

AGENDA

Meeting: **Cabinet**

Place: **Council Chamber - Wiltshire Council Offices, County Hall, Trowbridge**

Date: **Tuesday 9 October 2018**

Time: **9.30 am**

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

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Membership:

Cllr Baroness Scott of Bybrook OBE	Leader of Council
Cllr John Thomson	Deputy Leader, and Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Pauline Church	Cabinet Member for Economic Development and Salisbury Recovery
Cllr Richard Clewer	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism
Cllr Laura Mayes	Cabinet Member for Children, Education and Skills
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Property
Cllr Bridget Wayman	Cabinet Member for Highways, Transport and Waste
Cllr Philip Whitehead	Cabinet Member for Finance, Procurement, ICT and Operational Assets
Cllr Jerry Wickham	Cabinet Member for Adult Social Care, Public Health and Public Protection

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Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 5 - 24*)

To confirm and sign the minutes of the Cabinet meeting held on 25 September 2018, previously circulated.

3 **Declarations of Interest**

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

4 **Leader's Announcements**

5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Stuart Figini of Democratic Services by 12.00 noon on Wednesday 3 October 2018. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Care Leavers Council Tax Exemption** (*Pages 25 - 44*)

 Report by Corporate Director Terance Herbert

7 **Consultation on the future of Everleigh Household Recycling Centre**
(*Pages 45 - 84*)

 Report by Corporate Director Alistair Cunningham

8 **Microsoft Contract and Digital Update** (*Pages 85 - 90*)

Report by Corporate Director Carlton Brand

9 **Housing Revenue Account Additional Borrowing Programme** (Pages 91 - 96)

 Report by Corporate Director Alistair Cunningham

10 **Urgent Items**

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

Part II

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

11 **Exclusion of the Press and Public**

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

To consider passing the following resolution:

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

Reason for taking item in private:

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

12 **Housing Revenue Account Additional Borrowing Programme** (Pages 97 - 98)

 Report by Corporate Director Alistair Cunningham

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

CABINET

MINUTES OF THE CABINET MEETING HELD ON 25 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

Also Present:

Cllr Ian Blair-Pilling, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Robert Yuill, Cllr Steve Oldrieve, Cllr Tony Jackson, Cllr Matthew Dean, Cllr Stuart Wheeler and Cllr Allison Bucknell

269 Apologies

There were no apologies received as all members of the Cabinet were present.

270 Minutes of the previous meeting

The minutes of the meeting held on 3rd July 2018 were presented.

In addition, the Cabinet was asked to correct an error in the publication of the minutes of the meeting held on 12th June 2018. The correction referred to minute 245 - Approval to Dispose of the Freehold Interest and where the text of Minute 244 had been replicated at minute 245.

The correct text for Minute 245 is detailed below and the Cabinet was asked to approve an amendment to the minutes of the meeting held on 12th June 2018, as follows:

'245. Approval to Dispose of the Freehold Interest

Councillor Philip Whitehead presented the report which asked Cabinet to consider declaring that freehold interest of the 2 assets referred to in Appendix 1 can be sold by the Council.

Resolved

- 1. To confirm that freehold interest of the 2 assets can be sold by the Council.**
- 2. To note the continuing approach set out in paragraph 8**
- 3. To Authorise the Director for Housing and Commercial Development to dispose of freehold interest of the assets, or in his or her absence the Corporate Director for Growth, Investment and Place.**

Reason for Decision

To confirm the freehold interests of the assets can be sold in order to generate capital receipts in support of the Council's capital programme'

Resolved:

- i) To approve as a correct record and sign the minutes of the meeting held on 3rd July 2018.**
- ii) To approve the amended minutes of the meeting held on 12th June 2018, as detailed above.**

271 Declarations of Interest

There were no declarations of interest.

272 Leader's Announcements

There were no announcements from the Leader.

273 Public participation and Questions from Councillors

The Leader reiterated the process for public participation at meetings.

1. Colin Gale asked a number of questions, appended to these minutes, regarding the Everleigh Recycling Centre on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC). Responses had been previously circulated.

Mr Gale then asked a number of supplementary questions on the same matter. The Cabinet Member for Highways, Transport and Waste responded to a number of these questions in the meeting and agreed to have a full set of responses sent to Mr Gale and appended to these minutes.

2. Cllr Thorn asked when the Cabinet would be considering the report on 'Consideration of proposals for the development of special schools in the north of the county'.

The Leader explained that the report had been deferred from the Cabinet agenda for 9th October 2018, and a decision when it would be considered

would be made shortly. Councillors and the public would be informed of the date that Cabinet would consider the report once it was known.

274 **Consultation about option proposals for Lypiatt Primary School including possible closure**

Councillor Laura Mayes presented the report which provided relevant information for the Cabinet to make a fully informed decision on whether or not to issue the relevant statutory notice of a closure proposal in relation to Corsham Lypiatt Primary School. The report also provided details of stakeholder responses received by the Council during the consultation conducted between 12th June and 25th July 2018.

The Leader welcomed Carolyn Atkins, Headteacher of Lypiatt Primary School, who spoke about the proposed closure of the school. The Headteacher commented on the uniqueness of the school, the problems caused by lack of funding and falling pupil numbers, the need to offer pupils some stability, especially those moving to the UK for the first time, and acceptance that the school would close. The main issue of concern for the Headteacher related to when the closure of the school would take place and she expressed a preference for the end of the academic year 2018/19.

Councillor Ruth Hopkinson expressed her support for and gratitude to the Headteacher for the incredible work undertaken at the school and comments made at the meeting. Councillor Hopkinson reported that she had spent many hours at the school over the years and the Headteacher and staff had generated a unique and inclusive atmosphere.

Councillor Mayes explained that the school is located on the site of the Services Cotswold Centre near Corsham. The Centre provided secure and affordable temporary housing for Service families in need of short term accommodation. The numbers of children attending the school had traditionally been low and currently 27 pupils attended the school.

The main areas of concern to school staff, governors and the Council related to the financial viability of the school. The report detailed how the school was currently funded through a local funding formula and indicated that confirmation had been received from the Ministry of Defence (MOD) that no further grant funding support was available to the school. In the absence of further support, the cabinet noted that the school would have an in-year deficit of £106,000 in 2018/19, rising to £180,000 by 2021/22, with a cumulative deficit of £540,000 by 2021/22.

During a recent pre-statutory consultation which sought viable alternatives to closure, the MOD re-established the Education Support Fund for a limited period. Unfortunately, the bid for additional funding for the school was unsuccessful.

Councillor Mayes explained that, due to the lack of available funding, unfortunately the school would close with effect from 31st April 2019, however, if

additional funding was available, then ideally the closure should take place at the end of the academic year 2018/19 or later in order to minimise disruption to pupils. She also explained that local stakeholders would be consulted about the appropriate mechanisms to be put in place to support pupils transition to their new schools.

The Leader explained that the preferred option would be for the school to remain open until the end of the academic year, that discussions about the funding issues would continue with the MOD and transfer of knowledge to the pupil's new schools.

The Cabinet heard from Councillor John Hubbard, Chairman of the Children's Select Committee, who reported that he and Councillor Mary Douglas had received a briefing note about the school closure and a copy of the consultation. They concluded that no further scrutiny activity was required and Councillor Hubbard explained that the closure of the school was the most sensible option, the main concern related to when the closure would take place.

Resolved

- i) To note the feedback received from the pre-statutory consultation conducted in June and July 2018.**
- ii) To approve the issue of statutory notice of a proposal to discontinue Corsham Lypiatt Primary School with effect from 31st April 2019 or later if additional funding is secured from the Education Support Fund.**
- iii) To note that, following its approval of a statutory notice being issued, there will be a further four week statutory period for representations on that proposal and that a final decision as to whether or not the school will be closed will be required. It is anticipated that this decision will come to Cabinet in December 2018.**
- iv) That officers commence consultation with local stakeholders about the appropriate mechanisms to be put in place to support pupils transition to their new schools.**

Reason for Decision:

Given the size of the forecast deficit and the absence of sustainable additional funding, the only viable long term option is to close the school.

275 Appropriation of Education Land at Poulton Field, Bradford on Avon

Councillor Philip Whitehead presented the report requesting Cabinet approve the appropriation of land identified in the report from education purposes to

public open space to be held as a corporate asset under the Open Spaces Act 1906.

Matters highlighted in the course of the presentation and discussion included: the field previously being used by Fitzmaurice Primary School for recreation purposes; the school confirming that they no longer needed the field, due to the land being detached from the school's main boundary, concerns about subsidence and anti-social use of the land.

Councillor Ian Thorn expressed his support for the land to be held as a corporate asset.

Councillor John Hubbard indicated that the Children Select Committee had received a briefing from the Estates Officer about the appropriation and the protection in place for the land, including designation as Local Green Space. The Cabinet noted that the Select Committee's had sufficient input into the report.

The Leader thanked Councillor Hubbard for his comments and the added value provided by the Select Committee.

Resolved:

To approve the appropriation of the land at Poulton Field, Bradford on Avon (as shown on the plan in Appendix 1 of the report) from education purposes to open space to be held under the Open Spaces Act 1906.

Reason for Decision:

Following the decision of Fitzmaurice Primary School that they no longer require use of the land the appropriation is required to appropriate the field from education purposes to open space to be held by the Council as a corporate asset under the Open Spaces Act 1906.

276 **Salisbury Museum - Request for Support**

Councillor Richard Clewer presented the report which: informed Cabinet of an approach by Salisbury and South Wiltshire Museum Trust to support a grant bid from the Heritage Lottery Fund (HLF); a recent submission for grant was unsuccessful due to the Museum not being able to demonstrate assured financial backing; and a fresh application would be submitted with help from the Council to improve the Museums chances of success.

The Cabinet noted that the Council had been asked to pledge support of up to £500,000 which could be called upon if the Museums fundraising was not successful. It was clarified that the financial support requested was in the form of a loan which would be repaid to the Council at a later date.

Councillor Stuart Wheeler highlighted that: The Museum had additional space that was underutilised; it had a respectable track record of completing previous

projects on time and on budget, and he was confident in the ability of the Museum to deliver on this project and achieve funding from the HLF.

The Leader explained that Salisbury had been highlighted as a venue for national art exhibitions touring the country as part of the Salisbury recovery plan.

In response to a series of questions raised by Councillor Stewart Palmen about Council support for other Museums in the County, in particular Trowbridge Museum who had achieved a similar expansion plan, Councillor Clewer stated: that it was unfortunate that grants were no longer available for Trowbridge Museum and halved for Salisbury Museum, however, he congratulated Trowbridge Museum for achieving grants from a variety of sources including the HLF; it was the aim of the Council for all the county museums to achieve parity.

In response to further questions at the meeting about funding for Salisbury Museum, Councillor Matthew Dean confirmed that Salisbury City Council provide an annual grant to the Museum.

Councillor Ian Thorn indicated that the Financial Planning Task Group were supportive of the proposed financial commitment in light of the Salisbury recovery effort.

Councillor Clewer confirmed that requests for support would be considered by the Council on a case by case basis, in this instance, the Cabinet was being asked to consider the request from Salisbury Museum.

Resolved

- i) To approve the request for a pledge of financial support as set out in the report;**
- ii) To consider the form of assistance at the end of the two year project preparation period and in the meantime, to earmark £500k from reserves. A further report will be made to Cabinet at that time.**
- iii) To delegate authority to the Council's S151 Officer to:**
 - a. To approve and enter into a letter of intent or similar document demonstrating the Council's intention to grant or loan up to a maximum of £500,000 for the project; and**
 - b. To approve and enter into a formal grant agreement or loan agreement at the relevant time in approximately 2 years, up to a maximum of £500,000 for the project and otherwise on the terms set out in this report.**

Reason for Decision:

A recent submission for grant was unsuccessful and to improve its chances of success a fresh application is to be made together with help from the Council.

277 **Revenue and Capital Budget Monitoring Qtr 1 2018/2019**

Councillor Philip Whitehead presented the report which advised the Cabinet of: the revenue and capital budget monitoring positions as at the end of period 4 (31 July 2018) for the financial year 2018/19 with suggested actions as appropriate; and the position of the 2018/19 capital programme, as at period 4 (31 July 2018), including budget changes.

Matters highlighted in the course of the presentation and discussion included: comments about the general fund variance forecast of £2,558m if no further action was taken; the significant impact on senior capacity within the Council of the Salisbury incident; additional grant income from business rates; the difficulty in forecasting so early in the year given the short period of activity in services, particularly demonstrated with demand led services such as Children, Adults and Waste; recognition by the Corporate Leadership Team of the need to bring expenditure in line with the approved budget was a major priority; and changes to the Capital budget and the reprogramming of £9.520m between 2018/19 and 2019/20.

Cllr Ian Thorn, Chairman Financial Planning Task Group thanked Councillor Whitehead for meeting with the task group and referred to: the latest assessment on the deliverability of savings summarised in the report and welcomed Councillor Whitehead's confidence about how the savings would be achieved; and the receipt of higher than expected general Government Grants, particularly in respect of £7.2m from business rates.

Councillor Whitehead, in referring to the financial restrictions, explained that although officers made difficult decisions, there were opportunities and managing the council's budget in a positive way was key.

Resolved

- i) To note the outcome of the period 4 (end of July) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.**
- ii) To reinforce the need for expenditure to be contained within the budget agreed in February 2018.**
- iii) To note:**
 - a. the budget movements undertaken to the capital programme shown in appendices E and F of the report; and**
 - b. the reprogramming of £9.520 million capital budget between 2018/19 and 2019/20.**

Reason for Decision:

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

To inform Cabinet of the position of the 2018/19 capital programme as at Period 4 (31 July 2018), including highlighting any budget changes.

278 **Performance Management and Risk Outturn Report: Q1 2018/19**

Councillor Philip Whitehead presented the report which provided an update on the progress against the stated aims in the council's Business Plan. It included measures from the corporate performance framework as well as the latest version of the council's strategic risk register and covered the period April to June 2018.

In response to questions raised by Councillor Ian Thorn, Councillor Jerry Wickham stated that the number of people supported by the Help to Live at Home Programme had remained fairly static over the last 12 months; the aim of the Programme was to increase the number of packages for people continuing to live at home and therefore reducing the number of people using residential care homes; reminded the cabinet that reablement commenced from May 2018 and the number of packages would start to rise; numbers of people requiring adult care services remaining static, and preventative measures working if the numbers of people requiring adult social care reduced.

In response to a question raised by Councillor Ian Thorn, Councillor Philip Whitehead commented on how the graphs and arrows accompanying the graphs in the report should be interpreted.

Resolved

To note updates and outturns

- i) against the measures and activities ascribed against the council's priorities.**
- ii) to the strategic risk register.**

Reason for Decision:

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

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

279 **Freehold of assets to be sold**

Councillor Toby Sturgis presented the report which asked Cabinet to declare that freehold interest in 3 assets referred to in Appendix 1 of the report can be sold by the Council.

The Cabinet noted that the Council continually reviewed and rationalised its assets portfolio in order to identify assets where freehold interest can be considered for sale. The 3 assets referred to in the report were considered to be surplus to the Council's operational requirements and recommended that they are added to the disposals list and progressed to sale in support of the council's wider capital programme.

In response to questions raised by Councillor Allison Bucknell, the Director for Economic Development and Planning confirmed that there would be an opportunity to market the Manor House, Royal Wootton Bassett for community uses; that engagement with the current tenants had not commenced as there were a number of outstanding issues to be resolved and that Members would be kept informed of developments with current tenants.

In response to a question raised by the Leader, Councillor Sturgis explained that any change of use would be subject to planning approval and conditions could be attached to any planning approval to encourage community use.

Councillor John Hubbard declared that he was the local member for 56a Spa Road, Melksham and also the Chair of the Board of Trustees for the Canberra Youth Centre and a Trustee for the Canberra Children's Centre, both located adjacent to the site. He suggested that the future use of this premises should be compatible with the current uses of the Youth Centre and Children's Centre.

Resolved

- i) To confirm that the freehold interest of the 3 assets, detailed in Appendix 1 to the report, can be sold by the Council.**
- ii) To note the continuing approach to disposals set out in paragraph 8 of the report.**
- iii) To authorise the Director for Housing and Commercial Development to dispose of the freehold interest in the assets or in his or her absence the Corporate Director for Growth, Investment and Place.**

Reason for Decision:

To confirm the freehold interest in the assets can be sold in order to generate capital receipts in support of the Council's capital programme.

280 **Well Managed Highway Infrastructure Review**

Councillor Bridget Wayman presented the report to Cabinet which highlighted the implications of the new highways maintenance Code of Practice published by the Department of Transport in October 2016, and asked Cabinet to approve the adoption of the Wiltshire Highways Safety Inspection Manual (WHSIM) and related highways policies.

The Cabinet was informed that a review of the Council's highways maintenance activities had been undertaken in view of the new Code of Practice. The review indicated that most of the Code's recommendations had already been complied with, or were being implemented in connection with the Peer review and Incentive Funding assessments. However, the Council's Highways Inspection manual needed to be updated to conform to the new Code.

Councillor Toby Sturgis commented on the colour of lines used by the Council and utility companies to indicate repairs or work on the road network and suggested that a glossary of line colours employed by the council and their meaning to be included in the manual. He also highlighted that the Council needed to be more stringent in requiring utilities to use A board signs when undertaking road repairs to show which utility company is carrying out the work.

Councillor Matthew Dean reported that the Environment Select Committee considered the report at its meeting held on 4th September and the Committee supported the reports proposals, subject to some minor amendments. He also commented on; the condition of the county's A, B and C road network in comparison to the national and south west regional network; welcomed the risk management approach contained in the manual; consideration of the lifecycle costs of repairs to the network and delivery of value for money.

The Cabinet commented on the continual need to promote the 'My Wiltshire' app for reporting highway defects in light of the savings achieved compared to the traditional methods of phone or letter;

Mr Gale commented on the criteria for the use of temporary speed indicator devices and how it appears that a number of parish and town councils were exceeding the 14-day deployment period.

Resolved

- i) To adopt the proposed Wiltshire Highways Safety Inspection Manual, set out in Appendix 1 to the report, to be used for highway safety inspections from 1 November 2018.**
- ii) To adopt the amended Skid Resistance Policy, as set out in Appendix 3 of the report.**
- iii) To approve the highway policies set out in Appendices 4 and 5 of the report.**

- iv) That the Director, Highways and Transport, in consultation with the Cabinet Member, Highways, Transport and Waste, be authorised to make any appropriate and legally necessary amendments to the policies and inspection manual referred to above.
- v) That the Director, Highways and Transport prepare a glossary of line colours employed by the council and their meaning to be included in the Wiltshire Highways Safety Inspection Manual.
- vi) That Councillors and public be encouraged to contact the Council where the use of temporary speed indicator devices were exceeding the 14-day deployment period.

Reason for Decision:

There are serious risks in connection with road maintenance, which include safety, financial and reputational aspects, especially in connection with killed and seriously injured collisions on the highway network. In order to reduce these risks, it is important that the Council has clear highway inspection and maintenance procedures in place in accordance with the latest DfT guidance.

The proposed Wiltshire Highways Safety Inspection Manual takes a risk based approach to highways maintenance, and has been prepared to meet the requirements of the new Code of Practice 'Well-managed Highway Infrastructure' published in October 2016, taking into account local needs, priorities and affordability.

281 New Highways Term Consultancy Contract

Councillor Bridget Wayman presented the report seeking Cabinet approval for the invitation of tenders for a single supplier to provide Wiltshire's Consultancy services when the current Consultancy Contract comes to an end on 30 November 2019.

Councillor Matthew Dean, Chairman of the Environment Select Committee, reported that the Committee considered the report at its meeting held on 4th September 2018 and asked for the 'climate change considerations' section to be placed nearer the front of the draft report, due to the fact that they felt the environment was an important element. The Committee supported the proposals detailed in the report.

Resolved

- i) That tenders be invited for a single supplier to provide Wiltshire's Consultancy Services from 1 December 2019.
- ii) That the contract be tendered in accordance with the Council's procurement procedures, for a duration of five years with the option to allow the service manager to extend the contract for up to two more years subject to performance.

Reason for Decision:

There is a need for specialist advice and support in connection with roads, bridges and related services, and this would be most economically provided by a Highways Consultancy Contract.

282 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 - 11.00 am)

These decisions were published, earlier, on the 27th September 2018 and will come into force on 4th October 2018

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

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

Wiltshire Council

Cabinet

25 September 2018

Question

Colin Gale - Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC) Questions on the status of the consultation on the proposed closure of Everleigh HRC

To Councillor Bridget Wayman – Cabinet member for Highways, Transport and Waste

The consultation on the proposed closure of Everleigh Household Recycling Centre closed on the 3rd September 2018. PCAP, CPRE and Pewsey Parish Council request Wiltshire Council provide answers to the following:

Question 1

Please advise the total number of questionnaire responses received by the council on the consultation and provide the numbers for online completed questionnaires and manual hardcopy questionnaires?

Response

The total number of consultation questionnaires received was 1,318. Of these 57 were submitted as paper copies rather than via the online portal. An additional 12 emailed responses were received that were not completed on the questionnaire format.

Question 2

When will the Everleigh Consultation Report be available to the public?

Response

Subject to sign off, the report will be published on the council's website on 1 October with the agenda for the Cabinet meeting to be held on 9 October.

Question 3

What scrutiny process will the Consultation Report be submitted through i.e. ESC and what date?

Response

There has been no specific engagement with Overview and Scrutiny Management Committee or Environment Select Committee on the report to Cabinet. However, Environment Select Committee and Cabinet have received representations from Pewsey Community Area Partnership and the Campaign for the Protection of Rural England on this subject.

Question 4

When will the Consultation Report and recommendations be submitted to Cabinet for a decision?

Response

The report will be submitted to the 9 October meeting of Cabinet.

Question 5

What part will the local Area Boards take in the process as noted in the Wiltshire Council General Consultation Strategy report?

Response

Consultation with Area Boards on this issue commenced in December 2015 when the then Cabinet Member and Portfolio Holder attended a joint Tidworth and Pewsey Area Board meeting. Those attending this meeting asked that a decision on closure of Everleigh HRC be postponed. The minutes record that this was agreed and that the site should remain open. It should be noted that this decision was made prior to the site surveys that identified drainage and other issues that would require additional investment at the site.

The Director of Waste and Environment attended Pewsey Area Board on 31 October 2016. The Director and the then Portfolio Holder also attended a further meeting of Pewsey Area Board on 5 March 2018. Following this meeting the Cabinet Member and Director held a meeting with representatives of PCAP and CPRE to provide responses to more detailed questions. Following this a meeting was held with councillors representing the Pewsey, Tidworth and Amesbury Community Areas.

The minutes of meetings and written representations received record that the attendees at area board meetings are mainly opposed to the closure of the site.

Question 6

- a. How does WC intend to handle the character limitation issue in the consultation questionnaire that limited the public's ability to provide a complete response.

Response

The character limits were increased on 10 July to 500 (approximately two sides of A4) for responses to questions 10a, 11a and 12a and 2,000 for question 13. Some respondents elected to submit either separate responses, or appended sheets to posted hard copies of the questionnaire, all of which

were included in the final analysis and used to help inform the report to the council's Cabinet.

Of the non-questionnaire responses six are of a length that means all wouldn't be accommodated in restricted character limits. Of the paper versions of the questionnaire there are two that would breach those limits. Of the responses received via the online portal, eight reached the limit on question 10a and seven reached the limit on question 11a.

- b. Note! This limitation was not declared in the questionnaire return and WC Waste Management staff when told said the limitation would be removed but this did not appear to happen.

Response

The limits were extended as described above but not removed completely.

Question 7

The Cabinet Agenda Pack for 25th September, Page 72, paragraph 35, refers to waste tonnages. Please can WC clarify if this is total waste tonnages or is limited to household non-recyclable waste?

Response

These are total waste tonnages as there are costs associated with collecting and managing all materials. In recent years the total tonnes of waste collected at the kerbside and at household recycling centres has reduced. The tonnes of non-recycled waste collected at the kerbside have reduced and there has been an increase in the tonnes of dry recyclable materials collected at the kerbside.

Question 8

The Cabinet Agenda Pack for 25th September, Page's 72 & 91: The theme from the finance statements appears to suggest that it is Wiltshire Councils strategy to make financial savings via the reduction in waste tonnage partially by influencing consumer behaviour but by also by making recycling more difficult for the public. Please can WC explain this strategy more fully and specifically identify how it will save money ie not just a top level statement that the reduction in the total level of waste tonnage to process will provide a financial saving.

The council is projecting that the tonnage of waste and recycling collected will continue to fall. It is not the council's intention to make recycling more difficult. From 30 July this year residents have been able to separate plastic pots, tubs and trays and food and drink cartons and put them in the blue lidded bin for collection for recycling. We are projecting a further reduction in non-recyclable waste as a consequence of introducing this service.

The council has to pay to treat every tonne of waste but the gate fee for treatment of recyclable material is less than that for treatment of non-recycled waste. Depending on the type of recyclable material there may be an income which helps to offset some of the cost of collection and treatment.

Question 9

The Cabinet Agenda Pack for 25th September, Page 95, 'Capital Programme Budget Movements and Spend to 31 July 2018' has a line item under 'Community' for 'Waste Services' for £0.300 million plus £0.182 million transferred from the last financial year and with £0.087 million spend to date. Please can WC advise the detail what this funding has been allocated for and if the identification in this statement provides the authority by cabinet to authorise the spend?

Response

This funding is for the purchase of bins and boxes for waste and recycling for new properties and to replace any which are lost or broken. Officers are authorised to spend this budget as allocated on bins and boxes under the council's scheme of delegation and in accordance with regulations.

Additional Questions

Colin Gale - Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC) Questions on the status of the consultation on the proposed closure of Everleigh HRC

To Councillor Bridget Wayman – Cabinet member for Highways, Transport and Waste

Further to the response to the questions provided on 17th September I wish to clarify and respond to a number of points:

Question 1

Please can you confirm that the 12 additional emailed responses are additional to the 1,318 total response's and if these emailed response which are not in the questionnaire format will be included in the consultation analysis?

Response

Yes, these are in addition to the 1,318. We can confirm that all responses have been included in the analysis regardless of whether they were emailed or sent as hard copy, and also irrespective of whether responses were made on the council's consultation template.

Question 2

The response identifies that there has been no engagement with ESC etc on the consultation report before the report is submitted to Cabinet but the response does not advise why not. The consultations recently observed seem to all go through some level of scrutiny before being submitted to Cabinet which would seem to be good practice. Is there a reason why this practice is not being carried out for the Everleigh Consultation report?

It should be noted that although PCAP and CPRE have made statements to ESC on Everleigh the statements have simply been acknowledged by the chairman with no discussion by the committee.

Response

Not all executive actions are subject to overview and scrutiny just those which are agreed as priorities by the non-executive members. Early discussion with the relevant leading members of the overview and scrutiny function is important.

As part of Environment Select Committee's (ESC's) work, the Waste Contracts Task Group (who report to ESC) discussed the consultation on the closure of Everleigh household recycling centre at their June meeting. The task group agreed that no further Overview and Scrutiny engagement was required.

Ultimately it is for Overview and Scrutiny to decide whether they engage with a particular issue.

Question 5

The response refers to additional investment at the Everleigh site. Wiltshire Council have previously acknowledged that there has been no investment at the Everleigh site since 1997 and that the drainage issue is due to the original drainage installation not being carried out in accordance with the installation drawings.

Response

The additional investment refers to the funding required at this time to install a new drainage system, replace the drainage tank and repair the retaining wall. This would be in addition to the investment under the new contract for provision of new containers and a new mobile compaction unit.

Question 6

The character limitation correction as identified in the response did not work as notified to the Director for Waste on 1st September 2018. I was only allowed to insert approximately four sentences before the character limitation restricted further input for both questions 10a and 11a.

Response

This was highlighted early in the process and the character limit increased to either 500 or 2000 (from 200 or 500), depending on the question, from 10 July – so, with nearly two months to run before the consultation close. In respect of questions 10a and 11a there was a limit of 500 characters. From 1,251 responses eight reached that limit and on Q11a seven from 1,251 reached that limit. I apologise that Mr Gale was not able to complete his responses in this format, however the extension to the character limit did work for some. The majority of respondents restricted their free text replies to one or two points.

Respondents were also free to submit comments by other channels to the council at any time, with a number of people and parish and town councils electing to do so.

Where submitted the comments have been added to the numbers reported and given equal weight to those recorded via the consultation portal.

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Wiltshire Council

Cabinet

9 October 2018

Subject: Care Leavers Council Tax Exemption

Cabinet Member: Councillor Laura Mayes – Cabinet Member for Children, Education and Skills.

Key Decision: Key

Executive Summary

Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living.

Following broad consultation and analysis of local need a draft Local Offer has been prepared, it is our intention to publish this ahead of National Care Leaver Week starting 24 October 2018.

Our Local Offer has been scrutinised by Corporate Parenting Panel, a Rapid Scrutiny working group and Children's Select Committee. The core elements included in the Offer have been endorsed.

Proposal(s)

Wiltshire Council Care Leavers are exempted from Council Tax to include care leavers whom live within and outside the Wiltshire Council boundary, as set out in appendix B.

Reason for Proposal(s)

This proposal will assist care leavers in, or in preparing for, adulthood and independent living and thus support us in delivering our statutory duties.

**Terence Herbert
Corporate Director**

Wiltshire Council

Cabinet

9 October 2018

Subject: Care Leavers Council Tax Exemption

Cabinet Member: Councillor Laura Mayes – Cabinet Member for Children, Education and Skills.

Key Decision: Key

Purpose of Report

1. To seek the endorsement from Cabinet for our proposal to exempt Wiltshire Care Leavers from Council Tax.

Relevance to the Council's Business Plan

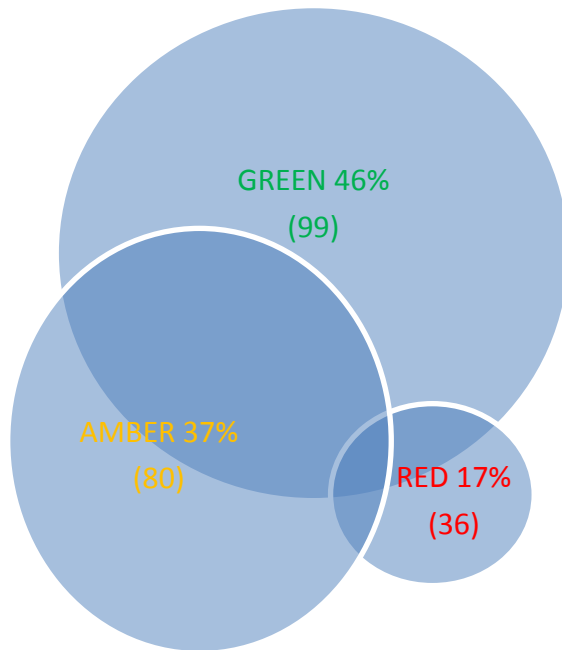
2. One of the key priorities in the Council Business Plan is protecting those who are most vulnerable. We want to build communities that enable all residents to have a good start in life, enjoying healthy and fulfilling lives and we are committed to provide people with the opportunities and skills through investment. Where care is needed, health and social care will be delivered seamlessly to the highest standards. Improving outcomes for our Care Leavers is one of the goals and thus a priority group.

Background

3. Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and well-being; relationships; education and training; employment; accommodation; participation in society.

Main Considerations for the Council

4. Currently in Wiltshire there are 215 care leavers; the majority of these (165) are aged between 19 and 21 years.
5. We undertake a regular screen of our care leaver population. The screen has been developed by Barnardos to support service development and it provides a RAG rating across domains including accommodation, mental health, education, employment and social inclusion. Findings from the last screen are summarised below:



Young people can move through each section / colour depending on their level of stability. Significant events have an impact on this, depending on the outcome for the young person. Crisis events tend to see them move into red, their ability to cope with crisis and significant events affects their stability. This impacts on a worker's priorities.

6. Green / stable cases have a strong correlation with a long term stable placement through their care career or towards the end. These young people enjoyed good attachments and relationships with carers, they are particularly well engaged in education or training. Common features include:
 - integrated family life in an excellent foster placement
 - doing very well in GCSEs or at collage
 - continues to make excellent progress and is working at or above expected progress
 - SATS better than expected
 - higher education an ambition
 - employed
 - has her own tenancy
 - described as gifted and talented

7. Amber cases have likely experienced several temporary placements, are less likely be in education or employment, are more difficult to engage and more likely to have mental health issues. Emotional and behavioural development is of concern. Common features include:
 - history of self-harm
 - exclusions
 - NEET
 - SEND
 - hasn't received any formal education (UASC – unaccompanied asylum seeking children)
 - disengaged

8. Red cases have a strong correlation with those who have had several placements in different areas, including out of county placements, complex mental health needs, NEET, traumatic childhoods and journey through care. Common features include;
 - history of domestic abuse, affecting self esteem
 - inability to form attachments and have meaningful relationships

- at risk of CSE
 - sexualised behaviour
 - delayed development
 - homeless
 - suicidal tendencies and self-harm and ongoing emotional concerns
9. The local screen reinforces what the national data tells us regarding the vulnerability of care leavers.
 10. The lasting impact of the events and circumstances that led to a child being taken into care; the high incidence of Special Educational Needs (SEN) among care leavers (around 60% of children in care for 12 months have SEN, compared to 15% of children in the general population) and emotional health problems (around half of children in care have a Strengths & Difficulties Questionnaire (SDQ) score that is borderline or cause for concern); the impact of placement moves while in care (including the resultant change in school that often occurs) – all contribute to low attainment, with only 14% of children in care nationally achieving 5 good GCSEs.
 11. Leaving school with few qualifications adversely affects care leavers' progress into higher education, apprenticeships and skilled jobs. Consequently, 39% of care leavers nationally are not in education, employment or training. Some these care leavers may have to rely wholly upon universal support and depending on the type of accommodation they occupy; universal credit may meet some of their living costs and some of their housing costs but it does not provide any support in respect of council tax.
 12. Research undertaken at national level consistently demonstrates that in the longer-term, outcomes for care leavers remain poor. 49% of men under 21 who have come into contact with the criminal justice system have been in care, whilst 25% of people experiencing homelessness have also spent time in care (NAO 2015).
 13. Within the Care Leaver Offer we are building a range of additional supports which continue to build upon the positive work we are doing to enable our care leavers to succeed. We have embedded into our work the principle of 'care-proofing' our policies and practices where corporate parents recognise the vulnerability of care leavers as young adults and therefore prioritise and reference them as a protected or vulnerable group. This approach has been effective; it has enabled us for example to recognise the vulnerability of care leavers explicitly within the Council Business Plan.
 14. As well as the historic factors that they have experienced care leavers also face the added challenge of having to cope with the demands of living on their own at a young age, having to manage finances, maintain a house/flat and manage to live independently without the support from families that most of us take for granted. That is why it is incumbent upon

the Council as the corporate parent to do as much as it can to give care leavers the support and opportunities to succeed.

15. The Communities and Local Government Select Committee, which has conducted an inquiry into homelessness, has called upon government to consider reviewing the transition to independence for care leavers, after hearing evidence that around 24 per cent of homeless people have been in care. It has stressed the additional challenges which care leavers face in achieving financial independence. Expecting care leavers to be responsible for council tax as soon as they leave care undoubtedly adds additional pressure during what is a particularly vulnerable period for them.
16. 77 Local authorities across the country already exempt care leavers from council tax. In doing so many have cited the particular vulnerability of care leavers and emphasised that this is one area in which the council can take positive local action to support 'their children and young people'. The proposed policy is attached at appendix B. We estimate that to implement this change in Wiltshire will cost the Council and major precepting authorities approximately £60,000 annually.
17. As corporate parents by exempting care leavers from council tax we would demonstrate to them that we understand the lasting impact of the early trauma they have suffered. We will also be providing a strong and clear message that as the corporate parent will prioritise the needs of this group and commit to supporting them into adulthood.

Overview and Scrutiny Engagement

18. The Children's Select Committee set up a rapid scrutiny task group focusing on the Local offer for care leavers. The final report (appendix A) was presented and proposals endorsed by Children's Select Committee on 19th June 2018.

Safeguarding Implications

19. Safeguarding young people and vulnerable adults is core business for the service and thus Personal Advisers working care leavers are experienced and skilled at dealing with safeguarding issues. This specific proposal does not have any safeguarding implications rather would have a positive impact on life chances and outcomes for care leavers.

Public Health Implications

20. The proposal is for a specific group of young people and will not have any impact on the general public's health and wellbeing. The overall implications of the proposals will have a positive public health impacts which may include, but are not restricted to, direct health implications, sustainability, maintaining a healthy and resilient environment, economic

impacts, reducing or widening inequalities and the wider determinants of health.

Procurement Implications

21. There are no procurement implications.

Equalities Impact of the Proposal

22. This proposal will impact positively on care leavers as the removal of this payment will improve their ability to manage their finances and thus reduce barriers that exist. Care leavers with protected characteristics will be entitled to this exemption alongside all other care leavers. Care leavers should be prioritised and referenced as a protected or vulnerable group.

Environmental and Climate Change Considerations

23. There are no environmental and climate change considerations because of this proposal because energy consumption and carbon emissions will not change. Furthermore, there are no risks associated with environmental management/impact or climate change issues that require consideration.

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

24. The risks associated of not approving this proposal are linked to the Council's reputation noting that over half of all Local Authorities already offer this exemption. Furthermore, it could impact negatively on the next Ofsted inspection outcome and there are risks associated with individual care leavers' financial stability.

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

25. There are no risks associated with taking this action.

Financial Implications

26. The total cost of the scheme is estimated at £60,000 which will largely be shared by the Council, Wiltshire Police and Wiltshire and Dorset Fire and Rescue Authority. The Council's share of the cost will be absorbed within the Collection Fund.
27. The two major precepting authorities have been consulted and their views will be reported at the meeting.

Legal Implications

28. Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended.

Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This proposal assists us in delivering our statutory responsibilities and is a decision that can be made by the Council to enhance our offer to care leavers.

Options Considered

29. There are 2 options:
1. Continue to charge care leavers Council Tax
 2. Amend policy and give care leavers Council Tax Exemption.

Conclusions

30. The conclusions reached having taken all the above into account is that option 2 is endorsed given the financial implications are limited yet the social value is significant and assists us in delivering our statutory responsibilities.

Lucy Townsend (Director - Family and Children's Services)

Report Author: Martin Davis, Head of Service - Care and Placement,
martin.davis@wiltshire.gov.uk, Tel: 01225 712590

Date of report: 14.9.18

Appendices

Children's Select Committee Report
Proposed Council Tax Exemption Scheme for Care Leavers

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**Rapid Scrutiny Exercise:
Children in Care Leavers**

Purpose

1. To report to Children's Select Committee (CSC) the outcome of the rapid scrutiny exercise established on 13 June 2017 and held on 23 January 2018 and 27th April 2018 to consider Wiltshire's Local Offer for Care Leavers under the Children and Social Work Act 2017 (which will be referred to as "local offer" in this report).
2. To make recommendations to the Cabinet Member for Children, Education and Skills.
3. **Note:** The Lead Member was asked by the Members to note in this report the vast amount of relevant experience residing within the review body in relation to Care Leavers and related matters, which included one member with current long-term experience as a Foster Parent. As such the final recommendations are based on the evidence received and the abovementioned experience in this area.

Background

4. It was resolved at the 13th June 2017 meeting of Children's Select that a meeting be set up between the Chair and Vice-Chair of Children's Select and Martin Davis, Cllr Laura Mayes, and Cllr Pauline Church to discuss a potential piece of scrutiny on children transitioning out of care.
5. At the above meeting it was resolved that a rapid scrutiny exercise be arranged to examine the draft of Wiltshire's Care Leavers Covenant. The covenant sets out Wiltshire Council's corporate responsibility for care leavers.
6. The rapid scrutiny exercise met on 23rd January to examine how the local offer intends to meet its goals and to address any perceived gaps or potential improvements.
7. At the 6th February 2018 meeting of the Children's Select Committee meeting it was requested that the rapid scrutiny exercise reconvene to consider further information and refine their conclusions and recommendations. This meeting took place on 27th April 2018.

Membership

8. The following Councillors were appointed:

Cllr Chris Devine (lead member)
Cllr Mary Champion
Cllr George Jeans
Cllr Melody Thompson

Evidence

9. The following paper was made available prior to the meeting:

- Children and Social Work Act 2017, Care Leavers: A Local Offer (Briefing Report to Rapid Scrutiny 23.01.2017)
- Children and Social Work Act 2017, Care Leavers: A Local Offer (Further Briefing Report to Rapid Scrutiny 27.04.2018)

Witnesses

10. Members of the rapid scrutiny would like to thank the following councillors and officers for attending the meeting and providing evidence:

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills
Cllr Pauline Church, Portfolio Holder for Children's Safeguarding
Martin Davis, Head of Care and Placement
Lucy Townsend, Director of Family and Children Services

Deliberations

11. The local offer was introduced to the scrutiny members. During the ensuing discussion, several questions were asked and aspects of the policy further explored, including the following:

Personal Advisors

12. Provision for Personal Advisor (PA) support would be extended for all care leavers up to age 25. Care leavers currently receive support from their PA until they reach age 21, the new statutory requirements entitle care leavers up until the age of 25 to request support from a PA. Scrutiny members expressed support for this extension.

13. Officers explained that advertisements for vacant PA posts generate significant interest and applications received are usually of good quality. Officers expressed confidence in being able to recruit to additional PA posts if funding is identified to increase numbers.

Accommodation

14. It was acknowledged that there was a lack of accommodation across all of Wiltshire for care leavers. If housing in Wiltshire was not provided for care

leavers then more expensive accommodation would have to be sought out of county. As such, support was given to a housing pilot scheme to demonstrate the potential for success and attract housing developers.

15. Whilst no care leavers are currently in unsuitable accommodation, there were a number being housed outside of the county. As noted above, this is arranged at extra cost, both financial and through the distance from their communities. It was noted by the members that it is important that these individuals be encouraged back into Wiltshire-based accommodation.
16. Support was expressed in securing the commitment to treat care leavers as a priority banding, and it was acknowledged that this could be done with no direct need for additional funding.
17. Under the Rent Guarantee Scheme Wiltshire Council can act as a rent guarantor for care leavers. Currently this was in place for 10 care leavers. The scheme is designed to assist care leavers who can afford rent but where the landlord requires additional reassurance. It was noted that some requests are turned down where it is clear they would not be able to meet rent demands.
18. Members asked if communities surrounding the accommodation offered to care leavers are sufficiently vetted for suitability. Assurance was given that the officers from Housing are in contact with the Emerald Team to ascertain whether there are any concerns in the local area.
19. Concerns were raised over the possible lack of training and awareness from housing associations when it came to potentially housing care leavers with mental health issues (**recommendation 6**).

Employment

20. A Building Bridges programme is currently in place to help disadvantaged children out of unemployment. Under the programme coaches are allocated to each child to help them find suitable employment within their local communities.
21. A new Grandmentors programme was detailed which would provide support for care leavers throughout their transition into independent living. The programme allows volunteers age 50+ to share their experience and knowledge with care leavers. Under this scheme Grandmentors contribute 50% towards operational costs with Wiltshire Council required to match fund.
22. Members sought assurance regarding the vetting procedure for potential Grandmentor volunteers and were informed that there would be a Volunteering Matters Co-ordinator in charge of this process and that the Council would ensure that safeguarding arrangements were robust before entering into a formal agreement and contract with Grandmentors.
23. Care leavers who meet the eligibility criteria would be guaranteed an interview for Wiltshire Council apprenticeships. Members felt that this favourable

access should be highlighted and published to ensure all care leavers and their Personal Advisors are aware and maximum take-up from care leavers can be achieved. (**recommendation 8**).

24. Concerns were expressed that some care leavers were missing out on employment opportunities due to not meeting “functional skills” requirements (i.e. maths and English), which weren’t relevant for their potential employment. Officers had spoken to Wiltshire College on the definition of functional skills and would be waiving this requirement in certain situations.
25. The rapid scrutiny noted that it would be useful to know from the Human Resources team which businesses are being approached by Wiltshire Council for apprenticeship opportunities.
26. Members felt that any apprenticeships and work placements arranged should be checked to ensure they are appropriate both in their sector and the geographic location to make sure that care leavers can access the opportunities and that they are receiving opportunities suited to them (**recommendation 9**).

Support

27. Mandatory training would be developed for all Wiltshire officers to promote a positive “cultural shift”. Members suggested this be advertised to all mentors and hoped it would go beyond a short online course (**recommendation 7**).
28. Support was given to providing care leavers with free leisure passes. It was noted this could be done at minimal cost.

Finance

29. The Leaving Care Grant provided to all care leavers was currently £2000. This grant is held by Wiltshire Council and any spends went through a care leaver’s Personal Advisor. Whilst it was noted that Personal Advisors are resourceful and good at sourcing value for money, it was noted that the grant was relatively small. It was asked that research be done into the amounts provided in other nearby local authorities, it was discovered following this that other local authorities currently pay the same £2000 rate as Wiltshire. Scrutiny members suggested that more money should be made available through a discretionary amount which could be given on a case by case basis, as determined by the team managers (**recommendation 2**).
30. It was strongly recommended that care leavers be provided council tax exemption until the age of 25. In the interest of providing care leavers with the best start possible it was felt that removing this cost for them constituted a sensible and effective use of the funding available (**recommendation 1**).
31. Strong support was given to funding an additional two Personal Advisor posts to expand the support offered to care leavers (**recommendation 1**).

32. WiFi contributions were suggested to be provided at a rate of 50%. It was requested that a potential care leavers WiFi connection deal, provided through the digital strategy, be investigated. This would reflect the current reliance on WiFi, especially for people of a typical care leaver's age (**recommendation 4**).
33. Members queried whether there would be value for money if the Council were to fund tuition fees for care leavers. It was noted that repaying student loans does not begin until an annual income threshold of £17,775 has been reached. It was considered that this funding could be used elsewhere to more effectively help care leavers (**recommendation 5**).
34. Members suggested that a bus pass scheme should be developed for care leavers to assist them in attending education, interviews and employment (**recommendation 3**).

Additional Meeting

35. At the additional meeting members were informed that the Corporate Parenting Panel was consulted on 13th March 2018 and asked whether they supported the developments outlined in the draft offer. The Panel provided positive feedback and indicated that they agreed with priorities that had been identified.
36. The members of the Rapid Scrutiny were informed that Personal Advisers had also been consulted on the priority order for developments in the local offer which require significant additional investment. Members were informed that following this Children's Services had resolved to fund its contribution to the Grandmentors scheme.
37. The Corporate Parenting Panel, the Personal Advisers, and the Rapid Scrutiny members identified their order of their priorities as follows (**recommendation 1**):

	Corporate Parenting Panel	Personal Advisers	Rapid Scrutiny
1 st	Funding for 2 extra Personal Advisors	Funding for 2 extra Personal Advisors	Funding for 2 extra Personal Advisors
2 nd	Grandmentors	Grandmentors	Grandmentors
3 rd	Free Bus Pass	Free Bus Pass AND Contribution to Wifi costs	Free Bus Pass (to assist care leavers in attending education, interviews and employment) AND Contribution to Wifi costs
4 th	Council Tax Exemption	Leisure Centre Pass	Leisure Centre Pass
5 th	Extra Care Leaver's Grant	Council Tax Exemption	Council Tax Exemption

6 th	Leisure Centre Pass	Extra Care Leaver's Grant	Extra Care Leaver's Grant with the addition of "to include a discretionary amount that could be given on a case by case basis, as determined by the team managers"
7 th	Tuition Fees	Tuition Fees	
8 th	Contribution to Wifi costs		

Recommendations

With regards to the Wiltshire Local Offer for Care Leavers the rapid scrutiny exercise recommends that the Cabinet Member for Children, Education and Skills:

1. Prioritises the additional investments in the Local Offer as follows:

1 st	Funding for 2 extra Personal Advisors
2 nd	Grandmentors
3 rd	Free Bus Pass (to assist care leavers in attending education, interviews and employment) and Contribution to Wifi costs
4 th	Leisure Centre Pass
5 th	Council Tax Exemption
6 th	Extra Care Leaver's Grant with the addition of "to include a discretionary amount that could be given on a case by case basis, as determined by the team managers"

2. Explores the creation of a bus pass scheme for care leavers to assist them in travel to and from education, interviews and employment
3. Increases the Care Leavers Grant to fall in line with the average grant levels in surrounding local authorities and to allow a discretionary amount that could be given on a case by case basis, as determined by the team managers.
4. Explores the creation of a funded Wi-Fi package for care leavers through the Wiltshire Digital Strategy.
5. Ceases the funding for university tuition fees so that the funds released could be used more effectively elsewhere for the benefit of care leavers.

Regarding care leavers in general, the rapid scrutiny exercise also recommends that the Cabinet Member for Children, Education and Skills:

6. Promotes training for housing association employees to ensure adequate levels of Child and Adolescent Mental Health awareness.
 7. Advertises the mandatory training available for all officers amongst mentors and ensures that the training is and has been effective.
 8. Promotes the favourable access available for care leavers to Wiltshire Council apprenticeships to the care leavers and their Personal Advisors.
 9. Ensures measures are in place so that the work placements and apprenticeships offered to care leavers are appropriate both in their work sector and their geographic location.
-

Cllr Chris Devine, lead member for the rapid scrutiny exercise

Report author: Adam Brown, Senior Scrutiny Officer, 01225 718038,
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Background documents

None

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Council Tax Discretionary Discount Policy for Care Leavers

This Policy is effective from 1st April 2018

Care Leavers

Introduction and purpose

Wiltshire Council wants to improve the lives and life chances of our care leavers. We recognise that care leavers are among the most vulnerable groups in our society, and by granting up to 100% discretionary discount from council tax, the Council will be providing practical help and financial assistance to care leavers whilst they are developing independent lives and their life skills.

Wiltshire Council aims to provide financial assistance with council tax bills to support our care leavers from the age of 18 until their 25th birthday.

The discretionary discount will be awarded only after entitlement to other legislative discounts or exemptions have been applied (except Council Tax Reduction) and will be awarded to all Wiltshire care leavers living within the county of Wiltshire with effect from xxx irrespective of the date of their application.

Legislation sets out statutory exemptions which the council must apply but also permits the local authority to introduce its own exemptions under discretionary powers provided by Regulation 13a of the Local Government Finance Act 1992. Councils therefore have the power to reduce the amount of council tax a person has to pay. This includes the power to reduce an amount to nil, and may be applied to individual cases or by determining a class of case in which liability is to be reduced. The purpose of this policy is to confirm the creation of a new class of council tax discount and the basis on which that discount can be awarded.

This policy outlines:

- the procedures for awarding the relief to Wiltshire care leavers living in the county.
- the appeals procedure for citizens dissatisfied with a decision made for this relief

Definition

A care leaver, for the purposes of this policy, is a young person aged 18 – 25 who was formerly a child in the care of Wiltshire Council and then became a 'care leaver' as defined by The Children (Leaving Care) Act 2000 and is liable for council tax on a dwelling within the county of Wiltshire or is living in a household which would have qualified for a single person's discount. The definition includes young people who were in the care of the council by voluntary agreement or because of a court order.

Estimated cost of the scheme

Analysis of records confirms there are currently 120 care leavers, 40 of whom are liable to pay council tax. Based on the average council tax charge for a band B property in 2018/19 (£1,382.83) offering 40 households a 100% discount would cost £55,313 per annum.

In addition to the £55,000 a further cost will be incurred by awarding a 25% council tax discount to approximately 12 single adult households currently housing a care leaver with an estimated cost of £4,148 per annum.

Based on current numbers of care leavers and current council tax charges it is estimated that the scheme would cost in the region of £60,000 per annum in 2018-19.

Legal Provision

There are a number of statutory discounts, disregards and exemptions available under council tax legislation for people and properties in certain circumstances.

In addition to these, a council can award discretionary relief under section 13A(1)(c) of the Local Government Finance Act 1992 (as amended in 2012):

“(1) The amount of council tax which a person is liable to pay in respect of any chargeable dwelling and any day (as determined in accordance with sections 10 to 13)-

...

(c) in any case, may be reduced to such extent (or, if the amount has been reduced under paragraph (a) or (b), such further extent) as the billing authority for the area in which the dwelling is situated thinks fit.”

....

(6) The power under subsection (1)(c) includes power to reduce an amount to nil.

(7) The power under subsection (1)(c) may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.”

This therefore allows the council to reduce the amount of council tax payable, after statutory discounts and exemptions, by any amount. This provision is separate to and distinct from the published Council Tax Reduction Scheme.

Criteria

Care leavers that meet the definition above will be eligible to apply for a local discount. The scheme will incorporate a hierarchy of liability. Where a Care Leaver is recorded as liable to pay council and regardless of whether the Care Leaver lives alone or not, the household will be awarded 100% discount on the amount of council tax they are liable to pay after statutory discounts and exemptions have been applied.

Where a Care Leaver joins a household comprising of an adult who is recorded as liable for council tax we would look to award a discount of 25% where a care leaver or care leavers join that household as a sub-tenant; however, each case will be treated on its facts.

No reduction will be made for care leavers of other authorities living within the county boundary, but separate arrangements will be provided for Wiltshire care leavers who are living outside the Wiltshire area.

Application process

A care leaver (or his/her appointee or a recognised third party acting on his/her behalf) will complete an application form, or provide sufficient detail to enable the discount to be processed.

Forms will be available from the care leaver's Personal Advisor or from the Revenues Service.

An application should provide the following information:

- Full name
- Date of birth
- Current address
- National Insurance Number
- Details of any other adults in the property and relationship to them
- Details of any circumstances that would be relevant to entitlement to legislative discounts, disregards or exemptions
- Contact details
- Name of personal advisor, if known

Upon receipt of an application, a member of the Revenues Service will verify the status of the care leaver from council records and assess the award.

Awards will be made directly by a reduction in liability on the council tax account and notification of the award of discretionary relief will be by way of the council tax bill.

The Revenues Service will undertake periodic reviews appropriate to the individual circumstances of each case. Children's Services will provide a quarterly list of all care leavers between the ages of 18 and 25.

The care leaver (or his/her appointee or a recognised third party acting on his/her behalf) must advise of any change of circumstances which may impact the council tax charge within 21 days.

Any overpaid discretionary relief will be reclaimed through the relevant council tax account and collected and recovered under the Council tax (Administration and Enforcement) Regulations 1992.

Review of Decision/Appeals

The council will accept a written request from a care leaver (or his/her appointee or a recognised third party acting on his/her behalf) for a re-determination of its decision.

- Re-determination of the decision will be made by an officer who has not previously been involved with the award.
- In the case where the customer has been notified of a decision and they exercise their rights to appeal, they must make payment to their council tax account as requested. In the event that an appeal is successful, any credit on the account will be refunded.
- The council will consider whether any additional information has been provided that will justify a change to its original decision.
- The council will notify the council tax payer of its final decision within 21 days of receiving a request for a re-determination.
- Whilst every effort will be made to meet the deadline outlined above, failure by the council to do so does not qualify the applicant for relief.
- If an applicant remains dissatisfied with refusal of their application they may appeal to the Valuation Tribunal for England (VTE).

Wiltshire Council

Cabinet

9 October 2018

Subject: Results of the consultation on a proposal to close Everleigh household recycling centre

Cabinet Member: Cllr Bridget Wayman Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Executive Summary

Everleigh household recycling centre (HRC) is one of a network of eleven sites across Wiltshire operated under contracts with the council.

The council including the waste service has challenging financial savings targets to achieve for 2018-19 and beyond.

Site survey results show that Everleigh HRC requires capital investment in order to continue to remain open. Everleigh has fewer users than the other sites and collects less waste and recycling as a consequence.

A public consultation ran for three months from June to September this year when residents were invited to comment on a proposal to close the site and identify the implications this might have.

There was a good response with a large majority in favour of retaining Everleigh.

Many of the responses referred to loss of convenience if the site is closed and expressed concern about the risk of an increase in fly tipping.

These impacts are not sufficient to justify the capital investment required and the loss of the opportunity for revenue savings which the service and council need to find.

Proposal(s)

That Cabinet:

- I. Notes the results of the public consultation undertaken on the proposal to close Everleigh HRC
- II. Approves the closure as proposed

Reason for Proposal(s)

1. To inform Cabinet of the results of the public consultation of the proposal to close Everleigh HRC.
2. To seek approval for the closure to enable the required service savings to be achieved.

Tracy Carter (Director, Waste and Environment)

9 October 2018

Subject: Results of the consultation on a proposal to close Everleigh household recycling centre

Cabinet Member: Cllr Bridget Wayman Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Purpose of Report

1. To provide an update to Cabinet on the results of the public consultation into the future of Everleigh household recycling centre (HRC) in light of the proposal to close the site to avoid capital investment and save the operating costs of keeping this facility open.

Relevance to the Council's Business Plan

2. The following goals, priorities, and commitments are relevant to this report:
 - (i) High recycling rates and reduced litter: Increase opening hours at household recycling centres, where appropriate
 - (ii) Community Involvement
 - (iii) Robust decision making which is open, inclusive, flexible, and responsive
 - (iv) Financial challenge – we need to make £45m of savings by 2021 – and this will mean some difficult decisions for the new council

Background

3. In May 2017 Cabinet resolved to award a contract to FCC Environment for the management of nine HRCs which are owned by the council. The contract was due to commence in October 2017. The other two sites in Wiltshire are owned by Hills Waste Solutions and those HRCs are operated under another contract with the council.
4. As part of the site inspection programme undertaken by FCC in advance of taking on management of the sites, issues were identified with drainage at Everleigh HRC. The site had been operating under Hills' management using the previous layout and offering a full range of recycling options without incident. However, once this issue was identified the council had to take action to avoid the risk of a breach of environmental regulations. The council worked with FCC to revise the site layout to mitigate this risk. This entailed reducing the number of recyclable materials residents could take to the site, while ensuring that those materials for which there is greatest

- demand continue to be collected. To resolve this problem a new drainage system would have to be installed.
5. The current, revised layout provides a smaller area on which containers can be placed. This resulted in the removal of, amongst others, the containers for cardboard and plastic. These changes were made from early October 2017 to coincide with the commencement of FCC Environment's contract to manage the HRC network. At that time, plastic bottles and cardboard were collected at the kerbside in the blue lidded bin and additional cardboard could be placed next to the bin for collection, reducing the inconvenience caused to residents by this change. Since 30 July residents have been able to add plastic pots, tubs and trays and food and drink cartons to the materials collected from the blue lidded bin.
 6. In addition, a drainage survey highlighted the need for the sealed underground drainage tank at Everleigh HRC to be replaced to ensure that water draining from the site was contained securely to avoid the risk of surrounding land becoming polluted. Finally, a site infrastructure survey highlighted the need for essential maintenance to be carried out on the retaining wall separating the residual waste and garden waste containers from the public area.
 7. In parallel with the site changes being made work was underway on setting the council's budget for 2018-19 and it was determined that there was a need to save £22m. Individual services were given savings targets and options were developed to make required savings from the waste management budget. Closing Everleigh HRC is one of several measures proposed by the service to meet its savings targets. Other planned measures include implementing charges for non-household waste items, such as tyres and construction waste, at all HRCs. This is a measure that a number of other local authorities have taken. Additionally, to help manage costs, residents are now subject to proof of address checks to ensure the sites continue to benefit Wiltshire residents only.
 8. Seven options for Everleigh HRC were developed – including the proposal to close the site. The proposal was then subject to public consultation which commenced on 11 June 2018 and ran for 12 weeks through to 3 September. A copy of the consultation questionnaire is included at **Appendix 2**. The options considered and background information are included at **Appendix 3**.

Main Considerations for the Council

9. Analysis of visitor numbers to each HRC was undertaken which showed that Everleigh received fewer visitors than other sites. To ensure an equitable comparison with other sites data was compared for the 12 month period from October 2016 to September 2017, prior to the number of materials collected at Everleigh being reduced. During this period all sites received between 80,000 and 149,000 visitors, with the exception of Everleigh which received approximately 38,000. This provided initial evidence that closing this site would impact on a lower number of residents than closing any of the others.

10. Also relevant to a comparative analysis of site performance is the tonnage of waste and recycling collected at each site, and the tonnes diverted from landfill as a result of reuse, recycling or other diversion. Data illustrated that Everleigh's performance on both measures was the lowest of the eleven sites, further adding to the case for closure in the face of the need to make financial savings while impacting the minimum number of residents.
11. The other relevant factor is the cost of rectifying the site drainage and other issues. Of the seven options which were developed, the council's proposal to close the site would save £100,000 per year from a combination of fixed operating costs and annual revenue costs. The only cost incurred would be a staff redundancy cost estimated to be £8,000 if the members of staff concerned were not deployed elsewhere within FCC. The other options considered would incur more costs and generate less savings, whilst offering varying degrees of mitigation compared to closing the site. Given the scale of savings required the other options are considered not viable.
12. The council has a statutory duty, under section 51 of the Environmental Protection Act 1990, to provide places where persons resident in its area may deposit their household waste, free of charge. The council currently has a network of eleven sites, nine managed by FCC and two by Hills, to discharge this responsibility.
13. National best practice guidance produced by the Waste Resources Action Programme (WRAP) states that the majority of residents should be able to access a site within 30 minutes if living in a rural area and 20 minutes in an urban area. The majority of Wiltshire residents are able to access sites within these times, and would be able to continue to do so if Everleigh was closed. There are three neighbouring sites, Marlborough, Devizes, or Amesbury which residents who previously used Everleigh HRC could access.
14. Guidance also states that at least one site should be provided per 143,750 residents. Wiltshire Council currently provides one site per 43,000 residents. Were Everleigh to be closed this would change to one site per 47,300.
15. The public consultation was well supported with approximately 1,300 individual responses. Of these, 94% did not support the proposal to close Everleigh HRC. A comprehensive analysis of the responses is presented at **Appendix 1**. These contained around 2,100 individual free text responses over each of the four relevant questions.
16. Whilst the vast majority opposed the closure it should be noted that approximately two-thirds of respondents considered that closure would constitute a minor impact, rather than a significant one. In this context, the council defined an impact as minor if 'It will cause an inconvenience as I will have to travel further to another site', or significant if 'I will no longer be able to access an alternative site'. Some responses stated that having to travel further to access a site was not a 'minor' impact for them.

17. Demographically the consultation sample is notable for the high proportion of older respondents, with 31% aged 65 and over. It is also of note that 10% state they have a disability.
18. In terms of location, whilst the council does not have the ability to map the addresses of respondents, a clear majority have either Pewsey (SN9), or Tidworth (SP9) postcodes. Moreover, approximately 93% of respondents stated that Everleigh was the HRC they personally used. This suggests a locally focussed response to this consultation.
19. In general, only those opposed to the proposal elected to provide comments. Of these, many repeated the same comments for two or more questions so analysis is most meaningful looking across all free text responses given that they contain common themes. A table showing a breakdown of response type per question is included for information in the analysis at **Appendix 1**.
20. The greatest number of responses – approximately one third of the total - suggest the site should remain open because it is local and convenient.
21. 23% of all responses maintain that fly tipping is increasing in the locality or express a view that it will increase if the site closes, with costs to clear this that haven't been factored into the council's proposal. Whilst a future increase can't be ruled out, recent data presented in the analysis suggests that reported fly tipping has decreased, although it had been increasing for some years in line with the national trend.
22. The free text responses also included a large number that relate to the perceived need for the council to invest in the site or provide suitable alternatives. There was some evidence of support for one or more of the other options considered by the council, in particular closure of Everleigh HRC with investment in an additional opening day at each of the three closest alternative sites. There were diverse views on what the council should invest in, ranging from introducing small charges per visit to fund Everleigh HRC remaining open, provision of local skips, reopening of local bring sites, to providing council tax rebates for those impacted.
23. A minority of respondents raised equality and access issues by expressing concern about the ability of some older residents and those with disabilities and medical conditions to navigate steps at the alternative sites. Access to, in particular, the garden waste bins is not on a level surface as it is at Everleigh HRC. Some site users have expressed concern about carrying large bags of garden waste up steps to access the containers. FCC have installed steps at HRCs under other contracts and the change of operating process in Wiltshire is based in part on their successful implementation elsewhere. FCC staff are aware of the need to identify those residents who may need help. Members of the public are encouraged to ask for assistance if required and the council has asked FCC to ensure that site staff are regularly reminded of the need to help.
24. A small number of respondents claim that staff at the alternative sites are not proactive in offering assistance to those visibly in need when navigating

- steps with significant loads. If complaints are received the council raises these directly with the contractor to ensure that a more consistent approach is provided across all sites. The staff also receive compliments and thanks for the help they offer at times.
25. There were a number of responses citing flaws in the consultation process, both the design of the form and the process leading up to the proposal to close Everleigh HRC. These included the claim that the consultation was not legally valid. The council's Monitoring Officer has investigated and confirmed the view that the process is lawful, provides the public with the opportunity to comment properly on the proposal and ensures that those comments will be taken into consideration before a final decision is taken.
26. Another claimed flaw in the process is essentially one of bias. Here, it is stated that the only reason visitor numbers to Everleigh HRC have declined (one of the principal criteria used for assessing which site should close) is that the council has, by design, reduced the range of items that the site can accept. This, it is argued, led to reduced numbers that the council now relies on to justify closure. To avoid this the council used data to inform the public consultation from the twelve month period prior to the Everleigh site changes taking place. This should ensure an equitable comparison across the network of sites and specifically avoid the possibility of the outcomes being skewed.
27. It was also claimed by some that the data used by the council was either not accurate, or not used validly. One such example was the claim that were tonnage diverted to alternative sites upon closure of Everleigh the Council would still be paying for this, and this fact hadn't been built into the comparative calculations, thereby artificially strengthening the case for closure. It should be noted that the savings calculation is not based on a reduction in tonnes of waste received and diverted from landfill as we would expect the material to be diverted to the three neighbouring sites. This ensures the savings calculated are not skewed in favour of the proposal.
28. Appendix 1 also outlines other types of concern expressed by consultation respondents. These include claims that the council is failing to support recycling in its actions, despite public statements to the contrary. Responses also highlight the impact of congestion on Wiltshire's roads. Here, particular attention is drawn to traffic volumes in relation to some of the alternative sites, with Marlborough and Devizes being highlighted in particular. The point is made that closure of Everleigh HRC will exacerbate these issues and add more time to journeys to alternative sites than the additional miles travelled would suggest.
29. The council would acknowledge the impact of increasing numbers of vehicles on Wiltshire's roads. This is a national issue owing to a range of socio-demographic factors. Clearly, there will be certain times when journeys will take longer than others. The council would encourage residents to avoid the busiest times on the roads due to commuter travel. With council budgets being reduced year on year the ability of the council to reduce congestion is limited. It will increasingly fall to residents to choose journey times that permit

them to avoid the busiest times. The opening times available at the sites do allow choice with weekday daytime in addition to weekend opening.

30. By far the most frequently occurring response to the consultation has been to cite the convenience of Everleigh HRC to the local rural population, and the inconvenience closure would create. These responses accounted for a little over one third of the total. Clearly the site is a valued local facility. However, this does not remove the requirement for the council to make financial savings.
31. Finally, there were a number of responses that didn't fall into one of the thematic categories, but nevertheless should be acknowledged. These are identified in greater detail in Appendix 1.

Overview and Scrutiny Engagement

32. There has been no specific engagement with Overview and Scrutiny Management Committee or Environment Select Committee (ESC) on this issue. However ESC and Cabinet have received representations from Pewsey Community Area Partnership and the Campaign for the Protection of Rural England on this subject. As part of ESC's work, the Waste Contracts Task Group (who report to ESC) discussed the consultation on the closure of Everleigh HRC at their June meeting. The task group agreed that no further overview and scrutiny engagement was required.

Safeguarding Implications

33. No safeguarding implications have been identified.

Public Health Implications

34. In relation to water quality, at present there is no evidence for or against the closure of the HRC on pollution or public health grounds.

Procurement Implications

35. No procurement implications have been identified. The possibility of closing the site has been discussed with the contractor. The nature of the contract and financial model underpinning it provide for the removal of this element of service from the contract without the need to re-procure.

Equalities Impact of the Proposal

36. Some 10% of the consultation respondents stated they have a disability whilst 31% reported they were aged 65 or over. Specific concerns cited were steps at alternative sites and difficulty travelling the extra distance to one of these sites.

37. The contractor's method of work provides for steps, in common with a number of other sites in other parts of the country. These are designed to be easy to navigate. Site staff will be reminded of the need to be proactive in

offering assistance where it is needed to those experiencing any difficulties. This assistance is normal practice. Residents will also be encouraged to seek assistance if required, with the council continuing to raise issues on behalf of residents with the contractor.

38. The council is directing residents to three nearby alternative facilities. These are within a 10 mile radius of the Everleigh site.

Environmental and Climate Change Considerations

39. It is accepted that the proposed site closure will entail some additional travel which will impact on air quality in the vicinity of the alternative sites offered. Residents are encouraged to combine trips to the HRC with other journeys to mitigate this impact.

Risk Assessment

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

40. The key risk if the proposed decision is not taken is that annual revenue savings required totalling £100,000 will not be achieved. Additional capital investment of £100,000 will be required to address the drainage, tank and parapet wall issues. No budget has been identified for these works.

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

41. The key risk perceived by those replying to the consultation is that fly tipping may increase in the area of Wiltshire impacted. This is always a risk when waste related services are withdrawn. To date, there has been little if any evidence of increased fly tipping as a direct consequence of council decisions on waste services. It is much easier to report such fly tipping now however. Additionally, there will be a local communications campaign accompanying the closure highlighting the nearest sites and their opening hours. The council will continue to keep fly tipping rates under regular review and targeted interventions will be directed if required.

42. Recycling rates may decrease as some residents may place items that might have been recycled through an HRC into their residual bins for kerbside collection.

Financial Implications

43. The costs associated with the proposed option and the others considered are unchanged and as presented in the options consulted on. These are listed at Appendix 3. The budgetary pressure to remove these costs remains and continues to grow as the financial year progresses with all sites remaining open.

Legal Implications

44. As stated in paragraph 12 above, the council has a statutory duty, under section 51 of the Environmental Protection Act 1990, to provide places where persons resident in its area may deposit their household waste, free of charge. Given the location of other HRCs in the area, the council would still be complying with its statutory duty if Everleigh HRC were to close. The consultation process has been carried out in accordance with legal requirements. Details of the proposal and the reasons for it have been made available to those who would be affected by it. The council has also given details of the other options considered for the site and the reasons why those were not being pursued. Residents have had an appropriate time to make comments on the proposals, in particular on the effect that closure of the site would have on them. A summary of the consultation responses is provided with this report for members to consider when reaching their decision on the proposal.

Options Considered

45. A number of options were considered and included for information and comment within the public consultation. These are detailed at Appendix 3. The only option considered to be financially viable is to close the site.

Conclusions

46. The need for the council to reduce spend continues. The proposed option is the one that generates the combination of the greatest annual revenue saving coupled with avoidance of additional in-year capital spend to ensure the site is made safe and can comply fully with relevant environmental legislation.

48. Consultation responses show high local opposition to the proposal. In these cases it is considered that the risks of not taking the proposed action are greater than those associated with closing the site.

Tracy Carter (Director, Waste and Environment)

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Date of report: 24 September 2018

Appendices

- 1. Consultation responses and council comments**
- 2. Consultation Questionnaire**
- 3. Information Note containing background to the consultation and the options considered and associated costs**

Background Papers

None

High level analysis of consultation

Total number consultation responses	1318 (of which 57 received in hard copy)
Number of additional emailed responses	12
Total number free text responses (across each of the four questions 10a, 11a, 12a, 13)	2109
Percentage stating they do not support the proposal	94
Percentage stating Everleigh is the HRC they use	93
Percentage of respondents stating aged 65+	31
Percentage stating a disability	10
Percentage stating closure would constitute a minor rather than significant impact	65 (impacts were defined as 'minor' if 'It will cause an inconvenience as I will have to travel further to another site', or 'significant' if 'I will no longer be able to access an alternative site')
Percentage stating they visit an HRC weekly or more	27
Percentage stating they visit an HRC monthly or less frequently	73

In addition to members of the public, individual emailed responses outside of the consultation form were received from the following:

- Campaign for the Protection of Rural England (CPRE)
- Pewsey Parish council
- Alton Parish Council
- Amesbury Town Council
- Upavon Parish Council

Analysis of free text responses

The consultation questionnaire contained four such responses. These were:

- **10a** 'If you have said 'no' (to supporting the proposal), please state your reasons why'
- **11a** 'Do you have any comments to make on the other options included in the detailed background documents that the council currently considers not to be viable? If yes, what comments do you have?'
- **12a** 'If you have stated you will be significantly impacted by the closure of Everleigh, please explain why'
- **13** 'If you have stated you will be significantly impacted by the closure of Everleigh, do you have any suggestions the council could consider to reduce the impact on you?'

There has been no ranking of any responses. The results are presented objectively with no assumption that any one question is more important than another as each is asking something subtly different. Many respondents clearly elected to make the same comments across multiple questions which makes it potentially more useful to view total numbers across all four questions.

In addition there were several individual responses from organisations and individuals received outside of the consultation format, but included in this analysis.

Table showing split of responses by theme and question

Theme	Emailed responses	Q 10a	Q11a	Q12a	Q13	TOTALS
Fly-tipping	7	352	45	22	53	478
Environment/pollution	1	70	19	9	9	108
Council investment	4	64	58	25	203	354
Equality and access	0	25	5	29	12	71
Process and survey method	3	46	50	21	39	159
Convenience	3	378	49	262	30	721
Recycling not supported by council	2	34	11	2	19	68
Congestion	1	56	14	6	4	81
Miscellaneous	0	17	19	9	24	69

Consultation responses and council response

Theme	Number of comments (percentage of total)	Comment type	Council response
Fly-tipping	479 (23%)	<ul style="list-style-type: none"> All responses highlight either a concern that fly tipping will increase should Everleigh close, or are comments that fly tipping has already increased since the range of materials able to be deposited at the site was reduced. 	<ul style="list-style-type: none"> Fly tipping remains relatively low in Wiltshire with reports at a rate of 6.2 per thousand residents, compared with 15 nationally. There is little evidence that fly tipping is increasing in the Everleigh catchment area. Pewsey sees the fewest reports of all area boards in Wiltshire, with 13 between April and Aug 2018 (the latest month for which data is available at the time of drafting). Tidworth has the third fewest at 34. During 2018/19, to date, fly tip reports in Pewsey have dropped 55% or by 16 reports from 29 last year to 13 (April to end Aug). Reports in Tidworth are up marginally, 6% or 2 reports from 32 to 34, largely due to a high level of reports in August at 12 which represents 35% of this year's reports and is well above the previous 4 months average of 5.5. So, although data isn't yet available for a direct comparison with the period to October last year, the trend is suggestive of a drop in reported instances since the site was reconfigured to take a reduced range of materials.

Environment and pollution	108 (5%)	<ul style="list-style-type: none"> • Concern expressed that using more fuel to travel further to alternative sites, such as Marlborough or Devizes, will increase their carbon footprint and cause environmental harm. • Some limited concern that the soil at Everleigh is contaminated as a result of historical use, in particular the mass burial of cattle carcasses following the last BSE outbreak. Concerns are cited as evidence the land can't be used for any other purpose. 	<ul style="list-style-type: none"> • Some impact here is acknowledged. The Council has to make difficult decisions in the face of continued financial pressures. The provision of HRCs will remain compliant with and in excess of both statutory requirements, as defined in Section 51 of the EPA, and WRAP Best Practice Guidance. Residents are encouraged to combine trips to the HRC with other journeys. • Whilst it is true there are carcasses buried under the site, these are not under the HRC, but in a separate part of the site away from publicly accessible areas under a segment of the former landfill site. The council does not have any proposals for alternative use of this site.
Council investment	352 (17%)	<ul style="list-style-type: none"> • Local housing expansion, arising from, in particular, Army Rebasing, will require additional investment to keep pace with increased demand for such facilities and that now is not the right time to be making such decisions. 	<ul style="list-style-type: none"> • The Council remains confident that the alternative sites will be able to accommodate increased visitor numbers resulting from near-term housing growth. Army rebasing – the main pressure – is projected, for example, to add an additional 271 tonnes of materials annually. This will be spread over at least the three alternative sites, which are considered to have the necessary capacity to absorb this. This will of course be kept under review.

		<ul style="list-style-type: none"> • 35 responses stated closure would have a significant impact on personal finances with most stating they would be unable or unwilling to afford the additional fuel and associated wear and tear on their vehicles from travelling to one of the alternative sites. • Some 52 responses suggested the council should prioritise differently and manage its finances more efficiently. Suggestions included multiple references to member allowances, staff numbers, salaries and pensions. • The largest group of responses (in excess of 200) in this theme provided views on how the council should spend to fund waste disposal and recycling. There was little consensus here on what should be funded, and responses ranged from succinct 'invest more money and don't close the site' to more concrete proposals. These proposals fall into the following eight categories: 	<ul style="list-style-type: none"> • Whilst regrettable, the Council believes the alternative sites are within a reasonable travelling distance and that hardship should be minimal given that some 73% of respondents claim to visit an HRC only monthly or less frequently. These impacts would be further mitigated were residents to combine visits with other purposes such as shopping, for which travel to one of these towns may be required. • Noted. The Council's priorities are a function of the local and national democratic process with all such spend subject to transparency and scrutiny. This includes spend on staffing costs which are subject to periodic review.
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		<ul style="list-style-type: none"> ○ Just find the money to keep Everleigh open and restore former opening hours and the full range of recyclable materials. ○ Increase revenue by introducing a small charge per visit to help cover costs and allow the site to remain open (suggested fees ranged from £1 per visit to £3 per car and £6 per trailer) ○ Reintroduce mini recycling sites ○ Make skips available periodically in the local area 	<ul style="list-style-type: none"> ● The Council is required to make £22m savings in the current financial year. Increasing investment and ongoing operating costs are not viable options at this time. ● Currently waste legislation prohibits local authorities from making charges when residents wish to deposit household items at HRCs. The exception is in relation to a limited range of non-household items such as tyres and construction waste. The council plans to introduce charging for such items in the near future. ● The council ceased to provide these under the previous contract as the service was becoming non-viable and was also increasingly being provided by local supermarkets. There are no plans to reintroduce these. ● These were a feature of some parishes in the past under the previous two-tier system of local government in Wiltshire that ended in 2009. The risk is that non-household waste would be deposited leaving little benefit to households. Furthermore, there would be no sorting of materials hence no value could be extracted from recyclable materials deposited in this way. All the material would likely be deposited in landfill which would
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		<ul style="list-style-type: none"> ○ Open a local alternative site 7 days per week ○ Provide a council tax rebate for those impacted by the closure ○ Reduce opening hours at each of the other ten sites by one hour per day to fund Everleigh ○ Reduce fees for bulky items collected and/or garden waste collections 	<p>cost the council more money, and would have a more negative environmental impact.</p> <ul style="list-style-type: none"> ● There is currently at least one local alternative site (Amesbury, Marlborough, or Devizes) open every day. This isn't proposed to change. ● This is not considered practical or necessary given that this tax covers the provision of a wide range of public services. Despite having to travel a little further, all residents will still be able to access these facilities, regardless of where they live. ● It is acknowledged that these sites are busy currently. Reducing the opening hours will increase congestion and queueing times at these sites – a concern expressed by many completing this consultation. ● This is not considered practical or necessary. Were this implemented it would result in a need to find greater savings elsewhere and potentially risk other services given that the council budgets have been set and projected based upon certain levels of income from these services. It should be noted that the council only seeks to recover its reasonable costs of collection in the charges levied.
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Equality and Access	71 (3%)	<ul style="list-style-type: none"> The main concern expressed in this theme is that the very elderly and those with disabilities and or medical conditions are unable to use an alternate site due to the need to climb a number of steps whilst carrying (often heavy) items. Of particular concern was garden waste where loads can be substantial. Here, Everleigh is contrasted with Amesbury, Marlborough, and Devizes, given that alternative sites require navigating steps where Everleigh has level access to this container. 	<ul style="list-style-type: none"> Wiltshire's HRCs (with the exception of the Salisbury and Everleigh sites) have always used steps in order to access some containers. However, the newly configured sites, now operated by FCC under contract to the council, also use steps to access containers provided for general waste and garden waste. The steps that have been installed are of an anti-slip design, and FCC have assured us they are successfully used elsewhere in the UK. They have also been fully risk assessed and are fitted with several key safety features including permanent handrails, fully enclosed sides on the upper platform and open grate floor plates which provide grip but allow water and debris to fall through to prevent puddles, ice and trip hazards. They are also subject to a daily inspection to ensure there are no faults or defects to the equipment. The face of the treads are solid with a high contrast (reflective) colour in order that each step can be clearly identified. Site staff are available in order to offer assistance to site users who need to get bulky or heavy items into the containers via the steps. The council will remind FCC as appropriate of the need to remind site staff to offer assistance proactively to users,
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		<ul style="list-style-type: none"> • Some respondents have caring responsibilities and state they wouldn't be able to leave those in their care for the longer time periods entailed by use of an alternative site • Discrimination is claimed by a small number of respondents, against residents living in rural areas, given that the other sites are in urban and semi-urban locations. 	<p>particularly anyone visibly struggling with heavy loads, and to provide further training where required. Members of the public are encouraged to ask for assistance if required, and if this isn't provided to inform the council who will raise the matter with the contractor on their behalf.</p> <ul style="list-style-type: none"> • Residents in this position might consider exploring alternative arrangements such as combining journeys for different purposes so that, for example, when securing help to do the supermarket shop, they also visit the nearest HRC. • Economics dictate that the most economically viable sites are invariably going to be those that are well patronised. The rural location of the council's proposed closure is not a factor per se, but given the much lower surrounding population it is difficult to see how the current low usage rates – relative to other sites – could improve to any significant degree. This, coupled with the fact that further investment is need to restore this site so that it can receive the range of materials received by others, is the driver underpinning the proposal.
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		<ul style="list-style-type: none"> • A small minority (15) state that due to age or disability they are unable to drive long distances (or identify another means of travelling) meaning that none of the alternative sites would be reachable. 	<ul style="list-style-type: none"> • Even with the closure Wiltshire's site provision in relation to the population served will still compare favourably with a number of other councils in the south west of England, including, Hampshire, Cornwall, Swindon, and Bath & North East Somerset. Approximately 70% of respondents report travelling up to 5 miles now to their regular HRC (this being Everleigh for over 90% of those responding) whilst over half of those responding report a distance of 6-10 miles to their second choice site. This extra distance is not seen as excessive for a county the size of Wiltshire.
Process and survey method	157 (7%)	<ul style="list-style-type: none"> • A number of responses took issue with the lesser footfall as an argument for closing Everleigh, citing its rural nature and the expected lower number of visitors which simply reflects a difference between a rural site and an urban one. It was considered to be a spurious argument. • Question 12 was cited by some. It differentiates between 'minor' and 'significant' impacts on individuals of the proposed closure. Some respondents took issue with the label 'minor' in relation to the need to travel further stating it was 	<ul style="list-style-type: none"> • The council notes this argument, but reaffirms its belief that site usage comparisons are a valid measure in seeking to reduce services in a way that impacts the least number of residents. • In its choice of wording the council did not mean to imply that travelling further (the definition of a minor impact) was in any way trivial for individuals so affected. The terminology was simply a way of attempting to differentiate between those who, despite the extra distance, could still access an

		<p>subjective and not a minor impact for them.</p> <ul style="list-style-type: none"> • The consultation was stated to not be legally valid • Data and costings supplied by the council in the background information were stated to be inaccurate. Some stated they disbelieved all data supplied, others highlighted the rounding and noted they were 'convenient' and not suggestive of accurate quotations for the works cited. • It was suggested by many that the only reason visitor numbers have 	<p>alternative site, and those who would no longer be able.</p> <ul style="list-style-type: none"> • This claim was made by Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE), and Pewsey Parish Council (PPC) in a joint statement to the council's Cabinet on 12 June. The council's Monitoring Officer undertook to investigate, and has subsequently confirmed that the Council remains satisfied that the consultation process is lawful and does give the public the opportunity to comment properly on the proposal and that those comments will be taken into account before any final decision is made on the future of the Everleigh HRC. • Cost data provided is the most accurate available. In some cases budgetary estimates are provided where detailed costs are not available in advance of work commencing due to the nature of the works, for example, a drainage tank that is underground. Estimates have been provided by the council's contractor who has carried out the survey work. They are based on surveyor's recommendations and the council has no reason to doubt their validity. • This is not the case. The council only reduced the range of items that can be taken
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		<p>declined is the council has, by design, reduced the range of items that can be accepted. Respondents have concluded the process is therefore biased as the council has worked to support a pre-determined outcome.</p> <ul style="list-style-type: none"> • Some state that whilst visitors to Everleigh may be fewer in number, they do, on average, bring greater quantities and that this isn't reflected in the council supplied data. • De-commissioning costs are not included. Some state that if they had been the savings claimed from closing Everleigh would be less and weaken the case for closure. 	<p>to the site following a site condition survey prior to the handing over of the site from the outgoing contractor to the new one .This is a normal occurrence for sites such as this. In order to expressly avoid introducing bias and skewing the outcome the data presented on visitor numbers was all drawn from the period prior to the reduction in service, thereby creating a level playing field.</p> <ul style="list-style-type: none"> • There is evidence that Everleigh has a higher than average total waste and diverted waste per visitor than average. However, this indicator of efficiency doesn't change the fundamental reality that without far greater footfall the economics are not going to support retaining this site at the expense of another. It's unlikely there is a sufficiently great local population base to grow usage to the same level as other sites. • If the decision is made to close Everleigh there will be minimal, if any, direct decommissioning costs. It is the case that the HRC is part of a larger site, including a closed landfill, and there is ongoing monitoring for hydrocarbons as part of the tests to establish water quality and the presence of any contaminants. This work is carried out in liaison with the Environment Agency who define the sampling required. This testing will need to be concluded as part
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		<ul style="list-style-type: none"> • A number stated there was insufficient space against the free response questions for them to include all their comments. • Insufficient advertising of the consultation by the council to those residents not on-line. Parish 	<p>of the long-term decommissioning of the former landfill element. The HRC site will be made secure upon closure to the public.</p> <ul style="list-style-type: none"> • This was highlighted early in the process and the character limit increased to either 500 or 2000 (from 200 or 500), depending on the question, from 10 July – so, with nearly two months to run before the consultation close. Early analysis of those responses reaching character limits undertaken by the council showed that from 1,251 responses (the total received at that point) eight reached that limit for question 10a, while on Q11a seven from 1,251 reached that limit. • Respondents were also free to submit comments by other channels to the council at any time, with a number of people and parish and town councils electing to do so. Where submitted the comments have been added to the numbers reported and given equal weight to those recorded via the consultation portal. • The council has received one report that despite the number of characters being increased the respondent was not able to reply with more than four sentences. • This consultation was advertised in the same manner as previous consultations. The high response rate suggests a good level of awareness.
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		<p>councils also not directly approached.</p> <ul style="list-style-type: none"> Some confusion regarding comparative costs. In particular, whether the costs of renting space on trading estates is included in the running costs of sites. If not, given this cost doesn't apply to Everleigh it would skew the outcome. 	<ul style="list-style-type: none"> This doesn't apply given that the sites are owned rather than rented – the majority by Wiltshire Council.
Convenience	721 (34%)	<ul style="list-style-type: none"> This represents the most often cited reason for opposing the closure. To be included here the word 'convenient' was either mentioned directly (about half of responses) or was clearly implied due to the absence of any other reason eg 'it's my closest centre and I don't wish to use any others'. 	<ul style="list-style-type: none"> Whilst many expressed some frustration at the need to travel further, the council does provide three alternative sites within a ten mile radius (Marlborough, Devizes and Amesbury) thereby limiting the additional travel and journey time required.
Recycling not supported by council	65 (3%)	<p>Two types of response were recorded here:</p> <ul style="list-style-type: none"> The proposed closure demonstrates that the council is failing to support recycling, despite statements to the contrary 	<ul style="list-style-type: none"> The council has supported and invested in recycling significantly in recent years. These investments include the provision of kerbside collections of plastic bottles and cardboard to all residents. This service has recently expanded with the commencement of new contracts to include a much wider range of mixed plastics that includes pots, tubs, and trays. However, in the face of reduced funding from central government council budgets are under pressure and difficult

		<ul style="list-style-type: none"> As a consequence of closure I personally will recycle less. Some stated they will place more items in their residual bins, whilst several stated they will fly tip or consider doing so if the site is closed. 	<p>choices must be made. Services across the council are being prioritised to achieve a balanced budget whilst seeking to protect vital services, particularly those that protect vulnerable residents.</p> <ul style="list-style-type: none"> This is considered low risk as residents will be limited in the quantity of recyclables that the residual bins can accommodate. It should also be noted that fly tipping is illegal and the council will adopt a zero tolerance approach to anyone caught disposing of waste in this way.
Congestion	81 (4%)	<p>Responses fell into 3 types here:</p> <ul style="list-style-type: none"> There is already too much road congestion when entering other sites, particularly Marlborough and Devizes. Closure of Everleigh will put added pressure on these sites Congestion will add more to travel times than simply looking 	<ul style="list-style-type: none"> Residents are urged to plan journeys to avoid peak times where possible. Site opening hours span weekdays and weekends so this should be feasible. The council remains confident that the alternative sites will be able to accommodate increased visitor numbers resulting from closure of Everleigh which will be spread over at least the three alternative sites. These sites are considered to have the necessary capacity to absorb this. This will of course be kept under review. Residents are urged to consider the times they travel. Certain times would coincide

		at the difference in miles travelled would suggest.	with peak commuter traffic, whereas others would be much quieter.
Miscellaneous	70 (3%)	<p>Responses falling outside of the above themes included those set out below.</p> <ul style="list-style-type: none"> • Staff at other sites are less helpful than at Everleigh and not offering assistance to elderly people in particular when visibly struggling to navigate steps with heavy loads. Marlborough is singled out by a few respondents • A number were abusive in nature and included naming of individuals • Statements about disadvantaged hard working families paying council tax for ever diminishing services • Single word responses that cannot be interpreted or categorized • Calls to return the management of the site to the previous contractor, as, it is argued, the current situation clearly results from the change. 	<ul style="list-style-type: none"> • The contractor is regularly asked by the council to ensure reminders are issued to its staff and that training be made available as required. • Individual complaints are reported to the contractor for investigation. • The council is seeking to effectively manage diminishing funds for the benefit of those most in need of its services. • These merit no further comment • The proposal to close Everleigh is not a direct result of the change of contractor. The procurement process to select for a new contract when the original contract term ended was required to ensure compliance with procurement regulations. The need to make savings was identified before the survey work that identified the drainage and other issues. The survey outcomes simply added to the financial pressure the council is experiencing.

		<ul style="list-style-type: none"> • The belief that the drainage problems at Everleigh are a fabrication • Suggestion that volunteers are used in place of salaried staff to reduce operating costs – a comparison is made with the Library service. • ‘Hibernate’ the site rather than close so it can easily reopen when the funding situation improves • Council could seek an arrangement with Hampshire CC to enable those local residents impacted by a closure to use Andover HRC. • Cease the permit scheme as it’s encouraging more fly tipping 	<ul style="list-style-type: none"> • Survey results have been shared with the council who have no doubt as to their accuracy. • The situation here is a little different than with Libraries due to the clear health and safety risks associated with managing a range of materials and dealing with mechanical compaction equipment. Volunteers would have to be trained to the same standard as paid employees. This could prove costly if there was a large pool of such volunteers with a significant turnover. • It is unlikely that the financial situation will improve to allow this. However, it is possible that the site could be reactivated were circumstances to change. • Neighbouring councils were advised of the service changes, including the introduction of the proof of address checks to ensure the facilities operate for the benefit of Wiltshire council tax payers only. Whilst the council could pursue this, it would prove difficult to manage (for both councils) due to the difficulty in being able to identify those truly impacted and living within a pre-defined distance from the alternative site. It is unlikely that HCC would offer this without charge. • Fly tipping remains relatively low in Wiltshire with reports at a rate of 6.2 per thousand
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		<ul style="list-style-type: none"> • Proof of address checks are not working. The council needs to ensure that people with Wiltshire postcodes can enter even if 'Andover' is in the address line. 	<p>residents, compared with 15 nationally. Latest figures (April to August 2018) show that compared with the same period in 2017 the total number of reported fly tips in Wiltshire has fallen by 108 (from 1,336 to 1,228, or by 8%). It should also be noted that the majority of fly tipping is commercial waste in nature from illegal carriers which is not permitted at the HRCs in any event</p> <ul style="list-style-type: none"> • The council has provided details to the contractor of all residents with 'cross border' post codes that site staff can refer to if unsure in any given situation. Moreover, a copy of the Wiltshire Council Tax invoice will clearly demonstrate that the resident is a Wiltshire resident if there are issues with the 'Andover' address line.
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Note: percentages have been rounded to nearest whole number.

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Household Recycling Centres

Your responses to this questionnaire will provide the council with information about how you currently access and use the household recycling centre network in Wiltshire. In addition, the council aims to understand how you may be impacted by the proposed closure of Everleigh recycling centre and what potential mitigation actions the council could consider in order to reduce the impact of the closure. The nearest alternative sites to Everleigh are Marlborough, Amesbury and Devizes.

Please take a few moments to read the attached information document to help you understand the context of the proposed closure of Everleigh household recycling centre, and the options the council has considered in developing the proposal.

Following the consultation, the results will be evaluated and considered before being presented to the council's Cabinet for a final decision to be made. Please submit your response by 3rd September.

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About you

Q1 What is your age range?

- Up to 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+
- Prefer not to say

Q2 Are you?

- Male
- Female
- Prefer not to say

Q3 Do you consider yourself to have a disability?

- No
- Yes
- Prefer not to say

Q4 Please provide your postcode. This will be used to map responses and not to identify respondents.

Your use of Household Recycling Centres

Q5 Which household recycling centres do you use?

This is my regular centre

I would use this centre if my regular centre was unavailable

Amesbury

Devizes

Everleigh

Lower Compton, Calne

Marlborough

Melksham

Purton

Salisbury

Stanton St Quinton

Trowbridge

Warminster

I use a HRC elsewhere

Q6 How far do you travel to your **regular** HRC?

- 0-5 miles
- 6-10 miles
- 11-15 miles
- 16-20 miles
- 21-25 miles
- over 25 miles

Q7 How far would you have to travel to your **second choice** HRC?

- 0-5 miles
- 6-10 miles
- 11-15 miles
- 16-20 miles
- 21-25 miles
- over 25 miles
-

Q8 How often do you visit a HRC site on average?

- Every week
- Every month
- About 6 times a year
- Between 2 and 5 times a year
- Once a year or less

Q9 Approximately, how often do you dispose of the following type of waste at our sites?

	Weekly	Monthly	Every 6 months	Yearly	Don't dispose of this type of waste at a HRC
Garden waste (hedge clippings/ cuttings, tree branches etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste electrical items (washing machine, cooker, microwave, computer, irons, mobile phones, TVs, computers, monitors etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper, cardboard, glass bottles/jars, plastic bottles, cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction and demolition waste (soil, bricks, paving slabs, plasterboard, fitted units, windows,)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wood, furniture



General, non-recycled waste



Q10 Having read the background information and options the council has considered, would you support the closing of Wiltshire's least used HRC in Everleigh?

- Yes I would support this approach
- No I wouldn't support this approach

Q10a If you said no can you say why?

Q11 Do you have any comments to make on the other options included in the detailed background documents that the council currently considers not to be viable?

Q12 How would you personally be impacted by the closure of Everleigh HRC?

- Significant impact - I will not be able to access an alternative site
- Minor impact – It will cause an inconvenience as I will have to travel further to another site
- No impact - It will not personally impact on me

Q12a If you have stated that you will be significantly impacted, please explain why:

Q13 If you have stated that you will be significantly impacted, do you have any suggestions that the council can look into which may help to reduce the impact of the closure on you?

Thank you for taking part in this survey. All answers will be treated in the strictest confidence.

Consultation options and supporting evidence for the proposed closure of Everleigh Household Recycling Centre (HRC)

Your responses to this questionnaire will provide the council with information about how you currently access and use the household recycling centre network in Wiltshire. In addition, the council aims to understand how you may be impacted by the proposed closure of Everleigh household recycling centre and what mitigation actions the council could consider in order to reduce the impact.

Please take a few moments to read the information below and complete the short survey by 3 September 2018.

Once the consultation is closed, the results will be evaluated and considered before being presented to the council's Cabinet for a final decision to be made on the proposed closure.

Background

Wiltshire Council needs to save £22 million during the next financial year due to changing demographics, increased demand on key services and significantly reduced government funding. In respect of waste services, the council plans to implement charges at the HRCs for non-household waste, such as tyres and construction waste. In addition, from April residents may have been asked to provide proof of address to use a Wiltshire Council HRC in order to ensure that access to sites is protected for those people resident in the Wiltshire Council area as these sites are funded by Wiltshire Council tax payers.

Wiltshire Council has a statutory duty (under section 51 of the Environmental Protection Act 1990) to provide places where persons resident in its area may deposit their household waste, free of charge. We currently have a network of 11 sites, located across the county where residents are able to dispose of their household waste as well as recycle many other items.

National best practice guidance produced by the Waste Resources Action Programme states that the majority of residents should be able to access a site within 30 minutes if living in a rural area and within 20 minutes if living in an urban area. The majority of Wiltshire residents are able to access a household recycling centre within these times. If Everleigh HRC were to close the vast majority of residents who currently use the site would be able to access Marlborough, Devizes or Amesbury HRC within 30 minutes. Guidance also states that at least one site should be provided per 143,750 residents. Wiltshire Council currently provides one site per 43,000 residents. This would change to 1 site per 47,300 if Everleigh were to close.

Issues

Everleigh HRC Site infrastructure works

During a site condition survey carried out prior to the handover of the site to the new service providers (FCC Environment), issues were identified with the drainage at the Everleigh HRC. In order to ensure compliance with environmental legislation it has been necessary to revise the layout of the site, and reduce the amount of recycling containers provided. Whilst the site had been operating using the previous layout for some time without incident and the Environment Agency had not identified this as an issue of non-compliance, the identification of the drainage issue required the council to take action as a matter of urgency in order to avoid a potential breach of environmental regulations.

This revised layout provides a smaller area on which containers can be located. This action was taken at the beginning of October 2017. An assessment has been made to assess the extent of the works required to enable the site to revert to accommodating a wider range of materials and continue to comply with the requirements of the Environmental Permit.

In addition, a drainage survey also highlighted the need for the sealed drainage tank at Everleigh to be replaced to ensure that contaminated water was contained securely, without the risk of polluting surrounding land. Finally, a site infrastructure survey highlighted the need for essential maintenance to be

carried out on the retaining wall which separates the low level bins (used for non-recycled and garden waste) from the upper, public area. The age and continued use of the retaining wall has meant that the concrete has started to fail in places.

Site usage

The council monitors the use of the sites by counting the number of vehicles which access each site. The graph below shows the number of visits to all sites in Wiltshire from October 2015 to September 2016 compared to the same period in 2016/17. This shows that the number of visits to Everleigh is significantly lower than to all other sites in Wiltshire, with 38,475 recorded visits in between October 2016 and September 2017. By comparison, all other sites received more than 80,000 visits with four sites receiving in excess of 149,000 visits over the same period.

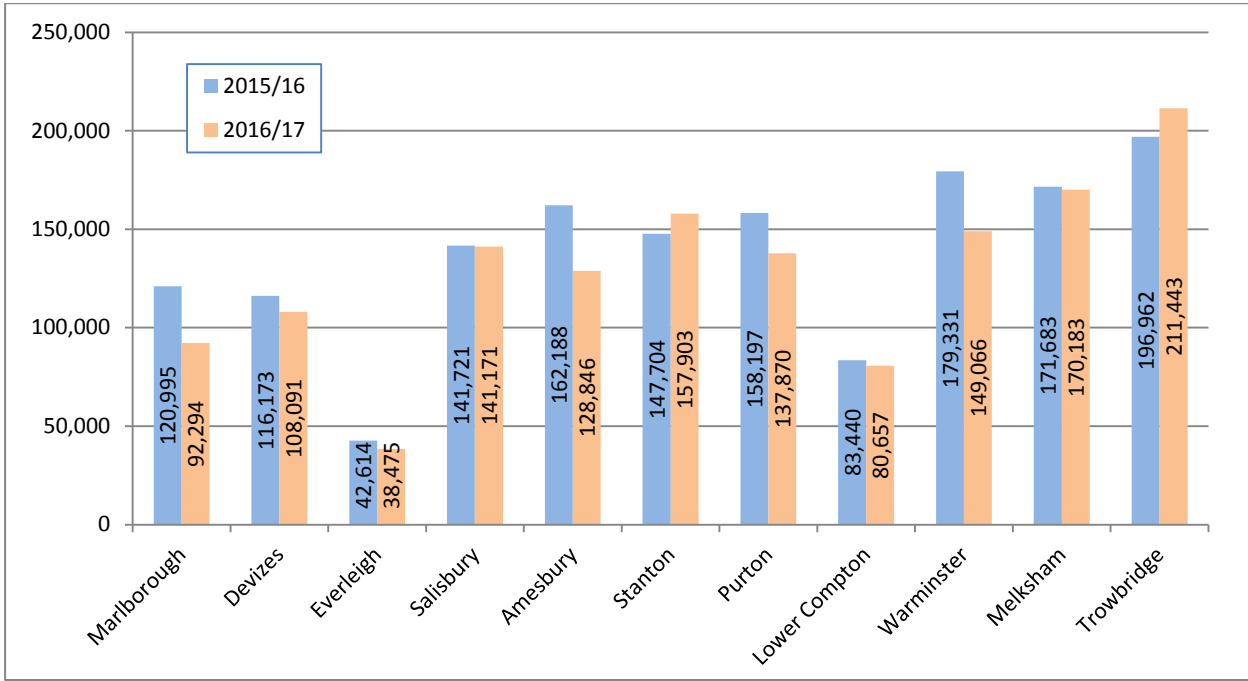


Figure 1 – Total number of visits per site between October 2015 and September 2016 compared to the same period in 2016/17

The overall number of visits per hour at Everleigh HRC is also lower than at other sites within Wiltshire. Everleigh had an average of 25 visits per hour between October 2016 and September 2017 compared to 48 visits or more per hour for all other sites.

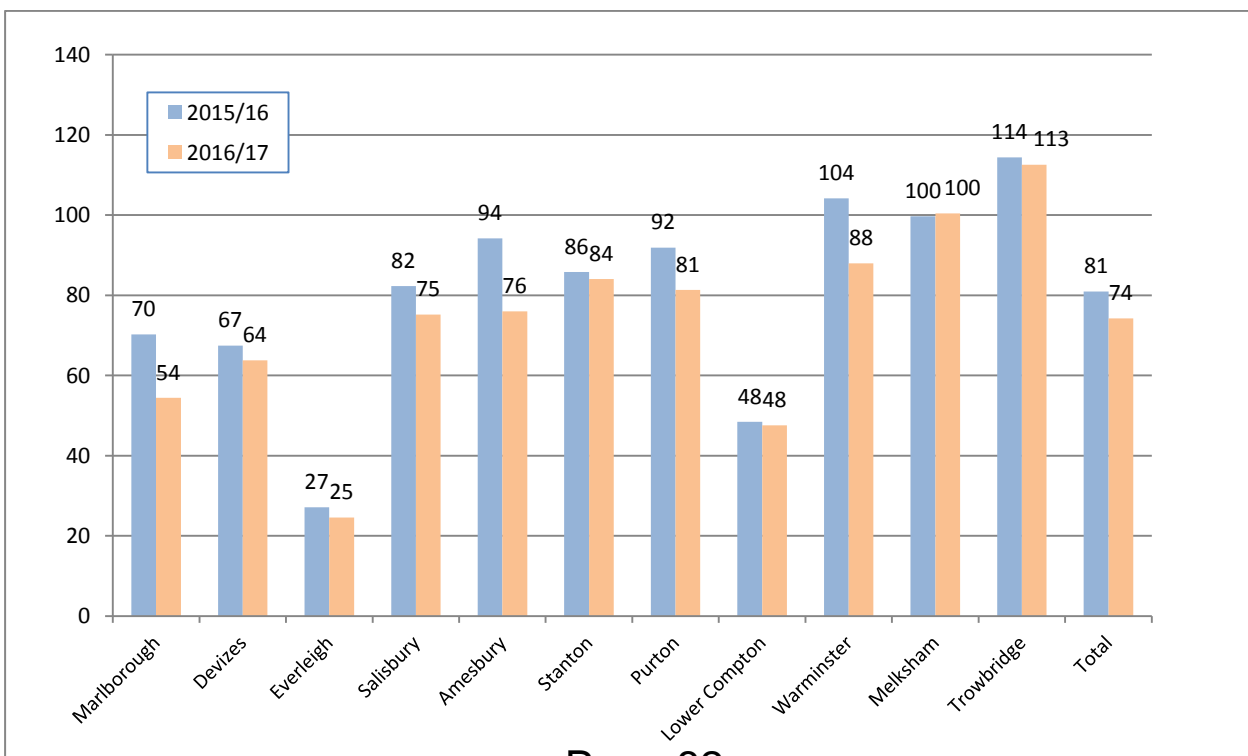


Figure 2 –Number of visits per hour, per site between October 2015 and September 16 compared to same period in 2016/17

Site performance

The council closely monitors the total amount of waste which is collected on each site and the amount of waste which is diverted from landfill through reuse or recycling.

Between October 2016 and September 2017, compared to all sites in Wiltshire, Everleigh received the lowest amount of waste and also diverted the least amount of waste from landfill.

HRC	Total waste (t)	Total diverted (t)	Diversion rate (%)
Trowbridge	8,106	6,716	83%
Salisbury	7,053	5,522	78%
Stanton	7,139	5,747	80%
Warminster	6,152	4,974	81%
Melksham	5,999	4,917	82%
Purton	4,794	3,851	80%
Amesbury	5,586	4,177	75%
Devizes	4,589	3,601	78%
Lower Compton, Calne	4,280	3,322	78%
Marlborough	3,437	2,830	82%
Everleigh	2,244	1,663	74%
TOTAL	59,378	47,320	80%

Figure 3 – Total waste received and diverted per site between October 2016 and September 2017

Consultation and options

Before any decision regarding closure of sites is made, we are holding a consultation to gauge potential impacts and investigate potential mitigation actions that could be implemented. The consultation refers to the options which have been considered as set out below (savings are shown in red).

	Option	Details	Annual revenue cost	Initial investment cost
1	Full long term investment in the Everleigh site to reinstate collections of all materials for the site to run as others in Wiltshire	Replace sealed drainage tank		£20,000.00
		Repair parapet wall		£20,000.00
		Install sealed drainage system into the western area of the site		£62,500.00
		Purchase new equipment	£43,000	
2	Full long term investment in the Everleigh site but the council to close another household recycling site to fund the required works.	Replace sealed drainage tank		£20,000.00
		Repair parapet wall		£20,000.00
		Install sealed drainage system into the western area of the site		£62,500.00
		Redundancy costs from alternative site closure		£14,000
		Average saving of fixed operating costs of the eight remaining sites in addition to avoided annual revenue costs	-£135,500	
3	Change Everleigh to collect recyclable materials only.	Replace sealed drainage tank		£20,000.00
		Repair parapet wall		£20,000.00
		Purchase new equipment	£37,000	

4	Retain current layout, with reduced suite of recycling services available.	Replace sealed drainage tank		£20,000
		Repair parapet wall		£20,000
		Purchase new equipment	£37,000	
5	Close Everleigh site to the public.	Redundancy costs from Everleigh site closure		£8,000
		Saving of fixed operating costs in addition to avoided annual revenue costs	-£100,000	
6	Open Everleigh on a Saturday and Sunday only.	Replace sealed drainage tank		£20,000.00
		Repair parapet wall		£20,000.00
		Install sealed drainage system into the western area of the site		£62,500.00
		Purchase new equipment	£37,000	
		Savings of variable costs associated with reduced opening	-£60,000	
7	Close Everleigh but invest in one further opening day at Amesbury, Devizes and Marlborough	Redundancy costs from Everleigh site closure		£8,000
		Additional costs of opening Amesbury, Devizes and Marlborough	£30,000	
		Saving of fixed operating costs in addition to avoided annual revenue costs	-£100,000	

Please take a few moments to complete the short survey which accompanies this document.

Wiltshire Council

Cabinet

09 October 2018

Subject: Microsoft Contract and Digital Update

Cabinet Member: Cllr Philip Whitehead– Cabinet Member for Finance, Procurement, ICT and Operational Assets

Key Decision: Non-Key

Executive Summary

The purpose of this paper is to update Cabinet on the Cloud Navigator Programme proposal and decision made to enter into the contract with both Microsoft and Thoughtonomy.

The Microsoft Cloud Navigator programme will deliver a suite of interdependent digital initiatives that will be developed and enhanced to achieve both the short term and longer-term outcomes of the digital strategy and the over-arching business plan.

The programme will enable the Council to achieve the following:

- Enhance our customer's experience by using safe, efficient and reliable technology,
- Automate administrative processes to make £5m savings by 2020,
- Automate customer-facing process to improve service delivery and efficiency,
- Improve our data management and security,
- Provide a long-term technology platform that can be developed beyond the life of the Microsoft Cloud Navigator programme,
- Build on the skills capability in-house that can support digital work beyond the Microsoft Cloud Navigator programme,
- Support the Council's wider business plan objectives via the Microsoft Community Investment programme, which is a commitment to work with Wiltshire on the following community projects alongside the delivery of the Microsoft Cloud navigator proposal;
 - (a) Supporting veterans with up to date ICT (Information Communication Technology) skills for the modern workplace,
 - (b) Supporting Looked After Children (LAC) and care leavers to develop their skills for the workplace that will be evolving constantly. For

example, Coding Clubs, access to coaching and mentoring, practical support with CV writing and interview skills,

- (c) Ensure Wiltshire's third sector can be supported to access the pre-existing Microsoft initiatives made available for the sector.

Mobilisation planning took place through July and August, with the formal kick off meeting of the programme on 26 September.

The Microsoft Community Investment programme kicked-off on 11 September.

Proposal(s)

That Cabinet note:

- i) That on 29 June the Council entered into the G-Cloud 9 Call-Off Contract with the supplier Microsoft Limited (MCS – Public Sector)
- ii) That on 29 June the Council entered into the G-Cloud 9 Call-Off Contract with the supplier Thoughtonomy Limited
- iii) The decision to enter into the contracts was made by the Corporate Director for Communities, Resources and Digital after consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, Corporate Director for Growth, Investment and Place, Corporate Director for Children and Education and the Director of Finance and Procurement.
- iv) Note the progress of the Microsoft Navigator programme.

Reason for Proposal(s)

The purpose of this paper is to update Cabinet on the Cloud Navigator Programme proposal and decision made to enter into the contract with both Microsoft and Thoughtonomy.

Paul Day

Wiltshire Council

Cabinet

9 October 2018

Subject: Microsoft Contract and Digital Update

Cabinet Member: Cllr Philip Whitehead – Cabinet Member for Finance, Procurement, ICT and Operational Assets

Key Decision: Non-Key

Purpose of Report

1. To update Cabinet on the Cloud Navigator programme proposal and decision made to enter into the contract with both Microsoft and Thoughtonomy.

Relevance to the Council's Business Plan

2. Working as an innovative and effective Council through the use of dynamic digital technology.
3. Focussing on customers and delivering good outcomes whilst spending less.
4. Enable greater digital access to all services so that more of our services are automated allowing customers to book, pay and do online what they need 24/7.
5. Developing the appropriate digital tools to facilitate early intervention, integration and prevention to address the increasing demand on services.

Background

6. On 12 July 2018 Cabinet:
 - i) Made an in-principle decision to embark on the Cloud Navigator Programme.
 - ii) Agreed to award a call-off contract from the G-Cloud 9 framework arrangements to Microsoft and Thoughtonomy.
 - iii) Based on the completion of the full business case and in line with the funding recommendations made in paragraph 54, Cabinet delegated the decision to enter into the contractual agreement and approve capital expenditure to the Corporate Director for Communities, Resources and Digital after consultation with the Cabinet Member for Finance,

Procurement, ICT and Operational Assets, Corporate Director for Growth, Investment and Place, Corporate Director for Children and Education and the Director of Finance and Procurement.

- iv) Agreed that the Corporate Director for Communities, Resources and Digital is nominated as the Contracting Council's Representative for the purposes of the Contract.

Main Considerations for the Council

- 7. The decisions to progress with the Microsoft Navigator programme was made with the relevant expertise across the Council that formed the Digital Programme Team. The team included:

Interim Director of Finance and Procurement
Director of Legal and Democratic
Head of Programme Office
Director of Corporate Services and Digital
Head of Procurement
Head of ICT
Cabinet Member for Finance and ICT
Portfolio Holder for Digital and ICT

- 8. Microsoft is a trusted, strategic supplier and much of the Council's ICT is based on their technology.
- 9. The contracts have a clear focus on the transfer of knowledge and will allow upskilling of teams in the Council to continue developing digital capabilities after the life of the contract.
- 10. Working with Microsoft and an ambitious development programme and will help mitigate the Council's current risk of successfully recruiting and retaining ICT expertise in a very competitive market.
- 11. Entering into the contract provides the opportunity to work with Microsoft on their Microsoft Citizen Engagement programme. This is a value-added service that sits outside of the contract but adds weight to the consideration of best value for money.
- 12. Microsoft has already commenced work with the Council, with a formal kick off meeting held on 19 September. Between September and November, workshops will be held on initiatives such as intelligence review and cyber security. The digital platform project will be initiated towards the end of October that will replace and significantly build upon the application 'MyWiltshire' and 'Lagan'.

Overview and Scrutiny Engagement

13. Overview and Scrutiny have assigned a task group to the Digital programme, the chair of which also sits on the Digital programme board.

Safeguarding Implications

14. One of the longer-term outcomes from the Business intelligence review will be to recommend improvements on how the Council can better access and analyse all of the data which it holds. This could support better insight into historical and future demands and trends.

Public Health Implications

15. One of the longer-term outcomes from the business intelligence review will be to recommend improvements on how the Council can better access and analyse all of the data which it holds. This could support better insight into historical and future demands and trends.

Procurement Implications

16. The Council has extended the contract for MyWiltshire to align with the implementation of the new platform.

Equalities Impact of the Proposal

17. The delivery of digital tools will provide another route to access Council services. The customer will be at the heart of the changes developed and the tools by design will ensure interactions are easy, convenient, safe and reliable. However, our policy is that digital interactions are 'by choice' and not by 'default'.

Environmental and Climate Change Considerations

18. No impact

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

19. No decision required, for update only.

Financial Implications

20. A process is being design in conjunction with Finance and the programme's Director for Digital (interim) that will record the planned and

accrued benefits to be realised through this programme of work. Reporting will be through the programme board.

Legal Implications

21. Legal support and advice have been sought and provided through the procurement process with Microsoft and Thoughtonomy.

Options Considered

22. Update only

Conclusions

23. Update only

Paul Day

Date of report 17 August 2018

Appendices

Background Papers

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

Wiltshire Council's Digital Strategy
Wiltshire Council's Business Plan 2017-21

Wiltshire Council

Cabinet

9 October 2018

Subject:

Housing revenue account additional borrowing programme

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

Key Decision: Key

Executive Summary

The purpose of this report is to seek Cabinet endorsement of the bid that have been submitted to Homes England for HRA Borrowing approval and for Homes England grant funding. If successful, the funding sought will enable the delivery of 49 new affordable rented council homes and increase the HRA debt cap by £7.5m.

Proposal(s)

1.To endorse the bid to Homes England for £7.51 million additional borrowing approval and £0.61m Homes England grant funding.

2.Subject to the success of the funding bid to endorse the use of £1.36 million Right to buy capital receipts to part fund the overall development

3.Subject to the success of the bid and planning permission to endorse a programme to develop 49 new affordable homes across 16 sites as set out in appendix A.

Reason for Proposal(s)

The bid for funding if successful will deliver additional funding and borrowing approval to deliver 49 affordable homes across the County for people in housing need.

Alistair Cunningham Corporate Director Place

Wiltshire Council

Cabinet

9 October 2018

Subject:

Housing revenue account additional borrowing programme

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

Key Decision: Key

Purpose of Report

1. The purpose of the report is to seek Cabinet endorsement of the bid that has been made for Housing revenue account borrowing to enable development of 49 new affordable homes.

Relevance to the Council's Business Plan

2. The proposals in the report directly support the business plan key priority of Growing the economy and specifically providing more affordable homes to rent and buy.

Background

3. The Council was invited to bid for Housing revenue account (HRA) borrowing approval by Homes England (HE) on the 26th June with bids to be submitted by the 30th September 2018.
4. Officers were not able to report to the September meeting of Cabinet as the work on the bid had not been concluded at that stage.

Main Considerations for the Council

5. The bid for HRA borrowing approval has to balance the competitiveness of the request for HRA borrowing approval, the amount of HE social housing grant required and deliverability of the proposed developments. There is £200m available to local Authorities outside London that can demonstrate affordability pressures where average private sector rents are £50 a week more than average affordable rents. Bids will be assessed against the three criteria of: value for money, deliverability and affordability.
6. The bid proposes delivering 49 units of accommodation across 16 sites, 14 of which are held in the HRA and two that are held in the Council's general fund. The details of the proposed schemes are included in the

exempt part of the agenda due to the commercially sensitive nature of the information.

7. The bid is for £7.5 m increased in the HRA debt cap to increase it from £127m to £134.5m. The total scheme costs are estimated to be £9.48m which will be funded with £7.51m borrowing approval, £1.36m RTB receipts and £0.61m Homes England grant funding. All the schemes will pay back within 30 years and peak additional borrowing will be in 2020/21.
8. The average estimated cost of each unit is £193k net of land.
9. The outcome of the bid is expected in the Autumn and following this revised indebtedness determinations will be made for April 2019.

Overview and Scrutiny Engagement

10. The timescale for the bid to be made has meant that it has not been possible to engage with overview and scrutiny.

Safeguarding Implications

11. There are no safeguarding implications stemming from this report as at this stage it is seeking endorsement of a bid for funding to deliver new affordable homes.

Public Health Implications

12. There are no direct public health implications stemming from this report although if the bid is successful and new affordable homes are delivered there will be positive public health impacts.

Procurement Implications

13. The sites are small sites of between 1 and 6 units and therefore there are some fixed costs that do not enable economies of scale. However, it is intended to seek economies through tendering packages of sites and looking at efficient construction methods where possible.

Equalities Impact of the Proposal

14. There are no direct equality implications stemming from this report as it seeks endorsement of a funding bid. As the new homes will be held in the HRA and will be subject to the Council's allocation policy equality considerations will be catered for within that policy context.

Environmental and Climate Change Considerations

15. There are no direct environmental and climate change considerations stemming from this report as it concerns a funding bid. Subject to the success of the bid the implications will be addressed once the programme is known.

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

16. If the bid is not endorsed the opportunity to secure additional funding for new affordable homes will be lost.

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

17. If the funding bid is successful the Council will need to consider the best way to procure the new homes. The proposed development sites are small between 1 and 6 units and therefore there are some fixed costs that do not enable economies of scale. However, it is intended to seek economies through tendering packages of sites and looking at efficient construction methods where possible.

Financial Implications

18. The bid in total for the 16 schemes is for additional borrowing of £7.51m as there are no available reserves. Both the current debt cap and the Capital Financing Requirement (CFR) will increase by this amount to £134.75m and £132.18m respectively. The headroom will therefore remain at £2.57m. In total, 49 new units will be provided.
19. A review of the proposed 16 schemes has confirmed that the estimated financial position meets the required payback period of less than 30 years in each case. Therefore, the bid is expected to break-even within the term of the borrowing proposed. Overall, net revenue flows for the additional rental income will exceed the additional costs of management, maintenance and the cost of borrowing in this time frame. The proposed bid has the approval of the Chief Financial Officer.

Legal Implications

20. The proposal in the report concerns making a bid for additional funding to finance a programme of development of new homes in the HRA. Subject to the outcome of the bid it will be necessary to report back to Cabinet so that the programme can be considered and procurement agreed.

Options Considered

21. The Council is not obliged to make a bid for funding. However, failure to make a bid would not be consistent with the Council's business plan and therefore that course of action has not been pursued.

Conclusions

22. In conclusion, it is recommended that the Cabinet endorses the bid for HRA borrowing approval and HE social housing grant.

Simon Hendey (Director - Housing and Commercial)

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20th September 2018

Background Papers

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/738566/Additional_housing_revenue_account_borrowing_programme_prospectus.pdf

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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