

AGENDA

Meeting: Cabinet
Place: The Guildhall, Market Place, Salisbury, Wiltshire, SP1 1JH
Date: Tuesday 12 February 2013
Time: 10.30 am

Membership:

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Public Health and Protection Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Transformation, Culture, Leisure and Libraries


Please direct any enquiries on this Agenda to Pam Denton, of Democratic Services, County Hall, Trowbridge, direct line 01225 718371 or email pam.denton@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

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 1 - 8*)

To confirm and sign the minutes of the Cabinet meeting held on 22 January 2013.

3 **Minutes - Capital Assets Committee** (*Pages 9 - 14*)

To receive and note the minutes of the Capital Assets Committee held on 22 January 2013

4 **Declarations of Interest**

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

5 **Leader's announcements**

6 **Public participation**

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. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on 8 February 2013. Anyone wishing to ask a question or make a statement should contact the officer named above.

7 **New Local Welfare Provision** (*Pages 15 - 56*)

 Report of the Service Director - Finance

8 **Business Plan Scorecard Update** (*Pages 57 - 74*)


Report of the Head of Policy, Performance and Corporate Business Management

9 **Wiltshire Council's Financial Plan Update 2013/14**

Budget Papers

Councillors are kindly requested to bring their copies of the Financial Plan, previously circulated

The Financial Plan can be found [here](#)

 The Leader of the Council will present Wiltshire Council's Financial Plan for approval by Cabinet for onward recommendation to Council on 26 February 2013.

10 **Treasury Management Strategy 2013/14 (Pages 75 - 96)**

Report of the Service Director - Finance

11 **Revenue Budget Monitoring (Pages 97 - 118)**

Report of the Service Director - Finance

12 **Wiltshire Community Infrastructure Levy - Update (Pages 119 - 136)**

Report of the Service Director - Economy and Regeneration

13 **Salisbury Central Car Park & Maltings (Pages 137 - 142)**

 Report of the Service Director - Economy and Regeneration

14 **Urgent Items**

Any other items of business, which the Leader agrees to consider as a matter of urgency.

15 **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 Number 16 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).

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

16 Salisbury Central Car Park & Maltings

 Confidential report of the Service Director – Economy and Regeneration to follow


The items on this agenda reflect the key goals of Wiltshire Council, namely 'Work together to support Wiltshire's Communities', 'Deliver high quality, low cost, customer focused services and 'Ensure local, open, honest decision making'.

CABINET

MINUTES of a MEETING held in COMMITTEE ROOM C - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER on Tuesday, 22 January 2013.

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Public Health and Protection Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Transformation, Culture, Leisure and Libraries

Also in Attendance:	Cllr Peter Colmer
	Cllr Christine Crisp
	Cllr Richard Gamble
	Cllr Jerry Kunkler
	Cllr Alan MacRae
	Cllr Laura Mayes
	Cllr Jemima Milton
	Cllr Jonathon Seed
	Cllr Christopher Williams

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

150 Apologies

Apologies were received from Councillor John Thomson.

151 Minutes of the previous meeting

The minutes of the meeting held on 18 December 2012 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 18 December 2012.

152 Declarations of Interest

There were no declarations of interest.

153 Leader's announcements

There were none.

154 Public participation

The Chairman noted the receipt of three questions and invited responses to be given. The text of the questions and responses is set out at appendix 1.

Councillor Dick Tonge responded to a question from Patrick Kinnersly on Major Transport Schemes.

Maggie Rae, Corporate Director for Public Health and Public Protection, responded to a question from Margaret Wilmot relating to item 7 (Joint Strategic Assessment for Health and Wellbeing).

It was noted that another question had been received from Brian Warwick, relating to item 9 (Council Housing Governance), which would be addressed under that item.

155  Wiltshire and Swindon Waste Site Allocations Local Plan - Adoption

Councillor Fleur de Rhé-Philipe, Cabinet member for Economic Development and Strategic Planning, introduced the report which invited Cabinet to note the content of the Inspector's Report on the examination of the Wiltshire and Swindon Waste Site Allocations Local Plan, and to approve the Plan (incorporating the Inspector's modifications) and recommend to Full Council that the Plan be adopted.

Councillor de Rhé-Philipe noted that the wording on the front of the document (page 15 of the agenda pack) should say Adoption Draft 2013, not Adopted February 2013.

Resolved

That the Cabinet recommends to Full Council that the Wiltshire and Swindon Waste Site Allocations Local Plan, incorporating the Inspector's main modifications, is adopted.

Reasons for Decision

The Waste Site Allocations Local Plan is the final element of the current waste planning policy framework for Wiltshire and Swindon. The Plan takes its lead from national policy; and the policy framework set out in the adopted Wiltshire and Swindon Waste Core Strategy (July 2009) and Waste Development Control Policies Development Plan Document (September 2009).

In line with the provisions of the Local Government Act 2000 (as amended), the Plan must first be approved by Cabinet before it is agreed for adoption by Full Council.

156 Joint Strategic Assessment (JSA) for Health and Wellbeing

Councillor Keith Humphries, Cabinet Member for Public Health and Public Protection, introduced the report which updated the committee on the production of Wiltshire's Joint Strategic Assessment (JSA) for Health and Wellbeing 2012/13. This report formed part of the wider JSA programme which is the mechanism of understanding Wiltshire's local population through the assessment of intelligence and information. Councillor Humphries noted that the JSA document had been circulated with the agenda, and that further detailed information was available on the www.intelligencenetwork.org.uk website.

In relation to life expectancy, it was noted that the gap between men and women in Wiltshire was one of the lowest in the country, and this had remained low, even with population growth.

The Corporate Director for Public Health and Public Protection also confirmed that it was planned to produce JSAs for individual community areas, and that the Area Board Chairs would be consulted on the timescales for this.

Resolved:

That Cabinet notes the production of the 2012/13 JSA report and supporting documents and endorses its use in commissioning and strategy preparation, including the Joint Health and Wellbeing Strategy.

Reasons for Decision

The JSA programme is the mechanism of understanding our local population through the assessment of intelligence and information.

Our strategies and plans need to be evidenced based, our evidence base is the JSA programme. This JSA provides the evidence base for all health and wellbeing related strategies and plans.

157 **Adoption Agency Report**

Councillor Jane Scott, Leader of the Council and Lead Member for Children's Services, introduced the report which sought to ensure that the Executive of the Council was satisfied that the Adoption Agency was effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.

Cabinet noted that a number of new measures had been introduced in the past three years, resulting in significant improvements to the adoption service, and to the speed of the adoption process. However, it was also noted that the importance of the Council's duty of care to children in the adoption system meant that the right decision was a higher priority than a fast decision.

Resolved:

That Cabinet notes and accepts the contents of the report

Reasons for Decision

To ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.

158 **🔑 Council Housing Governance**

Councillor Jemima Milton, Portfolio Holder for Adult Care and Housing, presented the report on behalf of the Cabinet Member. The report invited Cabinet to consider a proposal for developing a new model of governance for the Housing Landlord Service. In moving the recommendations in the report, Councillors Milton asked that the proposed deadline for the setting up of the Management Board (recommendation 1 refers) be amended from April 2013 to May 2013 in view of the elections in May.

Public participation

At the Chairman's invitation Mr Brian Warwick commented on the report, commenting that he supported the proposed approach, and seeking confirmation that the Council would encourage Housing Associations to take the same approach. Councillor Milton confirmed that this was the case, and it was agreed that officers and Councillors would put this message to Housing Associations.

It was noted that recommendation 1 referred to "equal numbers of Councillors, tenants and independents", whereas this was at odds with paragraph 3.2. Officers noted that the recommendation was correct and that exact numbers would depend on the skills and experience of the individuals.

Resolved:

That Cabinet

- 1. Approves the setting up of a Management Board for the governance of council housing consisting of an equal number of Councillors, tenants and independents, with a recommendation that such a panel should be in place by April 2013. This will enable full consultation to take place in line with the Compact and to carry out a transparent recruitment process.**
- 2. Approves the setting up of an advisory panel of two Councillors and two tenant representatives to oversee the project of setting up a management board.**
- 3. Endorses the proposal to work with tenants to review other methods of tenant involvement such as the Tenants Panel to ensure that broader tenant participation :**
 - a) Compliments any governance arrangements that are developed**
 - b) Develops a strong area base locally**
 - c) Works for all groups of residents including younger adults and the more vulnerable tenants.**

Reasons for Decision

To seek Cabinet approval to extend and strengthen the governance arrangements for delivering an excellent Housing Landlord Service.

The Localism Act has given additional freedoms to councils and tenants to determine their future housing services and priorities under the term 'co-regulation' Tenant participation has evolved to an extent where tenants expect and are encouraged to work closely with the Council to have more of a direct say in the decision making process.

159 **Minor amendment to the Homes4Wiltshire allocation policy in advance of completing a full review**

Councillor Jemima Milton, Portfolio Holder for Adult Care and Housing, presented the report on behalf of the Cabinet Member. The report sought approval from Cabinet to make an amendment to the Homes4Wiltshire policy that was approved by cabinet on 11 November 2009. The amendment sought to introduce additional reasonable preference criteria for working age households residing in Wiltshire, who were social housing tenants and under-occupying by 2 bedroom or more and identified as most at risk of suffering financial hardship if they continued to remain in their current property.

The Cabinet welcomed this change to the policy, and it was noted that proactive work was ongoing to mitigate the impact of this and other elements of Welfare reform. In response to questions it was confirmed that tenants who were over-occupying would not be exempt from the reduction in Housing Benefit if they were on the Housing list for a new property, however, the Housing Service would work with such tenants to identify hardship grants as and where required.

Resolved

That Cabinet:

Introduce an additional reasonable preference criteria within the Gold plus band as follows:-

- **Under Occupation – This applies to any working-age, social sector households in Wiltshire who is under-occupying by two or more bedrooms and who would suffer financial hardship if they remained in their existing home.**

Reasons for Decision

To try and facilitate moves for working age housing benefit households to help reduce the impact of arrears and potential evictions we need to prioritise these households within the Homes4Wiltshire policy.

Currently households who are under occupying are assessed as being Gold. To ensure we maximise opportunities for households to downsize to more suitable accommodation that meets the needs of the family, and free up larger family accommodation, we propose to introduce an additional local reasonable preference criteria to allow this group to be awarded Gold plus status

160 **Urgent Items**

There were no urgent items.

Appendix 1 - Questions and Responses

(Duration of meeting: 10.30 - 11.30 am)

These decisions were published on the 24 January 2013 and will come into force on 1 February 2013

The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01225 718024 or e-mail james.hazlewood@wiltshire.gov.uk
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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in COMMITTEE ROOM C - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER on Tuesday, 22 January 2013.

Cllr Jane Scott OBE	Leader of the Council
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development and Strategic Planning
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services

Also in Attendance: Cllr John Knight

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

59 **Apologies and Substitutions**

Apologies for absence had been received from Committee Members Councillor John Thomson, and from Councillor John Noeken. An apology for absence had also been received from Councillor Dick Tonge.

It was noted that Councillor Lionel Grundy was substituting for Councillor John Thomson, and Councillor John Brady was substituting for Councillor John Noeken.

60 **Minutes of the previous meeting**

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 6 November 2012.

61 **Leader's Announcements**

The Leader noted that she had agreed to taken item 7 (Additional Land Required for School Provision in Tidworth) as the first substantive item, as Councillor Lionel Grundy had to leave early for a prior engagement.

62 **Declarations of interest**

There were no declarations of interest.

63 **Additional Land Required for School Provision in Tidworth**

Councillor Lionel Grundy, Cabinet Member for Children's Services, introduced the report which invited the Committee to consider the procurement of a primary school at North East Quadrant in Tidworth, including an opportunity to acquire additional land adjacent to the new school to facilitate future expansion.

It was noted that negotiation with Persimmon Homes was ongoing regarding a price for the acquisition of the land adjacent to the school site.

The Committee noted that population projections were set to rise for Tidworth, with the Army moving another regiment to the area by 2020. In addition, it was noted that due to parents wanting to use primary schools that fed into the Wellington Academy, applications for primary school places in Tidworth were rising.

(Note: Councillor Mark Connolly, Member for the Tidworth Division, was unable to attend the meeting, but had expressed his support for the proposals, noting that the existing primary schools were already near capacity, and had built or were building additional classrooms.)

Resolved:

That Cabinet (Capital Assets Committee):

- 1. Approves delivery of the proposed new school at Tidworth NEQ within a proposed budget of £3.5m and from within the already approved capital programme in accordance with the Council's statutory obligation to provide sufficient school places; and**
- 2. Agrees to delegate authority to the Service Director for Business Services in consultation with the Service Director for Schools and Learning to commission and deliver the building project, including negotiation and completion of the required construction contract(s) and ancillary documentation in accordance with Part 11 of the Council's Constitution (Contract Regulations); and**

- 3. Confirms their authority to proceed with the acquisition of land adjacent to the school site on NEQ in Tidworth and delegates the completion of necessary legal transactions to the Service Director Business Services in consultation with the Service Director for Schools and Learning.**

Reasons for Decision

Delivery of a new school in Tidworth will enable the Council to meet its statutory duty to provide sufficient school places and will comply with the terms of the NEQ Section 106 agreement. Acquisition of additional land adjacent to the new school site will facilitate future expansion of the school as expected to be necessary by 2018.

64 **Capital Monitoring**

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, introduce the report which reflected the position of the 2012/2013 Capital Programme as at 30 November 2012, and which detailed changes to the budget made since the previous monitoring reports.

Resolved:

That the Cabinet (Capital Assets Committee):

- 1. Notes the budget movements undertaken to the capital programme in Appendix A, including reprogramming of expenditure of £18.025 million into 2013/2014.**
- 2. Notes total budget increases of £0.389 million as shown in Appendix B.**
- 3. Notes the current spend against the budget to date in Appendix A.**

Reasons for Decision

To inform Cabinet (Capital Assets) Committee of the current position of the 2012/2013 capital programme and highlight changes and note budget reprogramming into 2013/2014.

65 **Additional Capital Grants 2012/13**

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, introduce the report which recommended the treatment of additional unringfenced grants recently received from Central Government in 2 areas.

During debate, it was noted that, although option 2 would reduce borrowing, and therefore generate direct revenue savings, option 1 would see allow capital

programmes to be expanded with this unexpected windfall, and would also generate indirect savings, for example reducing reliance on services by increasing the overall capital spend on Disabled Facilities Grant.

Resolved:

That the Cabinet (Capital Assets Committee) approve the unringfenced funding be spent in the areas earmarked by government departments and increase the budgets accordingly (Option A as set out in the report)

Reasons for Decision

Additional unringfenced grants have been received that could be allocated to new projects or be utilised on existing schemes.

66 Trowbridge Town Hall

Councillor Toby Sturgis, Cabinet Member Waste, Property Environment and Development Control Services, introduced the report which provided an update on developing plans by the recently formed Trowbridge Town Hall Trust for the transfer of the Trowbridge Town Hall to them under the Council's Community Asset Transfer policy.

The Leader also welcomed Tracy Sullivan and Councillor John Knight who were attending on behalf of the Trowbridge Town Hall Trust.

In relation to Paragraph 10 of the report, the Committee requested that officers maintain a flexible approach and to review the situation again at the end of 2013, rather than using this as a fixed deadline.

The Committee noted the update report.

67 Urgent items - Department for Transport Invitation to Bid for "Local Pinch Point Fund"

The Leader noted that a late information report had been circulated, which she had agreed to accept due to the need for Cabinet to be briefed on the matter before the subsequent meeting.

The Corporate Director (Resources) introduced the report on behalf the Cabinet Member for Highways and Transport.

As part of the 2012 Autumn Statement the Government announced the creation of a Local Pinch Point Fund worth £170 million to remove bottlenecks on the local highway network which were impeding growth. Bidding Guidance was

issued on 3 January, and the deadline for bids to Department for Transport (DfT) was 21 February.

Having regard to the eligibility criteria, it was considered that the dualling of the A350 north of Chippenham (between the Malmesbury Road roundabout and Jackson's Lane) would be a particularly strong candidate for Wiltshire. This site causes demonstrable problems relating to the local economy and congestion, a scheme is both deliverable and affordable within the opportunity offered by the Fund, and the improvement does not require planning permission, and can be undertaken without land acquisition. Furthermore, the Wiltshire Core Strategy is clear on the priority for improvement along the A350 corridor.

The Cabinet expressed support for the bid to proceed, and noted that the Cabinet Member for Highways and Transport would use delegated authority to endorse the bid for submission to DfT. It was also noted that the bid submission stage did not constitute any financial commitment on the part of the Council.

(Duration of meeting: 2.00 - 2.40 pm)

<p>These decisions were published on the 25 January 2013 and will come into force on 4 February 2013</p>
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The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 434250 or e-mail james.hazlewood@wiltshire.gov.uk
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Wiltshire Council

Cabinet

12 February 2013

Subject: New Local Welfare Provision

Cabinet member: Cllr John Thompson - Adult Care, Communities and Housing

Key Decision: Yes

Proposals

1. That the cabinet ratify the proposed criteria and delivery model for a new local welfare provision.
2. That the cabinet provide officers with delegated responsibility to make minor amendments to the application of the scheme in light of review and ongoing consultation.

Reason for Proposal

As part of the Welfare Reform Act (2012), the Government is abolishing the current system of Social Fund discretionary payments. From April 2013, the support provided to households through the Social fund by means of Community Care Grants and Crisis Loans for Living Expenses will cease and Local Authorities will receive financial support to enable them to develop and implement their own 'successor models'.

This report is the second of three reports that will introduce local schemes to administer welfare support, the first being council tax support, the second being Local Welfare Provision and the third to raise awareness of how the discretionary housing payments and discretionary council tax support payments will be directed as a result of these changes.

Name of Director Michael Hudson
Service Director, Finance

Wiltshire Council

Cabinet

12 February 2013

Subject:	New Local Welfare Provision
Cabinet member:	Cllr John Thompson - Adult Care, Communities and Housing
Key Decision:	Yes

Purpose of Report

1. The purpose of this report is twofold:-
 - 1.1 Firstly it provides an overview of the transferred responsibility for Social Fund discretionary payments from the Department for Work and Pensions (DWP) to unitary and upper tier authorities from April 2013.
 - 1.2 Secondly, it seeks approval for a new local scheme for Wiltshire that will replace elements of the social fund with a new 'Local Welfare Provision' (LWP) The full detail of the new scheme is set out in the policy document contained in appendix A of this report.

Background

2. The Welfare Reform Act (2012) abolishes Community Care Grants and Crisis Loans with effect from 31st March 2013. These are discretionary Social Fund payments administered by central government through the Department for Work and Pensions (DWP).
 - 2.1 Crisis Loans (CL's) are interest - free loans and available to anyone who cannot meet their immediate short term needs in an emergency or as a consequence of a disaster. CL's are awarded for immediate living expenses such as food, heating and clothing in order to avoid serious damage to the health and safety of the applicant or a member of their family. The average loan for Wiltshire applicants in the six month period between April and September 2011 was around £51 with over 2500 applications received and 2100 successful awards.
 - 2.2 Community Care Grants (CCG's) are a non – repayable payment awarded for a range of expenses including household equipment, primarily to support vulnerable people to return to or to remain in the community or to ease exceptional pressures on families. The average grant for Wiltshire

applicants in the six month period between April and September 2011 was £598.00, with almost 500 applications received and 380 awards.

- 2.3 The Government's intention is that CCG's and CL's will be replaced with a combination of locally based provision alongside a new nationally administered scheme. The national scheme will provide an advance of benefit facility in addition to regulated elements of the social fund for things like funeral expenses, cold weather payments and sure start maternity grants. Local authorities have been given the flexibility to determine the scope and design of their own locally based provision to sit alongside the national scheme.
- 2.4 There are acknowledged weaknesses in the operation of CCG's and CL's and for this reason the government does not want or expect local authorities to replicate the current system of awards. Instead there is an expectation that funding is concentrated on those facing greatest difficulty in managing their income, and to enable a more flexible response to unavoidable need.
- 2.5 The funding formerly spent in local areas in delivering support has been devolved by government to a local level. Wiltshire Council has received confirmation from the Department for Work and Pensions (DWP) about the funding transfer settlement for the new scheme. The annual budget will be £619,057 in 2013/14 with an additional £130,811 for administrative costs. In 2014/15 the budget will remain at £619,057 but administration costs will fall to £119,903.

Although local authorities have been given the opportunity to redesign and deliver emergency provision in a more responsive and integrated way, the new scheme has to be developed in a sustainable way as funding is not guaranteed beyond 2014/15. In addition the allocation for Wiltshire seems to be less than in the previous years, (estimated £50,000 compared with 2011/12).

Design and delivery approach to new scheme

3. The Council's approach to the delivery of the new scheme needs to be set within the broader agenda of the welfare reform programme. We know that the council will be running a number of discretionary payment schemes from April 2013 including discretionary housing payments and the council tax support discretionary fund. Access to each of these funds will initially be through application, each with different qualifying criteria. However each of the discretionary funds will continue to be managed, in one place, by the council's Revenue and Benefits Service. The advantage of this approach will mean that the processing of an application may result in an offer or sign-posted to claim other discretionary awards. It is therefore sensible, where possible, for residents to be assessed for their eligibility for this type of support in a holistic manner rather than having to pass through multiple assessment procedures. A further report regarding

discretionary housing payments and discretionary council tax support will be produced later this year, once details of funds available have been confirmed.

- 3.1 The Council's Revenues and Benefits team have been tasked with administering the new scheme. The team are already skilled in delivering regular and one off awards in a consistent, measured and secure way. They already have knowledge of the I.T. solution capable of delivering the new scheme and importantly have controlled processes in place to issue secure awards in a variety of ways. They also have access to data held by the DWP which is subject to stringent security checks and data sharing protocols, through the Customer Information System (CIS). (See Appendix C)
- 3.2 The intention is, over time, to establish and develop a universal assessment process that provides a holistic solution in terms of accessing the new scheme in addition to a range of council services. Furthermore, applications received which are covered through other provisions will be refused and applicants appropriately signposted and supported to access an alternative provision.
- 3.3 It is envisaged that this 'Systems thinking' approach to service delivery will be the catalyst for far more joined up working across housing, revenues, benefits, adult and children's services.
- 3.4 Because the funding provided for the scheme is less than the current DWP spend on Crisis Loans and Community Care Grants, it has been necessary to create a robust scheme that prioritises those most in need.
- 3.5 In developing a new scheme the council has attempted to go back to basics and capture the original intention of Community Care Grants and Crisis Loan by focusing design around two key principles these are;-
 - To support people through personal economic/life crisis, alleviating immediate hunger or poverty, this may be through either signposting and/or direct support.
 - To prevent economic crisis by promoting independence. Helping people to try and help themselves through sound financial management advice and support.
- 3.6 It is envisaged that the second of the key principles with regard to promoting independence will only really begin to be fully realised in year two of the scheme, as the Council gains a clearer understanding of the underlying causes of crisis identified during the application process.
- 3.7 The Council has consulted with the Department for Work and Pensions (DWP) and a range of key stakeholders in order to identify demand and future need for emergency support; this has been in addition to researching the available options.

- 3.8 Key challenges in the design of the scheme have been with regard to whether or not to prioritise particular client groups and if the scheme should include the provision of cash support.
- 3.9 In 2006 the Joseph Rowntree Foundation published research into what a revised social fund might look like. The general consensus from the focus groups (a mix of benefit recipients and non benefit recipients) was that the scheme should be based on need rather than client group and that the system should be one of grants rather than loans. The research also identified a preference for people to receive goods in kind, although it acknowledged that this could lead to stigmatising individuals.
- 3.10 Having weighed up the inherent risks of making cash payments particularly with regard to abuse of the scheme, as well as the limited funding available, the council has resisted the option of cash awards.
- 3.11 Rather than provide applicants with cash payments the council has worked with partner organisations and is developing a network of support which can be accessed by referral. For example, in the form of a referral to food bank, white good supplier or furniture supplier rather than cash payments.
- 3.12 Those outside of the remit of the service would be directed to other forms of support by means of intelligent signposting to other organisations that can help tackle people's underlying financial needs or problems.
- 3.13 The policy document outlining the new scheme is contained in appendix A of this report.

Consultation and Communication

4. The Council has already sought views of the DWP and other key Stakeholders in relation to the policy and will continue to do so as the scheme develops. A series of works shops have also been organised throughout January to raise awareness and map existing services
- 4.1 Initially the DWP and Citizen Advice Bureau will be the main referral agents to the scheme. It is anticipated that the number of agents will increase as the scheme continues to develop.

Environmental and climate change considerations

5. None

Equalities Impact of the Proposal

6. An equality analysis is attached at Appendix B.

Risk Assessment

7. The introduction of any new scheme, specifically a local scheme, carries with it the inherent risk, in terms of its design, to minimise challenge and dispute whilst offering a simple and cost effective solution.
- 7.1 The funding arrangements will mean that the council will inherit a new financial risk due to the uncertainty over estimations of demand for the service particularly in context of wider reforms including the introduction of the new universal credit.
- 7.2 The scheme is targeted at some of the most vulnerable members of our community and consideration will have to be given to the range of behaviours staff may encounter. Further work may be required to ensure the security of staff and members of the public who may encounter a dissatisfied customer in crisis, and may not behave in a rational way.
- 7.3 Customers will need to be clearly sign-posted to specific council offices equipped to deal with assessing an award quickly. Whilst reception areas have been risk assessed, where staff are dealing with these customers face to face it will be important to have clear guidelines and appropriate procedures to minimise any risk of violent or threatening behaviour toward assessment staff.

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

8. Any failure to provide an appropriate service will have a negative impact on the well being of vulnerable people and the reputation of the council.

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

- 8.1 Demand for the scheme may outweigh budget, to mitigate against this council will monitor expenditure carefully through designated I.T. system and provide robust award criteria to ensure available budget is targeted to those most in need.

Financial Implications

9. The DWP settlement for the provision of the new service includes an annual budget of £619,057 in 2013/14 with an additional £130,811 administrative costs. In 2014/15 the budget will remain at £619,057 but administration costs will fall to £119,903. The council has received no information about funding for the scheme beyond 2015.

- 9.1 The Council will be entering into an agreement with Northgate to provide suitable software to deliver the scheme. Northgate are the current IT Software suppliers for Revenues and Benefits. The software costs will be £8,000 per annum and met from the capital savings that resulted from the implementation of the new Revenues and Benefits system.
- 9.2 A major financial challenge will be to manage the costs of the service within a fixed budget ensuring applicants get the same service irrespective of when, in the financial year, they apply.

Legal Implications

10. The Welfare Reform Act 2012 provides for the abolition of Community Care Grants and Crisis Loans. From April 2013 Local Authorities have been tasked by central government with providing locally based schemes and funding has been made available to enable them to do so, although there is no statutory duty on local authorities to provide such schemes. Central government has stated that it expects these new schemes to enable a more flexible response to unavoidable need, with funding to be concentrated on those facing greatest difficulty in managing their income. Duties under the Equality Act 2010 have been addressed at Appendix B. There are no other specific legal implications of the report.

Proposals

1. That the cabinet ratify the proposed criteria and delivery model for a new local welfare provision.
2. That the cabinet provide officers with delegated responsibility to make minor amendments to the application of the scheme in light of review and ongoing consultation.

Reason for Proposal

As part of the Welfare Reform Act (2012), the Government is abolishing the current system of Social Fund discretionary payments. From April 2013, the support provided to households through the Social fund by means of Community Care Grants and Crisis Loans for Living Expenses will cease and Local Authorities will receive financial support to enable them to develop and implement their own 'successor models'

Name of Director; Michael Hudson
Designation: Director of Finance

Report Author: Julie Higinbotham. Head of Benefits

Tel: 01249 706231 Internal: 21231 Email: Julie.higinbotham@wiltshire.gov.uk

Date of report: 15th January 2012

Background Papers

Settlement letter DWP

Background data re social fund

Appendices:

Appendix A Local Welfare Provision policy document

Appendix B Equality Analysis

Appendix C Data sharing protocols with the DWP

A new scheme for local welfare provision

Local Welfare Provision

**Policy Document and
Operating Guidelines
For instructing officers and others**

Please read this document carefully and retain it for future reference

Contents

	Page
1. Introduction	3
2. General principles of scheme	3
3. Financial constraints	3
4. Presenting need	4
5. Crisis support	4
6. Community support	4
7. Accessing the scheme	5
8. Eligibility and assessment criteria	5
9. Method of award	6
10. Appeals	6
11. Monitoring arrangements	7
12. Fraud Statement	8
Appendix A	Referral arrangements – still to be finalised
Appendix B	Local connections
Appendix C	Application form – in draft
Appendix D	Excluded items and services

1. Introduction

- 1.1 This document sets out Wiltshire Council's policy and operational guidelines for the delivery of a new scheme for locally based welfare provision.
- 1.2 The scheme is in line with the Council's objective to build sustainable communities and protect the most vulnerable in society. It aims to provide emergency support to people who have insufficient resources to meet their own or their family's immediate short term needs, which if not met would pose a serious risk to their health and well being, or would put at risk their ability to remain or establish themselves in the community.
- 1.3 In the longer term the scheme will continue to be developed. Working in partnership with other organisations the council will not only support applicants through a short term need but also help them to find long term solutions where appropriate, this will include understanding and attempting to address any underlying issues identified during the application process.

2. General principles of scheme

- 2.1 Each case will be treated on its own merits within the scope of this document. Applicants will receive equal and fair treatment taking account of the council duties and responsibilities under all relevant legislation to existing duties and responsibilities including the Child Poverty Act 2010, the Disabled Person Act 1986 and Housing Act 1996 as well as the public sector duties in section 139 of the Equality Act 2010.
- 2.2 The operation of the scheme will be at Wiltshire Council's discretion and applicants will not have automatic right to an award. Where a specific need is identified every effort will be made to signpost the applicant to the most appropriate support option. This may include other funds or services delivered by the council or other organisations
- 2.3 All applicants will be restricted to no more than two awards within a rolling 12 month period
- 2.4 Awards will **not** be made in respect of cash advances for benefit payments, lost cash or benefit sanctions. To enable as many people as possible to benefit from the service, where goods are required we will look firstly to provide second hand refurbished furniture and white goods rather than new items. The Council has referral arrangements in place with key provider's countywide, see Appendix A to this document for referral arrangements.

3. Financial constraints

- 3.1 Government funding of the scheme is finite and may not be adequate to support all eligible applications. It is also reliant on annual allocations which are not ring fenced and whilst the present decision of the council is to ear mark these funds for this support this could not be guaranteed unless a permanent ring fenced decision is taken.
- 3.2 If legitimate demand levels of applicants meeting the basic eligibility criteria significantly outweighs available funding the basic eligibility criteria is highly likely to be amended.

4. Presenting need

4.1 In principle there will be two broad categories of need that will be covered by the scheme, these are either a:

- crisis situation(referred to hereafter as crisis support) or
- support required to remain and become integrated in the community (referred to hereafter as community support).

Categories of need are covered in more detail in section 6 and 7 of this document respectively.

5. Crisis support

5.1 A crisis situation is defined as “***where a household has insufficient resources to meet an urgent need that poses an immediate and substantial risk to the health and well being of the applicant and/or a member of their family***”.

5.2 A crisis refers to “***an urgent need as a result of an emergency, disaster or unforeseen circumstance, not to be confused with the pressures generally associated with managing a low income***”. Examples of a crisis may include:-

- No access to essential items such as food, clothing and heating
- Imminent risk of homelessness
- A flood, fire or gas explosion

5.3 In considering the needs of the applicant the council will also take into account whether the need could be met by any other source or would abate without immediate support

6 Community support

6.1 Awards for community support are intended to help vulnerable people live independent lives and remain or become integrated within the community. ***To be eligible for support the applicant cannot reasonably be expected to fund items themselves***. Examples of the categories of people that will be considered for community support include:

- Help for people leaving care to establish themselves in the community
- Help for people to set up home as part of a resettlement programme
- Help to ease exceptional pressures
- Help for person leaving prison to readjust to life outside of prison
- Help for people to stay in the community rather than enter care

6.2 In considering the needs of the applicant the council will also take into account whether the need could be met by any other source or would abate without immediate support.

7. Accessing the Scheme

- 7.1 Application to access the scheme will be accepted by referral from a range of partner organisations and council services. Applications for community support should be via an organisation that supports vulnerable people.
- 7.2 For essential immediate support needs the applicant or their designated representative will be able to apply direct for support without referral from a partner organisation or council service
- 7.3 Out of normal office hours access to the scheme will be available. The Emergency Duty Service (EDS) provides a Crisis Service for the County of Wiltshire outside normal office hours, at night, weekends and bank holidays. The scheme will be available via the EDS, although this will be a limited service, and may require a follow up appointment during normal working hour.
- 7.4 Applicants will be required to complete the prescribed form contained in Appendix C of this document and supply any relevant information requested by the determining officer at any stage of the process. The claim form will be available in hard copy or to download from the council's website, and if required made available in other formats including Braille and/or in other languages.
- 7.5 A list of excluded items and services which do not fall within the scope of the scheme are contained in appendix E of this document.

8. Eligibility and assessment criteria

- 8.1 The assessment and eligibility criteria for Crisis and Community support will be determined on a similar discretionary basis. Therefore an application for a crisis award may be treated as a community support award or vice versa depending on which award is deemed most appropriate by the determining officer.
- 8.2 Alongside the presenting need, the eligibility criteria for accessing the scheme will focus on two other key areas; these are the applicant's individual circumstances and level of exposure to risk if no assistance offered
- 8.3 To be eligible to access the scheme the applicant must satisfy **all** of the following criteria
- 16 or over
 - A Wiltshire resident or, in the case of those who are homeless or leaving an institutional establishment, have local connections with Wiltshire (see appendix B to this document for further guidance).
 - Require immediate support to meet an urgent need that poses a serious risk to health and safety of the applicant or an immediate household member
 - Able to demonstrate that they have no other resources or alternative way of meeting this need
 - Recognised as having a particular category of need as specified in section 5 or 6 above
 - There are sufficient funds within the council's Discretionary Community Fund budget

8.4 Applications will need to be made on the prescribed form (see appendix C) and will need to provide:

- Evidence of identity
- Evidence that they meet eligibility criteria and presenting circumstances
- All relevant evidence and information requested by the determining officer at any stage of the process

8.5 If the basic eligibility criteria are met then any application will be risk assessed to quantify the level of priority of the need. The risk assessment will be based upon the severity of the likely impact if the need is not met.

9 Method of award

9.1 An award could be made in the form of:-

- A referral to a third party to purchase agreed items or goods
- A purchase order being raised for the agreed item/service

No cash awards will be made

9.2 Depending on the applicants circumstances an award may be made to:-

- The applicant
- The applicant's partner or immediate family member acting as an appointee
- An advocate service acting on behalf of the applicant

10. Appeals

10.1 Applicants will have the right to appeal if they do not agree with a decision made as to their eligibility.

10.2 All appeals will need to be made at the time of receiving the decision and can be made verbally or in writing to the operational manager.

10.3 Where the need is for immediate provision of food, heating, clothing, shelter etc the council will aim to make the decision on the same day the appeal is made provided it is made before 1.00pm. For appeals made after 1.00 pm the council will aim to make a decision by 1pm the following day.

10.4. Where the need is for essential items of furniture or electrical goods the council will aim to deal with the appeal within 5 working days.

10.5 Any disputes relating to the content of this policy will be treated as a complaint and handled in accordance with the council's complaints procedure.

11. Monitoring Arrangements

11.1 Information in respect of all applications will be held on the Northgate I.T. management system. The data held will include:

- the reason for the application
- the reason for refusal or acceptance
- Locality of applicant
- Age of applicant
- Gender
- Employment status
- Equality monitoring

The data held will help to inform the future development, design and delivery of the service in line with the council's document retention policy and with due regard to the Data protection Act 1998.

11.2 To ensure transparency and consistency, there will be regular monitoring of applications and their outcomes.

12. Fraud Statement

Wiltshire Council is committed to the fight against fraud in all its forms. An applicant who fraudulently claims a grant by falsely declaring their circumstances, providing a false statement or evidence in support of their application may have committed an offence under the Fraud Act 2006. Where it is alleged, or the authority suspects that such a fraud may have been committed, the matter will be investigated and if fraud is found action will be taken, including, if appropriate criminal proceedings.

Appendix B

Local Connection with the Wiltshire council area

In deciding whether you have a local connection with its area the council has to look at whether you (or anyone in your household):

- have lived in the area and for how long
- have family connections in the area
- work in the area
- have a connection with the area for another special reason.

You live in the area

- The council will usually consider that you have a local connection if you have lived in the area for a total of six months out of the last 12 months, or three years out of the last five years. If you live in the area, or you lived there in the past because you were posted there by the armed forces, the council should accept that you have a local connection.
- You must have lived in the area by choice in order to have a local connection. You may not have a local connection if you have only lived in an area because you have been in prison or in a hospital.

You have family in the area

- The council will usually consider that you have a local connection with an area if you have close family who have lived in the area for at least five years. Close family includes parents, children, adult brothers or sisters. It may also include other family members if you have a very close relationship (for example, if you were brought up by an aunt, uncle or grandparent).

You work in the area

- If you work in the area you should automatically be considered to have a local connection with that area. However, if your employment is of a casual nature, it may not be enough to establish a local connection. Employment doesn't have to be full-time and self-employed people can have a local connection if they mainly work in the council's area.

You have a connection for another reason

- You may be able to show you have a local connection for other special reasons. For example, you may need to live in an area to receive specialist health care, or for religious reasons.

APPENDIX C

**Local Welfare Provision
Application Form**

Name:

Current Address:

Previous Address:

Telephone Number:

Date Issued:

Date received (office use only)

WILTSHIRE COUNCIL CONTACT DETAILS

The Wiltshire Council Benefits Service will be happy to discuss any issues. Please telephone, email or visit your local Revenues and Benefits office shown below to make a claim or to ask for advice.

Revenues & Benefits Service Contact hours

Monday to Friday.....8.30am – 5.30pm

Telephone Number: 0300 456 0110

Email: benefits@wiltshire.gov.uk

24 Hour Service – to be confirmed

Office Locations

North: Monkton Park, Chippenham SN15 1ER

South: 27-29 Milford Street, Salisbury SP1 2AP

East: 3 – 5 Snuff Street, Devizes SN10 1FG

West: County Hall, Bythesea Road, Trowbridge BA14 8JN

ELIGIBILITY CRITERIA FOR LOCAL WELFARE PROVISION

- Your application is because of a personal one off event/crisis
- You / your partner have no other means of support from friends/family
- You / your partner have no other support available from any other individuals or organisations
- You / your partner are a Wiltshire resident or meet the local connections criteria
- You / your partner are 16 or over and not in full time education
- You / your partner have no capital or savings – **proof of this may be requested**
- You / your partner have not made more than two claims in a 12 month period

ABOUT YOU / YOUR PARTNER

Do you have a partner who normally lives with you?

You must answer all the questions about yourself.

If you have a partner, you must answer all the questions about them

You

Your Partner

Full Name	Full Name
Date of Birth	Date of Birth
National Insurance Number	National Insurance Number
Current Address	Current Address
Previous Address	Previous Address
Telephone Number	Telephone Number

Page 33

How many times in the last 12 months have you applied for support either via the DWP social fund / community care grant or through a council run scheme? Please give the date you applied and the amount of any award.

--

YOUR NEEDS

YOUR HOUSEHOLD

About People Who Live With You

Tell us about all the people who normally live with you **including children for whom you receive Child Benefit** (you may be asked to provide proof of this).

This does **not** include your partner if you have one. If none, please write "none"

Name	Relationship to you	Date of birth	National Insurance Number	Income/Amount

YOUR NEEDS

What do you need help with and why?

Please write the reason(s) why you need help in the box below. Please also tell us what may happen if you do not receive help.

Page 35

Have you asked any other individual or organisation to help you?

Yes If yes, why could they not help you?

No If no, why?

Please write your answer in the box below

Do you have any other means of support, including family or friends or savings / capital assets?

Please write the details in the box below

LOCAL CONNECTIONS

Are you resident in Wiltshire? If you do not have a permanent address in the Wiltshire Council area, please answer the following questions:-

1. Have you or your partner lived within the Wiltshire Council area before? If so, please write the address(s) and state how long you lived at each address. Please also state if it was due to an armed forces posting.

2. Do you or your partner have family connections in the Wiltshire Council area? By this we mean, do you or your partner have close family who have lived in the area for at least five years. Close family includes parents, children, brothers or sisters. It may also include other family members if you have a very close relationship (for example, if you were brought up by an aunt, uncle or grandparent).

3. Do you or your partner work in the Wiltshire Council area? If yes, how many hours a week do you work and at what address(es)

4. Do you or your partner have a local connection for any other reason? e.g. you may need to live in this area to receive specialist health care, or for religious reasons. Please give details below

LEAVING CARE / OTHER INSTITUTIONS

Have you or your partner left or will be leaving in the next 6 weeks accommodation in which you received significant and substantial care?

This includes hospital or medical establishment; care home; hostel; sheltered housing; local authority care; prison or detention centre

You must answer the question about yourself.

If you have a partner, you must answer the question about them

You

Your Partner

The address of the accommodation	The address of the accommodation
Date on which you left the accommodation	Date on which you left the accommodation

Have you or your partner left the British Armed Forces?

This includes Army, Navy, and Air Force

You must answer the question about yourself.

If you have a partner, you must the question about them

You

Your Partner

Details	Details
Date on which you left	Date on which you left

INCOME

Please give information about your current income below. This includes all money that you receive

Type of Income	4-Weekly Amount
Wages/Salary You / Your Partner	
Statutory Sick Pay (SSP)	
Income Support	
Job Seekers Allowance Income Based / Contribution Based – please specify	
Employment and Support Allowance Income or Contribution Based – please specify	
Employment and Support Allowance Components – Working Related or Support – please specify	
Incapacity Benefit	
Disability Living Allowance – Component Care and/or Mobility – please specify	
Personal Independence Payment	
Attendance Allowance	
Severe Disablement Allowance	
Carers Allowance	
Statutory Maternity / Paternity Pay (SMP / SPP)	
Maternity Allowance	
Industrial Injuries Benefit / Industrial Disablement Benefit	
State Retirement Pension	
Pension Credit – Savings Credit or Guarantee Credit – please specify	
Private / Occupational Pension	
Superannuation and/or Service Pension	
Annuity	
War Disablement Pension / War Widows Pension	
Bereavement Allowance	
Other – please specify	

EXPENSES / OUTGOINGS

Please give information about your current expenses / outgoing below

Type of Expense / Outgoing

4-Weekly Amount

Mortgage payments	
Second Mortgage	
Rent	
Council Tax	
Water Rates	
Ground Rent/Service Charge	
Buildings/Contents Insurance	
Life Insurance/Pension	
Gas	
Electricity	
Other Fuel	
Housekeeping	
TV Rental/Licence	
Maintenance Payments	
Travelling Expenses	
School Meals/Meals @ home	
Clothing	
Laundry	
Telephone	
Prescriptions/Health Costs	
Childminding	
Car Insurance	
Other – please specify	

APPOINTEE

If you are the appointee of the person claiming please tell us your name and address.

Postcode:	Telephone number:

Can we discuss your claim with your landlord	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Please sign here to confirm we can do this	Signature:				

Do you need help with your claim?

We cannot discuss your claim with anyone else but you, unless you tell us who we can talk to.

If there is someone you would like us to discuss your claim with please tell us their full name and address.

First Person / Organisation

Postcode:	Telephone number:				
Can we discuss your claim with them?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

DECLARATION

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

Please read this declaration carefully before you sign and date it.
I/we understand the following

- If I/we give information that is incorrect or incomplete, you may take action against me/us. This may include court action.
- You will use the information I/we have provided to process my/our claim for Housing Benefit or Council Tax Benefit, or both.
- You may check some of the information with other sources within the council, rent offices or other councils and Department for Work and Pensions/Jobcentre.
- You may use any information I/we have provided in connection with this and any other claim for social security benefits that I/we have made or may make. You may give some information to other government organisations if the law allows this.

We will keep and use your personal information in line with the requirements of the Data Protection Act 1998.
For the purpose of processing your claim, to check information and prevent and detect fraud, we may pass information to other agencies or organisations, such as the Department for Work and Pensions, the Job Centre, Rent Service and HM Revenue & Customs.
The council participates in data matching exercises through the Housing Benefit Matching Service and National Fraud Initiative. These exercises match the data held by the council with that of other agencies including credit reference agencies, other Local Authorities and government departments to:

- prevent or detect benefit fraud or any other crime
- support national fraud initiatives; and
- protect public funds

I know, I/we must let the council know about any change in my/our circumstances which might affect my/our claim and confirm that I/we understand that the council may pursue the collection of overpaid amounts through external bodies.

I declare the information I/we have given on this form is correct and complete and I/we have not had any other changes in my/our circumstances.

Signature of person claiming

D	D	M	M	Y	Y	Y	Y

Date

I HAVE READ THE DETAILS IN THIS FORM AND CONFIRM THAT THEY ARE CORRECT AND COMPLETE AND I HAVE READ AND UNDERSTOOD THE DECLARATION ABOVE.

If this form has been filled in by someone other than the person claiming: (For example your landlord, your warden, a member of the benefit team, your carer or a councillor)

Please tell us why you are filling in this form for the person claiming and your relationship to them

Page 42

<i>Full name and Signature of person who filled in the form</i>							
							Y
<i>Date</i>							

EQUALITIES MONITORING SURVEY

To comply with The Equality Act 2010, it is recommended that, as a service provider Wiltshire Council considers monitoring all of these categories, known as 'protected characteristics', sensitively and in confidence, to show that our services are fair. This information is confidential and will be stored in line with the requirements of the Data Protection Act. We will only use it to improve access to Local Welfare Provision and help provide equal opportunities for everyone.

These questions are to make sure you are getting a good service – we are surveying all service-users to find out who is using our services – so we can improve what we do by making our services better for different people.

Equality Monitoring Form

Age (date of birth asked on census)

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 45 - 54 |
| <input type="checkbox"/> 25 - 34 | <input type="checkbox"/> 55 + |
| <input type="checkbox"/> 35 - 44 | <input type="checkbox"/> Prefer not to say |

Disability

Do you consider yourself to have a disability or to be a disabled person?

- Yes No Prefer not to say

If Yes, please tick which of the following best describes your disability

- | | | |
|---|---|--|
| <input type="checkbox"/> Blind or partially sighted | <input type="checkbox"/> British Sign Language user | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Deaf or hard of hearing | <input type="checkbox"/> Mental health | <input type="checkbox"/> Learning disability |

Do you look after, or give any help or support to family members, friends, neighbours or others because of long-term physical or mental ill-health / disability or age? This will identify carers – is this the definition used in new Act?

- No Yes, 20 - 49 hours a week
 Yes, 1 - 19 hours a week Yes, 50 or more hours a week

Gender Reassignment

Is your gender identity the same as at birth?

- Yes No Prefer not to say

Marriage or Civil Partnership

- Single (never married and never registered a same sex Civil Partnership)
- Married
- Separated but still legally married
- Divorced
- Widowed
- Same sex Civil Partnership
- Separated but still legally in a same sex Civil Partnership
- Formerly in a same sex Civil Partnership which is now legally dissolved
- Surviving partner from a same sex Civil Partnership
- Prefer not to say
- I think this section is too detailed?

Pregnancy and Maternity

- Pregnant
- On maternity leave
- Neither pregnant nor on maternity leave
- Prefer not to say

Ethnicity

White

- British
 - Irish
 - Gypsy or Irish Traveller
 - Eastern European
- Any other white background (please write in)

Dual Heritage ()

- White and Black Caribbean
 - White and Black African
 - White and Asian
- Any other mixed / multi ethnic background (please write in)

Asian or Asian British

- Indian
 - Pakistani
 - Bangladeshi
 - Chinese
- Any other Asian background (please write in)

Black or Black British

- Caribbean
 - African
- Any other black background (please write in)

Other ethnic group

- Arab
- Any other (please write in)
- Prefer not to say

Religion/belief

- No religion
- Christian
- Buddhist
- Muslim
- Hindu
- Jewish
- Sikh
- Other (please write in)
.....
- Prefer not to say

Sex

- Male
- Female
- Prefer not to say

Sexual orientation

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Prefer not to say

Appendix D

Excluded items and services This list is not exhaustive

- Payment whilst waiting a first or increased DWP benefit payment(formerly budgeting or alignment loans) These should be available from the DWP
- Cold weather payments, funeral grants, sure start grants and maternity grants are available from DWP
- Cash for general living expenses
- Lost or spent money
- Housing repairs and improvements
- Short term cash needs as a result of benefit disallowances or sanctions
- The cost of domestic assistance and respite care
- Where there is insurance available
- Purchase, installation, rental and call charges for a telephone

Equality analysis template
Refer to guidance before completing this template

Name of service/policy/project/decision to undergo equality analysis:
Local Welfare Provision Policy
Key contact person and others involved:-
<p>Julie Higinbotham, Benefits and Investigations Manager Louise Streater, Benefits operational Manager Marc Read, Financial Inclusion Manager Ian Brown, Head of Revenues and Benefits</p>
Date completed: January 2013
Review date (at least annually): January 2014
Identify aims:
<p>The Welfare Reform Act 2012 ends the current provision of Community Care Grants (CCG's) and Crisis Loans (CL's) under the discretionary elements of the social fund provided by the Department for Work and Pensions (DWP). From April 2013 funding for this provision will be transferred to local authorities who will be responsible for providing locally administered assistance for vulnerable groups.</p> <p>There is no statutory duty for Local Authorities to deliver a specific scheme for administering this funding but Wiltshire Council considers it in the best interest of the community to trial a new locally based scheme. Therefore, Cabinet have been asked to ratify proposals for the new scheme for Local Welfare Provision (LWP). The LWP scheme is primarily intended to:</p> <ul style="list-style-type: none"> • To support people through personal/economic/life crisis, alleviating immediate hunger or poverty, this may be through either signposting to other benefits and/or direct support • To support vulnerable people to return or to remain in the community or to ease exceptional pressures on families <p>The LWP scheme will be available to all Wiltshire residents or people with local connections and accessible via referral from partners such as the Citizen Advice Bureau, Department For Work and Pensions and other organisations that support the vulnerable. The Council will also accept direct claims from potential applicants or their representatives.</p> <p>Rather than providing applicants with cash payments, which may leave the service open to abuse the council has worked with partner organisations and is developing a network of support which can be accessed via referral to a third party depending on immediate need. Referrals may be to a food bank, white good supplier, furniture supplier or others depending on the presenting need. Those people falling outside the remit of the service will be directed to other forms of support by means of intelligent signposting to other organisations that can provide appropriate help and support.</p> <p>Unfortunately, the amount of funding the council will receive to deliver the new scheme is less than that spent by DWP in the 2012/13 year on CCG's and CL's. Furthermore funding for local provision has not been guaranteed beyond 2014/15. Although the Council has been given the opportunity to redesign and deliver emergency provision in a more responsive way, the scheme has to be delivered within a finite budget.</p>

Collect and use evidence:

The Department for Work and Pensions has provided local authorities with limited historical data at a national level. Pre April 2013 information is available on the number of Crisis Loans/Community Care Grants applications and percentage of successful awards by disability, age, gender and ethnicity. At a county level data is also available for age, number of applications, successful awards with a breakdown by reason. The full detail of the data can be found at :-

<http://www.dwp.gov.uk/local-authority-staff/social-fund-reform/localisation-data>

This historical data can only provide a rough guide in terms of future demand and trends as the new scheme is moving away from a remote model of central administration to local delivery, and seeks to deliver a more responsive, better targeted and relevant service to the most vulnerable.

In March 2011 the DWP published an Equality Impact Assessment for locally delivered support to replace Social Fund Community Care Grants and Crisis Loans. The assessment sets out the rationale and case for change which is based on focusing provision around the most vulnerable in society which can be better achieved at a local level. The full assessment can be found at:-

www.parliament.uk/documents/impact-assessments/IA11-022BI.pdf

It would appear that the most of the historic data, and reports collated were prior to the new Equality Duty that came into effect from April 2011 and therefore do not make reference to all of the 9 protected characteristics. Wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme.

Furthermore, detailed case level information will be captured and analysed about both successful and unsuccessful applications to help inform future development of the scheme.

Assess the impact:

The service is available to anyone residing in the county or who has local connections to Wiltshire and satisfies the eligibility criteria. Eligibility is based on the presenting need as well as the applicant's individual circumstances and level of exposure to risk if no assistance was offered.

The key changes from the current national model of support are:

- A direct shift away from support in the form of cash. New arrangements are being put in place to ensure applicants receive goods and services by referral rather than cash. This will help to prevent abuse of the system and ensure finite resource is directed more effectively
- Development of support packages that go beyond addressing the immediate crisis but rather helps people to help themselves.
- Local access routes
- Easier application process but with stricter eligibility criteria.
- No longer dependant on entitlement to specified benefit
- Awards instead of loans

Wiltshire Council has developed a scheme that seeks to provide greater access to those most in need and limits opportunities for abuse.

Ensure fairness:

By moving from a remote model of central administration to local delivery, assistance will be better targeted to the most vulnerable. In addition, customers will be better served as we know that those accessing the current service have complex needs that would benefit from a locally delivered more integrated and holistic approach.

During the development of the scheme the Council has tried hard to balance the reality of a significant cut in funding with protecting and targeting the new scheme towards the most vulnerable members of our community. Particular focus has been on the potential impact that this change of model will have on the people with protected characteristic under the Equality Act:-

Disability

Historical data at a national level for 2011/12 illustrates 31.2% of all claimants were categorised as disabled. Overall the numbers of successful claims were higher for disabled customers (48%) than for non-disabled customers (43%). Available data indicates disabled people have at the very least an equal chance of success in getting support. There is nothing in the criteria for the new scheme that should affect access for individuals with this particular characteristic, although action will be taken to specifically target communication about the new scheme to disabled groups. Furthermore, the scheme will be regularly monitored and evaluated to ensure disabled people continue to get the support they require.

Age

In reviewing local data in respect of awards made by age in the first six months of 2011/12 the following tables illustrate customers age 45 and over have far lower success rates. We do not have sufficient information to understand why older people are less likely to be awarded crisis loans and community care grants. However, the provision of a locally-delivered service may promote a more equal spread of applications across the age ranges or at least aid understanding as to the reasons for such a marked difference in take up _

Table 1

<i>Crisis Loan - Age of recipient</i>	
Under 18	2%
18 to 24	23%
25 to 34	26%
35 to 44	20%
45 to 54	15%
55 to 64	9%
65 to 69	1%
70 to 79	2%
80 to 89	1%
90 and over	0%

Table 2

<i>Community Care Grants -Age of recipient</i>	
Under 18	3%
18 to 24	33%
25 to 34	29%
35 to 44	20%
45 to 54	11%
55 to 64	3%

65 to 69	0%
70 to 79	0%
80 to 89	0%
90 and over	0%

Religion/Belief

The provision of goods and services rather than cash may impact adversely on some individuals with specified dietary requirements that may not be served by the food bank. This may be overcome by issue of a pre paid card/voucher that will enable the individual to purchase appropriate food locally

Gender

Unfortunately, there is rather limited disaggregated data for a comprehensive analysis of gender in relation to applicants and success rates across Wiltshire. Although local data for first six months of 2011/12 suggests that the majority of successful applicants for CCG’s 54% were women with 34% male and 14% couples. However, the provision of a locally-delivered service may promote a more equal spread of applications across gender or at least help us to understand why there is such a marked difference in take up.

Gender reassignment

It would appear that the most of the historic data, and reports collated were prior to the new Equality Duty that came into effect from April 2011 and therefore do not make reference to all of the 9 protected characteristics. Wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme.

Sexual orientation

There is no national data on sexuality as it is not relevant in terms of accessing the national scheme. The merits of collecting equality data across all protected characteristics will be considered as the scheme progresses.

Race

The council does not currently keep case level data on race. Support will be given in terms of accessing the new service with particular regard to interpretation services, availability of forms and information in different languages and targeted benefit campaigns. Furthermore, the merits of collecting equality data across all protect characteristics will be considered as the scheme progresses.

The new scheme will not discriminate against any protected group covered by the Equality Act 2010. Although elements of benefit in kind provision may impact adversely on one protected characteristic group 'Religion/Belief, as highlighted above.

Marriage and Civil Partnership

Marriage Couples and civil partnerships are recognised equally under the new scheme. Furthermore wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme.

Pregnancy and Maternity

The DWP will continue to administer statutory elements of the social fund including sure start maternity grants. Furthermore wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme.

Deprived/Socio Economic/Disadvantaged groups

The overriding driver to devolve the scheme to a local level is to ensure it benefits those most

disadvantaged individuals in the community. By delivering the scheme locally may ensure that applicants can be sign-posted or encouraged to apply for other funding administered by the council. Funding allocation will be carefully monitored to ensure equity across the socio economic divide.

Finalise your decision:

Senior staff and stakeholders have been consulted in the design and delivery of the new scheme, and the policy document setting out the scope and qualifying criteria will be put before cabinet in February 2013.

In developing a new scheme the council has made every attempt to design out the failings of the old national scheme which was introduced over two decades ago, since then welfare delivery has changed significantly and Wiltshire residents need a local system of support. The new scheme will deliver a more responsive, better targeted and relevant service.

Furthermore, it is recognised that this is just the first phase of a new scheme. It is likely that the qualifying criteria and design of the LWP Scheme will continue to develop over time, through wider consultation and ongoing review of case load and the analysis of applications in order to better understand and measure need and local demand.

Communicate what has happened:

- This impact Analysis will be published alongside the policy document on the councils website
- Awareness sessions are currently taking place amongst stakeholders and other council departments
- The DWP will be delivering a national campaign of awareness as well as signposting customers

Review your decision:

- The scheme will be reviewed quarterly by senior managers

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17 December 2012

Dear Chief Executive

Data Sharing with Local Authorities for the purposes of Local Welfare Provision (LWP) Scottish Welfare Fund (SWF)

I am writing to update you on the proposed process for sharing LWP/SWF data with LAs/DAs from April 2013.

We remain confident that a Legal Gateway will be in place from April 2013 to allow the sharing of data for the purposes of LWP/SWF.

We want to do all that we can to support you in your delivery models within the Data Sharing Framework and have been working on options to do this. But we are limited by the capacity of our IT systems. I need to advise you that:

- there is no further capacity within the current Customer Information System platform, so no extra users can be added at this time;
- there are plans to replatform CIS which will allow extra users to be added but this is unlikely to be completed until the end of 2013 at the earliest; and
- the scheduled CIS work programme means that we are unable to include information about Short Term Benefit Advances (STBA), Budgeting Loans (BLs), Budgeting Advances (BAs) and People Leaving Care in the near future.

As a result of the CIS capacity issues the decision at this time is that we are unable to provide additional access to CIS to LAs. We are also unable to include any additional data on CIS.

We know from the recent CIS returns that many LAs have built LWP models based on benefit eligibility and that access to CIS is seen as integral to the delivery model. **To support the LA, a decision has been taken to allow LA staff that have access to CIS for Housing Benefit/Council Tax Benefit (HB/CTB) purposes to access CIS for LWP/SWP purposes.** This carries some risks for DWP as staff may have access to more information than is required to deliver their specific LWP/SWF scheme. We will work closely with you in the next few months to ensure that the Memorandum of Understanding (MoU) is updated to support this decision and to mitigate the risk.

We have provided details at Annex A of the CIS screens and information that can be shared for the purposes of LWP.

If any LAs/County Councils (CCs) processing LWP do not have access to CIS then they need to arrange for the most appropriate LA office to access the data on their behalf and transfer the data via secure e-mail and in accordance with their responsibilities as data owners. If any LAs/CCs do not have a secure e-mail system in place then they need to send an e-mail to SOCIAL.FUND@DWP.GSI.GOV.UK titled 'CIS Access'

The Project is currently working with our IT colleagues to establish when a new CIS platform will be in place, at this point it may be possible to increase the number of users. Once we have received confirmation of the dates for CIS Replatforming we will notify LAs.

Next Steps

Where a LA requires access to DWP data for the purposes of LWP/SWF they may wish to consider utilising existing Benefits and Revenue staff that have access to CIS for HB/CTB purposes. These staff will be able to access CIS to obtain information on behalf of LA colleagues. Information that is shared must be shared securely and in accordance with guidance that will be outlined in the MOU.

We are unable to provide data on STBAs/BAs/BLs. You will need to consider how this information can be obtained from the customer. CIS will help you to establish how long a customer has been on benefit and the customer themselves may be able to provide evidence of the outcome of any application.

We realise that many LAs will be disappointed with this news however at present this is the only option available.

Yours Sincerely
Mike Keegan
Social Fund Reform Project

Annex A – CIS Data available for LWP Claims

Current CIS – Screen Details
Account Summary: <ul style="list-style-type: none">• Identity Details• Contact Details• Special Indicators – pv• Has record been updated that day
Verification: <ul style="list-style-type: none">• Displays a person’s Known Facts Information, which includes details of their DOB, NINO, Postcode
Address History: <ul style="list-style-type: none">• Current (already provided in Account Summary Dialogue) and previous known history
Relationship History: <ul style="list-style-type: none">• Current and historical data relationship details.• Relationships are split into 3 sections – payee details, other payee, person relationship
Award History: <ul style="list-style-type: none">• A summarised Award History• A full Award History.• Income Related Legacy benefits – information currently supplied in award history
Full Award Details: <ul style="list-style-type: none">• Displays the full details about a specific benefit award. Access to this screen is from the Awards section in the Account Summary screen and from the Award History screen.
Breakdown of Assessed Income Figure: <ul style="list-style-type: none">• The screen shows a detailed breakdown of a customer’s Assessed Income Figure

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Wiltshire Council

Cabinet

12 February 2013

Subject: Business Plan Scorecard Report

Cabinet Member: Councillor John Brady - Finance, Performance and Risk

Key decision: No

Purpose of the report

1. This report provides a summary of progress against Wiltshire Council's Business Plan for the third quarter of 2012/13. It includes:
 - Community results and performance scorecards for the period April to December 2012.
 - The status of the council's main work/project programmes.
2. The first year of the council's four year Business Plan ended on 31st March. Cabinet members were presented with the first annual update on 19th June, which outlined the progress on each of the council's priorities.
3. Following feedback on the annual update, reports now include additional information to provide a balanced overview of performance. This report provides the overview for the third quarter, of the second year of the Plan. The scorecards at Annex 1 include a 'comments' column which provides narrative about the majority of the indicators and a column to specify whether indicators are designated as 'priority'.
4. The policy, performance and partnerships team is currently undertaking a review of the way performance information is presented and the nature of the indicators and targets which are currently used to measure progress. Options for presenting this key information will be discussed and developed with the corporate leadership team, cabinet and overview and scrutiny.

Background

5. In February 2011 Wiltshire Council published its four year Business Plan, which set out what the council would deliver by 2015 and how it would make the savings required whilst continuing to invest in key front line services.
6. The Business Plan set out the priorities, targets and actions for the council. The performance indicators provide one measure to determine progress in delivering the targets and actions. The targets are challenging and in some areas apply to the four year plan period. A range of external factors can influence the achievement of the targets in any one year, including for example severe weather affecting the condition of the roads, and the economic downturn impacting on business growth and job creation. It is, therefore,

unrealistic to deliver on all targets in any one year, but to review targets over the four years.

7. As well as showing results against targets, the performance scorecards also show performance indicators that are reported later in the year as these indicators are annual.
8. The status of the council's main projects and programmes is provided by the programme office and shows whether each programme is on track.

Main considerations for the council

9. Progress against the Business Plan is summarised below.
10. **Community and council scorecards**
There are 53 indicators being measured, of which 12 are priority indicators included as targets in the Business Plan.
11. Of these, 22 are measures with results available later. These are mainly annual measures, but some are new indicators that are still being defined nationally. Once results are available these indicators will be moved into the main scorecard tables.

At the end of the second quarter, 20 of the remaining 31 indicators were on target, another five were within 5 per cent, and three have no targets set. Only three indicators were not on target, none of these is a priority target.

Full details of all the results including comments and narrative are included in the Business Plan Scorecards (Cabinet report – Annex 1). The highlights include;

- In Q3 a total of 174 new affordable homes were completed bringing the total completions so far this year to 559 (71 of those delivered through the PFI project). The target for around 450 new affordable homes per year has therefore already been achieved and exceeded for 2012/13.
- £10m secured from the Regional Growth Fund to create a Science Park at Porton Down. This will create more than 2,000 jobs over a 10-year period and bring national and international investment into the area.
- Recently released obesity figures show that Wiltshire has a statistically significantly lower percentage of obese children than England.
- We continue to achieve significant improvement over last year and remain comfortably above our target result for both recycling and waste sent to landfill.
- Energy Efficiency: The investment programme as a whole is currently estimated to be saving 2,200 tCO₂ and annual savings of around £440k.

Areas for improvement and attention (see full comments in Annex 1 for action being taken)

- The Family Placement Team continues work to achieve an increase in the percentage of children in care accommodated in house, but this remains below target.
- Timely Adoptions: Wiltshire's small cohort will mean individual cases have a major impact on outturn. The adoption team now has in place a dedicated home finder post with specific responsibility to address delay issues in historical cases and ensure earlier links and matches are made with prospective adopters, this will lead to improvements in meeting timescale targets.

Environmental Impact of the Proposal

12. This is a scorecard so the proposal has no direct environmental impact, although there are measures on Recycling, Waste Management and Energy Efficiency.

Equalities Impact of the Proposal

13. As this is a progress report the proposal has no direct impact on equalities.

Risk Assessment

14. The council's risk management arrangements apply across all services and risk is overseen by the Corporate Risk Management Group (CRMG), which reports on significant risks to the corporate management team and Audit Committee. No risks arise as a result of this report, but it does highlight any actions required relating to achieving targets and delivering the council's main programmes.

Financial Implications

15. This is a scorecard report so has no direct financial implications. Actions to address developments and savings arising from improved delivery are accounted for in other Council reports and decisions.

Legal Implications

16. As this is a scorecard report there are no direct legal implications.

Options Considered

17. As this is a scorecard report there are no 'options to consider'.

Proposal

18. Cabinet is asked to note progress against the Business Plan.

Paul Mountford
Head of Policy, Performance and Corporate Business Management

Report Author: Karen Spence, Principal Performance Officer
karen.spence@wiltshire.gov.uk

Date of report: 21 January 2013

Appendices

Annex 1: Business Plan Scorecards

Annex 2: Transformation Programme Paper

Annex 3: Highways Service – Road Defects Capability Chart

Business Plan Scorecard Results to December 2012

Index

- Community Results Scorecard
- Council Performance Scorecard
- Measures to be added later

Scorecard Key:

H = High (good performance if actual is higher than target); **L** = Low (good performance if actual is lower than target)

3 yr trend: **I** = Improving; **W** = Worsening

On target: **Y** = Yes; **N** = No; **A** = Almost

Community Results Scorecard to December 2012

MEASURES TO DECEMBER														
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
Protect and Safeguard Vulnerable Children														
1005	5% increase in children in care receiving high quality local placements: use of in-house foster carers (proportion nights)	Y	H	60.9	62.8	59.2	W	68	68	54.3	A	68	Fiona Fitzpatrick	<p>The number of children in care continues to rise which has significantly impacted on this target. Family placement Team have been unable to achieve the expected increase in the percentage of children accommodated in house as increase in carers/bed availability has been counteracted by increase in number of children coming into care.</p> <p>In addition since the inspection there has been an increase in the number of young children (babies) and younger sibling groups coming into care which had not been predicted. This change in service demand has identified a gap in house provision of carers able to meet demand. Family placement team have modified their recruitment strategy accordingly and are prioritising potential carers offering this resource - but it will take some time for carers recruited to come on line.</p> <p>The investment that has been made in agency and contract workers to undertake assessments will ensure that all potential in relation to new carers is brought on line without delay.</p>
Protect and Safeguard Vulnerable adults														
1015	14% increase in the number of older people receiving our services - advice and services for the rising number of older people	Y	H		8,720	9,283	-	9,405	8,139	8,125	Y	9,939	James Cawley	<p>Wiltshire Council's services for older people are defined in two large programmes of change that both began in 2008. They are (1) the "Accommodation Strategy," a seven-year programme that is preparing specialist housing and residential care homes for older people for the needs of Wiltshire's residents in the 2020s; and (2) Wiltshire's care and support service for older people who need help to live independently in their own home. In 2010 Wiltshire Council invested in</p>

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
														Adult Care to ensure that new services created by these two programmes were funded to meet the growing demand for care and support as Wiltshire's population ages. This indicator measures the number of people whom we have helped in any way, from an assessment with some advice and information to intensive services for people who need a great deal of help. It also helps us understand of the number of people in Wiltshire who need help. Our result for October to December 2012 is very close to the number of people we forecast would need help during this period when prepared the Adult Care Investment Plan in 2010. The plan was not merely to spend more as the number of people needing help increased. Our intention was to help more people without increasing our spending at the rate of growing demand. So the Accommodation Strategy and Help to Live at Home always work to help people are helped to regain their independence when illness or injury threaten it and then to stay independent for as long as possible. In quarter "Initial Support," where people begin the Help to Live at Home service, help 60% of people to manage without long term services after an average of five weeks' support.
	Invest in: Housing													
1018	1,800 new affordable homes by Mar 2015 (ave 450 pa)	Y	H	554	648	626	I	450		559	Y	450	James Cawley	In Q3 a total of 174 new affordable homes were completed including 18 homes delivered through the Housing PFI project. This brings the total completions to 559 to date with 71 of those delivered through the PFI project. The target for around 450 new affordable homes per year has therefore already been achieved and exceeded for 2012/13. The corporate plan target is to achieve 1800 new affordable homes between 2011 and 2015. To date (including 2011/12 completions of 626) the total completions are 1185 which is ahead of target.
1019	Affordable homes include 250-350 for rent from PFI	Y	H				-	-	-	71	-		James Cawley	

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
Economy and Unemployment														
1023	Help create 6,000 additional jobs by Mar 2015	Y	H		455	991	-	2,000	1,500	1,904	Y	1,000	Alistair Cunningham	A significant success this quarter (Q3) has been the securing of £10m from the Regional Growth Fund to create a Science Park at Porton Down. Wiltshire Council and a joint development consortium, comprising Trebor Developments LLP and Wrenbridge Land Limited, were successful in a joint bid which will create more than 2,000 jobs over a 10-year period and bring national and international investment into the area. It will provide facilities for science and research-based industries and could attract £70 million of private sector investment in the next 10 years. The development is expected to attract high levels of investment from both the UK and foreign bioscience and healthcare.
1024	Help safeguard 8,000 existing jobs by Mar 2015 [The target/actual figures for this for this indicator are now being reported on a cumulative basis to provide a more accurate picture of performance.]	Y	H		370	2814	-	4,500	3,750	3,059 (draft)	A	8,000	Alistair Cunningham	Figures still awaiting confirmation from a number of sources. There are over a thousand jobs which are in the process of being safeguarded but projects have not yet completed.
Invest in: Waste Management														
1026	Recycle 50% of our waste by Mar 2015 (Figures are monthly cumulative figures rather than actual)	Y	H	40.5%	41.4%	42.8%	I	45%		48.9%	Y	50%	Tracy Carter	We are continuing to achieve significant improvement on last year (an increase of 5.5%). This is due to the positive tonnage returns from the new service changes.
1027	Reduce waste being landfilled to 25% by Mar 2015 (Figures are monthly cumulative figures rather than actual)	Y	L	47.2%	37.5%	36.6%	I	35%		31.6%	Y	25%	Tracy Carter	We are continuing to achieve significant improvement on last year (a decrease of 4.2%). This is due to the positive tonnage returns from the new service changes.

Invest in: Energy Efficiency														
1028	Lower our carbon emissions from April 2010 to Mar 2015 by 11,823 tCO2	Y	H	baseline	742 reduction	1,118 reduction	-	-		2,201	Y	11, 823 tCO2 reduction	Alistair Cunningham	<p>In December 2012 Government announced changes to the CRC (carbon trading) scheme. Detailed guidance on the implementation of the changes is still awaited, but the overall impact of the changes is to reduce the extent of our emissions covered by the CRC and therefore our financial liability under the CRC over the long term.</p> <p>With our CRC emissions coverage reduced and the rate of increase in allowances reduced, our CRC cost projections are considerably lower than previously anticipated. For example, we were projecting that in 2020 our CRC liability could be £1.75m, whereas it is now projected to be £405k. Costs for 2013/14 were projected at £735k, whereas they are now projected at £386k.</p> <p>A shortfall in performance against our carbon reduction target has been projected (and previously reported on) and a review of our Carbon Management Plan has begun and will be reported on when completed.</p> <p>With regards to energy efficiency projects, in this financial year, we have spent £318k of our internal invest to save fund to date and £124k of Salix financed loans on energy efficiency measures. These projects include a gas conversion project at Kings Park Primary, the Oxenwood biomass conversion, CHP at Malmesbury leisure centre and CHP at Devizes leisure centre boilers and CHP will be completed in February.</p> <p>The investment programme as a whole is currently estimated to be saving 2,200 tCO2 and annual savings of around £440k.</p> <p>Other areas of work that are underway include investigating the options on low-carbon new school builds and a sustainable procurement policy.</p>

Council Performance Scorecard to December 2012

MEASURES TO DECEMBER														
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
	Protect and Safeguard Vulnerable Children													
1009	More children in care get 5 A*-C GCSEs (or equivalent)	N	H	14.3%	16%	4%	W	25%		17.1%	N	32%	Fiona Fitzpatrick	See detailed comment below
1010	Care leavers in suitable accommodation	N	H	76.5%	97.1%	94.7%	I	95%	95%	94%	Y	95%	Fiona Fitzpatrick	The return of 94% (32 out of 34 young people) although lower than previous returns and lower than our own target, remains significantly higher than the National average of 90% and statistical neighbours where the return is 91.1%. The high percentage of young people in suitable accommodation evidences Wiltshire's commitment to supporting young people through ensuring that there is a range of housing options available. Children and Family services are currently developing a 16+ Accommodation Options Strategy; this initiative will inform future resource requirements.
1011	Care leavers in suitable education, jobs or training	N	H	41.2%	65.7%	39.5%	W	72%	72%	59%	N	72%	Fiona Fitzpatrick	See detailed comment below
1012	Timely adoptions	N	H	92.9%	100%	68%	W	90%	90%	81.8%	A	90%	Fiona Fitzpatrick	The small cohort will mean individual cases have a major impact on outturn. Learning from recent complex cases is leading to improved processes and timeliness. Adoption figures are always a measure of historical rather than current practice, but current figures suggest a small improvement. The adoption team now has in place a dedicated home finder post with specific responsibility to address delay issues in historical cases and ensure earlier links and matches are made with prospective adopters, this will lead to improvements in meeting timescale targets. At the end of Q3, 9 out of 11 adopted children were placed within 12 months of the decision to adopt.
1013	Safeguarding: initial assessments done in 10 days	N	H	65.1%	73.0%	88.0%	I	80%	80%	27.6%	N	80%	Fiona Fitzpatrick	See detailed comment below

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
1014	Safeguarding: child protection plan reviewed on time	N	H	97.9%	100%	100%	I	100%	100%	96%	A	100%	Fiona Fitzpatrick	There has been a significant increase (from 168 to 287 – a 72% rise) in the number of initial child protection conferences held in the first three quarters of 2012/13 as a result of the Ofsted Safeguarding/LAC inspection. This increase in initial CPCs has had a small impact on the timeliness of review CPCs. To address this issue we have recruited an additional Agency IRO/CP Chair and 172 out of 180 reviews were completed within time
Invest in: Our Communities														
1021	Number of volunteers in the library service	N	H	new	new	670	-	325	325	684	Y	325	Niki Lewis	Community Library Volunteers = 318; Added Value volunteer roles (Home Library, Summer Reading Challenge, Computer Supporter, Rhyme time) = 366
1081	Opening hours (per week) supported by volunteers at Level 2 libraries	N	H	new	new	135	-	94	94	134	Y	94	Niki Lewis	A total of 22.5 hours unplanned closures at Box, Lyneham and Ramsbury libraries in December despite the best efforts of the Volunteer Coordinators and library staff to find replacement volunteers.
1082	Opening hours (per week) supported by volunteers at Level 3 libraries	N	H	new	new	45.5	-	34	34	46	Y	34	Niki Lewis	A total of 4 hours unplanned closures at Mere library in December despite the best efforts of the Volunteer Coordinator and library staff to find replacement volunteers.
Economy and Unemployment														
1029	Helping business: sites brought forward	N	H			0	-	2		2	Y	5	Alistair Cunningham	A significant success this quarter (Q3) has been the securing of £10m from the Regional Growth Fund to create a Science Park at Porton Down.
1030	Helping business: incubation centre facilities created	N	H			0	-	2	1	1	Y	4	Alistair Cunningham	The development of 40 incubation spaces at Castledown, Ludgershall is currently underway and will be completed by end March 2013. North Bradley development and Salt Lane development have been initiated and will complete by September 2013. Negotiations are ongoing with private sector partners for the delivery of three further sites.
1031	Number of businesses assisted	N	H			768	-	625		466 (draft)	Y	625	Alistair Cunningham	The Wiltshire Business Support Service is starting to provide the majority of the services. As the new incubation centres are established across the county over the next year this will increase the

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
														number of support opportunities. The Wiltshire 100 programme continues to develop. Support has included provision of information on energy efficient investment, liaison on rates relief/planning applications, brokering to UKTI to explore new export markets, help with enforcement action and participation in networking events and other core initiatives e.g. the apprenticeships programme.
1083	Number of people helped with skills (T)	N	H	669	1046	2299	I	tbc		181 (Q2)	-	tbc	Alistair Cunningham	Figures for Q3 are not yet available. As at the end September 2012 we have 31 active apprenticeships; 10 within council, and 20 with local SMEs for whom we provide the training programme. This was launched by Wiltshire Council in July 2011 - there are now considerable opportunities in the pipeline for 2012/13.
1084	Number of people placed into work (W)	N	H		435	310	-	tbc		102 (Q2)	-	tbc	Alistair Cunningham	
Invest in: Highways														
1033	The average days taken to repair a pothole	N	L	13	5.2	8.6	I	10	10	6.7	Y	10	Mark Smith	This indicator reflects the average time taken to repair a pothole. As the defect reports have been run immediately after the end of the quarter these figures are only an early indicator of performance. (There are often time delays in adding details of completed defects meaning that a different figure will be calculated at a later date for the same period).
Invest in: Leisure Services														
1034	The number of visits to our leisure centres (000)	N	H	3,431	3,364	3,163	W	3,320	1,653	1,628	A	3,660	Mark Smith	At the time of production of this scorecard, the results were not yet available from all leisure centres. This figure will be revised upward once the full set of data is available.

Other														
1004	The percentage of budgeted savings achieved	N	H			100%	-	100%	90%	95%	Y	100%	Michael Hudson	The current forecast suggests that savings are being applied per council decisions. Where corporate targets were set for facilities and procurement work is underway and significant steps taken to deliver the target.
1041	Customer telephone call connection rates of 90%+	N	H		92.6%	88.3%		90%+	90%+	92.9%	Y	90%+	Jacqui White	Above target for December
Public Health measures														
1042	Hospital admissions - alcohol related (/100,000)	N	L	1,390	1,621	1,615	W	1,615		1,588	Y		Maggie Rae	Actual figure is based on Dec 2011 to Nov 2012 (inclusive) data. Proxy data indicates a downward trend seen in recent quarters and these figures are using the new census 2011 populations (an increase in the population of 15,000)
1043	Proportion of children aged 4-5 classified as obese	N	L	7.8%	8.8%	8.0%	-	7.8%		7.4%	Y		Maggie Rae	Wiltshire had a statistically significantly lower percentage of obese children than England
1044	Proportion of children aged 4-5 classified as obese	N	L	14.7%	15.7%	16.4%	-	16.2%		15.9%	Y		Maggie Rae	Wiltshire had a statistically significantly lower percentage of obese children than England
1046	Drug users in effective treatment (rolling 12 months ave.) OCUS = Opiate and Crack users Number of successful completions for opiate and crack users not returning within a 12 month period	N	H		All Drug Users as of Q4 723 (OCUs 661)	All Drug Users as of Q4 744 (OCUs 627)		To maintain current performance		As of Q2 2012/13 All Drug Users 744 (OCUs 614)	Y	No target	Maggie Rae	This indicator has been aligned to the national performance management processes. This shows all drug users in treatment and Opiate and/ or Crack users (OCU). Funding is determined by a combination of successful completions, effective treatment and the York formula, which is then compared to National performance and allocated accordingly. The most recent data shows an increase in all drug users when compared to the 2011-12 result, and a similar number of OCU.

Comments on Council Performance Scorecard

Results that are not on target (No)

Ref 1009 – More children in care get 5 A*-C GCSEs (or equivalent)

Target: 25%, Actual: 17.1%

Reason not on target and what we are doing:

Those young people in the cohort who were identified as being able to achieve 5 A*-C GCSEs or equivalent, including English and Maths, did so. They were supported prior to and throughout the exam period by the Virtual School. Whilst this is still below our target, this is still an improvement on last year's figure of 4%.

Ref 1011 – Care leavers in suitable education, jobs or training

Target: 72%, Actual: 59%

Reason not on target and what we are doing:

Of those young people not in education, employment and training in this cohort (20 out of 34 at the end of quarter 3). Of those 20, 4 young people have physical or mental health issues preventing them from engaging in education, employment or training. 2 are young mothers and 7 are actively seeking work with the support of their Personal Advisers. However 7 young people are currently not engaging with the local authority therefore the frequency of contact with them has been increased in order to remind them of the support to which they are entitled. We have dedicated Personal Adviser support in place for Care Leavers. Key initiatives in place to support young people are as follows:

- Project Inspire which supports vulnerable young people who are not in education, employment or training, or are at risk of becoming so.
- A Care2Work work plan has been developed for submission to the National Care Advisory Service, at the end of January 2013 in pursuit of the NCAS Quality Mark.
- The Council is identifying what additional action it can take as an employer (e.g. Positive Action) to improve access to apprenticeship and job opportunities for Looked After Children and Care Leavers.
- Councillors from the Corporate Parenting Panel have been trained as mentors for Care leavers who are not in education, employment or training and the Director of Children's Services is taking on another Care Leaver in the forthcoming weeks.
- A Care Leavers' Work Experience Working Party has been set up to enable Care Leavers to experience a work placement within the Council. This working party includes young people.
- The Virtual School Headteacher is now responsible for the education of Care Leavers from 16 years of age and Virtual School Officers will start to work proactively with this cohort from January 2013.

Ref 1013 – Safeguarding: initial assessments done in 10 days

Target: 80%, Actual: 27.6%

Reason not on target and what we are doing:

The Assessment Team is required to authorise out of date Initial Assessments to complete the work. The 2012 to 2013 year indicator will continue to look poor due to these data cleansing processes. Most of the historical out of date assessments have been completed. This process of cleansing the data has run alongside completing current 'in date' CA's and IA's, and completing the day to day business of the team (resulting in reduction of case loads). The monthly statistics for IA's completed in 10 days and in 15 days has dipped slightly in December 2012 due to the proportion of historical work being completed being greater than the current work but will improve and this will be sustained as we continue to strengthen management oversight and reduce caseloads.







Community Results Scorecard – results available later


































































MEASURES - results available later											
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Data available
	Living in Wiltshire										
1001	Percentage of people satisfied with their local area	N	H	86.4%	no survey	90%	I			Maggie Rae	Local survey
	Invest in: Broadband										
1002	85% premises able to access superfast broadband by Dec 2015	Y	H				-	contract starts	85% Dec 2015	Carolyn Godfrey	2012/13
	Protect and Safeguard Vulnerable Children										
1006	Children with non-accidental injuries/10,000 children	N	L	109.5	109.3	102.2	I			Fiona Fitzpatrick	May 2013
	Invest in: Children's Attainment										
1007	5% more 11 year olds will get Key Stage 2 L4+ by 2015 (Maths and English)	Y	H	71%	75%	75%	-	76.2%	79.2%	Stephanie Denovan	Annual
1008	5% more young people will get 5 A*-C at GCSE by 2015 (including English and Maths)	Y	H	55.4%	55.8%	60.0%	I	61%	63%	Stephanie Denovan	Annual
	Protect and Safeguard Vulnerable adults										
1016	Good quality of life of people who use social services	N	H		19.4 (best in IPF group)	18.8	-	tbc		James Cawley	Year End
	Invest in: Our Communities										
1017	Level of participation in regular volunteering	N	H	29.9%		28.4%	W			Niki Lewis	Local survey
	Invest in: Highways										
1025	Reduce the roads maintenance backlog by 10% by Mar 2015 (£)	Y	L		£59.1m	£53.8m	-	£56.2m	£53.2m	Parvis Khansari	March 2013
	Public Health measures										
1045	Hospital admissions of older people due to falls	N	L	3,276	3,129	3,077	I	3,077		Maggie Rae	Annual
1077	Life expectancy – males (yrs)	N	H	79.3	79.5	79.6	I	79.6		Maggie Rae	December 2013
1078	Life expectancy – females (yrs)	N	H	83.3	83.5	83.7	I	83.7		Maggie Rae	December 2013
1079	Reduce health inequalities – males (yrs between most and least deprived)	N	L	5.1	5.8	6.6	W	6.6	4.47	Maggie Rae	-
1080	Reduce health inequalities – female (yrs between most and least deprived)	N	L	3.4	3.9	3.8	W	3.8	2.84	Maggie Rae	-

Council Performance Scorecard – results available later



MEASURES - results available later											
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Data Available
	Overall										
1003	Percentage of people satisfied with the council	N	H	37.9%	No survey	55.9%	I			Maggie Rae	Local survey
	Invest in: Our Communities										
1020	Environmental and youth spend by area board	N	H					Due mid 2013		Michael Hudson	Mid 2013
1022	Satisfaction with area boards	N	H	n/a	45%	51.7%	-	55%	65%	Niki Lewis	Annual
	Invest in: Energy Efficiency										
1035	Units of energy used by the council: Electricity	N	L	60,603,250 kwh	57,705,401 kwh	56,667,040 kWhs				Alistair Cunningham	Year End
1036	Units of energy used by the council: Natural Gas	N	L	67,115,842 kwh	61,132,670 kwh	56,590,159.24 kWhs				Alistair Cunningham	Year End
1037	Units of energy used by the council: LPG	N	L	81,659 litres	156,012 litres	124,033 litres				Alistair Cunningham	Year End
1038	Units of energy used by the council: Oil.	N	L	1,343,856 litres	1,829,806 litres	1,572,442 litres				Alistair Cunningham	Year End
1039	CRC (carbon tax) costs avoided	N	H							Alistair Cunningham	Year End
1040	Reduce carbon emissions by 40% (WTP estate)	N	L							Mark Stone	Year End

Annex 2: Programme Status

Key	
	Red - major issue for escalation
	Amber - major issue, mitigation plan in place
	Green - on time, to quality and budget
	Blue - Project complete
	Grey - Suspended
	White - Project not started

Programme	On Time	On Quality/ Performance	On Budget	Resource in place	Overall Status
Economy & Employment (Investment - Action for Wiltshire)					
Local Development Framework (LDF) (Investment)					
Wiltshire Online (Super-fast broadband) (Investment)					
Campus (Transformation)					
Capital Maintenance (Transformation)					
Cloud Programme (Transformation)					
Development Services Transformation Programme					
Education Capital (Transformation)					
Housing Management Programme (Transformation)					
Hubs and Depots (Transformation)					
Information Services (Transformation)					
Knowledge Management (Transformation)					
Localism (Transformation)					
Procurement (Transformation)					
SAP Development (Transformation)					
Service Reviews and Systems Thinking (Transformation)					
Strategic Partner and Employee Engagement (Transformation)					
Waste Transformation (Transformation)					

Summary of red issues

	Programme	Project	Issue
	Cloud	O365	This project has currently become red as the legal department have asked not to be moved into the Cloud. Until Legal change their business processes or move over to GCSX email to securely transmit sensitive data, this project cannot continue to completion.
	Wiltshire Online	Superfast broadband connectivity	This project is red this is because the completion date to sign the contract has had to move back to January.

Karen Perrett - Head of Corporate Programme Transformation
Status: December 2012

Wiltshire Council

Cabinet

12 February 2013

Subject: Treasury Management Strategy 2013-14

Cabinet Member: Councillor John Brady, Finance, Performance and Risk

Key Decision: No

Executive Summary

This report presents the Treasury Management Strategy for 2013-14 including:

- a) the Prudential and Treasury Indicators (Prls and Trls) for the next three years;
- b) other debt management decisions required for 2013-14 that do not feature within the Prls or Trls; and
- c) the Annual Investment Strategy for 2013-14.

Proposals

The Cabinet is requested to recommend that the Council:

- a) adopt the Prudential and Treasury Indicators (Appendix A) and approve the change in Prudential Indicator 4, which now compares Gross (previously Net, of investments) Debt with the Capital Financing Requirement in accordance with an amendment issued by CIPFA in November 2012;
- b) adopt the Annual Investment Strategy (Appendix B);
- c) delegate to the Service Director, Finance the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
- d) authorise the Service Director, Finance to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;
- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
- f) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Service Director, Finance the authority to select such funds.

Reasons For Proposals

To enable the Council to agree a Treasury Management Strategy for 2013-14 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Subject: Treasury Management Strategy 2013-14

Cabinet Member: Councillor John Brady, Finance, Performance and Risk

Key Decision: No

Purpose of Report

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2013-14.

Background

2. The Council is required by legislation to approve a Treasury Management Strategy, which incorporates the setting of Prudential and Treasury Indicators and an Annual Investment Strategy.

Main Considerations for the Cabinet

Prudential Indicators (PrIs) and Treasury Indicators (TrIs)

Basis of the Indicators

3. A summary of the PrIs and TrIs is shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit (TrI 1) and the Operational Boundary (TrI 2), which control the Council's exposure to debt.
4. The PrIs and TrIs have been set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the Council.

Monitoring and Reporting of the Prudential Indicators

5. Progress will be monitored against the PrIs and TrIs throughout the year, particularly against the two borrowing limits. Cabinet will be kept informed of any issues that arise, including potential or actual breaches. Members will receive bi-monthly capital monitoring reports and quarterly treasury reports, including an Interim Report on Treasury Management Strategy for 2013-14 in November 2013.
6. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Service Director, Finance the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members. The operational boundary is a key management tool for

Icelandic Deposits

29. The position regarding the recovery of the £12 million investment that was frozen as a result of the collapse of the Icelandic banks, Heritable (£9 million) and Landsbanki (£3 million), is that the Council, including a further repayment received from the administrators of Heritable Bank in mid January 2013, has so far recovered:
 - a) nearly £7 million from Heritable; and
 - b) just over £1.5 million from the Landsbanki Islands hf Bank Winding-up Board.
30. It is likely that, over the next few years, the Council will eventually recover 95% of its original investment in Heritable and 100% of the original investment in Landsbanki Islands hf.

Minimum Revenue Provision

31. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
32. In accordance with Local Authorities (Capital Finance and Accounting) Regulations 2008 the Council adopted a MRP annual policy in May 2009.
33. For financial year 2012-13 the annual policy remained unchanged, in that a regulatory method of setting aside 4% of the borrowing requirement for supported borrowing and an asset life method calculation for any unsupported borrowing was applied.
34. It is proposed that this policy is retained in 2013-14.

Environmental and Climate Change Considerations

35. a) to d) None have been identified as arising directly from this report.

Equalities Impact of the Proposal

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

Risk Assessment and Financial Implications

37. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties (the organisations with which the Council deposits cash surpluses).
38. The strategies in Appendix A and Appendix B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.

39. The Council's treasury adviser is currently predicting the following interest rate movements:
- a) the Bank Rate has remained at 0.50% since March 2009. It is expected to rise to 0.75% by the end of the first quarter of 2015, rising further to 1.00% by the end of the second quarter of 2015. Then it is expected to rise quarterly by 0.25% to 1.75% by the end of the first quarter of 2016;
 - b) medium term PWLB borrowing rates are expected to fall, slightly, from 3.93% to 3.80% during 2013, then rising to 5.00% by the end of March 2016.
40. Interest rates have remained relatively static during 2012, following on from the economic downturn that started in late 2008. Based on the latest forecast, interest rates are not expected to rise until the end of 2016. Although PWLB rates will fluctuate in line with Gilt prices, depending on market sentiment.
41. The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list is based on counterparty categories relating to country, type, sector, maximum investment, and maximum duration of investment (see Appendix B). The Council uses the credit worthiness service provided by its treasury advisers, which is a sophisticated modelling approach incorporating the credit ratings of all three major credit rating agencies, together with 'overlays' of Credit Default Swap (CDS) spreads (default risk), credit watches, credit outlooks and sovereign ratings from the agencies (a more detailed explanation is included within the Annual Investment Strategy in Appendix B).
42. Interest earnings are an important source of revenue for the Council and it is, therefore, important that the portfolio is managed in a way that maximises the investment income stream, whilst managing exposure to risk and maintaining sufficient liquidity.

Legal Implications

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

Options Considered

44. Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council. This may incorporate consideration of alternative sources of capital financing, such as the issuing of bonds, rather than the more traditional borrowing approaches, together with longer term investments, where appropriate and subject to security and liquidity of investments. Currently, the issuing of bonds has not been taken forward because of both the costs of issuance, such as gaining and maintain a suitable credit rating (local authorities, including Wiltshire Council are presently rated AAA) and the interest rates, which are not competitive (with PWLB rates).

Appendices

Appendix A Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16

Appendix B Annual Investment Strategy for 2013-14

Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16

6. However, the changes to the Revenue Support Grant mechanism that were introduced for 2006-07 and later years (specifically the grant “floor”) mean that the Council may not be able to afford the financing costs of all the supported capital expenditure indicated by the Government, because we do not receive the full grant. This has the effect of “levelling the playing field” so that support for capital borrowing has to be considered alongside all other revenue priorities in the budget process. Support for capital can no longer be “passported” automatically.

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

7. Prl 3 represents the potential increase in Council Tax/Housing Rents required to fund the planned increase in the capital budgets for the forthcoming year and future years as a proportion of the tax base at Band D/average weekly housing rents. Due to the change to the subsidy system there is no planned effect on average housing rents due to the additional borrowing required.

	2013-14 £	2014-15 £	2015-16 £
Effect on Band D Council Tax	-8.99	-8.42	-4.88
Effect on Average Housing Rent per week	0.00	0.00	0.00

Prl 4 – Gross Borrowing and the Capital Financing Requirement

8. Prl 4 measures the so-called “Golden Rule” and focuses on prudence. Its purpose, as described in the Prudential Code, is: *“In order to ensure that over the medium term gross borrowing will only be for a capital purpose, the local authority should ensure that gross borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two years”.*
9. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, resulting in no net increase in CFR.
10. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time through future applications of capital receipts, capital grants/contributions or further charges to revenue.
11. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital.
12. In accordance with a change in the guidance, issued by CIPFA in November 2012, this Prl has been amended to compare gross debt with the CFR. (Previously net debt (after investments) was compared with CFR.)

Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16

	2011-12 Actual £million	2012-13 Expected £million	2013-14 Estimate £million	2014-15 Estimate £million	2015-16 Estimate £million
CFR – General Fund	338.4	354.1	404.4	417.4	418.1
CFR – HRA	122.6	122.6	122.6	122.6	122.6
Gross Borrowing – Gen Fund	245.2	245.2	275.2	295.1	315.1
Gross Borrowing – HRA	118.8	118.8	118.8	118.8	118.8
CFR not funded by gross borrowing – Gen Fund	93.2	108.9	129.2	122.3	103.0
CFR not funded by gross borrowing – HRA	3.8	3.8	3.8	3.8	3.8

13. No movement in General Fund gross borrowing is anticipated in 2012-13. In the following financial years, 2013-14 to 2015-16, gross borrowing is expected to increase as planned additional long term borrowing is taken out.
14. No problems are foreseen in meeting the “Golden Rule” over the period under review. The table above shows a relatively significant margin not funded by gross borrowing.

Pr1 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

15. The Revised CIPFA Code of Practice for Treasury Management in the Public Services 2009 was adopted by Wiltshire Council at its meeting on 23 February 2010.
16. All recommendations within this report are consistent with the Revised CIPFA Code.

Treasury Management Indicators within the Prudential Code

Tr1 1 – Authorised Limit for External Debt

17. The Authorised Limit is the Operational Boundary (see Tr1 2 below), including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict, Cabinet approved an amended allowance of 2.5% in the Treasury Management Strategy 2012-13 at its meeting on 15 February 2012. It is proposed that an allowance of 2.5% is, again, used for General Fund borrowing for 2013-14 to 2015-16 and this will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast). There is no allowance in respect of HRA borrowing as it is capped and, therefore, cannot be exceeded.

Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16

Authorised Limit	2013-14 £million	2014-15 £million	2015-16 £million
Borrowing – General Fund	436.0	450.3	451.9
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	559.4	573.7	575.3

18. The Authorised Limit set by the Authority is the statutory borrowing limit under Section 3(1) of the Local Government Act 2003, a breach would be serious and, therefore, there is the need to build in sufficient headroom.

Trl 2 – Operational Boundary for External Debt

19. The Operational Boundary and the Authorised Limit are central to the Prudential Code and reflect the limits that authorities place on the amount of their external borrowing.

20. The Operational Boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for General Fund borrowing 2013-14 (£425.3 million) is:

- Expected Capital Financing Requirement at 31 March 2013 of £354.1 million
- Plus the expected long-term borrowing to finance capital expenditure (unsupported only £64.2 million)
- Less the expected set-aside for debt repayment (£13.0 million)
- Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£20.0 million).

21. The basis of the calculation for HRA borrowing 2013-14 is the debt settlement of £123.2 million.

Operational Boundary	2013-14 £million	2014-15 £million	2015-16 £million
Borrowing	425.3	439.3	440.9
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	548.7	562.7	564.3

22. The Operational Boundary for each year also includes a small provision for other long term liabilities.

23. The Operational Boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Cabinet.

Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16

28. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year.

29. In order to protect the Council from this risk and to safeguard the continuity in treasury management financing costs, the following limits have been adopted.

Limits on the Maturity Structure of Borrowing	Upper	Lower Limit
Maturing Period:		
- under 12 months	15%	0%
- 12 months and within 24 months	15%	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

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

30. This Trl is covered by the Annual Investment Strategy, which is detailed in the following appendix.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2013-14**The Main Strategy**

1. The Council will have regard to the Department for Communities and Local Government's (DCLG's) Guidance on Local Government Investments ("the Guidance") issued in March 2004, any revisions to that guidance, the Audit Commission's report on Icelandic investments and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").
2. The general investment policy of the Council is the prudent investment of any surplus cash balances, the priorities of which are:
 - a) the security of capital and
 - b) the liquidity of investments.
3. The Council will also aim to achieve the optimum return on investments commensurate with high levels of security and liquidity. The risk appetite of this Council is low in order to give priority to the security of its investments.
4. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
5. All Council investments will be in sterling. This will avoid foreign exchange rate risk.
6. Investment of the Council's normal cash flow requirements will be in specified investments, as prescribed in "The Guidance". The categories of organisations with which investments will be placed and the minimum high credit quality required for each category are those set out in the minimum requirements for high credit quality below.
7. Investments in money market funds may be made if the fund has a high credit rating (AAA), as prescribed in the minimum requirements for high credit quality below.
8. For specified investments made under the recommendations of the Council's treasury adviser, the approved policy must be followed and is bound by the minimum requirements for high credit quality below.
9. In addition, using the professional judgement of the Council's treasury advisers, non specified investments may be made in UK Government Bonds (Gilts) and in multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a high credit rating, as prescribed in the minimum requirements for high credit quality below.
10. Such investments are the only non-specified investments authorised for use and will only be:
 - a) in sterling
 - b) in the case of UK Gilts, for a maximum of 50 years; and
 - c) for investments maturing in excess of 12 months, limited to £30 million.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2013-14

11. The Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1 January 2010, and will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority will comply with the requirements of SI 2009 No 393. The Pension Fund Investment Strategy is approved by the Pension Fund Committee.
12. The Council applies the creditworthiness service provided by Sector Treasury Services Ltd. This service operates a sophisticated modelling approach, which utilises credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard and Poors. The credit ratings of counterparties are supplemented with the following overlays:
 - a) credit watches and credit outlooks from credit rating agencies;
 - b) credit default swap (CDS) spreads, which basically give early warning of likely changes in credit ratings; and
 - c) sovereign ratings to select counterparties from only the most creditworthy countries.
13. This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system, which then incorporates an overlay of CDS spreads, from which a series of colour coded bands is generated, which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the duration for investments. The Council uses counterparties within the following durational bands:
 - a) Yellow – 5 years (this category is for AAA rated Government debt or its equivalent, including an investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
 - b) Purple – 2 years;
 - c) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries);
 - d) Orange – 1 year;
 - e) Red – 6 months;
 - f) Green – 3 months; and
 - g) No Colour – not to be used.
14. The Sector creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.
15. All credit ratings will be monitored at least weekly (daily if there are any updates released by Sector). The Council is alerted to changes in ratings of all three agencies through its use of the Sector creditworthiness service.
16. If a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2013-14

17. In addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swaps against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
18. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that government support.
19. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings.

The Minimum requirements for "high credit quality"

20. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
21. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect of money market funds, as shown below, where a different overall AAA rating is the highest.
22. The minimum requirements for high credit quality, by type of institution, are as follows:
 - **Banks incorporated inside the United Kingdom with a short term credit rating of at least F1 or Government backed and their subsidiaries;**
 - **Banks incorporated outside the United Kingdom with a short term credit rating of at least F1+ and a long term rating of A+;**
 - **United Kingdom building societies with a short term credit rating of at least F1 or Government backed;**
 - **All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for most of these bodies);**
 - **Multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;**
 - **All banks & building societies must have a bank viability rating of at least bbb – except where the counterparty is UK Government backed (fully and partially) – (aaa being the highest, through aa, a and bbb;**

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2013-14

- In addition, all banks and building societies to which the Authority may lend funds must have a support rating of no more than 3 (1 being the highest support rating);
 - Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor's, Moody's Investor Services Ltd or Fitch Ratings Ltd.; and
 - Deposits must only be placed in money market funds subject to individual signed management agreements.
23. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):
- a) Up to £15 million:
- UK incorporated banks with a long term credit rating of at least AA;
 - Overseas banks that have a long term credit rating of at least AA;
 - Multilateral development banks;
 - Local authorities and other public bodies; and
 - Money market funds.
- b) Up to £8 million:
- Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);
 - Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);
 - UK Building societies with long term credit rating of at least A; and
 - Government backed UK and overseas banks and UK building societies and their subsidiaries.

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Wiltshire Council

Cabinet

12 February 2013

Subject: Budget Monitoring Period 9 December 2012

Cabinet Member: Cllr John Brady – Finance, Performance & Risk

Key Decision: No

Executive Summary

This report advises elected members of the revenue budget monitoring position as at the end of Period 9 (end of December 2012) for the financial year 2012/2013 and highlights new cost pressures or changes since the previous budget monitoring report on 18 December 2012.

The Period 7 budget monitoring report identified potential cost pressures that totalled £1.989 million. This period has identified decreases in these cost pressures that total £0.761 million after transferring £1.700 million from reserves to support the pressure on safeguarding children as agreed in the period 7 budget monitoring report. This gives a revised potential year end cost pressure of £1.228 million. Action to return this to balanced is being taken and this should be the position at year end.

Financial pressures in children's services reflect the national increase in the number of children being taken into care and the impact that this is having in Wiltshire. It also reflects the additional resources (£0.500 million) required following the Ofsted inspection in March this year. The council is delivering a number of actions following the inspection to address the improvements needed in this area. The safeguarding of children is a key priority for Wiltshire Council.

The year-end balance on the general fund reserves is projected to be £12.445 million. This meets the requirement to keep robust reserves as set out in the council's financial plan.

Proposals

Members are asked to note the outcome of the Period 9 (December) budget monitoring.

Reason for Proposal

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

Michael Hudson

Service Director Finance

Subject: Budget Monitoring Period 9 December 2012

Cabinet Member: Cllr John Brady – Finance, Performance & Risk

Key Decision: No

PURPOSE OF REPORT

1. To advise members of the revenue budget monitoring position as at the end of period 9 (December 2012) for the financial year 2012/2013 and highlight any additional cost pressures or changes since the previous budget monitoring report on 18 December 2012.

BACKGROUND

2. The report focuses on the gross and net position by service area. Comprehensive appendices showing the individual budget headings are included in Appendix C. More details on the movements in the year are included later in the report.

SUMMARY

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

	Revised Budget Period 9 £ million	Profiled Budget to date £ million	Actual and committed to date £ million	Projected Position for Year £ million	Projected Over/ (Under)spend £ million	Over/ (under)spend reported at period 7 £ m	Movement since period 7 £ m
General Fund Total	326.655	452.449	330.404	327.883	1.228	1.989	(0.761)
Housing Revenue Account	0.141	0.345	(9.908)	0.141	0.000	0.000	0.000

COST AND INCOME PRESSURES

4. Finance has continued to monitor budgets with a focus on the budgets assessed to be subject to a higher risk of volatility due to factors such as changes in demand or assumptions. This has identified the areas where costs have risen quicker than forecast.

5. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountants regularly, on a risk based approach.
6. The period 9 report shows more detailed information and includes a number of smaller variances. Full details of service area figures are included in Appendix C.
7. The period 7 report identified potential cost pressures of £1.989 million. This report identifies a decrease in these cost pressures of £0.761 million resulting in cost pressures of £1.228 million at period 9. This includes the transfer of £1.700 million from reserves to support the pressure on safeguarding children as agreed in the period 7 budget monitoring report. This is summarised in the Period 9 monitoring report in Appendix D.
8. As part of continual improvement all services with exception of Looked After Children, have to find further savings to help deliver a balanced budget by the end of the financial year. This work is in progress and further details will be included in future reports.

BUDGET MOVEMENTS IN YEAR

9. There have been some movements between service areas in the year to date. More details are given in Appendix B.

Detailed monitoring

10. The overall revised projected net position by service area is set out in Appendix C.
11. A more detailed summary of the forecast variances is set out by service area as follows. Budgets are profiled to reflect actual spend within the year. This leads to some variances between the current profiled budget, actual and committed to date. This is due to timing differences and work will continue to refine budget profiling within the year.

Adult Social Care (Including Older People, Learning Disabilities, Mental Health, Other Vulnerable Adults and Resources, Commissioning & Strategy) £0.265 million net overspend projected before action.

12. The current projected overspend across the combined Adult Social Care Service area is £0.265 million. Included within this projection are a number of assumptions, which will continue to be monitored throughout the financial year:
 - Transformational savings attributable to the Help to Live at Home programme will be delivered throughout the financial year to achieve a balanced position across Older People and Mental Health Older Adults at the year end. Action plans and monitoring processes are in place to manage this throughout the year and the achievement of these savings is essential to the delivery of a balanced position at the end of the financial year.

- The Supporting People budget has been disaggregated across service blocks for 2012/2013 and ongoing spending pressures in this area will be monitored and managed.
 - Across the 18-64 age group services, Other Vulnerable Adults is currently reporting an overspend of £0.120 million and Mental Health Adults of Working Age an overspend of £0.030 million. These areas will continue to be reviewed to ensure that spend is robustly managed, using the panel process.
 - Additional cost pressures of £0.115 million have been incurred through the provision of additional short term staff to support front line services to Older People and Other Vulnerable Adults.
13. Within Adult Care Services, spending pressures do continue and are monitored and managed, as appropriate, for example through the panels' process. Within Older People services, residential and nursing placement unit costs are increasing, particularly for complex need cases, although the actual number of placements is remaining relatively steady. Therefore, an action plan has been put in place to address this through negotiation with providers. Within Other Vulnerable Adults, there continues to be demand for high cost care packages to support very complex cases, for example to support people with acquired brain injuries or people who have suffered strokes. In addition, cost pressures continue (as in previous years) from people transferring to packages of social care following reassessment against the Continuing Health Care (CHC) criteria.
14. Adult Social Care services continue to work in partnership with NHS colleagues to achieve improved integration that will benefit both social care and health services. During this year, the service is developing and piloting a STARR bed service, providing "step up" and "step down" bed facilities with direct input from health staff, for example physiotherapy services. The intention is that this will benefit the whole health and social care pathway by reducing hospital admissions, and improving outcomes post hospital admissions.

Libraries, Heritage and Arts services £0.012 million net underspend projected before action

15. These services are projecting a small underspend of £0.012 million against Arts Services.

Communities, Leadership and Governance services £0.065 million net underspend projected before action

16. These services are now reporting an underspend of £0.065 million.

Housing Services £0.068 million net underspend projected before action

17. Strategic Housing Services is currently projecting an underspend of £0.068 million.

Highways and Streetscene £0.727 million net overspend projected before action

18. The service is projecting an overspend of £0.727 million, which is an increase on the previously reported overspend (£0.250 million) of £0.477 million. At period 9, routine maintenance is showing a small underspend of £0.027 million. Winter maintenance (including weather emergency work) is showing an underspend of £0.114 million. However, as a result of recent and forecast flood and snow events and the associated repair & maintenance works following the adverse weather are expected to result in a combined overspend of £0.406 million. The service has taken a view of the volume of works anticipated over the next three months and will be working to manage the overspend down. However, further heavy rainfall or significant snowfall will have an adverse impact on the final outturn. This combined with the general underachievement against income budgets as reported at period 7 has seen an increase in the forecast overspend in period 9.
19. Mitigating actions have already been taken to address previous cost pressures amounting to £0.700 million within the Highways & Streetscene Service and this is being managed further to ensure the impact of increased costs relating to adverse weather are managed within the service as effectively as possible.

Leisure £0.100 million net overspend projected before action

20. The service is reporting an overspend of £0.100 million. This is due to a number of factors including; a shortfall in income at the leisure centres, the impact of free swimming and a shortfall in income at City Hall. Additionally income is down at Melksham House due to reduced bookings as a result of the future campus development. The position has improved by £0.060 million since the previous report due to updated expenditure forecasts for Leisure Centres. The service is unable to achieve the target of 1% in-year savings due to the above demands, however the forecast overspend has reduced.

Car Parking £0.180 million net overspend projected before action

21. Based on occupancy data up to the end of December and modelled to project income for the full financial year, Parking Services are showing a net overspend of £0.180 million. This is showing an improvement of £0.058 million on the previous forecast which is attributable to higher than expected income in December 2012. Overall, the combination of increased income in period 9 and proactive management of the service has seen the overspend reduce.

Children's Services (including Safeguarding, Children's Social Care, Integrated Youth, Early Years, School Improvement, Targeted School & Learner Support, Business & Commercial Services, Funding Schools and Commissioning & Performance) £3.131 million net overspend projected before action.

22. The current projected overspend across the combined Children's Services areas is £3.131 million. This comprises an overspend in Children's Social Care offset by underspends within other areas of children's services.
23. All known vacancies within children's social care and the projected impact of interim and temporary staff in front line teams has been updated in the forecast position. At the last Cabinet meeting it was confirmed that £1.700 million would be supported from reserves. This virement has not yet taken place and is therefore not reflected in the projected overspend at this stage.
24. Savings and recovery actions reported to Cabinet in December have been implemented. The projected spend is due to an increase in expenditure on children's placements, an increase in external legal costs and cost of additional temporary staff. Recruitment of permanent staff is under way and will reduce the use of agency staff in the next financial year.
25. Placement budgets for looked after children are projected to overspend by £3.300 million due to increases in the numbers of young people coming in to care. There are currently 440 children and young people looked after in Wiltshire and the projected number of nights care to be delivered in 2012/2013 exceeds the budget by 18,482 nights.
26. Actions continue to be taken to ensure that the right children come into care including:
 - implementation of a new higher level Family Support Service, commissioned as part of the Family and Parenting Support Commissioning Strategy,
 - appointment of additional Adolescent Support Workers within the Integrated Youth Service to carry out direct support to young people on the edge of care,
 - A new process for Gateway Panels which will be the focal point for all decisions in relation to support for children & young people.
27. In conjunction with these actions, within Commissioning & Performance the Troubled Families grant allocated by the government to Wiltshire will be utilised to support the new higher level Family Support Service and Family Group Conferencing services. This will enable £0.454 million base budget funding to be released in 2012/2013 to support the overspend in Children's Social Care. This is a one off recovery action for the current year. An underspend of £0.100 million in the Short Breaks service for disabled children & young people has also been identified.

28. An underspend of £0.708 million is projected against Schools & Learning services arising from savings against vacant posts and against activity budgets within the Early Years service. These are one off recovery actions in the current year.

Policy, Performance & Partnership £0.012 million net overspend projected before action

29. The service is reporting a small overspend of £0.012 million as at period 9.

Finance, Procurement & Internal Audit £0.040 million net underspend projected before action

30. The service overall is forecasting an underspend of £0.040 million. This is £0.060 million less than was reported last time largely due to additional costs relating to the Procurement restructure which is currently being finalised, such as pension strain, that could not have been predicted when the budget was set, although this allows full year savings in 2013/2014. Additional costs have also been incurred in the final calculation of PFI refunds to schools. Overall though the budget is within the tolerance levels set and will continue to be monitored.

Legal & Democratic £0.300 million net underspend projected before action

31. The service is currently forecasting an underspend of £0.300 million, no change since the last report. This achieves more than the required 1% in-year savings target. The variance is mainly due to a shortfall in spend on Members' expenses and training of £0.200 million together with underspends in the Monitoring Officer salaries and other costs offset by overspends in Legal where additional demand for work is required in a wide range of services to support transformation, Child protection, Adult Care and changes to section s106 arrangements.

Communications £0.025 million net underspend projected before action

32. The service is forecasting a net underspend of £0.025 million mainly through savings achieved on the salary budgets, arising from vacancies, which were being used to offset the income targets that are unlikely to be achieved on Park and Rides and from photocopying. This achieves the 1% in-year savings target. No significant change has occurred since the previous report.

Human Resources & Organisational Development £0.130 million net underspend projected before action

33. The service is reporting an underspend of £0.130 million to meet the 1% savings target, an improvement of £0.010 million on the previously reported position. This saving will predominantly be delivered by managing vacancies.

Information Services £0.500 million net underspend projected before action

34. Information Services are forecasting no change to the period 7 forecasts and are still planning to deliver savings of £0.500 million in 2012/2013. The capital bid to increase available funding in 2013/2014 and for new budget allocations for 2014/2015 and 2015/2016 have now been included within the capital programme has been approved by CLT and Cabinet and is now awaiting final approval from full Council .

Customer Care & Business Services Finance £0.060 million net underspend projected before action

35. Business Services are forecasting a reduced underspend of £0.060 million against the previously reported £0.097 million in period 7. This has been caused by a worsening position on insurance. It was previously forecast that the insurance fund would be £0.098 million overspent. However, this has now increased to £0.137 million due to a combination of less income from Academies and higher contract and claim costs. The service is managing the budget to the bottom line but are unable to absorb any additional overspend insurance.

Strategic Property Services £0.259 million net underspend projected before action

36. The forecast on this service remains unchanged at an underspend of £0.259 million which exceeds the savings target of 2% against the net budget to contribute to balancing the Councils forecast overspend. This is in part due to additional one off income from the Councils Commercial Estate and partly due to savings on the salaries budget as a result of the increased ability to recharge officer time to Works before Sales. There are also several small variations across other spending areas which contribute to the underspend.

Transformation Programme £0.178 million net overspend projected before action

37. The forecast overspend has remained the same as reported in period 7 at £0.178 million.
38. Officers are continuing in their efforts to reduce this overspend further by only carrying out essential repairs due to Health and Safety considerations and continuation of service.
39. However, the risk that the levels of essential reactive maintenance required will rise further over the winter months leading to a higher than forecast position still remains.

Economy & Enterprise £0.070 million net underspend before action

40. The service is reporting an improved position from period 7 and are now forecasting an underspend of £0.070 million. This equates to 1.5% of the net budget for this service. This position has been achieved by holding vacant posts and has been managed despite significant increase in project work and the work to manage the increasing number of grants received.

Development Services £0.050 million net underspend projected before action

41. The Service has no change to report from period 7 and is still on target for an overall underspend of £0.050 million, meeting the 2% Net budget saving target for 2012/2013 and contributing to balancing the Councils forecast overspend. There is further potential for savings from further fee income growth before year end.

Highways Strategic Services £0.165 million net underspend projected before action

42. The service is reporting a £0.165 million net underspend which is no change on the previous forecast.
43. There has been an increase in the forecast income of £0.031 million from period 7 and this is mainly due to increased development supervision fees.
44. This has been mirrored with a forecast increase in expenditure of £0.031 million. The Street Lighting energy budget is still forecasting an overspend which has increased slightly from £0.264 million in period 7 to £0.290 million in period 9 due to further clarification of energy prices.

Passenger Transport (including Education Transport and Public Transport) £0.041 million overspend projected before action

45. The combined Public and Education Transport budgets are showing an improved position from the last report with a forecast underspend of £0.041 million.
46. The forecasts for Education transport contracts have seen a reduction in costs due to clarification of various contracts since the commencement of the School year, meaning Education Transport budgets are forecasting a £0.045 million underspend. The Public Transport budgets are forecasting a slight overspend of £0.004 million; which is made up of underspend on the concessionary fares budgets and additional income offset against increased costs of the public

transport contracts. Overall, the forecast outturn has improved by £0.090 million.

Waste £0.100 million overspend projected before action

47. The waste management budget is currently forecasting an overspend of £0.100 million, an improvement of £0.080 million against the previously reported position of £0.180 million overspend.
48. The reduction in the forecast spend is largely due to an updated tonnage projection for Landfill Tax. Under-recovery of income and provision for debts to be written off are being partially offset by underspends on Landfill Tax and waste collection and disposal contracts. The 1% in-year savings target is not achievable for the Waste service, however the forecast overspend is being reduced, subject to any seasonal variation in green waste in February and March.

Public Health and Public Protection Projected balanced

49. Overall the service is forecasting on budget.
50. The service is working hard to manage spend on supplies and services in order to achieve a 1% saving on Net Budget. At present the service is not in a position to declare an underspend as it is managing extraordinary budget pressures from legal case costs relating to Equinox and Dale and writing off bad debt relating to 2009 and 2010 where all debt recovery methods have been exhausted.

Digital Inclusion £0.030 million net underspend projected before action

51. An underspend of £0.030 million is projected as a result of savings on staffing.

Corporate Directors Projected balanced

52. The service line is unchanged from the last reports and is forecasting a balanced budget with spend to date in line with the profiled budget.

Corporate £1.650 million net underspend projected before action

53. Movement to/from reserves is showing an underspend of £1.700 million. This is due to drawing £1.700 million from reserves to support safeguarding children as agreed in the period 7 budget monitoring report.
54. Capital financing is showing an underspend of £1.500 million in line with period 5 budget reporting. This is due to the re-programming of capital expenditure since budget setting. This area will be reviewed as part of the budget setting process to reflect current spend trends in future periods.

55. Restructure and contingency is showing an overspend of £1.550 million. This line represents the delivery of corporate saving targets set in February relating to administration and facilities management review. As is highlighted in the RAG rating in period 3, they have delivered some savings, although not the whole amount, due to some delays in the reviews. The first part of the review of administration is completed but it is now expected that the next stage will not be completed until later in 2013. Work on identifying the general efficiencies is ongoing.
56. Further work on the corporate savings has commenced and will review current underspends, customer demand and vacancies. A further update will be included in the next monitoring update, but if concerted management action is taken to focus resource as planned it is expected this target will be delivered by the end of the financial year.

Housing Revenue Account Projected balanced

57. Budget figures on the Housing Revenue Account have been reviewed as part of the regular monitoring process. At present there is no reported change in forecast.

RESERVES

58. The tables below provide the forecast as at period 9 on the general fund balance held by the council. The latest forecast on general fund currently stands at £12.445 million at 31 March 2013.
59. A draw from reserves of £1.700 million has been actioned to cover the additional spending on Looked After Children. The position will be reviewed in following months and updated to members in future reports.

General Fund Reserve	£ million	£ million
Balance as at 1 April 2012		(14.145)
Planned contribution in 2012/2013	0	
Draw from reserves for Looked After Children	1.700	
Total Forecast movement		0
Forecast Balance 31 March 2013		(12.445)

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

Overall Conclusions

61. This report has identified an overspend / shortfall on the balanced general fund budget of £1.228 million for period 9 due to cost pressures / shortfalls in income. This is a decrease of £0.761 million on the balance reported at period 7.
62. The early identification of potential issues is part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.

Implications

63. This report informs member's decision making.

Risks assessment

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

Equalities and diversity impact of the proposals

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

Financial implications

66. This is a report from the chief finance officer and the financial implications are discussed in the detail of this report. It is forecast that a balanced budget will be achieved by 31 March 2013.

Legal Implications

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

Proposals

68. Members are asked to note the outcome of the period 9 (end of December) budget monitoring.

Reasons for proposals

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

Background Papers and Consultation

2011-15 Business Plan

2012-15 Financial Plan

Budget Monitoring Cabinet Period 3 10 September 2012

Budget Monitoring Cabinet Period 5 23 October 2012

Budget Monitoring Cabinet Period 7 18 December 2012

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Appendices:

Appendix A: Revenue Budget Movements 2012/2013

Appendix B: Service Area Movements 2012/2013

Appendix C: Detailed Service Area Budget Statements

Appendix D: Forecast Variance Movements

Wiltshire Council Revenue Budget Movements 2012/2013

Service	Original Budget	In Year Virements to Period 3	Revised Budget Period 3	In Year Virements to Period 5	Revised Budget Period 5	In Year Virements to Period 7	Revised Budget Period 7	In Year Virements to Period 9	Revised Budget Period 9
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Adult Care Operations									
Older People	44.055	1.326	45.381	0.000	45.381	0.015	45.396	0.000	45.396
Other Vulnerable Adults	8.503	0.381	8.884	0.000	8.884	(0.392)	8.492	0.000	8.492
Learning Disability	38.444	0.310	38.754	(0.034)	38.720	(0.010)	38.710	0.000	38.710
Mental Health	23.748	(2.017)	21.731	0.000	21.731	0.400	22.131	0.000	22.131
Adult Care Commissioning									
Resources, Strategy & Commissioning	2.807	0.000	2.807	0.009	2.816	0.001	2.817	0.000	2.817
Communities, Libraries, Heritage & Arts									
Community Leadership & Governance	3.303	0.000	3.303	0.583	3.886	(0.021)	3.865	0.003	3.868
Libraries Heritage & Arts	4.540	0.000	4.540	0.000	4.540	(0.007)	4.533	0.001	4.534
Housing Services									
Housing Services	5.456	0.000	5.456	0.417	5.873	(0.028)	5.845	0.000	5.845
Neighbourhood Services									
Highways and Street Scenes	19.215	0.209	19.424	0.003	19.427	(0.026)	19.401	0.000	19.401
Leisure	3.197	0.103	3.300	0.000	3.300	0.035	3.335	0.000	3.335
Car Parking	(5.927)	0.000	(5.927)	0.084	(5.843)	(0.013)	(5.856)	0.000	(5.856)
Children & Families									
Safeguarding (moved to Children's Services)	0.970	0.000	0.970	(0.970)	0.000	0.000	0.000	0.000	0.000
Children's Social Care	29.704	(0.030)	29.674	0.232	29.906	0.006	29.912	0.439	30.351
Integrated Youth	3.661	(0.450)	3.211	0.036	3.247	0.029	3.276	(0.001)	3.275
Schools & Learning									
Early Years	9.102	(0.032)	9.070	0.000	9.070	0.000	9.070	(0.002)	9.068
School Improvement	3.752	0.078	3.830	0.121	3.951	(0.122)	3.829	(0.002)	3.827
Business & Commercial Services	0.771	0.099	0.870	(0.116)	0.754	0.103	0.857	0.006	0.863
Targeted Services & Learner Support	7.572	(0.087)	7.485	0.408	7.893	(0.002)	7.891	0.000	7.891
Children's Services Commissioning & Performance									
Commissioning and Performance	2.916	0.044	2.960	0.051	3.011	(0.171)	2.840	0.096	2.936
Funding Schools	0.000	0.000	0.000	1.520	1.520	0.000	1.520	0.000	1.520
Safeguarding (Moved from Schools & Learning)	0.000	0.000	0.000	0.944	0.944	(0.009)	0.935	(0.035)	0.900
Policy, Performance & Partnership									
Policy, Performance & Partnership	0.516	(0.140)	0.376	0.000	0.376	(0.078)	0.298	(0.001)	0.297
Finance									
Finance, Procurement & Internal Audit	8.592	0.195	8.787	(0.330)	8.457	(2.617)	5.840	(0.007)	5.833
Revenues & Benefits - Subsidy	0.007	0.000	0.007	0.000	0.007	0.000	0.007	0.000	0.007
Legal & Democratic									
Legal & Democratic	7.488	(0.023)	7.465	0.000	7.465	(0.059)	7.406	0.000	7.406
Communications									
Comms & Branding	2.238	0.014	2.252	(0.021)	2.231	(0.012)	2.219	0.000	2.219
HR & Organisational Development									
Human Resources & Organisational Development	2.689	0.713	3.402	0.000	3.402	0.102	3.504	0.000	3.504
Business Services									
Information Services	14.865	0.212	15.077	0.017	15.094	(0.016)	15.078	0.000	15.078
Shared Services and Customer Care/ Business Services	5.684	(0.817)	4.867	0.039	4.906	(0.083)	4.823	(0.070)	4.753
Strategic Property Services	2.510	(1.437)	1.073	0.000	1.073	0.407	1.480	0.007	1.487
Transformation Programme									
Transformation Programme	15.492	1.263	16.755	(0.115)	16.640	(0.120)	16.520	0.070	16.590
Economy and Enterprise									
Economy & Enterprise	3.862	0.005	3.867	0.707	4.574	(0.009)	4.565	0.000	4.565
Development Services									
Development Services	1.186	0.032	1.218	0.000	1.218	(0.056)	1.162	0.000	1.162
Strategic Services, Highways and Transport									
Highways Strategic Services	7.054	(0.093)	6.961	0.000	6.961	(0.030)	6.931	(0.001)	6.930
Public Transport	11.287	0.012	11.299	0.274	11.573	(0.016)	11.557	0.000	11.557
Education Transport	8.241	(0.012)	8.229	0.012	8.241	0.000	8.241	0.000	8.241
Waste									
Waste	30.597	(0.531)	30.066	(0.023)	30.043	(0.010)	30.033	0.000	30.033
Public Health & Protection									
Public Health & Protection	4.055	0.008	4.063	0.000	4.063	(0.035)	4.028	0.001	4.029
Digital Inclusion									
Digital Inclusion	0.091	0.147	0.238	0.000	0.238	0.000	0.238	0.000	0.238
Corporate Directors									
Corporate Directors	0.970	(0.109)	0.861	(0.026)	0.835	(0.040)	0.795	0.000	0.795
Corporate									
Movement To/ From Reserves	0.000	(0.238)	(0.238)	(3.121)	(3.359)	(0.045)	(3.404)	(0.504)	(3.908)
Capital Financing	25.221	0.492	25.713	0.000	25.713	0.000	25.713	0.000	25.713
Restructure and Contingency	(0.904)	(0.306)	(1.210)	(0.701)	(1.911)	0.380	(1.531)	0.000	(1.531)
Specific and General Grants	(38.033)	0.000	(38.033)	0.000	(38.033)	2.549	(35.484)	0.000	(35.484)
Corporate Levys	7.158	0.679	7.837	0.000	7.837	0.000	7.837	0.000	7.837
2011-2012 Budget Requirement	326.655	(0.000)	326.655	0.000	326.655	0.000	326.655	(0.000)	326.655
HRA Budget	0.141	0.000	0.141	0.000	0.141	0.000	0.141	0.000	0.141
	326.796	0.000	326.796	0.000	326.796	0.000	326.796	0.000	326.796

Major Wiltshire Council Virements between Services Areas from Period 7 Budget to Period 9

	£m		£m
Adult Care Operations		HR & Organisational Development	
Revised Budget Period 7	114.729	Revised Budget Period 7	3.504
<i>No Virements in period</i>		<i>No Virements in period</i>	
Revised Budget Period 9	114.729	Revised Budget Period 9	3.504
Adult Care Commissioning		Business Services	
Revised Budget Period 7	2.817	Revised Budget Period 7	21.381
<i>No Virements in period</i>		<i>In Year Virements periods 8 & 9</i>	
Revised Budget Period 9	2.817	Transfer salary budget to transformation	(0.070)
		Temporary Staff transfer from finance	0.007
		Revised Budget Period 9	21.318
Communities, Libraries, Heritage & Arts		Transformation Programme	
Revised Budget Period 7	8.398	Revised Budget Period 7	16.520
<i>In Year Virements periods 8 & 9</i>		<i>In Year Virements periods 8 & 9</i>	
Grants release of Earmark Reserves	0.004	Transfer salary budget to Business Services	0.070
Revised Budget Period 9	8.402	Revised Budget Period 9	16.590
Housing Services		Economy and Enterprise	
Revised Budget Period 7	5.845	Revised Budget Period 7	4.565
<i>No Virements in period</i>		<i>No Virements in period</i>	
Revised Budget Period 9	5.845	Revised Budget Period 9	4.565
Neighbourhood Services		Development Services	
Revised Budget Period 7	16.880	Revised Budget Period 7	1.162
<i>No Virements in period</i>		<i>No Virements in period</i>	
Revised Budget Period 9	16.880	Revised Budget Period 9	1.162
Children & Families		Strategic Services, Highways and Transport	
Revised Budget Period 7	33.188	Revised Budget Period 7	26.729
<i>In Year Virements periods 8 & 9</i>		<i>No Virements in period</i>	
Grants release of Earmark Reserves	0.438	Revised Budget Period 9	26.729
Revised Budget Period 9	33.626		
Schools & Learning		Waste	
Revised Budget Period 7	21.647	Revised Budget Period 7	30.033
<i>In Year Virements periods 8 & 9</i>		<i>No Virements in period</i>	
Realignment of cost to Comm & Performance	0.002	Revised Budget Period 7	30.033
Revised Budget Period 9	21.649		
Children's Services Commissioning & Performance		Public Health & Protection	
Revised Budget Period 7	5.295	Revised Budget Period 7	4.028
<i>In Year Virements periods 8 & 9</i>		<i>No Virements in period</i>	
Realignment of cost to Schools & Learning	(0.002)	Revised Budget Period 9	4.028
Grants release of Earmark Reserves	0.062		
Revised Budget Period 9	5.355	 	
 		Digital Inclusion	
Policy, Performance & Partnership		Revised Budget Period 7	0.238
Revised Budget Period 7	0.298	<i>No Virements in period</i>	
<i>No Virements in period</i>		Revised Budget Period 9	0.238
Revised Budget Period 9	0.298	 	
 		Corporate Directors	
Finance		Revised Budget Period 7	0.795
Revised Budget Period 7	5.847	<i>No Virements in period</i>	
<i>In Year Virements periods 8 & 9</i>		Revised Budget Period 9	0.795
Temporary Staff transfer to Business Services	(0.007)	 	
Revised Budget Period 9	5.840	Corporate	
 		Revised Budget Period 7	(6.869)
Legal & Democratic		<i>In Year Virements periods 8 & 9</i>	
Revised Budget Period 7	7.406	Grants release of Earmark Reserves	(0.504)
<i>No Virements in period</i>		Revised Budget Period 9	(7.373)
Revised Budget Period 9	7.406	 	
 		SUMMARY TOTALS	
Communications		Revised Budget Period 7	326.655
Revised Budget Period 7	2.219	Revised Budget Period 9	326.655
<i>No Virements in period</i>		 	
Revised Budget Period 9	2.219	HRA Budget (Unchanged)	0.141

Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		Original Budget	Revised Budget Period 9	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Adult Care Operations								
Older People	Gross Costs	53.241	52.711	39.831	41.831	52.711	-	-
	Income	(9.186)	(7.315)	(5.512)	(7.604)	(7.315)	-	-
	Net	44.055	45.396	34.319	34.227	45.396	-	-
Other Vulnerable Adults	Gross Costs	9.179	9.006	7.122	7.290	9.126	0.120	1.3%
	Income	(0.676)	(0.514)	(0.404)	(0.592)	(0.514)	-	-
	Net	8.503	8.492	6.718	6.698	8.612	0.120	1.4%
Learning Disability	Gross Costs	42.018	41.181	32.440	33.481	41.181	-	-
	Income	(3.574)	(2.471)	(1.967)	(2.084)	(2.471)	-	-
	Net	38.444	38.710	30.473	31.397	38.710	-	-
Mental Health	Gross Costs	27.941	25.597	19.726	18.188	25.627	0.030	0.1%
	Income	(4.193)	(3.466)	(2.655)	(2.841)	(3.466)	-	-
	Net	23.748	22.131	17.071	15.347	22.161	0.030	0.1%
Adult Care Commissioning								
Resources, Strategy & Commissioning	Gross Costs	2.955	2.964	2.224	2.274	3.079	0.115	3.9%
	Income	(0.148)	(0.147)	(0.111)	(0.061)	(0.147)	-	-
	Net	2.807	2.817	2.113	2.213	2.932	0.115	4.1%
Communities, Libraries, Heritage & Arts								
Community Leadership & Governance	Gross Costs	3.358	3.923	3.252	3.299	3.858	(0.065)	(1.7%)
	Income	(0.055)	(0.055)	(0.048)	(0.576)	(0.055)	-	-
	Net	3.303	3.868	3.204	2.723	3.803	(0.065)	(0.017)
Libraries, Heritage & Arts	Gross Costs	5.516	5.501	4.126	4.344	5.489	(0.012)	(0.2%)
	Income	(0.976)	(0.967)	(0.726)	(0.552)	(0.967)	-	-
	Net	4.540	4.534	3.400	3.792	4.522	(0.012)	(0.3%)
Housing Services								
Housing Services	Gross Costs	6.627	7.191	5.394	5.400	7.123	(0.068)	(0.9%)
	Income	(1.171)	(1.346)	(1.007)	(0.692)	(1.346)	-	-
	Net	5.456	5.845	4.387	4.708	5.777	(0.068)	(1.2%)

Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		<i>Original Budget</i>	<i>Revised Budget Period 9</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<u>Neighbourhood Services</u>								
Highways & Street Scene	Gross Costs	21.855	21.987	16.321	16.147	22.260	0.273	1.2%
	Income	(2.640)	(2.586)	(2.084)	(1.871)	(2.132)	0.454	(17.6%)
	Net	19.215	19.401	14.237	14.276	20.128	0.727	3.7%
Leisure	Gross Costs	8.489	8.877	6.726	6.864	8.767	(0.110)	(1.2%)
	Income	(5.292)	(5.542)	(4.157)	(3.665)	(5.332)	0.210	(3.8%)
	Net	3.197	3.335	2.569	3.199	3.300	0.100	3.0%
Car Parking	Gross Costs	1.900	1.971	1.478	1.289	1.824	(0.147)	(7.5%)
	Income	(7.827)	(7.827)	(6.071)	(5.423)	(7.500)	0.327	(4.2%)
	Net	(5.927)	(5.856)	(4.593)	(4.134)	(5.676)	0.180	(3.1%)
<u>Children & Families</u>								
Children's Social Care	Gross Costs	30.533	31.414	22.851	30.138	35.896	4.482	14.3%
	Income	(0.829)	(1.063)	(0.685)	(0.529)	(1.063)	-	-
	Net	29.704	30.351	22.166	29.609	34.833	4.482	14.8%
Integrated Youth	Gross Costs	4.975	4.647	3.410	3.490	4.532	(0.115)	(2.5%)
	Income	(1.314)	(1.372)	(0.761)	(1.149)	(1.372)	-	-
	Net	3.661	3.275	2.649	2.341	3.160	(0.115)	(3.5%)
<u>Schools & Learning</u>								
Early Years	Gross Costs	25.117	25.111	18.784	19.459	24.816	(0.295)	(1.2%)
	Income	(16.015)	(16.043)	-	(0.026)	(16.043)	-	-
	Net	9.102	9.068	18.784	19.433	8.773	(0.295)	(3.3%)
School Improvement	Gross Costs	6.830	6.846	4.758	4.228	6.761	(0.085)	(1.2%)
	Income	(3.078)	(3.019)	(2.473)	(2.572)	(3.019)	-	-
	Net	3.752	3.827	2.285	1.656	3.742	(0.085)	(2.2%)
Business & Commercial Services	Gross Costs	4.455	3.843	3.126	3.273	3.915	0.072	1.9%
	Income	(3.684)	(2.980)	(0.189)	0.178	(2.980)	-	-
	Net	0.771	0.863	2.937	3.451	0.935	0.072	8.3%
Targeted Services & Learner Support	Gross Costs	23.199	23.583	17.935	15.502	23.173	(0.410)	(1.7%)
	Income	(15.627)	(15.692)	(1.451)	(0.448)	(15.692)	-	-
	Net	7.572	7.891	16.484	15.054	7.481	(0.410)	(5.2%)

Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		Original Budget	Revised Budget Period 9	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Children's Services Commissioning & Performance								
Safeguarding	Gross Costs	1.058	1.081	0.803	1.048	1.278	0.197	18.2%
	Income	(0.088)	(0.181)	(0.126)	(0.193)	(0.181)	-	-
	Net	0.970	0.900	0.677	0.855	1.097	0.197	21.9%
Commissioning & Performance	Gross Costs	9.426	10.291	8.473	7.225	9.576	(0.715)	(6.9%)
	Income	(6.510)	(7.355)	(0.996)	(0.774)	(7.355)	-	-
	Net	2.916	2.936	7.477	6.451	2.221	(0.715)	(24.4%)
Funding Schools	Gross Costs	283.830	281.935	211.452	94.893	281.935	-	-
	Income	(283.830)	(280.415)	(4.708)	(20.434)	(280.415)	-	-
	Net	-	1.520	206.744	74.459	1.520	-	-
Policy, Performance & Partnership								
Policy, Performance & Partnership	Gross Costs	0.520	0.300	0.224	0.243	0.312	0.012	4.0%
	Income	(0.004)	(0.003)	(0.002)	-	(0.003)	-	-
	Net	0.516	0.297	0.222	0.243	0.309	0.012	4.0%
Finance								
Finance, Procurement & Internal Audit	Gross Costs	18.100	17.914	12.557	12.575	17.919	0.005	0.0%
	Income	(9.508)	(12.081)	(6.867)	(5.815)	(12.126)	(0.045)	0.4%
	Net	8.592	5.833	5.690	6.760	5.793	(0.040)	(0.7%)
Revenues & Benefits - Subsidy	Gross Costs	138.555	138.555	83.420	89.164	138.555	-	-
	Income	(138.548)	(138.548)	(102.947)	(107.213)	(138.548)	-	-
	Net	0.007	0.007	(19.527)	(18.049)	0.007	-	-
Legal & Democratic								
Legal & Democratic	Gross Costs	8.295	8.213	6.032	5.585	7.873	(0.340)	(4.1%)
	Income	(0.807)	(0.807)	(0.389)	(0.186)	(0.767)	0.040	(5.0%)
	Net	7.488	7.406	5.643	5.399	7.106	(0.300)	(4.1%)
Communications								
Comms & Branding	Gross Costs	2.318	2.299	1.730	1.746	2.239	(0.060)	(2.6%)
	Income	(0.080)	(0.080)	(0.060)	(0.043)	(0.045)	0.035	(43.8%)
	Net	2.238	2.219	1.670	1.703	2.194	(0.025)	(1.1%)
HR & Organisational Development								
Human Resources & Organisational Development	Gross Costs	3.012	4.636	3.479	3.400	4.526	(0.110)	(2.4%)
	Income	(0.323)	(1.132)	(0.849)	(0.935)	(1.152)	(0.020)	1.8%
	Net	2.689	3.504	2.630	2.465	3.374	(0.130)	(3.7%)

Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

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		£m	£m	£m	£m	£m	£m	
Business Services								
Information Services	Gross Costs	15.152	15.381	12.243	11.949	14.881	(0.500)	(3.3%)
	Income	(0.287)	(0.303)	(0.227)	(0.077)	(0.303)	-	-
	Net	14.865	15.078	12.016	11.872	14.578	(0.500)	(3.3%)
Customer Care/Business Services Finance	Gross Costs	8.708	6.973	5.229	5.264	6.828	(0.145)	(2.1%)
	Income	(3.024)	(2.220)	(1.675)	(1.799)	(2.135)	0.085	(3.8%)
	Net	5.684	4.753	3.554	3.465	4.693	(0.060)	(1.3%)
Strategic Property Services	Gross Costs	3.854	5.174	3.880	3.698	5.063	(0.111)	(2.1%)
	Income	(1.344)	(3.687)	(2.760)	(2.652)	(3.835)	(0.148)	4.0%
	Net	2.510	1.487	1.120	1.046	1.228	(0.259)	(17.4%)
Transformation Programme								
Transformation Programme	Gross Costs	18.740	17.211	12.909	13.631	17.389	0.178	1.0%
	Income	(3.248)	(0.621)	(0.466)	0.081	(0.621)	-	-
	Net	15.492	16.590	12.443	13.712	16.768	0.178	1.1%
Economy & Enterprise								
Economy & Enterprise	Gross Costs	3.948	5.707	4.292	3.801	5.637	(0.070)	(1.2%)
	Income	(0.086)	(1.142)	(0.857)	(1.038)	(1.142)	-	-
	Net	3.862	4.565	3.435	2.763	4.495	(0.070)	(1.5%)
Development Services								
Development Services	Gross Costs	5.908	5.884	4.413	4.297	5.837	(0.047)	(0.8%)
	Income	(4.722)	(4.722)	(3.651)	(3.884)	(4.725)	(0.003)	0.1%
	Net	1.186	1.162	0.762	0.413	1.112	(0.050)	(4.3%)
Strategic Services, Highways & Transport								
Highways Strategic Services	Gross Costs	8.729	8.466	6.230	6.408	8.487	0.021	0.2%
	Income	(1.675)	(1.536)	(1.124)	(1.249)	(1.722)	(0.186)	12.1%
	Net	7.054	6.930	5.106	5.159	6.765	(0.165)	(2.4%)
Public Transport	Gross Costs	14.939	15.662	11.862	11.496	15.837	0.175	1.1%
	Income	(3.652)	(4.105)	(3.024)	(2.717)	(4.276)	(0.171)	4.2%
	Net	11.287	11.557	8.838	8.779	11.561	0.004	0.0%
Education Transport	Gross Costs	8.964	8.964	5.764	5.625	8.861	(0.103)	(1.1%)
	Income	(0.723)	(0.723)	(0.895)	(0.581)	(0.665)	0.058	(8.0%)
	Net	8.241	8.241	4.869	5.044	8.196	(0.045)	(0.5%)

Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

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		£m	£m	£m	£m	£m	£m	
Waste								
Waste	Gross Costs	33.268	33.384	22.900	28.197	33.114	(0.270)	(0.8%)
	Income	(2.671)	(3.351)	(2.282)	(1.579)	(2.981)	0.370	(11.0%)
	Net	30.597	30.033	20.618	26.618	30.133	0.100	0.3%
Public Health & Protection								
Public Health & Protection	Gross Costs	5.164	5.096	3.821	3.956	5.066	(0.030)	(0.6%)
	Income	(1.109)	(1.067)	(0.823)	(1.546)	(1.037)	0.030	(2.8%)
	Net	4.055	4.029	2.998	2.410	4.029	(0.000)	(0.0%)
Digital Inclusion								
Digital Inclusion	Gross Costs	0.091	0.278	0.209	0.135	0.248	(0.030)	(10.8%)
	Income	-	(0.040)	(0.040)	(0.040)	(0.040)	-	-
	Net	0.091	0.238	0.169	0.095	0.208	(0.030)	(12.6%)
Corporate Directors								
Corporate Directors	Gross Costs	1.015	0.822	0.648	0.698	0.822	-	-
	Income	(0.045)	(0.027)	(0.010)	-	(0.027)	-	-
	Net	0.970	0.795	0.638	0.698	0.795	-	-
Corporate								
Movement To/From Reserves		-	(3.908)	(3.908)	(3.908)	(5.608)	(1.700)	43.5%
Capital Financing		25.221	25.713	9.363	7.267	24.213	(1.500)	(5.8%)
Restructure & Contingency		(0.904)	(1.531)	2.438	1.617	0.019	1.550	(101.2%)
Specific & General Grants		(38.033)	(35.484)	(29.888)	(30.060)	(35.484)	-	-
Corporate Levys		7.158	7.837	7.449	7.138	7.837	-	-
	Net	(6.558)	(7.373)	(14.546)	(17.946)	(9.023)	(1.650)	22.4%
Wiltshire Council General Fund Total								
	Gross Costs	865.224	863.206	617.528	513.585	863.398	0.192	0.0%
	Income	(538.569)	(536.551)	(165.079)	(183.181)	(535.515)	1.036	(0.2%)
	Net	326.655	326.655	452.449	330.404	327.883	1.228	0.4%
Housing Revenue Account (HRA)								
Housing Revenue Account (HRA)	Gross Costs	24.424	24.424	18.317	7.274	24.424	-	-
	Income	(24.283)	(24.283)	(17.972)	(17.182)	(24.283)	-	-
	Net	0.141	0.141	0.345	(9.908)	0.141	-	-
Total Including HRA								
	Gross Costs	889.648	887.630	635.845	520.859	887.822	0.192	0.0%
	Income	(562.852)	(560.834)	(183.051)	(200.363)	(559.798)	1.036	(0.2%)
	Net	326.796	326.796	452.794	320.496	328.024	1.228	0.4%

Wiltshire Council Forecast Variance Movements

Appendix D

	Reported Period 7 £m	Variance £m	Current Pressures Period 9 £m
<u>Adult Care Operations</u>			
Other Vulnerable Adults	(0.040)	0.160	0.120
Mental Health	0.187	(0.157)	0.030
<u>Adult Care Commissioning</u>			
Adult Care Commissioning	0.118	(0.003)	0.115
<u>Communities, Libraries, Heritage & Arts</u>			
Libraries, Heritage & Arts	0.000	(0.012)	(0.012)
Communities, Leadership & Governance	(0.063)	(0.002)	(0.065)
<u>Housing Services</u>			
Strategic Housing	(0.064)	(0.004)	(0.068)
<u>Neighbourhood Services</u>			
Highways and Street Scene	0.250	0.477	0.727
Leisure	0.160	(0.060)	0.100
Car Parking	0.238	(0.058)	0.180
<u>Children & Families</u>			
Children's Social Care	3.882	0.600	4.482
Integrated Youth	(0.116)	0.001	(0.115)
<u>Schools & Learning</u>			
Early Years	(0.295)		(0.295)
School Improvement	(0.085)		(0.085)
Business & Commercial Services	0.089	(0.017)	0.072
Targeted Services & Learner Support	(0.403)	(0.007)	(0.410)
<u>Children's Services Commissioning & Performance</u>			
Safeguarding	0.000	0.197	0.197
Commissioning and Performance	(0.713)	(0.002)	(0.715)
<u>Policy, Performance & Partnership</u>			
Policy, Performance & Partnership	0.000	0.012	0.012
<u>Finance</u>			
Finance, Procurement & Internal Audit	(0.100)	0.060	(0.040)
<u>Legal & Democratic</u>			
Legal & Democratic	(0.300)	0.000	(0.300)
<u>Communications</u>			
Comms & Branding	(0.023)	(0.002)	(0.025)
<u>HR & Organisational Development</u>			
Human Resources & Organisational Development	(0.120)	(0.010)	(0.130)
<u>Business Services</u>			
Information Services	(0.500)		(0.500)
Customer Care/Business Services Finance	(0.097)	0.037	(0.060)
Strategic Property Services	(0.259)		(0.259)
<u>Transformation Programme</u>			
Transformation Programme	0.178		0.178
<u>Economy & Regeneration</u>			
Economy & Regeneration		(0.070)	(0.070)
<u>Development Services</u>			
Development Services	(0.050)		(0.050)
<u>Strategic Services, Highways and Transport</u>			
Highways Strategic Services	(0.164)	(0.001)	(0.165)
Public Transport	(0.068)	0.072	0.004
Education Transport	0.117	(0.162)	(0.045)
<u>Waste</u>			
Waste	0.180	(0.080)	0.100
<u>Digital Inclusion</u>			
Digital Inclusion	0.000	(0.030)	(0.030)
<u>Corporate</u>			
Movement To/From Reserves	0.000	(1.700)	(1.700)
Capital Financing	(1.500)		(1.500)
Restructure and Contingency	1.550		1.550
TOTAL FORECAST VARIANCE MOVEMENT	1.989	(0.761)	1.228
HRA Budget	0.000	0.000	0.000

Wiltshire Council

Cabinet

12 February 2013

Subject: Wiltshire Community Infrastructure Levy - Update

Cabinet Member: Councillor Fleur de Rhé-Philipe, Economic Development and Strategic Planning

Key Decision: No

Executive Summary

The Wiltshire Community Infrastructure Levy (CIL) Charging Schedule is being prepared to provide the Council with the opportunity to secure money from new development to help pay for infrastructure to support growth. Work is progressing to support the Council's proposals for CIL, including developing the evidence to support the rates to be charged on different types of development in Wiltshire. It is informed by three key pieces of evidence - the growth proposals within the submitted draft Wiltshire Core Strategy, the Infrastructure Delivery Plan and an economic viability study.

The Council recently consulted on its proposals for CIL in a Preliminary Draft Charging Schedule (PDCS). This consultation focussed on proposed tariffs for different types of new development; and not how CIL receipts will be used.

Since the Preliminary Draft Charging Schedule consultation, the Government has issued new statutory guidance for charging authorities on the preparation of CIL. This has implications for the timescale, as set out in the Council's Local Development Scheme (August 2012), for the preparation of Wiltshire's CIL. In addition, a Ministerial announcement has recently been made indicating the proportion of CIL funding for local communities.

The Council will still be in a position to adopt the CIL Charging Schedule prior to April 2014. After this date, the Council will be restricted in its ability to pool infrastructure contributions from new development through the existing mechanism of Section 106 Agreements.

Proposals

That Cabinet:

- (i) Notes the new statutory Community Infrastructure Levy (CIL) guidance and implications in terms of the extra evidence and policy requirements, which must be completed before the Council can progress to the next stage of the process - consultation on a Draft Charging Schedule.
- (ii) Notes the response to the consultation on the Preliminary Draft CIL Charging Schedule consultation.
- (iii) Approves the revised timetable for the preparation of the CIL Charging Schedule.

Reason for Proposals

To update Cabinet on progress in preparing Wiltshire's CIL and the implications of new statutory Government guidance on the process and timescale for its preparation; and ensure timely progress is made on preparing a CIL Charging Schedule that will enable the Council to charge CIL on new development to help pay for infrastructure within the county.

ALISTAIR CUNNINGHAM
Service Director for Economy and Regeneration

Wiltshire Council

Cabinet

12 February 2013

Subject: Wiltshire Community Infrastructure Levy – Update

Cabinet Member: Councillor Fleur de Rhé-Philipe, Economic Development and Strategic Planning

Key Decision: No

Purpose of Report

1. To:
 - (i) Outline the implications of new government guidance on the preparation of Wiltshire's Community Infrastructure Levy (CIL) - Draft Charging Schedule.
 - (ii) Update Cabinet on the response to the consultation on the Preliminary Draft Charging Schedule.
 - (iii) Seek Cabinet approval for an updated timeline for the preparation of the CIL Charging Schedule.

Background

2. Cabinet on 10 September approved a CIL Preliminary Draft Charging Schedule (PDCS) for public consultation. Consultation took place between 1 October and 12 November 2012, with comments from parish councils accepted up to 5 December 2012.
3. Department of Communities and Local Government (DCLG) published new statutory guidance for charging authorities on the preparation of CIL charging schedules on 14 December 2012. It came into force immediately from the date of publication for all charging authorities who had not yet submitted their CIL proposals for independent examination. In the light of this, the Council will need to complete additional work before it can progress to the next stage of the process and consult on a Draft Charging Schedule (DCS). Government has also indicated what level of CIL should be given to local communities in a Ministerial announcement.

Main Considerations for the Council

Preliminary Draft Charging Schedule Consultation

4. The Council received representations from 89 individuals or organisations during the consultation on the Preliminary Draft Charging Schedule. The majority of responses came from town / parish councils and landowners / developers.
5. During the consultation, the Council hosted a Developers Forum, which was attended by landowners/ developers. This included a presentation by consultants, BNP Paribas, on the viability evidence base and a discussion about the proposed rates of CIL. The purpose of the meeting was to ensure that early and appropriate levels of dialogue with developers and those with a specific interest in the Council's CIL proposals could be built into the preparatory process. The session provided a useful opportunity to hear the views of developers on the potential implications associated with implementing a local CIL arrangement on the delivery of the Wiltshire Core Strategy.
6. The consultation response is summarised in **Appendix 1**.

New CIL Guidance

7. The new guidance has introduced several extra requirements to the process of preparing CIL. These include new requirements for the charging authority to:
 - Provide a greater level of detailed evidence to justify why the charging authority has decided to set CIL at a specific rate (or rates), including a fully justified demonstration that the rate(s):
 - Will contribute positively towards and not threaten the delivery of the Local Development Plan (i.e. the Wiltshire Core Strategy) as a whole now and through the changing economic cycle;
 - Aims to strike a balance between the desirability of funding infrastructure through CIL and the potential effects of imposing a CIL in the area (particularly when compared with receipts from s106);
 - Undertake viability assessments of an appropriate range of specific sites that reflect geographic variations in viability in the Local Development Plan - i.e. strategic allocations and proposed regeneration sites; and
 - Consult on both the Preliminary Draft Charging Schedule (PDCS) and the Draft Charging Schedule (DCS) for at least six weeks (rather than the previous arrangements of six weeks for PDCS and four weeks for DCS).
8. The guidance also now requires charging authorities to set out in full their policy approach in relation to the future use of CIL and Section 106 prior to the examination stage (including the presentation of a draft 'Regulation 123 list'); and supplementary guidance on the future application of CIL and Section 106 at the Draft Charging Schedule consultation stage.

9. The Regulation 123 List is a statutory requirement and a fundamental tool in the application of a local CIL arrangement as it presents the Council's approved priority list of infrastructure projects that will be funded (in part or in whole) by CIL. In establishing such priorities, the Council should utilise the information presented in the Infrastructure Delivery Plan that has been prepared to underpin the emerging Wiltshire Core Strategy. The intrinsic linkages between the delivery of the Core Strategy and the implementation of Wiltshire's CIL arrangements are vital in ensuring that the right levels of investment are channelled into supporting sustainable, viable development schemes.
10. In order to address these new requirements, officers will work with consultants BNP Paribas to assess the full implications of the guidance and undertake the extra work involved to ensure compliance. Inevitably, the introduction of the new guidance has added delay to the process because charging authorities cannot progress to the draft charging schedule stage until their evidence base and policy approach is in compliance with the new guidance.
11. One of the key implications of the new guidance is that the Council will need to take an early decision on the composition of the draft Regulation 123 list and the future CIL and Section 106 policy approach prior to consultation on a DCS. Under the previous arrangements, these matters would have been addressed at the point where the proposals for CIL were adopted.
12. Bearing in mind the level and complexity of response received to the PDCS and the impact of the new guidance in terms of additional work, the timetable for the progression of Wiltshire's CIL should be revised. This will enable the Council to meet the new requirements and reduce the risk of failure at the examination stage. It will also enable the timing of CIL to be better aligned with the Core Strategy.

Revised Charging Schedule timetable

13. A draft revised timetable for the Wiltshire CIL Charging Schedule is proposed. This has been prepared to ensure that the requisite evidence base and policy approaches can be developed to comply with the new guidance.
14. The revised timetable also reflects the functional relationship with the Wiltshire Core Strategy. The CIL proposals cannot be adopted until such time as the Wiltshire Core Strategy is in a position to be adopted and receipt of a sound Inspector's report will be necessary for CIL to proceed to examination. In this respect, the proposed timelines for preparing CIL are broadly compatible with those estimated for the Wiltshire Core Strategy, based on hearing dates for the examination starting and ending May/June 2013.

Stage	Description	Date
Stage One	Review of consultation responses, further work to ensure compliance with new statutory guidance and preparation for implementation	Up to May 2013
Stage Two	Approval to consult on Draft Charging Schedule and, following consultation, submit for an independent examination	June 2013
Stage Three	Consultation on Draft Charging Schedule	1 July to 12 August 2013 (6 weeks)
Stage Four	Submission of Draft Charging Schedule for examination	September 2013
Stage Five	Independent examination	November to December 2013
Stage Six	Adoption and formal implementation	February 2014

Table 1: Proposed Timetable for the Wiltshire CIL

Ministerial Announcement on Making CIL Receipts Available to Local Communities

15. Allied to latest guidance on preparation of CIL, the recent Ministerial announcement¹ on how CIL receipts could be distributed to local communities in the future adds a further layer of complexity to the process of preparing the Wiltshire CIL. Although only a statement of intent at this stage, it is likely that formal advice will be issued and the Council will have to respond accordingly. In summary, the proposals are as follows:
- Neighbourhoods (Parishes in Wiltshire) that take a proactive approach to preparing Plans for their area and securing the consent of local people in a referendum will receive 25% of the revenues from the local CIL from the development that they choose to accept. The money will be paid directly to parish and town councils and can be used to support the delivery of community priorities;

¹ <https://www.gov.uk/government/news/communities-to-receive-cash-boost-for-choosing-development> (10 January 2013)

- Neighbourhoods without a [neighbourhood development plan](#) but where the levy is still charged will still receive a capped 15% share of the levy revenue arising from development in their area; and
 - Communities (areas with Parish Meetings in Wiltshire) without a parish or town council will still benefit from the incentive to accept development, with the local planning authority retaining CIL revenue and spending it in accordance with the community priorities.
16. Enabling local communities to access money to pay for local priorities has always been at the heart of the CIL. However, in order to address the interim advice, early consideration will have to be given to ensuring the process of implementing CIL is sufficiently robust. Resources will have to be dedicated to ensure appropriate accounting practices are in place at the point of implementing the CIL. Allocating funding to local communities could mean reduced expenditure for strategic infrastructure to support growth.

Environmental and Climate Change Considerations

17. The emerging Wiltshire Core Strategy sets out the proposed levels of overall growth and distribution of new development to be built in Wiltshire up to 2026. Growth has implications for the social, economic and physical environment, but in preparing the Plan, the Council has undertaken all necessary steps to reduce such impacts, including the completion of the requisite Sustainability Appraisal (incorporating the requirements of the Strategic Environmental Assessment Directive) and Habitats Regulations Assessment. CIL will help fund the delivery of the necessary infrastructure required to support sustainable growth in Wiltshire.

Equalities Impact of the Proposal

18. Once adopted, the Wiltshire CIL Charging Schedule will enable the Council to collect contributions from prescribed forms of new development to support a wide range of infrastructure needs across the county.

Risk Assessment and Options Considered

19. In accordance with current guidance, from 6 April 2014, or upon implementation of a CIL Charging Schedule for Wiltshire (whichever is sooner), the Council will be restricted in its ability to secure developer contributions for infrastructure requirements through Section 106 Agreements. The revised timetable for preparing CIL (as set out above) allows the Council to have a charging schedule in place prior to this cut-off date. The proposed timetable will also significantly reduce the level of risk associated with the process of preparing CIL by ensuring:
- Synchronicity with the Wiltshire Core Strategy Programme - with an Inspector's Report into the Core Strategy likely to be received in autumn 2013, the preparation of the charging schedule can be informed by the outcome of the examination.

- Compliance with the new CIL guidance - allows sufficient time for further infrastructure evidence base requirements to be gathered and tested; as well as the opportunity to make decisions about future CIL priorities and the relationship with the Council's Section 106 policy.
 - Robust front-loading to significantly reduce time to implement and begin charging CIL - making early decisions about infrastructure priorities and policy reduces the time required to implement and begin charging CIL.
20. A delay in the adoption of the Wiltshire Core Strategy could delay the adoption of the Wiltshire CIL.
21. If the right balance is not struck between funding infrastructure and the impact on development either development could be made unviable by high CIL rates or insufficient funds raised to deliver the infrastructure necessary to support growth if the rates are too low; although it should be noted that CIL only provides part of the funding mechanisms for development.

Financial Implications

22. The cost of preparing the CIL Charging Schedule under the previous guidance is planned for in the 2012/13 budget. Any additional costs resulting from the new requirements will be accommodated within the wider Economy and Regeneration budget. The timeline and associated costs for the consultation, independent examination and adoption will fall in financial year 2013/14 and will be subject to consideration during the budget setting process for 2013/14.
23. Under the charging proposals that underwent consultation in the PDCS, the projected income generated from CIL receipts over the Core Strategy plan period up to 2026, is estimated to be circa £57 million. This initial calculation is based only on residential development likely to come forward during the plan period and excludes retail and other uses. At this stage, it is difficult to predict a more accurate figure for CIL receipts as the impact of any future economic changes cannot be accounted for. Many local authorities intend to review their CIL rates after three to five years to allow them to respond to changing market conditions. Any changes to the CIL rates would have to undergo consultation and examination.
24. Adoption of a Charging Schedule will present the Council with the opportunity to secure CIL funding for infrastructure to support the delivery of new housing and other forms of development across Wiltshire.
25. There may be the expectation within local communities that CIL will deliver significantly more funding than actually can be collected if development is to remain viable. CIL and Section 106 combined should bring more than Section 106 alone; however, in the current economic climate there is only so much additional funding that can be secured.

Legal Implications

26. In accordance with the Planning and Compulsory Purchase Act 2004, the Council has a statutory duty to plan for infrastructure delivery, which has been reinforced through the National Planning Policy Framework and Localism Act. The CIL Regulations 2010 (as amended 2011) introduced legal restrictions on the use of Section 106 Agreements to secure developer contributions towards the funding of infrastructure. Whilst there is no legal obligation to introduce a CIL Charging Schedule, CIL will largely be the only means of pooling contributions from new development towards infrastructure after April 2014.
27. Under Section 221 of the Planning Act 2008 the Council has a statutory duty to have regard to guidance issued by the Secretary of State on any matter connected with CIL. The Government issued new statutory guidance on 14 December 2012 entitled "Community Infrastructure Levy- Guidance" which changes the procedure for setting and operation of CIL. It is upon those changes that this report is based.

Conclusions

28. New government guidance issued on 14 December 2012 imposes delay and additional work to the process of preparing a CIL charging schedule for Wiltshire. However, the proposed revised timetable will still ensure that a charging schedule is in place for Wiltshire before the April 2014 cut-off date. There are other significant advantages of this new timetable, not least the ability to ensure that the proposed rate(s) of CIL are in compliance with and reflect the outcome of the Core Strategy examination.

ALISTAIR CUNNINGHAM
Service Director for Economy and Regeneration

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Date of report: 24 January 2013

The following unpublished documents have been relied on in the preparation of this report:

None

Appendices

Appendix 1: Community Infrastructure Levy Preliminary Draft Charging Schedule - Summary of Consultation Responses (December 2012)

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APPENDIX 1

Community Infrastructure Levy (CIL) – Preliminary Draft Charging Schedule

Summary of Responses

December 2012

Wiltshire Council

13 December 2012

1. Introduction

- 1.1 Wiltshire Council consulted on a Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule between 1 October and 12 November 2012, with responses from town and parish councils accepted up to 5 December 2012 to enable them to respond fully to the consultation.
- 1.2 This document provides an overview of the consultation methodology and a summary of the key issues received in response to the consultation.
- 1.3 The Preliminary Draft Charging Schedule sets out the proposed rates of CIL to be charged on different types of development across Wiltshire, as shown in *Table 1.1*. The Council also invited comments on the viability and infrastructure evidence base and an instalments policy for payment of CIL.

Development type	CIL Charge £/sq m
Residential	£70
Retail (<i>except retail warehouse, supermarkets and similar development</i>)	£0
Retail warehouse, supermarkets and similar development	£175
Student housing and hotels	£70
All other uses	£0

Table 1.1 – CIL Rates (in £ per sqm)

2. Consultation methodology

- 2.1 The Council consulted on the preliminary draft charging schedule in the following ways:
- A series of councillor briefings in early September (*attended by a total of 24 Members*)
 - Developers Forum at Trowbridge Civic Centre Thursday 18 October (*total number of external attendees = 24*)
 - Town and parish council newsletter
 - Elected Wire

- Wiltshire Magazine
- Several local newspapers throughout Wiltshire
- Notification of consultation through Community Area Board Chair announcements
- Direct email/ letter notifications to all town and parish councils, neighbouring authorities, a wide range of national/ local developers, landowners and property agents, infrastructure providers, local businesses and Chambers of Commerce, charities and voluntary organisations and local interest groups
- Hard copies of all consultation documents available from the main Council offices and libraries
- Electronic copies of all consultation documents available from the Council's website and online consultation portal
- Comments accepted by post, email and online, through the Council's consultation portal

2.2 The following consultation material was provided:

- Preliminary Draft Charging Schedule
- Easy Guide to CIL
- Response form
- CIL Background Paper
- Viability Study
- Infrastructure Delivery Plan and Funding Gap Analysis
- Consultation letter

3. Overview of consultation

3.1 This section sets out an overview of the comments received in response to the consultation on the Wiltshire CIL preliminary draft charging schedule and provides a brief summary of some of the key issues raised.

Developers Forum

3.2 The Council invited a total of 121 local and national developers, property agents and landowners to the CIL Developers Forum, which was held on Thursday 18 October 2012 in Trowbridge Civic Centre. The total number of external attendees was 24.

3.3 The forum was chaired by Economy and Regeneration Service Director, Alistair Cunningham. Consultants BNP Paribas gave a presentation on the viability evidence base and facilitated a discussion about the proposed rates of CIL.

3.4 The key suggestions that came out of the forum were as follows:

- Review how the strategic sites have informed the viability study and assess the need for further work in this area

- Consider different sizes of retail unit (large and small) in setting a CIL rate, i.e. look at retail units, retail warehouses, supermarkets and similar development
- Look at presenting the proposed CIL rates in the context of use classes
- Take into account the importance of MOD serviceman accommodation in terms of viability testing

3.5 The full minutes from the forum are available online at www.wiltshire.gov.uk/communityinfrastructurelevy.

Nature of respondents

3.6 The Council received representations from 88 different individuals or organisations. *Figure 3.1* below shows the breakdown of respondents by type. This shows that the largest groups of respondents were town and parish councils and landowners/ developers etc. A smaller number of representations were received from the general public, advisory bodies and infrastructure providers, and local and national interest groups.

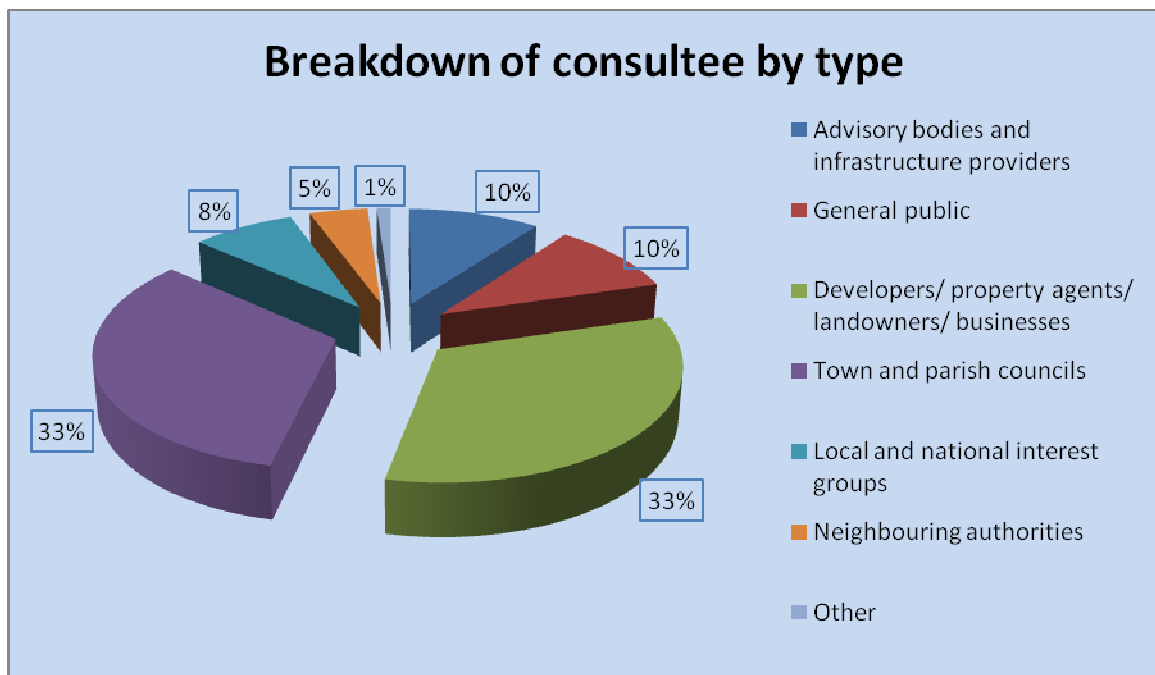


Figure 3.1 – Breakdown of consultees by type

Key issues

3.7 Some of the key issues raised in the representations are summarised by type of consultee below. The list is not exclusive. All comments are available to view on the Council’s online consultation portal.

a) Town and parish councils

3.8 The key issues raised by town and parish councils are as follows:

- Loss of benefits from R2 funding for south Wiltshire town and parish councils
- Proportion of CIL to be allocated to the local community and that it should go to town and parish councils, not community area boards
- Differential CIL rates for individual developments
- CIL should be applied to more types of development, e.g. commercial
- More clarity on the how CIL applies to different Use Classes
- Supportive comments for CIL focused on potential community benefits and the preparation of the evidence base by independent consultants
- Objections to CIL focused on perceived adverse impact on development, in particular on small developers

b) Developers, property agents, landowners and businesses

3.9 The key issues raised by developers, property agents, landowners and businesses are as follows:

Residential

- Consider exempting care homes (C2) and extra care housing (C3) from CIL
- Consider exempting MOD servicemen accommodation from CIL
- Consider exempting housing for agricultural, forestry and related workers from CIL
- Support for differential rates between high and low value areas and between urban and rural areas

Retail

- Clarify definitions of “retail warehouse”, “supermarket” and “similar development”
- Differential rates only allowed for different uses or locations, not by size of development

Other uses

- Mixed support for charging CIL on hotels and student housing
- Some support for zero-rated CIL on other uses but, also, concern that they will not be contributing their fair share towards necessary infrastructure

Instalments policy

- Strong support for an instalments policy

Viability study

- Concern about assumptions in viability study on, for example, abnormal costs, build costs and developer profit
- Concern that study does not assess large, strategic sites or sites of one dwelling
- Concern that study recommends single, flat rate of CIL when evidence shows wide variation in land and sales values across the county
- Concern that the study recommends a level of CIL that makes the 40% affordable housing target (in the Core Strategy) unachievable in some locations
- Concern that the extra cost of achieving Code for Sustainable Homes (CSH) Level 5 is not included in the assessments, despite it being a Core Strategy requirement to achieve CSH Level 6 by 2016
- Concern about density/ site coverage assumptions being too high for larger, strategic urban extensions (50 dwellings per hectare (dph) when 35 considered more realistic)
- Concern about blanket use of affordable rent as a substitute for social rent leading to a higher rate of CIL being considered viable
- Concern that the average sales values are over-inflated by the use of asking prices, rather than sales values, and the lack of representative sales values data from all settlements

Infrastructure planning

- Concern that Infrastructure Funding Gap (IFG) analysis contains infrastructure projects that are unlikely to be funded through CIL and, thus, distorts the IFG, e.g. the electrification of the Great Western Main Line and various Wilts & Berks Canal projects
- Concern that the IFG analysis fails to fully take into account other sources of infrastructure funding, such as Section 106, the New Homes Bonus and Sport England.

Spending CIL

- A draft Regulation 123 list should be published alongside the consultation on a Draft Charging Schedule, setting out what CIL and Section 106 will be spent on
- Concern that CIL receipts might not be used to deliver infrastructure necessary to unlock large, strategic sites that have made the financial contribution

Other issues

- Concern that the preparation of the charging schedule is not compliant with the NPPF
- Suggestion that the charging schedule should only be progressed after formal adoption of the Core Strategy when there will be more certainty over future housing and infrastructure delivery
- Support for a review of CIL in relation to affordable housing policies in the Core Strategy, given the evidence in the viability study
- Support for an exceptional circumstances policy

- Concern about transparency and justification about the up to 5% of CIL to be spent on administration costs
- Support for further viability work in assessing strategic sites in the Core Strategy
- Consideration of differential CIL rates for strategic sites/ regeneration zones

c) Advisory bodies and infrastructure providers

3.10 The key issues raised by advisory bodies and infrastructure providers are as follows:

- Concern CIL will not provide sufficient mitigation for further development in AONBs
- Green infrastructure should be given greater priority when spending CIL
- Spend CIL on surface water flooding prevention schemes
- Consider impact of development on rail infrastructure

d) General public

3.11 The key issues raised by the general public are as follows:

- Adverse impact on single, self-build houses
- Increase house prices, especially for first-time buyers
- Incentive for developers to build smaller and substandard houses
- Support for differential rates of CIL

e) Local and national interest groups

3.12 The key issues raised by local and national interest groups are as follows:

- Concern that CIL will not contribute sufficient funds towards mitigating traffic impacts
- Presentation of the Infrastructure Delivery Plan makes it difficult to get an overall picture of transport requirements across the County
- Lack of costs or funding sources for transport projects in south Wiltshire
- Inappropriate infrastructure projects used to establish the IFG, e.g. electrification of the Great Western Main Line and various Wilts & Berks Canal projects
- More detail on infrastructure costs and delivery
- Higher priority for green infrastructure and biodiversity projects

f) Neighbouring authorities

3.13 The key issues raised by neighbouring authorities are as follows:

- More clarity over definition of “retail warehouses”, “supermarkets” and “similar development”

- Charging £0 per sqm CIL on town centre retail is at the cost of potential income and not supported by the viability evidence
- Higher CIL rates should be possible in some areas, according to the viability study
- Concern about whether CIL funds will be paid to neighbouring authorities who provide school places for Wiltshire children
- More clarity on whether financial contributions to mitigate against impacts on the legally protected New Forest sites have been reflected in the preparation of the charging schedule

4. Next steps

- 4.1 The next step in the preparation of the CIL Charging Schedule is for the Council to prepare and consult upon a Draft Charging Schedule, taking into consideration the responses received during the Preliminary Draft Charging Schedule consultation.

Wiltshire Council

Cabinet

12 February 2013

Subject: Salisbury Central Car Park and Maltings

Cabinet Member: Cllr Fleur de Rhé Philipe – Economic Development and Strategic Planning

Key Decision: No

Executive Summary

Following the earlier approvals by Cabinet in December 2010, and February 2012 leading to the appointment of Stanhope plc as the Council's 'Preferred Bidder' commercial negotiations have progressed to a stage where the Council is in a position to enter a Development Agreement for the regeneration of the Central Car Park and Maltings site.

Cabinet is asked to consider whether to approve entering into this agreement for a development scheme based upon commercial terms and in accordance with the Bid Evaluation criteria to be reported in private session.

Proposal

That the Council enters into a Development Agreement with its Preferred Bidder for the regeneration of the Central Car Park and Maltings site, Salisbury **subject to the consideration of the confidential terms and conditions set out in the part II report.**

Reason for Proposal

The Development Agreement will enable the parties to proceed with the delivery of a regeneration scheme on this site. It will allow the partners to proceed with further public consultation and the submission of a detailed planning application for proposals that meet the objectives of the South Wiltshire Core Strategy and Salisbury Vision.

ALISTAIR CUNNINGHAM

Service Director – Economy and Regeneration

Wiltshire Council

Cabinet

12 February 2013

Subject: Salisbury Central Car Park and Maltings

Cabinet Member: Cllr Fleur de Rhé Philipe – Economic Development and Strategic Planning

Key Decision: No

Purpose of Report

1. To seek authority for the Council to enter into a Development Agreement with its Preferred Bidder, Stanhope plc, for the regeneration of the Central Car Park and Maltings site.

Background

2. In December 2010 Cabinet considered a report on the Salisbury Central Car Park and Maltings. It resolved (inter alia) to offer the site to the market via an Official Journal of the European Union (OJEU) procurement process, which was duly undertaken in accordance with the necessary regulations.
3. In February 2012 and following the OJEU procurement process, Cabinet resolved:
 - (i) To award 'Preferred Bidder' status to Stanhope plc, the shortlisted bidder with the highest score against the evaluation criteria.
 - (ii) That Stanhope plc embarks on an agreed public consultation Programme, at the earliest opportunity.
 - (iii) To delegate authority to the Director, Economy and Enterprise, in consultation with the Cabinet Member for Economic Development and Strategic Planning, to develop the scheme with the Preferred Bidder, including finalising terms of the Development Agreement, and bring it back to Cabinet for final approval in due course.
4. Since this time, officers have been working with the Preferred Bidder and the Council's commercial and legal advisers to refine the terms of this agreement.
5. The Preferred Bidder has also, at its own cost, commenced stakeholder and community consultation on the principles of the scheme concept outlined within its submission (at the Best and Final Offers Stage).

6. This consultation has included numerous meetings with, and presentations to, community, business and cultural stakeholders and has helped to inform the evolution of the scheme concept.
7. A public exhibition was held by Stanhope plc in Salisbury Guildhall on 9 and 11 December 2012. This was attended by over 1,000 people. At the exhibition Stanhope plc set out its guiding thoughts on an overall masterplan for the site and invited comments both at the exhibition itself and via postal feedback forms. The significant majority of feedback so far received has been supportive of the overall principles outlined. Comments were received on various issues which Stanhope plc and its team will be giving further consideration to in the lead up to the submission of a planning application planned later in the year.

Main Considerations for the Council

8. The key principles of the commercial agreement, together with the financial implications, are set out in a separate report that will be found as a separate confidential **Part 2** report for consideration at this meeting of Cabinet.
9. Officers firmly believe that Stanhope plc's proposals meet the key objectives of the Council's Core Strategy and those of the Salisbury Vision which can very briefly be summarised as providing a quality sustainable development which will not have a negative impact on the existing city centre retail offer and will mitigate against the leakage to nearby competing town centres.
10. It is noted that the development proposals are based around a comprehensive masterplan, to be delivered in phases. The agreement will provide a first phase of development that meets the requirement of the Council (and aim of the Vision) for a 'step change' in the retail and leisure offer within Salisbury City Centre.
11. In the absence of a development on this site, the alternative of 'do nothing' will mean that the economic vitality of the city centre will diminish. There are already retail developments taking place or planned for Winchester and Southampton, which will increase those cities' attraction to shoppers.
12. This could lead to the existing city centre shops losing trade and deter new operators from investing in the city.
13. In addition, this is a sequentially preferable site for retail development in Salisbury that meets the retail needs of the city and will enhance the quality of the city centre offer.
14. If this site does not come forward, not only would the city centre lose significant amount of trade, it is anticipated that there would be a substantial negative impact on the amount of revenue the Council receives from the city's car parks and Park and Ride service.

Environmental and Climate Change Considerations

15. There are no environmental or climate change considerations arising from the recommendation. However, the eventual development will have an impact and this will be considered at the planning application stage.

Equalities Impact of the Proposal

16. There is no equalities impact arising from this report.

Risk Assessment

17. The Development Agreement obliges the Council to grant Stanhope plc a long lease of the site once specific conditions have been achieved, such as the grant of planning consent for the development. It is considered that there are no major risks associated with entering the Development Agreement as it contains various provisions protecting the Council's interests.
18. There is a risk that the development does not proceed as planning consent is refused. Whilst any development will be subject to planning consent, Stanhope plc has an excellent track record in public consultation, working up planning applications that are sympathetic to Planning Policies and delivering development projects. Accordingly, this risk is considered to be low.

Financial Implications

19. The financial implications are set out in the **Part 2** report.

Legal Implications

20. The Council has followed the legal requirements of the European Procurement Regulations.
21. The Council will be entering into a Development Agreement with the Preferred Bidder.
22. In both matters the Council has been advised by consultant lawyers who are experts in these fields.

Options Considered

23. The only alternative option is to 'do nothing' the disadvantages of which are explained earlier in this report.

Conclusions

24. That Cabinet authorises the Council to enter into a Development Agreement with Stanhope plc for the regeneration of the Central Car Park and Maltings site further to the recommendations of the Cabinet decision in February 2012.

ALISTAIR CUNNINGHAM

Service Director – Economy & Regeneration

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The following unpublished documents have been relied on in the preparation of this Report:

None

Appendices:

None

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