

AGENDA

Meeting: **Cabinet**

Place: **The Kennet Room, County Hall, Bythesea Road, Trowbridge, BA14 8JN**

Date: **Tuesday 17 September 2019**

Time: **9.30 am**

Please direct any enquiries on this Agenda to Stuart Figini, of Democratic Services, County Hall, Trowbridge, direct line 01225 718221 or email stuart.figini@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

Membership:

Cllr Philip Whitehead	Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development
Cllr Richard Clewer	Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI
Cllr Allison Bucknell	Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Ian Blair-Pilling	Cabinet Member for IT, Digitalisation and Operational Assets
Cllr Pauline Church	Cabinet Member for Children, Education, Skills and South Wiltshire Recovery
Cllr Laura Mayes	Cabinet Member for Adult Social Care, Public Health and Public Protection
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Property
Cllr Bridget Wayman	Cabinet Member for Highways, Transport and Waste

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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 7.

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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 - 26*)

To confirm and sign the minutes of the Cabinet meeting held on 23 July 2019, previously circulated.

3 **Declarations of Interest**

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

4 **Leader's announcements**

5 **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 Stuart Figini of Democratic Services stuart.figini@wiltshire.gov.uk 01225 718221 by 12.00 noon on 11 September 2019. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22** (*Pages 27 - 64*)

 Report by Executive Director Terence Herbert.

7 **Update on Outdoor Education sites** (*Pages 65 - 74*)

Report by Executive Director Terence Herbert.

8 **Local Industrial Strategy** (*Pages 75 - 84*)

 Report by Executive Director Alistair Cunningham.

9 **Sexual Health and Contraceptive Service** (*Pages 85 - 102*)

 Report by Executive Director Carlton Brand.

10 **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

11 **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 Item Numbers 12 and 13 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 item in private:

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

12 **Local Industrial Strategy** (*Pages 103 - 140*)

 Report by Executive Director Alistair Cunningham.

This item is exempt due to the business information provided in the Appendix.

13 **Sexual Health and Contraceptive Service** (*Pages 141 - 142*)

 Report by Executive Director Carlton Brand.

This item is exempt due to the financial information provided in the Appendix.

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

MINUTES OF THE CABINET MEETING HELD ON 23 JULY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Philip Whitehead (Chairman), Cllr Richard Clewer (Vice-Chair), Cllr Ian Blair-Pilling, Cllr Pauline Church, Cllr Laura Mayes and Cllr Toby Sturgis

Also Present:

Cllr Richard Britton, Cllr Andrew Bryant, Cllr Clare Cape, Cllr Stewart Dobson, Cllr Richard Gamble, Cllr David Halik, Cllr Darren Henry, Cllr Alan Hill, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Jonathon Seed, Cllr Ian Thorn, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

95 **Apologies**

Apologies were received from Cllr Allison Bucknell and Bridget Wayman.

96 **Minutes of the previous meeting**

The minutes of the meeting held on 2 July 2019 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 2 July 2019.

97 **Declarations of Interest**

Councillor Richard Clewer declared a disclosable pecuniary interest in the agenda item 14 and 20 – Establishing Local Authority Companies as he would be a Director of the Company referred to in the report. Cllr Clewer indicated he would withdraw from the meeting and take no part in any decisions made by the Cabinet.

98 **Leader's announcements**

Cllr Philip Whitehead thanked the Council for appointing him as Leader of the Council. He also welcomed Cllr Ian Blair-Pilling and Cllr Allison Bucknell to the Cabinet.

The Leader was also pleased to report that Wiltshire Council's Children's Services received a "Good" in all areas following an inspection by Ofsted in June 2019. The Leader thanked all staff involved for their hard work. Cllr Laura Mayes, former Cabinet member for Children, Education and Skills, thanked all staff for their commitment in achieving improvements to the Service which secured the improved rating.

99 **Public participation and Questions from Councillors**

A question was asked by Cllr Steve Oldrieve if the new Leader of the Council had made an appointment to the Portfolio for Environment, Housing and Electoral Review, following consideration of the Environment and Global Warming motion at the Full Council meeting held on 26 February 2019. The Leader of the Council confirmed that Cllr Ashley O'Neill had been appointed to the Portfolio.

100 **Council Tax Reduction Scheme Review**

Cllr Philip Whitehead, Leader of the Council, presented a report which detailed costed options for changes to the Council Tax Reduction Scheme.

The Leader explained that following the introduction of the Council Tax Reduction Scheme in 2013, it had been subject to a number of changes to bring it in line with other welfare benefits. Further changes were now necessary to improve administration and accommodate the effects of Universal Credit and these changes would require consultation. The report set out a number of options for consultation and the Leader proposed that Option 4, detailed in the Appendix to the report, be supported for consultation, the results of which would be considered by Cabinet at its meeting in November 2019.

In response to questions from Cllr Ian Thorn, Chair of the Financial Planning Task Group, about how the consultation would be conducted and how the income 'bands' would operate, the Leader and Director of Finance and Procurement explained that the income bandings would be suitably flexible so that they avoided additional financial burdens on those who were part of the Scheme.

Resolved: That Option 4, as detailed below, be approved as the preferred option for consultation, with the results being reported back to Cabinet in November 2019.

Option 4

Maintain the existing scheme but offers those on Universal Credit a scheme based on the household income which offers 80% maximum entitlement but limits the number of adjustments made to the claim each year. Entitlement will be based on a number of income 'bands'. Those with Capital/assets of over £6,000 will not be

entitled to CTR Non-Dependant deduction standardised at £4 per week.

The scheme will be designed to be cost neutral other than to include a factor for the overall increase in council tax. This proposal will mean the CTR scheme as a whole will cost approximately £24.65m in 2020-21.

Reason for Decision:

Since 2013 the Council has operated two schemes to determine entitlement to council tax reduction. There is a default scheme for those of pensionable age, Council Tax Benefit and a local scheme offering a Council Tax Reduction for those of working age. Both schemes are affected by the roll out of Universal Credit which is managed by the Department of Work and Pensions (DWP) but the most significant impact has been felt by those of working age.

The introduction of Universal Credit has had a number of effects. It has changed the relationship between the council and the claimant, who in the past relied upon the council for all their housing costs. Now Universal Credit includes housing costs for the majority of tenants, lessening both the information local authorities hold and the urgency with which customers once engaged with local authorities. It is a benefit that that can be used to top up a low income. It can be claimed by those temporarily out of work as well as those unable to work. Around one third of all households in receipt of council tax reduction are already in receipt of Universal Credit with the expectation that another two thirds will migrate over the next four or five years. The overall impact of migration upon council services will be significant as many of these customers are also supported by Adult Social Care, Mental Health and Learning Disabilities Teams and the Court of Protection Team.

The sums paid to those in receipt of Universal Credit, in terms of the basic living allowances have also been frozen for the last three years, when in real terms, council tax has increased by 13%.

According to a recent report by the Institute for Fiscal Studies “There are still substantial cuts planned for working-age benefits in the next years, especially because of the move from the ‘legacy’ benefits system to the overall less generous (in entitlements) universal credit system, which is now expected only to be fully rolled out by 2023–24,” it said. “In combination with cuts to tax credits, this means that benefit entitlements are likely to shrink in real terms, pushing down the incomes of poorer households.”

Methods of exchanging information between local authorities and the DWP have become more sophisticated. The point has been reached where much of the information sent populates the software system used by Revenue and Benefits. Typically, 5,000 notifications are imported from the DWP each month for those on Universal Credit, alone. The current council tax reduction scheme is too sensitive to accommodate those changes. Each notification requires the claim to be looked at. Consequently, claims for council tax reduction are subject to frequent amendments, often as a result of a relatively minor change in

income. The council tax reduction scheme needs updating to better accommodate these changes.

In conjunction with the introduction of the local scheme in 2013 changes were made to other council tax discounts and exemptions over which the council were given discretion to change to best suit the authority. These changes offset some of the costs of the current scheme. The council have already maximised methods of income generation from local taxation and so any proposal to amend the scheme will have a direct impact upon the council's budget.

The estimated cost of the scheme in 2020-21 will be £24.65 million before any change is made to the scheme (still less than the scheme cost in 2013-14 when it cost £27million). This report sets out proposals for consultation to change the scheme. It provides costed options for a local council tax scheme which may offer better support to those who most need help, particularly those in receipt of Universal Credit. In doing so the council could minimise the administrative costs of maintaining claims for council tax reduction and the collection of arrears. Any proposal to increase the generosity of the scheme will however impact upon the formula used to calculate the tax base and will reduce the tax base which will have an impact upon all precepting authorities and levels of precepts.

101 **Performance Management and Risk Outturn Report: Q4 2018/19**

Cllr Philip Whitehead, Leader of the Council, presented a report which provided an update on the progress against the stated aims in the Council's Business Plan, including measures from the corporate performance framework as well as the latest version of the Council's strategic risk register, covering the period from January to March 2019.

Cllr Ian Thorn, Chair of the Financial Planning Task Group, indicated that the Task Group at their meeting on 22 July 2019 welcomed the report, and he was happy to move onto the current and newly combined financial and performance report to be considered later on in the Cabinet agenda.

In response to a question from Cllr Clare Cape about the reducing percentage of pupil's attainment levels at schools in Wiltshire, (previously considered y Cabinet at its meeting on 26 March 2019), whether improvements had been realised and the reason why they were not included in the current Q4 report. The Leader explained that the performance indicators were included in the quarterly report on a rotational basis, although an update on this issue would be forwarded to Cllr Cape. Cllr Church confirmed that the issue was one of concern and she was continuing to hold discussions with headteachers to seek a reverse in the trend.

In response to additional questions from Cllr Gordon King about the drop off in attainment levels, the Leader confirmed that a report would be requested on the reasons for the reduced attainment levels to a future Cabinet meeting.

Resolved: To note the updates and outturns:

- 1. Against the measures and activities ascribed against the Council's priorities.**
- 2. To the strategic risk register.**

Reason for Decision:

The current corporate performance framework compiles measures used to monitor progress in service areas against planned objectives that relate to the goals laid out in Wiltshire Council's current Business Plan 2017-27.

The strategic risk register captures and monitors significant risks facing the Council: in relation to significant in-service risks facing individual areas and in managing its business across the authority generally.

102 **Provision of ICT Services to Wiltshire Police**

Cllr Ian Blair-Pilling presented a report seeking approval for the council's ICT Service to continue discussions with Wiltshire Police, with a view to ending the current service provision arrangements in a planned and phased manner, while ensuring that current operational benefits are preserved wherever possible.

Cllr Blair-Pilling explained that since 2014 the Council's ICT Service have been running the Wiltshire Police ICT Services. There were now pressing reasons, detailed in the report, why the sharing of ICT services should end, in particular new policing national standards and access to more sensitive systems that would not be compatible. He reported that there would be a reduction in income for the Council and staff moves would be required under the TUPE regulations.

In response to a question from Cllr Ian Thorn, Chair of the Financial Planning Task Group, about details in the original contract with Wiltshire Police in the event of a separation, Cllr Blair-Pilling explained that the ICT Service was shared through a mutual collaboration partnership rather than a formal contract. The Leader explained that both parties supported the proposals.

In response to an additional question from Cllr Jonathan Seed about the security of Council email services, Cllr Blair-Pilling confirmed that all aspects of the ICT services would be considered during the implementation of the proposals.

Resolved:

- 1. That the current arrangement where Wiltshire Council provides ICT services to Wiltshire Police should end and that steps are taken to introduce a new infrastructure for ICT services operating in two separate organisations.**
- 2. That the decision at 1 above be undertaken as a progressive, planned and controlled activity, and that a project team be established, of both Wiltshire Police and Wiltshire Council staff serving on it, to facilitate the various activities to be undertaken.**
- 3. The next steps to include further negotiations with Wiltshire Police around costs and staffing, the setting up of a project to move**

matters forward, and consultation with those staff who could be affected by the proposed changes.

Reason for Decision:

- 1. The council has provided an ICT service to WP since 2014, an arrangement initiated at their request, and which has operated well and to mutual benefit.*
- 2. Changes in the police world at a national level would mandate a move to an ICT delivery model that the council cannot accommodate.*
- 3. Specifically, the council would have to become a contracted, managed service provider to Wiltshire Police, with all that entails. That is something which the Wiltshire Council's ICT function is not set up to do, nor is it a direction the council would wish to travel in at this time, given other priorities in terms of its ICT & Digital Strategy.*

103 **Budget Monitoring, Performance & Risk Management 2019/20 Q1**

Cllr Philip Whitehead, Leader of the Council, presented the report which (i) advised on the Budget Monitoring, Performance & Risk Management position 2019/20 Quarter 1 (30 June 2019) for the financial year 2019/20 with suggested actions as appropriate; (ii) Provided information about the position of the 2019/20 revenue and capital budgets as at quarter 1 (30 June 2019), including highlighting any budget changes; ,and (iii) provided an update on the progress against the stated aims in the Council's Business Plan including measures from the corporate performance framework as well as the latest version of the Council's strategic risk register as at the end of June 2019.

The Leader explained that (i) the report brings together, for the first time, regular reports on Budget Monitoring and Performance & Risk Management, combining key information to give a complete picture of financial and non-financial performance; (ii) forecasts indicated a general fund variance of £0.500m, being 0.2% of the Council's net budget, equivalent to half a day's spend; (iii) the Dedicated Schools Grant coming under increased pressure in Wiltshire as it is across the country, with a current forecast for a £3m overspend.

In response to comments and a question from Cllr Ian Thorn, Chair of the Financial Planning Task Group, about the Dedicated Schools Grant and the Waste Management Contract, the Leader reported on the implications of the delays in implementing the Waste management Contract. He explained that work was being undertaken on the design of the new collection rounds to ensure that the contractor can deliver in accordance with the original tendered solution.

A question was received from Mr Gale about the lack of information contained in the report and absence of support from the Council in relation to trains and

buses in rural areas of the County, especially in the Pewsey Vale area, and support to undertake a survey of train passengers. The Leader commented on the £7m subsidies given to bus services in the county and confirmed that the Council did not have specific funding aimed towards buses and trains within the Highways budget. The Leader asked Mr Gale to forward details of the issues to him for further investigation. Cllr Church reported that the Swindon and Wiltshire LEP had commissioned a paper on rail services in Wiltshire which was being published on 24 July 2019, which may include some of the information Mr Gale was asking for. Cllr Clare Cape explained that a survey of rail passengers was undertaken in Chippenham earlier in 2019, with a number of the recommendations being implemented by Great Western Railways.

In response to an additional question from Cllr Richard Clewer about contract monitoring and management (composite risk), the Director of Finance and Procurement explained that a significant level of training continued to be undertaken, along with work to build on learning networks within the organisation. The work would be supported by the Procurement Team.

Resolved:

1. To note

- a. the General Fund quarter 1 projected year end outturn is an overspend of £0.500million, before management actions are made**
- b. an HRA quarter 1 projected year end outturn is online**
- c. the 2019/20 capital programme as at quarter 1 (30 June 2019) has a spend of £13.602 million**
- d. outturns against the selected performance measures in relation to the Council's Business Plan**
- e. the scoring and commentary on the Strategic Risk Register (appendix G).**

2. To approve:

- a. the budget virements in the revenue budget and capital programme, as detailed in appendices C & F.**
- b. the delegation of budget virement approval to the Interim Director of Finance and Procurement, in consultation with the Cabinet member for Finance, Procurement, ICT and Operational Assets.**
- c. giving delegated authority to the Director of Communities and Neighbourhood to vire budget from Future Developments to individual projects within the Health & Wellbeing Centres Live Schemes budget in the Capital Programme upon completion of a full business case, in consultation with the Cabinet member for Communications, Communities, Leisure and Libraries and the Director for Legal, Electoral and**

Registration Services and the Interim Director for Finance and Procurement.

Reason for Decision:

- 1. To inform effective decision making and ensure a sound control environment.*
- 2. To inform Cabinet of the position of the 2019/20 budget as at Quarter 1 (30 June 2019), including highlighting any budget changes.*
- 3. To inform Cabinet on Performance and Risk in the context of the financial position in relation to the Council's stated aims in its Business Plan.*

104 Proposed Loan to Wiltshire Museum

Cllr Richard Clewer presented a report proposing funding to Wiltshire Museum for the acquisition of a storage facility.

Cllr Clewer explained that the National Planning Policy Framework, where a potential development could impact on archaeology in an area, suggests that the Council acting as Planning Authority may have a duty to impose planning obligations on the developer in respect of archaeological heritage. The planning obligations may require the developer to commission a study of the site and to deposit the resultant objects and reports referred to as archives with an accredited museum. The acquisition of a storage facility enables such deposits not to infringe on space in the museum's interpretation and gallery space.

In response to a question from Cllr Ian Thorn, Chair of the Financial Planning Task Group, about the museums ability to repay the loan, Cllr Clewer explained that one of the ways the loan would be repaid included developers being charged a storage fee for any artefacts placed in the storage facility.

Resolved:

- 1. To approve the grant funding of £0.125m to Wiltshire Museum to part fund the acquisition of a storage facility.**
- 2. To approve the principle of a loan to Wiltshire Museum to fund the remainder of the acquisition up to the value of the Property.**
- 3. To delegate authority to the Interim Director of Finance and Procurement in consultation with the Director of Housing and Commercial to enter into appropriate formal arrangements for the award of a loan to Wiltshire Museum up to the value of the Property.**

Reason for Decision:

- 1. To ensure that the Developers are able to fulfil their obligations under the National Planning Framework, and thus enabling the Council to fulfil its duties in terms of imposition of planning obligations.*

2. *To maximise the interpretation and gallery space within Wiltshire Museum*

105 **Enterprise Resource Planning**

Cllr Philip Whitehead, Leader of the Council, presented a report informing Cabinet of the options appraisal undertaken and outline business case associated with the future of delivery of the Council's HR, Finance & Procurement Enterprise Resource Planning (ERP) SAP system.

The Leader explained that the Digital and IT Strategy was being implemented to deliver key improvements to technical and digital platforms with a key focus on moving all key systems to the Cloud. It was noted that Socitm Advisory Ltd was commissioned by the Council to complete an outline business case which identified six options for the development of the replacement system.

Resolved:

1. **Notes the status, progress and options considered for the future delivery of the Councils HR & Finance Enterprise Resource Planning (ERP) system.**
2. **That the preferred option to be progressed is as detailed in minute 111 below.**

Reason for Decision:

To seek Cabinet approval for the recommended Option 3 from the Outline Business Case (OBC) and options appraisal and to procure a new Cloud based Enterprise Resource Planning (ERP) system for delivery HR & Finance (including Procurement and Payroll) Services.

106 **Provision of loan facility for Wiltshire College**

Cllr Philip Whitehead, Leader of the Council, presented a report seeking a loan facility to Wiltshire college to enable them to complete their campus redevelopment.

The report indicated that Wiltshire College is redeveloping the Salisbury and Lackham College sites to both improve facilities and extend the post 16 education offer.

Resolved:

1. **To agree to provide a loan facility of £ 2.5 million to Wiltshire college subject to obtaining required security for the loan.**
2. **To delegate the detail of the security required and the commensurate interest to be charged on the loan to the Director of Finance and Procurement in consultation with the Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development.**

- 3. To delegate to the Director of housing and commercial development the authority to secure the charge on the security offered by Wiltshire college for the loan.**

Reason for Decision:

The proposals will enable Wiltshire college to secure the remaining funding that they require to complete the redevelopment of their campus. In turn this will enable Wiltshire to offer courses to the benefit of young people in Wiltshire as well as enable the Council to generate a return on the loan commensurate with the risk that is presented.

107 **Council house build programme phase 2 update**

Cllr Richard Clewer presented a report seeking approval to allow the delivery of the Council House Build Programme 2 in line with the approval to spend £9.48m to deliver 49 units, but with the opportunity to substitute sites where further investigation has deemed sites not viable. In addition, to utilise other opportunities such as purchasing s106 units and re-purchasing Right To Build properties to ensure best value and maximising opportunities for the Council.

Cllr Clewer explained a number of sites, previously agreed by Cabinet, are now considered not viable due to the nature of the sites and further ground investigation works. A number of reserve sites have been identified to enable the Council House Build Programme to deliver the programme offering the much-needed Affordable Housing for Wiltshire. Cllr Clewer indicated that Cabinet would consider a report on Phase 3 of the Build Programme later in 2019.

The Cabinet noted that the Environment Select Committee Chairman had received an informal briefing on this matter and had raised questions about the financial viability and the purchasing of Section 106 units. The Chairman of the Select Committee was satisfied with the responses provided.

Resolved:

- 1. To agree to remove 4 schemes from Council House Build Programme 2 as no longer viable as stated in Appendix 1 of the report**
- 2. To agree to include 2 reserve/substitute sites within the programme as stated in Appendix 2 of the report**
- 3. To agree to the purchase of 116 Carmelite Way (Re-Purchase RTB)**
- 4. To agree to delegate to the Director of Housing and Commercial Development in consultation with the Cabinet member for Corporate Services, Housing, Heritage, Arts, Tourism and Environment authority to purchase an additional property to be part funded by right to buy receipts outstanding at quarter 2 2019/20.**

5. To agree to make an offer for 5 units at Porton replacing 5 units from the existing Council House Build Programme as stated in Appendix 3 of the report
6. To agree to delegate to Director of Housing and Commercial Development, authority to enter into contract for the purchase of 5 units at Porton.
7. To agree to delegate to the Director of Housing and Commercial Development, authority to seek planning permission for sites within Council House Build Programme 2 and enter into contracts for Professional Services and Construction.
8. To agree that if individual schemes prove not to be viable the substitution of schemes within the overall programme budget is delegated to the Director of Housing and Commercial Development and Director of Finance and Procurement in consultation with the Cabinet member for Corporate Services, Housing, Heritage, Arts, Tourism and Environment.
9. To delegate authority to the Director of Housing and Commercial Development in liaison with the cabinet member for Corporate services, Housing, Heritage, Arts, Tourism and Environment and the Director Finance and Procurement to substitute and change funding streams to optimise financing of the programme. HRA borrowing will not exceed £7.5m but other funding streams may be increased or decreased as required providing that they stay within available allocation and do not affect the total budget position.

Reason for Decision:

The Council has c.£9.48m capital funding set aside within the Council's capital budget for investment in affordable housing. The existing approval to deliver 49 units within this budget does not allow for flexibility within the £9.48m, allowing for sites and finance to be substituted where sites are not viable, nor does it allow for Contracts to be entered for the construction and professional services required to deliver this programme. This paper seeks that the ability to make the necessary changes within the parameters of the agreed budget with delegated authority to the Director of Housing and Commercial Development, in consultation with the Cabinet Member for Housing.

108 **Establishing local authority companies**

Cllr Philip Whitehead, Leader of the Council, presented a report seeking consideration of the detailed arrangements to establish three companies owned by Wiltshire Council.

The Leader summarised the structure and governance arrangements associated with the three companies, which included the Council being the sole shareholder for each of the companies, the council retaining strategic control functions over the company's activities through its role as shareholder, business plans being monitored by Cabinet, the appointment of Directors and the

company's purchasing services from the Council under separate resourcing contracts.

The Leader indicated that the Cabinet at its meeting on 15 January 2019 had initially nominated him as one of the company Directors. However, since that time Cllr Whitehead had been elected as Leader of the Council and was therefore excluded from becoming a Director. He reported that Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste, was now nominated as his replacement to become a Director.

In response to a question from Cllr Pauline Church about how transparency is assured for the three new companies, the Director of Housing and Commercial Development referred to the shareholders agreement and the monitoring of the company's Business Plan by Cabinet.

In response to an additional question from Cllr Alan Hill about the involvement of Scrutiny in the overall process, the Leader of the Council welcomed this proposal.

The Cabinet noted that the Financial Planning Task Group considered the report at its meeting held on 22 July 2019. The Task Group raised a query about the proposed level of remuneration for Independent Directors was sufficient to attract those with the required skills and expertise. They also welcomed the overall direction of travel and congratulated those involved on the amount of work undertaken.

Resolved:

- 1. To agree to the shareholder agreements as set out at appendix A of the report.**
- 2. To agree to the articles of association of the companies as set out at appendix B of the report.**
- 3. To agree to the business plan for the companies as set out at Appendix C of the report at minute 114**
- 4. To agree to appoint Hazlewoods LLP as auditors of the companies for the financial year 2019/20.**
- 5. To agree loan finance of £ 9.550m in 2019/20 to Stone Circle housing company on terms set out at appendix D of the report.**
- 6. To agree a virement of £7.3 million from Commercial Investment approved 2019/20 budget to Local Development Company to create a total budget of £12.3 million. To re-profile the revised budget to show £0.8 million in 2019/20, £11.1 million in 2020/21 and £0.4 million in 2021/22 so that it is in line with the Local Development Company Business Plan.**
- 7. To agree loan finance of £ 0.670m in 2019/20 to Stone Circle development company on terms set out in appendix D of the report.**
- 8. To agree to the transfer of New Zealand Avenue, Ashton Street resource centre and Marlborough resource centre sites subject to Stone Circle development company providing a project plan as required in the shareholder agreement.**

9. To agree to the equity investment required for each development to achieve at least 40% equity based on the value of the sites and cash equity investment in line with the agreed business plan assumptions.
10. To agree that subject to provision of project plan the terms of transfer of sites and cash equity investment will be delegated to an Executive Director other than the Executive Director of Growth Investment and Place, the Director of Finance and Procurement in consultation with the Cabinet member for Finance, Procurement and Economic Development.
11. To agree an annual £ 2,000 remuneration for Directors who are independent of the Council or where a Special responsibility allowance is paid to Councillors that does not cover their role on the companies.
12. To agree that Director's expenses can be reimbursed in line with the Council's expenses policy.
13. To agree to delegate the appointment of independent board Directors and Council Director nominees to an Executive Director other than the Executive Director of Growth, Investment and Place in consultation with the Leader of the Council
14. To agree to enter into a nomination agreement with Stone circle housing company.
15. To agree to provide the following services to the Stone Circle housing company; housing management, accountancy, company secretary, conveyancing, property procurement and valuation services and delegate authority to enter into the resources contracts to Director of Housing and commercial development.
16. To agree to provide the following services to the Stone Circle development company; development management services, company secretary, accountancy and delegate authority to enter into the resources contracts to Director of Housing and Commercial Development
17. To agree that authority to finalise detail of documentation and to enter into agreements is delegated to the Director of Housing and Commercial Development in consultation with Director of legal, electoral and registration services and Director of Finance and procurement.
18. To note that Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste, be nominated as the replacement for Cllr Philip Whitehead, Leader of the Council and Cabinet member for Finance, Procurement and Economic Development, as a Director to the boards of both companies.

Reason for Decision:

The proposals aim at implementing the decision taken by cabinet in January 2019 to establish a local housing company to meet housing needs in the County as well as a development company to develop council owned sites to maximise the value of Council assets.

(Note: Cllr Richard Clewer, Cllr Ian Thorn and Alistair Cunningham, Executive Director, took no part in the discussion on this matter and left the meeting room during its consideration).

109 **Urgent Items**

There were no urgent items.

110 **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 business specified in Minute Numbers 111, 112, 113 and 114 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.

111 **Enterprise Resource Planning**

Cllr Philip Whitehead, Leader of the Council, presented a report seeking (i) approval for Option 3 from the Outline Business Case (OBC) and options appraisal and to procure a new Cloud based Enterprise Resource Planning (ERP) system for delivery HR & Finance (including Procurement and Payroll) Services; (ii) authority for the Director of Finance and Procurement to take all necessary steps to implement a new ERP system, business process changes and ways of working.

Cllr Thorn, Chair of the Financial Planning Task Group, reported that the Task Group welcomed the move to a more efficient management system and supported option 3 being adopted, given the fundamental systemic weaknesses of the current system.

Resolved:

- 1. Approves the replacement of the current Enterprise Resource Planning (ERP) system with a new Cloud based ERP system to meet all the requirements of HR and Finance, (including Procurement and Payroll), in accordance with Option 3 from the Outline Business Case (OBC) as detailed in Appendix 2 of the report.**
- 2. Notes that a Full Business Case (FBC) will be completed during the procurement process and delegates authority to approve it to the Director of Finance and Procurement, in consultation with the Cabinet Member for Finance, Procurement and Economic Development before implementation starts. If the FBC has an**

increase of 5% or more in costs or 5% or more reduction in savings contained in the Outline Business Case (OBC), then the FBC is reported to Cabinet for approval.

3. Delegates authority to the Director of Finance and Procurement in consultation with the Executive Director Investment and Growth to implement the recommended option, including all changes to business processes and ways of working to maximise the benefits to the Council.
4. Approves the Procurement Strategy in Appendix 1 of the report and the commencement of tendering activity for the recommended option.
5. Delegates authority to approve the award of contracts to the successful provider(s) to the Director of Finance and Procurement in conjunction with the Executive Director Investment and Growth.
6. Authorises the Director of Finance and Procurement in consultation with the Executive Director Investment and Growth and the Director of Legal, Election and Registration Services to negotiate, execute, complete and seal all relevant documents necessary to give effect to the above recommended decisions.

Reason for Decision:

To seek Cabinet approval for the recommended Option 3 from the Outline Business Case (OBC) and options appraisal and to procure a new Cloud based Enterprise Resource Planning (ERP) system for delivery HR & Finance (including Procurement and Payroll) Services.

112 **Provision of Loan Facility for Wiltshire College**

Cllr Philip Whitehead, Leader of the Council, presented a report seeking a loan facility to Wiltshire college to enable them to complete their campus redevelopment.

Cllr Thorn, Chair of the Financial Planning Task Group, reported that the Task Group questioned whether the assets proposed as security for the Council's loan were recoverable given the impact on the provision of education to young people and whether this increased the risk level. The Leader confirmed that the Council were seeking to establish those assets equivalent to the loan amount.

Resolved:

1. To agree to provide a loan facility of £ 2.5 million to Wiltshire college subject to obtaining required security for the loan.
2. To delegate the detail of the security required and the commensurate interest to be charged on the loan to the Director of Finance and Procurement in consultation with the Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development.

- 3. To delegate to the Director of housing and Commercial Development the authority to secure the charge on the security offered by Wiltshire College for the loan.**

Reason for Decision:

The proposals will enable Wiltshire college to secure the remaining funding that they require to complete the redevelopment of their campus. In turn this will enable Wiltshire to offer courses to the benefit of young people in Wiltshire as well as enable the Council to generate a return on the loan commensurate with the risk that is presented.

113 **Council House Build Programme Phase 2 Update**

Cllr Richard Clewer presented a report seeking approval to allow the delivery of the Council House Build Programme 2 in line with the approval to spend £9.48m to deliver 49 units, but with the opportunity to substitute sites where further investigation has deemed sites not viable. In addition, to utilise other opportunities such as purchasing s106 units and re-purchasing Right To Build properties to ensure best value and maximising opportunities for the Council.

The Cabinet considered Appendices 1, 2 and 3 which contained detailed financial information in relation to the four schemes to be removed from and the four schemes to be added to the Build Programme, and an offer for five units at Porton replacing five units from the existing Build Programme.

Resolved:

- 1. To agree to remove 4 schemes from Council House Build Programme 2 as no longer viable as stated in Appendix 1 of the report**
- 2. To agree to include 2 reserve/substitute sites within the programme as stated in Appendix 2 of the report**
- 3. To agree to the purchase of 116 Carmelite Way (Re-Purchase RTB)**
- 4. To agree to delegate to the Director of Housing and Commercial Development in consultation with the Cabinet member for Corporate Services, Housing, Heritage, Arts, Tourism and Environment authority to purchase an additional property to be part funded by right to buy receipts outstanding at quarter 2 2019/20.**
- 5. To agree to make an offer for 5 units at Porton replacing 5 units from the existing Council House Build Programme as stated in Appendix 3 of the report**
- 6. To agree to delegate to Director of Housing and Commercial Development, authority to enter into contract for the purchase of 5 units at Porton.**
- 7. To agree to delegate to the Director of Housing and Commercial Development, authority to seek planning permission for sites within**

Council House Build Programme 2 and enter into contracts for Professional Services and Construction.

- 8. To agree that if individual schemes prove not to be viable the substitution of schemes within the overall programme budget is delegated to the Director of Housing and Commercial Development and Director of Finance and Procurement in consultation with the Cabinet member for Corporate Services, Housing, Heritage, Arts, Tourism and Environment.**
- 9. To delegate authority to the Director of Housing and Commercial Development in liaison with the cabinet member for Corporate services, Housing, Heritage, Arts, Tourism and Environment and the Director Finance and Procurement to substitute and change funding streams to optimise financing of the programme. HRA borrowing will not exceed £7.5m but other funding streams may be increased or decreased as required providing that they stay within available allocation and do not affect the total budget position.**

Reason for Decision:

The Council has c.£9.48m capital funding set aside within the Council's capital budget for investment in affordable housing. The existing approval to deliver 49 units within this budget does not allow for flexibility within the £9.48m, allowing for sites and finance to be substituted where sites are not viable, nor does it allow for Contracts to be entered for the construction and professional services required to deliver this programme. This paper seeks that the ability to make the necessary changes within the parameters of the agreed budget with delegated authority to the Director of Housing and Commercial Development, in consultation with the Cabinet Member for Housing.

114 Establishing local authority companies

Cllr Philip Whitehead, Leader of the Council, presented a report seeking consideration of the detailed arrangements to establish three companies owned by Wiltshire Council.

The Leader of the Council commented on appendices C and E of the report which contained the Business Plans for the Stone Circle company's and the audit proposal from Hazlewoods.

Questions were received from (i) Cllr Pauline Church about detail contained in Appendix C and (ii) Cllr Stewart Dobson about the level of affordable housing at sites in his local area. Responses were provided by the Director of Housing and Commercial Development.

In response to an additional question from Cllr Alan Hill about the involvement of Scrutiny in the overall process, the Leader of the Council welcomed this proposal.

The Leader of the Council paid tribute to the work undertaken by the Director of Housing and Commercial Development and his team.

Resolved:

- 1. To agree to the shareholder agreements as set out at appendix A of the report.**
- 2. To agree to the articles of association of the companies as set out at appendix B of the report.**
- 3. To agree to the business plan for the companies as set out at Appendix C of the report at minute 114**
- 4. To agree to appoint Hazlewoods LLP as auditors of the companies for the financial year 2019/20.**
- 5. To agree loan finance of £ 9.550m in 2019/20 to Stone Circle housing company on terms set out at appendix D of the report.**
- 6. To agree a virement of £7.3 million from Commercial Investment approved 2019/20 budget to Local Development Company to create a total budget of £12.3 million. To re-profile the revised budget to show £0.8 million in 2019/20, £11.1 million in 2020/21 and £0.4 million in 2021/22 so that it is in line with the Local Development Company Business Plan.**
- 7. To agree loan finance of £ 0.670m in 2019/20 to Stone Circle development company on terms set out in appendix D of the report.**
- 8. To agree to the transfer of New Zealand Avenue, Ashton Street resource centre and Marlborough resource centre sites subject to Stone Circle development company providing a project plan as required in the shareholder agreement.**
- 9. To agree to the equity investment required for each development to achieve at least 40% equity based on the value of the sites and cash equity investment in line with the agreed business plan assumptions.**
- 10. To agree that subject to provision of project plan the terms of transfer of sites and cash equity investment will be delegated to an Executive Director other than the Executive Director of Growth Investment and Place, the Director of Finance and Procurement in consultation with the Cabinet member for Finance, Procurement and Economic Development.**
- 11. To agree an annual £ 2,000 remuneration for Directors who are independent of the Council or where a Special responsibility allowance is paid to Councillors that does not cover their role on the companies.**
- 12. To agree that Director's expenses can be reimbursed in line with the Council's expenses policy.**
- 13. To agree to delegate the appointment of independent board Directors and Council Director nominees to an Executive Director other than the Executive Director of Growth, Investment and Place in consultation with the Leader of the Council**
- 14. To agree to enter into a nomination agreement with Stone circle housing company.**

- 15. To agree to provide the following services to the Stone Circle housing company; housing management, accountancy, company secretary, conveyancing, property procurement and valuation services and delegate authority to enter into the resources contracts to Director of Housing and commercial development.**
- 16. To agree to provide the following services to the Stone Circle development company; development management services, company secretary, accountancy and delegate authority to enter into the resources contracts to Director of Housing and Commercial Development**
- 17. To agree that authority to finalise detail of documentation and to enter into agreements is delegated to the Director of Housing and Commercial Development in consultation with Director of legal, electoral and registration services and Director of Finance and procurement.**
- 18. To note that Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste, be nominated as the replacement for Cllr Philip Whitehead, Leader of the Council and Cabinet member for Finance, Procurement and Economic Development, as a Director to the boards of both companies.**

Reason for Decision:

The proposals aim at implementing the decision taken by cabinet in January 2019 to establish a local housing company to meet housing needs in the County as well as a development company to develop council owned sites to maximise the value of Council assets.

(Note: Cllr Richard Clewer, Cllr Ian Thorn and Alistair Cunningham, Executive Director, took no part in the discussion on this matter and left the meeting room during its consideration).

(Duration of meeting: 9.30 - 11.00 am)

These decisions were published, earlier, on the 25 July 2019 and will come into force on 2 August 2019

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail stuart.figini@wiltshire.gov.uk

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

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Wiltshire Council

Cabinet

17 September 2019

Subject: Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22

Cabinet Member: Councillor Richard Clewer - Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: Key

Executive Summary

As a public body, Wiltshire Council is required to demonstrate its compliance with the Public Sector Equality Duty (PSED) (Equality Act 2010).

Since 2014, the council has published an annual equality and inclusion report. This provides evidence and case studies to demonstrate how the council meets its PSED each year. The Annual Report 2019 highlights the council's achievements in the last 12 months.

The annual report should be read alongside the 2017-18 Statutory Workforce Report, again published annually, which is ratified by the council's Staffing Policy Committee.

Wiltshire Council must also prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty. This needed to be done for the first time by 6 April 2012 and at least every four years thereafter.

The previous objectives were published in 2015, therefore five new objectives for 2019-22 have been developed. These are:

- Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's [equality vision](#) and [statutory duties](#)
- Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME* people.
- Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future

- Ensure equality considerations are built into the council's approach to customer access which will ensure that our Services are fully accessible for all our diverse communities and customers
- Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people

*For the purposes of this action plan, when we refer to BME (Black and Minority Ethnic) residents, we have included Gypsy, Roma and Travellers and people of different religions who may experience discrimination.

Proposals

- For Cabinet to note the contents of the annual report and approve for publishing on the council's website.
- For Cabinet to note the action plan and approve the direction of travel for the council's diversity and inclusion agenda.
- For Cabinet to recommend the adoption of the Equality & Inclusion Objectives (The Corporate Equality Plan) at Full Council.
- To recommend to Cabinet that it encourages all elected members complete the Equality and Diversity e-learning module that is currently mandatory for staff.

Reason for Proposals

Wiltshire Council has a statutory duty to comply with the Equality Act 2010 and the Public Sector Equality Duty. The proposal ensures that Cabinet are aware of the work being done to achieve compliance and are in agreement with the direction of travel.

Terence Herbert - Executive Director, Children and Education

Wiltshire Council

Cabinet

17 September 2019

Subject: Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22

Cabinet Member: Councillor Richard Clewer - Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing and MCI

Key Decision: Key

Purpose of Report

1. This report provides evidence to Cabinet that Wiltshire Council is meeting its obligations under the Public Sector Equality duty (through the Annual Report 2019).
2. This report also shows Cabinet what Wiltshire Council needs to achieve to further the aims of the PSED (through the Objectives and Action Plan 2019-22).
3. This report asks Cabinet to note the achievements demonstrated in the Annual Report, and to recommend the new Equality Objectives 2019-22 to Full Council.
4. This report recommends to Cabinet that it encourages all elected members complete the Equality and Diversity e-learning module that is currently mandatory for staff.

Relevance to the Council's Business Plan

5. Protecting the vulnerable – the council's compliance with the Equality Act 2010 ensures that it pays due regard to eliminating discrimination of those who share any of the nine protected characteristics, who are by their very nature some of the most vulnerable in our communities.
6. Strong Communities – the new action plan puts an emphasis on the council understanding its communities and engaging with those who are traditionally difficult to engage with.
7. An innovative and effective council – the new action plan aims to improve understanding (training of staff and members), systems (Equality Impact Assessments) and relationships (collaboration with partners) to further the aims of the PSED.

Background

8. Paragraph 1.1 of Part 3 of the Constitution reserves to full Council adopting the *Corporate Equality Plan, pursuant to the Public Sector Equality Duty under s149 of the Equality Act 2010.*

9. As a public body, Wiltshire Council is required to demonstrate its compliance with the Public Sector Equality Duty (PSED) (Equality Act 2010).

10. The PSED places a **general duty** on the council to have due regard to:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations between people

11. And a specific duty on the council to;

A. Publish information to demonstrate its compliance with the general equality duty. This information must include, in particular, information relating to people who share a protected characteristic who are:

- Its employees, and
- People affected by its policies and practices.

(Since 2014, Wiltshire council has published an annual equality and inclusion report. This provides evidence and case studies to demonstrate how the council complies with the PSED with regard to people affected by its policies and practices. This report should be read alongside the 2017-18 Statutory Workforce Report, again published annually, which is ratified by the council's Staffing Policy Committee)

And:

B. prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty. This needed to be done for the first time by 6 April 2012 and at least every four years thereafter.

(The previous objectives were published in 2015, therefore new objectives for 2019-22 have been developed.)

Main Considerations for the Council

Annual Report 2019

12. Since 2014, Wiltshire council has published an annual equality and inclusion report. This provides evidence and case studies to demonstrate how the council meets its Public Sector Equality Duty each year.

13. The format for the Annual Report 2019 (attached as appendix 1) has been refreshed to put the focus more on achievements over the last 12 months, as opposed to demographics and statistics, which have remained static since the 2011 National Census.

14. The report demonstrates good practice across a range of council services.

15. The Annual Report 2019 is aimed at the general public and will be published on the council's website.

Objectives and Action Plan 2019-22

16. Under the PSED, Wiltshire Council must identify and publish at least one objective that it thinks it needs to achieve to further any aims of the general equality duty.

17. To determine what the objectives should be, a self-assessment was carried out against the [Equality Framework for Local Government](#) (EFLG). This has five performance areas:

- Knowing your communities
- Leadership, partnership and organisational commitment
- Involving your communities
- Responsive services and customer care
- A skilled and committed workforce.

18. In addition, it has three levels of achievement, namely:

- 'Developing'
- 'Achieving'
- 'Excellent'

19. As the council is striving for excellence; five equality objectives have been identified based on areas where the council was assessed to be at the “developing” or “achieving” stage. The objectives are:

- Equality considerations are embedded in the council’s leadership, partnership and organisational commitment and complement the council’s [equality vision](#) and [statutory duties](#);
- Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME people;
- Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future;
- Ensure equality considerations are built into the council’s approach to customer access which will ensure that our Services are fully accessible for all our diverse communities and customers;
- Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people.

20. The five objectives are underpinned by an action plan, the actions falling into three broad themes:

- Communities
- Service Users
- Staff

21. To deliver the plan there are three groups, each focused on one of the themes. Membership of these groups includes officers with appropriate influence and

knowledge to be able to implement the actions they are responsible for and represent a range of services across the organisation.

22. The Equality & Inclusion Objectives and Action Plan 2019-22 are attached to the report at appendix 2.
23. Priorities for year one of the plan are centred on Wiltshire council understanding its staff and communities, identifying the scale and scope of any gaps in meeting our PSED, and improving the knowledge of staff and members concerning their responsibilities regarding the Equality Act 2010.
24. To date, 4390 staff have completed the (mandatory) Equality and Diversity e-learning, and approximately one third of members have completed the same module. The e-learning is not mandatory for councilors.

Overview and Scrutiny Engagement

25. This report was discussed at the Overview and Scrutiny Management Committee meeting on 16 July 2019.
26. The full resolutions were:
 - 1) To note the contents of the annual report
 - 2) To note the action plan and the direction of travel for the council's equality and inclusion agenda.
 - 3) To note that Cabinet will consider whether to recommend:
 - a) the adoption of the Equality & Inclusion Objectives (The Corporate Equality Plan) by Full Council; and
 - b) that all elected members complete the Equality and Diversity e-learning module that is currently mandatory for staff.
 - 4) To ask officers and Cabinet to consider whether there is evidence to support the second equality objective (bullet 2, page 17) *specifically* emphasising building resilient communities that represent the voices and diversity of Lesbian, Gay, Bisexual, BME and Trans communities in Wiltshire.

27. In response to resolution 4; the rationale for the focus on LGBT and BME communities lies in the knowledge that these groups do not have the same level of advocacy, support or activism as other groups in Wiltshire (e.g, through CIL, WSUN, Age UK, Wiltshire Parent Carer Council etc). As such, it is felt that there needs to be more of a focus on engaging these groups to ensure their voice is heard. Objective 2 has been reworded to clarify that no minority group is being excluded.

28. It should also be noted that for the purposes of the action plan, "BME" refers to Black and Minority Ethnic people including Gypsies, Roma and Travellers and people who may be discriminated against on the grounds of their religion.

Safeguarding Implications

29. There are no specific safeguarding implications as a result of this report

Public Health Implications

30. There are no specific Public Health implications as a result of this report

Procurement Implications

31. No procurement is expected as a result of this proposal

Equalities Impact of the Proposal

32. The purpose of this report is to help the council to achieve compliance with the public sector equality duty.

Environmental and Climate Change Considerations

33. There are no direct Environmental or Climate Change considerations as a result of this proposal.

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

34. If the related work is not taken then the council will be at risk of legal challenge under the Equality Act 2010 for non-compliance with the PSED.

35. Without clear objectives the council may be at risk of damaging its reputation if unable to be able to state how it is working to improve equality and inclusion.

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

36. The council may still be at risk of challenge or damage to reputation unless all service areas buy in to the overarching objectives.

37. The action plan aims to mitigate this with continued training of staff and members, and increased awareness of equality and inclusion issues.

Financial Implications

38. No financial implications are expected as a result of this proposal – there is no identified budget for Equality and Inclusion.

Legal Implications

39. As previously stated, the proposal aims to ensure the council complies with the Equality Act 2010 and the related Public Sector Equality Duty.

Workforce Implications

40. The proposal includes additional training for staff to ensure their understanding of their responsibilities under the PSED.

41. The proposal aims to ensure equality of opportunity for staff who have one or more of the protected characteristics in the Equality Act 2010.

42. The demand for equality work in HR&OD has brought about the need to create capacity in other roles which has impacted on other work. The department are looking to formalise this by creating additional capacity that is wholly focused on Equality, Diversity & Inclusion. A Policy, Diversity and Inclusion Officer role is in the process of recruitment.

Options Considered

43. No other options considered, it is a legal requirement for the council to have a published set of equality objectives

Conclusions

44. The adoption of new equality and inclusion objectives is necessary to maintain compliance with the specific duties of the PSED.

Terence Herbert - Executive Director, Children and Education

Report Author: Emily Higson, Corporate Support Manager,
emily.higson@wiltshire.gov.uk, Tel: 01225 713990

Date of report 17 September 2019

Appendices

E&I Annual Report 2019
E&I Objectives and Action Plan 2019-22

Background Papers

None



The Corporate Equality Plan

Annual Report

June 2019

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Wiltshire Council
Where everybody matters

Introduction

At Wiltshire Council we take the approach that equality and inclusion should be part of our mainstream work, we challenge issues where we find them and provide support and education.

Elected members and staff need to work together to ensure that Wiltshire Council, as a major employer, leads the way in providing employment and services which are inclusive and fit for purpose.

Our **Equality statement** outlines how we are firmly committed to the principles of equality and inclusion in both employment and the delivery of services. We are keen to celebrate the diversity of people who live and work in Wiltshire.

This report provides detailed examples and case studies of how Wiltshire Council is applying the three strands of our Public Sector Equality Duty.



Allison Bucknell,
Lead Councillor
for Equality



Robin Townsend,
Director,
Corporate Services
and Digital
and Wiltshire
Council Equality
Champion

At
Wiltshire Council,
equality and inclusion
is embedded into
everything
we do.

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The Equality Act 2010

The Equality Act 2010 came into effect on 1 October 2010 and it legally protects people from discrimination in the workplace and in wider society.

It brought together many different bits of equality legislation, replacing previous anti-discrimination laws with a single act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

The act contains three general duties:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between people

The act protects people from discrimination based on 'protected characteristics'* in the receipt of services and in employment. These are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race, ethnic or national origin
- Religion or belief
- Sex (female/male)
- Sexual orientation

*Carers and the military are protected under the Equality Act by 'association' and/or 'perception' but are not a protected characteristic in their own right.

Our Public Sector Equality Duty

On 5 April 2011, a new Public Sector Equality Duty (PSED) was introduced as part of the Equality Act. There are two 'specific duties' that are part of our PSED

The **first requirement** (starting 31st January 2012 for most public bodies, 6th April 2012 for schools) is to publish on an annual basis, relevant, proportionate information relating to:

- **Employees who share protected characteristics** (for public bodies with 150 or more employees); this will be updated in March 2019.
- People who are affected by the public body's policies and practices who share protected characteristics (for example, service users)

This report provides information on the second of these.

The second duty requires public bodies to prepare and publish one or more specific and measurable equality objectives which will help them to further the three general duties. This requirement came into effect on the 6th April 2012 and is required to be reviewed and re-published every four years.

Our Equality objectives have been reviewed for 2019 – 22. A summary of these are provided later in this document.

Where everybody matters





Putting our duties into action – Achievements in 2018

The overall aim of this report is to give a high-level picture of how the council is tackling inequality and what action it is taking to make improvements. We have deliberately decided not to publish lots of statistics, facts and figures. Our approach is to provide examples and case studies including links wherever possible to reports and summaries of data and to show how data and information is being used in the decisions we made or planned services for a range of diverse groups (e.g. disabled people, Black and Minority Ethnic, older people, younger people etc.)

Organisation

Employment

Wiltshire Council is firmly committed to the principles of equality and inclusion in both employment and the delivery of services. Examples include:

- Under 25s workforce work (positive action)
- Apprentices - <https://workwiltshire.co.uk/>
- Membership of the employers' network for equality and inclusion (ENEI)
- Reasonable adjustment budget of £10,000 per annum for disabled staff and applicants
- An accessible careers **website** with links to information for disabled applicants
- Introduction of e-learning for all staff on equality and diversity.
- Supporting equality events and raising awareness about specific disabilities e.g. autism training
- Volunteers
- Flexible working and time off for carers' responsibilities
- We are part of the Disability Confident scheme and adopt the Disability Confident Employer badge. The scheme reaffirms the commitments made under the previous 'two ticks' scheme and also sets some new expectations in relation to how we attract, recruit and support people with disabilities. We are delighted to have been awarded the Disability Confident employer (level 2) status for a further two years until September 2019



Putting our duties into action – Achievements in 2018

Further evidence includes:

- **Wiltshire Strategic Economic Assessment**
- Volunteer Strategy
- Transgender guidance – transitioning at work produced and made available to managers and staff through HR portal
- Signing the “Working for Carers” Charter - Our commitment to creating a carer-aware workplace (Jan 2017)

Staff Voices

Equality and inclusion underpin all the council’s business and are integral to Wiltshire Council’s Business Plan. Embedding equality and inclusion throughout the council’s business is critical to achieving our overall vision.

Internally, Wiltshire Council has developed a “Staff Voices” network. This followed a review of the existing three staff forums, which was carried out to ensure staff representation remained effective and relevant. We still maintain three groups representing some of the protected characteristics. These are the **Black and Minority Ethnic network (BME)**, **employees who are Carers and Disabled network**, and a **Lesbian, Gay, Bisexual and Trans (LGBT+)** Network whose membership is extended to those working in any public sector organisation across Wiltshire and Swindon, including Wiltshire Police.

Staff voices was launched formally in October 2017 with a seminar attended by members, staff and senior managers. The event highlighted the importance of inclusive leadership and management through story-telling from members of the staff network. A further event took place in May 2018

with a focus on unconscious bias. In addition to specific work that each of these networks will continue to do, the Staff Voices network will open up the issue of equality and diversity to all staff, with the aim of promoting inclusion across the organisation. Regular consultation and engagement will continue to take place with the network and they will be supported by the Corporate Office Team.

Equality Impact Assessments

The Public Sector Equality Duty requires the council and organisations carrying out services on our behalf (e.g. our contractors and our delivery partners) to have to consider the needs of individuals in their day to day work. The way that Wiltshire Council demonstrates this is by completing individual Equality Impact Assessments (EIAs) on the delivery plans for the respective budget decisions at the stage when plans for implementation are drawn up. These are reviewed and updated with the latest information and made available during the decision-making process so that the full equality implications of proposals are understood, inform final decisions and due regard is paid to the Equality Duty.

EIAs are public documents and can be requested if not available on our website.

You will also find the outcomes from EIAs within all our committee papers to ensure our elected councillors understand the impact of decisions we make on different groups.

In 2018/19 as part of the council’s budget setting process, all heads of service completed equality impact assessments on their savings proposals.



Celebrating LGBT+ History Month

On February 4, 2019, the LGBT rainbow flag was raised at county hall for the fifth year in a row. To show their support for our LGBT staff and residents, senior managers and politicians, including our three corporate directors, wore rainbow lanyards throughout LGBT history month. There was also a public display of information in the Atrium at county hall.



Executive Directors Alistair Cunningham, Terence Herbert and Carlton Brand celebrating LGBT+ History Month

Partnership working

Wiltshire Council is also a proactive member of the South West Equalities Network (of local authorities). There is a clear focus amongst practitioners within the south west to share information and to draw upon professional expertise nationally and locally to improve working practices. Activity in 2018 included a transgender workshop held at Bristol City Council in September.

Partners worked together at the Wiltshire Hate Crime conference in October 2018. The conference is organised by West Wiltshire Multi Faith Forum

(WWMFF) in partnership with Wiltshire Islamic Cultural Centre and was supported by Wiltshire Council through the local Community Engagement Manager and was attended by officers and councilors.

Officers from Wiltshire Council have been working with Wiltshire Police to identify areas of potential collaboration and sharing of resources, in addition to looking at wider collaboration with other public sector organisations in Wiltshire. Wiltshire's Chief constable, Kier Pritchard was also a speaker at the council's BME Staff Forum in February 2019. (Pictured below).



Vulnerable Persons Relocation Scheme

2018 saw the third anniversary since the first refugee families settled in Wiltshire.

Refugee families are finding jobs and gaining independence as they settle into local communities in Wiltshire.

Wiltshire has welcomed more than 100 individuals and families since the first group of Syrian refugees arrived in December 2015 and 11 babies have now been born in the county.

They were part of the government's Vulnerable Person's Relocation Scheme to help people leave the war-torn country. Wiltshire Council was one of the first local authorities to welcome the families after the scheme was announced.

The council has worked with partners including Wiltshire Police, health colleagues and the Department

for Work and Pensions to ensure the refugees have all they need to settle quickly into their new homes.

Charities, faith groups, community groups and volunteers have been key to the project as they have also provided support to help the refugees adapt.

Many of the refugees are now working in Wiltshire. Some examples include two who are now working for a tailor, another works in a baker and another has qualified as a forklift driver. Another two have started their own food delivery business. One was also successful in securing employment with Wiltshire Council, as a health trainer in the Public Health department.

Some of them work as volunteers helping in charity shops, local community groups and build a bike schemes to name a few.



Baroness Jane Scott, Leader of Wiltshire Council (centre), with Syrian refugee families and members of the council's VPRS team.

Library Service

Customers unable to visit a local library due to disability, long term illness or with mobility issues can access library services through our **home service** which is delivered by volunteers.

The public mobile library service visits rural communities across the county and provides reading and learning opportunities for all. A mobile library also visits care homes and sheltered dwellings delivering deposit collections of books.

The mobile library **timetables** can be found on the Wiltshire Council website.

Membership concessions are available for those customers requiring support in using the library service, for example, carers, visually impaired customers and those needing more assistance from friends and family to visit the library.

Additional services that tackle inequality include:

Rhyme times for pre-school children (including a Polish rhyme time at Trowbridge library)

Bookstart packs for pre-school children with books in alternative languages available.

Talking book reading group for people with sight loss at Trowbridge Library

Library Memory Groups aimed at people with memory loss, dementia and their carers at Salisbury, Trowbridge and Royal Wootton Bassett libraries.

Providing additional resources for specific occasions, such as Holocaust Memorial Day and LGBT+ History month, such as topic-specific reading lists and



Users of the mobile library service

signposting to support organisations

Books in alternative formats – talking books, large print books, eBooks and audiobooks.

Bag books - multi-sensory stories for children with additional needs.

Comprehensive collections of books to support a wide range of health and well-being and information needs including autism, dyslexia, dementia and mental health.

We monitor the effectiveness of our libraries through the customer satisfaction performance reports

Wiltshire council is committed to working towards reducing health inequalities. Examples of initiatives we are involved in include:



Wiltshire Council engages with this national initiative in order to spread the principles of Kick It Out as well as to target young people at an age when their participation in sport and physical activity is most likely to diminish. This programme has also proven successful at engaging young people from areas known to have high levels of deprivation.

The project also supports leadership pathways for young people to develop skills and the ability to take on the role of managing a team of young people throughout the competitions.

Wiltshire Council in partnership with Swindon Town Football in the Community and the national charity StreetGames, delivered Kick It Out events in Trowbridge and Tidworth during October half term 2018 for young people aged 10 to 19. These events included Street Skillz activities, tournaments for 14 to 16 year-olds and the Ability Sports programme for young people aged 9-18 years with a disability.

Wiltshire Council first delivered this programme in 2012 and 843 young people have now taken part in this annual series of events.



helping you  to help yourself





Participants in one of the Kick It Out events in 2018

- Street Games offer and Doorstep Sports Clubs Disabled sports. In addition there is the volunteer academy, Wiltshire Skate Series, Fit and Fed and Club1, all of which aim to tackle inequality: <http://wiltshire.gov.uk/leisure-activities-for-young-people>
- Disability Sports - for more information visit <http://wiltshire.gov.uk/leisure-ability-sports>
- Concessionary schemes to access leisure services www.wiltshire.gov.uk/leisure-memberships. We also offer a 50% discount to the cost of attending a school holiday sports camps if families are in receipt of certain benefits.
- Walking Sports – People are less likely to be physical active as they get older. Walking sports provides a vehicle for individuals to remain active by offering slower paced versions of traditional sports including football and netball: <http://wiltshire.gov.uk/leisure-returning-to-sport>
- This Girl Can – Women are less likely to be physically active than men especially if they reside in an area with high levels of inequality in terms of deprivation. Wiltshire Council are piloting a scheme in Melksham that offers female only physical activity sessions in the heart of an estate known to suffer from levels of inequality <http://wiltshire.gov.uk/leisure-returning-to-sport>
- **Health Fairs**
- **Joint Health and Wellbeing Strategy 2015 – 2018**
- Wiltshire Council also offers a free Health Trainer Service which is available for people aged 18 and over. Health trainers can support people to achieve and maintain their lifestyle goals including eating better, losing weight, stopping smoking, drinking less and moving more. Through one to one sessions, health trainers help boost motivation, increase confidence and provide the tools needed to enable people to achieve healthier lifestyles.
- New Domestic Abuse and Sexual Violence service
The new service models focuses on reducing inequalities, including the new 'places of safety' element of the contract which includes both the traditional refuge provision, as well 10 self-contained units – which will help accommodate high risk victims of DA fleeing with larger families, families that have teenage boys, families with pets, male victims, as well as those victims with multiple complexities, who perhaps would not be suitable to shared living. In addition, there is also a dedicated Independent Sexual Violence Support Advisor (ISVA) to work with male victims of sexual violence.



Wiltshire Council has made a **promise** to young people living in care:

- A choice of home where you can stay until you are ready to move on from care
- To keep you together with brothers and sisters whenever we can, and to help you stay in close contact with your family if that is what is right for you
- To listen to your views, act on them when we can and be honest when we cannot
- That your social worker will work hard for you to solve problems
- To tell you what your rights are and what you are entitled to
- That you will be involved in decisions taken during your looked after child review
- To involve you in decisions about school and to help you get to school so that your education can continue
- To arrange transport for you that is reliable, gets you to school, important meetings, and on time
- To invite you to group activities with other children living in care, and those leaving care, to help you feel more confident
- That we will deal with bullying quickly and efficiently
- To support you when you need help with school, leaving school and preparing for employment and training

And for young people leaving care the council has promised to support them on their next steps.

Following changes introduced through the Children and Social Work Act 2017, care leavers can ask for support from their Personal Adviser up to the age of 25, whether they are in education or training or not.

The council also has nominated care leaver champions from staff across the organization. Their role is:

- To help provide a range of opportunities for care experienced people across the county. It may be work experience or shadowing opportunities, training, mentoring, improved access to services or accommodation or a combination of all these things.
- Be the first point of contact for a young person who might need some direct help, support or advice about a particular issue which is affecting them; it could be legal or consumer advice, tax or benefit advice or someone to talk to about housing.

Wiltshire Council is committed to providing excellent housing services. One of our key priorities is to make best use of existing stock and that, working with our partners, we increase the supply of decent **new affordable homes** in Wiltshire. The aims and priorities for strategic housing in Wiltshire over the next five years have been developed through consultation with our customers, our community and our partners.

Housing and Financial Inclusion

➔ **Tenancy Sustainment:** This service provides a comprehensive in-house support to tenants who would otherwise be at risk of failing in their tenancies. Officers work with tenants, who may have:

- Financial worries,
- Debt issues,
- Vulnerabilities.

They will help people to sustain their tenancies and to encourage and facilitate their independence. We are accessible to tenants by offering home visits to try and increase tenant engagement. We will also be setting up drop-in sessions in conjunction with this throughout the county to give tenants the opportunity of accessing services in their own community.

➔ **Rental Exchange:** The Big Issue in partnership with Experian helped us to implement the Rental Exchange in March 2016 which continues to be used. The Rental Exchange helps tenants to:

- Create an online proof of identity - increasingly important when applying for goods or services.
- Build a positive credit history to help increase access to mainstream credit.

It aims to tackle the financial, digital and social exclusion challenges faced by rental tenants in the UK. We believe that people should get credit for paying their rent on time. The Rental Exchange incorporates a tenant's payment history in their credit file in a secure and compliant way, with no cost to either the housing provider or tenant. The Rental Exchange is a way to enhance a person's credit report without needing to take on new credit agreements.

Key benefits include:

- Proof of financial reliability,
- Access to cheaper credit and automated evidence of ID and proof of address,
- Inclusion in the digital society and a system that is seen as "fairer" for social tenants, and more in line with other forms of tenure."

We are further supporting the most vulnerable in our communities through initiatives such as adapted bungalows, the New Tenancy Sustainment Service, the **Wiltshire Core Strategy Topic Paper: Gypsy and Travellers** and the **Allocation Policy 2015**.



Community Engagement

Understanding how our services affect the community is paramount to effective decision making. To ensure we are able to take into consideration the views of the community, Wiltshire Council undertakes a process of equality analysis. Equality analysis involves considering how decisions made and services delivered affect people who share protected characteristics. This can include identifying the potential to impact positively on equality by reducing or removing inequalities and barriers that exist. It can also include identifying negative impact and considering how this can be minimised.

There are various routes in which the council engages and listens to communities. Some of these ways include:

- 18 Area Boards with devolved funding to support local initiatives
- Wiltshire Learning Disability Partnership Board
- Local Youth Networks (LYNs) supported by their own Local Youth Facilitators designed to support young people and their communities to come together to offer a range of activities for those aged 13-19. LYN is active in all 18 community areas and a local youth officer will be the “go to” person for youth issues and developing activities. Marlborough LYN has supported two new youth clubs that help to support young people from the town’s more deprived areas.
- Development of health and wellbeing centres and specific consultation carried out with particular community groups in their design
- Following earlier work commissioned by Wiltshire Council to identify barriers to engagement with BME and LGBT residents, the council has been working with the West Wiltshire Multi Faith Forum to devise a roadshow which gets out into communities and enables them to engage with the council in a familiar setting.
- Commission specific support services for those identified at risk or vulnerable. For example, Wiltshire Parent Carer Council, Age UK, memory cafes with the Alzheimer’s Society, social clubs for those with a sight impairment, learning disabilities, mental health etc.
- Dementia Friends
- Have your Say which details the many ways in which our communities can speak up about the decisions the council is making
- People’s Voice (Wiltshire’s Citizen Panel)
- Local Housing panels / Older People’s Panels
- Mental Health Service User group (FOTP)
- Out Community Matters website <https://ocm.wiltshire.gov.uk/>
- Classes for non-English speakers in Melksham
- Youth focused area board meetings
- Older peoples events through Area Boards
- Multi- cultural carer awareness events
- Wiltshire Voices: A series of short films providing an insight into the lives and experiences of communities with a protected characteristic and beyond. The films were used to inform strategy development including the “before I forget” campaign which has led to Dementia Friendly towns
- Wiltshire Council’s staff survey 2018
- #EPIC – staff engagement initiative
- Winter weather scheme – a programme run by volunteers to help with gritting local roads and pavements to keep services open/allow access in extreme weather

General evidence basis

Equality Impact Assessments

Equalities research

Community Area profiles

Community Area Joint Strategic Assessments

Learning Disability Partnership Board

What next?

Wiltshire Council has been looking towards the future and thinking about what can be done to support the most vulnerable in our communities. The action plan is a working document to ensure equality and inclusion is embedded in policies and strategies to be inclusive for everyone in our workforce and communities.



Wiltshire Council Equality Objectives 2019-22

As part of the Public Sector Equality Duty, we are required to review and publish our Equality Objectives every 4 years. In 2019 we have developed a new set of objectives, following a self-assessment against the **Equality Framework for local Government**.

Our new objectives are:

Objective 1

Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's **equality vision** and **statutory** duties.

Objective 2

Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME* people.

Objective 3

Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future.

Objective 4

Ensure equality considerations are built into the council's approach to customer access and service delivery which will ensure that our Services are fully accessible for all our communities and customers.

Objective 5

Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people

There is an underlying action plan which is broken down into three themes – staff, service users and communities – and the actions are owned by our three corresponding working groups.

Our organizational approach to delivering equality is explained in appendix 1.

Our organisational approach to delivering equality

The external pressures that will have an impact on future demand, identified during the service planning process, are reviewed while preparing the council's budget for the following year in order that the council can plan to minimise the impact of required savings on vulnerable groups.

Complementary to this is the council's Behaviours Framework. This **Behaviours Framework** underpins the principles set out within the business plan which guides the way we carry out business. This is a set of positive behaviours which applies to all employees and describes how staff are expected to carry out their work for Wiltshire Council.

The Behaviours Framework is embedded throughout the organisation – from job descriptions, during recruitment and interview, appraisal stages and performance management. Links are made with corporate learning and development opportunities. Explicit to the framework is 'Trust and Respect' which articulates the need to '...promote the values of diversity.'

Wiltshire Council Corporate Diversity and Inclusion Steering groups:

The first Diversity and Inclusion steering group was set up to support Wiltshire Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities.

Following a review in 2018, it was agreed that a fresh approach to governance would help to focus on achieving the outcomes.

We now have three groups, each focusing on a different audience:

- Staff
- Service Users
- Communities

Each group has responsibility for delivering their theme in the new action plan, in addition to:

- Facilitating communication, debate and dialogue at a strategic and service level relating to equality and diversity issues
- Identifying improvements needed to achieve the council's aspirations and obligations in relation to equality and diversity and to monitor progress made
- Using the expertise within the group to find practical solutions to any barriers that may present themselves in delivering the council's aspirations and obligations around equality and diversity
- Identifying and communicating examples of good practice and support continuous improvement
- Sharing and exchanging information, expertise, advice and guidance across the council from which all can learn and develop
- Promoting the need for fairness, justice and equality of access to services for all The group consists of representation from all areas across the council.

Appendix 2 Who we serve

A summary of information by protected characteristic groups¹

- Wiltshire Council is a unitary authority created in 2009 from the former county council and four district councils. The council delivers services across 20 community areas and with 4,539 employees (excluding schools)
- Wiltshire has a total population of 471,000 persons, making it the fifth largest authority in the south west. Over the period Census 2001 to Census 2011, Wiltshire's population growth was 8.8%, higher than England's at 7.9% and higher still than the south west's growth at 7.3%.
- The percentages of men and women in Wiltshire are roughly equal (49.2% and 50.8%) although more women feature in the older (85+) age ranges (see below)

Age: The Census 2011 estimates show that:

Category	Wiltshire	South West	England
*Retirement age and above	21.15%	23.1%	17.4%
*Working age (15-65)	60.4%		29%
*Under 15 years old	18.0%		

Wiltshire's population is set to increase by just over 10.4%. The fastest population increase has been, and will continue to be, in the number of people aged 85 years and over. There are currently more than twice as many females as males in this population group.

Unpaid care:

Carers' health – bad or very bad*	Ratio women men – providing	Carers from BME
5%	3:2	5.9%

Those providing unpaid care constitute just over 10% of the general population.

¹All data, unless quoted otherwise, taken from analysis of the census 2011

*There is little % difference in 'bad/very bad' health status between men and women.

Ethnicity:

2001 census – White population	
Wiltshire	96.2%
England and Wales	80.5%

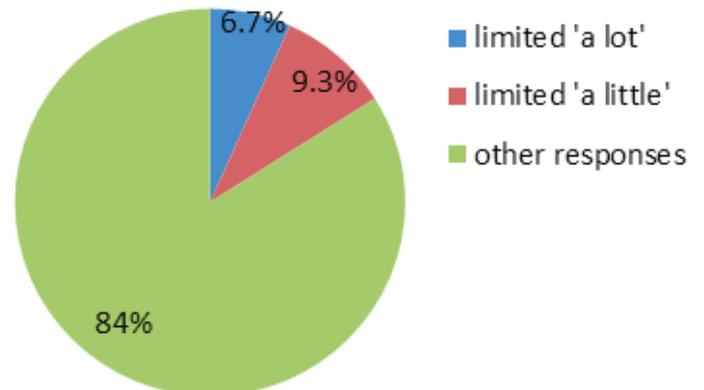
2011 census – White population	
Wiltshire	93.4%
England and Wales	80.5%

'Other White' was the second highest group with 12,108 people (2.57%); the nature of Wiltshire's minority ethnic population has changed from a largely Asian or Asian British grouping since 2001 to an Eastern European grouping where Polish migrants feature prominently

The number of those classifying themselves as from a 'mixed' background increased by just over 0.5% from 2001-2011 with the Black African population growing significantly over this period also. There is a long history of some minority communities in Wiltshire – for example, Polish in Westbury, Moroccan in Trowbridge and Gypsy, Roma and Traveller communities across the county. We also know that 2.5% of those aged three and over do not have English as a first language (see Schools Equality Information Report for further breakdown of languages spoken).

Health:

There are 75,000 people in Wiltshire who are limited in daily activities because of a health problem or disability:



The figures above are below the England and south west averages.

Appendix 2 Who we serve continued...

Sexual orientation and gender:

Data around sexual orientation (heterosexual, lesbian, gay, bisexual) and gender reassignment was not collected as part of the Census 2011. However, there are a number of national pieces of research which can help Wiltshire understand potential population statistics:

- Data from the Office for National Statistics² shows in 2016, just over 1 million (2.0%) of the UK population aged 16 and over identified themselves as lesbian, gay or bisexual (LGB).
- GIRES (the Gender Identity Research and Education Society) puts the number of people living with some form of 'gender variance' in the UK as approximately 1%

If applied to the general population figures for Wiltshire, this would mean that just over 5,000 people would identify themselves as Gay or Lesbian with nearly 2000 identifying as Bisexual and 4,700 as Trans* (across a wide spectrum of gender variance). The **workforce report** also extrapolates these national figures for estimating numbers of staff who could be Lesbian, Gay, Bisexual or Trans*

Religion and belief:

The predominant religion in Wiltshire is Christian (64%) followed by 'other religions' (0.5%) and Muslim (0.4%). There are active Muslim community groups and religious bases in Trowbridge and Salisbury.

Marriage and Civil Partnership:

A very small percentage (0.1%) of those 16 years and over in Wiltshire are in a civil partnership. 43% of those aged 16 years and over are married which is slightly higher than the south west and England averages.

Military:

Military personnel constitute around 3.5% of the total population and the total number of military personnel and their dependents is estimated to be around 30,000 (6.4%). There is a strong link between population concentrations of Gurkha (Nepalese) and Black African- Caribbean and the military bases in Wiltshire. Wiltshire has the highest concentration of Polynesian residents outside of London and again, this is linked to Wiltshire's military presence. There will also be an increase in military personnel as a result of the Army Basing Programme which will bring approximately 7,600 additional service personnel and their families to Wiltshire.

Deprivation:

While Wiltshire is generally less deprived than England as a whole, the county has seen an increase in relative deprivation and in 2010, for the first time, had one Lower Super Output Area (LSOA) in the 10% most deprived in England: Salisbury St Martin Central.

For further information, please see: Wiltshire's Joint Strategic Assessment which brings together key evidence and analysis by theme and the Equality in Wiltshire sections of the Intelligence website.

²ONS statistical bulletin – Sexual identity, UK:2016

Appendix 3 Further information:

To view specific equalities information about our **workforce only**

National Guidance available on the **Equality and Human Rights Commission (EHRC) website**

Equality Act guidance from the Government Equalities Office

The Equality and Human Rights plans for monitoring and enforcing the Public Sector Equality Duty

Publishing equality information: commitment, engagement and transparency
(EHRC publication)





Wiltshire Council

Where everybody matters

Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

Telephone: 0300 003 7777 (Local call rate)
Email: info@wiltshire.gov.uk
Web: www.wiltshire.gov.uk



The Diversity and Inclusion Action Plan

Meeting our Public Sector Equality Duty

Summary

This is Wiltshire Council's Diversity and Inclusion Action Plan 2019-2022. It sets out our equality objectives for the next three years, which we are required to do under the Public Sector Equality Duty.

The objectives and action plan show how Wiltshire Council will meet its duties under the PSED and are based on locally identified priorities, following a self-assessment against the Local Government Framework for Equality.

The objectives are:

1. Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's **equality vision** and **statutory duties**
2. Build a resilient community that represents the voices and diversity of Wiltshire, specifically in respect of Lesbian, Gay, Bisexual, BME and Trans communities
3. Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future
4. Ensure equality considerations are built into the council's approach to customer access which will ensure that our Services are fully accessible for all our diverse communities and customers
5. Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people.



Equality matters

Delivery

The actions in the plan fall into three broad themes:

- Communities
- Service Users
- Staff

In delivering the actions, there will be three groups, each focussed on one of the themes. Membership of these groups will include officers with appropriate influence and knowledge to be able to implement the actions they are responsible for and will represent a range of services across the organisation.

There will be a core group of people who attend all three groups, and there will be representation from Staff Voices (the three staff networks) on each group.

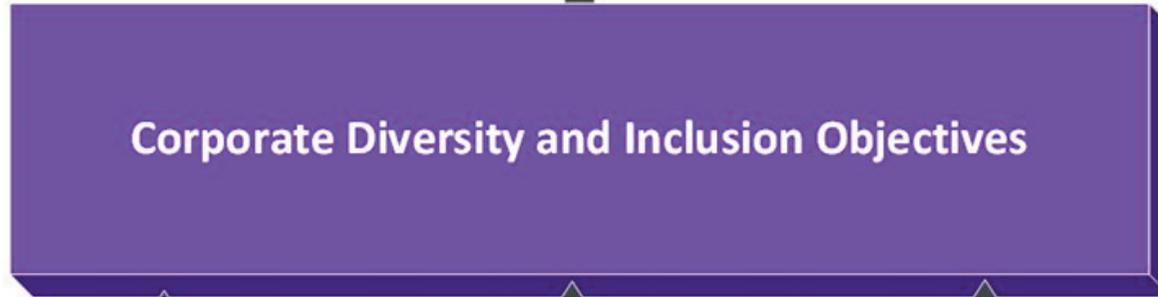
The diagram below summarises the strategic context and relationships involved in delivering this action plan.

Council

Strategy

Delivery

Support



Wiltshire Council Diversity & Inclusion Plan



Wiltshire Council Equality Objective 1

Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's equality **vision** and **statutory duties**. Link to Business Plan: An Innovative and Effective Council.

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
Equality analysis/ impact assessment is integrated systematically into planning and decision making across the organisation.	Improve the EIA template to make it easier to use and find.	Service delivery	Emily Higson	29/03/2019	Revised EIA template & guidance published. Monitor EIA's received and look at the quality to identify if there are any training needs.
	Review and re-publish guidance. Publicise refreshed template and guidance regularly.	Service delivery	Emily Higson	March 2019	Number of new EIAs
	Create publicly accessible library of completed EIAs (include retrospective "amnesty" of EIAs from last 12 months' key decisions).	Service delivery	Emily Higson	September 2019	Number of EIAs in library
	Review role of Procurement in meeting equality priorities to ensure fit for purpose	Service delivery	Emily Higson	June 2019	Corporate representation at appropriate procurement activity.
All staff and councillors understand their responsibility with regard to equality and inclusion and can access support and knowledge when they need it	Develop e-learning resources, including mandatory induction and refresher modules for all staff and elected members.	Staff Communities (members)	Marie Lewis Catherine Coombs Libby Johnstone	December 2019 December 2019	E-learning live – number of completions
	Set up Equality & Inclusion knowledge hub resource on intranet/GROW.	Staff	Emily Higson	October 2019	Number of active users and requests for support
	Reconfigure steering group to 3 theme groups, each with terms of reference and an action plan.	Staff Communities Service Delivery	Emily Higson David Harris	December 2019	3 theme groups established with terms of references and regular meetings and defined outcomes. Each group can demonstrate successful outcomes achieved within year 1.
	Carry out good practice review against similar councils and other public sector organisations	Staff Service Delivery	Emily Higson	October 2019	Review completed
Senior leaders and politicians challenge inequality and show public commitment to equality and inclusion	Carry out good practice review against similar councils and other public sector organisations	Service Delivery	Nicky Dyer	January 2020	Annual Report 2020
	Overview & Scrutiny to review the corporate E&D plan	Service Delivery	Emily Higson Henry Powell	September 2019	O&S review and report with recommendations
	Request Audit of E&D	Service Delivery	Liz Creedy	March 2020	Audit report with recommendations

Wiltshire Council Equality Objective 2

Build community resilience through understanding and listening to the voices and diversity of Wiltshire with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups, such as LGBT and BME* people. Link to Business Plan: Strong Communities.

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
Wiltshire Council can demonstrate success in working with partners in the public, private, community and voluntary sectors to address equality priorities, which are reviewed on a regular basis	Liaise with partners including police, Army, Health and Fire & Rescue to share resources, good practice and better understand our communities.	Communities	Emily Higson Nicky Dyer	September 2019	Areas for collaboration identified Number of joint/collaborative projects and events
	Re-establish the Wiltshire Lead Officers (Equality) Group				
	Using the "There's No Place Like Home" research report as a starting point: Use current data to understand better the experience of LGBT tenants in social housing in Wiltshire	Service Users	Housing Management Eammon McClelland	October 2019	Qualitative evidence of any issues for tenants identified
	Carry out training on LGBT awareness for staff and contractors visiting homes	Staff	OD & Training	March 2020	Specific training delivered
	Encourage registered providers (housing associations) in Wiltshire to agree to a pledge to be more proactive and visible in supporting LGBT tenants	Service Users	Housing Management	June 2020	Pledge signed
	Review and widen to other protected characteristics	Service Users	Housing Management	December 2020	To be identified
Wiltshire council has a good reputation in the community for effective engagement	Carry out an exercise to gather evidence for Wiltshire Council's reputation in the community and put in place a plan to address any gaps				
	Identify good practice already taking place in community areas	Communities	David Redfern Rhys Schell	December 2019	Project Bank/repository for successful projects
	Identify hard-to-engage groups and specific needs to improve engagement	Communities	Rhys Schell	December 2019	Each community area has a profile of groups with identified needs
Area boards know and understand all sections of their communities	Attendance at areas boards to present on PSED in communities	Communities	Libby Johnstone	December 2019	All Area Boards have PSED on agenda in 2019
	Community Area Boards, CEMs and VCSE groups work together to continually improve engagement	Communities	David Redfern	June 2020	Measures of satisfaction and social impact show improved engagement

*For the purposes of this action plan, when we refer to BME (Black and Minority Ethnic) residents, we have included Gypsy, Roma and Travellers and people of different religions who may experience discrimination.

Wiltshire Council Equality Objective 3

Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future.

Business Plan Link: An Innovative and Effective Council

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
A more robust workforce profile which informs our People Strategy and supports the Council in meeting the Public Sector Equality Duty	Equalities monitoring questionnaire which explains the reason why data needs to be collated sent to all staff to increase the range of information collected on the protected characteristics and improve existing information held (data cleanse).	Staff	Catherine Coombs	Annual	Increase in the range of data collected on the protected characteristics and a decrease in the rates of 'unknowns' for BME and disability.
	To amend the confidential equality and diversity section of the application form..	Staff	Catherine Coombs	October 2019	Form amended
	To upload data in to SAP	Staff	Catherine Coombs	March 2020	Upload complete
Improve our understanding about the Council's workforce to deliver improved outcomes for our customers.	To include this information in the annual equality and diversity workforce report.	Staff	Catherine Coombs	March 2020	Workforce Report ratified by Staffing Policy Committee
A reduction in the number of staff with protected characteristics saying they have been a victim of bullying and/or harassment	E-learning on bullying and harassment rolled out E-learning on unconscious bias rolled out	Staff	Catherine Coombs	March 2019	Number of completions of training Number of staff reporting bullying and harassment from protected characteristics
A more representative workforce which supports our succession planning	Continue to promote schemes to employ younger people, working in partnership with other service areas e.g. economy and enterprise.	Staff	Catherine Coombs	SMarch 2021	An increase in the percentage of under 25's in the council workforce. Numbers of apprenticeships, traineeships, volunteers and work experience students increases
	Actively try to attract a diverse range of councillors by promoting the allowance, carers allowance, and maternity/paternity arrangements in advance of the next election.	Communities	Libby Johnstone	June 2020 – May 2021	Democratic Services rep on groups.
Staff with protected characteristics feel more supported, recognised and the Council is seen as an 'employer of choice' in relation to equality, diversity and inclusion	Stonewall Workplace Equality Index rating 2020 Complete self-assessment and anonymous surveys to staff	Staff	Catherine Coombs LGBT+ Staff Network	September 2019	Realistic assessment of current position in relation to other organisations
	Develop and implement action plan based on gaps identified	Staff	Catherine Coombs LGBT+ Staff Network	September 2021	An improved rating in Stonewall 2022 index
	Staff voices events to promote understanding, acceptance and inclusion	Staff	Staff Network Chairs Emily Higson Nicky Dyer Catherine Coombs	October 2019 May 2020	2 events per year
	Staff Networks Day event at Salisbury Foundation Trust	Staff	Catherine Coombs Staff Network Chairs	May 2019	Attendance at event
	Each staff network has a work plan for the year Chairs of staff networks have a formal agreement with the council regarding time allowed for equality work (aligned with Union staff)	Staff Staff	Staff Network Chairs HR	April 2019 To be agreed	Plan agreed Agreement in place

Wiltshire Council Equality Objective 4

Ensure equality considerations are built into the council's approach to customer access and service delivery which will ensure that our Services are fully accessible for all our communities and customers. Business Plan Link: Protecting the Vulnerable, An Innovative and Effective Council, Strong Communities.

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
A greater voice and influence for those less likely to be heard within the work of Wiltshire Council (and other statutory partners)	Act on feedback from Staff networks	Service Delivery	Emily Higson	Continuous	To be identified
	Maximise the opportunities to improve access and engagement through Wiltshire Council's Digital Programme	Service Delivery	Emily Higson Matthew Tobin	March 2021	
Staff and customers are supported to have equal access to buildings and facilities	Building audit to assess accessibility to those including: Physical disabilities Sensory Impairment Learning Disabilities (including Autism) Mental Health Older People Young people People with dementia Religious/cultural needs (To be prioritised)	Service Delivery Staff Communities	Emily Higson Facilities Management (to be identified)	March 2020	Audit report
Ensure no discrimination towards transgender staff and customers	Review Stonewall guidance and develop trans-inclusion action plan for Wiltshire	Service Delivery Staff	LGBT Staff Network Catherine Coombs Emily Higson	Review October 2019 Action plan implemented by 2022	Action plan complete
	Introduce option of using gender neutral pronouns for staff and service users	Service Delivery Staff	Emily Higson Catherine Coombs	April 2020	
	Research gender neutral toilet facilities	Service Delivery Staff	Emily Higson Facilities Management	April 2020	
All frontline staff, whether they are office based or working in the community, understand their role in Equalities and Inclusion	Create and implement an annual communications plan for diversity and inclusion	Staff	Emily Higson Ceri Tocock	May 2019	

Wiltshire Council Equality Objective 5

Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people. Business

Plan Link: Strong Communities, Protecting the Vulnerable

Outcome	Actions	Theme	Responsible Officers	Timescale	Measures
<p>A better understanding of the issues for young people (e.g. underlying causes of bullying)</p> <p>Communities feel empowered to support and/or challenge schools in meeting their equality duties</p> <p>Children and young people feel safe and respected by their peers</p>	Robust equalities guidance and support will be readily available for schools from the LA	Service Delivery	Pamela Carroll	March 2020	To be agreed
Schools and Youth organisations produce citizens who promote tolerance and inclusion	Understand and promote equalities work within schools and youth groups	Communities Service Delivery	Pamela Carroll Britt Sawyer	September 2019	To be agreed
Increased awareness in communities of equality duties on schools	Material will also be made readily available to area boards and communities to enable them to see what schools need to be doing	Communities	David Redfern Pamela Carroll	March 2020	To be agreed
All frontline staff, whether they are office based or working in the community, understand their role in Equalities and Inclusion	Create and implement an annual communications plan for diversity and inclusion	Communities	Pamela Carroll	September 2020	To be agreed



The Diversity and Inclusion Action Plan

Wiltshire Council
Where everybody matters

Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

Telephone: 0300 003 0000 (Local call rate)
Email: info@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

Wiltshire Council

Cabinet

17 September 2019

Subject: Update on Outdoor Education sites

Cabinet Member: Cllr Philip Whitehead – Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development

Key Decision: Non-Key

Executive Summary

To provide Cabinet with an update on the progress being made with the business and land transfer for our Outdoor Education Centres at Oxenwood and Braeside.

Proposals

In December 2018, the Council Cabinet approved the disposal of the Outdoor Education business and sites at Oxenwood and Braeside. It also approved the deferral of the closure of Oxenwood and Braeside until at the latest January 2020 to allow for negotiations and successful transfer arrangements to be made.

To provide Cabinet with a full appraisal of negotiations to date and proposed dates for completion subject to their successful outcome.

To gain Cabinet's continued commitment to support the negotiation process with the two preferred bidders for our Outdoor Education Centres: Braeside (Classes Abroad) and Oxenwood (Community First).

Reason for Proposals

To ensure that Wiltshire Council can secure Outdoor Education provision for the children and young people of Wiltshire through third-party agreements at two existing and well-regarded centres in our County.

To ensure outdoor education provision can continue to deliver a valuable and enriching service to education settings whilst supporting Wiltshire Council's objectives and priorities.

Terence Herbert
Executive Director, Children and Education

Wiltshire Council

Cabinet

17 September 2019

Subject: Update on Outdoor Education sites

Cabinet Member: Cllr Philip Whitehead – Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development

Key Decision: Non-Key

Purpose of Report

1. The purpose of this report is to update Cabinet on the progress of the negotiations to transfer our Outdoor Education Centres to new providers. This will secure an outdoor education programme for the benefit of our children and young people across Wiltshire.

Relevance to the Council's Business Plan

2. Strong Communities
Both centres form an integral part of their local communities and their continued use will attract children from all over the County to areas they would not have been able to experience individually.
3. Growing the Economy
Transferring the Outdoor Education provision to third party providers, will attract new ideas and development opportunities to increase the customer base to encourage greater diversity of use.
4. Protecting those who are most vulnerable
Outdoor Education brings learning to life for our children and young adults. It enhances the classroom learning and teaches life skills in a way that helps people develop and grow in group environments often away from home for the first time.
5. An innovative and effective council
Wiltshire will be able to benefit from keeping an outdoor education service within the County and secure it long term, through external third-party funding from organisations that are proud to support and develop children and young adults.

Background

6. In December 2018, the Council Cabinet approved the disposal of the business and site, with the following:

- i) Cabinet delegates to the Executive Director for Children's Services in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the commencement of negotiations with the preferred bidders Wiltshire College and Community First, having regard to the recommendations and advice of the Outdoor Education Scrutiny Task Group.
- ii) Cabinet approves the deferral of closure of Braeside and Oxenwood outdoor education site until at the latest January 2020 to allow for negotiations and successful transfer arrangements.
- iii) Cabinet delegates to the Executive Director for Children's Services in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets the completion of contracts to sell and/or transfer the Councils outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated.

Main Considerations for the Council

Oxenwood

7. Negotiations have continued with the preferred bidder Community First. This has been a detailed process to ensure that both parties understand the ongoing responsibilities for the site and business. The resources and equipment key to the business delivery will also be transferred to the new provider, including two vehicles and five trailers. All discussions have been conducted in good faith and purpose.
8. Community First is a registered charity (288117) based in Devizes. It is an award-winning charity that has supported people and places across Wiltshire and Swindon for over 50 years. As a member of ACRE, they support rural communities across Wiltshire and Swindon through advisory services for Village Halls and Local Councils. Community First envisage, create and manage projects to support people and places including community transport schemes, community-led housing, community organising and volunteering services.
9. The Council's recognised trade unions were informed and consulted from the very start of the proposals. The prospect of employees being transferred to Community First has been fully discussed with Unions and staff members and they will continue to be consulted throughout the process.
10. Oxenwood team members have had updates from their line manager, HR advisers and Education and Skills officers dealing with the negotiations over the business transfer, so they are kept informed of developments as they progress.
11. The transfer of staff to Community First occurs as an operation of law in such circumstances under the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006. These regulations place obligations on both Wiltshire Council (as transferor) and Community First (as the transferee) in relation to the affected employees. Staff consultation has been held and will continue to do so with those affected to ensure full compliance with the TUPE regulations.

12. As part of the TUPE investigations, a number of staff members had been identified as working with such regularity on a 'casual-basis' that they should have been placed on a permanent zero-hours working contract with Wiltshire Council. These staff members have been advised and the TUPE process has been extended to cover those individuals in the consultation period. Staff members working on a 'casual-basis' with no regularity of work pattern have been advised that they will not be transferring across to the new provider. Their details have been passed to Community First at the team members' request.
13. The administration costs for Community First to become an admitted body of the Local Government Pension Scheme have been identified. The costs were not clear and obvious during the tender process and Community First had subsequently made no provision for them. To meet those costs, a reduction in the purchase price has been agreed for the same value. This reduction does not include any contribution to the Pension Liability Bond, which is mentioned later in the report. Community First are solely responsible for either securing a guarantor or buying a bond to secure their pension fund that satisfies LGPS conditions.
14. The site has a water supply from the Fosbury Estate, but this supply is not covered by a formal Easement. Negotiations have been held with the Estate to secure the right under an Easement, but the legal title has not been suitably proved. To cover this risk Community First have requested an indemnity insurance and the Council have agreed to meet the cost (£135). Community First have confirmed they are satisfied to proceed now the indemnity is in place.
15. All ongoing liabilities will transfer to Community First and the land deal includes an overage provision for alternate uses for a fixed future period. There is planning approval for the site to be used for educational purposes and any change would need to be approved through the appropriate planning process. There is no explicit clause in the Business Transfer Agreement that Community First must provide Outdoor Education provision from the site for any length of time. At the time of the tender process, it was considered that the overage condition and planning classification were enough to secure the intent for provision of outdoor education services.
16. The anticipated completion date is 1 October 2019 which will result in staff transferring under TUPE on this date, with their final day of employment with Wiltshire Council being 30 September 2019.
17. Community First are committed to become an Admitted Body of the Local Government Pension Scheme as part of the TUPE staff transfer. Their application will be made directly to LGPS and the relevant administration costs will be payable by Community First directly to LGPS. LGPS is committed to guaranteeing the financial viability of the pension fund and demand that any party entering these agreements, in this case Community First, must have either a guarantor or pension liability bond to secure the pension fund against any relevant employee events occurring. These options would incur a cost for Community First and they have been advised that these costs will have to be considered and met by themselves.
18. As the new provider will be operating on a charitable basis, wholly independent of Wiltshire Council, it is not recommended that Wiltshire Council act as

guarantor as it will then retain a long-term financial liability out of its direct control or influence. During due diligence discussions, Community First have been advised by LGPS representatives that the Pension Liability Bond will be required when seeking 'Admitted Body' status to protect the new pension created by the TUPE transfer.

19. The common purpose of discussions throughout has been to ensure that Community First take on the business as a going concern, so the children and young people continue to benefit from its unique offer in our County.
20. It has been agreed that each party will be responsible for payment of their own legal fees to complete the transfer documentation.
21. Community First and Wiltshire Council have now substantially agreed the content of both the Business Transfer Agreement and Land Registry Document and are seeking to take the next steps towards exchange of contracts.
22. To that effect, Community First have resolved, at their Finance Committee on 23 July 2019, to purchase the site and transfer the business as set out in the Business Transfer Agreement and Land Registry Document.
23. Updates have been provided to, and advice has been sought from, the Chair and Task Group for Traded Services in March and July to progress negotiations in line with Cabinet's aspiration for a successful business transfer of the outdoor education provision. Cllr Whitehead has led discussions to secure the desired outcomes.
24. Wiltshire Council's Cabinet has already delegated to the Executive Director for Children's Service, in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the completion of contracts to sell and/or transfer the Councils outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated. A Record of Officer Decision is currently being prepared to reflect the decision to move to transfer the business.
25. The Cabinet Member role for Finance, Procurement, ICT and Operational Assets has subsequently been split, with Operational Assets removed. The Cabinet Members for Finance have been involved in the negotiations and both Cabinet Members have confirmed that we should proceed with the disposal.

Braeside

26. Following the withdrawal of the bid from Wiltshire College, as the preferred bidder, each of the remaining bidders for the Braeside offer were approached to confirm and explain the circumstances for the next steps and discussions that would commence with the next best offer from the tender process.
27. Classes Abroad, ranked number 2 in the evaluation process, were invited to commence negotiations. At the negotiations, they were encouraged to make sure their bid reflected the due diligence checks they had made prior to submission and the purchase price was in line with their commercial intentions for the site. Wiltshire Council reinforced their aspirations that Classes Abroad would offer

outdoor education provision from the site to education settings across Wiltshire. Classes Abroad confirmed their intention to utilise the knowledge and experience of the existing Braeside Outdoor Education team to develop the outdoor education service and increase the opportunity for their existing core business to grow.

28. Classes Abroad were established in 1992 and specialise in educational and discovery travel across Europe. They are a family-run business with a local office and residential accommodation based in Grittleton, which is 4 miles north of Corsham and north of the M4. Classes Abroad pride themselves in having the knowledge and experience to create an unforgettable and invaluable experience for both students and teachers.
29. The Council's recognised trade unions have been informed and consulted from the very start of the proposals. They have been advised of the prospect of employees being transferred to Classes Abroad and will continue to be consulted throughout the process.
30. Braeside team members have had regular updates from their line manager, HR advisers and Education and Skills officers dealing with the negotiations over the business transfer, so they are kept informed of developments as they progress.
31. The transfer of staff to Classes Abroad occurs as an operation of law in such circumstances under the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006. These regulations place obligations on both Wiltshire Council (as transferor) and Classes Abroad (as the transferee) in relation to the affected employees. Staff consultation has been held and will continue to do so with those affected to ensure full compliance with the TUPE regulations.
32. The costs for Classes Abroad to become an admitted body of the Local Government Pension Scheme have been identified. The costs were not clear and obvious during the tender process and as such Classes Abroad were offered the opportunity to factor those costs into their revised agreed purchase price. They have also considered and forecasted a reduction in income over the first couple of years due to the original decision to close the site and its repercussions, plus costs relating to a review of the staff structure once completion has taken place. With the reduced bid received, the evaluation process was re-considered and compared to the original tenders received. It was confirmed that Classes Abroad were ranked number 1, based on the withdrawal of the bid from Wiltshire College.
33. All ongoing liabilities will transfer to Classes Abroad and the land deal includes an overage provision for alternate uses for a fixed future period. There is planning approval in place for the site to be used for educational purposes and any change would need to be approved through the appropriate planning process. There is no explicit clause in the Business Transfer Agreement that Classes Abroad must provide Outdoor Education provision from the site for any length of time. At the time of the tender process, it was considered that the overage condition and planning classification were enough to secure the intent for provision of outdoor education services.

34. On the rise of successful negotiations for the business and land transfer, Classes Abroad are committed to become an Admitted Body of the Local Government Pension Scheme as part of the TUPE staff transfer. Their application will be made directly to LGPS and the relevant administration costs will be payable by Classes Abroad directly to LGPS. LGPS is committed to guaranteeing the financial viability of the pension fund and demand that any party entering these agreements, in this case Classes Abroad, must have either a guarantor or pension liability bond to secure the pension fund against any relevant employee events occurring. These options would incur a cost for Classes Abroad and they have been advised that these costs will have to be considered and met by themselves.
35. As Classes Abroad will be operating on a commercial basis, wholly independent of Wiltshire Council, it is not recommended that Wiltshire Council act as guarantor as it will then retain a long-term financial liability out of its direct control or influence. During due diligence discussions, Classes Abroad have been advised by LGPS representatives that the Pension Liability Bond will be required when seeking 'Admitted Body' status and Classes Abroad have factored these pension costs into their purchase price for the site and business.
36. It has been agreed that each party will be responsible for payment of their own legal fees to complete the transfer documentation.
37. Classes Abroad are in receipt of the Business Transfer Agreement that reflects the detail covered above and are seeking legal advice to confirm their understanding of the agreement. It is understood that Classes Abroad will set up a subsidiary company as the new provider for the Braeside Outdoor Education Centre, so the documents will be completed once this has been finalised. There are negotiations still to be concluded with the content of these documents before they are finalised and ready for issuing, but that process is continuing, and updates will be provided in due course.
38. It is intended that, subject to the negotiations, Wiltshire Council's last day of operational management and delivery at the site will be on the 30 November. The Braeside Outdoor Education Centre staff will transfer to the payroll of Classes Abroad from 1st December. The land will also transfer across to Classes Abroad from 1st December. This will release Wiltshire Council's liability for the site in line with Cabinet's aspirations.
39. Wiltshire Council's Cabinet has already delegated to the Executive Director for Children's Service, in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the completion of contracts to sell and/or transfer the Council's outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated. A Record of Officer Decision is currently being prepared to reflect the decision to move to transfer the business.
40. The Cabinet Member role for Finance, Procurement, ICT and Operational Assets has subsequently been split, with Operational Assets removed. The Cabinet Members for Finance have been involved in the negotiations and both Cabinet Members have confirmed that we should proceed with the disposal.

Overview and Scrutiny Engagement

41. Updates have been provided to, and advice has been sought from, the Chair and Task Group for Traded Services in March and July to progress negotiations in line with Cabinet's aspiration for a successful business transfer of the outdoor education provision. Cllr Whitehead has led discussions to secure the desired outcomes.

Safeguarding Implications

42. The teams at both centres are already engaged with children and young adults through their existing provision and the preferred bidders core businesses are centred around the same populations. On that basis, no further implications have been identified.

Public Health Implications

43. Continuing with an Outdoor Education offer in Wiltshire has fantastic health and wellbeing benefits for the children and young adults of Wiltshire, so there are no further implications identified by its responsible transfer to a third-party organisation.

Procurement Implications

44. The tender process was presented to the market in the Autumn of 2018 to achieve 'Best Consideration' on the disposal of the business and assets used by the outdoor education service at Braeside and Oxenwood.
45. The two sites have been openly marketed, with the land transfer included within the advertising pack. No further procurement implications identified.

Equalities Impact of the Proposal

46. No equalities impact identified.

Environmental and Climate Change Considerations

47. No further environmental and climate change considerations identified.

Financial Implications agreed on behalf of the S151 Officer (CS - MT)

48. In December 2018, Cabinet approved the disposal of the Outdoor Education business and sites at Oxenwood and Braeside in order to allow social value to the community through the continuation of services from the two sites. The market was tested through the bidding process and the disposal has taken best consideration of the tenders received in selecting the preferred bidders. All efforts are now being made to transfer the centres whilst removing future financial risk and liability for the Council. Any net receipts from the sale of the assets will be a capital receipt and therefore ringfenced to support funding the Council's capital programme. These actions are in line with Cabinet's original aspirations.

Legal Implications

49. Advice has been sought externally for completion of the Business Transfer Agreement and the detail of the content contained.
50. Legal Services is advising on the property documentation required to transfer the properties to the preferred bidders.
51. Legal Services is also advising on a deed of easement which is required to grant rights for the benefit of Oxenwood Outdoor Education Centre from an adjoining land owner. The deed of easement will need to be completed at the same time as the property transfer documentation.

Workforce Implications

52. Staff affected by the business and land transfer are subject to TUPE regulations and are in receipt of regular updates and being consulted throughout the process.

Options Considered

53. The sites could have been closed and the outdoor education provision ceased. This proved to be an unpopular decision with members of the public voicing its affection for the service. Every effort has been made to date to ensure the provision can continue.
54. The sites could have been sold for development but existing planning conditions and covenants in place would make that prohibitive and would not achieve Wiltshire Council's aspiration of having outdoor education provision based within the County.

Conclusions

55. To recommend that Cabinet support the advanced negotiations with the third parties concerned to achieve Wiltshire Council's aspirations for the long-term provision of Outdoor Education opportunities in Wiltshire
56. Subject to the continued negotiations and successful outcomes, Cabinet to support the business and land transfer to the preferred bidders as detailed below:

Community First for the Oxenwood Outdoor Education Centre;
Classes Abroad for the Braeside Outdoor Education Centre.

Helean Hughes - Director, Education and Skills

Report Author: Paul Redford, Traded Services Manager, Education and Skills
Paul.Redford@wiltshire.gov.uk,

Date of report 14 August 2019

Appendices

None

Background Papers

None

Wiltshire Council

Cabinet

17 September 2019

Subject: Local Industrial Strategy

Cabinet Member: Councillor Philip Whitehead, Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development

Key Decision: Key

Executive Summary

The Ministry of Housing, Communities and Local Government (MHCLG) has set out plans for Local Enterprise Partnerships (LEPs) to produce Local Industrial Strategies (LIS). They will be long term economic strategies aimed at driving productivity locally.

Following the announcement that Honda will leave their South Marston site in Swindon in 2021, Swindon & Wiltshire Local Enterprise Partnership (SWLEP) has been asked by MHCLG to accelerate production of the LIS, bringing the launch forward to Autumn 2019 from the originally targeted March 2020. An early draft was prepared and submitted to MHCLG for discussion purposes in July 2019 and this draft is attached to this paper (**see Appendix 1**). Because the draft is still under discussion, SWLEP and MHCLG do not want it made public at this stage. It is thus attached to this paper as a Part 2 item.

It is intended that the LIS will be a high-level strategy and will have a life of circa 15 years. It is not intended to be project-specific.

The draft LIS addresses the nationally defined *five foundations of productivity* (Ideas, People, Infrastructure, Business Environment and Places) and sets out proposals around Research & Development (R&D), skills, infrastructure, Small & Medium-sized Enterprise (SME) competitiveness, regenerating town and city centres and digitisation. It also sets out *three strategic opportunities* around cyber security, addressing the higher level skills shortage through a business-led, multi-campus federation of Higher Education (HE) provision, and leveraging strengths in key sectors of the economy.

Discussions between SWLEP and MHCLG will continue during August and September 2019 with a view to finalising the LIS and launching it publicly in Autumn 2019. Wiltshire Council's Economic Development & Planning teams, Highways and Housing & Commercial Development have all been working with SWLEP in developing the LIS.

Cabinet are asked to acknowledge the progress that SWLEP has made to date and endorse the attached draft LIS. Cabinet is also asked to delegate authority to the Executive Director of Growth, Investment & Place, in consultation with the Leader of the Council, to endorse the final document on the Council's behalf prior to submission.

Proposal(s)

1. That Cabinet acknowledges the progress made by the SWLEP in preparing the LIS and endorses the direction set out in the draft that was submitted to MHCLG in July 2019.
2. Cabinet is asked to delegate authority to the Executive Director of Growth, Investment & Place, in consultation with the Leader of the Council, to endorse the final document on the Council's behalf prior to submission.

Reason for Proposal(s)

- 1) To support SWLEP in agreeing the LIS with MHCLG;
- 2) To ensure that local needs, priorities and opportunities are recognised at central government level;
- 3) To establish the basis for future funding bids in Wiltshire;
- 4) To highlight Wiltshire's strengths and to seek government support for interventions that will drive productivity locally.

Alistair Cunningham**Executive Director, Growth, Investment and Place**

Wiltshire Council

Cabinet

17 September 2019

Subject: Local Industrial Strategy

Cabinet Member: Councillor Philip Whitehead, Leader of the Council and Cabinet Member for Finance, Procurement and Economic Development

Key Decision: Key

Purpose of Report

1. To update Cabinet on progress being made by Swindon and Wiltshire Local Enterprise Partnership (SWLEP) in agreeing the Local Industrial Strategy (LIS) with the Ministry for Housing Communities and Local Government (MHCLG).
2. To seek Cabinet's endorsement of the draft LIS that SWLEP has submitted to MHCLG and of the direction set out in it (to the extent that it affects Wiltshire Council's areas of responsibility).

Relevance to the Council's Business Plan

3. Supporting the LIS is key to the Business Plan outcome of growing the economy, because the LIS aims to:
 - a. Continue sustainable growth in our communities
 - b. Grow skills of the workforce
 - c. Attract and retain high value businesses
 - d. Improve educational attainment, particularly higher education and apprenticeships
 - e. Grow life science and other key clusters
 - f. Plan to deliver housing to support economic growth
 - g. Support new infrastructure

By supporting the LIS we are helping to meet the Corporate Priority of working with partners to be an innovative and effective Council

Main Considerations for the Council

Background

4. In July 2018, in its report entitled "Strengthened Local Enterprise Partnerships", MHCLG set out its plans for Local Enterprise Partnerships to adopt a single mission: to promote productivity by delivering Local Industrial Strategies. Building on the Growth Deals, the plan is to promote local strategies which align with regional, national and UK priorities.

5. The strategies are to be long-term, based on clear evidence and aligned to the UK Industrial Strategy. They should set out clearly defined priorities for how places will maximise their contribution to UK productivity. They aim to allow places to make the most of their distinctive strengths whilst at the same time ensuring better coordination and greater collaboration across boundaries.
6. Once agreed with MHCLG, the strategies will help to prioritise local action, help to inform decisions at national level, and also inform Local Enterprise Partnerships' approach to future funding deployed through them, such as the government's proposed UK Shared Prosperity Fund (UKSPF) once details of its operation and priorities are announced.
7. The 2017 Industrial Strategy White Paper set out the timeframe. The first LIS were agreed in March 2019, and MHCLG aims to agree all places' LIS in England by early 2020.
8. Agreeing a LIS for their area with MHCLG will be a necessary condition for Local Enterprise Partnerships to draw down any future funding being deployed through them.
9. MHCLG intend that the LIS must be developed locally, led by those who best know the needs of local economies. They should:
 - Be based on a robust evidence base, and on a granular understanding of the local economy.
 - Map out opportunities and challenges, building on local strengths and addressing local weaknesses (such as skills, land supply, congestion, housing supply etc), or alternatively meeting the national Industrial Strategy's "Grand Challenges" (Artificial Intelligence and data; ageing society; clean growth; future of mobility), or alternatively identifying weaknesses in productivity, for example in isolated rural or urban communities.
 - Address the five key "*foundations of productivity*": Ideas, People, Infrastructure, Business Environment and Places, showing how these inter-relate locally and where local action is needed.
 - Be clear how Local Enterprise Partnerships will work in partnership with public and private stakeholders.
 - Prioritise specific, achievable and long-term ambitions which will enhance productivity.
 - Set out clear plans to evaluate progress.
10. The time available to put together the SWLEP LIS has been shortened following the announcement that Honda will leave their South Marston site in Swindon in 2021. MHCLG is now expecting the SWLEP LIS to be launched in Autumn 2019 instead of March 2020 as previously agreed. The government is also keen to understand how the LIS will address issues related to the economic performance of Salisbury following the recent departure of Friends Provident and Capita.

Evidence, Consultation and Engagement

11. In order to meet the requirement that the LIS be developed locally and led by those who best know the needs of local economies, the SWLEP has engaged the two local authorities and over 1000 local businesses. As a result, a number of strategies have been developed by SWLEP to inform the LIS over the last year (see <https://swlep.co.uk/about/our-strategies/lis>). These are:
 - Apprenticeship strategy 2018
 - Cyber Resilience Science and Innovation Strategy 2018
 - Digital Capabilities Strategy 2018
 - Energy Strategy 2019
 - Higher Education Strategy 2018
 - Rail strategy 2019
 - Swindon and Wiltshire Local Economic Assessment
12. The SWLEP has established the LIS Independent Review Panel drawn from the universities of Bath, Bath Spa and Cardiff and also from the Department of Business, Energy and Industrial Strategy (BEIS). The Independent Review Panel meets to ensure that the Swindon and Wiltshire Local Industrial Strategy (SWLIS) is developed based on robust evidence which has been tested through constructive external challenge by independent experts.
13. In addition, resources have been drawn in from the universities, including a part-time LIS manager on secondment to SWLEP from Bath Spa university. SWLEP has also brokered a research collaboration with Economic Department at the University of Bath team. The collaboration will respond to the Department for Education's Skills Advisory Panel Toolkit requirement as well as look at the local productivity gap and baseline the value of natural capital in the economy. Further work to look at the new energy vehicle fuelling infrastructure is also being investigated.
14. Wiltshire Council's Economic Development & Planning teams, Highways and Housing & Commercial Development have all been closely engaged, working with SWLEP in developing the LIS.

Key aspects of the LIS

15. The LIS addresses each of the Government's *five foundations of productivity* (Ideas, People, Infrastructure, Business Environment and Places). In addition, three *Strategic Opportunities* have been identified that build on the specific strengths of the SWLEP area to support growth and boost productivity over the next 10 to 15 years.

The five foundations of productivity

- *Ideas foundation* – The LIS aims to broaden R&D activity throughout the local economy, i.e., beyond the small number of highly innovative organisations within which it is currently concentrated. It will do this by attracting new businesses to the area, strengthening the local innovation ecosystem, adopting emerging technologies and developing stronger links with centres of research excellence.

- *People foundation* – The LIS aims to align skills supply with local demand by ensuring that skills evolve to keep up with the changing demands of industry, improving labour market inclusion, and raising educational aspiration by increasing participation in higher education and increasing the number of higher and degree level apprenticeships.
- *Infrastructure foundation* – The LIS focuses on the development of a clean, flexible and resilient power systems, removing grid capacity constraints, exploring hydrogen uses in various applications and new energy vehicles, and strengthening connections north and south (including to Oxfordshire and the Cambridge-Milton Keynes-Oxford innovation arc and to the Midlands) to enable greater innovation and productivity improvements through the better flow of people, investment and ideas. It also addresses decarbonisation and digital connectivity.
- *Business Environment foundation* - The LIS aims to expand start-up and scale-up support, thereby improving the competitiveness of SMEs. It aims to improve the productivity of low-output sectors and increase the proportion of R&D-active businesses. It also aims to support businesses through Brexit.
- *Place Foundation* – The LIS aims to secure the vibrancy of the Swindon, Chippenham, Salisbury and southern Wiltshire economies by regenerating town and city centres. It aims to help communities respond to greater digitalisation by removing connectivity constraints. It aims to ensure utilities infrastructure to accommodate housing and business growth. It aims to grow resilience to economic shocks and ensure that all communities benefit from inclusive, sustainable and connected growth.

The three strategic opportunities

The LIS identifies three strategic opportunities:

- *Firstly*, as part of the Cyber Resilience Alliance, it will leverage local assets that are of national and global importance to establish Swindon and Wiltshire as a business-led Cyber Capital, becoming a centre of excellence offering leading-edge products and services that enable business to improve their cyber resilience.
- *Secondly*, to address the higher level skills shortage, it proposes an innovative business-led model that consolidates the existing higher education provision to deliver programmes needed by local businesses, in partnership with them across multiple sites.
- *Thirdly*, it aims to diversify the economy by leveraging sectoral and local strengths, including: life sciences, defence, security, advanced engineering, R&D, cyber and digitech. It proposes road and rail improvements, the development of large employment sites, raising the profile of places and exploring capital schemes for regeneration, harnessing the use of smart city capabilities.

Salisbury

16. The LIS addresses the specific issues related to the economic performance of Salisbury by proposing to build resilient growth arising from the benefits of Salisbury

becoming the first city to offer full fibre to all residential and business premises and the unique opportunity it has to deliver various SMART city concepts. This includes:

- Connected data application, which means that businesses will be better placed to respond to the needs of their customers
- Attracting new companies who need full fibre connectivity into the city to diversify the economy, for example growing Salisbury's embryonic gaming sector
- Reviewing transport options for a smart city environment
- Better and effective data sharing across the public sector to improve service provision, for example to improve patient care provision and healthy living
- The development of virtual reality tourism.

17. In addition, the LIS highlights the opportunity to align military resettlement plans with new housing and employment opportunities in high value jobs in southern Wiltshire. It also highlights projects to revitalise Salisbury, based on the Future High Street bid.

18. Chippenham, Trowbridge and the Market Towns

The LIS highlights the fact that high productivity is heavily focused in certain sectors and certain geographical areas within Wiltshire, and that in parts of the county productivity is low. It is thus proposed that the LIS will highlight the importance of Chippenham, Trowbridge and the southern Wiltshire economies, particularly the advanced manufacturing capability along the A350 corridor, and that the rejuvenation of Wiltshire's market towns will also be included in order to provide a foundation for widespread productivity improvement across the county.

Overview and Scrutiny Engagement

19. SWLEP Joint Scrutiny Task Group to add briefing on this to their forward plan for their 9th Sept 2019 meeting

Safeguarding Implications

20. There are no safeguarding implications.

Public Health Implications

21. A strong economy with good employment opportunities has a positive impact on the wider determinants of health. It is imperative therefore that economic growth and employment opportunities are maximised through the LIS.

Procurement Implications

22. This strategy sets out long term goals and does not have any direct procurement implications. Where there is a requirement for the council to deliver any future

procurements that may result from bids or investment decisions following from this strategy, they will be subject to the council's procurement rules in place at the time.

Equalities Impact of the Proposal

23. There are no direct equality impacts as a result of this report. Individual projects or programmes arising from the strategy will need to be considered on a case by case basis in terms of the requirement to complete Equality Impact Assessments.

Environmental and Climate Change Considerations

24. The LIS includes commitments to improving the strategic energy infrastructure, decarbonising our economy and helping to deliver the national climate change targets.

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

25. If the Council does not endorse the LIS then this will send a weak message to Government regarding partnership working in Wiltshire. This is likely to result in reduced investment. It will also damage our relationship with our partners.

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

26. Given that the LIS is not a Council document, Cabinet is being asked to endorse it rather than approve it. Endorsing the document does not give rise to any risks.

Financial Implications

27. There are no direct financial implications from endorsing the LIS. Any future initiatives or projects undertaken by Wiltshire Council to support the strategic priorities outlined in the strategy would be subject to individual approval and funding and would follow the normal Council process.

Legal Implications

28. The LIS is still in development and therefore no formal decision of the Cabinet is required. However, the draft LIS has reached a stage within development whereby it would be helpful for Cabinet to formally consider the draft and confirm that the information contained within the draft is appropriate for the area of Wiltshire and that the direction of travel proposed is consistent with Wiltshire Council's business plan and Wiltshire Council's direction of travel.
29. Once the draft LIS gets to a stage whereby it is being formally signed off it is proposed that provided the final document is consistent with the detail and direction of travel set out in this draft then the Executive Director of Growth, Investment & Place will endorse the final draft in consultation with the Leader of the Council in accordance with the delegations requested in this paper.

Workforce Implications

30. The LIS commits the SWLEP to working with its local authority partners, and this clearly assumes that the local authority partners will have the management resources to engage with them. The Council's current structures cater for this, so it is not anticipated that the LIS gives rise to pressures or additional resource needs. Individual projects, as they come forward, may do, but this will be assessed as part of the individual project approval process, and Cabinet approval sought where required.

Options Considered

31. Officers continue to work with SWLEP to influence the LIS, to make sure that Wiltshire's interests are well served. The only other option would be not to engage. This would not serve the Council's best interests.

Conclusions

32. The LIS will be a key document in setting the direction of SWLEP-funded activity in the coming years. It has been prepared in consultation with local businesses and with Wiltshire Council and Swindon Borough Council, and by endorsing it Cabinet will show its commitment to working in partnership with the LEP to deliver it.

DIRECTOR

Alistair Cunningham

Executive Director, Growth, Investment and Place

Report Author:

Chris Hilton

Head of Service - Economic regeneration

Tel No. 01225 713731

Appendices:

Appendix 1 – SWLEP Draft Local Industrial Strategy

Background Papers:

None or specify the documents relied upon

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Wiltshire Council

Cabinet

17 September 2019

Subject: Sexual Health and Contraceptive Service

Cabinet Member: Cllr Laura Mayes – Cabinet Member for Adult Social Care, Public Health and Public Protection.

Key Decision: Key

Executive Summary

Wiltshire Council is the statutory commissioner of a comprehensive integrated sexual health service including contraception services and sexually transmitted infections (STI) testing and treatment.

An integrated community-based specialist sexual health and contraceptive service model aims to improve sexual health by providing easy access to high quality services through open access clinics, where sexual health and contraceptive needs can be met in services with extended opening hours and accessible locations.

The Service provides a range of interventions via clinics and outreach provision to meet the needs of specific sections of the community based on the Wiltshire JSNA and information held by the Public Health team within Wiltshire Council. As part of the contract, the incumbent provider evidences that pathways of care within the sexual health economy were formally agreed and are followed. The existing agreement has been in place since 1st October 2014. A tender opportunity was published in three separate lots, there was very little interest and only one credible proposal which resulted in one award of all Lots to Salisbury NHS Foundation Trust.

The current contract for the existing service expires on 31 March 2020 and there is now the requirement to commission future service provision as of 01 April 2020.

Proposal(s)

That Cabinet:

- a) Recognise the requirement to commission an integrated sexual health and contraceptive service for Wiltshire residents.
- b) Issue a Prior Information Notification to test the market to see whether there is interest in the service or capability of providers in the market to deliver the service. And if there is no interested providers or providers with the capability, give officers approval to negotiate the contract with the incumbent provider.
- c) Agree to delegate responsibility to tender, commission, negotiate and award the contract (as appropriate) to the Director of Public Health and in consultation with the Cabinet Member for Adult Social Care, Public Health and Public Protection.

Reason for Proposal(s)

The commissioning of sexual health and contraceptive health services is a prescribed (statutory) public health function and is funded via the public health grant which is under the responsibility of the Director of Public Health. Delegating responsibility for contract award reduces award delay and negates the potential for gap in service delivery.

Tracy Daszkiewicz
Director of Public Health

Wiltshire Council

Cabinet

17 September 2019

Subject: Sexual Health and Contraceptive Service

Cabinet Member: Cllr Laura Mayes – Cabinet Member for Adult Social Care, Public Health and Public Protection.

Key Decision: Key

Purpose of Report

1. Recognise the requirement to commission an integrated sexual health and contraceptive service for Wiltshire residents and agree to delegate responsibility for awarding the contract to the new service provider/s to the Director of Public Health, in consultation with the Cabinet Member for Adult Social Care, Public Health and Public Protection.

Relevance to the Council's Business Plan

2. The effective commissioning of local sexual health and contraceptive services contributes to the following Wiltshire Council business plan outcomes: Strong Communities (personal wellbeing through a healthier population), protecting the vulnerable (early intervention through prevention activities) and protection the vulnerable (joined up health and care through greater partnership working).

Background

3. The Health and Social Care Act 2012 brought about a significant change in the commissioning landscape across England. The impact of this transition saw the responsibility for the commissioning of sexual health and contraceptive service move from a single commissioning body to three separate organisations. Locally these organisations are Wiltshire Council; NHS Wiltshire Clinical Commissioning Group (CCG) and NHS England. Table 1 below highlights the commissioning responsibilities of each organisation.

Table 1: Commissioning responsibilities by organisation

Wiltshire Council commissions:	<ul style="list-style-type: none">• Comprehensive sexual health services including most contraceptive services and all prescribing costs, but excluding GP additionally-provided contraception• Sexually transmitted infections (STI) testing and treatment, chlamydia screening and HIV testing• Specialist services, including young people's sexual health, teenage pregnancy services, outreach, HIV prevention, sexual health promotion, services in schools, college and pharmacies
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NHS Wiltshire CCG commissions:	<ul style="list-style-type: none"> • Most abortion services • Sterilisation • Vasectomy • Non-sexual-health elements of psychosexual health services • Gynecology including any use of contraception for non-contraceptive purposes
NHS England commissions:	<ul style="list-style-type: none"> • Contraception provided as an additional service under the GP contract • HIV treatment and care • Promotion of opportunistic testing and treatment for STIs and patient-requested testing by GPs • Sexual health elements of prison health services • Sexual assault referral centres • Cervical screening • Specialist fetal medicine services

4. Tackling sexual and reproductive health inequality has been a priority both nationally and locally in Wiltshire for many years. Improving sexual health and wellbeing presents a significant challenge for public health and the wider health and social care system, as well as for the individuals who experience poor health outcomes as a result of a sexually transmitted infection (STIs), blood borne viruses (BBVs) or an unplanned pregnancy.
5. There is considerable inequality in the distribution of STIs, BBVs and unplanned pregnancies across the population. Although Wiltshire has lower levels of STIs compared to the South West and England averages, infection rates are continuing to increase. Data also shows that women are accessing effective contraceptive methods to reduce the risk of unintended pregnancy at a local level, although termination of pregnancy rates are still of concern.
6. The consequences of sexual ill-health, infection with a blood borne virus, or unintended pregnancy are well documented. STIs can lead to both physical and emotional difficulties and in some cases, fertility issues if not diagnosed and treated early enough. Certain BBVs remain incurable and can lead to a dramatic reduction in life expectancy. HIV although treatable remains a condition which cannot be completely cured, leading to long term medical implications for anyone infected with the virus, especially if they are diagnosed after the virus has begun to damage their immune system. It is estimated that the lifetime treatment costs funded by the NHS for a single person diagnosed with HIV is c.£380,000 but cost doubles for someone who is diagnosed 'late'.
7. Unintended pregnancy is an issue across the life course for women who are not accessing effective contraception services and can impact on their lives for a very long time. It is estimated that in 2016 there were 302 unintended conceptions in Wiltshire which led to a live birth, which will lead to a public-sector cost of £938,992 per annum.
8. In 2018 the *Wiltshire sexual health and blood borne virus strategy* was adopted by the Health and Wellbeing Board. The strategy has the vision that Wiltshire will be a place where individuals and communities are informed, enabled, motivated and empowered to be able to protect themselves and others from acquiring an STI or BBV. Individuals should be able to make informed choices when considering contraception and have easier access to them. We want to ensure that everyone

can have safe sexual experiences, free of coercion, discrimination and violence by ensuring sexual rights are protected, respected and fulfilled.

9. The strategy had three priorities: (a) Prevention - to protect individuals from BBV or STI infections and enabled to access all forms of contraception through the provision of information and services. This will also increase the awareness of individuals' sexual rights and reduce sexual violence in all its forms; (b) Diagnosis - to ensure individuals will be able to access testing services when needed in a range of venues, using a range of different testing systems, including the review and implementation of new and emerging testing systems and (c) Treatment - to ensure individuals will be able to access appropriate treatment services as early as possible in locations which are most appropriate to them. The delivery of good quality sexual health and contraceptive services is fundamental to contributing to the council business plan and also have a major role to play in the delivery of Wiltshire Sexual Health strategy.

10. The data below demonstrates that we have seen some positive outcomes across the life of the strategy. However, the changes in outcome data demonstrate that there is still more work to do in regard to reducing requirement for termination of pregnancy (by prevention of unintended pregnancies), reducing rates of sexual offences, increasing service providers (particularly primary care services). We also see that the numbers of those infected with a BBV has increased in both Hepatitis B and C. There is also further work to be done to reduce overall HIV late diagnosis rates. Table 2 below highlights outcome shifts between 2016 and 2018.

Table 2 – Comparison of sexual health outcomes 2016-2019.

	Pre-strategy (2016)	Current Data (2018)
New STI diagnoses	2334 (1131 male, 1203 female)	2309 (1121 male, 1178 female)
Under 18 Conception per 1,000 women	14.0 (2015)	9.5 (2017)
Under 16s Conceptions: Conceptions in those aged under 16	3.0 (2015)	1.2 (2017)
Chlamydia detection rate (15-24-year olds) per 100,000	1628 (2015)	1683 (2017)
HIV late diagnosis	43.9% (2013-15)	48.6% (2015-17)
Those diagnosed with Hep B	26 (2016)	32 (2017)
Those diagnosed with Hep C	44 (2016)	48 (2017)
Pharmacies commissioned to deliver sexual health services	22 (2016)	17 (2019)
People receiving care for HIV	239	259
Cases of Female Genital Mutilation	4 (2017)	5 (2018)
Rate of sexual offences	1.4 per 1000 (2017-18)	2.0 per 1000 (2018-19)
Termination of pregnancy (actual)	1060	1115 (2018)

11. Over all clinic attendance in 2016 by gender, was 54% male and 46% female. In 2018 males decreased by 2% and females increased by 2%. The majority of service users by age were aged between 20-34 years old in both 2016 and 2018. A minor increase in those aged 35+ is noted.

Table 3 - Clinic attendances (%) by age 2016-2018

Age / Year	2016	2018
<15 years	0.2	0
15	0.3	0.08
16-19	13	14
20-24	31.7	33.2
25-34	34.4	30.3
35-44	9.5	11.6
45-64	8.8	9.9
65+	0.9	0.6

12. Chlamydia infection was the most prevalent infection in both 2016 and 2018, gonorrhoea infection remains low in comparison but has increased since 2016, along with herpes and syphilis. Genital wart diagnosis has decreased since 2016.

Table 4 - Disease diagnosis (%) 2016-2018

Disease / Year	2016	2018
Chlamydia	41.8%	41.9%
Gonorrhoea	5.8%	9.0%
Herpes	13.7%	14.9%
Syphilis	0.7%	1.5%
Genital Warts	37.8%	32.4%

13. Chlamydia infection was the most prevalent infection in both 2016 and 2018 for males and females, although infections have decreased in males and increased in females since 2016. Gonorrhoea infection remains low in comparison but has increased in both males and females since 2016. Herpes infection has seen a decrease in males but an increase in females. Syphilis has increased in both males and females. Genital wart diagnosis has decreased in both genders since 2016.

Table 5 - Disease diagnosis (%) by gender 2016-2018

	Males		Females	
	2016	2018	2016	2018
Chlamydia	40%	38.4%	43%	45.7%
Gonorrhoea	8.6%	12.8%	2.4%	4.9%
Herpes	9.3%	8.8%	18.8%	21.3%
Syphilis	1.3%	2.8%	0%	0.1%
Genital Warts	40.3%	37%	34.9%	27.8%

14. Sexual and reproductive health care services are highly specialised clinical services requiring specific standards of professional eligibility and competence. Services must be compliant with the standards of clinical practice as set out in the guidance published by Department of Health; National Institute for Health and Clinical Excellence (NICE); British Association for Sexual Health and HIV (BASHH); Medical Foundation for HIV and Sexual Health (MEDFASH); Faculty of

Sexual and Reproductive Healthcare (FSRH); British HIV Association (BHIVA) and the National Chlamydia Screening Programme (NCSP).

15. Services must be delivered from facilities (premises) that are compliant with strict Care Quality Commission (CQC) guidelines (Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 15). It is essential that they also have access to ancillary allied healthcare professional services such as pathology and radiography services.

Current Service Provision

16. The current service is commissioned to provide Genito-Urinary Medicine (GUM) services including the screening, diagnostic testing and treatment for STIs based at Salisbury Hospital. They are also commissioned to provide contraceptive and sexual health (CASH) services from a range of sites across the county – including Calne, Chippenham, Devizes, Melksham, Ludgershall, Salisbury, Tidworth, Trowbridge and Warminster. The provider is also responsible for delivering a home-testing programme for STIs.
17. Between June 2018 and May 2019 our current service provider (Salisbury Foundation Trust) provided 6214 sexual health related services appointments, with an average of around 500 appointment per month and a 'did not attend (DNA) rate of 10.3%. The majority of services users were aged between 15 and 35 years old; 49% of service users were male and 87% of service users were classified as 'White British.' Service access within 48 hours across the time period ranged between 76-85%. See appendix 2 for further service outcome data.
18. Between June 2018 and May 2019, the service provider also provided an additional 4497 appointments for contraceptive services across the county, with a DNA rate of 8.9%. As expected, being a contraceptive service, 95% of clients were female; of which 89% were white British. See appendix 3 for further service outcome data.

Main Considerations for the Council

19. Wiltshire Council commissions a comprehensive range of sexual health and reproductive health services including most contraceptive services and sexually transmitted infections (STI) testing and treatment, chlamydia screening and HIV testing. The current contract for the existing integrated service expires on 31 March 2020.
20. The council is required to commission a service to deliver a sexual health and contraception service for Wiltshire residents. This service will provide the following:
 - a) Genito-urinary medicine (GUM) services (screening, diagnostic testing and treatment for STIs), the provider should have access to laboratory services and medical /pharmacy services including medicine supply, provision and administration as appropriate.
 - b) The ability to deliver contraceptive and sexual health (CASH) services across Wiltshire in key locations as agreed with the commissioner through a 'hub and spoke' model to provide population level services with targeted services based in: Calne, Chippenham, Devizes, Melksham, Ludgershall, Salisbury, Tidworth, Trowbridge and Warminster. This service will provide access to a range of contraceptive

methods (including long-acting reversible contraception and emergency contraception) and access to testing and treatment for sexually transmitted infections.

- c) The services will coordinate and delivery a comprehensive home-testing service for STIs (including Chlamydia, Gonorrhoea, Syphilis and HIV), providing patient contact tracing, advice and treatment options as required.
- d) Provision of long acting reversible contraception (LARC) training to maintain the levels of trained primary care clinicians following the *improving access to contraception programme*.
- e) Coordinating and supporting the delivery of sexual health care across a locality through expert clinical advice, clinical governance and clinical networks. This should include providing specialist expert advice to other service providers and organisations; training of nursing, pharmaceutical and medical sexual health experts; providing updates for local general practice staff; delivering multidisciplinary postgraduate training, including to primary and secondary care; and may include delivering undergraduate training and postgraduate training including placements for medical and nursing students and training and education for specialty medical trainees which should be in line with the latest General Medical Council (GMC) curriculum
- f) Multidisciplinary workforce of consultants, doctors, nurses, health care assistants, and administration staff who works in partnership with other service providers to enable a seamless patient journey across a range of sexual health and other services such as antenatal, HIV service, general practice, local pharmacy services.
- g) Safeguarding procedures are in place with a named safeguarding lead.
- h) The service is required to submit data Genito-urinary Medicine Clinic Activity Dataset (GUMCADv2), Sexual and Reproductive Health Activity Dataset (SRHAD), Chlamydia Testing Activity Dataset (CTAD). The service will provide comprehensive performance data and will regularly meet with commissioners.

Overview and Scrutiny Engagement

- 21. The Chair and Vice-Chair of the Health Select Committee were informed that this report would be presented to Cabinet. The Committee will be informed of the Cabinet decision and the agreed provider(s).

Safeguarding Implications

- 22. There is no safeguarding implication from this proposal however the safeguarding of vulnerable people may be impacted upon should there be a delay in awarding a contract to an appropriate provider/s.

Public Health Implications

23. The commissioning of appropriate sexual health and contraceptive services is a prescribed public health function of the Health and Social Care Act 2012. There is a mandated responsibility to provide these services to our population. Delayed or insufficient provision will lead to an increase in sexually transmitted infections and unintended pregnancy which has a negative impact on individuals but also a wider impact on health and social care costs.

Procurement Implications

24. Current service contact is expiring on 31 March 2020, a timescale has been agreed with procurement to have a new contract in place by 01 April 2020. The nature of the service suggests there are a few contracting options available to us. The service will be appropriately commissioned in-line with procurement policy and process.
25. Route to Market - Given the limited market and our aim to secure a single supplier integrated solution and the likelihood that the incumbent will be the only capable and interested supplier, we have carefully considered our approach. We need to ensure our process is defensible and open to the market such that the award does not discriminate. A Prior Information Notice (PIN) will be used and the final route to market will be determined by the outcome of the PIN. Based on information available to the Council at present and other procurements undertaken by neighbouring authority, the likely route to market will be the negotiated procedure without prior publication; but a final decision will be determined by the Director of Public Health in consultation with the cabinet member for public health and public protection. In the event a decision is taken to use the negotiated procedure without prior publication, then a Voluntary Ex Ante Trust (VEAT) notice would be used to advise the market of the award.
26. We will publish a VEAT notice prior to the conclusion of the contract, this means the market would be alerted that a contract has been awarded. Use of the VEAT notice will not mitigate all risk of challenge, but it is a useful tool to mitigating risk and reducing the grounds on which challenges could be made.

Equalities Impact of the Proposal

27. An equalities impact has not been undertaken on this proposal. However, it should be noted that some users of some of this service may fall into certain protected characteristics under the Equality Act 2010 (age, sex, sexual orientation, race). The council will ensure that the newly commissioned provider will meet any duties under the Act. The future service provision will provide free universal access to services and will meet its responsibility regarding equality.

Environmental and Climate Change Considerations

28. Environmental and climate change considerations do not affect the decisions required within this proposal.

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

29. Should delegated responsibility not be given, the council runs the risk of a delay in awarding a contract to the preferred provider, which in turn could lead to a delay in service delivery. Should the service not be recommissioned, there will be no

county-wide sexual health and contraceptive service available. Additional risks include:

- Failure to procure a supplier - Early advertising of the opportunity should help establish desire of the market to compete for this contract. A PIN is ready to be published.
- Inflated prices due to lack of competition in market place – Negotiated procedure with the provider to ensure prices are not inflated.
- Procurement not completed on time - The process has already started with the counsel of legal and an agreement in draft
- Other providers in the market who would be interested in bidding for this opportunity (market changed since 2014) - Prolonging the tendering and evaluation process, extended implementation.

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

30. If awarded via a negotiated procedure and only one supplier responds to the PIN to whom we seek to award a contract there could be a challenge from other organisations when the VEAT is issued, so we would need to keep a robust evidence trail to justify using the negotiated procedure.
31. Responsibility for contract award goes to the named director of public health for Wiltshire. Should there not be a named director at time of award, then contract award responsibility will revert to Cabinet.

Financial Implications

25. The services are funded from the ringfenced public health grant and spend is activity driven.
27. This is a very specialist service and for greater service efficiencies and for an improved patient outcome, it is proposed that a fully integrated service with a single provider is tendered for.

Legal Implications

28. Since 01 April 2013, Local Authorities have been mandated to ensure that comprehensive, open access, confidential sexual health services are available to all people who are present in their area (whether resident in that area or not). The requirement for Genito-Urinary Medicine (GUM) and Contraception and Sexual Health (CASH) services to be provided on an open access basis is stipulated in the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013 ("the Regulations") – see appendix 1.
29. The service will be tendered and commissioned in line with the laws that govern the procurement of services.

Workforce Implications

30. All elements of the service being commissioned are currently outsourced and therefore it is not anticipated that there will be any transfer of Wiltshire Council employees. Depending on the outcome of the procurement exercise, there may be a transfer of existing staff under the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Conclusions

31. Under the Health and Social Care Act (2012) Wiltshire Council is mandated to commission of a comprehensive integrated sexual health service. The current contract for the existing service expires on 31 March 2020 and there is now the requirement to commission further service provision as of 01 April 2020. Noting that funding of these services is based on performance so actual cost may vary depending on performance.

32. Cabinet are asked to recognise the requirement to recommission an integrated sexual health and contraceptive service for Wiltshire residents and agree to delegate responsibility for awarding the contract to the new service provider to the Director of Public Health and Cabinet member for public health and public protection to ensure the service is appropriately recommissioned from 01 April 2020.

Tracy Daszkiewicz, Director of Public Health

Report Author: Steve Maddern, Public Health Consultant, 02 August 2019
(updated at request of cabinet 03 September 2019)
steve.maddern@wiltshire.gov.uk

Appendices

Appendix 1: Extract from the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

Appendix 2: Performance scorecard for Salisbury Foundation Trust (June 2018-May 2019) – GUM Provision

Appendix 3: Performance scorecard for Salisbury Foundation Trust (June 2018-May 2019) – CASH Provision

Appendix 4 - Extract of exempt financial information – to be considered in Part II of the agenda

Background Papers

The following documents have been relied on in the preparation of this report: Sexual Health and Blood Borne Virus Strategy Update (2019); Wiltshire Sexual Health and Blood Borne Virus Strategy (2018); Salisbury Foundation Trust Performance data (2018-19); Sexual Health – Health Needs Assessment (2017); and Blood Borne Virus - Health Needs Assessment (2017).

Appendix 1: Extract from the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

Sexual Health Services

(1) Subject to paragraphs (3) and (4), each local authority shall provide, or shall make arrangements to secure the provision of, sexual health services in its area

- (a) by exercising the public health functions of the Secretary of State relating to the provision of contraceptive services under paragraph 8 of Schedule 1 to the Act, to the extent that those functions consist in the provision of open access services; and
- (b) by exercising the public health functions of local authorities pursuant to section 2B of the Act in the provision of open access services—
 - (i) for preventing the spread of sexually transmitted infections; [and]
 - (ii) for treating and caring for persons with such infections; and
 - (iii) [for notifying sexual partners of persons with such infections.]

(2) In paragraph (1), references to the provision of open access services shall be construed to mean that such services must be universally available for the benefit of all persons present in the local authority's area.

(3) In exercising its functions in relation to the provision of contraceptive services under sub-paragraph (1)(a), each local authority shall ensure that all persons in its area are provided with advice on, and reasonable access to, a broad range of contraceptive substances and appliances.

(4) The duty of the local authority under sub-paragraph (1)(a) does not include a requirement to offer to any person facilities and services relating to procedures for sterilisation or vasectomy, other than the giving of preliminary advice on the availability of those procedures as an appropriate method of contraception for the person concerned.

(5) The duty of the local authority under sub-paragraph (1)(b) does not include a requirement to offer facilities and services for treating or caring for persons infected with Human Immunodeficiency Virus.

Appendix 2 - Performance scorecard for Salisbury Foundation Trust (June 2018-May 2019) – GUM Provision

Service overview

Total New Appointments Seen (New)	2095
Total New Appointments Seen (Rebook)	2660
Total Follow Up Appointments Seen	1459
Total Appointments Seen	6214
Total Appointments DNA'd	643
% Appointments DNA'd	10.3%

Number of service users by age

<14	17
15-24	2094
25-35	2130
36-45	968
46-55	559
>56	446
Total	6197

Number of service users seen by ethnicity

African - Black/Black British	138
Any other ethnic group	17
Asian - Other Background	33
Bangladeshi - Asian/Asian British	9
Black - Other Background	44
Caribbean - Black/Black British	53
Chinese	8
Indian - Asian/Asian British	15
Mixed - Other Background	25
Mixed White & Asian	23
Mixed White & Black African	95
Mixed White & Black Caribbean	31
White - Other Background	243
White British	5409
White Irish	63

Service access in-line with good practice standards

Number of service users accessing service within 48 hours of contacting the service	3750 out of 4746
%age of service users accessing service within 48 hours of contacting the service	79%
Number of service users offered appointment or walk-in, within 48 hours of contacting the service	4730 out of 4746
%age of service users offered appointment or walk-in, within 48 hours of contacting the service	99.6%
Number of booked appointments carried out within 20 minutes of scheduled appointment time	2011 out of 2234
%age of booked appointments carried out within 20 minutes of scheduled appointment time	90%
Number of walk-in appointments carried out within 45 minutes of arrival	2971 out of 3860
%age of walk-in appointments carried out within 45 minutes of arrival	76%

Sexually transmitted infection related attendance to GUM clinic

Number of new service users accessing STI test for first time	1713 out of 2095
Number of new service users accessing STI test who are offered HIV test	2034 out of 2095
%age of new service users accessing STI test who are offered HIV test	97%
Number of 15-24 year olds attending the service	2094
Number of 15-24 year olds chlamydia tested	1671
%age of 15-24 year olds chlamydia tested	79.7%

Contraception related attendance to GUM clinic

Number of service users who are prescribed progestogen only pill (POP)	95
Number of service users who are prescribed combined oral contraceptive pill (COC)	92
Number of LARC fittings - Injectable Contraception	14
Number of LARC fittings - Implant	56
Number of LARC fittings - IUD	34
Number of LARC fittings - IUS	23
Number of service users who are prescribed, or referred for, Emergency Hormonal Contraception Oral	55
Number of young people between 16 and 19 accessing Emergency Hormonal Contraception Oral	13

Number of young people under 16 accessing Emergency Hormonal Contraception Oral	3
Number of service users who are prescribed, or referred for, Emergency Hormonal Contraception IUD	22
Number of young people between 16 and 19 accessing Emergency Hormonal Contraception IUD	1
Number of young people under 16 accessing Emergency Hormonal Contraception IUD	0

Access to contraception via GUM clinic by age

Number of service users who are prescribed any contraceptive, by age	<14	15 - 24	25-35
	removed	1374	132
	36-45	46-55	>56
	54	9	0
Number of service users who are prescribed LARC, by age	<14	15-24	25-35
	removed	48	50
	36-45	46-55	>56
	21	6	0

Appendix 3 – Performance scorecard for Salisbury Foundation Trust (June 2018- May 2019) – CASH Provision

Service overview

Total New Appointments Seen (New)	1547
Total New Appointments Seen (First Financial)	1495
Total Follow Up Appointments Seen	1455
Total Appointments Seen	4497
Total Appointments DNA'd	882
%age Appointments DNA'd	8.9%

Number of service users seen by age / gender

<14	24
15-24	1582
25-35	1572
36-45	821
46-55	449
>56	49
Male	211
Female	4286

Number of service users seen by ethnicity

African - Black/Black British	44	Mixed - Other Background	25
Any other ethnic group	11	Mixed White & Asian	11
Asian - Other Background	42	Mixed White & Black African	6
Bangladeshi - Asian/Asian British	6	Mixed White & Black Caribbean	14
Black - Other Background	26	Not Specified	6
Caribbean - Black/Black British	14	White - Other Background	199
Chinese	10	White British	4044
Indian - Asian/Asian British	9	White Irish	24

Service access in-line with good practice standards

Number of booked appointments carried out within 20 minutes of scheduled appointment time	3954 out of 4309
%age of booked appointments carried out within 20 minutes of scheduled appointment time	91.7%
Number of walk-in appointments carried out within 45 minutes of arrival	157 out of 188
%age of walk-in appointments carried out within 45 minutes of arrival	83.5%

Sexually transmitted infection related attendance at CASH service

Number of first time service users accessing STI tests	418 out of 1547
Number of first time STI test service users who are offered HIV test	1385 out of 1547
%age of first time STI test service users who are offered HIV test	89%
Number of 15-24 year olds attending the service	1582
Number of 15-24 year olds Chlamydia tested	635
%age of 15-24 year olds Chlamydia tested	40%

Contraception related attendance at CASH service

Number of service users who are prescribed progestogen only pill (POP)	634
Number of service users who are prescribed combined hormonal contraceptive	644

Number of service users who are prescribed any contraceptive, by age

<14	21
15-24	1358
25-35	1410
36-45	2146
46-55	403
>56	18

Number of service users who are using LARC, by age

<14	9
15-24	740
25-35	685
36-45	434
46-55	662
>56	Withheld due to low number

Attendance for LARC fitting by type

Number of LARC fittings - Injectable Contraception	345
Number of LARC fittings - Implant	779
Number of LARC fittings - IUD	224
Number of LARC fittings - IUS	751
Number of Complex LARC	123
Number of Complex Contraception	39

Attendance for Emergency Contraception (all methods)

Number of service users who are prescribed, or referred for, Emergency Hormonal Contraception Oral	44
Number of young people between 16 and 19 accessing Emergency Hormonal Contraception Oral	10
Number of young people under 16 accessing Emergency Hormonal Contraception Oral	2
Number of service users who are prescribed, or referred for, Emergency Contraception IUD	20
Number of young people between 16 and 19 accessing Emergency Contraception IUD	0
Number of young people under 16 accessing Emergency Contraception IUD	0

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