more active, improve personal wellbeing, volunteering and becoming dementia friendly. The lessons from this campaign were used to inform the 2016 campaign which got over 18,000 people involved.



## Beat the Street

In total 8,332 people in Devizes and Calne, walked, cycled or ran 145,534 miles over the course of our six week Beat the Street scheme to increase physical activity and reduce car usage. 14% of the population of Calne and Devizes took part, including 35 school, workplace or community teams. Pupils from Southbroom St James Academy, Devizes travelled some 13,837 miles and pupils from Fynamore School in Calne covered 13,804 miles. A school travel survey is being carried to allow us to capture any change in school travel habits or lifestyle changes following the competition.



## Case Study

In October 2015 successful public health projects from across the UK were showcased to attendees at the Royal Society of Public Health's (RSPH) annual conference. The 'Improve and Protect' film was premiered at this year's conference and included Wiltshire's Beat the Street project. The project is featured in a longer in-depth programme exploring some of the nation's major public health challenges and initiatives to help promote the importance of protecting and improving public health. To watch the film you can visit the RSPH website.

### In the community

In Pewsey a weekly walk for health takes place on Thursdays.

In Southern Wiltshire a volunteer-led footpath project was developed to improve paths and access and provide opportunities for outdoor recreation. As a result over 60 kissing gates have been installed across the area, amounting to well over 600 volunteer hours. There has been continuing support for this group and investment in a volunteer coordinator.



Southbroom St James Academy who won the highest points achieved in Beat the Street

# Chapter three

## Helping older people to live healthy, independent lives



One of our key challenges in the year ahead is helping older people to stay healthy and supporting them to maintain the independence they want. Wiltshire's retirement-age population is predicted to increase from 21.5% of the population in 2011 to 29.8% in 2026. This year we have:

- Increased the number of people aged over 40 who are receiving an NHS Health Check, to reduce the risk of developing health conditions such as cardiovascular disease, becoming obese or develop type 2 diabetes
- Reduced the number of people who are waiting in hospital to go home or to leave hospital
- Put measures in place to reduce fuel poverty and tackle the poor health outcomes associated with living in a cold home.

The number of falls in the over 65s and fractures that happen because of a fall have reduced and healthy life expectancy is now 67 years for both men and women.

### NHS Health checks

As we get older, we have a higher risk of developing conditions like high blood pressure, heart disease or type 2 diabetes. The council has a duty to provide free NHS Health Checks for those aged 40-74 years that can help spot early signs and help prevent illness and help people to enjoy a longer, healthier life.

### Case Study

In 2015/16 over 29,200 people were invited for an NHS Health Check with over 14,000 accepting the offer. Wiltshire's percentage uptake for 2015/16 is 48%, a 15% increase in uptake since 2014/15. A primary care working group was established and the group meets on a regular basis to review previous quarter's data and to determine ways to improve uptake.

#### In the community

Local communities have come together, following the publication of the CA JSAs, and supported the launch of Men's Sheds across the county to encourage healthy lifestyles. Sheds are already up and running in areas like Trowbridge and Warminster, and this year a Men's Shed was being set up to help combat male isolation among the over 55s in Ludgershall. A local wellbeing project was also run by Army veterans to help those who are socially isolated or are hoping to improve their emotional wellbeing.

**Just 20 minutes of your time**  
even if you feel fit and well,  
it's worth having your  
NHS Health Check

**Free NHS Health Check for 40-74 year olds**  
Helping you prevent heart disease, stroke, diabetes, kidney disease and dementia.

Eligible patients will receive an invitation from their GP on their 40, 45, 50, 55, 60, 65, 70 and 74 birthday. If you are outside the age range and concerned about your health you should contact your GP.

**NHS HEALTH CHECK** Helping you prevent  
diabetes  
heart disease  
kidney disease  
stroke & dementia

**NHS**  
Wiltshire Council  
Where everybody matters

## Warm & Safe Wiltshire



Wiltshire is leading the way on reducing fuel poverty and protecting those with poor health over the winter months and is one of the first authorities to integrate the work on improving cold homes across public health, public protection and social care.

Through the Warm & Safe project delivered jointly by Wiltshire Council and Wiltshire Fire & Rescue Service, help and advice is provided to residents to improve energy efficiency in their homes, any homeowner, or privately-renting tenant in Wiltshire, is able to have cavity wall insulation installed in their home, free of charge, helping us to reduce fuel poverty.

The project provides a single point of contact for staff to go to for support and advice on warm homes, home assessments for people discharged from hospital and training to staff to enable them to recognise when help is needed to address fuel poverty. It is hoped that the scheme will reduce the number of people repeatedly admitted to hospital who have been affected by living in a cold home.

We have also supported the Royal College of General Practitioners in a successful bid for funding to trial a 'one click' referral system from primary care settings in Wiltshire. The primary care IT system will automatically check if a patient is suffering from conditions linked to cold homes such as asthma and chronic obstructive pulmonary disease. The patient's record will be brought to the attention of a primary health care worker who will then be able to refer the patient into the Warm & Safe Wiltshire scheme automatically.

We are rolling out the Safe and Independent Living (SAIL) form in partnership with the Fire and Rescue Service which will improve access to services and support enabling the early identification of individuals who could benefit from early support improving partnership working and reducing duplication across public services.

As a sector leader Wiltshire's public health team have been asked to review an affordable warmth health impact evaluation toolkit which is being written for the Department of Energy & Climate Change. The toolkit will help effectively assess the impact affordable warmth schemes have on health and wellbeing. The team will submit a case study based on our experience here in Wiltshire of utilising the adult social care data base CareFirst to record case details of referrals made to our Warm and Safe team.

### Case Study

#### In the community

Funding from the Marlborough Area Board has helped establish a community-led Shopmobility scheme in the town. This scheme will be hosted by volunteers recruited by the town council and Area Board and provide the means for residents and visitors to the town to get about the shopping areas of the town. Volunteers include sixth form students, young people on work placements and those on The Duke of Edinburgh's award scheme.

To support older and more vulnerable people in Warminster information drop in sessions are held at the at community hub in the town centre.

# Chapter three



Businesses who have signed up display a sticker in their window to let people know that they are a 'Safe Place'. People can also choose to carry an 'In Case of Emergency' (ICE) card, which they can show when they use a Safe Place to help ensure they get the kind of support they require. Our leisure centres are all Safe Places and, along with other organisations, are helping to make sure that our towns and villages are welcoming places for everyone regardless of their age and that our communities support people who need support.

Colleagues were also out across Wiltshire in the autumn offering electric blanket testing to those over 65 at the Wiltshire Fire & Rescue Senior Well Being events. Of the blankets brought in, 17% failed the safety test because of overheating, unsafe electrical insulation or the poor condition of fabric and heating elements. The events in Calne, Devizes, Salisbury, Westbury, Lugershall and Mere also offered older people the chance to trade in old worn-out slippers for a new pair helping to reduce trips and falls associated with worn out and ill-fitting footwear.

## In partnership with adult care

Through the Better Care Plan we are supporting older people to live healthily, to maintain or regain independence and to provide support which is personalised to an individual's needs and circumstances. This incorporates rehabilitation and falls prevention training for care home and domiciliary care staff, linked to hospital discharge liaison teams. Health coaching training for community teams is also available to support a shift towards proactive ill health management and enhanced focus on patient self-management.

This year we have assessed the extent to which Wiltshire care homes address the oral health needs of their residents, undertaking a study to look at how we can improve oral healthcare. Public health specialists are also working with care agencies in Wiltshire to increase understanding of how to prevent the spread of infection and falls in people aged 65 years and over living at home.

## Safe places



All over Wiltshire businesses and organisations have signed up to our Safe Places project. The scheme aims to establish places in Wiltshire that provide a safe environment for people who might need some additional

support when out and about. Safe Places are there for people who are out in the community during times of anxiety, fear or distress.



## Active Health

Through our Active Health scheme medical professionals refer patients to specialised programmes and last year we saw referrals increase to 3,402. The Active Health scheme offers a 12 week physical activity programme for those referred in order to improve underlying health conditions. Classes are also available for targeted interventions such as exercising after a stroke, increasing strength and balance, and Phase IV Cardiac rehabilitation. There were 24,153 attendances at classes last year, an increase of almost 15% on the previous year.



### Case Study

#### In the community

In 2013 Bradford on Avon's retirement age population, as a percentage of its total population, was the third highest in Wiltshire and the local community wanted to make the right support available for vulnerable people. A local Dementia Action Alliance has been set up with Alzheimers Support, the local Health Partnership, Seniors' Forum, Churches Together and Dorothy House. Events have taken place to increase understanding of what it's like living with dementia, a memory café has been set up and dementia-friendly status sought for the town. Community efforts have also made local social prescribing activities more effective, including the Leg Club, a Falls Clinic, befriending and a Men's Shed scheme.

The local GP practice Bradford on Avon and Melksham Health Partnership was nominated for 'Best Practice of the Year' for the excellent work they have done to improve uptake in the NHS Health Check programme. The practice was the only one in the South West to be shortlisted for an award.



# Chapter four

## Better mental health and wellbeing

Wiltshire's Mental Health Strategy 2014/21 was published this year. We set out our ambition over the next seven years to improve the mental health and emotional wellbeing of Wiltshire residents and meet the aims of the national mental health strategy.

We are already rising to the challenge of improving mental health and wellbeing – but we know we need to go further to achieve our ambitions and improve outcomes.

Mental health is 'everybody's business'. Change on this scale cannot be delivered by organisations working alone. We are committed to working together with individuals, families, employers, educators, communities and the public, private and voluntary sectors to promote better mental health and to drive transformation

## Mental Health First Aid (MHFA) training courses

A new 'Five Year Forward View for Mental Health' has been published by the independent taskforce set up by NHS England. The report gives a very positive message for change in the way the NHS and its partners transform the way they commission for mental health.

The taskforce recommends prioritising promoting good mental health, preventing poor mental health and helping people lead better lives as equal citizens through wider system integration, which involves the NHS, public health, voluntary, local authority, education and youth justice services all working together. This is a positive endorsement of the approach that Wiltshire is taking with our Mental Health and Wellbeing Strategy and there is action underway or planned which will address a considerable proportion of the recommendations made on prevention and early intervention.

## Creating better health outcomes

Our Artlift programme is an arts on referral project which has been helping us to improve the wellbeing of patients in Wiltshire since 2014. The programme enable health primary care providers and professionals to refer patients for an 8-10 week art course, usually delivered in a community based or primary care setting. The scheme addresses health and wellbeing issues, sometimes in potentially vulnerable or isolated groups. Informal and fun sessions are run by an experienced artist who helps people explore their own creativity and learn new skills at their own pace.




**“Artlift has given me a new interest, a new lease of life” said one participant, who had sought help from her GP for depression**

## Giving communities the tools they need

Dementia Friends, our commitment to promoting and providing mental health first aid training and our Safe Places scheme are some of the initiatives that have been a success in Wiltshire because they help local people take care of each other. Our communities are now safer, healthier places to live for those who are experiencing mental health and wellbeing problems.



## Dementia friendly communities



Research indicates that by 2020 the number of older people with dementia nationally will double and meeting the needs of an aging population, particularly a rise in the cases of dementia, is a priority for Wiltshire Council. By Dementia Awareness Week in 2016 over 15,000 people in Wiltshire had taken Dementia Friends training. Becoming a Dementia Friend means learning more about dementia and the ways in which you can help. The high numbers of people who have become Dementia Friends has made our communities safer places for people suffering from dementia to live healthy, high quality lives.

To find out more visit:  
[www.dementiafriends.org.uk](http://www.dementiafriends.org.uk)



## Case Study

### How we are helping people in crisis

Wiltshire has been successful as part of a regional group of local authorities in securing funding for ASIST suicide prevention training. Staff will be attending a 'training the trainer' course and will go on to deliver six courses in the county aimed at frontline staff who are most likely to come into contact with someone who may be at risk of suicide.

### In our communities

In Corsham the local community agreed to focus on improving mental and emotional wellbeing. An event for those over 55 called 'The Big Get Together' launched work to co-ordinate activities for older people. Over 150 people and 41 organisations attended and agreed to set up a local health and wellbeing group and to put resources into establishing a sustainable community model that supports people living with and caring for those with dementia.

It is well established that physical activity can impact on mental health. Big strides have been made in promoting walking, with the town achieving 'Walkers Are Welcome' status. The Corsham Walking Festival has been growing in popularity and over 300 people took part in the Corsham Memory Walk in 2015 to raise money for the Alzheimer's Society. Weekly dementia walks are held to give people who might be isolated the chance to be social and active in a supportive environment.

Dedicated sports projects, like the Sports and Social Club at Cricklade Leisure Centre, are aiming to help improve local mental health and wellbeing issues. A winter youth group project was set up in Lyneham to provide contact with young people over the winter months.

# Chapter five

## Preventing ill health and protecting people locally

Wiltshire Council is responsible for delivering sexual health services, reducing the impact of infectious diseases and preventing and reducing harm from drug and alcohol misuse.

The council also recognises the importance of its role during emergencies and incidents, and is fully committed to protecting the residents, businesses, infrastructure and environment of the county

Our team has continued to prevent ill health and to reduce threats to public safety by:

- Improving sexual health
- Reducing the impact of drug and alcohol related harm
- Reducing the impact of infectious diseases
- Reducing the impact of extreme weather
- Working locally to protect people in an emergency
- Helping people enjoy all Wiltshire has to offer

## Improving sexual health

Late diagnosis of HIV has fallen by over 10% between 2011/13 and 2012/14 in Wiltshire revealing the successful work we have done to ensure that those at risk are tested and can get earlier access to treatment to reduce the risk of transmitting the virus.

We have worked to promote testing and to remind people that new technologies are available that make testing for the virus much simpler and more straightforward. In Wiltshire, as well as residents being able to test at any of our sexual health clinics and GP surgeries, we have signed up to participate in the PHE Home Sampling programme.



The programme is targeted at communities most at risk of HIV who can order an HIV test online at [www.freetesting.hiv](http://www.freetesting.hiv) and receive it in the post, before taking a small sample of blood and returning it for laboratory testing.

Data released in January 2016 showed that out of the 325 local authorities involved with the project, Wiltshire had the 33rd highest number of requests for testing kits in November and December. This indicates that this type of home screening service is not only acceptable to local residents but that we are also reaching those people who may not ordinarily be testing.

As well as offering HIV testing through an online system, young people across Wiltshire are able to order kits to test for Chlamydia on-line as well. This system has proven to be a huge success with over 21,000 kits being ordered by the end of March 2016. It is important that young people are able to engage in testing systems such as this as presently over 50% of new sexually transmitted infections in Wiltshire are diagnosed in those under 24 years of age.

## Reducing the impact of alcohol related harm

In April 2015 Wiltshire's Alcohol Strategy for 2014/18 was finalised, marking the beginning of a new phase of our work to tackle alcohol-related harm with our communities and partners. The new strategy prioritises prevention through raising awareness of the impact of alcohol and the risks of dependency.

Bringing strategic work on alcohol and licensing under the management of our public health team has allowed us to take a broader and more effective approach to confronting alcohol related harm and associated anti-social behaviour. We are now able to empower local communities to tackle problems, to act against problem premises or to reduce the density of premises and, most importantly, to make protecting public health a licensing objective.

## Case Study

### Community safety in our communities

For the fourth year in succession, Salisbury was awarded Purple Flag status and this year Chippenham also gained an award for the town. The award demonstrates the commitment that both Salisbury and Chippenham makes to the 5pm – 5am economy and that partnership working is thriving in both places. Purple Flag is an accreditation process similar to the Green Flag award for parks and the Blue Flag for beaches. It leads to Purple Flag status for town and city centres that meet or surpass the standards of excellence in managing the evening and night time economy. In Melksham local CCTV is in operation and is monitored by 12 volunteers during peak hours and 32 local businesses have signed up to the Safe Place Scheme.

Our focus is on tackling the impact that alcohol-related harm can have on individuals, families and communities, both on health and wellbeing and through hidden harms, like violence and anti-social behaviour. Whilst our work helps ensure people are able to enjoy alcohol safely and responsibly and supports a healthy night-time economy, we also have a responsibility to reduce the harm done through alcohol misuse, to help those who are dependent and, crucially, to reduce the number of people who become dependent.

We know that alcohol-specific admissions for under 18s reduced between the period ending 2012/13 and then 2013/14 from 55.5 per 100,000 to 46.4 per 100,000. We have prioritised reducing the impact of alcohol related harm, ensuring that our alcohol strategy and licensing are managed by the same team to allow us to empower local areas to tackle alcohol related harm.

Analysis shows that alcohol attributable and specific admissions are falling in those aged under 45 while it is increasing in those aged 45 and over.

Public health intelligence also helps us understand where in the county alcohol specific admissions are higher and where they are falling.



## Case Study



In Amesbury a local pubwatch scheme is helping to reduce underage drinking with radio communication between venues and good liaison with police helping to prevent underage drinkers entering licensed premises. In Calne a Positive Tickets scheme, supported by Wiltshire Council and the Police and Crime Commissioner, acknowledges the positive behaviour and work of young people in the town.

In Westbury local people have worked together to reduce incidents of domestic abuse and help victims. Wiltshire Police have a new community policing programme running across the county and are providing regular updates at area board and parish council meetings and a local public information campaign provided information to those suffering or at risk of domestic abuse on how to get help.

## Reducing domestic abuse

In November Wiltshire Council and the Office of the Police and Crime Commissioner launched a single phone number to help people experiencing domestic abuse in Wiltshire to find support sooner. To mark this year's domestic abuse awareness week Splitz Support Service, commissioned by the council and Wiltshire Police, have launched the new phone number for anyone looking for advice, support and help about domestic abuse in Wiltshire. Splitz will deliver easy to access specialist support services for people at all levels of risk of domestic abuse across the county. Anyone who would like advice or support about domestic abuse

should call 01225 775276 or go to [www.speakoutwiltshire.com](http://www.speakoutwiltshire.com). This year we also continued to run a multi-agency training and awareness events for practitioners working across the field of domestic abuse to help us provide support for anyone affected.

Multi-Agency Risk Assessment Conferences (MARAC) are recommended by the Home Office as good practice to facilitate a multi-agency response to high risk domestic abuse. In 2015/16, the Wiltshire MARAC has continued to witness an increase in the volume of referrals being received into its safeguarding arrangements to support victims and their families at greatest risk of DA in the county. There were 496 high risk referrals received during 2015/16, which is a further 10% (+72) increase on 2014/15; of which 23% were repeat victims. 624 children were recorded in the household at the time of a high risk referral to MARAC. Wiltshire has continued to record higher than the national average for partner agency referrals, with 40% recorded in 2015/16, this is reflective of the multi-agency rolling training programme for MARAC, risk assessment and referral pathways.



2014/15	North/West Wiltshire	East/South Wiltshire	Wiltshire
Referrals received	299	197	496
Repeat Victims	59 (20%)	39 (20%)	99 (20%)
Children in household	371	271	624

## Reducing the impact of infectious diseases

Each year the council works closely with NHS England, local GPs and pharmacies to provide and promote the seasonal influenza vaccine to those at risk.

This year saw the seasonal influenza activity peak later than usual in March rather than December/January as in previous years.

The uptake rates in children aged 2-4 years, pregnant women and those aged 65 and over are all higher than the England average, however in the under 65 at-risk population it is slightly lower.

CCG	Summary of Influenza Vaccine uptake %					
	65 and over	Under 65 (at risk only)	All Pregnant women	All aged two	All aged three	All aged four
Wiltshire	72	42.8	42.9	46.3	47.4	39.4
England	71	45.1	42.3	35.4	37.7	30.1

The council offers the influenza vaccine to its staff and this season there was a 38% increase in the number of those who had the vaccination from 2014/15 (674) to 2015/16 (930) and nearly 80% of these were vaccinated at clinics held in each of the council hubs.

Pneumococcal vaccine is given once to those aged 65 years and over and protects them against serious pneumococcal infections which can lead to blood poisoning or meningitis. Wiltshire has seen a slight increase in uptake of this from last year from 69.6% (2015) to 70% (2016).

Antimicrobial resistance is a global issue that concerns us nationally and locally. Our work aims to reduce the spread of infection and the need for antibiotics to be used.

Wiltshire's Assembly of Youth helped us to design a leaflet to increase local understanding of why we need to preserve our antibiotics and avoid misuse.

Some of the areas in which we can all contribute are:

- Simple but effective hand hygiene
- Having vaccines to which we are entitled to avoid developing or transmitting infections
- Prudent use of medications designed to kill microorganisms that cause infections

Collaborative work with entomologists at Porton Down continues to ensure consistent messages are shared with the public. Leaflets have been devised including a small pocket sized card that easily fits into a first aid kit for easy reference. These resources have been shared with local GPs, parish councils and other local organisations on request. An evaluation of these resources sent out strongly supported their usefulness.

## Summer awareness

We have been working over the last three years to reduce incidence of melanoma in Wiltshire. Our annual sun awareness campaign is preventive, aiming to help Wiltshire people have a healthy relationship with the sun and reduce their risk of developing skin cancer and other sun related health problems (including cataracts and premature ageing). We also raise awareness of skin cancer by encouraging people to be alert to the signs and symptoms of skin cancers and the steps available to investigate and treat these lesions.

Our 2015 campaign focused on children and young people particularly from more deprived backgrounds and those who work and spend time outdoors. Public health specialists provided advice and information at events across Wiltshire to reduce the number of people who develop skin cancer.





## Working locally to protect people in an emergency

In 2015 two cases of anthrax were confirmed at a farm in the Westbury area following the death of two cows. Colleagues from Wiltshire Council, Public Health England, DEFRA, Environment Agency and Animal Plant and Health Agency swiftly put a plan together to protect public health and ensure there is no risk to the wider community.

Knowing people in Wiltshire are protected in an emergency is important to us all and our Emergency Preparedness, Resilience and Responsiveness team play a crucial role in protecting communities. In February the council approved Wiltshire's Integrated Emergency Plan, which ensures we can effectively protect people should a major incident, like severe weather, the outbreak of disease or large fire, take place. Working with emergency service partners we are creating safer, more resilient communities.

This year the team ran multi-agency community resilience workshops across 250 parish and town councils and helped communities complete their local plans. The workshops were a big step in helping the public prepare to cope during widespread emergencies like flooding, snow or disease outbreaks when the public services' resources will be stretched.

January proved just how effective these local plans were when we received three flood warnings and flood alerts for rivers in Wiltshire, with particularly high river levels in the centre of Bradford on Avon. The decision was taken, in connection with the Environment Agency and Fire and Rescue Service, to erect temporary flood barriers in the town. The barriers were collected and put up by Wiltshire Council and the Fire & Rescue Service in a successful multi-agency response but they were monitored by Bradford on Avon Community Response Volunteers.



## Reducing the impact of extreme weather

Over the Autumn and Winter months we ran a local 'Stay well this winter' campaign with the Wiltshire's NHS Clinical Commissioning Group to keep local people well, safe and warm over winter and to ensure local public services are able to manage seasonal demand.

The team are the most proactive community resilience response team we have in Wiltshire and have been trained by the emergency planning, public health, flood response and the highways team. The community team are a great example of how, with our support, local people are taking the lead.



## Case Study

### In the community

Local residents in South West Wiltshire expressed concern about the impact of winter weather leaving people socially isolated. As a result the Area Board has funded six tailgate salt spreaders and 10 push-along spreaders, which are now available to be used by trained local volunteers in strategic locations during the winter period. By working together the community is better prepared to help itself and keep people safe in extreme weather.

## Helping people enjoy our county

Our team takes an active role in event scrutiny to help reduce the risks to those taking part and the wider community from communicable diseases, substance misuse and severe weather.

The Summer Solstice on 20 and 21 June is one of the largest events in Wiltshire each year. In 2015 there were 23,000 visitors to the event, but compared to the previous year there were less arrests and less people needing medical treatment. Our health and safety, food safety and emergency planning teams, together with our highways colleagues, helped event organisers put in place sensible steps to ensure public safety and deliver a successful event.





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**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Commissioning of Carers Services**

**Cabinet Member: Cllr Jerry Wickham - for Health (including Public Health) and Adult Social Care**  
**Cllr Laura Mayes – Cabinet Lead Member for Children’s Services**

**Key Decision: Yes**

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## **Executive Summary**

This paper sets out a recommissioning plan for those services and seeks approval for that plan. It proposes a plan for the future commissioning of carers’ support in Wiltshire as follows:

Stage 1: Continue with the current partnership arrangement for a further year (1 April 2017 – 31 March 2018) following the exemption route.

Stage 2: Competitively tender a new carers’ support service during 2016-17 ready for implementation 1 April 2018.

Wiltshire Council and Wiltshire CCG jointly fund, through a pooled budget arrangement, a partnership arrangement with Carers Support Wiltshire (CSW).

## **Proposals**

Cabinet is requested to approve the recommissioning plan for carers’ services set out below:

- a) Approve the exemption of the extension to the current partnership arrangement to March 2018
- b) Approve the commencement of a competitive tender process for a new carers’ support service during 2016-17, ready for implementation 1<sup>st</sup> April 2018
- c) Delegate authority to award a new contract commencing 1<sup>st</sup> April 2018 to the Corporate Director for Children's Services and Adults Social Services following consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care, the Associate Director, Finance, the Associate Director, Legal and Governance and the Associate Director Corporate Function, Procurement and Programme Office.

**Reason for Proposals**

The Partnership arrangement with Carers Support Wiltshire has existed since 2010 and has never been tendered. This paper outlines a plan to allow for the recommissioning of the service within two stages.

Stage 1: Continuing with the partnership as it currently stands will enable CSW to continue in their role as an influential partner for carers at a time when we will be embarking on a number of key commissioning initiatives that will directly impact on carer service provision. The partnership arrangement will permit the flexibility required in order to pilot new approaches and embed new service processes prior to embarking upon a full tender activity.

Stage 2: To approve the commissioning of carers support services ready for commencement on 1 April 2018.

**Carolyn Godfrey**  
**Corporate Director**

## **Wiltshire Council**

### **Cabinet**

**13 December 2016**

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**Subject: Commissioning of Carers Services**

**Cabinet Member: Cllr Jerry Wickham - Cabinet Lead Member for Adult Social Care and Public Health**  
**Cllr Laura Mayes – Cabinet Lead Member for Children’s Services**

**Key Decision: Yes**

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### **Purpose of Report**

1. This paper seeks approval for a plan for the future commissioning of carers’ support in Wiltshire.

Stage 1: Continue with the current partnership arrangement for a further year (1 April 2017 – 31 March 2018) following the exemption route.

Stage 2: Competitively tender a new carers’ support service during 2016-17 ready for implementation 1 April 2018.

Cabinet is requested to approve the recommissioning plan for carers’ services set out below and

- a) Approve the exemption of the extension to the current partnership arrangement to March 2018
- b) Approve the commencement of a competitive tender process for a new carers’ support service during 2016-17, ready for implementation 1<sup>st</sup> April 2018
- c) Delegate authority to award a new contract commencing 1<sup>st</sup> April 2018 to the Corporate Director Statutory Officer: Children’s Services, Adults Social Services (acting), Head of Paid Service (rotating), following consultation with the Cabinet Lead Member for Adult Social Care and Public Health, the Associate Director, Finance, the Associate Director, Legal and Governance and the Associate Director Corporate Function, Procurement and Programme Office.

### **Relevance to the Council’s Business Plan**

2. Carers play a vital role in the development of health and social care services and the Council has a statutory duty to assess and meet the needs of carers. The Care Act 2014 and the Children and Families Act 2014 improved and extended carers’ rights to assessment and support to meet eligible needs (including parent carers and young carers).

3. The partnership with Carers' Support Wiltshire (CSW) exists to provide information and advice, triage, assessment and services to carers directly and contributes to the Council's vision: "To create stronger and more resilient communities" as it is creating self-sufficiency where the carer communities can be supported to become more resilient and continue in their caring role for longer.

The partnership contributes directly to several of the Council's outcomes:

**Outcome 1 "Wiltshire has a thriving and growing local economy"**

The partnership directly contributes to this outcome as the Council (jointly with the Clinical Commissioning Group) is working with a local charity organisation within the voluntary and community sector and thereby supporting Wiltshire's local voluntary sector economy<sup>1</sup>

**Outcome 2 "People in Wiltshire work together to solve problems locally and participate in decisions that affect them"**

The carer population in Wiltshire will be supported by CSW to have a voice and carers will continue to actively participate in decision making.

**Outcome 4 "Wiltshire has inclusive communities where everyone can achieve their potential"**

CSW, through the partnership has already developed close community connections with multi-faith forums, Community Engagement Managers, Local Area Health and Wellbeing Boards, local employers, colleges, GP surgeries, acute and community hospitals to increase carer awareness and identification at a community level.

**Outcome 5 "People in Wiltshire have healthy, active and high quality lives"**

Through continuing to create a 'carer aware' Wiltshire, CSW, under the partnership, would support the early identification of carers thus preventing them from reaching crisis point by ensuring they are referred for an assessment of their needs.

**Outcome 6 "Peoples are protected from harm as possible and feel safe"**

Safeguarding is a high priority not just for the person being cared for, as often the carers are in very vulnerable situations themselves. Once carers are identified for the first time they can access targeted appropriate support, or they can be signposted to other community services more tailored to their individual needs. CSW links with relevant organisations and agencies operating in Wiltshire who specialise in a particular service.

## **Main Considerations for the Council**

4. Services referred to in stage one within this paper refers to carers over the age of 18 (including parent carers). Services for young carers (up to the age of 18) are currently commissioned separately.

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<sup>1</sup> Wiltshire Council Business Plan 2014 – 2017

5. Stage one of the proposed commissioning plan for carers' services is the extension of the terms of the partnership by a further 1 year. This will ensure continuity whilst Care Support Wiltshire supports the Council and Clinical Commissioning Group in developing, piloting and implementing changes. This will provide confidence of the future strategic direction within the next 12 months whilst also placing the Council in a strong position for undertaking a successful competitive exercise in 2017.
6. Stage two of the plan is the recommissioning of a new 5 year Carers Support service ready for commencement on 1 April 2018. This will allow the Council to continue to meet its statutory requirements to carers and offers an opportunity to commission a service for all ages, rather than the current separate arrangements for adult carers (including parent carers) and young carers. It will also allow us to deliver on the objectives of the joint Carers Strategy (Wiltshire Council and Clinical Commissioning Group) and the new National Carers Strategy which is expected to be published in early 2017.

## **Background**

7. A Wiltshire Carers Partnership has been in existence since 1 April 2010 jointly developing and delivering services for carers in Wiltshire. The service is funded from a joint (pooled) budget between the Council and NHS Wiltshire Clinical Commissioning Group.
8. CSW undertakes a range of activities in partnership with the Council, including: co-development and co-delivery of the joint carers' strategy; carer involvement and consultation; management of a carer reimbursement fund and management of a training network for carers. CSW also undertakes specific functions on behalf of the Council and the CCG including information, advice and support; carers' assessments and reviews; allocation of carers' breaks and activities; hospital carer liaison and GP liaison; delivery of training opportunities.
9. A 5 year partnership (ending 31 March 2015) was created to develop closer working relationships and collaboration between the Carer centres (at that time, four organisations across the County), as well as ensuring that there was equity of service provision across Wiltshire and that best practice and best value ideas were shared.
10. During the first year of the partnership a merger between the 4 carer centres was negotiated which offered significant cost efficiencies over a 3 year period. This resulted in a new partnership agreement being implemented in April 2011 with the newly formed organisation "Carer Support Wiltshire". The term of the new partnership resulted in an end date of 31 March 2014.
11. Since March 2014, exemptions were approved to allow the continuation of the partnership until 31 March 2017. These exemptions also allowed for amendments to the service, including changes resulting from the Care Act 2014.

## **Overview and Scrutiny Engagement**

12. The Chair and Vice Chair of Health Select Committee have been briefed on the forthcoming Joint Carers' Strategy. The Chair and Vice Chair of Health Select Committee have also visited the current service provider (CSW) and gained an understanding of the range of services within the scope of this commissioning exercise.

13. A further briefing will be provided on the proposals outlined in this paper.

### **Safeguarding Implications**

14. Current contract arrangements with CSW contain robust safeguarding measures in line with council policy and any new service specification would continue to include these.

### **Public Health Implications**

15. The 2011 Census (of England and Wales) revealed that, in Wiltshire:

- There are more than 47,608 people who said they provide unpaid care
- 42% of carers are men and 58% of carers are women
- 2,723 carers who are aged 24 and under – 5.8% of carers in Wiltshire
- 11,876 carers who are 65 or over – 25.1% of carers in Wiltshire

16. Any recommissioned service would be specified to support the priorities within the draft Joint Carers' Strategy:

- To maintain carers' health to enable them to continue caring (should they wish to)
- To holistically identify the needs of carers and the person they care for
- To continue to invest in early intervention and prevention services
- To improve the identification of young carers, carers of people suffering from mental health issues and carers of people who misuse substances such as alcohol and drugs.
- To support communities to become more carer aware and supportive of carers living within them

17. These priorities supplement Public Health activities and initiatives as well as priorities identified by the Better Care Plan's Prevention Board.

### **Procurement Implications**

18. Services will be procured in line with Procurement regulations and policies.

### **Equalities Impact of the Proposal**

19. The procurement carers' services by the Council will support equitable access to services for carers. The specification for the service will state that providers will be expected to demonstrate use of local resources and

provision of services which take account of customer's religious, cultural, whilst recognising the right of diversity within the customer group.

20. A full Equalities Impact Assessment was undertaken this year in respect of the Draft Joint Carers Strategy. When the National Carers' Strategy is published, this Equality Impact Assessment will be considered as part of this. It is this strategy, once finalised which will influence how services are delivered to 2020.

### **Environmental and Climate Change Considerations**

21. There are no specific environmental or climate change considerations.

### **Risks that may arise if the proposed decision and related work is not taken**

22. Without approval of the extension of the existing arrangement there is no continuity of service whilst the Council recommissions a new service in line with the draft Joint Carers' Strategy and the forthcoming National Strategy for Carers. There is a risk that it is impossible to complete a full and robust recommissioning of the service in the time available within the current contract.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

23. In terms of the recommissioning exercise, although the current partnership arrangements were advertised to comply with the Public Contracts Regulations 2006, there was no legal requirement to carry out a full tender exercise. There is a risk that the new service elements will cost more than the current partnership arrangements. This is particularly relevant because the Care Act 2014 has increased the Council's responsibilities to carers and the existing partnership arrangement with CSW has worked successfully to make efficiency savings, allowing CSW to absorb additional demand within existing budget. This risk needs to be mitigated by undertaking a robust commissioning and procurement process and ensuring that services are tailored to meet the available budget.

### **Financial Implications**

24. A pooled budget is managed by Wiltshire Council on behalf of the Council and NHS Wiltshire Clinical Commissioning Group. This funds the majority of the commissioned carers' services in Wiltshire. There is a Section 75 Agreement (NHS Act 2006) which covers the legal and financial governance for this arrangement.
25. The make-up of the Carers Pooled Budget is set out below.

<b>Contribution made by</b>	<b>Services funded</b>	<b>Contribution amount</b>
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Children's Services	Young Carers Mentoring	20,000.00
Children's Services	Parent Carer Support	30,000.00
Children's Services	Young Carer Breaks	22,674.00
Adult social care	Carers Budget	582,495.00
NHS Wiltshire CCG	Carers Budget	756,000.00

26. This provides total annual funding within the Pooled Budget of £1,411,169. This pooled budget covers the contracted costs of CSW (£1,090,307 per annum) and a range of other services, including the Carers Emergency Card (currently provided by Medvivo); Direct Payment support (currently provided by Wiltshire Centre for Independent Living); advocacy and debt and money management advice specifically for carers. The Carers Pooled Budget also makes a contribution to Young Carers Services, currently provided by Spurgeons.
27. The spend profile on the partnership arrangement with CSW is set out below. Within this table, increases in spend reflect agreements with CSW to fund additional services or functions. For example, CSW undertake statutory carers' assessments on behalf of the Council and demand has increased considerably, with new statutory requirements under The Care Act 2014 driving some of this demand. As more carers are identified and receive a service, the average cost per carer has reduced considerably over the lifetime of the partnership.
28. Assuming the current demand and funding profile, the cost of maintaining the Wiltshire Carers Partnership for 2017-18 will require a total commitment of **£1,090,307** from the Carers Pooled Budget. Contributions to the Carers Pooled Budget going forward beyond 2018 will need to take account of financial constraints placed upon both the Council and the CCG.



Historical spend profile						
	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017
Core partnership operations	272,434	246,387	246,387	246,387	246,387	246,387
Carer involvement	28,500	28,500	28,500	40,675	28,500	28,500
Professional Training to promote awareness	19,000	19,000	19,000	19,000	19,000	19,000
Carers reimbursement	5,000	5,000	5,000	6,000	5,000	5,000
<b>Total cost of core partnership activities</b>	<b>324,934</b>	<b>298,887</b>	<b>298,887</b>	<b>312,062</b>	<b>298,887</b>	<b>298,887</b>
Carers Breaks	38,798	123,798	123,798	123,798	123,798	123,798
Development resource	83,600	83,600	125,373	83,600	83,600	83,600
Carers support	147,566	147,566	147,566	147,566	147,566	147,566
Carer Training	83,929	26,076	26,076	83,929	83,929	83,929
Carers assessments	34,993	68,124	79,124	77,124	114,624	208,124
Volunteer co-ordination			32,220	39,961	39,961	39,961
Hospital liaison		32,452	17,030	32,452	32,452	32,452
GP service		71,990	64,373	71,990	71,990	71,990
<b>Total cost of service activities</b>	<b>388,886</b>	<b>553,606</b>	<b>615,560</b>	<b>660,420</b>	<b>697,920</b>	<b>791,420</b>
<b>TOTAL</b>	<b>713,820</b>	<b>852,493</b>	<b>914,447</b>	<b>972,482</b>	<b>996,807</b>	<b>1,090,307</b>
Total number of carers registered at year end	1,462	6,900	7,234	8,133	9,477	
Price per carer (Core partnership activities only)	£222.25	£43.32	£41.32	£38.37	£31.54	
Price per carer (All partnership and service activities)	£430.84	£131.93	£126.41	£119.57	£105.18	

## Legal Implications

29. The Care Act 2014 and the Children and Families Act 2014 improved and extended carers' rights to assessment and support to meet eligible needs (including parent carers and young carers). Adults and carers will have similar rights to an assessment on the appearance of needs. For most carers this means that the previous requirement to provide 'substantial' and 'regular' care will be removed. Carers and cared for persons, together with any other members of the family, may have a combined assessment to ensure a 'whole family' approach. Assessments will need to consider what else (apart from the provision of support) would help to meet desired outcomes. This needs careful consideration so that local authorities do not unduly rely on family and friends to provide care and support<sup>2</sup>.
30. The Children and Families Act 2014 includes a number of new measures to protect the welfare of children, including making young carers' and parent carers' rights to support from councils much clearer.
31. Local authorities must meet their duties to identify, assess and support all carers and their families. They will need to work with other local organisations to make sure they are proactively identifying all carers. They must make sure the assessment process meets the criteria set out in the legislation.

<sup>2</sup> Carers Trust, Care Act 2014 Key Points for Carers and Carer Organisations June 2014

32. Procurement law in relation to social care services has changed since the current partnership arrangements were awarded. The contract will now fall under the new “light touch” public procurement regime and must be advertised and awarded transparently and fairly. However, given the value of the services, a full tender exercise is required anyway under Part 10 of the Council’s constitution.

### **Options Considered**

33. Extensions to current arrangements have allowed for CSW to work in partnership with the Council and the CCG on the implications of recent statutory changes and, over the next 12 months on the implications of the draft local and national carers’ strategies.

**James Cawley (Associate Director, Adult Care Commissioning and Housing)**

**Julia Cramp (Associate Director, Commissioning, Performance and School Effectiveness)**

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Report Author: Sue Geary

Date of report 13<sup>th</sup> December 2016

**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Direct Payment Support Service**

**Cabinet Member: Councillor Jerry Wickham, Health (including Public Health) and Adult Social Care**

**Key Decision: Yes**

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## **Executive Summary**

The direct payment support service is in place to provide customers who have a direct payment with the support they need in order to manage it effectively. Included within the activities the service delivers are some of our statutory responsibilities under the Care Act 2014, for example:

- Our duty to produce care and support plans that have been developed with full involvement of the customer
- Our role to ensure people receive relevant and timely information about direct payments, so they can make a decision about whether to take one on or not
- If they do take a direct payment, our role in ensuring customers receive the support to use and manage the payment appropriately, including the responsibilities involved in becoming an employer.

The direct payment support service is currently provided by the Wiltshire Centre for Independent Living (known as WCIL). The contract commenced in April 2012 and was extended in April 2015. It is due to expire on 31 March 2017.

A procurement exercise has commenced October 2016 to recommission the Direct Payment Support Service to allow for a seamless transition.

Delegated authority is sought from Cabinet to award this contract.

## **Proposal**

To approve delegated authority to award a contract to the preferred provider/s identified as a result of the tender process to Associate Director for Adult Care Commissioning and Housing, following consultation with Cllr Jerry Wickham, Cabinet Member for Health (including Public Health) and Adult Social Care; the Associate Director, Finance; and the Associate Director, Legal and Governance.

**Reason for Proposal**

Direct payments give customers the ability to take control of social care services and commission the support they want to meet their identified eligible needs. The re procurement of a direct payment support service will provide a cost effective means to meet some of the Council's statutory responsibilities under the Care Act 2014. Giving delegated authority will ensure the timely procurement of this service.

**Carolyn Godfrey**  
**Corporate Director**

## Wiltshire Council

### Cabinet

13 December 2016

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**Subject: Direct Payment Support Service**

**Cabinet Member: Councillor Jerry Wickham, Cabinet Member for Adult Social Care and Public Health**

**Key Decision: Yes**

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#### Purpose of Report

1. The current self directed support contract (DCS0462) was awarded to the Wiltshire Centre for Independent Living (known as WCIL) in April 2012. The contract was extended in April 2015 and is due to conclude on the 31<sup>st</sup> March 2017.
2. The contract is being recommissioned and agreement was given by the Commissioning and Procurement Board to commence re-procurement in October 2016. The purpose of this report is to request delegated authority process to James Cawley, Associate Director for Adult Care Commissioning and Housing, following consultation with Cllr Jerry Wickham, Cabinet Member for Adult Social Care and Public Health; the Associate Director, Finance; and the Associate Director, Legal and Governance to award a contract to the preferred provider/s identified as a result of the tender process.

#### Relevance to the Council's Business Plan

3.

Developing resilient communities	The service will promote resilience across communities and individual customers. Direct payments give customers the ability to take control of social care services and commission the support they want to meet their identified eligible needs. The service will be commissioned to support connections between people who need care and support and Personal Assistants who may be able to support people. The service is also required to develop community connections through the provision of information, advice and working across the sector together with other key care and support organisations.
Protecting vulnerable people in our communities	The service will be subject to robust safeguarding requirements and representatives working on behalf of the service will need to comply with Disclosure and Barring Service (DBS) regulations. In general the service will work to ensure that everyone living within a community regardless of social care need is given the opportunity to take control of their care and support

	package. This will apply both to customers who are supported by the council and individuals who are funding care services privately.
Promoting a vibrant local economy	The service will promote working as a Personal Assistant across Wiltshire's communities, providing opportunities for individuals to find employment locally supporting people who live within that community. In addition to this the brokerage function will provide customers with a single point of contact for arranging care services which will help to ensure self funding customers pay a reasonable amount for care services and also support local care organisations across the market.

4. In addition to the detail described above the service is a key part of the Council and service area's strategy to promote personalisation across social care services. The service will ensure the council complies with the statutory requirements set out in the Care Act.

### **Main Considerations for the Council**

5. The service is being recommissioned in line with the service specification and will be commissioned for a three year term with the option to extend for an additional two years based on the agreement of the parties and good levels of performance. The service will be based on a combination of individual customer outcomes and service outcomes which will be used to determine any proposed extensions to this agreement.
6. The service will continue to be based on the principles of personalised care, supporting individuals to remain in control of their lives and life choices. Outcomes will be focused on maximising and promoting independence and providing the minimum amount of support required to an individual to support themselves.
7. A brokerage function has been added to the service as an opportunity for the provider to increase revenue through the provision of 'care navigation services' for customers who do not have eligible needs or have assets above the upper financial threshold. It is intended that this service will support people find the care and support services they need, which will reduce the likelihood that they will require statutory interventions in the future.
8. The service will promote working as a Personal Assistant across Wiltshire's communities providing opportunities for individuals to find employment locally supporting people who live within that community

### **Background**

9. The current contract is in place to provide customers who have a direct payment with the support they need in order to manage their direct payment effectively. The contract delivers some of our statutory responsibility under the Care Act 2014, for example:

- Our duty to produce care and support plans that have been developed with full involvement of the customer
  - Our role to ensure people receive relevant and timely information about direct payments, so they can make a decision about whether to take one on or not
  - If they do take a direct payment, our role in ensuring customers receive the support to use and manage the payment appropriately, including the responsibilities involved in becoming an employer.
10. In addition the contract provides the following support:
- A banking service for those customers who are unable to open their own bank account
  - A payroll service for direct payment recipients who employ their own personal assistants.
  - A Personal Assistant (PA) register for those customers to use who are looking to employ their own PA
  - Responsibility for completing (DBS) checks for personal assistants
  - Support for parents of disabled children who receive a direct payment
11. A comparison of referrals within the current contract over the past 4 years is as follows:
- 2012/2013 = 489
  - 2013/2014 = 552
  - 2014/2015 = 513
  - 2015/2016 = 695
12. A comparison of people with a Direct Payment being supported by the service with ongoing support is as follows:
- 2014/2015 = 1,660
  - 2015/2016 = 1,679 (approx. 7% is children and families activity)
13. Banking service and payroll service customer numbers for 2015/2016 are:
- Banking service = 492 customers
  - Payroll service = 506 customers
  - 258 customers use both the banking service and the payroll service.
14. Numbers of support plans completed with customers in 2015/2016 = 625.
15. The value of the new contract will remain the same as current arrangements and the anticipated increase in demand will need to be managed within that funding, through a robust programme of contract and performance management, to ensure those increases in demand are quickly identified and mitigating actions are established. The Council does not expect to be providing additional funds.
16. In addition it is proposed that, within the current funding available, the revised service includes an additional element relating to brokering care and support services on behalf of self funding customers (this aspect will be cost neutral to the Council and will be a way in which the provider might generate additional business) and an emphasis on supporting and facilitating an

effective PA workforce ensuring that they are offered similar support and opportunities as carers working for provider organisations.

### **Overview and Scrutiny Engagement**

17. A short summary of this report has been provided to brief the Chair and Vice Chair of the Committee.

### **Safeguarding Implications**

18. The service will be subject to robust safeguarding requirements and representatives working on behalf of the service will need to comply with DBS regulations.
19. In addition the service will ensure that DBS checks are undertaken for PAs who could be employed by direct payment recipients.

### **Public Health Implications**

20. There are no direct Public Health implications.

### **Procurement Implications**

21. In order to secure the best possible value for the service it has been agreed that a full tender is undertaken. At least 30% of the employees of any bidders must be disabled or disadvantaged workers. This is in line with Article 20 of the Public Contracts Directive.
22. The current service is delivered by a User Led Organisation (ULO) (this means that the organisation is led and controlled by disabled people with a minimum membership of 75% of disabled people on their Board). It was agreed that the principle of involving disabled people in developing their own self directed support service was valuable because of:
  - enhanced peer support;
  - support is based on the authentic voice of people who use services;
  - research indicates that direct payments have been more successful in areas where there has been a ULO to support their implementation (SCIE; 2014; A commissioners guide to developing and sustaining user led organisations);
  - research indicates that more people take up Direct Payments where support planning is user-led rather than LA-led (SCIE; 2014; A commissioners guide to developing and sustaining user led organisations).
23. On the assumption that this procurement is unlikely to get responses in excess of 20 (which is a manageable quantity) and to keep the tendering timescale to a minimum, a single stage full tender process is proposed.
24. The tender is being run under most economically advantageous tender (MEAT) criterion, which enables the contracting authority to take account of



criteria that reflect qualitative, technical and sustainable aspects of the tender submission as well as price when reaching an award decision.

### **Equalities Impact of the Proposal**

- 25. The service ensures the full participation of people with disabilities, mental health needs and older people in the development of their own care and support plans, and enables them to have the ability to have control and choice over how those support needs are met by taking up a direct payment.
- 26. By restricting the service to organisations where at least 30% of their employees are disabled or disadvantaged workers, this enables adult social care customers to be involved in the delivery of this service either as employees or as peer mentors/advisors.
- 27. The service needs to support people with additional barriers to managing their direct payment, such as English not being a first language, or cultural barriers e.g. where women may not traditionally have been involved in looking after family finances and therefore need more support in managing a budget.

### **Risks that may arise if the proposed decision and related work is not taken**

- 28. If the decision is taken not to re procure this service, the statutory activities that the service delivers will have to be provided or commissioned elsewhere in order to ensure the Council is compliant with the Care Act.
- 29. Without the support to manage their direct payments, customers are at risk of not meeting their responsibilities with regard to their use of public money, particularly those that employ their own staff.
- 30. If the decision is made not to delegate authority to award a contract to the preferred provider/s there is a risk the procurement process will be extended beyond the current contract end date.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

31. The following risks will be added to the service level risk register:

Risk	RAG	Mitigating actions	Review dates
Volumes may increase during the term of the contract.		Robust program of contract and performance management to ensure any increases in demand are quickly identified and mitigating actions can be established.	April 2017

Risk	RAG	Mitigating actions	Review dates
Legislative changes impact on the requirements of the contract. Possible legislative changes include pension reforms and the introduction of direct payments for permanent care home placements.		Regular communication at a national and regional level in order to identify risks and issues and develop mitigating actions.	April 2017
TUPE related issues		Full TUPE details will be included in tender.	September 2016
Transition to new service		Early implementation meeting will be required to ensure smooth transition appertaining to the transfer of banking service and payroll data.	January 2017
Bids are higher than current contract generating increased budget pressures		Will set maximum budget in tender documentation and work closely with finance colleagues to ensure service is within agreed budget allocation.	January 2017

### Financial Implications

32. It is not anticipated that there will be any significant savings associated with the re commissioning of the self directed support service, as the anticipated increase in volume of activity is required to be met within the current contract value and the specification includes additional aspects of service to be delivered. By commissioning the service through open competition, we will test the market to ensure best value is being achieved. This competition may generate efficiencies based on the bids received

### Legal Implications

33. The Council's process for undertaking a procurement is contained within Part 10 of the Council's constitution. Accordingly the commissioning service has, in consultation with the Strategic Procurement Hub, embarked upon a robust procurement exercise which is compliant with the constitution and the Public Contracts Regulations 2015. The process will accord with EU procurement rules as the value of the contract exceeds the current EU level.

## **Options Considered**

34. Dis-aggregating aspects of the service has been considered in order to make the opportunity more attractive to community based organisations. However it has been deemed, based on consultation with customers, that the one stop nature of this service is highly valued by customers and key stakeholders and that dividing the elements into lots would not add value from a customer's perspective in terms of quality.
35. It is proposed that the possibility of restricting this opportunity to organisations that employ as a minimum 30% of staff with a disability, this restriction is permissible under the Public Contract Regulations (2015) regulations. As part of the engagement work with customers, we discussed this option and they felt this was a very positive step and that disabled people for those with care and support needs should be at the centre of delivering self directed support services.

### **James Cawley (Associate Director, Adult Care Commissioning and Housing)**

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Report Author: Emma Townsend, Community Commissioner,  
[emma.townsend@wiltshire.gov.uk](mailto:emma.townsend@wiltshire.gov.uk),

Date of report: 13<sup>th</sup> December 2016

### **Appendices**

None

### **Background Papers**

None

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**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Council Tax Base 2017/2018**

**Cabinet member: Councillor Dick Tonge - Finance**

**Key Decision: No**

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## **Executive Summary**

The Council is required to approve its Council Tax Base annually, in accordance with the Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base (England)) Regulations 2012.

The Council Tax Base 2017/2018 has to be notified to Major Precepting Authorities - the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset & Wiltshire Fire and Rescue Service, and Local Town and Parish Councils, by 31 January 2017.

## **Proposals**

For Cabinet to:

- Consider and approve the Council Tax Base 2017/2018.
- Note that the recommended collection rate adjustments are set at the same level as 2016/2017, that is 99.75% and 82.50% which reflects current expectations for collection.

## **Reason for Proposals**

Before the Council Tax can be set by the Council in February 2017 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Finance Act 1992.

**Carolyn Godfrey**  
**Corporate Director**

## **Wiltshire Council**

### **Cabinet**

**13 December 2016**

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**Subject: Council Tax Base 2017/2018**

**Cabinet member: Councillor Dick Tonge - Finance**

**Key Decision: No**

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### **Purpose of Report**

1. To ensure that the Council Tax Base for 2017/2018 is approved by Cabinet.

### **Relevance to the Council's Business Plan**

2. There is a statutory requirement for the Council Tax Base to be set. The Tax Base is used to calculate the Council Tax Requirement included in the Financial Plan which supports the Council's Business Plan.

### **Main Considerations for the Council**

3. The calculation of the Council Tax Base for the year 2017/2018 has to be approved.
4. The Chief Finance Officer is given delegated authority to determine the estimated Collection Fund balances (council tax and business rates) as at 31 March 2017 by 15 January 2017.

### **Background**

5. The Council Tax Base is the taxable capacity of an area (e.g. Wiltshire) or part of an area (e.g. a Parish/Town Council).
6. The County of Wiltshire is split into 2 primary taxable areas: the Wiltshire Area and the Swindon Area. Wiltshire Council is responsible for setting the Council Tax Base for the Wiltshire Area whilst Swindon Borough Council is responsible for setting the Council Tax Base for the Swindon Area.
7. The Wiltshire & Swindon Council Tax Bases for 2017/2018 have to be notified to Major Precepting Authorities - the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset & Wiltshire Fire and Rescue Service, and Local Town and Parish Councils, by 31 January 2017.

## Council Tax Base Calculation

8. This is a two stage process:
  - *Completion of CTB1 Form to Central Government*
9. The starting point for the calculation is the list of properties and their tax band as at 12 September 2016. This has been supplied to the Council by the external Valuation Office, which is an executive agency of HM Revenue & Customs (HMRC).
10. The list is broken down into Town and Parish order and then adjusted to allow for various discounts, reductions and exemptions, for each band, which it holds on 3 October 2016. These include:
  - Properties which will be entirely exempt so no tax is payable e.g. those occupied entirely by students.
  - Properties which will attract a 25% reduction e.g. those with a single adult occupier.
  - Properties which will attract a 50% reduction e.g. those where all of the adult residents qualify for a reduction (certain Care Homes for example).
  - Properties which attract a 50% levy because they have been unoccupied for over 2 years
  - Properties which will be treated as being in a lower band because they have been adapted for a severely disabled person.
  - Properties which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year.
  - Properties which are in receipt of local council tax support.
11. This results in an estimate of the number of full year equivalents within each band.
12. Each band is then converted into "band D equivalents" by applying the factor laid down by legislation.

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

(For example, a band A property is multiplied by 6 and divided by 9 to arrive at the "band D equivalent" figure, whilst a band H property is multiplied by 18 and divided by 9 (equal to multiplying by 2). All these are then added together to give a total of "band D equivalents").

13. The total is then adjusted in respect of class O exempt dwellings. This refers to an adjustment to add in a consolidated figure for the MOD estate.
14. This final figure provides a tax base that is submitted to Central Government by 14 October 2016. The form was previously used in calculating Revenue Support Grant allocations but this is no longer the case.

- *Adjusting CTB1 Tax Base to set Council Tax Base for 2017/2018*

15. Additions are made to the tax base for estimates of newly built and occupied properties in 2017/2018 and the remaining part of 2016/2017.
16. The Council is then required to decide what its collection rate is likely to be and multiply its relevant tax base by this percentage to give its Council Tax Base. In 2016/2017 the Council set its collection rate at 99.75% with an adjusted collection rate of 82.50% where local council tax support reductions (discounts) in respect of working age claimants was applied. For 2017/2018 this report recommends that it is prudent to retain both collection rates at 99.75% and 82.50% respectively as this reflects current expectations for collection.
17. The following table summarises the calculation:

	<b>Wiltshire Council Taxbase</b> (Number of band D Equivalent Properties)
<b>Approved Council Tax Base 2016/2017</b>	<b>176,780.23</b>
<b>Council Tax Base 2017/2018:</b>	
Council Tax Base per CTB1 Form (as at 14 October 2016)	179,973.80
Adjustment for New Builds	1,358.50
Adjustment for Collection Rate	(3,527.22)
<b>Council Tax Base 2017/2018</b>	<b>177,805.08</b>

18. To calculate the Band D Council Tax for Wiltshire Council, the Council Tax Base is divided into the Council's Council Tax Requirement. The Council Tax Requirement is formally set at the budget setting meeting of Full Council on 20 February 2017. This date is subject to Wiltshire Council being notified of the major precepting requirements.
19. An estimate of the surplus or deficit on the Council Tax Collection Fund has to be made, by law, on or before 15 January 2017. Council Tax surplus or deficits will be credited or charged to Wiltshire Council, the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset & Wiltshire Fire and Rescue Service in proportion to their precepts, and will be taken into account in setting the 2017/2018 Revenue Budget and Council Tax levels.



20. The Council Tax Base 2017/2018 for the whole of the Wiltshire Area broken down for each Town and Parish is set out in Appendix A. The Council Tax Base for the Wiltshire Area for 2017/2018 is 177,805.08 band D equivalent properties (176,780.23 in 2016/2017).

### **Overview & Scrutiny Engagement**

21. The overall financial plan will be reviewed by Overview & Scrutiny.

### **Safeguarding Implications**

22. None have been identified as arising directly from this report.

### **Public Health Implications**

23. None have been identified as arising directly from this report.

### **Procurement Implications**

24. None have been identified as arising directly from this report.

### **Equalities Impact of the Proposal** (detailing conclusions identified from Equality Analysis, sections 4 and 5)

25. None have been identified as arising directly from this report.

### **Environmental and Climate Change Considerations**

26. None have been identified as arising directly from this report.

### **Risk Assessment**

27. There is a low risk that the Council has overestimated the number of band D properties. However assumptions on new builds and their occupation are prudent and controls are in place
28. There is a low risk that the actual collection rate of Council Tax due is less than the anticipated level because of the current economic conditions. This risk has been assessed within this report has been reflected in the light of previous experience. The Council mitigates collection risk through its Revenue's Team collection processes, including court actions and regular reporting of performance.
29. A revision to the Council Tax Reduction Scheme, which is the subject of a separate paper to Cabinet and Council, is expected to yield only marginal differences and as such this adjustment is expected to remain unchanged. If the consultation and recommendations were not accepted by Cabinet again there will be marginal differences to the base which would not adjust the base.

## **Risks that may arise if the proposed decision and related work is not taken**

30. The setting of the Council Tax Base is not optional as it is a statutory requirement.

## **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

31. None identified.

## **Financial Implications**

32. The financial implications are outlined in the report.
33. The Council Tax Base is used to calculate the level of Council Tax for the financial year 2017/2018. As such the proposed base and adjustments is supported and recommended to Cabinet.

## **Legal Implications**

34. None have been identified as arising directly from this report as it is a statutory requirement to set the Council Tax Base.

## **Options Considered**

35. The setting of the Council Tax Base is not optional as it is a statutory requirement.

## **Conclusions**

36. Having taken all of the above into account, the Council Tax Base for 2017/2018 be approved and set as 177,805.08 band D equivalent properties.

**Michael Hudson**  
**Associate Director Finance**

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Report Author: Stuart Donnelly, Head of Finance (Corporate)  
Email: [stuart.donnelly@wiltshire.gov.uk](mailto:stuart.donnelly@wiltshire.gov.uk)  
Tel: 01225 718582  
4 November 2016

## **Background Papers**

The following documents have been relied on in the preparation of this report:  
None

## **Appendices**

Appendix A – Council Tax Base for Wiltshire Council 2017/2018

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### Wiltshire Council Tax Base 2017/2018

Parish / Town	2017/2018 Band D Tax Base
Aldbourn Parish Council	785.54
Aldbury Parish Council	939.46
All Cannings Parish Council	267.28
Allington Parish Council	197.88
Alton Parish Council	111.05
Alvediston Parish Meeting	48.69
Amesbury Town Council	3,841.80
Ansty Parish Council	76.41
Ashton Keynes Parish Council	676.71
Atworth Parish Council	487.65
Avebury Parish Council	221.58
Barford St Martin Parish Council	198.84
Baydon Parish Council	295.67
Beechingstoke Parish Council	63.64
Berwick Bassett & W/Bourne Monkton Parish Council	91.29
Berwick St James Parish Council	77.10
Berwick St John Parish Council	130.61
Berwick St Leonard Parish Council	15.52
Biddestone Parish Council	257.91
Bishops Cannings Parish Council	1,092.59
Bishopstone Parish Council	272.34
Bishopstrow Parish Council	73.78
Bowerchalke Parish Council	178.26
Box Parish Council	1,627.57
Boyton Parish Council	84.77
Bradford On Avon Town Council	3,894.70
Bratton Parish Council	492.67
Braydon Parish Council	33.27
Bremhill Parish Council	461.85
Brinkworth Parish Council	608.99
Britford Parish Council	165.31
Broad Hinton & W/Bourne Bassett Parish Council	387.08
Broad Town Parish Council	267.81
Broadchalke Parish Council	314.29
Brokenborough Parish Council	99.89
Bromham Parish Council	747.34
Broughton Gifford Parish Council	343.25
Bulford Parish Council	1,194.20
Bulkington Parish Council	118.62
Burbage Parish Council	812.89
Burcombe Parish Council	62.86
Buttermere Parish Council	30.62
Calne Town Council	5,525.19
Calne Without Parish Council	1,144.61
Castle Combe Parish Council	172.99
Chapmanslade Parish Council	309.68
Charlton Parish Council	238.45
Charlton St Peter & Wilsford Parish Council	81.73
Cherhill Parish Council	349.49
Cheverell Magna (Great Cheverell) Parish Council	244.28
Chicklade Parish Council	38.63
Chilmark Parish Council	241.17
Chilton Foliat Parish Council	193.23
Chippenham Town Council	11,835.70

Parish / Town	2017/2018 Band D Tax Base
Chirton Parish Council	176.91
Chitterne Parish Council	134.42
Cholderton Parish Council	86.18
Christian Malford Parish Council	348.13
Chute Forest Parish Council	89.94
Chute Parish Council	167.67
Clarendon Park Parish Council	124.31
Clyffe Pypard Parish Council	148.68
Codford Parish Council	342.95
Colerne Parish Council	940.66
Collingbourne Ducis Parish Council	376.35
Collingbourne Kingston Parish Council	218.75
Compton Bassett Parish Council	111.69
Compton Chamberlayne Parish Council	60.59
Coombe Bissett Parish Council	358.07
Corsham Town Council	4,467.53
Corsley Parish Council	349.01
Coulston Parish Council	81.71
Cricklade Town Council	1,524.99
Crudwell Parish Council	510.47
Dauntsey Parish Council	255.48
Devizes Town Council	5,667.19
Dilton Marsh Parish Council	686.80
Dinton Parish Council	299.10
Donhead St Andrew Parish Council	250.02
Donhead St Mary Parish Council	466.89
Downton Parish Council	1,305.14
Durnford Parish Council	181.41
Durrington Town Council	2,153.38
East Kennett Parish Council	52.12
East Knoyle Parish Council	345.77
Easterton Parish Council	244.12
Easton Grey Parish Council	44.45
Easton Royal Parish Council	137.91
Ebbesbourne Wake Parish Council	104.96
Edington Parish Council	329.13
Enford Parish Council	254.72
Erlestoke Parish Council	90.59
Etchilhampton Parish Council	75.05
Everleigh Parish Council	90.97
Figheldean Parish Council	228.17
Firsdown Parish Council	277.87
Fittleton Parish Council	99.75
Fonthill Bishop Parish Council	46.71
Fonthill Gifford Parish Council	54.12
Fovant Parish Council	325.98
Froxfield Parish Council	145.45
Fyfield & West Overton Parish Council	394.84
Grafton Parish Council	333.87
Great Bedwyn Parish Council	559.66
Great Hinton Parish Council	103.64
Great Somerford Parish Council	373.17
Great Wishford Parish Council	135.06
Grimstead Parish Council	278.06

**Wiltshire Council Tax Base 2017/2018**

<b>Parish / Town</b>	<b>2017/2018 Band D Tax Base</b>	<b>Parish / Town</b>	<b>2017/2018 Band D Tax Base</b>
Chippenham Without Parish Council	93.32	Grittleton Parish Council	281.09

### Wiltshire Council Tax Base 2017/2018

Parish / Town	2017/2018 Band D Tax Base
Parish / Town	2017/2018 Band D Tax Base
Ham Parish Council	109.52
Hankerton Parish Council	154.34
Heddington Parish Council	194.11
Heytesbury & Knook Parish Council	347.16
Heywood Parish Council	306.14
Hilmarton Parish Council	310.89
Hilperton Parish Council	1,591.38
Hindon Parish Council	230.79
Holt Parish Council	674.75
Horningsham Parish Council	168.23
Hullavington Parish Council	486.62
Idmiston Parish Council	899.85
Keevil Parish Council	226.79
Kilminster Parish Council	134.91
Kington Langley Parish Council	364.02
Kington St Michael Parish Council	316.26
Lacock Parish Council	497.42
Landford Parish Council	967.59
Langley Burrell Parish Council	186.55
Latton Parish Council	237.11
Laverstock & Ford Parish Council	3,330.97
Lea & Cleverton Parish Council	409.43
Leigh Parish Council	142.48
Limpley Stoke Parish Council	303.27
Little Bedwyn Parish Council	132.71
Little Cheverell Parish Council	79.01
Little Somerford Parish Council	183.69
Longbridge Deverill Parish Council	398.41
Luckington Parish Council	296.79
Ludgershall Town Council	1,396.67
Lydiard Millicent Parish Council	759.25
Lydiard Tregoze Parish Council	214.27
Lyneham & Bradenstoke Parish Council	1,486.72
Maiden Bradley Parish Council	134.60
Malmesbury Town Council	1,958.85
Manningford Parish Council	191.27
Marden Parish Council	52.84
Market Lavington Parish Council	745.16
Marlborough Town Council	3,289.53
Marston Meysey Parish Council	114.35
Marston Parish Council	77.48
Melksham Town Council	5,196.28
Melksham Without Parish Council	2,535.97
Mere Parish Council	1,130.30
Mildenhall Parish Council	211.95
Milston Parish Council	55.27
Milton Lilbourne Parish Council	270.84
Minety Parish Council	695.07
Monkton Farleigh Parish Council	179.36
Netheravon Parish Council	385.77
Netherhampton Parish Council	83.84
Nettleton Parish Council	342.99
Newton Toney Parish Council	166.32

Parish / Town	2017/2018 Band D Tax Base
Parish / Town	2017/2018 Band D Tax Base
North Wraxall Parish Council	214.20
Norton & Foxley Parish Meeting	65.64
Norton Bavant Parish Council	57.35
Oaksey Parish Council	238.37
Odstock Parish Council	248.84
Ogbourne St Andrew Parish Council	195.42
Ogbourne St George Parish Council	229.52
Orcheston Parish Council	105.06
Patney Parish Council	63.47
Pewsey Parish Council	1,491.63
Pitton & Farley Parish Council	364.60
Potterne Parish Council	576.90
Poulshot Parish Council	155.08
Preshute Parish Council	84.66
Purton Parish Council	2,058.01
Quidhampton Parish Council	153.09
Ramsbury Parish Council	919.99
Redlynch Parish Council	1,177.61
Rowde Parish Council	488.91
Royal Wootton Bassett Town Council	4,504.49
Rushall Parish Council	73.32
Salisbury City Council	14,147.21
Savernake Parish Council	138.69
Seagry Parish Council	167.03
Sedgehill & Semley Parish Council	281.66
Seend Parish Council	514.37
Semington Parish Council	375.77
Shalbourne Parish Council	325.07
Sherrington Parish Council	35.89
Sherston Parish Council	710.94
Shrewton Parish Council	752.22
Sopworth Parish Council	66.11
South Newton Parish Council	225.39
South Wraxall Parish Council	229.67
Southwick Parish Council	736.62
St Paul Without	976.24
Stanton St Bernard Parish Council	84.54
Stanton St Quintin Parish Council	261.60
Stapleford Parish Council	143.12
Staverton Parish Council	685.22
Steeple Ashton Parish Council	436.80
Steeple Langford Parish Council	241.28
Stert Parish Council	93.26
Stockton Parish Council	82.91
Stourton Parish Council	99.14
Stratford Tony Parish Council	31.56
Sutton Bengier Parish Council	521.22
Sutton Mandeville Parish Council	137.29
Sutton Veny Parish Council	314.05
Swallowcliffe Parish Council	106.63
Teffont Parish Council	145.81
Tidcombe & Fosbury Parish Council	55.00
Tidworth Town Council	2,260.62

**Wiltshire Council Tax Base 2017/2018**

<b>Parish / Town</b>	<b>2017/2018 Band D Tax Base</b>
North Bradley Parish Council	684.56
North Newton Parish Council	195.90

<b>Parish / Town</b>	<b>2017/2018 Band D Tax Base</b>
Tilshead Parish Council	134.33
Tisbury Parish Council	941.97

### Wiltshire Council Tax Base 2017/2018

Parish / Town	2017/2018 Band D Tax Base	Parish / Town	2017/2018 Band D Tax Base
Parish / Town	2017/2018 Band D Tax Base	Parish / Town	2017/2018 Band D Tax Base
Tockenham Parish Council	116.24	Whiteparish Parish Council	705.70
Tollard Royal Parish Council	64.49	Wilcot & Huish Parish Council	271.19
Trowbridge Town Council	11,194.66	Wilsford-cum-Lake Parish Council	63.98
Upavon Parish Council	463.93	Wilton Town Council	1,418.75
Upper Deverills Parish Council	172.54	Wingfield Parish Council	159.82
Upton Lovell Parish Council	91.40	Winsley Parish Council	920.24
Upton Scudamore Parish Council	137.16	Winterbourne Parish Council	569.02
Urchfont Parish Council	516.19	Winterbourne Stoke Parish Council	85.88
Warminster Town Council	5,891.59	Winterslow Parish Council	904.78
West Ashton Parish Council	232.89	Woodborough Parish Council	139.92
West Dean Parish Council	105.88	Woodford Parish Council	233.98
West Knoyle Parish Council	64.98	Wootton Rivers Parish Council	127.27
West Lavington Parish Council	461.12	Worton Parish Council	265.54
West Tisbury Parish Council	278.02	Wylye Parish Council	213.01
Westbury Town Council	4,742.32	Yatton Keynell Parish Council	369.01
Westwood Parish Council	478.41	Zeals Parish Council	273.48
		<b>Total Tax Base</b>	<b>177,805.08</b>

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**Wiltshire Council**

**Cabinet**  
**13 December 2016**

**Council**  
**21 February 2017**

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**Subject: Proposals to Proposal to change the Council Tax Reduction Scheme 2017**

**Cabinet Member: Councillor Dick Tonge, Cabinet Member for Finance**

**Key Decision: No**

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## **Executive Summary**

Following government proposals to amend the national housing benefit regulations and having compared our current scheme with other authorities it was deemed appropriate to undertake a more in-depth review of the CTR scheme.

This report seeks agreement for six changes to the CTR scheme with effect from April 2017 in order to :-

- Bring closer alignment of Wiltshire Council's CTR scheme with Housing Benefit and other national benefits.
- Improve the administration process

The review process has to involve public consultation in respect of both legislative change, and the locally designed, discretionary aspects of the CTR scheme.

The report evaluates the proposed changes, the results of the consultation process, the impact if they were introduced and makes recommendations that will need to be agreed by the Council. The report also contains the estimated number of recipients' affected and financial impact, contained in Appendix 1 and an equality assessment at Appendix 2 and the results of the consultation process at Appendix 3.

This report forms part of the suite of reports to set the council's tax base for 2017-18 and the council tax setting process in February 2017.

## **Proposal**

Council is asked to agree changes to the council tax reduction scheme as set out at section 18 of this report, with effect from April 2017.

**Reason for Proposal**

It is an annual requirement for the council to review its local Council Tax Reduction (CTR) scheme and make recommendations for change as required. Since its introduction in April 2013 the scheme has been 'refreshed' annually to take account of minor data changes, but the core elements have been retained. However in the last 18 months there have been some changes to the national housing benefit scheme and it was felt that without timely intervention the schemes would drift apart causing both administrative difficulties and confusion for the customer. With further reductions in funding it was felt that the scheme should also be reviewed, in comparison with other local authorities.

**Carolyn Godfrey**  
**Corporate Director**

## **Wiltshire Council**

### **Cabinet**

**13 December 2016**

### **Council**

**21 February 2017**

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**Subject: Proposals to Proposal to change the Council Tax Reduction Scheme 2017**

**Cabinet Member: Councillor Dick Tonge, Cabinet Member for Finance**

**Key Decision: No**

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### **1. Purpose of Report**

- 1.1 To seek agreement on proposals to make changes to the Council Tax Reduction Scheme (CTR) with effect from April 2017.

### **2. Relevance to the Council's Business Plan**

- 2.1 The CTR scheme is a means tested benefit, available to low income households and supports the Council's business plan by offering financial support through the reduction of council tax. The award is made to people who own their own homes and who rent. It is a local benefit which works in conjunction with other national benefits, specifically housing benefit and therefore supports some of the most vulnerable in our communities.

### **3. Main Considerations for the Council**

- 3.1 The CTR scheme in Wiltshire is a means tested benefit that currently provides financial support to 27,000 households on a low income, at a current annual cost of £23.25 million. Entitlement results in a reduction in an applicant's Council Tax. The current scheme replaced the national Council Tax Benefit scheme in April 2013. Until 2013 the scheme was fully funded by government. Funding from 2013 saw an overall reduction of 10%.
- 3.2 The CTR scheme for working age customers is a local scheme and varies in design between local authorities. Rules governing the scheme demand consultation on changes to the scheme adding a complexity to a process which is already subject to complex rules and regulations. For pension-age households the scheme is set nationally by Central Government and prescribed by regulations, so cannot be varied locally. The proposed changes will affect non-pensioners only.

### **4. Background**

- 4.1 In designing its current scheme, the council conducted an extensive programme of consultation with its precepting authorities, key

stakeholders and the public. The working age scheme adopted by the council in 2013 retained the main elements of the former Council Tax Benefit scheme with the following exceptions:

- All working recipients unless classified as protected (see bullet point below) are required to pay at least 20% of their Council Tax liability.
- Certain protected groups can receive up to 100% of their Council Tax. Protected groups include people in receipt of the Support Component of Employment Support Allowance (ESA) and all those who qualify for the disability premium or people in receipt of a war disablement pension, or in receipt of any of the war widows' or widowers' pensions
- Capital savings limit of £10,000. – Protected groups limit of £16,000.
- Fixed rate non dependant deduction – In households where there are working age children and relatives (non-dependants), a fixed rate deduction is made from the CTR award.
- Enhanced income allowance (taper) to encourage work.
- A vulnerability/hardship fund to provide additional financial help.

4.2 Retaining the core elements of the old Council Tax Benefit scheme albeit with the exceptions outlined above has preserved the means test in its current form, which provides both a robust mechanism for determining entitlement and both protection and work incentives that have been developed and honed over almost 30 years. Despite the introduction of the local scheme in 2013 council tax collections rates have remained stable and increased from 97.7% in 2014-15 to 97.9% in 2015-16.

## **5. Cost of Current Scheme**

5.1 Since the start of the scheme in 2013/14 funding has been included within the Revenue Support Grant which has been reducing year on year.

5.2 The following table provides a summary of year on year expenditure and caseload:

	Total caseload @ 31 <sup>st</sup> March	Working age caseload	Pension age caseload	Working age expenditure	Pension age expenditure	Total annual expenditure
2013/14	29,497	15,980	13,517	£12,298,763	£12,528,712	£24,827,475
2014/15	28,237	15,373	12,864	£11,983,023	£11,898,254	£23,881,277
2015/16	27,078	14,033	12,181	£11,826,681	£11,165,961	£22,992,642
2016/17 forecast	26,499	14,621	11,878	£12,156,794	£11,087,676	£23,244,470

5.3 As the above table illustrates the overall level of recipients, both working age and pension age, has fallen since the scheme was introduced. The slight increase in costs of the scheme in 2016-17 is as a result of rises in council tax.

## 6 Proposals for Change

6.1 In view of the financial pressures, to synchronise the scheme in line with other welfare changes and better fit with the national picture the proposals to change the scheme were the subject of an extensive programme of public consultation.

6.2 The potential changes to the scheme upon which the consultation took place are:

- Removing the Family Premium for all new working age applicants. *(which brings the CTR scheme in line with changes to the housing benefit regulations)*
- Backdating claims for up to one month where appropriate. *(Currently there is no ability to backdate, so this proposal brings the CTR scheme in line with changes to the housing benefit regulations)*
- Limiting the number of dependent children within the calculation for Council Tax Reduction to a maximum of 2. *(Which brings the CTR scheme in line with proposed changes to the housing benefit regulations)*
- Bringing the capital limit for 'Protected' people in line with all other working age applicants by reducing it from £16,000 to £10,000.
- Restricting the working age protected category.
- No change to the amount of Council Tax Reduction an applicant receives if the amount they are entitled to changes by a pound or less.

- 6.3 The results of the consultation have been fully evaluated alongside necessary Equality Assessment and risk assessments. 929 Responses were received. There has been unilateral support for the proposals made. The financial impact of the changes is shown at Appendix 1 which provides a commentary on each of the above proposals together with the number of claims likely to be affected. The Equality Assessment is provided at Appendix 2 and the results of the consultation process are shown at Appendix 3.

## **7. Overview and Scrutiny Engagement**

- 7.1 None.

## **8. Safeguarding Implications**

- 8.1 None

## **9. Public Health Implications**

- 9.1 None

## **10. Procurement Implications**

- 10.1 None

## **11. Equalities Impact of the Proposal** (detailing conclusions identified from Equality Analysis, sections 4 and 5)

- 11.1 The strategy recognises the need for equality assessments in establishing the rules of a council tax reduction scheme. By its very nature the scheme is aimed at those on a low income who are liable for council tax. Whilst the report proposes changes to the current scheme that will provide both gains and losses it is felt that the most controversial change is the withdrawal of the up to 100% reduction for those in receipt of the support component of ESA. However the proposal to reduce this to a maximum of 80% brings a consistency of award to all those in receipt of passported welfare benefits (those on Job Seekers Allowance and Income Support). Those who receive ESA in conjunction with Disability Living Allowance, (DLA) and its replacement, Personal Independence Payments (PIP) will continue to receive up to 100% council tax reduction. It also brings our treatment of those on ESA in line with neighbouring authorities in Swindon, Bath and South Gloucester.

## **12. Environmental and Climate Change Considerations**

- 12.1 None

### **13. Risk Assessment**

13.1 There is a risk that changing the scheme may make the challenge of collecting council tax from some household onerous. However the discretionary aspects of the scheme mean that the Revenues and Benefits Service has a number of options available to support those least able to cope with the challenges presented by a council tax bill.

### **14. Risks that may arise if the proposed decision and related work is not taken**

14.1 Failing to keep the local CTR scheme in line with the latest approaches to the delivery of housing benefit involves a number of risks:

- The first being the complexity of administering schemes with different rules, and explaining these to our customers
- Secondly justifying our position if we chose not to introduce current thinking or legislation and are challenged at an appeal tribunal where disputes over entitlement are settled

### **15. Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

15.1 There is a risk that non-payment may increase; however since the local council tax reduction was introduced there is no evidence to suggest that overall indebtedness to the council has increased. The discretionary council tax reduction scheme, which is a cash limited fund, provides an opportunity to reduce a council tax debt in conjunction with means testing, where a debt has become unmanageable or where the individual is known to have a number of debts with the authority.

### **16. Financial Implications**

16.1 This proposal will, if accepted, provide savings in terms of the overall cost of the council tax reduction scheme. It is difficult to determine savings with any precision because they are based on the treatment of new claims from April 2017 and the level of churn as people leave and join the scheme. Based on the figures contained in Appendix 1 savings could feasibly amount to £250,000 per annum; however due to the level of uncertainty in terms of the claims affected the tax base has not been adjusted to reflect any savings, but will be included in next year's calculation.

## 17. Legal Implications

- 17.1 The council have a duty to operate a council tax reduction scheme. Since 2013 the onus has been placed on every local authority to not only design and publish a scheme but also to maintain the scheme in conjunction with other national welfare benefits. The proposed changes which historically would have been instigated by an instruction from Government are now made more complex. The challenge for the authority is not so much that the proposals have significant legal implications, on the contrary, the proposals bring the administration of housing benefit closer, the implications are whether the change mechanism has been correctly followed. The production of this report and the consultation process ensures that all legal implications have been mitigated.

## 18. Options Considered

### 18.1 The following options were assessed:

- It is recommended that the proposal to backdate claims for CTR by one month is accepted which again brings the CTR scheme in line with the latest housing benefit regulations and reduces the complexity of administration, enabling claims for both housing benefit and CTR to start at the same time.

*(87% of respondents agreed with this proposal, 9% disagreed)*

- It is recommended that the family premium is no longer taken into consideration for new claims; this change brings the CTR scheme in line with the national housing benefit scheme.

*(56% of respondents agreed with this proposal, 29% disagreed)*

- It is recommended that the proposal to limit the level of capital and or savings be set at £10,000, holding capital or savings greater than this figure will preclude entitlement to CTR, a proposal which will mean the end of entitlement to CTR for around 30 households.

*(69% of respondents agreed with this proposal, 25% disagreed)*

- The process to introduce these changes started at the beginning of the financial year when it was envisaged the government would clarify their intentions regarding the limiting of the number of dependent children within the claim to two. There has been some further exemptions made to their proposals but it is recommended that to bring the CTR scheme in line with the national approach the number of children on any new claim should be restricted to a maximum of two children unless the case is deemed exempt. (Implementation of this proposal is dependent on the Government introducing the changes to housing benefit.)

*(74% of respondents agreed with this proposal, 22% disagreed)*



- In order to minimise administration and the impact of frequent reassessment of claims, it is recommended that claims are not adjusted where a reported change affects weekly entitlement by less than £1.00.

*(89% of respondents agreed with this proposal, 7% disagreed)*

- Finally the most controversial proposal concerns protected groups and specifically those groups in receipt of the support component of ESA who do not qualify as protected on other grounds. Whilst the proposal has had support demonstrated by the consultation process, there has also been some criticism that the proposal runs contra to our mental health strategy. It is estimated that 780 households will have to contribute a minimum of 20% toward their council tax, however there is evidence to suggest that around 48% of those in receipt of ESA do suffer issues with mental health issues, which can be exacerbated by debt. Proposals to mitigate the possible impact are set out in the Equality Impact Assessment.

*(64% of respondents agreed with this proposal, 28% disagreed)*

## **19. Conclusions**

- 19.1 Following consultation Wiltshire's CTR scheme is amended to reflect feedback as set out at section 18 of this report. Any savings will be tracked over 2017/18 and the tax base adjusted appropriately in the following year.

### **Michael Hudson (Associate Director, Finance)**

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Report Author: Ian P Brown

Date of report

11 November 2016

### **Appendices**

Appendix 1 Analysis of proposals

Appendix 2 Equality Assessment

Appendix 3 Results of Consultation and comments from interested parties.

### **Background Papers**

None

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Appendix 1 to Report on Changes to the CTR Scheme 2017

Proposed Change	No claims affected	Potential annual savings/cost
<p><b>Proposal 1</b> <b>Backdate claims for up to one month</b></p> <p>Currently we are unable to backdate a claim for Council Tax Reduction if somebody delays in making a claim. This proposal would allow us to backdate a claim for up to one month provided the person has a good reason for not claiming earlier.</p> <p>This proposal:</p> <ul style="list-style-type: none"> <li>• Supports those people that have a good reason for not being able to make a claim at the right time.</li> <li>• Brings the Council Tax Reduction scheme in line with the Housing Benefit scheme</li> </ul>	<p>Estimated number of claims over 12 months affected by this change = 250</p>	<p>Estimated additional cost £17,700. (-)</p>
<p><b>Proposal 2</b> <b>Remove the Family Premium for all new working age applicants</b></p> <p>We are proposing to remove the Family Premium from 1<sup>st</sup> April 2017 for all new applicants.</p> <p>The Family Premium is part of how we assess the 'needs' (applicable amount) of any applicant and compare with the income they have coming in. Family Premium is normally given when an applicant has at least one child living with them.</p> <p>This proposal:</p> <ul style="list-style-type: none"> <li>• Brings the Council Tax Reduction scheme in line with Housing Benefit.</li> <li>• From April 2017, all new applicants to the scheme who have one dependant child or more will receive less help with their Council Tax</li> </ul>	<p>This only impacts on new claims from April 2017. The estimated number of claims affected over a 12 month period = 2000</p>	<p>This would reduce the cost of the scheme by approximately £125,000. (+)</p>

<p><b>Proposal 3</b>  <b>Reduce the capital limit for exempt groups to £10,000 in order to align the scheme with other working age people.</b></p> <p>Most working age applicants are unable to receive Council Tax Reduction if they have savings above £10,000 unless they are in an protected group in which case they are allowed to have savings up to £16,000.</p> <p>This proposal would remove all protected groups ensuring that any working age applicant with savings of £10,000 or more could no longer claim Council Tax Reduction.</p> <p>This proposal:</p> <ul style="list-style-type: none"> <li>• Would prevent a small number of applicants with savings above £10,000 from claiming Council Tax Reduction.</li> <li>• Would simplify the current scheme by ensuring all working age people have the same savings cut off point.</li> </ul> <p><b>Protected groups are currently classified as those receiving one or more of the following disability premiums, disability premium, disabled child premium, severe disability premium, enhanced disability premium, or in receipt of war disablement pension, or in receipt of any of the war widows' or widowers' pensions</b></p>	<p>This will impact on approximately 58 claims</p>	<p>This would reduce the cost of the scheme by approximately £28,000 (+)</p>
<p><b>Proposal 4</b>  <b>Limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of 2</b></p> <p>Within the current scheme, applicants who have children are awarded an addition of £66.90 per child within the calculation of their 'needs' (applicable amount). There is currently no limit to the number of dependent children included in the calculation.</p> <p>This proposal:</p> <ul style="list-style-type: none"> <li>• Reduces the amount of Council Tax Reduction new applicants can receive if they have a third or subsequent</li> </ul>	<p>This will only affect households who have a third or subsequent child born on or after 1<sup>st</sup> April 2017.</p> <p>This change is</p>	<p>This would reduce the cost of the scheme by approximately £125,000. over the 12 month period from April 2017</p>

<p>child born after 1<sup>st</sup> April 2017</p> <ul style="list-style-type: none"> <li>Reflects changes in Housing Benefit and working tax credits by limiting the dependent additions in the 'needs' assessment to a maximum of two children. This will only affect households who have a third or subsequent child born on or after 1<sup>st</sup> April 2017.</li> </ul>	<p>estimated to impact on approx 2000 applicants per year</p>	
<p><b>Proposal 5</b>  <b>No change to the amount of Council Tax Reduction a claimant receives if as a result of a change in income the amount they are entitled to changes by one pound or less</b></p> <p>This proposal:</p> <ul style="list-style-type: none"> <li>Will see some applicants gain and some lose depending on whether the award goes up or down. No applicant will gain or lose more than one pound per week.</li> <li>Will simplify the administration of the current scheme by removing the requirement to recalculate claims, issue new bills and change instalments rate when a change in the award is one pound or less.</li> </ul>	<p>Difficult to quantify numbers impacted but this proposal will reduce admin costs by removing requirement to recalculate claim, issue new council tax bill and amend instalments</p>	<p>cost neutral</p>
<p><b>Proposal 6</b>  <b>Restrict the working age protected category</b></p> <p>Under our current scheme, working age people that are in one of the protected groups can receive a discount of up to a 100% on their Council Tax liability. This includes people in receipt of the Support Component of Employment Support Allowance (ESA) and all those who qualify for the disability premium.</p> <p>We want to restrict the protected groups to only those in receipt War Widows' or War Disablement Pensions, as well as those in receipt of certain disability benefits such as Disability Living Allowance (DLA) or Personal Independence Payments (PIP).</p> <p>This proposal:</p>	<p>This proposal would impact on approximately 778 ESA recipients currently claiming Council Tax Reduction</p>	<p>This would reduce the cost of the scheme by approximately£190,00.</p>

<ul style="list-style-type: none"><li>• would mean that people receiving Employment Support Allowance (ESA) will no longer be considered protected, unless also in receipt of one of the benefits or pensions set out above, and will therefore required to pay at least 20% of their Council Tax liability.</li></ul>		
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Appendix 2 to CTR changes Report (For changes from April 2017)

Equality Analysis Evidence Document					
<b>Title: What are you completing an Equality Analysis on?</b>					
Proposed changes to the Council's Local Council Tax Reduction Scheme					
<b>Why are you completing the Equality Analysis?</b> (please tick any that apply)					
Proposed New Policy or Service	Change to Policy or Service X	MTFS (Medium Term Financial Strategy)		Service Review	
<b>Version Control</b>					
Version control number	V1	Date	10/11/2016	Reason for review (if appropriate)	Proposed changes could affect household groups who were formerly deemed protected groups
<b>Risk Rating Score</b> (use <a href="#">Equalities Risk Matrix</a> and guidance)					
**If any of these are 3 or above, an Impact Assessment <b>must</b> be completed. Please check with <a href="mailto:equalities@wiltshire.gov.uk">equalities@wiltshire.gov.uk</a> for advice					
<b>Criteria</b>		<b>Inherent risk score on proposal</b>		<b>Residual risk score after mitigating actions have been identified</b>	
Legal challenge		2		3	
Financial costs/implications		1		1	
People impacts		3*		2	
Reputational damage		1*		1	
<b>Section 1 – Description</b> of what is being analysed					
<p>Since 2013 the council has been obliged to deliver a council tax reduction scheme which is a means tested benefit to support working aged households meet some or all of their council tax liability. The Revenues and Benefits Team operate a number of welfare schemes. There are two council tax reduction schemes, one for pensioners known as the national schema and one for working ages people, known as the local scheme.</p> <p>The Team also operate the national housing benefit scheme for those on a low income which supports the costs of housing through a contribution toward rent.</p> <p>Housing benefit is a national scheme, operated by rules determined by Government. The national schemes are constantly amended by government whereas changes to local council tax reduction schemes require a series of steps that include consultation simply to keep up with the changes imposed by government.</p> <p>Through an assessment which involves supplying evidence of income and the make-up of the household, a reduction is made to the council tax due from the household.</p> <p>In other words any entitlement is deducted from the council tax due. The scheme for working age people is designed and implemented at a local level whilst the scheme for pensioners is a national scheme.</p> <p>The proposal are to modify the local scheme to both accommodate legislative changes and implement changes to the treatment of some household entitled to specific welfare benefits. This will ensure that all the schemes are synchronised and bring the schemes in line with those operated by neighbouring authorities.</p>					

**Section 2A** – People or communities that are currently **targeted or could be affected** by any change (please take note of the Protected Characteristics listed in the action table).

The council tax reduction is a countywide scheme, available to every community in Wiltshire. However entitlement to council tax reduction depends on a means test. The scheme has traditionally supported low income families, especially single parent households where the calculation incorporates an allowance for both the children and the family.

The government is withdrawing an allowance called the family premium which formerly recognized the cost of raising children. The proposal will only affect new claims which are made after 1<sup>st</sup> April 2017.

In addition the formula used to calculate council tax reduction formerly included an allowance for each child living in the household. From April 2017 an allowance for only two children will be incorporated within the claim, in order to bring the local scheme in line with national policy. The proposal will only affect new claims made after 1<sup>st</sup> April 2017.

It is thought that these changes will affect more women than men, as the majority of recipients of CTR are women. It is also thought that the changes will affect women pregnant with their third child which arrives after April 2017.

Currently those entitled to Employment Support Allowance (ESA) receive 100% council tax reduction however to bring the treatment of this national benefit in line with the treatment of Jobseekers Allowance and Income Support it is proposed that those on ESA formerly a protected group, should contribute 20% toward their council tax. This change will affect around 700 existing claims from 1<sup>st</sup> April 2017.

**Section 2B** – People who are **delivering** the policy or service that are targeted or could be affected (i.e. staff, commissioned organisations, contractors)

The proposals to amend the scheme will mean that the rules for housing benefit and council tax reduction are the same, reducing the complexity regarding some aspects of the assessment process.



**Section 3** –The underpinning **evidence and data** used for the analysis (Attach documents where appropriate)

Prompts:

- What data do you collect about your customers/staff?
- What local, regional and national research is there that you could use?
- How do your Governance documents (Terms of Reference, operating procedures) reflect the need to consider the Public Sector Equality Duty?
- What are the issues that you or your partners or stakeholders already know about?
- What engagement, involvement and consultation work have you done? How was this carried out, with whom? Whose voices are missing? What does this tell you about potential take-up and satisfaction with existing services?
- Are there any gaps in your knowledge? If so, do you need to identify how you will collect data to fill the gap (feed this into the action table if necessary)

The application requires the applicant to provide information about them which is securely stored with the Revenues and Benefits Processing System. This includes household make-up and income into the household, including entitlement to any welfare benefit.

There is considerable information held both locally and nationally regarding the number of households entitled to council tax reduction and the data is held in such a way that it can interrogated and analysed.

There is also considerable media interest regarding welfare benefits and the impact of welfare reforms and scrutiny from the voluntary sector, to ensure any scheme is fair and balanced.

The proposed changes have been subject to public consultation which includes engagement with the major precepting authorities ( Fire and Police, town and parish councils, MPs and the voluntary sector) The consultation has established general support for the proposed changes.

Council tax reduction scheme is a local scheme for working aged people. A national scheme is applied to people of pensionable age and so the challenge faced by the service is to keep the two schemes aligned.

**\*Section 4 – Conclusions** drawn about the impact of the proposed change or new service/policy

Prompts:

- What actions do you plan to take as a result of this equality analysis? Please state them and also feed these into the action table
- Be clear and specific about the impacts for each Protected Characteristic group (where relevant)
- Can you also identify positive actions which promote equality of opportunity and foster good relations between groups of people as well as adverse impacts?

- What are the implications for Procurement/Commissioning arrangements that may be happening as a result of your work?
- Do you plan to include equalities aspects into any service agreements and if so, how do you plan to manage these through the life of the service?
- If you have found that the policy or service change might have an adverse impact on a particular group of people and are **not** taking action to mitigate against this, you will need to fully justify your decision and evidence it in this section

*There appear to be three main groups who will be affected by this change, families with more than two children, single parents with more than two children and those in receipt of Employment Support Allowance.*

*In order to mitigate against the proposed changes those subject to the most adverse issues will be invited to apply for Discretionary council Tax Reduction which may be awarded in conjunction with other discretionary benefits like discretionary housing payment.*

*However any application will require a means test to establish the extent of other debts, income and outgoing. The matter of council tax indebtedness cannot be looked at in isolation. The Team will look at the entirety of indebtedness owed by individuals and consider how best to support the individual, in terms of advice and direction to other benefits or agencies who may be able to help.*

**\*Section 5 – How will the outcomes from this equality analysis be monitored, reviewed and communicated?**

Prompts:

- Do you need to design performance measures that identify the impact (outcomes) of your policy/strategy/change of service on different protected characteristic groups?
- What stakeholder groups and arrangements for monitoring do you have in place? Is equality a standing agenda item at meetings?
- Who will be the lead officer responsible for ensuring actions that have been identified are monitored and reviewed?
- How will you publish and communicate the outcomes from this equality analysis?
- How will you integrate the outcomes from this equality analysis in any relevant Strategies/Polices?

Record keeping and the analysis of income, specifically council tax is carefully monitored in terms number of reminder issued, number of cases forwarded to the bailiff each year and careful attention is paid to those households in receipt of council tax reduction.

Analysis of the discretionary awards made in 2015-16 show that of the £197,000 awarded, 73% was paid to women.

The majority of the awards to men were to those in receipt of a range of welfare benefits.

**\*Copy and paste sections 4 & 5 into any Committee, CLT or Briefing papers as a way of summarising the equality impacts where indicated**

Completed by:	Ian P Brown
Date	11 <sup>th</sup> November 2016
Signed off by:	Michael Hudson
Date	15 <sup>th</sup> November 2016
To be reviewed by:	Ian P Brown
Review date:	15 <sup>th</sup> November 2017

**Equality Impact Issues and Action Table** (for more information on protected characteristics, see [page 7](#))

Identified issue drawn from your conclusions (only use those characteristics that are relevant)	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
<b>Age</b>					
	The proposed changes to the scheme will only affect people of working age, but the changes to the scheme will need publishing and promoting	Head of Revenues and Benefits	January 2017	Take up of the scheme and the impact will be monitored as will every award of discretionary council tax enabling comparison with the number of claims dealt with in previous years.	It is expected that the generosity of the overall scheme will fall, however by promoting the scheme we will still be offering working age families a significant reduction in their council tax bills.
<b>Disability</b>					
	The proposal to change to the treatment of ESA may mean that some working aged people with disabilities will be affected, however, those who receive Disabled Living Allowance (DLA) or Personal Independence Payments (PIP) will continue to receive full (100%) council tax reduction. If the proposal is accepted those affected will be contacted. Further exemptions from council tax can be applied to those suffering from severe mental impairment, based on a doctor's /GP's confirmation.	Head of Revenues and Benefits	February 2017	Take up of the scheme and the impact will be monitored as will every award of discretionary council tax.	It is expected that the generosity of the overall scheme will fall, however by promoting the scheme we will still be offering working age families a significant reduction in their council tax bills.
<b>Gender Reassignment</b>					
	N/A				
<b>Marriage and Civil Partnership</b>					
	The removal of the 'family premium' from the CTR calculation will only affect new claims received after 1 <sup>st</sup> April 2017 from couples with children. This will mean that the calculation is less generous.	Head of Revenues and Benefits	February 2017	Take up of the scheme and the impact will be monitored as will every award of discretionary council tax.	It is expected that the generosity of the overall scheme will fall, however by promoting the scheme we will still be offering working age families a significant

	Details of the proposals will need sharing with voluntary sector, staff trained and any information held on websites updated.				reduction in their council tax bills.
<b>Pregnancy and Maternity</b>					
	The proposed changes will only affect those whose third or subsequent child arrives after April 2017. Exemptions will be applied in the case of twins or where the pregnancy is the result of an attack or rape.  Details of the proposals will need sharing with voluntary sector, staff trained and any information held on websites updated.		February 2017	Take up of the scheme and the impact will be monitored as will every award of discretionary council tax.	It is expected that the generosity of the overall scheme will fall, however by promoting the scheme we will still be offering working age families a significant reduction in their council tax bills.
<b>Race</b> (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
	N/A				
<b>Religion and Belief</b>					
	N/A				
	The proposed changes are more likely to affect women with children, specifically the removal of the family premium. Details of the proposals will need sharing with voluntary sector, staff trained and any information held on websites updated.	Head of Revenues and Benefits	February 2017	Take up of the scheme and the impact will be monitored as will every award of discretionary council tax.	It is expected that the generosity of the overall scheme will fall, however by promoting the scheme we will still be offering working age families a significant reduction in their council tax bills.
<b>Sexual Orientation</b>					
	N/A				
<b>Other</b> (including caring responsibilities, rurality, low income, Military Status etc)					

## **Calculating the Equalities Risk Score**

You will need to calculate a risk score twice:

1. On the inherent risk of the proposal itself (without taking into account any mitigating actions you may identify at the end of the Equality Analysis (EA) process)
2. On the risk that remains (the residual risk) after mitigating actions have been identified

This is necessary at both points to:

- Firstly, identify whether an EA needs to be completed for the proposal and;
- Secondly, to understand what risk would be left if the actions identified to mitigate against any adverse impact are implemented

### **Stage 1 - to get the inherent risk rating:**

1. Use the [Equalities Risk Criteria Table](#) below and score each criterion on a scale of 1 - 4 for the impact and 1 – 4 on their likelihood of occurrence. Multiply these 2 scores together (Likelihood x Impact) to get a score for that criterion (this will range from 1 – 16).
2. Record each of these scores in the [table](#) at the beginning of this document
3. Assess whether you need to carry out an EA using the guidance box below (stage 2).

### **Stage 2 - to identify whether an EA needs to be carried out:**

If your inherent risk score (for any criteria) is:

**12 – 16 or Red** = High Risk. **An Equality Analysis must be completed.** Significant risks which have to be actively managed; reduce the likelihood and/or impact through control measures.

**6 – 9 or Amber** = Medium Risk. **An Equality Analysis must be completed.** Manageable risks, controls to be put in place; managers should consider the cost of implementing controls against the benefit in the reduction of risk exposure.

**3 – 4 or Green** = Low Risk. **An Equality Analysis must be completed**

**1 – 2 or Green** = Low Risk. **An Equality Analysis does not have to be completed**

### **Stage 3 - to get the residual risk rating:**

1. Repeat the process above when mitigating actions have been identified and evidenced in the [table](#) on page 3 to calculate the **residual risk**
2. Make a note of the residual risk score in the [table](#) on the first page of the EA template

Equalities Risk Criteria Table

Impact Criteria	Low 1	Moderate 2	Substantial 3	Critical 4
Legal challenge to the Authority under the Public Sector Equality Duty	Complaint/initial challenge may easily be resolved	Internal investigation following a number of complaints or challenges	Ombudsman complaint following unresolved complaints or challenges	Risk of high level challenge resulting in Judicial Review
Financial costs/implications	Little or no additional financial implication as a result of this decision or proposal	Medium level implication with internal legal costs and internal resources	High financial impact - External legal advice and internal resources	Severe financial impact - legal costs and internal resources
People impacts	No or Low or level of impact on isolation, quality of life, achievement, access to services. Unlikely to result in harm or injury. Mitigating actions are sufficient	Significant quality of life issues i.e. Achievement, access to services. Minor to significant levels of harm, injury, mistreatment or abuse OR, low level of impact that is possible or likely to occur with over 500 people potentially affected	Serious Quality of Life issues i.e. Where isolation increases or vulnerability is greatly affected as a result. Injury and/or serious mistreatment or abuse of an individual for whom the Council has a responsibility OR, a medium level of impact that is likely to occur with over 500 people potentially affected	Death of an individual for whom the Council has a responsibility or serious mistreatment or abuse resulting in criminal charges OR High level of impact that is likely to occur, with potentially over 500 people potentially affected
Reputational damage	Little or no impact outside of the Council	Some negative local media reporting	Significant to high levels of negative front page reports/editorial comment in	National attention and media coverage

**Equalities Risk Matrix**

		Acceptable		Actively managed	
<b>Impact</b>	Critical (4)	4	8	12 Significant risk	16 Significant risk
	Substantial (3)	3	6	9	12 Significant risk
	Moderate (2)	2	4	6	8
	Low (1)	1	2	3	4
		Very unlikely (1)	Unlikely (2)	Likely (3)	Very likely (4)
		<b>Likelihood of occurrence</b>			



## **The protected characteristics:**

**Age** - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds). This includes all ages, including children and young people and older people.

**Disability** - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender reassignment** - The process of transitioning from one gender to another.

**Race** - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

**Religion and belief** - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Marriage and civil partnership** - Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships' and from 29<sup>th</sup> March 2014, same-sex couples can also get married at certain religious venues. Civil partners must be treated the same as married couples on a wide range of legal matters.

**Pregnancy and maternity** - Pregnancy is the condition of being pregnant. Maternity refers to the period of 26 weeks after the birth, which reflects the period of a woman's ordinary maternity leave entitlement in the employment context.

**Sex (this was previously called 'gender')** - A man or a woman.

**Sexual orientation** - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

You are also protected if you are discriminated against because you are **perceived** to have, or are **associated** with someone who has, a protected characteristic. For example, the Equality Act will protect people who are caring for a disabled child or relative. They will be protected by virtue of their association to that person (e.g. if the Carer is refused a service because of the person they are caring for, this would amount to discrimination by association and they would be protected under the Equality Act)

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# Survey of Wiltshire residents

This report was generated on 18/11/16. Overall 929 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

## How are you answering this survey?



## If you represent an organisation can you say which? ()

- Wiltshire Council
- Wiltshire Council - working on the BBO project
- Citizens Advice Wiltshire
- Richmond Fellowship
- Deputy through court of protection
- Wiltshire Council
- SSAFA
- Headway Salisbury and South Wiltshire
- GreenSquare
- Southern Housing Group
- Selwood Housing
- NHS
- Wiltshire Council - Housing Support Officer, (Mental Health)
- A local poverty support charity
- Parish councillor for Etchilhampton
- Sovereign Housing Association
- Salisbury City Cocunillor
- Church
- Elizabeth house social centre
- Hope Debt Advice Service
- Parish Council
- St Michael's Church
- Wiltshire Citizens Advice
- Crudwell Parish Council
- Chute Parish Council

Survey of Wiltshire residents

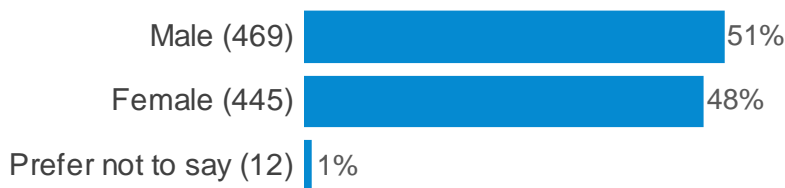
**If you represent an organisation can you say which? ()**

- \_\_\_\_\_ Housing Association
- \_\_\_\_\_ Housing association
- \_\_\_\_\_ Ansty PC
- \_\_\_\_\_ Wiltshire Citizens Advice

**If you are an interested party can you say how? ()**

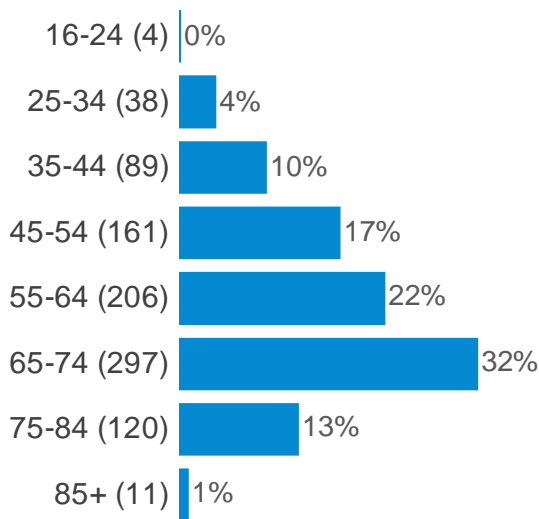
- \_\_\_\_\_ Benefit Assessor at Wiltshire Council
- \_\_\_\_\_ on behalf of Wiltshire Police
- \_\_\_\_\_ I work with people who may be affected
- \_\_\_\_\_ i am a housing officer
- \_\_\_\_\_ I'm a Somerset resident so interested to know if Somerset will do the same
- \_\_\_\_\_ Daughter receives this benefit
- \_\_\_\_\_ I have property in Wiltshire
- \_\_\_\_\_ I am interested because a) there are a number of persons who live in. Nice house but whose income is
- \_\_\_\_\_ Advisor to local community
- \_\_\_\_\_ Chairman Parish Council
- \_\_\_\_\_ I pay
- \_\_\_\_\_ I am a Trustee for KFR who supply household furniture and white goods to disadvantaged households.
- \_\_\_\_\_ To evaluate alterations and associated Tax Changes.
- \_\_\_\_\_ I work with vulnerable adults with learnig disabilities in Wiltshire
- \_\_\_\_\_ I am a Cllr
- \_\_\_\_\_ Chippenam Town and Wiltshire Cllr

**What is your gender?**



Survey of Wiltshire residents

**What is your age range?**



**Do you consider yourself to be disabled in any way?**



**Do you receive any benefits as a result of your disability?**



**(If yes can you tell us the name of the benefit?)**

- esa
- DLA and support group ESA
- disability element of Working Tax Credit - not yet ill enough for PiP
- ESA and DLA
- Disability Living Allowance
- ESA and DLA
- DLA
- ESA
- military injury
- DLA and ESA Support Component
- DLA
- DLA
- DLA (mobility)

## Survey of Wiltshire residents

**(If yes can you tell us the name of the benefit?)**

Attendance Allowance

Esa

DLA

War Disablement Pension

Disability Living Allowance

DWP & I I D P

ESA DLA HB CTB

disability living allowance

Disability allowance

P I P

Disability

war disablement pension

DLA

Attendance Allowance

Council tax zero under mental health disability (severe dementia)

DLA

War disablement pension

Disabled Living Allowance

Pip

War Pension & Disability Pension

IIB

Dla esa

Disability Living Allowance

ESA and DLA

PIP

PIP and War Pension

PIP

DLA -Mid rate care High rate mobility

ESA and DLA

Dla

DLA care and mobility, Employment support allowance,

pip

DLA

Blue Badge, Attendance allowance

Industrial Injuries Disablement Benefit

Employment and Support Allowance

Disability Living Allowance and Employment Support Allowance

Esa support

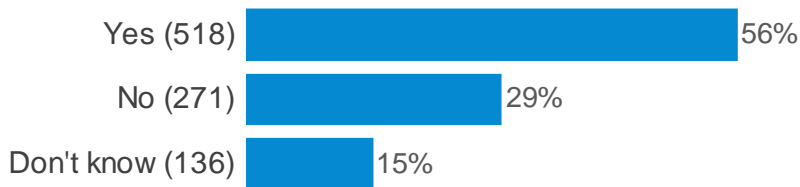
DLA HIGH RATE

Survey of Wiltshire residents

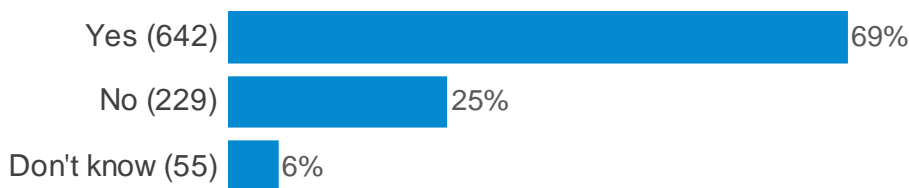
**Do you agree with the proposal to backdate new claims for up to one month?**



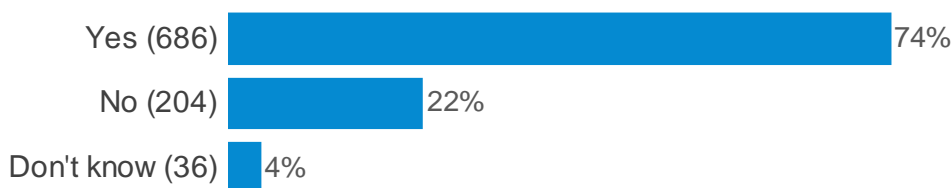
**Do you agree with the proposal to remove the Family Premium for all new working age applicants?**



**Do you agree with the proposal to reduce the capital limit to £10,000 for protected people?**



**Do you agree with the proposal to limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of 2?**

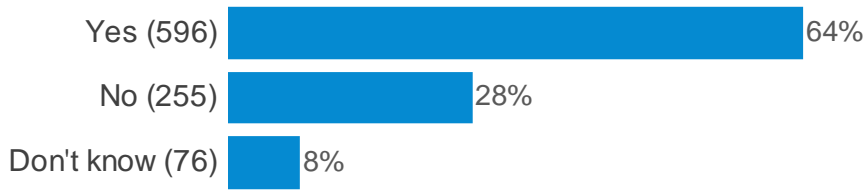


**Do you agree with the proposal not to change the amount of Council Tax Reduction an applicant is awarded if the amount they are entitled to changes by one pound a week or less?**



Survey of Wiltshire residents

**Do you agree with the proposal to restrict the type of applicants that are considered protected?**





## Council Tax Reduction Scheme – survey results

The following analyses looks at the key questions by respondent type to see if there are any marked variations in the answers to questions from those who are either in receipt of benefits or who are disabled both of which could materially affect the way in which such questions are answered. As the number in these two categories is very much in the minority when compared with the population as a whole all of which were invited to comment it is important that the voice of these sub groups is heard.

### Cross analyses by respondent type Q1 V Q9

Analysis % Break % Respondents	Total	How are you answering this survey?			
		As a resident of Wiltshire	Are you or someone in your household a person who is on the Council Tax Reduction scheme	As an organisation that represents users who are affected by the scheme	As an interested party
Base	925	88.8%	5.2%	3.8%	2.3%
		821	48	35	21
Q9. Do you agree with the proposal to remove the Family Premium for all new working age applicants?					
Yes	518	91.3%	3.3%	2.9%	2.5%
	56.0%	57.6%	35.4%	42.9%	61.9%
No	270	83.0%	9.3%	5.9%	1.9%
	29.2%	27.3%	52.1%	45.7%	23.8%
Don't know	137	90.5%	4.4%	2.9%	2.2%
	14.8%	15.1%	12.5%	11.4%	14.3%

Conclusions: There is a marked variation in result – overall 56% agree with the proposal to remove **the Family premium for new applicants**, however for those already on the Council Tax Reduction Scheme this level of agreement drops to 35%, whilst amongst organisations who are said to represent users affected by the scheme the level of agreement is also lower at 43%

Cross analyses by respondent type Q1 V Q10

Analysis % Break % Respondents	Total	How are you answering this survey?			
		As a resident of Wiltshire	Are you or someone in your household a person who is on the Council Tax Reduction scheme	As an organisation that represents users who are affected by the scheme	As an interested party
Base	926	88.7%	5.2%	3.9%	2.3%
		821	48	36	21
Q10. Do you agree with the proposal to reduce the capital limit to £10,000 for protected people?					
Yes	641	89.1%	4.5%	4.5%	1.9%
	69.2%	69.5%	60.4%	80.6%	57.1%
No	230	87.8%	5.7%	2.6%	3.9%
	24.8%	24.6%	27.1%	16.7%	42.9%
Don't know	55	87.3%	10.9%	1.8%	-
	5.9%	5.8%	12.5%	2.8%	-

Conclusions: There is some variation in result – overall 70% agree with the proposal to, **reduce the capital limit to £10,000 for protected people?** however for those already on the Council Tax Reduction Scheme this level of agreement drops to 60%, whilst amongst organisations who are said to represent users affected by the scheme the level of agreement is much higher at 81%

Cross analyses by respondent type Q1 V Q11

Analysis % Break % Respondents	Total	How are you answering this survey?			
		As a resident of Wiltshire	Are you or someone in your household a person who is on the Council Tax Reduction scheme	As an organisation that represents users who are affected by the scheme	As an interested party
Base	926	88.8%	5.1%	3.9%	2.3%
		822	47	36	21
Q11. Do you agree with the proposal to limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of 2?					
Yes	686	89.9%	3.9%	3.9%	2.2%
	74.1%	75.1%	57.4%	75.0%	71.4%
No	204	86.3%	8.3%	3.9%	1.5%
	22.0%	21.4%	36.2%	22.2%	14.3%
Don't know	36	80.6%	8.3%	2.8%	8.3%
	3.9%	3.5%	6.4%	2.8%	14.3%

Conclusions: There is marked variation in the result – overall 75% agree with the proposal to, **limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of 2**, however, for those already on the Council Tax Reduction Scheme this level of agreement drops to 57%, whilst amongst organisations who are said to represent users affected by the scheme the level of agreement is matches the overall response.

Cross analyses by respondent type Q1 V Q12

Analysis % Break % Respondents	Total	How are you answering this survey?			
		As a resident of Wiltshire	Are you or someone in your household a person who is on the Council Tax Reduction scheme	As an organisation that represents users who are affected by the scheme	As an interested party
Base	926	88.7% 821	5.2% 48	3.9% 36	2.3% 21
Q12. Do you agree with the proposal not to change the amount of Council Tax Reduction an applicant is awarded if the amount they are entitled to changes by one pound a week or less?					
Yes	826 89.2%	89.1% 89.6%	4.5% 77.1%	4.1% 94.4%	2.3% 90.5%
No	67 7.2%	82.1% 6.7%	11.9% 16.7%	3.0% 5.6%	3.0% 9.5%
Don't know	33 3.6%	90.9% 3.7%	9.1% 6.3%	- -	- -

Conclusions: There is much less variation in the result – overall 90% agree with the proposal **not to change the amount of Council Tax Reduction an applicant is awarded if the amount they are entitled to changes by one pound a week or less**, however, for those already on the Council Tax Reduction Scheme this level of agreement drops to 77%, (although still in the majority agreeing) whilst amongst organisations who are said to represent users affected by the scheme the level of agreement is higher than the overall response.

Cross analyses by respondent type Q1 V Q13

Analysis % Break % Respondents	Total	How are you answering this survey?			
		As a resident of Wiltshire	Are you or someone in your household a person who is on the Council Tax Reduction scheme	As an organisation that represents users who are affected by the scheme	As an interested party
Base	927	88.8%	5.2%	3.8%	2.3%
		823	48	35	21
Q13. Do you agree with the proposal to restrict the type of applicants that are considered protected?					
Yes	597	91.1%	2.8%	3.7%	2.3%
	64.4%	66.1%	35.4%	62.9%	66.7%
No	254	84.3%	9.8%	4.7%	1.2%
	27.4%	26.0%	52.1%	34.3%	14.3%
Don't know	76	85.5%	7.9%	1.3%	5.3%
	8.2%	7.9%	12.5%	2.9%	19.0%

Conclusions: There is a significant variation in the result – overall 66% agree with the proposal **to restrict the type of applicants that are considered protected**, however, for those already on the Council Tax Reduction Scheme this level of agreement drops to only 35%, (changing the result to one not in favour of the option within this group) whilst amongst organisations who are said to represent users affected by the scheme the level of agreement is close to the overall response.

Cross analyses by respondent type Q6 V Q9

Analysis % Break % Respondents	Total	Do you agree with the proposal to remove the Family Premium for all new working age applicants?		
		Yes	No	Don't know
Base	904	<b>56.5%</b> 511	28.7% 259	14.8% 134
Do you consider yourself to be disabled in any way?				
Yes	118 13.1%	49.2% 11.4%	28.8% 13.1%	22.0% 19.4%
No	786 86.9%	57.6% 88.6%	28.6% 86.9%	13.7% 80.6%

Conclusions: There is slightly less support for this amongst those who consider themselves disabled

Cross analyses by respondent type Q6 V Q10

Analysis % Break % Respondents	Total	Do you agree with the proposal to reduce the capital limit to £10,000 for protected people?		
		Yes	No	Don't know
Base	905	<b>69.3%</b> 627	24.8% 224	6.0% 54
Do you consider yourself to be				

disabled in any way?					
Yes		<b>118</b>	<b>59.3%</b>	34.7%	5.9%
		<b>13.0%</b>	11.2%	18.3%	13.0%
No		<b>787</b>	70.8%	23.3%	6.0%
		<b>87.0%</b>	88.8%	81.7%	87.0%

Conclusions: There is slightly less support for this amongst those who consider themselves disabled

Cross analyses by respondent type Q6 V Q11

Analysis % Break % Respondents	Do you agree with the proposal to limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of 2?			
	Total	Yes	No	Don't know
Base	905	<b>74.1%</b>	22.0%	3.9%
		671	199	35
Do you consider yourself to be disabled in any way?				
Yes		<b>119</b>	26.9%	5.0%
		<b>13.1%</b>	12.1%	16.1%
No		<b>786</b>	75.1%	21.2%
		<b>86.9%</b>	87.9%	83.9%

Conclusions: There is slightly less support for this amongst those who consider themselves disabled

Cross analyses by respondent type Q6 V Q12

Analysis % Break % Respondents	Total	Do you agree with the proposal not to change the amount of Council Tax Reduction an applicant is awarded if the amount they are entitled to changes by one pound a week or less?		
		Yes	No	Don't know
Base	905	89.3%	7.2%	3.5%
		808	65	32
Do you consider yourself to be disabled in any way?				
Yes	119	79.8%	10.9%	9.2%
	13.1%	11.8%	20.0%	34.4%
No	786	90.7%	6.6%	2.7%
	86.9%	88.2%	80.0%	65.6%

Conclusions: There is slightly less support for this amongst those who consider themselves disabled

Cross analyses by respondent type Q6 V Q13

Analysis % Break % Respondents	Total	Do you agree with the proposal to restrict the type of applicants that are considered protected?		
		Yes	No	Don't know
Base	906	64.9%	26.8%	8.3%



		<b>588</b>	<b>243</b>	<b>75</b>
<b>Do you consider yourself to be disabled in any way?</b>				
<b>Yes</b>	<b>118</b> <b>13.0%</b>	<b>53.4%</b> 10.7%	41.5% 20.2%	5.1% 8.0%
<b>No</b>	<b>788</b> <b>87.0%</b>	66.6% 89.3%	24.6% 79.8%	8.8% 92.0%

Conclusions: There is much less support for this amongst those who consider themselves disabled

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**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Report on Treasury Management Strategy 2016-17 – Second Quarter ended 30 September 2016**

**Cabinet member: Councillor Dick Tonge - Finance**

**Key Decision: No**

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## **Executive Summary**

The Council has adopted a Treasury Management Strategy and an Annual Investment Strategy (AIS) for 2016-17 at its meeting on 23 February 2016, which can be found in the Council meeting agenda reports pack at the following [Link](#), Item 8, Pages 117 to 140.

In addition to an Annual Report, the policy requires quarterly reports reviewing the Treasury Management Strategy (TMS). This is the second quarterly report of 2016-17 and covers the period from 1 April 2016 to 30 September 2016.

## **Proposal**

The Cabinet is asked to note that the contents of this report are in line with the Treasury Management Strategy.

## **Reasons for Proposal**

To give members an opportunity to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2016-17.

**Carolyn Godfrey**  
**Corporate Director**  
**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Report on Treasury Management Strategy 2016-17 – Second Quarter ended 30 September 2016**

**Cabinet member: Councillor Dick Tonge - Finance**

**Key Decision: No**

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## **1. Background & Purpose of Report**

- 1.1 The Council adopted a Treasury Management Strategy for 2016-17 at its meeting on 23 February 2016, incorporating Prudential Indicators (PrIs), Treasury Management Indicators (TrIs) and an Annual Investment Strategy, in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code). The Strategy report can be found in the Council 23 February 2016 agenda reports pack, Item 8, Pages 117 to 140 at following [Link](#).
- 1.2 The Strategy states that, in addition to an Annual Treasury Report reviewing the year as a whole, quarterly reports would be submitted to Cabinet reviewing the Treasury Management Strategy. This report covers the second quarter of 2016-17, ended 30 September 2016.

## **2. Main Considerations for the Cabinet**

- 2.1 This report reviews management actions in relation to:
  - a) the PrIs, TrIs originally set for the year and the position at the 30 September 2016;
  - b) other treasury management actions during the period; and
  - c) the approved Annual Investment Strategy.

### **Review of Prudential and Treasury Indicators and Treasury Management Strategy for 2016-17**

- 2.2 A full detailed listing of the indicators required by the CIPFA Prudential Code, Treasury Management Code and Treasury Management Guidance Notes is given in Appendix 1.

## **Other Debt Management Issues**

### Debt Rescheduling

- 2.3 Opportunities to reschedule PWLB debt are significantly constrained by the high level of premiums payable for early repayment. The position is continually monitored and any opportunities to reschedule cost effectively will be considered, should they arise. This is unlikely, unless the PWLB change policy regarding early repayment.

### Cash Surpluses and Deficits

#### *Short Term Surpluses and Deficits*

- 2.4 Any short term cash surpluses or deficits have been managed through temporary deposits or loans, respectively. Temporary deposits outstanding at 30 September 2016 amounted to £58.314 million, as detailed in Appendix 3.

#### *Icelandic Banks*

- 2.5 No change.

#### *Longer Term Cash Balances*

- 2.6 Interest rate movements in the period have not provided many opportunities for an increased return by longer term investment of the more permanent cash surpluses, such as reserves and balances. However, the availability of any appropriate longer term investment opportunities is continually monitored, such as “special tranche rates” that are offered by ‘Government backed’ banks. The rates available from these types of investments may now be reduced as Lloyds are and RBS will eventually no longer be partially Government owned, as the Government’s programme of the sale of shares in the banks progresses. This has already led to, in the case of Lloyds, and will lead to, in the case of RBS, a change in the credit rating level and, consequently, the recommended duration for deposits, thus affecting the interest rate available to the Council. Lloyds Bank continues to offer “special tranche rates” and has only, currently, been affected in terms of duration.
- 2.7 Rates have remained low and, following the referendum and the subsequent fall in the Bank Rate, interest rates available have decreased, although the “special tranche rate” investments offered, particularly, by Lloyds Bank have remained relatively competitive. Details of investments outstanding are shown in Appendix 3.

## **Review of Investment Strategy**

- 2.8 The Treasury Management Strategy Statement (TMSS) for 2016-17, which includes the Annual Investment Strategy, was approved by the Council on 23 February 2016. It sets out the Council’s investment priorities as being:
- a) Security of capital;
  - b) Liquidity; and
  - c) Yield.

- 2.9 The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs but also to seek out value available in higher rates in periods up to 12 months with highly credit rated financial institutions, using Capita Treasury Solution's suggested creditworthiness approach, including sovereign credit rating and Credit Default Swaps (CDS) overlay information provided by Capita. Following the EU Referendum decision to leave the EU, the Council's Investment Strategy has been reviewed and there are no issues for the Council as a consequence of the financial effects of the decision at this stage. The impact of any further potential developments/effects on the Strategy following the decision to leave the EU will be continually reviewed.
- 2.10 All investments have been conducted within the agreed Annual Investment Strategy and made only to authorised lenders within the Council's high credit quality policy.
- 2.11 Credit ratings are incorporated within the approved Investment Strategy as detailed within the Treasury Management Strategy 2016-17 and the current ratings have been shown against the deposits outstanding in Appendix 3.

### **3. Overview and Scrutiny Engagement**

- 3.1 The Financial Planning Task Group sits under the OS Management Committee and leads on scrutiny of the budget throughout the year and during the budget setting process. The task group has received a briefing on the purpose of the Treasury Management Strategy overall, but does not scrutinise each quarterly report.

### **4. Safeguarding Implications**

- 4.1 None have been identified as arising directly from this report.

### **5. Public Health Implications**

- 5.1 None have been identified as arising directly from this report.

### **6. Corporate Procurement Implications**

- 6.1 None have been identified as arising directly from this report.

### **7. Equalities Impact of the Proposal**

- 7.1 None have been identified as arising directly from this report.

### **8. Environmental and Climate Change Considerations**

- 8.1 None have been identified as arising directly from this report.

### **9. Risks Assessment and Financial Implications**

- 9.1 All investment has been at fixed rates during the period. The Council's current average interest rate on long term debt is 3.77%, which compares favourably with similar rates of other UK local authorities.
- 9.2 The primary management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.
- 9.3 Investment counterparty<sup>1</sup> risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy.

## **10. Legal Implications**

10.1 None have been identified as arising directly from this Report.

## **11. Options Considered**

- 11.1 The availability of any longer term investment opportunities, such as those offered by "special tranche rates", is continually monitored.
- 11.2 Also any options available to provide savings from rescheduling long term borrowing are continually assessed in liaison with our treasury advisers.

## **12. Conclusion**

12.1 Cabinet is asked to note the report.

Michael Hudson  
Associate Director, Finance, Revenues & Benefits and Pensions

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Report Author:

Keith Stephens, Business Analyst (Cash and Treasury) Tel: 01225 713603, email: [keith.stephens@wiltshire.gov.uk](mailto:keith.stephens@wiltshire.gov.uk)

### **Background Papers**

The following unpublished documents have been relied on in the preparation of this Report: NONE

### **Appendices**

- Appendix 1 Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19  
Appendix 2 Summary of Long Term Borrowing 1 April 2016 – 30 September 2016  
Appendix 3 Summary of Temporary Loans and Deposits 1 April 2016 – 30 September 2016

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<sup>1</sup> A Counterparty is a term most commonly used in the financial services industry to describe a legal entity, unincorporated entity or collection of entities (e.g. lender/borrower) to which an exposure to financial risk might exist.

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

**Prudential Indicators**

**Pr1 – Capital Expenditure**

1. The table below shows the revised figures for capital expenditure based on the current capital approved budget.

	<b>2015-16 Actual Outturn</b>	<b>2016-17 Original Estimate</b>	<b>2016-17 Revised Estimate</b>	<b>2016-17 Actual To date 31/10/16</b>
	<b>£ million</b>	<b>£ million</b>	<b>£ million</b>	<b>£ million</b>
General Fund	101.6	122.7	119.9	38.8
HRA	13.3	11.9	12.1	5.2

2. The (revised) estimate and actual to date for 2016-17 has been amended to reflect the most up to date capital budget and expenditure position.
3. The Capital Programme is monitored closely throughout the year and progress on the programme is reported to the Cabinet Capital Asset Committee (CCAC). The Month 7 2016-2017 report (as at 31 October 2016) is being taken to CCAC in December 2016.

**Pr1 2 – Ratio of Financing Costs to Net Revenue Stream**

	<b>2015-16 Actual Outturn</b>	<b>2016-17 Original Estimate</b>	<b>2016-17 Revised Estimate</b>
General Fund	7.0%	8.1%	7.3%
Housing Revenue Account	14.9%	15.2%	15.0%

4. The General Fund revised estimate for 2016-17 is lower than the original estimate mainly due to lower than expected financing costs (including lower interest payments and principal charges (MRP)) offset slightly by lower interest receivable as a result of lower cash balances, together with a reduction in interest rates.



**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

Prl 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax

5. This indicator is only relevant at budget setting time and for 2016-17 was calculated as being £-17.81.

Prl 4 – Gross Borrowing compared to Capital Financing Requirement (CFR)

	<b>2015-16 Actual Outturn £ million</b>	<b>2016-17 Original Estimate £ million</b>	<b>2016-17 Revised Estimate £ million</b>
CFR – General Fund	394.7	439.1	416.5
CFR – HRA	122.6	122.6	122.6
Gross Borrowing – General Fund	231.1	314.1	254.1
Gross Borrowing – HRA	118.8	118.8	118.8
<b>CFR not funded by gross borrowing – General Fund</b>	<b>163.6</b>	<b>125.0</b>	<b>162.4</b>
<b>CFR not funded by gross borrowing – HRA</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

6. Prl 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes.
7. CFR not funded by gross borrowing represents capital expenditure met by internal borrowing, i.e. funded from the Council’s own funds, such as reserves and balances and working capital (an accounting term for the difference, at a point in time, between what the Council owes and what is owed to it).
8. Internal borrowing is cheaper than external borrowing, however, the ability to borrow internally will depend upon the sufficiency of reserves, balances and working capital. The sufficiency needs to be monitored and projections carried out to indicate where any adverse movements are expected, that could jeopardise the Council’s cash flow position, making it necessary to replace internal borrowing with external borrowing.
9. A continual review of the capital programme over the reporting period has led to a change in the 2016-17 [revised] estimate when compared with the original estimate (which was prepared at budget setting time in February prior to the beginning of the financial year).
10. The revised estimate for General Fund CFR and gross borrowing is based on the 2016-17 Capital Programme which currently stands at £131.999 million and includes all of the 2015-16 slippage. The Capital Programme is being reviewed by CLT for affordability and the borrowing position may, therefore, be subject to change.

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

Prl 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services

11. All actions have been compliant with the CIPFA Code of Practice.

**Treasury Management Indicators within the Prudential Code**

12. The Operational Boundary and Authorised Limit, as approved by Council in February as part of the Treasury Management Strategy, detailed below, are control limits and do not compare with actual borrowing figures as capital funding requirements are not automatically taken as loans and may be funded from cash balances.

Trl 1 – Authorised Limit for External Debt

<b>Authorised Limit</b>	<b>2016-17 £ million</b>	<b>2017-18 £ million</b>	<b>2018-19 £ million</b>
Borrowing – General Fund	471.7	483.0	466.6
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>595.1</b>	<b>606.4</b>	<b>590.0</b>

13. The External Debt limit includes a margin above the Operational Boundary to allow for any unusual or unpredicted cash movements. The limit has not been exceeded in the reporting period.

Trl 2 – Operational Boundary for External Debt

<b>Operational Boundary</b>	<b>2016-17 £ million</b>	<b>2017-18 £ million</b>	<b>2018-19 £ million</b>
Borrowing – General Fund	460.2	471.2	455.2
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>583.6</b>	<b>594.6</b>	<b>578.6</b>

14. The Operational Boundary is set at a limit that facilitates the funding of the Council's entire financing requirement through loans, if this was the most cost effective approach. The limit was set to anticipate expected expenditure and has not been exceeded during the reporting period (maximum borrowing during the period was £350.1 million).

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

Trl 3 – External Debt

	<b>31/03/16 Actual £ million</b>	<b>30/09/16 Actual £ million</b>	<b>31/03/17 Expected £ million</b>
Borrowing – General Fund	231.1	229.1	254.1
Borrowing – HRA	118.8	118.8	118.8
<b>Total Borrowing</b>	<b>349.9</b>	<b>347.9</b>	<b>372.9</b>
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>350.1</b>	<b>348.1</b>	<b>373.1</b>

15. Trl 3 shows the gross External Debt outstanding, both long-term loans and temporary borrowing. A £2 million General Fund PWLB loan was repaid, on maturity, in June 2016. This has resulted in a reduction in actual borrowing, the repayment being contained within the Councils cash flow, through a reduction in investments rather than refinancing. The figure for actual borrowing at 31 March 2016 is stated at the amount that reflects actual outstanding external borrowing at the end of 2015-16 (i.e. excluding accounting adjustments, such as accrued interest and effective interest rate adjustments).

**Treasury Management Indicators within the Treasury Management Code**

Trl 4a – Upper Limit on Fixed Interest Rate Exposures

**The Council's upper limit for fixed interest rate exposure for the period 2016-17 to 2018-19 is 100% of net outstanding principal sums.**

Trl 4b – Upper Limit on Variable Interest Rate Exposures

**The Council's upper limit for variable interest rate exposure is 52% for 2016-17, 54% for 2017-18 and 56% for 2018-19 of net outstanding principal sums.**

16. Options for borrowing during the period were considered, however, (mainly) due to the premium that would be incurred on the early repayment of debt, no new borrowing was taken.

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing

<b>Limits on the Maturity Structure of Borrowing</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Position at 30/09/15</b>
Maturing Period:			
- under 12 months	25%	0%	12%
- 12 months and within 24 months	25%	0%	4%
- 2 years and within 5 years	45%	0%	9%
- 5 years and within 10 years	75%	0%	14%
- 10 years and above	100%	0%	61%

17. No long term borrowing has been taken during the period. If interest rates are favourable and an opportunity exists to take further borrowing this year we will, according to need, look to match borrowing with this maturity structure.

Trl 6 – Principal Sums invested for periods of longer than 364 days

18. This PrI is now covered by the Annual Investment Strategy for 2016-17, which set a limit of £30 million, as approved by Council in February as part of the Treasury Management Strategy. During the first six months of 2016-17 no cost effective investments have been identified. The Authority however holds a number of money market funds and a 35 day notice deposit account, which offer competitive interest rates and, in the case of money market funds, instant access for flexibility of cash management.

Trl 7 - Local Prudential Indicator

19. In addition to the main maturity indicators it was agreed in the approved Treasury Management Strategy that no more than 15% of long term loans should fall due for repayment within any one financial year. Applying the CIPFA recommendation, for the treasury report, the actual maximum in any one year is currently 11.5% (£40 million) in 2016-17, which is now below this level. £30 million (75%) of the £40 million shown as maturing in 2016-17, by the recommended method, relates to LOBO loans. Through call options, the lender has the right to change the interest rate at various points, in which case the Council will repay the loans and consider whether it needs to refinance them. In the current interest rate climate (where interest rates are expected to remain low for some time) they are extremely unlikely to be called. A summary maturity profile is shown in Appendix 2.

**SUMMARY OF LONG TERM BORROWING 1 APRIL 2016 – 30 SEPTEMBER 2016**

**Loans Raised During the Period**

Date Raised	Lender	Amount (£m)	Type	Interest rate (%)	Maturity date	No. of years
	<b>Total</b>	0.000				

Average period to maturity (years) 0.00

Average interest rate (%) 0.00

**Maturity Profile at 30 September 2016**

Year	Amount (£m)					% age		Average rate (%)	
	PWLB Loans	Market Loans		Total		Next Call Date	Contracted Maturity	Next Call Date	Contracted Maturity
		LOBOs at Next Call Date	LOBOs at Contracted Maturity	Next Call Date	Contracted Maturity				
(A)	(B)	(C)	(A)+(B)	(A)+(C)					
1 to 5 years	46.810	40.000	-	86.810	46.810	25.0	13.5	3.475	2.662
6 to 15 years	97.123	-	-	97.123	97.123	27.9	27.9	3.280	3.280
16 to 25 years	68.500	-	-	68.500	68.500	19.7	19.7	3.897	3.897
26 to 50 years	74.500	15.000	51.000	89.500	125.500	25.7	36.1	4.463	4.459
Over 50 years	-	6.000	10.000	6.000	10.000	1.7	2.9	4.210	4.206
<b>Totals</b>	286.933	61.000	61.000	347.933	347.933	100.0	100.0	3.770	3.770

Average period to maturity (years) 17.14 21.61

Market Loans include: three fixed interest loans [effectively] (totalling £21m), originally taken with Barclays as LOBO loans; and five LOBO loans (totalling £40m). On 30 June 2016 the Council received notification that Barclays had made the decision to waive their right (Lender Option) to change the applicable interest rates in the future. The loans have, therefore, effectively become fixed rate loans, at their prevailing interest rates and stated maturities, together with no risk that the interest rates will be changed in the future. They have been treated as such in the above table and are, therefore, shown as maturing at their contracted maturity dates.

CIPFAs Guidance Notes on Treasury Management in the Public Services recommends that the Treasury Management Strategy Reports include LOBO (Lender Option Borrower Option) loans at the earliest date on which the lender can require payment, deemed to be the next 'call date'. At that date the lender may choose to increase the interest rate and the borrower (the Council) may accept the new rate or repay the loan (under the current approved Treasury Management Strategy, the Council would repay the loan). The decision [whether or not the lender chooses to exercise their right to alter the interest rate] will depend on market conditions (interest rates). Current market conditions, where interest rates are predicted to remain low for some time, indicate that it is highly unlikely that lenders will call the loans in the immediate future.

The alternative method of determining the maturity profile of LOBO loans, based on contracted maturity dates, is used in the 2015-16 year end outturn.

The table above includes the maturity profiles using both the earliest date on which the lender can require payment and the contracted maturity dates.

**SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 APRIL 2016 – 30 SEPTEMBER 2016**

**Deposits Outstanding at 30 September 2016**

<b>Borrower</b>	<b>Amount £m</b>	<b>Terms</b>	<b>Interest Rate</b>	<b>Capita Credit Rating at 30/09/2016</b>
National Bank of Abu Dhabi	8.000	Fixed to 14-Oct-16	0.76	Orange - 12 Months
Nationwide Building Society	8.000	Fixed to 17-Oct-16	0.72	Red - 6 Months
Lloyds Bank	5.000	Fixed to 17-Oct-16	0.65	Red - 6 Months
Qatar National Bank	8.000	Fixed to 14-Nov-16	0.82	Orange - 12 Months
HSBC	1.440	No fixed maturity date	0.52	Orange - 12 Months
Svenska Handelsbanken (Call Account)	0.017	No fixed maturity date	0.50	Orange - 12 Months
Black Rock Money Market Fund	0.005	No fixed maturity date	0.48	AAA
Prime Rate Money Market Fund	14.791	No fixed maturity date	0.53	AAA
Goldman Sachs Money Market Fund	0.123	No fixed maturity date	0.44	AAA
Standard Life Investments Liquidity Funds	12.938	No fixed maturity date	0.50	AAA
<b>Total</b>	<b>58.314</b>			

Investments held have increased [slightly] by £2.064 million between the end of June 2016 as reported in the previous Quarterly Treasury Report and at the end of September 2016. This reflects changes in cash flows/timing differences (e.g. movements in the value of receipts and payments), resulting in an increase in cash available for investment. The cash position is reviewed regularly to ensure that the Council maintains an appropriate level of cash to support the Council's cash flow commitments. Timing differences are expected to reverse as the financial year progresses. The change in the investment position is shown in the table below.

	<b>Year Ended 31/03/2016 £m</b>	<b>Quarter Ended 30/06/2016 £m</b>	<b>Change £m</b>	<b>Quarter Ended 30/09/2016 £m</b>	<b>Change £m</b>
<b>Total Deposits Outstanding</b>	<b>27.371</b>	<b>56.250</b>	<b>28.879</b>	<b>58.314</b>	<b>2.064</b>

**Temporary Loans Outstanding at 30 September 2016**

<b>Lender</b>	<b>Amount £m</b>	<b>Terms</b>	<b>Interest Rate</b>
There were no temporary loans outstanding at 30 September 2016			
<b>Total</b>	<b>0.000</b>		

**Wiltshire Council**

**Cabinet**

**13 December 2016**

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Subject: **Revenue Budget Monitoring Period 7 2016/2017**

Cabinet Member: **Cllr Dick Tonge – Finance**

Key Decision: **Yes**

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## **Executive Summary**

This report advises members of the revenue budget monitoring position as at the end of Period 7 (end of October 2016) for the financial year 2016/2017 with suggested actions as appropriate.

The forecasts indicate an £4.040 million overspend with management action identified to date. This is 1.3% of the Council's net budget or 0.5% of the Council's gross budget. The purpose of budget monitoring is to identify such risks in order to allow management to address issues. Action is currently being taken to identify areas where savings can be made and a balanced budget is being achieved. An updated position will be reported to Cabinet in the next revenue budget monitoring report (Period 9 to Cabinet in February).

If action is taken then a balanced budget can be achieved by 31 March 2017. If this is not the case then there will be a draw down from reserves. Therefore every action should be taken to reduce unnecessary spend to avoid the use of reserves.

The year-end general fund reserve balance with no drawdown to fund overspends would be £12.206 million. It is expected that some of the reserves will need to be drawn down as set out in this report, however, the level is still in line with the Council's financial plan and recommendations by the Section 151 Officer.

## **Proposals**

Cabinet is asked to note the outcome of the period 7 (end of October) budget monitoring and to approve all budget virements outlined in the report.

Cabinet are asked to approve the increase in leisure fees and charges as set out at Appendix E from 1 February 2017.

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**Reason for Proposal**

To inform effective decision making and ensure a sound financial control environment.

**Carolyn Godfrey, Corporate Director**



## Wiltshire Council

### Cabinet

13 December 2016

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Subject: **Revenue Budget Monitoring Period 7 2016/2017**

Cabinet Member: **Cllr Dick Tonge – Finance**

Key Decision: **Yes**

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### Purpose of Report

1. To advise members of the revenue budget monitoring position as at the end of period 7 (end of October 2016) for the financial year 2016/2017 with suggested actions as appropriate.

### Background

2. The Council set the 2016/2017 budget at its meeting on 23 February 2016. The report focuses on forecast exceptions to meeting the original budget and actions required to balance it. Comprehensive appendices showing the individual service headings are included in Appendix C. More details on any revisions to the original base budgets in year are also included in the report.

### Summary

3. The projected year end position before further compensating actions for the relevant accounts is set out as follows:

	Revised Budget Period 7 £ m	Profiled Budget to date £ m	Actual to date £ m	Projected Position for Year £ m	Projected Overspend/ (Underspend) £ m	Overspend/ (Underspend) reported at period 4 £ m	Movement since period 4 £ m
<b>General Fund Total</b>	313.585	262.340	247.824	317.625	4.040	8.300	(4.260)
<b>Housing Revenue Account</b>	(0.975)	(8.719)	(7.880)	(0.975)	0	0	0

4. Budget expenditure is not always spent in equal amounts each month. The profiled budget above shows the anticipated budget at the end of period 7. The main variance between the revised budget at period 7 and the profiled budget is due to a phasing of grant income due to be received by schools in period 12.

### **General Fund Monitoring Update**

5. Finance has continued to monitor budgets, with budget managers, with a focus on the budgets assessed to be subject to a higher risk of volatility due to factors such as changes in demand or assumptions. This has identified the areas where costs have risen quicker than forecast.
6. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountants regularly, on a risk based approach. As part of this review these reports exclude commitments in the actual spend column, to better show a consistent position. However, known commitments are taken into account in calculating the projected position for the year.
7. The period 7 report shows more detailed information and includes a number of smaller variances. Full details of service area figures are included in Appendix C. The figures in period 7 are current position after any approved recovery actions have been actioned.
8. As in previous reports, this report will target large variances and the managerial actions arising to ensure a balanced budget at year end. As last year, Budget Monitoring reports to members will be taken to Cabinet to cover the periods 4, 7, 9 and year end outturn.

### **Budget Movements in Period**

9. There have been a number of budget movements in the period. These are due to budget virements and structural changes, including slowing down of spend and recruitment since the report for budget setting in February 2016. A full trail is shown in appendix A.
10. Further details of major virements in the period are included in appendix B. This includes a virement that has reallocated budget across all council services following a review of projected outturn for the year.
11. During the year the whole reporting structure for Adult Social Care has been reviewed. This report reflects the updated reporting structure.

## General Fund Monitoring Details

12. Overall the majority of services net spend are in line with budget profiles and forecasts. There are some services which have identified larger variances at this stage of the year than originally planned. Details of these areas are included below. Associate Directors have already identified over £4 million of savings since period 4 and are continuing to identify further compensating actions to bring the remaining £4.040 million forecast overspend back in line to report a balanced budget by 31 March 2017.
13. Overall the period 7 report identifies potential cost pressures of £4.040 million. That is 1.3% of net expenditure, and is in line with / below other overspend projections at other similar sized councils nationally. This is a reflection of the reduction in government funding set against a continued increase in demand, especially in care.
14. The main pressures continue to arise, as they are nationally, from care. There are also a small number of areas facing unforeseen pressures and new requirements to be funded. To respond to the £8.300 million overspend reported at Period 4, senior officers have been taking and assessing actions to address this forecast and manage within resources. As a result, the following further key actions have been taken:
  - **Slowdown spend and divert underspending**
15. Services have been assessing their spend following Period 4 reporting to assess what elements of spend are critical to the ongoing maintenance of performance. As a result a number of actions have been taken, including: reducing the number of credit cards and petty cash; restricting the number of authorisers of spend; reducing the number of printers available; managing and profiling maintenance programmes; managing vacancies.
16. As a result a number of services are now forecasting an underspend to offset pressures in other areas. Some of the other reasons for this are also set out in the following paragraphs.
  - **Increase income**
17. Leisure income is currently exceeding forecasts. This is in part due to the success of the new campus models. It is planned to increase fees from 1 February 2017 by 3%. It is expected this will contribute a further £0.030 million to 2016/17, this has been assumed therefore in arriving at the Period 7 forecast. Cabinet are asked to consider and approve this proposal.
18. In addition, a charge will be introduced to schools converting to academies from 1st January 2017 of £0.010 million to reflect the considerable legal costs that have been incurred by the Council in working with the school and Department for Education.

19. In other areas the forecast income is presently in excess of the budget assumption, as such the projected overspend has been reduced. For example, it is now assumed that Adult care charging approved by Cabinet earlier this year will yield an additional £0.300 million. The take up of the Garden Waste service also continues to exceed original forecasts, with income again projected to be £0.200 million more than budgeted for. In addition to this a number of grant and court cases have resulted in greater income and scope to charge costs, including staffing to these sources. This includes One Public Estate.

- **Use of reserves**

20. The risk assessment presented to Council in February 2016 identified a number of potential calls on the Council's General Fund Reserves. It is likely that £0.600 million provided for Children's Care and £0.400 million for other savings not delivered (3% as per paragraph 30 for more details) will be required to be drawn down by 31 March 2017 and this has been included in the Period 7 forecast, and reflected in the reserves assessment that follows in this report.

- **Realignment of the Public Health Grant**

21. Given the pressures faced on general fund in relation to care a review of planned Public Health spend was carried out and identified £0.700 million of funds which could be reallocated. Whilst the monies for Public Health are ring fenced, an analysis of spend in Children's and Adult Care has identified costs that are providing services which meet public health outcome targets. As such £0.700 million of costs from these areas has been offset in Period 7 forecast against Public Health

22. All of the above actions (paragraphs 15 to 21) have reduced the forecast overspend by 50% however, further action is needed to address the pressures still arising in a small number of services as set out in the following paragraphs.

- **Children's Social Care**

23. Children's Social Care budgets are projected to overspend, before applying any general fund reserve, by £1.977 million (£1.800 million at Period 4). The key risks continue to be costs of placements for looked after children and the costs of agency staff within social work teams.

24. The service continues to mitigate the rising costs by reducing the costs such as that of agency staff, to date this year the service has reduced the overall employee cost in this area by £300,000 which included a reduction of 25 agency appointments. The number of Looked After Children also continues to be below average compared with other authorities but whilst the number of children looked after in care has remained fairly constant (see Performance report elsewhere on the same Cabinet agenda) the cost of placements has slightly increased since Period 4.

25. Work is continuing to review the mix of placements for looked after children, and in particular the numbers of children placed in residential care settings. It is anticipated that we can reduce the number of placements in children's homes by a further 25% by the end of the financial year; this will reduce the level of

overspend, however the number of children who remain in external placements will continue to be significant. Service management are working with the Corporate Procurement Unit to continue to ensure that placements are effectively procured in line with regional average prices.

- **0-25 Service: Disabled Children & Adults**

26. The 0-25 SEND Service is currently projected to overspend by £2.329 million (£1.300 million at Period 4). This is one million pound higher primarily due to continued growth in the number and cost of packages of care and pressure on SEN transport budgets for home to school transport. The growth in numbers of care packages and in transport costs was anticipated at budget setting and the budget was increased in line with estimated costs, however activity and costs following the new academic year have again exceeded the initial estimates. This is in terms of the volume of children meeting the criteria for transport because eligibility for Education Health Care Plans now extends beyond nineteen years of age and because of more local college provision in place of residential college provision. This is due to government changing the criteria without giving additional funding to cover the cost. Whilst the shift to more local provision has significantly reduced costs to the Dedicated Schools Budget it has impacted on transport costs. Overall costs to the SEND Service including the DSG funded elements have been reduced. There has also been an increase in complexity of need which impacts on the type of transport used and the need for personal assistants.
27. To mitigate costs, work continues to take place to review all journeys, investigate the potential for more effective utilisation of transport between children's and adult's services and to support parents to provide transport where possible through fuel allowances.

- **Legal & Governance**

28. Legal & Governance is currently projecting a net overspend of £0.335 million. This is a reduction from Period 4 (£0.560 million). However, there continues to be a high demand for legal services across the council. Officers are taking action to manage down demand levels to mitigate this issue.

**Capital Financing**

29. Capital Financing is currently projecting to be balanced, which is a £2.000 million improvement since Period 4. This has been achieved through a review and reprioritisation of spend, profile of spend and continued sound management of the Council's investment and borrowings.

**Restructure & Contingency**

30. This heading includes a range of corporate and cross cutting savings and is currently projecting a net overspend of £0.686 million compared to £2.150

million forecast at Period 4. This reduction has been achieved following a review of savings to be delivered, and placing an emphasis on ensuring corporate actions on items such as procurement savings were delivered. Whilst some savings, such as Schools Trading, may not be delivered the current forecasts is only 3% of all savings, and where these will not be fully delivered in 2016/17 work is ongoing to deliver these savings in 2017/18. As such it is likely that circa £0.4 million of general fund reserves will be required if no other savings are realised.

### Housing Revenue Account Monitoring Update

31. Budget figures on the Housing Revenue Account (HRA) have been reviewed as part of the regular budget monitoring process.
32. The HRA is currently projecting a balanced position.

### Reserves

33. The table below provides the projected position for the year as at period 7 on the general fund balance held by the Council. This reflects the potential draw down of £1 million as referred to in paragraph 20 of this report relating to greater demand in SEND services in year than forecast and the need to subsidise delivery of savings proposals that have been delayed. The latest forecast on general fund balances currently stands at £12.206 million at 31 March 2017.

<b>General Fund Reserve</b>	<b>£ million</b>	<b>£ million</b>
Balance as at 1 April 2016		(12.206)
Projected overspend at period 7	4.040	
Recovery plans	(4.040)	
Potential draw from reserves (per para 20)	1.000	
Total Forecast movement		1.000
<b>Forecast Balance 31 March 2017</b>		<b>(11.206)</b>

34. At present it is assumed that all other areas currently overspending will be on line by the year end following management action. A review of the assessment of need has been undertaken by the Section 151 Officer to link all the General Fund balances to risk.

### Overall Conclusions

35. This report has identified a shortfall if no further action is taken on the general fund budget of £4.040 million at period 7 due to cost pressures / shortfalls in

income. Officers are currently taking action to address this and further monitoring reports will be brought to Cabinet throughout 2016/2017.

36. The early identification of potential issues is part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.

### **Implications**

37. This report informs member's decision making.

### **Overview & Scrutiny Engagement**

38. Regular reports are taken to Overview & Scrutiny relating to the Council's financial position

### **Safeguarding Implications**

39. Safeguarding remains a key priority for the Council and this report reflects the additional investment support the ongoing spend in looked after children and safeguarding.

### **Public Health Implications**

40. None have been identified as arising directly from this report.

### **Corporate Procurement Implications**

41. None have been identified as arising directly from this report.

### **Equalities and diversity impact of the proposals**

42. None have been identified as arising directly from this report.

### **Environmental and Climate Change Considerations**

43. None have been identified as arising directly from this report.

### **Risks Assessment**

44. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves. The level of reserves is limited and a one off resource that cannot thus be used as a long term sustainable strategy for financial stability. Budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.

### **Financial implications**

45. This is a report from the Chief Finance Officer and the financial implications are discussed in the detail of this report. Further management action is required to deliver a balanced budget by 31 March 2017.

### **Legal Implications**

46. None have been identified as arising directly from this report.

### **Proposals**

47. Cabinet is asked to note the outcome of the period 7 (end of October) budget monitoring and to approve all budget virements outlined in the report and appendix B.
48. Cabinet are asked to approve the increase in leisure fees and charges as set out at Appendix E from 1<sup>st</sup> February 2017.

### **Reasons for Proposals**

49. To inform effective decision making and ensure a sound financial control environment.

### **Background Papers and Consultation**

None

#### **Contact Name:**

Michael Hudson, Associate Director Finance, ext 13601  
[michael.hudson@wiltshire.gov.uk](mailto:michael.hudson@wiltshire.gov.uk)

Report Author: Matthew Tiller, Chief Accountant

### **Appendices:**

- Appendix A: Revenue Budget Movements 2016/2017  
Appendix B: Major Virements between Service Areas from Original budget  
Appendix C: Revenue Budget Monitoring Statements  
Appendix D: Forecast Variance Movements  
Appendix E: Proposed Leisure fees and charges increases from 1<sup>st</sup> February 2017



## Wiltshire Council Revenue Budget Movements 2016/2017

Appendix A

Service	Original Budget	Structural Changes	Revised Original Budget	In Year Virements to Period 4	Revised Budget Period 4	In Year Virements to Period 7	Revised Budget Period 7	Major Virements See Appendix B
	£m	£m	£m	£m	£m	£m	£m	
<b>Adult Social Care Operations</b>								
Older People	51.476	(51.476)	0.000	0.000	0.000	0.000	0.000	
Other Vulnerable Adults	11.703	0.000	11.703	(11.703)	0.000	0.000	0.000	
Adults 18+	0.000	47.254	47.254	11.775	59.029	(0.875)	58.154	*
Mental Health	23.187	0.000	23.187	(2.080)	21.107	0.000	21.107	
Learning Disabilities	47.193	(1.637)	45.556	(2.886)	42.670	0.000	42.670	
<b>Adult Care Commissioning &amp; Housing</b>								
Resources, Strategy & Commissioning	1.463	5.859	7.322	2.055	9.377	0.000	9.377	
Housing Services	4.159	0.000	4.159	0.023	4.182	0.000	4.182	
<b>Public Health &amp; Public Protection</b>								
Public Health Grant	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Other Public Health & Public Protection	2.506	0.000	2.506	0.116	2.622	0.000	2.622	
Leisure	0.621	0.000	0.621	(0.392)	0.229	(0.150)	0.079	
<b>Operational Children's Services</b>								
Children's Social Care	31.389	0.000	31.389	3.440	34.829	(0.033)	34.796	
0-25 Service: Disabled Children & Adults	15.600	0.000	15.600	0.193	15.793	0.000	15.793	
Early Help	1.983	0.000	1.983	(0.103)	1.880	0.114	1.994	
<b>Commissioning, Performance &amp; School Effectiveness</b>								
School Effectiveness	2.081	0.000	2.081	(0.205)	1.876	(0.073)	1.803	
Safeguarding	1.387	0.000	1.387	0.098	1.485	0.000	1.485	
Funding Schools	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Commissioning & Performance	8.070	0.000	8.070	(0.784)	7.286	0.000	7.286	
<b>Economy &amp; Planning</b>								
Economy & Planning	3.617	0.000	3.617	0.443	4.060	0.046	4.106	
<b>Highways &amp; Transport</b>								
Highways	17.028	0.000	17.028	0.019	17.047	(0.090)	16.957	
Transport	17.107	0.000	17.107	0.044	17.151	(0.260)	16.891	
Car Parking	(6.040)	0.000	(6.040)	(0.067)	(6.107)	0.000	(6.107)	
<b>Waste &amp; Environment</b>								
Waste	32.869	0.000	32.869	0.000	32.869	(0.643)	32.226	*
Environment Services	3.986	0.000	3.986	0.000	3.986	0.000	3.986	
<b>Communities &amp; Communications</b>								
Communications	1.108	0.000	1.108	0.429	1.537	0.000	1.537	
Libraries, Heritage & Arts	4.765	0.000	4.765	(0.146)	4.619	0.251	4.870	
<b>Corporate Function, Procurement &amp; Programme Office</b>								
Corporate Function, Procurement & Programme Office	4.877	1.694	6.571	1.140	7.711	0.044	7.755	
<b>Finance</b>								
Finance, Revenues & Benefits, & Pensions	3.117	0.000	3.117	0.000	3.117	0.000	3.117	
Revenues & Benefits - Subsidy	(0.500)	0.000	(0.500)	0.000	(0.500)	0.000	(0.500)	
<b>Legal &amp; Governance</b>								
Legal & Governance	2.507	0.000	2.507	(0.458)	2.049	0.003	2.052	
<b>People &amp; Business Services</b>								
Human Resources & Organisational Development	3.192	0.000	3.192	0.500	3.692	0.160	3.852	
Business Services	3.361	(1.694)	1.667	0.000	1.667	0.064	1.731	
Strategic Asset & Facilities Management	11.811	0.000	11.811	0.301	12.112	(0.110)	12.002	
Information Services	10.287	0.000	10.287	(0.636)	9.651	(0.138)	9.513	
<b>Corporate Directors</b>								
Corporate Directors	0.827	0.000	0.827	0.000	0.827	0.000	0.827	
Members	2.006	0.000	2.006	0.010	2.016	0.000	2.016	
<b>Corporate</b>								
Movement on Reserves	0.000	0.000	0.000	(0.141)	(0.141)	0.000	(0.141)	
Capital Financing	23.999	0.000	23.999	0.000	23.999	0.000	23.999	
Restructure & Contingency	0.926	0.000	0.926	(0.985)	(0.059)	0.815	0.756	*
General Government Grants	(37.942)	0.000	(37.942)	0.000	(37.942)	0.875	(37.067)	*
Corporate Levys	7.859	0.000	7.859	0.000	7.859	0.000	7.859	
<b>2015/2016 Budget Requirement</b>	<b>313.585</b>	<b>(0.000)</b>	<b>313.585</b>	<b>0.000</b>	<b>313.585</b>	<b>(0.000)</b>	<b>313.585</b>	
HRA Budget	(0.975)	0.000	(0.975)	0.000	(0.975)	0.000	(0.975)	
	<b>312.610</b>	<b>(0.000)</b>	<b>312.610</b>	<b>0.000</b>	<b>312.610</b>	<b>(0.000)</b>	<b>312.610</b>	

More details are given of major virements and structural movements in Appendix B. These areas are marked above with \*

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# Major Virements between Services Areas from Period 4 to Period 7

APPENDIX B

Net virements over £500,000

**Adults 18+**

BCF & Corporate Grant Realignment

**In Year Virements period 4-7**

**Waste**

Savings identified in period

Waste funding customer services posts

**In Year Virements period 4-7**

**Restructure & Contingency**

Redundancies

Savings identified in period

**In Year Virements period 4-7**

**General Government Grants**

BCF & Corporate Grant Realignment

**In Year Virements period 4-7**

£m
(0.875)
<b>(0.875)</b>
(0.600)
(0.043)
<b>(0.643)</b>
(0.711)
<b>1.526</b>
<b>0.815</b>
0.875
<b>0.875</b>

Please note, these are only the service movements over £500,000. The sum of all virements balances to zero

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## Wiltshire Council Revenue Budget Monitoring Statement: Period 7

Appendix C  
31-Oct-16

		Original Budget	Revised Budget Period 7	Profiled Budget to Period 7	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b>Adult Social Care Operations</b>								
Older People	Gross Costs	66.697	-	-	-	-	-	
	Income	(15.221)	-	-	-	-	-	
	Net	<b>51.476</b>	-	-	-	-	-	
Other Vulnerable Adults	Gross Costs	12.996	-	-	-	-	-	
	Income	(1.293)	-	-	-	-	-	
	Net	<b>11.703</b>	-	-	-	-	-	
Adults 18+	Gross Costs	-	75.278	44.534	44.299	76.864	1.586	2.1%
	Income	-	(17.124)	(11.232)	(9.285)	(17.124)	-	-
	Net	-	<b>58.154</b>	<b>33.302</b>	<b>35.014</b>	<b>59.740</b>	<b>1.586</b>	<b>2.7%</b>
Mental Health	Gross Costs	26.541	24.524	15.989	13.687	25.188	0.664	2.7%
	Income	(3.354)	(3.417)	(2.140)	(1.264)	(3.417)	-	-
	Net	<b>23.187</b>	<b>21.107</b>	<b>13.849</b>	<b>12.423</b>	<b>21.771</b>	<b>0.664</b>	<b>3.1%</b>
Learning Disabilities	Gross Costs	50.322	45.982	27.669	26.940	46.461	0.479	1.0%
	Income	(3.129)	(3.312)	(1.925)	(1.834)	(3.312)	-	-
	Net	<b>47.193</b>	<b>42.670</b>	<b>25.744</b>	<b>25.106</b>	<b>43.149</b>	<b>0.479</b>	<b>1.1%</b>
<b>Adult Care Commissioning &amp; Housing</b>								
Resources, Strategy & Commissioning	Gross Costs	2.271	10.915	6.403	4.812	7.815	(3.100)	(28.4%)
	Income	(0.808)	(1.538)	(1.001)	(0.879)	(1.538)	-	-
	Net	<b>1.463</b>	<b>9.377</b>	<b>5.402</b>	<b>3.933</b>	<b>6.277</b>	<b>(3.100)</b>	<b>(33.1%)</b>
Housing Services	Gross Costs	8.685	8.643	5.452	5.025	8.643	-	-
	Income	(4.526)	(4.461)	(2.376)	(2.343)	(4.461)	-	-
	Net	<b>4.159</b>	<b>4.182</b>	<b>3.076</b>	<b>2.682</b>	<b>4.182</b>	-	-
<b>Public Health &amp; Public Protection</b>								
Public Health Grant	Gross Costs	18.269	16.522	8.936	7.380	16.522	-	-
	Income	(18.269)	(16.522)	(11.954)	(12.053)	(16.522)	-	-
	Net	-	-	<b>(3.018)</b>	<b>(4.673)</b>	-	-	

		Original Budget	Revised Budget Period 7	Profiled Budget to Period 7	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Other Public Health & Public Protection	Gross Costs	3.428	3.529	2.053	2.151	3.529	-	-
	Income	(0.922)	(0.907)	(0.601)	(0.844)	(0.907)	-	-
	Net	<b>2.506</b>	<b>2.622</b>	<b>1.452</b>	<b>1.307</b>	<b>2.622</b>	-	-
Leisure	Gross Costs	5.896	7.846	4.602	4.571	7.846	-	-
	Income	(5.275)	(7.767)	(4.943)	(5.182)	(7.767)	-	-
	Net	<b>0.621</b>	<b>0.079</b>	<b>(0.341)</b>	<b>(0.611)</b>	<b>0.079</b>	-	-
<b>Operational Children's Services</b>								
Children's Social Care	Gross Costs	33.689	37.201	21.800	21.566	39.178	1.977	5.3%
	Income	(2.300)	(2.405)	(0.509)	(0.913)	(2.405)	-	-
	Net	<b>31.389</b>	<b>34.796</b>	<b>21.291</b>	<b>20.653</b>	<b>36.773</b>	<b>1.977</b>	<b>5.7%</b>
0-25 Service: Disabled Children & Adults	Gross Costs	39.515	41.127	24.088	25.237	43.456	2.329	5.7%
	Income	(23.915)	(25.334)	(0.524)	(0.252)	(25.334)	-	-
	Net	<b>15.600</b>	<b>15.793</b>	<b>23.564</b>	<b>24.985</b>	<b>18.122</b>	<b>2.329</b>	<b>14.7%</b>
Early Help	Gross Costs	6.691	7.188	5.009	5.290	7.326	0.138	1.9%
	Income	(4.708)	(5.194)	(1.290)	(1.164)	(5.194)	-	-
	Net	<b>1.983</b>	<b>1.994</b>	<b>3.719</b>	<b>4.126</b>	<b>2.132</b>	<b>0.138</b>	<b>6.9%</b>
<b>Commissioning, Performance &amp; School Effectiveness</b>								
School Effectiveness	Gross Costs	5.973	4.592	2.553	2.213	4.590	(0.002)	(0.0%)
	Income	(3.892)	(2.789)	(1.876)	(1.602)	(2.789)	-	-
	Net	<b>2.081</b>	<b>1.803</b>	<b>0.677</b>	<b>0.611</b>	<b>1.801</b>	<b>(0.002)</b>	<b>(0.1%)</b>
Safeguarding	Gross Costs	1.586	1.771	1.083	1.104	1.750	(0.021)	(1.2%)
	Income	(0.199)	(0.286)	(0.273)	(0.259)	(0.286)	-	-
	Net	<b>1.387</b>	<b>1.485</b>	<b>0.810</b>	<b>0.845</b>	<b>1.464</b>	<b>(0.021)</b>	<b>(1.4%)</b>
Funding Schools	Gross Costs	264.750	134.811	66.266	80.817	134.811	-	-
	Income	(264.750)	(134.811)	(4.672)	(25.930)	(134.811)	-	-
	Net	-	-	<b>61.594</b>	<b>54.887</b>	-	-	-
Commissioning & Performance	Gross Costs	32.037	31.727	19.938	19.583	31.916	0.189	0.6%
	Income	(23.967)	(24.441)	(0.722)	(1.520)	(24.441)	-	-
	Net	<b>8.070</b>	<b>7.286</b>	<b>19.216</b>	<b>18.063</b>	<b>7.475</b>	<b>0.189</b>	<b>2.6%</b>
<b>Economy &amp; Planning</b>								
Economy & Planning	Gross Costs	10.059	10.925	6.358	6.009	10.925	-	-
	Income	(6.442)	(6.819)	(3.973)	(3.414)	(6.619)	0.200	(2.9%)
	Net	<b>3.617</b>	<b>4.106</b>	<b>2.385</b>	<b>2.595</b>	<b>4.306</b>	<b>0.200</b>	<b>4.9%</b>
<b>Highways &amp; Transport</b>								
Highways	Gross Costs	19.146	18.700	10.860	10.568	18.700	-	-
	Income	(2.118)	(1.743)	(1.123)	(1.859)	(1.743)	-	-
	Net	<b>17.028</b>	<b>16.957</b>	<b>9.737</b>	<b>8.709</b>	<b>16.957</b>	-	-
Transport	Gross Costs	19.204	18.514	9.541	10.189	18.514	-	-
	Income	(2.097)	(1.623)	(1.370)	(1.552)	(1.623)	-	-
	Net	<b>17.107</b>	<b>16.891</b>	<b>8.171</b>	<b>8.637</b>	<b>16.891</b>	-	-
Car Parking	Gross Costs	1.626	1.559	0.885	0.938	1.559	-	-
	Income	(7.666)	(7.666)	(4.369)	(4.174)	(7.566)	0.100	(1.3%)
	Net	<b>(6.040)</b>	<b>(6.107)</b>	<b>(3.484)</b>	<b>(3.236)</b>	<b>(6.007)</b>	<b>0.100</b>	<b>(1.6%)</b>
<b>Waste &amp; Environment</b>								
Waste	Gross Costs	38.683	40.102	21.145	20.642	40.102	-	-

Appendix C  
31-Oct-16**Wiltshire Council Revenue Budget Monitoring Statement: Period 7**

		<i>Original Budget</i>	<i>Revised Budget Period 7</i>	<i>Profiled Budget to Period 7</i>	<i>Actual to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
	Income	(5.814)	(7.876)	(7.356)	(7.542)	(7.876)	-	-
	Net	<b>32.869</b>	<b>32.226</b>	<b>13.789</b>	<b>13.100</b>	<b>32.226</b>	-	-
Environment Services	Gross Costs	5.716	5.578	3.262	3.518	5.638	0.060	1.1%
	Income	(1.730)	(1.592)	(1.043)	(0.857)	(1.502)	0.090	(5.7%)
	Net	<b>3.986</b>	<b>3.986</b>	<b>2.219</b>	<b>2.661</b>	<b>4.136</b>	<b>0.150</b>	<b>3.8%</b>
<b>Communities &amp; Communications</b>								
Communications	Gross Costs	1.188	1.617	0.912	0.807	1.350	(0.267)	(16.5%)
	Income	(0.080)	(0.080)	(0.047)	(0.006)	(0.080)	-	-
	Net	<b>1.108</b>	<b>1.537</b>	<b>0.865</b>	<b>0.801</b>	<b>1.270</b>	<b>(0.267)</b>	<b>(17.4%)</b>
Libraries, Heritage & Arts	Gross Costs	6.489	6.376	3.916	4.781	6.803	0.427	6.7%
	Income	(1.724)	(1.506)	(0.921)	(0.875)	(1.506)	-	-
	Net	<b>4.765</b>	<b>4.870</b>	<b>2.995</b>	<b>3.906</b>	<b>5.297</b>	<b>0.427</b>	<b>8.8%</b>
<b>Corporate Function, Procurement &amp; Programme Office</b>								
Corporate Function, Procurement & Programme Office	Gross Costs	5.629	9.796	6.468	6.878	9.796	-	-
	Income	(0.752)	(2.041)	(1.649)	(2.389)	(2.041)	-	-
	Net	<b>4.877</b>	<b>7.755</b>	<b>4.819</b>	<b>4.489</b>	<b>7.755</b>	-	-
<b>Finance</b>								
Finance, Revenues & Benefits, & Pensions	Gross Costs	14.851	15.524	8.544	9.709	15.674	0.150	1.0%
	Income	(11.734)	(12.407)	(5.042)	(5.705)	(12.407)	-	-
	Net	<b>3.117</b>	<b>3.117</b>	<b>3.502</b>	<b>4.004</b>	<b>3.267</b>	<b>0.150</b>	<b>4.8%</b>

		Original Budget	Revised Budget Period 7	Profiled Budget to Period 7	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Revenues & Benefits - Subsidy	Gross Costs	118.126	111.386	68.730	68.777	111.386	-	-
	Income	(118.626)	(111.886)	(64.387)	(64.387)	(111.886)	-	-
	Net	<b>(0.500)</b>	<b>(0.500)</b>	<b>4.343</b>	<b>4.390</b>	<b>(0.500)</b>	-	-
<b>Legal &amp; Governance</b>								
Legal & Governance	Gross Costs	4.839	4.384	2.411	4.271	4.124	(0.260)	(5.9%)
	Income	(2.332)	(2.332)	(1.233)	(1.861)	(1.717)	0.615	(26.4%)
	Net	<b>2.507</b>	<b>2.052</b>	<b>1.178</b>	<b>2.410</b>	<b>2.407</b>	<b>0.355</b>	<b>17.3%</b>
<b>People &amp; Business Services</b>								
Human Resources & Organisational Development	Gross Costs	5.110	5.994	3.480	3.341	5.994	-	-
	Income	(1.918)	(2.142)	(1.440)	(1.488)	(2.142)	-	-
	Net	<b>3.192</b>	<b>3.852</b>	<b>2.040</b>	<b>1.853</b>	<b>3.852</b>	-	-
Business Services	Gross Costs	5.433	2.606	1.485	1.636	2.606	-	-
	Income	(2.072)	(0.875)	(0.665)	(0.790)	(0.875)	-	-
	Net	<b>3.361</b>	<b>1.731</b>	<b>0.820</b>	<b>0.846</b>	<b>1.731</b>	-	-
Strategic Asset & Facilities Management	Gross Costs	16.213	16.404	11.326	8.630	16.404	-	-
	Income	(4.402)	(4.402)	(2.773)	(2.654)	(4.402)	-	-
	Net	<b>11.811</b>	<b>12.002</b>	<b>8.553</b>	<b>5.976</b>	<b>12.002</b>	-	-
Information Services	Gross Costs	11.299	11.579	8.561	8.304	11.579	-	-
	Income	(1.012)	(2.066)	(1.530)	(1.512)	(2.066)	-	-
	Net	<b>10.287</b>	<b>9.513</b>	<b>7.031</b>	<b>6.792</b>	<b>9.513</b>	-	-
<b>Corporate Directors</b>								
Corporate Directors	Gross Costs	0.854	0.854	0.546	0.678	0.854	-	-
	Income	(0.027)	(0.027)	(0.008)	(0.081)	(0.027)	-	-
	Net	<b>0.827</b>	<b>0.827</b>	<b>0.538</b>	<b>0.597</b>	<b>0.827</b>	-	-
Members	Gross Costs	2.006	2.016	1.147	1.223	2.016	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>2.006</b>	<b>2.016</b>	<b>1.147</b>	<b>1.223</b>	<b>2.016</b>	-	-
<b>Corporate</b>								
Movement on Reserves		-	(0.141)	(0.141)	(0.141)	(1.141)	(1.000)	709.2%
Capital Financing		23.999	23.999	5.370	2.489	23.999	-	-
Restructure & Contingency		0.926	0.756	(0.628)	1.020	1.442	0.686	90.7%
General Government Grants		(37.942)	(37.067)	(28.170)	(29.499)	(38.067)	(1.000)	2.7%
Corporate Levys		7.859	7.859	4.924	4.851	7.859	-	-
	Net	<b>(5.158)</b>	<b>(4.594)</b>	<b>(18.645)</b>	<b>(21.280)</b>	<b>(5.908)</b>	<b>(1.314)</b>	<b>28.6%</b>
<b>Wiltshire Council General Fund Total</b>								
	Gross Costs	<b>860.659</b>	<b>730.976</b>	<b>407.307</b>	<b>414.294</b>	<b>734.011</b>	<b>3.035</b>	<b>0.4%</b>
	Income	<b>(547.074)</b>	<b>(417.391)</b>	<b>(144.967)</b>	<b>(166.470)</b>	<b>(416.386)</b>	<b>1.005</b>	<b>(0.2%)</b>
	Net	<b>313.585</b>	<b>313.585</b>	<b>262.340</b>	<b>247.824</b>	<b>317.625</b>	<b>4.040</b>	<b>1.3%</b>
Housing Revenue Account (HRA)	Gross Costs	24.769	24.732	6.109	6.986	24.732	-	-
	Income	(25.744)	(25.707)	(14.828)	(14.866)	(25.707)	-	-
	Net	<b>(0.975)</b>	<b>(0.975)</b>	<b>(8.719)</b>	<b>(7.880)</b>	<b>(0.975)</b>	-	-
<b>Total Including HRA</b>								
	Gross Costs	885.428	755.708	413.416	421.280	758.743	3.035	0.4%
	Income	(572.818)	(443.098)	(159.795)	(181.336)	(442.093)	1.005	(0.2%)
	Net	<b>312.610</b>	<b>312.610</b>	<b>253.621</b>	<b>239.944</b>	<b>316.650</b>	<b>4.040</b>	<b>1.3%</b>



# Wiltshire Council Forecast Variance Movements

Appendix D

	Variance Reported for Period 4 £m	Movement in Period	Variance Reported for Period 7
<b><u>Adult Social Care Operations</u></b>			
Adults 18+	0.000	<b>1.586</b>	1.586
Mental Health	0.000	<b>0.664</b>	0.664
Learning Disabilities	0.000	<b>0.479</b>	0.479
<b><u>Adult Care Commissioning, Safeguarding &amp; Housing</u></b>			
Resources, Strategy & Commissioning	0.000	<b>(3.100)</b>	(3.100)
Housing Services	(0.100)	<b>0.100</b>	0.000
<b><u>Public Health &amp; Public Protection</u></b>			
Public Health Grant	0.000	<b>0.000</b>	0.000
Other Public Health & Public Protection	0.000	<b>0.000</b>	0.000
Leisure	(0.250)	<b>0.250</b>	0.000
<b><u>Operational Children's Services</u></b>			
Children's Social Care	1.800	<b>0.177</b>	1.977
0-25 Service: Disabled Children & Adults	1.300	<b>1.029</b>	2.329
Early Help	0.000	<b>0.138</b>	0.138
<b><u>Commissioning, Performance &amp; School Effectiveness</u></b>			
School Effectiveness	0.000	<b>(0.002)</b>	(0.002)
Safeguarding	0.000	<b>(0.021)</b>	(0.021)
Funding Schools	0.000	<b>0.000</b>	0.000
Commissioning & Performance	0.000	<b>0.189</b>	0.189
<b><u>Economy &amp; Planning</u></b>			
Economy & Planning	0.090	<b>0.110</b>	0.200
<b><u>Highways &amp; Transport</u></b>			
Highways	0.000	<b>0.000</b>	0.000
Transport	0.000	<b>0.000</b>	0.000
Car Parking	0.100	<b>0.000</b>	0.100
<b><u>Waste &amp; Environment</u></b>			
Waste	0.000	<b>0.000</b>	0.000
Environment Services	0.000	<b>0.150</b>	0.150
<b><u>Communications, Community Area Boards, Libraries, Arts, Heritage &amp; Culture</u></b>			
Communications	0.000	<b>(0.267)</b>	(0.267)
Libraries, Heritage & Arts	0.350	<b>0.077</b>	0.427
<b><u>Corporate Function, Procurement &amp; Programme Office</u></b>			
Corporate Function, Procurement & Programme Office	0.150	<b>(0.150)</b>	0.000
<b><u>Finance</u></b>			
Finance, Revenues & Benefits, & Pensions	0.150	<b>0.000</b>	0.150
Revenues & Benefits - Subsidy	0.000	<b>0.000</b>	0.000
<b><u>Legal &amp; Governance</u></b>			
Legal & Governance	0.560	<b>(0.205)</b>	0.355
<b><u>People &amp; Business Services</u></b>			
Human Resources & Organisational Development	0.000	<b>0.000</b>	0.000
Business Services	0.000	<b>0.000</b>	0.000
Strategic Asset & Facilities Management	0.000	<b>0.000</b>	0.000
Information Services	0.000	<b>0.000</b>	0.000
<b><u>Corporate Directors</u></b>			
Corporate Directors	0.000	<b>0.000</b>	0.000
Members	0.000	<b>0.000</b>	0.000
<b><u>Corporate</u></b>			
Movement on Reserves	0.000	<b>(1.000)</b>	(1.000)
Capital Financing	2.000	<b>(2.000)</b>	0.000
Restructure & Contingency	2.150	<b>(1.464)</b>	0.686
General Government Grants	0.000	<b>(1.000)</b>	(1.000)
Corporate Levys	0.000	<b>0.000</b>	0.000
<b>TOTAL FORECAST VARIANCE MOVEMENT</b>	<b>8.300</b>	<b>(4.260)</b>	<b>4.040</b>
HRA Budget	0.000	<b>0.000</b>	0.000

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**Proposed Leisure fees and charges increases from 1<sup>st</sup> February 2017**

- We will introduce a new 12 months contract for leisure memberships. The contract terms and conditions will be for a minimum of 12 months direct debit which then becomes a rolling payment. This will be introduced at the pricing level of the current membership fees.
- We will increase the price of the current 3 months minimum membership contract by 5% for new joiners only.
- We will increase the administration fee charge from £10 to £15 for new members.
- We will increase swim school prices by 10%.
- We will increase Camp Activate prices by 9%.
- We will increase the leisure card rates from £6.50 (junior/concession) and £15 (adult) to £8 and £20 respectively.
- We will increase all 'pay and play' (i.e. casual users) prices by an average of 3%.

These changes will result in an overall increase in income of approximately 3% based on current usage levels.

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**Wiltshire Council**

**Cabinet**

**13 December 2016**

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Subject: **Capital Monitoring Period 7 2016/2017 (as at 31 October 2016)**

Cabinet member: **Councillor Dick Tonge - Finance**

Key Decision: **No**

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### **Executive Summary**

The report details changes to the budget made since the 2016/2017 budget was set in February 2016 over and above the changes detailed in the Period 4 report.

The report reflects the position of the 2016/2017 spend against budget as at Period 7 (as at 31 October 2016).

### **Proposal**

To note the budget movements undertaken to the capital programme shown in appendices A and B; including reprogramming of £43.635 million between 2016/2017 and 2017/2018.

To also note the position of the capital programme in Appendix A.

### **Reason for Proposals**

To inform Cabinet of the position of the 2016/2017 capital programme as at Period 7 (31 October 2016), including highlighting any budget changes.

**Michael Hudson** Associate Director Finance

## **Wiltshire Council**

### **Cabinet**

**13 December 2016**

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Subject: **Capital Monitoring Period 7 2016/2017 (as at 31 October 2016)**

Cabinet member: **Councillor Dick Tonge - Finance**

Key Decision: **No**

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### **Purpose of Report**

1. To inform Cabinet on the position of the 2016/2017 Capital Programme, as at Period 7 (31 October 2016), including highlighting budget changes. A budget monitoring report to members is taken to Cabinet Capital Assets Committee quarterly in September, December, February and June. This report focuses on major variations in budget.

### **Budget Movements**

2. The original budget for 2016/2017 was presented to the Council as part of the budget meeting on 23 February 2016. Since that date there have been a number of changes to the budget for 2016/2017, largely due to reprogramming of budget from 2015/2016 and to 2017/2018; but also to reflect additional funding being available. The changes to the budget since it was last amended in the Budget Setting report are summarised in the table that follows, a fuller breakdown of the changes made at a scheme by scheme level is attached as Appendix A.

**Breakdown of Budget Amendments from Period 4 Budget to Period 7 Budget (as at 31 October 2016)**

	<b>£m</b>	<b>Notes</b>
<b>Budget Period 4 2016/2017</b>	<b>171.145</b>	
<b>Additions/amendments to the Capital Programme 2016/2017 since Period 4 Budget</b>		
<b>Additional Budgets added to Programme</b>	<b>1.948</b>	See Appendix A and B section 1 for further details
<b>Reduced Budgets</b>	<b>(0.373)</b>	See Appendix A for further details
<b>Budgets reprogrammed from 2016/2017 into 2017/2018</b>	<b>(43.635)</b>	See Appendices A and B section 2 for further details
<b>Current Budget 2016/2017</b>	<b>129.085</b>	

3. The budget additions shown above largely reflect increases in funding being available and brought into the programme under the Chief Financial Officer delegated authority. They largely comprise of additional grants from Central Government, Section 106 contributions and other contributions used to finance capital spend within the capital programme. Further information on the budget movements at an individual scheme level is shown in Appendix A and in further detail in Appendix B.
4. As part of this report the programme has been reduced by £0.373 million to reflect changes to the approved capital budgets within the revenue provision (interest and capital repayment) of £23.999 million; commentary on these amounts is given in Appendix C.
5. The budgets that have been reprogrammed into 2017/2018 are shown in further detail in Appendices A and B, with the higher value amounts also explained in the narrative for schemes in Appendix C.

## Summary of Position as at 31 October 2016

6. The current budget for the year 2016/2017 is £129.085 million. Actual spend on schemes as at 31 October 2016 was £44.035 million. A full breakdown of these figures is attached in Appendix A.
7. At present Highways Structural Maintenance forecast an overspend of £3.600 million. This has been due to the good weather that has enabled more work to be carried out in a cost effective way. A review is being carried out to schedule the next phase which will be reported in the next report. There are no other anticipated significantly overspending schemes.
8. Capital Financing is currently projecting to be balanced, which is a £2.000 million improvement since Period 4. This has been achieved through a review and reprioritisation of spend, profile of spend and continued sound management of the Council's investment and borrowings.
9. The Corporate Leadership Team has reviewed an amended capital programme covering the next four years which brings the programme back into affordability. This will reflect the reality of the four year offer agreed with government and the need to make significant additional revenue savings.
10. In line with this review some larger programmes have been slowed down to allow the review to take place. This is to ensure that decisions can be taken to address the affordability issues and is in part why the Actual spend to date is low.
11. Included within the programme are also significant schemes that are programmed for the latter part of the year, these include ICT Schemes which includes funding for Windows 10 laptop refresh, Schools Basic Need and Maintenance and Modernisation schemes, Local Growth Fund Scheme Porton Science Park.
12. Significant reprogramming has taken place between 2016/2017 and 2017/2018 in this report on Health & Wellbeing Centres (£10.957 million) and the Council House Build Programme (£20.676 million). This is to reflect the anticipated spend levels in 2016. Both programmes of work are under review with papers to be presented to Cabinet in 2017 which will confirm the schemes to be funded and profiles of spend going forward.
13. Further information on the movements undertaken and the final position of some of the larger schemes is set out in Appendix C, along with updates on the capital receipts received during 2016/2017.



## **Risks Assessment**

14. The capital budget for 2016/2017, as detailed in this report, has been revised to £129.085 million. Within any capital programme there are a number of potential risks such as from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the quarterly reporting process. Members may wish to bear in mind that the capital programme has been set for four years and therefore risks will be appraised over the whole period.

## **Equality and Diversity Impact of the Proposal**

15. None have been identified as arising directly from this report.

## **Financial Implications**

16. This is a report from the Chief Finance Officer and the financial implications are discussed in the detail of this report.

## **Legal Implications**

17. None have been identified as arising directly from this report.

## **Public Health Implications**

18. None have been identified as arising directly from this report.

## **Environmental Implications**

19. Wiltshire Council is now included in the Carbon Reduction Commitment (CRC); the UK's mandatory climate change and energy saving scheme. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It is calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint. There are no direct impacts of this report, however there are a number of schemes in the capital programme that are planned to enable energy efficiency benefits for the council.

## **Safeguarding Implications**

20. None have been identified as arising directly from this report.

## **Proposals**

21. To note the budget movements undertaken to the capital programme shown in appendices A and B; including reprogramming of £43.635 million between 2016/2017 and 2017/2018.

To also note the position of the capital programme in Appendix A.

## **Background Papers and Consultation**

None

### **Contact Name:**

Michael Hudson, Associate Director Finance, ext 13601  
[Michael.hudson@wiltshire.gov.uk](mailto:Michael.hudson@wiltshire.gov.uk)

Report Author: Leanne Sykes, Accountancy Services Manager.

### **Appendices:**

- Appendix A – 2016/2017 Capital Programme Budget Movements and spend to 31 October 2016
- Appendix B – Delegated authority for budget movements
- Appendix C – Narrative on specific schemes

**Capital Programme Budget Movements and Spend to 31 October 2016**

Scheme Name	2016/2017 Budget Breakdown								
	Period 4 Budget	Budget Movements between Schemes	Additional Budgets added to Programme (Section 1 Appendix B)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2016/2017 into 2017/2018 (Section 2 Appendix B)	Current Budget Period 7 2016/2017	Spend to 31 October 2016	Spend to 31 October 2016
	£m	£m	£m	£m	£m	£m	£m	£m	%
<b>Economy</b>									
Carbon Reduction Schemes	0.201						0.201	0.166	82.59%
Oil to Biomass Schemes	0.921						0.921	0.001	0.11%
Other Economic Development Schemes	0.074						0.074	0.007	9.46%
Strategic Economic Plan	2.448						2.448	0.000	0.00%
Corsham Mansion House	1.869						1.869	0.052	2.78%
A350 West Ashton/Yarnbrook Junction Improvements	0.000						0.000	0.000	0.00%
Chippenham Station HUB	1.972						1.972	0.094	4.77%
LTB Scheme A350 North of Chippenham Bypass Improvements	0.000						0.000	0.000	0.00%
A350 Dualling Chippenham Bypass	0.000						0.000	0.324	0.00%
M4 Junction 17	0.000						0.000	0.025	0.00%
Porton Science Park	8.757					(3.928)	4.829	0.042	0.87%
Other Local Growth Fund Schemes	0.000						0.000	0.056	0.00%
Wiltshire Ultrafast Broadband	0.000						0.000	0.000	0.00%
Salisbury Marketplace Churchfields & The Maltings	0.000						0.000	0.029	0.00%
Bowerhill Portal Way Improvement Works	0.079						0.079	0.000	0.00%
Integrated Transport	3.220	0.008	0.249			(0.500)	2.977	1.987	66.75%
Structural Maintenance (Grant & Council Funded)	16.210						16.210	15.323	94.53%
Pothole Fund Grant	0.866						0.866	0.240	27.71%
A350 Chippenham (Pinch Point)	0.000						0.000	0.000	0.00%
Local Sustainable Transport Fund	0.000						0.000	0.000	0.00%
Wiltshire Online	5.010						5.010	0.000	0.00%
Farmers Roundabout	0.018						0.018	0.001	5.56%
<b>Total Economy</b>	<b>41.645</b>	<b>0.008</b>	<b>0.249</b>	<b>0.000</b>	<b>0.000</b>	<b>(4.428)</b>	<b>37.474</b>	<b>18.347</b>	<b>48.96%</b>
<b>Community</b>									
Health and Wellbeing Centres - Live Schemes	20.948		0.163			(10.957)	10.154	5.154	50.76%
Health and Wellbeing Centres - In Development	0.000						0.000	0.000	0.00%
Area Boards and LPSA PRG Reward Grants	1.049	(0.008)					1.041	0.202	19.40%
Fitness Equipment for Leisure Centres	0.458						0.458	0.107	23.36%
Churchyards & Cemeteries	0.609						0.609	0.010	1.64%
Start up units in Market Hall Dezives	0.000						0.000	0.000	0.00%
Upgrade Facilities at City Hall	0.000						0.000	0.000	0.00%
Highway flooding prevention and Land Drainage schemes	1.256		0.030				1.286	0.691	53.73%
Aldbourne Flood Alleviation Scheme	0.000						0.000	0.000	0.00%
Bridges	1.521						1.521	0.289	19.00%
Salisbury Marketplace Highways Works	0.000						0.000	0.014	0.00%
Passenger Transport Capital	0.000						0.000	0.000	0.00%
Waste Services	0.619						0.619	0.213	34.41%
Fleet Vehicles	0.000						0.000	0.000	0.00%
Sarum Academy Salisbury	0.310				(0.250)		0.060	0.000	0.00%
Basic Need	16.092	0.148	1.403			(4.300)	13.343	3.620	27.13%
Schools Maintenance & Modernisation	7.805	(0.070)					7.735	2.313	29.90%
Devolved Formula Capital	0.777						0.777	0.443	57.01%
Access and Inclusion	0.303						0.303	0.070	23.10%
New Schools	1.032	(0.078)				0.010	0.964	0.085	8.82%
School Expansions & Replacements	1.706					(0.400)	1.306	0.260	19.91%
Early Years & Childcare	0.057		0.082				0.139	0.057	41.01%
Other Education Schemes	0.000						0.000	0.000	0.00%
Army Rebasing	0.051						0.051	0.205	401.96%
Salisbury CCTV	0.490						0.490	0.000	0.00%
<b>Total Community</b>	<b>55.083</b>	<b>(0.008)</b>	<b>1.678</b>	<b>0.000</b>	<b>(0.250)</b>	<b>(15.647)</b>	<b>40.856</b>	<b>13.733</b>	<b>33.61%</b>

## Capital Programme Budget Movements and Spend to 31 October 2016

Scheme Name	2016/2017 Budget Breakdown								
	Period 4 Budget	Budget Movements between Schemes	Additional Budgets added to Programme (Section 1 Appendix B)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2016/2017 into 2017/2018 (Section 2 Appendix B)	Current Budget Period 7 2016/2017	Spend to 31 October 2016	Spend to 31 October 2016
	£m	£m	£m	£m	£m	£m	£m	£m	%
<b>Supporting People</b>									
Disabled Facilities Grants	2.557		0.006				2.563	1.480	57.74%
Other Housing Grants	0.500						0.500	0.000	0.00%
Gypsies and Travellers Projects	3.361						3.361	0.042	1.25%
Council House Build Programme	31.676					(20.676)	11.000	3.548	32.25%
Extra Care Programme	0.000						0.000	0.002	0.00%
Sheltered Housing	0.313						0.313	0.313	100.00%
Affordable Housing including Commuted Sums	0.734						0.734	0.131	17.85%
Social Care Infrastructure & Strategy	2.942					(2.884)	0.058	0.000	0.00%
Complex Needs Bungalows	0.085				(0.085)		0.000	0.000	0.00%
HRA - Refurbishment of Council Stock	12.107				(0.008)		12.099	5.205	43.02%
Universal Infant Free School Meals Capital	0.060						0.060	0.007	11.67%
Public Health Schemes	0.381						0.381	0.062	16.27%
<b>Total Supporting People</b>	<b>54.716</b>	<b>0.000</b>	<b>0.006</b>	<b>0.000</b>	<b>(0.093)</b>	<b>(23.560)</b>	<b>31.069</b>	<b>10.790</b>	<b>34.73%</b>
<b>Changing The Way We Do Business</b>									
Buildings Repair & Maintenance	3.746						3.746	0.578	15.43%
Whole Life Building & Equipment Refresh	1.000						1.000	0.000	0.00%
Rural Estates	0.045				(0.030)		0.015	0.000	0.00%
Leisure Centres & Libraries - Capital Works Requirement	0.400						0.400	0.000	0.00%
Hub Programme Office Rationalisation	0.026						0.026	0.033	126.92%
Operational Estate	0.117						0.117	0.000	0.00%
Depot & Office Strategy	0.519						0.519	0.000	0.00%
ICT Schemes	6.546						6.546	0.397	6.06%
Other Schemes including cross cutting systems	1.269		0.015				1.284	0.157	12.23%
Learning Management System	0.033						0.033	0.000	0.00%
Organisational Change	5.000						5.000	0.000	0.00%
Digitisation	1.000						1.000	0.000	0.00%
<b>Total Changing The Way We Do Business</b>	<b>19.701</b>	<b>0.000</b>	<b>0.015</b>	<b>0.000</b>	<b>(0.030)</b>	<b>0.000</b>	<b>19.686</b>	<b>1.165</b>	<b>5.92%</b>
<b>Total 2016/2017 Programme</b>	<b>171.145</b>	<b>(0.000)</b>	<b>1.948</b>	<b>0.000</b>	<b>(0.373)</b>	<b>(43.635)</b>	<b>129.085</b>	<b>44.035</b>	<b>34.11%</b>

## CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

Cabinet Meeting  
Financial Year:

13 December 2016

2016/2017

### SECTION 1 - DELEGATED CFO POWERS

*"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme i.e. Additional resources available in the form of Grant, Section 106 contributions etc which fund the addition, "*

<b>Project Name:</b>	<b>Wiltshire Ultrafast Broadband</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	3,000,000		
<b>Funding Source:</b>	BDUK & LEP Grants for new Ultrafast Broadband Scheme		
<b>Project Name:</b>	<b>Integrated Transport</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	248,965		
<b>Funding Source:</b>	Section 106, Parish & Town Council, and First Great Western contributions towards Integrated Transport & CATG schemes		
<b>Project Name:</b>	<b>Health and Wellbeing Centres - Live Schemes</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	162,755		
<b>Funding Source:</b>	Grant from the football foundation for football pitches at Woolmore Farm site		
<b>Project Name:</b>	<b>Highway flooding prevention and Land Drainage schemes</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	30,000		
<b>Funding Source:</b>	Section 106 deposits towards land drainage works		
<b>Project Name:</b>	<b>Basic Need</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	1,402,652		
<b>Funding Source:</b>	Section 106 developer funds received towards school place extension projects		
<b>Project Name:</b>	<b>Early Years &amp; Childcare</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	82,487		
<b>Funding Source:</b>	Section 106 developer funds received towards a Pre-School expansion project		
<b>Project Name:</b>	<b>Disabled Facilities Grants</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	5,665		
<b>Funding Source:</b>	Refunded private sector housing grant		
<b>Project Name:</b>	<b>Other Schemes including cross cutting systems</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	15,491		
<b>Funding Source:</b>	Income received from schools to cover leasing of equipment		

**1,948,015** Total Delegated Changes Approved by Section 151 Officer

### SECTION 2 - DELEGATED CFO POWERS

*"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"*

<b>Project Name:</b>	<b>Porton Science Park</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(3,927,904)	3,804,429	123,475
<b>Funding Source:</b>	Local Growth Fund Grant & Wiltshire Council Borrowing		

## CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

Cabinet Meeting: 13 December 2016  
 Financial Year: 2016/2017

<b>Project Name:</b>	<b>Integrated Transport</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(500,000)	500,000	
<b>Funding Source:</b>	Integrated Transport grant from DFT		
<b>Project Name:</b>	<b>Health and Wellbeing Centres - Live Schemes</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(10,956,867)	10,956,867	
<b>Funding Source:</b>	Wiltshire Council Resources (Borrowing & Receipts)		
<b>Project Name:</b>	<b>Basic Need</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(4,300,000)	4,300,000	
<b>Funding Source:</b>	Basic Need Grant allocation from Education Funding Agency		
<b>Project Name:</b>	<b>New Schools</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	10,000	(10,000)	
<b>Funding Source:</b>	Basic Need Grant allocation from Education Funding Agency		
<b>Project Name:</b>	<b>School Expansions &amp; Replacements</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(400,000)	400,000	
<b>Funding Source:</b>	Basic Need Grant allocation from Education Funding Agency		
<b>Project Name:</b>	<b>Council House Build Programme</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(20,676,058)	20,676,058	
<b>Funding Source:</b>	HRA Reserve		
<b>Project Name:</b>	<b>Social Care Infrastructure &amp; Strategy</b>		
<b>Budget Change:</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
	(2,884,062)	2,884,062	
<b>Funding Source:</b>	Social Care Grant from DOH		
<b>43,634,891</b> Total Re-programming between years			

### SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

*"Adjustment/addition of scheme to the capital programme which places an additional funding requirement on the programme"*

**Project Name:**

**Budget Change:** **2016/2017** **2017/2018** **2018/2019**

**Funding Source:** There are no requests for additional resources detailed within this report

**0** Total requests for additional resources

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

**CHIEF FINANCE OFFICER:** Michael Hudson

**DATE:** December 16

**Further Information on Schemes in the Capital Programme and Funding Sources as at Month 7 (31 October 2016)**

**Economy**

1. Local Growth Fund Schemes are progressing at various sites. Reprogramming of £3.928 million has taken place from 2016/2017 to 2017/2018 due to slippage on Porton Science Park and Corsham Mansion House, these programmes are online to complete in 2017/2018.
2. At present Highways Structural Maintenance forecast an overspend of £3.600 million. This has been due to the good weather that has enabled more work to be carried out in a cost effective way. A review is being carried out to schedule the next phase which will be reported in the next report.
3. Wiltshire Online; Phase 1 build is now complete with phase 2 underway. The final account is being determined for phase 1 with an underspend expected. Once final accounts are agreed the final payment to BT will be released.

**Community**

1. The Health and Wellbeing Centre programme has been reviewed and budgets aligned with anticipated spend in 2016/2017, this has identified £10.957 million of slippage into 2017/2018. A paper will be presented to Cabinet in 2017.
2. Sarum Academy Salisbury; the final accounts have been agreed as this project comes to an end with only a final retention payment outstanding. The budget has been reduced by £0.250 million to reflect the final position.
3. £4.300 million of reprogramming from 2016 to 2017 has taken place in this report on Basic Need schemes. This reflects the spend profile on major build schemes at Stonehenge School, Old Sarum, and Castlemead Schools.

**Supporting People**

1. The Council House Build Programme has been reviewed and budgets aligned with anticipated spend in 2016/2017, this has identified £20.676million of slippage into 2017/2018. A paper will be presented to Cabinet in January 2017.
- 2.

**Changing the Way We Do Business**

3. Existing programmes of work such as Building Repairs and Maintenance and ICT schemes continue. They are joined by new programmes of work with budgets approved in February 2016 for Digitisation and Organisational Change schemes to modernise the way we work and interact with our customers.

## Funding of the Capital Programme

4. The capital programme is funded by 3 principal sources; grants & contributions, capital receipts and borrowing.
5. Grants and Contributions fund the largest proportion of the programme, the total received in these areas in 2016/2017 as at 31 October 2016 is £27.548 million with a further £14.891 million to be received in 2016/2017 and used to finance the programme. As in previous years the largest grants received are for Highways and Education schemes.
6. As at the end of October 2016 a net total of £4.299 million of income has been received from Capital Receipts from the proceeds of fixed asset sales. These include general asset disposals such as the sale of airspace above London Road Park and Ride in Salisbury, Pennyfarthing House and Bowerhill Professional Development Centre. 26 sales under the Council Housing Right to Buy (RTB) scheme have also been received. The target in the capital programme is £11.000 million. This will be monitored closely during the year.
7. Borrowing makes up the final element of financing the capital programme and currently a total of £34.642 million is required to be borrowed to fund the budget.



**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Procurement of a new temporary agency supplier**

**Cabinet Member: Councillor Dick Tonge - Finance**

**Key Decision: Yes**

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## **Executive Summary**

The council's contract for the supply of agency staff ended on the 19 November 2016. To ensure continuity of supply while the re-procurement concludes the contract is continuing with Comensura on a rolling basis awaiting approval of a formal extension agreement through this report.

To reduce the period under which we have to continue the current contract and further to a report to senior managers, a tender has been run against an Eastern Shires Purchasing Organisation (ESPO) framework that replaced the one under which we previously procured the current temporary agency contract.

It is anticipated the current contract will need to be extended to the 31 August 2017 and a contract extension requested with Comensura due to competing demands and capacity/resource available in HR & OD to support any implementation.

We tendered to establish a replacement 3 year contract with an option to extend for a further one year subject to satisfactory performance. The requirement has been designed to assist the council in managing its requirements as efficiently and effectively as well as mitigating any risks of fines associated with using personal services companies, commonly known as IR35. This risk is in relation to the proper payments of taxes due to HMRC based on their status in relation to employment rather than contracted services.

We received 3 tenders and through a robust evaluation process, one company has been identified as the winner to whom any award of contract would be made. The outcome of the tender is summarised in the attached evaluation outcome report as Appendix 1.

## **Proposals**

That Cabinet delegate to the Associate Director for People and Business Services following consultation with the Cabinet member for Finance and the Associate Director for Legal and Governance, the authority to approve:

1. The extension of the current contract with Comensura until 31 August

2017

2. The award of contract for an initial three year period and the authority to exercise the option to extend the contract for one year subject to satisfactory performance

**Reason for Proposals**

The council has an ongoing requirement for agency staff to deliver its business and a contract to deliver temporary agency services meets this need.

**Dr Carlton Brand**  
**Corporate Director**

## **Wiltshire Council**

### **Cabinet**

**13 December 2016**

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**Subject: Procurement of a new temporary agency supplier**

**Cabinet Member: Councillor Dick Tonge - Finance**

**Key Decision: Yes**

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#### **Purpose of Report**

1. To seek Cabinet approval to award the contract to the supplier as detailed in Appendix 1 of this report.

#### **Relevance to the Council's Business Plan**

2. A contract to manage the council's temporary agency supply will support all Business Plan outcomes as agency workers provide the council with the people resources to deliver services where there are gaps in the established workforce

#### **Main Considerations for the Council**

3. Wiltshire Council has tendered for a Managed Service Provider (MSP) to supply its entire temporary and (where appropriate) permanent labour.
4. The award of a new contract will secure access to a service for the planned use of temporary staff that provides the council with workforce flexibility whilst delivering best value for money
5. Wiltshire Council has a current vendor neutral solution with Comensura awarded through MSTAR (Managed Services for Temporary Agency Resources). A vendor neutral solution is one in which the supplying agency does not directly supply/employ the temporary staff, but sources them from other Agencies, maximising access to the supply chain. The current contract with Comensura expired in November 2016 but is to be extended until 31 August 2017 with the new contract taking effect on 1 September 2017. The extension required is due to competing priorities and the resource/capacity needed within HR & OD for implementation.
6. The main considerations in the procurement of a new contract have been:
  - To secure value for money services and optimise its use of temporary staff in line with the council's direction of travel to reduce agency spend as part of the wider budget savings needed
  - To provide a simple to use, efficient and effective portal for managers that need to hire temporary staff

- To secure high quality management information to enable the council to manage its temporary staff requirements better, working with the successful supplier
- To direct all agency spend through the framework wherever possible and appropriate to continue to keep 'off-contract' spend to the absolute minimum
- To manage its business well in the face of reduced funding from Central Government
- To address internal constraints of, for example, recruitment freezes
- To continue to support and develop the local economy by the use of SMEs (small and medium enterprises)

## **Background**

7. The current provider, Comensura, was appointed as the council's Vendor Neutral Managed Service Provider under an ESPO MSTAR framework in 2011
8. Comensura is a supply management specialist, that manages the supply of temporary labour in large organisations across the public, private and not for profit sectors and has been awarded 'supplier status' under the ESPO framework agreement.
9. Comensura have been providing a vendor neutral solution to local authorities in the south west since 2005 and now have a significant number of clients which accounts for 71% of agency worker spend through a managed service solution in the south west region
10. In May 2016, senior council officers approved a recommendation to procure this service through a further competition via the ESPO framework, Lot 1.
11. That procurement has been undertaken, accompanied by an extension to the current contract to enable the procurement to be delivered. The outcome of the tender is at Appendix 1

## **Overview and Scrutiny Engagement**

12. The Financial Planning Task Group has been monitoring spend on agency staff for some time and a discussion about the procurement process (excluding the outcome detailed in Appendix 1) and its aims was undertaken with the Overview and Scrutiny chair, vice-chair and the Financial Planning Task Group chair on Tuesday 29 November 2016 by the report authors

## **Safeguarding Implications**

13. The specification used for the procurement of the new contract included clear requirements to adhere to Wiltshire Council's safeguarding policies and procedures for the supply of all temporary agency workers to the council. The requirement includes the audit of all agencies used by the MSP in the supply of temporary agency workers to ensure that the council's safeguarding policies

and procedures are met. There was also a requirement to outline the processes involved should any agency fail an audit.

14. The tender evaluation process was also marked against a specific question relating to safeguarding:

“In relation to the quality and suitability of staff supplied, how will your organisation manage its supply chain to ensure the appropriate checks have been carried out on Candidates prior to submitting them to the Customer for an Assignment? For example, DBS, repeated submission of rejected candidates, CV including evidence of qualifications and professional body registrations (e.g. HCPC), proof of identity, checking not previously employed by Wiltshire Council, references and critically important – any relevant safeguarding checks”

### **Public Health Implications**

15. The hiring of agency staff is often needed when there are business critical resource issues (e.g. social work) and lack of capacity within the permanent workforce. Without a MSP in place, there is the potential for delays in the hiring process, impacting on the health and well-being of the permanent workforce

### **Procurement Implications**

16. This report is wholly related to a procurement and these issues are central to the main body of the report, so not expressly addressed in this section.

### **Equalities Impact of the Proposal** (detailing conclusions identified from Equality Analysis, sections 4 and 5)

17. Equality and diversity is embedded throughout the ESPO MSTAR2 framework and suppliers reflected this requirement within their tenders. By signing up to the framework, MSPs and consequently all agencies supplying temporary labour to the council will have to agree to the equality and diversity requirements set out within the framework agreement. This addresses our Public Sector Equality Duty (PSED) requirements under the Equality Act. On-going contract management will also address any equality considerations when relevant to ensure the council's obligations under the PSED are met.

### **Environmental and Climate Change Considerations**

18. None considered to apply

### **Risk Assessment**

19. An emerging risk is that HMRC is introducing more rigorous controls on the use of Personal Service Companies by the public sector from 1 April 2017. This has been subject to recent consultation (ending 18 August 2016) and the final IR35 regulations have yet to be published and assessed for impact.

20. The arrangement with an MSP, if used as the council's main route to secure agency staff, except for those exceptional and very limited in number roles that are so specialist as to require a different supplier, will help manage our IR35 risk effectively. However, hiring agency workers outside of this contract creates risk of fines for failure to adequately assess the employment and tax status of the agency personnel used.

#### **Risks that may arise if the proposed decision and related work is not taken**

21. Due to fragmented spend across the whole range of council's services, the council would not be able to secure value, manage IR35 risk, or understand its corporate requirements and manage them effectively through a coordinated and robust approach, particularly when buying critical agency staff such as waste drivers and loaders, or social workers.

#### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

22. There is still, albeit a greatly reduced risk with IR35 requirements which needs to be managed. The response to the consultation has not been released by the HMRC and further discussions with the new MSP will have to take place when the detail regarding the new IR35 regulations are known

#### **Financial Implications**

23. There has been a continued business need under a contractual arrangement over the previous three years for temporary agency labour with spend levels as detailed below:

- Category spend on Agency of £8,300,000 for financial year 2015/16
- Category Spend on Agency of £9,216,015 for financial year 2014/15
- Category spend on agency of £7,750,298 for financial year 2013/14

24. The increase in spend for 2014/15 was the result of an increase in the numbers of agency social workers in safeguarding and assessment (operational children's service) to reduce the numbers of caseloads per social worker and to implement the 'caseload promise' as part of the social work recruitment and retention campaign

25. These figures cover 18 categories of job types largely divided between social care, IT, technical, legal and general industrial services. The funding for these requirements comes from individual service operational budgets.

26. The contract has been aligned to our strategic direction to reduce spend on agency staff with the aim to continue this reduction further during the overall period of the contract. Further details of savings calculations based on the comparison of the existing temporary agency contract with the new can be found in Appendix 1 of this report

27. The proposed provider following the tender exercise represents the lowest price and thus is supported on a simple financial analysis. At present the

current provider includes a surcharge percent in the charge rates that is then rebated to the council and remains within the council to support for example HR with the improvement of services to try and reduce the need for future spend on temporary staff. As part of the tender award and final negotiations a new surcharge level will be agreed with the preferred bidder before final tender award. Assuming that surcharge at least equals the current percent then this will help mitigate any further risk of any potential financial consequences. As such finance support the proposals within this report

### **Legal Implications**

28. In a staff related contract TUPE (transfer of undertakings protection of employment) considerations always stand to be examined carefully. It might be thought in this case that TUPE would be a factor. On review and taking into account the practical arrangements it is the view of Legal Services that TUPE will NOT apply to the staffing arrangements here. This view was taken in the main because the temporary staff are NOT employees and TUPE only applies to transferring employees.
29. In regard of the Terms and Conditions of contract, as this is a framework put together by ESPO with pre-tendered terms and conditions, Wiltshire Council's ability to amend the terms and conditions is extremely limited. However, it is an established Framework commonly used by Local Authorities and the terms are fair to the Council then the terms and conditions are acceptable without amendment.
30. The ESPO framework and the Council's Invitation to Tender (ITT) appear to be compliant with Procurement Regulations. Any bridging extension will also be compliant if done as contemplated in the procurement documents of the contract being replaced.

### **Options Considered**

31. The May 2016 senior management report outlined three options:
  - Undertake a full OJEU process
  - Undertake a mini-competition via the ESPO MSTAR2 Framework
  - Undertake a mini-competition via the Yorkshire Purchasing Organisation (YPO) framework
32. The Strategic Procurement Hub undertook a desk top analysis of the two frameworks and projected that a mini competition against MSTAR2 would provide the most cost effective contract route - albeit maximising efficiencies will predominately come from effective resourcing management to limit the level of spend on these services as part of the wider HR workforce strategy.
33. The ESPO option was presented jointly by the Associate Director, People and Business and the Associate Director, Corporate Function, Procurement and Programme Office and approved by the Corporate Directors and a mini competition was undertaken against the ESPO framework, Lot 1.

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Report Authors: Jane Graham, Resourcing Manager, HR & OD,  
[jane.graham@wiltshire.gov.uk](mailto:jane.graham@wiltshire.gov.uk) and Greg Lewis, Senior Category Manager  
(Corporate), Strategic Procurement Hub, [greg.lewis@wiltshire.gov.uk](mailto:greg.lewis@wiltshire.gov.uk)

Date of report 13 December 2016

## **Appendices**

Appendix 1: Procurement evaluation report and Annex A: procurement outcome  
(undertaken as Part II as it contains exempt information)

## **Background Papers**

The following documents have been relied on in the preparation of this report and  
can be supplied on request by the report authors:

None



**Wiltshire Council**

**Cabinet**

**13 December 2016**

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**Subject: Castle Works, Castle Road Salisbury**

**Cabinet Member: Councillor Fleur de Rhé Phillipe  
Cabinet Member for Economic Development, Skills,  
Strategic Transport and Strategic Property**

**Key Decision: Yes**

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## **Executive Summary**

The Council owns the freehold to Castle works, Castle Road, Salisbury subject to a lease to Five Rivers Eco Homes Limited with 85 years unexpired. The company has obtained outline planning consent (reference SAL/14/06650/OUT) for residential development and has requested that the Council enter into a joint sale agreement (the main terms of which are contained in the confidential paper).

Entering into the agreement will deliver a significant capital receipt to the Council and enable important economic benefits in terms of safeguarding high quality jobs within Wiltshire, facilitating the growth of an important high value manufacturer, delivering local brownfield regeneration and providing 60 new homes including 19 affordable housing units.

## **Proposal**

To enter into a joint sale agreement with 5 Rivers Ecohomes for the disposal of Castle Works Salisbury on terms to be agreed by the Associate Director People and Business following consultation with the Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property and the Associate Directors for Legal and Governance and Finance.

## **Reason for Proposal**

A disposal will generate a capital receipt, safeguard employment in Wiltshire, and deliver affordable housing provision in line with policy.

**Dr Carlton Brand  
Corporate Director**

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## **Wiltshire Council**

### **Cabinet**

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**Subject:** Castle Works, Castle Road Salisbury

**Cabinet Member:** Councillor Fleur de Rhé Phillipe  
Cabinet Member for Economic Development, Skills,  
Strategic Transport and Strategic Property

**Key Decision:** Yes

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### **Purpose of Report**

1. To seek approval to enter a joint sale agreement with Five Rivers Eco Homes Limited in respect of the Castle Works site, Castle Road, Salisbury ("Castle Works").

### **Relevance to the Council's Business Plan**

2. Priority 2: To boost the local economy – creating and safeguarding jobs

### **Main Considerations for the Council**

3. Ensuring that the main businesses are retained in accordance with the outline planning permission is expected to safeguard, in the short term, in excess of 50 jobs in the high-value manufacturing / engineering sector, which is a priority sector in the economy. It is understood that the businesses may be seeking to expand and in any event would benefit from new premises as the current buildings are ageing, and considered to be inflexible and not well suited to modern business needs.
4. In addition to any section 106 planning obligations, the major shareholder of Five Rivers Eco, with whom the Council has negotiated the commercial terms, has also offered to give such written undertakings as are necessary to ensure that Five Rivers commits to safeguarding these jobs within the Wiltshire.
5. Similar obligations will be inserted into the joint sale agreement.
6. The development will provide 19 affordable homes in an area of need and a further 41 market units towards the Council's target for new homes in Salisbury along with the regeneration of a brownfield site.

### **Overview and Scrutiny Engagement**

7. As an urgent item, there has not been the opportunity to engage with the Overview and Scrutiny committee at this stage. However the Chairman of

Overview and Scrutiny has been briefed on the matter and in view of the urgency, which arises from the operational constraints of the existing building meaning that the businesses may need to decide on relocation options in the very near future, it has been agreed that this matter should come before cabinet now.

### **Safeguarding Implications**

8. There are no safeguarding implications relating to the proposal.

### **Public Health Implications**

9. If taken forward, the proposal will enable the delivery of housing, including affordable housing, in an area of need and improve the environment by regenerating a brownfield site.

### **Procurement Implications**

10. There are no procurement implications relating to the proposal.

### **Equalities Impact of the Proposal**

11. There are no equalities impacts arising from the proposal.

### **Environmental and Climate Change Considerations**

12. Environmental impacts associated with the proposed residential development were considered by the planning committee and assessed as having no likely significant effects on the environment, and planning permission is conditional e.g. the agreement of a Construction Environmental Management Plan.

### **Risks that may arise if the proposed decision and related work is not taken**

13. Risks include the loss of a substantial number of jobs if the businesses decide to relocate out of the area, the failure to realise a capital receipt from the sale of the site and the failure to regenerate a brownfield site to create new housing, including affordable housing, in an area of need.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

14. The businesses may be minded to relocate outside of the county in any event, but any joint sale agreement will be drafted to include such covenants as are necessary to mechanisms to mitigate this risk.
15. The leaseholders may not agree to enter a joint sale agreement or to surrender their legal interest. This is a commercial decision for both those organisations. This risk will be mitigated by negotiations that Five Rivers will carry out with the leaseholders.

## **Financial Implications**

16. The Council will receive a substantial capital receipt which will significantly exceed the value of the income stream received from the fixed annual rent payments currently received from Five Rivers Eco Homes Limited as detailed in the confidential appendix.

## **Legal Implications**

17. S 123 of the Local Government Act 1972 gives Wiltshire Council the ability to transfer land at less than market value where that transfer helps secure the promotion of the economic, social, or environmental wellbeing of the area. The Secretary of State's approval is required if the undervalue exceeds £2,000,000 which is unlikely to be the case in this matter.
18. Legal Services, in conjunction with property services, will so far as it has not already done so, need to review the title deeds for the property to evaluate any legal issues which may have an impact on the proposed joint sale agreement and the ultimate disposal of the site.

## **Options Considered**

19. These, and the terms of the potential joint sale agreement are included in the confidential report.

## **Conclusions**

20. Entering into a joint sale agreement with Five Rivers Eco Homes Limited for the freehold disposal of the Castle Works site will generate a capital receipt, safeguard employment in Wiltshire, and generate affordable housing provision.

## **Alistair Cunningham (Associate Director, Economy and Planning)**

Report Authors:

Richard Walters  
Head of Major Projects  
[Richard.walters@wiltshire.gov.uk](mailto:Richard.walters@wiltshire.gov.uk)  
01722 434495

23 November 2016

Appendices

Part ii - Appendix

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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