

AGENDA

Meeting: **Cabinet**
Place: **Online**
Date: **Tuesday 16 March 2021**
Time: **10.00 am**

[Online](#)

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

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

During the Covid -19 emergency situation the Committee is operating under revised procedures including in relation to public participation, as attached to this agenda.

The meeting will be available to view live via a Teams Live Event Link as shown above. [A guide of how to access the meeting online is available here.](#)

All public reports referred to on this agenda are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Philip Whitehead	Leader of the Council and Cabinet Member for Economic Development, MCI and Communications
Cllr Richard Clewer	Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities
Cllr Ian Blair-Pilling	Cabinet Member for ICT, Digitalisation, Operational Assets, Leisure and Libraries
Cllr Pauline Church	Cabinet Member for Finance, Procurement and Commercial Investment
Cllr Simon Jacobs	Cabinet Member for Adult Social Care, Public Health and Public Protection
Cllr Laura Mayes	Cabinet Member for Children, Education and Skills
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Property

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.


By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this, or this may be presented by an officer during the meeting and will be available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 7 - 28*)

To confirm and sign the minutes of the Cabinet meeting held on 2 February 2021, previously circulated.

3 **Declarations of Interest**

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

4 **Leader's announcements**

5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Stuart Figini of Democratic Services stuart.figini@wiltshire.gov.uk 01225 718221 by 12.00 noon on 10 March 2021. Anyone wishing to ask a question or make a statement should contact the officer named above.


6 **COVID-19 Update** (*Pages 29 - 42*)

Report of the Chief Executive

7 **Special School Transformation Programme Update** (*Pages 43 - 56*)

Report of the Chief Executive

8 **School Capital Programme 2021 to 2026** (*Pages 57 - 76*)

 Report of the Chief Executive

9 **Wiltshire Council's Housing Board** (*Pages 77 - 88*)

Report of the Chief Executive

10 **Registered Provider Partnership Review** (*Pages 89 - 98*)

Report of the Chief Executive

11 **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

12 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 13 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking item in private:

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

13 Porton Science Park - Collaborative Innovation Centre Fit Out (Pages 99 - 106)

🔑 Report of the Chief Executive

This page is intentionally left blank

Cabinet

MINUTES OF THE CABINET MEETING HELD ON 2 FEBRUARY 2021 AT ONLINE.

Present:

Cllr Richard Clewer (Vice-Chairman, in the Chair), Cllr Ian Blair-Pilling, Cllr Pauline Church, Cllr Simon Jacobs, Cllr Laura Mayes, Cllr Toby Sturgis and Cllr Bridget Wayman

Also Present:

Cllr Jo Trigg, Cllr Phil Alford, Cllr Chuck Berry, Cllr Andrew Bryant, Cllr Allison Bucknell, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Jose Green, Cllr David Halik, Cllr Alan Hill, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Carole King, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Brian Mathew, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Fleur de Rhé-Philippe MBE, Cllr Pip Ridout, Cllr James Sheppard, Cllr Ian Thorn, Cllr Tony Trotman, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

14 Apologies

Apologies were received from Cllr Philip Whitehead.

15 Minutes of the previous meeting

The minutes of the meeting held on 5 January 2021 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 5 January 2021 at a later date, subject to the inclusion of Cllr Clare Cape as an attendee at the meeting.

16 Declarations of Interest

Councillors Richard Clewer, Bridget Wayman and Ian Thorn declared disclosable pecuniary interests in agenda items 18 and 22 – Stone Circle Company Business Plans as they were Directors of the Companies referred to in the report. Councillors Clewer, Wayman and Thorn indicated that they would leave the meeting for these items and take no part in any discussion or decisions made.

17 **Leader's announcements**

The Deputy Leader made the following announcements:

1. The Leader sends his apologies as he had a planned hospital procedure brought forward and is now recuperating for a short time.
2. Agenda Item 11 – Town and Parish Council Four Yearly Election Cycle Costs was being withdrawn from the agenda for today's meeting to enable further scrutiny and consultation of the proposals.

18 **Public participation and Questions from Councillors**

Questions were received from the following members of public:

- Helen Stuckey – Chippenham HIF and the Local Plan
- Kim Stuckey – Chippenham HIF and Chippenham Town Council involvement
- Kathy Laurence – Wiltshire Housing Scheme / Purchase of homes
- Ian James – Traffic Management in Chippenham, Chippenham HIF, development in Rawlings Green site/Parsonage Way and the Local Plan
- Peter Cousins - Chippenham HIF and Chippenham Town Council involvement
- Isabel McCord – Chippenham HIF
- Melanie Boyle – Chippenham HIF and associated general questions
- Amy Davis – Local Plan, Chippenham HIF and climate emergency
- Chris Caswill - Chippenham HIF
- Myla Watts – Chippenham HIF and Chippenham Town Council involvement

Cllr Clewer explained that the questions had received written responses which were published on the Council's website. Supplementary questions were received from Kim Stuckey, Melanie Boyle and Chris Caswill. The supplementary questions with responses are included in a re-published Supplement 2 to the agenda at this [link](#).

In addition to the above public questions, a number of questions were received from Cllr Nick Murry about the Local Plan and Chippenham HIF, Cllr Clewer explained that the questions had received written responses which were published on the Council's website in agenda Supplement 2 . There were no supplementary questions. In addition, Cllr Ian Thorn asked a number of questions in relation to Furlong Close. Written responses would be provided following this Cabinet meeting and published in agenda supplement 2.

19 **COVID 19 Update**

Cllr Richard Clewer, Deputy Leader of the Council and Cabinet member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities

introduced the report which provided a summary of the key activities to mitigate the impact of the coronavirus in Wiltshire since the last update to Cabinet in January 2021.

Cllr Clewer explained that since the last report the country has been placed into a third national lockdown. Mass vaccination programmes commenced from 7 December 2020, with local vaccination centres opening on 16 December 2020 in Wiltshire. Cllr Clewer referred to Appendix 2 of the report which highlighted in particular the work of the Highways Service.

The Chief Executive explained that the Council has moved fully into response resulting in some of Wiltshire's multi-agency long term recovery work being temporarily paused. He highlighted that new vaccination hubs have opened throughout January 2021 and support for businesses, vulnerable groups, care homes and educational settings continues. Significant developments since the last report were summarised in appendix 1 under the following areas:

- Test and Trace
- Community mass testing
- Mass vaccinations
- Outbreak management
- Public Health support to Schools & Educational settings
- Community spaces and engagement
- Wellbeing Hub
- Care Homes
- Health and Care
- Education
- Economy
- Safe Spaces
- Wiltshire Highways achievements during COVID-19
- Organisational Recovery

Cllr Clewer thanked officers for their continued hard work and resilience during this difficult and testing time.

Cllr Graham Wright, Chair of the Overview and Scrutiny Management Committee, reported that the Committee met on 26 January 2021 to consider the Cabinet report. Robust Scrutiny was undertaken, and the Committee were satisfied with the updates and responses to questions received and supported the proposals in the report.

Cllr Ian Thorn, Leader of the Liberal Democrat Group, echoed the comments of others paying tribute to officers across all services. In particular he paid tribute to the waste and recycling collection service officers. In response to comments about students ability to access the internet for live teaching sessions, officers explained that live teaching was just one method employed by schools and many schools were now providing a hybrid/blended solution which included a variety of methods to teach students.

In response to questions, comments and issues raised by Councillors, officers explained the following:

- Community testing using rapid lateral flow devices helps to identify those people who are infectious but asymptomatic and unaware they may be spreading the disease. This helps trace their contacts, support them to isolate and prevent transmission to others.
- National guidance gives priority to Groups 1-4 as identified by the Joint Committee on Vaccination and Immunisation. The Council is working with CIL to identify Carers and personal assistants and the appropriate category.

Resolved:

- 1. Continue to encourage all residents to download the NHS Test and Trace app on their phone.**
- 2. Encourage all residents to answer a call received from 0300 456 0100 as it may be the local contact tracing team within the Council**
- 3. Continue to encourage all residents to follow national guidance**
- 4. Continue to encourage residents who have received a vaccination to continue to follow national guidance**
- 5. To note the work underway to support response activities**

Reason for Decision:

Wiltshire Council continues to work closely with partners to deliver in a rapidly changing environment.

20 **Wiltshire Council's Budget**

Cllr Pauline Church, Cabinet Member for Finance and Procurement introduced the report which proposed the 2020/2021 Budget and Medium-Term Financial Strategy 2020/2021 to 2024/2025 and set out the budget setting proposals, giving details that fed into the budget setting reports.

The Cabinet received a statement from Adrian Temple-Brown in relation to this agenda item. A copy of the statement is available to read in agenda supplement 2 on the Council's website [here](#).

Cllr Church reported that the process undertaken to consult on the Budget was open and transparent. She confirmed the budget timetable and confirmed that the budget papers had been discussed in detail with members at their briefing on 20 January 2021, the Financial Planning Task Group on 20 January 2021 and the Overview and Scrutiny Management Committee on 26 January 2021 prior to its consideration by the Cabinet and ultimately Council at the end of February 2021.

In presenting the report, Cllr Church indicated that despite it being an extraordinary year dealing with and responding to the COVID-19 pandemic, the Council's financial management and spending controls together with emergency funding from Government has seen a forecast balanced budget by the end of the 2020/21 financial year, placing the Council in a strong position going into 2021/22. The 2021/22 budget will ensure that vital services to the residents, businesses and communities of Wiltshire are continued to be provided during the pandemic and the recovery that will follow the emerging vaccine rollout. In recognition of this the Cabinet is proposing in this budget to set aside £1m a year over the life of the four year MTFS to aid recovery in Wiltshire's market towns.

Cllr Church commented further on (i) the Council tax and the Social Care Levy; (ii) significant service investment – Adult Social Care, Children's Services, Waste Services and Leisure; (iii) reserves; (iv) budget assumptions for future years.

Cllr Graham Wright, Chair of the Overview and Scrutiny Management Committee, reported that the Committee met on 26 January 2021 to consider the Cabinet report. Robust Scrutiny was undertaken, and the Committee were satisfied with the updates and responses to questions received and supported the proposals in the report. The report of the Overview and Scrutiny Management Committee was published as an agenda Supplement.

Cllr Pip Ridout, Chair of the Financial Planning Task Group, reported that the Task Group met on 20 January 2021 to consider the Cabinet report. Many complex questions were raised and she thanked the Cllr Church and the Interim Corporate Director of Resources (S151 Officer) for summarising the critical issues and for the clarity and transparency of the budget papers.

Resolved: To recommend that Council

- 1. That a net general fund budget of 2021/22 of £412.561m is approved;**
- 2. That the Councils Tax requirement for the Council be set at £298.265m for 2021/22 with an average Band D of £1,590.60;**
- 3. That the Wiltshire Council element of the Council Tax be increased in 2021/22 by the following:**
 - i. A 1.99% general increase;**
 - ii. Plus a levy of 3% to be spent solely on Adult Social Care;**
- 4. That the Corporate Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of Council services in 2021/22;**
- 5. Delegate changes in fees and charges as set out in the report;**

6. That the Capital Programme 2021/22 to 2029/30 is approved;
7. That the Capital Strategy set out in Appendix 9 is adopted;
8. That the Housing Revenue Account (HRA) budget for 2021/22 is set at £23.626m;
9. That a 1.5% increase is set for social dwelling rents, except for rents currently over the formula rent which will be capped at formula rent as per national guidance;
10. All service charges related to the Housing Revenue Account (HRA) being increased to cover costs and garage rents increased by 1.5%;
11. Endorses the Medium Term Financial Strategy and the forecast budget gap of £45.512m for the 2022/23 financial year with regular updates to be received on delivery against strategy and addressing the forecast budget gap.

Reason for decision:

To enable the Cabinet to recommend to Council a balanced revenue budget for the financial year 2021/22 and to set the level of Council Tax.

To enable effective, transparent decision making and ensure sound financial management as part of the Councils overall control environment.

The Cabinet also sets out the final assumptions being used in the budget for growth, inflation, demand for services, the estimated level of income from sales, fees and charges and the level of income estimated from core funding e.g. council tax, business rates and government grants and how all of these aspects have been impacted by COVID-19 pandemic as well as the level of reserves held and assessed by the Councils Section 151 Officer, as required, to provide future financial resilience.

This provides the Council with a MTFs to begin to drive long term financial sustainability, look towards recovery and continue to deliver on the Councils business plan.

21 **Treasury Management Strategy**

Cllr Pauline Church, Cabinet Member for Finance, Procurement and Commercial Investment presented the Treasury Management Strategy for 2021/22.

The report included information about:

- Prudential and Treasury Indicators for the next three years

- Debt management decisions required for 2021/2022 that do not feature within the Prudential or Treasury Indicators (paragraphs 74 to 81)
- Minimum Revenue Provision Policy 2021/2022; and
- Annual Investment Strategy for 2021/2022

In response to comments from Cllr Ian Thorn, Leader of the Liberal Democrat Group, Cllr Church and officers explained:

- With regard to the potential for restructuring of existing long-term loans, the situation would be monitored and if savings could be generated, then appropriate action would be taken to achieve these.
- That a written response would be provided in relation to the original Capital budget for 2020/21
- Future Capital expenditure plans and investment levels are dictated by receipt of grants and future commercial activities

Resolved: To recommend that Council

- a. **Adopt the Minimum Revenue Provision Policy (paragraph 31 – 33)**
- b. **Adopt the Prudential and Treasury Indicators (paragraphs 24 – 30, 43 – 49 and Appendix A)**
- c. **Adopt the Annual Investment Strategy (paragraph 82 onwards).**
- d. **Delegate to the Interim Corporate Director of Resources the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary**
- e. **Authorise the Interim Corporate Director of Resources to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio**
- f. **Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds**
- g. **Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits; and delegate to the Interim Corporate Director of Resources the authority to select such funds**
- h. **Adopt the Third Party Loans Policy (paragraph 97 and Appendix F)**

Reason for decision:

To enable the Council to agree a Treasury Management Strategy for 2021/22 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

22 **Q3 Budget Monitoring**

Cllr Pauline Church, Cabinet Member for Finance and Procurement introduced the report which informed members of the third quarterly budget monitoring forecast position (as at 31 December 2020) for the financial year 2020/21 for revenue and capital as well as an update on the forecast financial impact of COVID-19.

Cllr Church commented on the impact of COVID-19 on the Council finances, monitoring of quarter 3 revenue and capital budgets, which transparently estimates the most realistic overall financial position.

Cllr Pip Ridout, Chair of the Financial Planning Task Group, explained that the report was not included in the agenda for the Task Group meeting on 20 January 2021 to devote more time to consider the Budget 2021/22, however, she was aware of the reports contents and very happy with the prudent way forward suggested in the report.

In response to comments from Cllr Ian Thorn, Leader of the Liberal Democrat Group, Cllr Church and officers explained:

- That COVID-19 had an impact on the Learning Disabilities and Mental Health budget underspend due to a freeze in recruitment and receipt of grants towards infection control.
- The report contains specific assumptions about the impact of COVID-19 now and in the future and therefore the report contains analysis of the financial position sometimes in great detail.
- The Council has benefited from emergency Government grants to help ease the impact of COVID-19 and there is always an element of risk whether the grant would be sufficient enough to cover this financial impact in a positive and negative way.

Resolved:

1. That Cabinet note:

- a) the Section 151 officer's summary of the impact of COVID-19 on the Council's 2020/21 budget;**
- b) the current revenue budget is forecast to balance by the end of the financial year;**

- c) the current savings delivery performance for the year;
- d) the forecast level of reserves;
- e) the current capital budget movements and spend as at 31 December 2020

2. To approve the transfer to new Earmarked Reserves of £4.958m to a Latent Demand reserve and £8.613m to a Collection Fund Volatility reserve

Reason for decision:

To enable the Cabinet to recommend to Council a balanced revenue budget for the financial year 2021/22 and to set the level of Council Tax.

To enable effective, transparent decision making and ensure sound financial management as part of the Councils overall control environment.

The Cabinet also sets out the final assumptions being used in the budget for growth, inflation, demand for services, the estimated level of income from sales, fees and charges and the level of income estimated from core funding e.g. council tax, business rates and government grants and how all of these aspects have been impacted by COVID-19 pandemic as well as the level of reserves held and assessed by the Councils Section 151 Officer, as required, to provide future financial resilience.

This provides the Council with a MTF5 to begin to drive long term financial sustainability, look towards recovery and continue to deliver on the Councils business plan.

23 Returning Officer Fees and Charges

Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities introduced the report which proposed the Returning Officer's scale of fees and charges scheme to run local elections and referenda effective from 1 April 2021.

The report indicated that the Returning Officer is appointed by the local authority to conduct elections and referendums within the local authority area. The current 2013 scale is outdated in terms of pay rates and inadequately reflecting the job roles and services required. There was now a need for specific job roles and services to be identified and included in the fees and charges scheme. The report also includes information relating to the Returning Officer as the designated Counting Officer for Neighbourhood Planning Referendums.

Cllr Graham Wright, Chair of the Overview and Scrutiny Management Committee, explained that he and Cllr Alan Hill (Vice-Chair of the Overview and Scrutiny Management Committee) received a briefing on the report on 1

February 2021. Cllr Wright confirmed that he and Cllr Hill were comfortable with the proposals.

In response to comments from Cllr Ian Thorn, Leader of the Liberal Democrat Group, about budget costs and Chief Executive fees, Cllr Clewer and the Director of Legal and Governance explained that due to the complexity of the four different types of elections due, a written response would be prepared to respond to the issues raised.

Resolved:

To recommend Council to:

- a. approve the revised scale of fees and charges effective from April 2021;**
- b. note the inclusion of fees for Neighbourhood Planning Referendums;**
- c. approve a revised scale of charging for uncontested elections;**
- d. approve a revised scale of charging for countermanded or postponed elections.**

Reason for decision:

The existing 2013 scheme is outdated and does not reflect all the job roles, pay rates and services required to run an election/referendum. The proposed new scheme addresses this and provides a clear and transparent scale of election/referendum costs. It also captures costs for all scenarios whether the election is contested, uncontested, countermanded or postponed.

24 Town and Parish Council four-yearly election cycle costs

This report was withdrawn from the agenda. See minute 17 for detail.

25 Extra Care Housing

Cllr Simon Jacobs, Cabinet Member for Adult Social Care, Public Health and Public Protection introduced the report which provided recommendations for the future commissioning of support to residents living in the four Extra Care Housing (ECH) sites supported financially by Wiltshire Council: Needham House, Crammer Court, Meadow Court & Bell Orchard.

Cllr Jacobs reported that ECH services are discretionary rather than statutory, which offer support to residents in emergencies. It is provided under contract by

Somerset Care and Cera Care (formerly Mears). However, the service model is no longer considered fit for purpose when viewed against more effective models of independent living. The report detailed three principal options, in producing the options officers considered the first stage consultation findings, range of alternative means of supporting residents' outcomes effectively, as well as the need to ensure efficient use of public money and focus investment on those in greatest need in a challenging financial climate for the Council. The preferred option being option C – Hub & Spoke ECH model.

Cllr Chuck Berry, Chair of the Health Select Committee received a briefing alongside Cllr Graham Wright, Chair and Cllr Alan Hill, Vice-Chair of the Overview and Scrutiny Management Committee, and Cllr Pip Ridout, Chair of the Financial Planning Task Group on 27 January 2021. Cllr Berry and Cllr Ridout confirmed that they supported the proposals detailed in the cabinet report.

In response to comments from members, Cllr Clewer, Cllr Jacobs and officers explained:

- That consideration would be given to the results of the consultation and the final model would be finalised accordingly.
- The Council is using its rights under the shared ownership leases to buy back those leases on the death of the leaseholder or when the leaseholder wishes to move.
- The request to consider a model with 2 hubs rather than 1 would be taken on board with all other comments from the consultation.

Resolved:

- 1. To note the indicative timetable and the requirement to extend current provision as an interim stage to support the service design and transition to a new model.**
- 2. To endorse the recommended option of ending the current contracts and transitioning to a new support model identified in section 6c. This model would retain an onsite presence at Needham House with visiting support being available to the other three sites with additional community alarm capacity.**
- 3. That residents are consulted on the recommended option and their views inform the final decision.**
- 4. That residents continue to be involved in the design of new support arrangements, alongside engagement with potential providers.**
- 5. That the final decision on the future means of supporting ECH residents and any associated contract award decisions is delegated to the Director Joint Commissioning in consultation with the Cabinet Member for Adult Social Care, Public Health and Public Protection and the Corporate Director of Resources.**

- 6. To extend the suspension of core charge contributions at Needham House and Bell Orchard until the expiry of the current contractual arrangements to support consultation, service redesign and any necessary procurement.**

Reason for decision:

- 1. Current contractual arrangements cannot run 'at will' indefinitely.*
- 2. Initial resident consultation suggests low utilisation or need for the services in their current form, suggesting better alternatives for support residents' continued independence.*
- 3. Residents' views should be sought on the Council's recommended option.*

26 **School Admissions Policies 2022-2023**

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills presented a report which detailed the School Admission Policy 2022/2023, as part of the statutory process for the determination of admission arrangements to maintained schools.

In response to comments from members, Cllr Mayes and officers explained:

- That 13 schools were opting out of in year coordination for the 2022/23 academic year due to there being no legal requirement to coordinate in year applications.
- The School Admissions Team work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.

Resolved:

- a) Approve the proposed scheme for the co-ordination of admission to secondary schools for 2022/23.**
- b) Approve the proposed scheme for the co-ordination of admissions to primary schools for 2022/23.**
- c) Approve the proposed admission arrangements for Voluntary Controlled & Community Secondary Schools for 2022/23.**
- d) Approve the proposed admission arrangements for Voluntary Controlled & Community Primary Schools for 2022/23.**

Reason for decision:

The Local Authority has a statutory duty to have a determined admission policy for 2022/23 in place on or before 28 February 2021.

27 **Update on Council's Response to the Climate Emergency**

Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities introduced the report which provided an update on the Council's response to the Climate Emergency.

The Cabinet received questions from Amy Davis in relation to this report, which were received under agenda item 5 – Public Participation and Questions from Councillors, and a statement was read out on behalf of Amy Davis. A copy of the statement is available to read in agenda supplement 2 on the Council's website [here](#).

Additional questions and a statement were submitted from Bill Jarvis, although these were received after the deadline for their receipt. Cllr Clewer explained that these questions would receive a response after this meeting. A copy of the statement is available to read in agenda supplement 2 on the Council's website [here](#).

Cllr Clewer reminded Cabinet that a commitment was made to provide six-monthly progress updates on actions the council is taking to reduce carbon generation in Wiltshire. This is the third progress report to Cabinet following updates in October 2019 and July 2020. He commented specifically on the work being undertaken by the Council on investment in the existing council housing stock to increase its energy efficiency, Salisbury River Park Scheme, Green Homes Grant Scheme, Local Plan Review and conversion of streetlights to LED's

He referred to the discussion document in Appendix 1 setting out the proposed approach to developing a draft Climate Strategy and its outline content, navigating engagement and consultation through to final adoption. The document also introduces the provisional delivery themes, which will shape the organisation's approach to realising its climate ambitions. It was anticipated that the strategy would be adopted by Full Council following consultation during 2021.

Cabinet members congratulated Cllr Clewer and the officer team for the progress made with the projects and schemes detailed in the report, and encouraged them to continue their good work. It was noted that the Street lighting programme had completed 21,300 conversions to LED lights. The Cabinet were also informed of the preparations for a Green and Blue Infrastructure Strategy to sit alongside the Local Plan Review. The strategy will both inform and support the implementation of policies within the Local Plan. It also plays an important role, as a corporate document, alongside the Climate Strategy that will be focused on delivering improvements to the natural environment and has shared objectives.

Cllr Stuart Wheeler, Chair of the Environment Select Committee reported that the Committee had considered the report of the Global Warming & Climate

Change Task Group at its meeting on 13 January 2021. The Committee welcomed the level of detailed evidence contained in the report and the Committee is fully convinced about the Council's commitment to the process. The Committee will respond further in due course.

Cllr Ian Thorn, Leader of the Liberal Democrats, congratulated Cllr Clewer and his officer team for the progress and developments made to date. He commented further on the Council's commitment to be carbon zero by 2030 and questioned whether the infrastructure would be in place.

Comments from members included the need to consider moving journeys to the most efficient and lowest emissions travel, to consider planning applications for incinerators very carefully and in light of the Council's ambitions in relation to reductions in carbon emissions, the need to build zero carbon homes in Wiltshire, Local Plan update, leisure centres heating, school buses emissions, new government funding for EV charging points, light spill from A36 upgrade scheme, impact of COVID-19 on expected carbon reduction figures.

Resolved:

- 1. That Cabinet notes the actions taken in response to the climate emergency following the last update in July 2020.**
- 2. That Cabinet gives delegated authority to the Director of Economic Development and Planning, in consultation with the Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities, to proceed to:**
 - a. develop and implement a Climate Engagement Plan based on the appended discussion document; and,**
 - b. authorise a subsequent consultation on such draft proposals as may emerge from the engagement process; and,**
 - c. return to Cabinet with a final draft Climate Strategy, seeking approval to submit to Council for adoption**

Reason for decision:

To provide Cabinet with an update on actions taken in response to the climate emergency.

To ensure Wiltshire has in place a strategy to structure its response towards its 2030 climate ambitions.

28 Salisbury Future High Streets Fund: in-principle offer

Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities introduced the

report which provided an update on the in-principle offer received from MHCLG in relation to the Salisbury Future High Streets Fund business case.

Cllr Clewer reported that following the submission of the Future High Streets Fund Salisbury business case in August 2020, MHCLG has made Wiltshire Council an in-principle offer of up to 69% of the original ask, amounting to £9,355,731. The report detailed the proposed response to secure the maximum funding available and shows that the projects developed to date remain deliverable with some adjustments.

Cllr Bob Jones MBE, Vice-Chair of the Environment Select Committee, explained that he had received a briefing of the issues on 29 January 2021 and was in support of the project and the reports proposals.

Cllr Ian Thorn, Leader of the Liberal Democrat Group expressed his support for the project and urged the Cabinet and officers to secure appropriate funding to achieve the delivery of all elements of the project.

Resolved:

- **Agrees the contents of this report.**
- **Delegates authority to the Chief Executive - in consultation with the Director for Economic Development and Planning, and Legal, Electoral and Registration Services and the Cabinet Member for Economic Development, Military-Civilian Integration and Communications to approve and submit the Salisbury Future High Street Fund response to the in-principle offer to MHCLG as well as accepting the grant.**
- **Delegates authority to develop individual workstreams within the business case and the response to the in-principle offer to the Chief Executive, in consultation with the Director for Economic Development and Planning, the Director for Legal, Electoral and Registration Services and the Cabinet Member for Economic Development, Military-Civilian Integration and Communications.**

Reason for decision:

Salisbury's economy is reliant on the retail, leisure and tourist offer within the city, which is responsible for a third of all employment. Salisbury City Centre economy has now experienced two economic shocks, the nerve attack in 2018 and now, COVID-19 in 2020, resulting in a significant decline of the vitality, attractiveness and perception of the city centre.

These shocks are exacerbated by seismic changes taking place in the retail market, as it moves to an on-line market place. In Salisbury, persistent structural challenges around transport access and poor linkages, demographic shift and heritage investment significantly threaten long term vitality.

Salisbury needs to restructure its offer to attract residents, visitors and workers to the city. A confirmation of the offer in-principle will enable Wiltshire Council to work with partners to initiate that process and attract in other public and private sector funding to rejuvenate the city.

29 **Trowbridge Future High Streets Fund: in-principle offer**

Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities introduced the report which provided an update on the in-principle offer received from MHCLG in relation to the Trowbridge Future High Streets Fund business case.

Cllr Clewer reported that following the submission of the Future High Streets Fund Trowbridge business case in August 2020, MHCLG has made Wiltshire Council an in-principle offer of up to 69% of the original ask, amounting to £16,347,056. The report detailed the proposed response to secure the maximum funding available and shows that the projects developed to date remain deliverable with some adjustments.

It was noted that Cllr Bob Jones MBE, Vice-Chair of the Environment Select Committee, he had received a briefing of the issues on 29 January 2021 and supported the project and proposals in the report.

Comments from members included:

- The project is welcomed, and reassurances noted for the delivery of all aspects of the project with reduced funding.
- The need for Cabinet and officers to secure additional funding to achieve the delivery of all elements of the project, especially the leisure facilities.
- Involvement of local Council members in the early stages of the project, along with residents and the Town Council at the appropriate stages.
- The need for an appropriate transport management plan especially for car parking.

Resolved:

- **Agrees the contents of this report.**
- **Delegates authority to the Chief Executive - in consultation with the Director for Economic Development and Planning, and Legal, Electoral and Registration Services and the Cabinet Member for Economic Development, Military-Civilian Integration and Communications to approve and submit the Trowbridge Future High Streets Fund response to the in-principle offer to MHCLG as well as accepting the grant.**
- **Delegates authority to develop individual workstreams within the business case and the response to the in-principle offer to the Chief Executive, in consultation with the Director for Economic**

Development and Planning, the Director for Legal, Electoral and Registration Services and the Cabinet Member for Economic Development, Military-Civilian Integration and Communications.

Reason for decision:

Trowbridge Town Centre has been negatively affected by a number of factors over a long period of time, resulting in a significant decline of the vitality, attractiveness and perception of the town centre. This has manifested in the following market failures:

- *a significant lack of activity and diversity of offer in the town centre core;*
- *many of the town's most unique assets are in need of urgent repair, resulting in these being vacant or significantly underused for c10 years;*
- *a lack of development within the town centre core, particularly of key sites adjacent to the town's unique natural assets like the River Biss;*
- *a disjointed experience with poor linkages between the retail core and new developments, the railway station, major employment sites and car parks.*

This has contributed to the evident decline of the town centre and continues to severely threaten its long-term viability.

Trowbridge has the chance through this funding to significantly reposition itself.

Key outcomes following securing funding could include:

- *Improving connections and legibility into the town centre*
- *Transforming the gateway experience*
- *Bringing more leisure, residential and culture activity into the town centre*
- *Making better use of vacant units to enable a diverse and sustainable mix of uses within Trowbridge Town Centre*
- *Accelerating future development by facilitating the strategic development of key sites within the town centre core*
- *A successful allocation of FHSF will enable Wiltshire Council to work with partners to initiate that process and attract in other public and private sector funding to rejuvenate the town.*

30 **Procurement of Joint Venture partner**

Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities introduced the report which sought Cabinet's approval to procure a partner to form a joint venture ("JV") master developer with the Council to develop the Council's land holdings as part of the Future Chippenham programme and possibly other Council owned sites.

The Cabinet received a number of questions from Susan McGill. Cllr Clewer explained that the questions had received written responses which were published on the Council's website in Agenda Supplement 2, details of which can be found [here](#).

The report indicated that the Council has received expert advice on the model of a joint venture that would be attractive to the market. The advice tested the viability of the JV model based on the existing development model for Future Chippenham and this shows the Council would maximise its return from the JV model compared to the conventional approach of disposing of its land on the open market. The advice is provided in the exempt part of the agenda under minute 34.

The Cabinet noted that a briefing had been arranged for the Chair and Vice-Chair of the Environment Select Committee and Chair of the Financial Planning Task Group on 1 February 2021.

In response to comments from Cllr Ian Thorn, Leader of the Liberal Democrat Group, about the consultant '31 ten' and whether they would consider another option to the proposed JV detailed in the report; details about the financial analysis of the JV option and direct sale approach; and involvement in the appointment process; Cllr Clewer asked for the first two issues to be discussed with officers outside of the meeting due to their sensitive nature and Cllr Clewer confirmed that there was no definitive model for the appointment process, although members would be involved.

Resolved:

- 1. Agree to seek a joint venture partner to form a master developer for the Council owned land included in the Future Chippenham programme.**
- 2. Agree to procure specialist commercial advice to inform the JV procurement process**
- 3. Agree to procure specialist legal advice to inform the JV procurement**
- 4. Agree to procure specialist property advice to inform the JV procurement.**

Reason for decision:

The council owns a significant amount of the land which is included as part of the Future Chippenham programme. The council should seek to maximise the value from these important public assets and ensure that it achieves the objectives of the Future Chippenham programme while delivering the best possible return for the Wiltshire Council and its residents. The expert advice

received by the council strongly indicates that the optimum model for achieving these objectives is to seek a joint venture partner to form a master developer for the council-owned land included in the programme. Therefore, cabinet's approval is requested to endorse both this approach and to agree that the council team proceed with the procurement of specialist commercial, legal and property advice to deliver a successful and compliant procurement process to secure a joint venture partner.

31 **Stone Circle Company business plans**

Cllr Pauline Church, Cabinet Member for Finance, Procurement and Commercial Investment introduced the report which sought consideration of the business plans proposed by the Stone Circle Companies as required under reserved matter 26 of the shareholder agreement as well as to agree that a review of governance is undertaken to support the growth of the companies and protect the Council's interests as shareholder.

Cllr Pip Ridout, Chair of the Financial Planning Task Group confirmed that she had received a briefing on 27 January 2021 and supported the proposals.

Cllr Church indicated that a written response would be provided to questions received from Cllr Allison Bucknell about Stoneover Lane in Marlborough and the purchase of MOD housing in Lyneham.

Members also commented on the potential for Priestley Grove development plan being resolved through a governance review; and climate emergency measures being included in the Stone Circle business plans.

Resolved:

- 1. Agree the Stone Circle housing company business plan 2021/22 but serve notice on the company that the increased budget for individual acquisitions is not agreed and will be subject to a governance review and new business plan.**
- 2. Agree the Stone Circle development company business plan 2021/22**
- 3. Agree the Stone Circle holding company business plan 2021/22.**
- 4. Subject to agreeing the business plans to allocate the £34.40m loan finance required for the Stone Circle housing company business plan and £2.657m for the Stone Circle development company business plan in the 2021/22 capital programme.**
- 5. Delegate authority to agree the project plan for each development proposed by Stone Circle Development Company Limited to the Interim Corporate Director Resources (S.151 Officer) in consultation**

with the Cabinet Member for Finance, Procurement and Commercial Investment.

- 6. Note the Stone Circle companies intention to serve notice on the Council to end the accountancy service provided via the resourcing contract.**
- 7. Note that Hazlewoods remain the auditors of the companies as the first audit is yet to take place.**
- 8. Agree that a review of the governance arrangements for the Stone Circle Companies is undertaken by the Interim Corporate Director of Resources (S.151 Officer) and the Director of Legal and Governance / Monitoring Officer and that a report is brought back to cabinet for consideration within six months.**
- 9. Delegate authority to the Interim Corporate Director of Resources (S.151 Officer) to conclude detailed contract arrangements and serving of required notices under the shareholder agreement with and on the Stone Circle Companies including changes to the resourcing contract**

Reason for decision:

The shareholder agreement between the Council and the companies requires the companies to present their proposed business plans to the Council at least three months before the start of the financial year in question.

This report is the outcome of that proposal and the consideration of the Cabinet for the forthcoming financial year, which includes that a review of the governance of the Stone Circle Companies is necessary to ensure that they support the growth of the companies and protect the interests of the Council as shareholder

Note:

Councillors Richard Clewer, Bridget Wayman and Ian Thorn declared disclosable pecuniary interests and left the meeting for this item.

32 Urgent Items

There were no urgent items.

33 Exclusion of the Press and Public

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Numbers 21 and 22 because it is likely that if members of the public were present there would be disclosure to them of exempt

information as defined in paragraphs 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.

34 **Procurement of Joint Venture Partner**

Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities received comments on the financial, business and Joint Venture advice received from 31 Ten.

Resolved:

To note the exempt advice provided by 31 Ten.

Reason for decision:

The council owns a significant amount of the land which is included as part of the Future Chippenham programme. The council should seek to maximise the value from these important public assets and ensure that it achieves the objectives of the Future Chippenham programme while delivering the best possible return for the Wiltshire Council and its residents. The expert advice received by the council strongly indicates that the optimum model for achieving these objectives is to seek a joint venture partner to form a master developer for the council-owned land included in the programme. Therefore, cabinet's approval is requested to endorse both this approach and to agree that the council team proceed with the procurement of specialist commercial, legal and property advice to deliver a successful and compliant procurement process to secure a joint venture partner.

35 **Stone Circle Company Business Plans**

Cllr Pauline Church, Cabinet Member for Finance, Procurement and Commercial Investment introduced the appendices containing exempt financial and business information

Resolved: To note the appendices containing exempt financial and business information.

Reason for decision:

The shareholder agreement between the Council and the companies requires the companies to present their proposed business plans to the Council at least three months before the start of the financial year in question.

This report is the outcome of that proposal and the consideration of the Cabinet for the forthcoming financial year, which includes that a review of the governance of the Stone Circle Companies is necessary to ensure that they support the growth of the companies and protect the interests of the Council as shareholder

Note:

Councillors Richard Clewer, Bridget Wayman and Ian Thorn declared disclosable pecuniary interests and left the meeting for this item.

(Duration of meeting: 10.00 am - 2.00 pm)

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 line (01225) 713114/713115

Wiltshire Council

Cabinet

16 March 2021

Subject: COVID-19 Update

Cabinet Member: Cllr Philip Whitehead, Leader of the Council and Cabinet Member for Economic Development, Military Civilian Integration and Communications

Key Decision: Non-Key

Executive Summary

This report provides a summary of activity to mitigate the impact of the coronavirus in Wiltshire since the last update to Cabinet in February. Since the last report a roadmap to exit lockdown has been published by the Government. Whilst shadow recovery work has paused to enable resource to be fully focussed on response, work is underway to build a roadmap for Wiltshire as we exit lockdown. Support for businesses, vulnerable groups, care homes and educational settings continues.

Proposal(s)

Cabinet are asked to

- Continue to encourage all residents to download the NHS Test and Trace app on their phone.
- Encourage all residents to answer a call received from 0300 456 0100 as it may be the local contact tracing team within the Council
- Continue to encourage all residents to follow national guidance and to note that the stay at home message continues until 29 March
- Continue to encourage residents to attend for vaccination when invited and to continue to follow national guidance after vaccination
- Encourage residents to consider postal vote for the upcoming elections
- To note the work underway to support response activities and roadmap development as we exit lockdown

Reason for Proposal(s)

Wiltshire Council continues to work closely with partners to deliver in a rapidly changing environment.

**Terence Herbert
Chief Executive**

Wiltshire Council

Cabinet

16 March 2021

Subject: COVID-19 Update

Cabinet Member: Cllr Philip Whitehead, Leader of the Council and Cabinet Member for Economic Development, Military Civilian Integration and Communications

Key Decision: Non-Key

Purpose of Report

1. To provide a brief summary of the key activity to mitigate the impact of the coronavirus in Wiltshire since the last update to Cabinet in February.

Background

2. As of Monday 1 March, 4,182,009 people in England have tested positive for COVID-19. Further information is available [online](#). The data also suggest that there were a total of 122,953 deaths within 28 days of a positive test of which 108,422 were in England.
3. As of 1 March 2021 in Wiltshire there have now been 16,336 people who have tested positive for COVID-19 and the rate of cases per 100,000 in Wiltshire in the last 7 days was 78.0, which is below the national average of 101.6. Up to 12 February in Wiltshire there have been 757 registered deaths in total that included COVID-19 on the death certificate.

Main Considerations for the Council

4. The Prime Minister announced on 22 February a [roadmap](#) out of lockdown. In the week of 8 March 2021 schools began to reopen. Care home residents can now be visited indoors by a single, named individual. Whilst the stay at home message remains people can leave home for recreation as well as exercise with their own household, support bubble or one person from another household. From 29 March the rule of 6 (or 2 households) will apply outdoors, along with the reopening of outdoor sports facilities. Further steps have been outlined for April, May and June providing key measures are met.
5. The announcement of the Budget 2021 confirmed that the test and trace payment scheme will continue until the summer, and the furlough scheme and support to self-employed will continue until September 2021. All key points can be found [here](#).
6. Wiltshire Council is building a roadmap plan with immediate and longer-term actions required as we exit out of lockdown and move towards recovery. This

will continue to be reviewed at each and in line with government announcements.

7. A public webinar was held on 2 March to discuss the roadmap and what this means for Wiltshire which again was well received.
8. Wiltshire Council is ensuring that upcoming elections for unitary divisions; city, town and parish council elections; the Swindon and Wiltshire Police and Crime Commissioner election; and various Neighbourhood Plan referendums are being held in COVID-19 secure ways. Residents are being encouraged to, where possible, vote by post this year and to register for this sooner rather than later, by visiting www.wiltshire.gov.uk/elections. For those wishing to vote in person all election stations will be COVID-19 secure. Results in Wiltshire will be announced on Friday 7 May, Saturday 8 May, Sunday 9 May and Monday 10 May.
9. Wiltshire Council has continued to operate in response mode for the COVID-19 pandemic. Gold meetings continue to meet which feed into weekly multi-agency response groups SCG (strategic Coordination Group) and the TCG (Tactical Coordination Group).

Test and Trace and Isolate

10. As of 4 March 97% of Wiltshire cases have been successfully contact traced through either NHS Test and Trace or our local tracing partnership. The local team continue to work hard to reach local residents by phone or email and where applicable are undertaking doorstep visits to ensure that every case has the opportunity to complete contact tracing with one of our trained staff. During the doorstep visits, individuals are encouraged to engage with our local contact tracing team, who can then provide them with individualised self-isolation guidance for them and their households. Individuals are also provided access to support services to facilitate and support adherence to self-isolation requirements, thus reducing risk of COVID-19 transmission in our communities.
11. People are reminded to provide full and accurate contact details when accessing COVID-19 testing and asked to answer the phone if NHS Test and Trace try to contact individuals via 0300 013 5000 or the local team via 0300 456 0100.

Community Testing

12. Wiltshire received sign off by the Secretary of State for our community testing programme, which aims to test asymptomatic people from smaller businesses (50 employees or less) where staff are unable to work from home, as well as early years staff based at private and non-maintained nurseries. This is being done in partnership with Department of Health and Social Care.
13. Devizes was the first site to open, with sites now also operating from Salisbury and Chippenham and with one opening shortly in Trowbridge.

14. The sites operate a booking process and will use the self-administered lateral flow tests, which provide a result within 30 minutes.

Community Collect testing scheme

15. The Government has announced a new Community Collect model will be launching so that families, small businesses and the self-employed can take away rapid tests from some council sites. People will also soon be able to have rapid lateral flow tests delivered straight to their home, allowing them to carry out tests when it is most convenient. The approach for this in Wiltshire is currently being scoped and planned.

Mass Vaccination

16. The NHS has said that the programme to vaccinate those in cohort 5, which is people of 65 years of age and over, is almost complete across Bath, Swindon and Wiltshire. Positive progress is also being made on Cohort 6, which represents people between the ages of 16 and 65 with underlying health conditions, and that could be completed by Mid-March. Across the whole of Bath, Swindon and Wiltshire, more than 300,000 vaccinations have been provided so far.
17. As part of the NHS led programme to roll-out COVID-19 vaccinations to those in the nationally defined cohorts 1-4, Wiltshire Council has acted as the co-ordination point for COVID-19 vaccinations for the front-line social care workforce.
18. Under this activity, the Council worked closely with CCG and NHS partners to enable all eligible frontline staff/volunteers to access vaccination appointments.
19. The Government introduced the National Booking System on 11 February and remaining eligible staff/volunteers are able to arrange their own appointments via a phone/online booking system.

Outbreak Management

20. Where outbreaks occur in a setting, the Council support the setting to reduce the spread of COVID-19 and help identify any actions that need to be taken to help prevent future transmission in their setting. In some cases, we will do this in conjunction with our colleagues in Public Health England.
21. Due to the current outbreak at HMP Erlestoke we are working closely with Public Health England (who are leading on the outbreak), the prison and other partners to ensure all appropriate measures to reduce the transmission of COVID-19 are being undertaken. We have arranged whole prison testing for staff and prisoners which is being undertaken on three separate occasions over the period of a month to identify further cases and to reduce the length of the outbreak.

22. We are continuing to support our educational settings, including early years in the event of a positive case of COVID-19.

Community spaces and engagement

23. From 29 March outdoor courts and pitches will reopen for bookings under COVID-secure risk assessments.
24. On the 12 April, at the earliest, we will be looking to reopen council leisure centres and libraries. The 21 libraries already operating an order and collect service will move to a browsing service with bookable computers, operating a COVID-secure model previously managed. A staggered approach to reopening the remaining libraries is being worked through including our volunteer led libraries, seeking to have all libraries open as soon as possible.
25. Indoor leisure centre and gym session times will be via bookings only as per previous operational periods during COVID-19, allowing for social distancing and cleaning between sessions. Swim school and gymnastics school will recommence however no group exercise, or indoor adult group sports will be allowed.
26. The Swindon and Wilts History Centre will reopen with COVID-secure measures in place. Visitors will be required to pre-book and pre-order documents, with spaces limited each day. Documents will be quarantined 72 hours before and after use.
27. Guidance is expected from Sport England (SE) and respective National Governing Bodies of Sport (NGB), including The Ramblers for Get Wiltshire Walking, which will determine how activities, such as Walking Sports, will be delivered. Communications will be provided to sports clubs to provide them with links to SE and NGB guidance to support their activity delivery.
28. Wiltshire Together community champions will continue to promote COVID 'safe behaviours' across the community.

Public transport

29. To maximise social distancing at peak times concessionary travel restrictions will be reapplied from 8 March. The bus network will be carefully monitored by the Council and the bus operators at the various stages of the roadmap to ensure that social distancing can be maintained, until such time as there is no requirement to adhere to it.

Wellbeing Hub

30. Since the end of February 2021 the government extended its clinically extremely vulnerable criteria and as a result the hub has had a significant increase in activity (over 7,000 new people identified as being CEV). The hub has continued to identify and contact these people and offer them support as well as continuing to support members of the public who raise queries around current lockdown guidance and refer concerns or issues relating to business and organisations to the public protection/ public health team.

31. The Wellbeing hub partnership group (including voluntary and community sector organisations) met weekly during the initial response phase. These meetings have continued since their inception and now meet fortnightly to ensure a multiagency response is in place.

Care Homes

32. Resident cases have dropped significantly, with a 66% reduction in the 7-day rolling average (from 4.6 on 14 February to 1.6 on 21 February).
33. Staff cases have seen a 29% reduction in the 7 day average, from 4.0 on 14 February to 2.9 on 21 February. Both staff and resident cases are now close to their pre-Christmas levels. We have, unfortunately seen a number of deaths with a cumulative total of 355 deaths in care homes since 28 March 2020.
34. We are working with care homes on the co-ordination of safe visiting following the announcement that as from 8 March every care home resident in England will be able to nominate a single named visitor who can come in for a regular visit. The visitor will be required to take a rapid lateral flow test every time they visit, wear PPE and keep physical contact to a minimum.

Health and Care

35. Since the previous cabinet report, COVID-19 infection rates have been decreasing in the community and acute hospitals. This position has now been sustained over a period of weeks. As a result, actions are being taken to de-escalate the additional capacity that was purchased during the period of increased demand. At the peak, there were approximately 200 beds in use in a number of care homes. This compares to the standard bed base of 105. Demand also continues to be high within the Home First pathway.
36. The Hospital Discharge pathway funding that has been in place since the start of the pandemic has been extended for the first 6 weeks of 21/22 financial year. This funding had been expected to cease at the end of March 2021. Currently the first 6 weeks of additional care costs for an individual are funded by the CGC post discharge and this will now end mid May 2021 with some of the financial cost reverting to the Local Authority. Local discussions and planning are taking place across the Wiltshire system in terms of alternative arrangements. The Council and CCG are looking to build on some of the positive practices that have been developed over the last year.
37. Our current PPE supply continues to meet the demands of the business across Wiltshire. These reports identify Wiltshire Council having between 3-5 months' supply across lead PPE items and the LRF having approx. 12 months' supply. In addition to our current arrangements to provide PPE supplies across a range of providers, Department for Health and Social Care (DHSC) approached Local Authorities (LAs) and Local Resilience Forums (LRFs) to ascertain if they would be willing to distribute PPE to 'extra resident unpaid carers'. Wiltshire Council implemented an order and delivery process for unpaid carers/foster carers to use. This was achieved by internal teams

liaising and working with Carer Support Wiltshire and will remain in place until further notice.

38. Work continues with the Elections team to meet their PPE requirements. DHSC will be providing LAs/LRFs with hand sanitiser for the elections and Wiltshire Council is liaising with them to ensure supplies are received. Discussions with all parties concerned are taking place i.e. procurement, elections and waste.
39. DHSC continues to improve the supplies available on the Govt PPE Portal with FFP3 masks now available for ordering. In addition DHSC are rolling out a second pilot involving a new transparent mask to those LA's/LRF's which have requested to be involved. We have requested to take part in this pilot as per the initial pilot.
40. Monthly reviews continue with procurement to ensure commercial suppliers have adequate stocks/lead times with discussions regarding post Brexit. There are currently no concerns.

Education

41. Pupils and students in all schools and Further Education settings started to return to face-to-face education from 8 March. Schools are required to undertake twice-weekly testing of teachers and secondary school and college pupils. Students will undertake the first three tests in school before moving to home-testing. Primary school staff will continue to take two rapid coronavirus tests each week at home. The Council will be providing staff to support schools with their COVID-19 testing. All early years group settings will receive lateral flow tests for home testing from mid-March. Childminders will be able to access community testing.
42. Messaging over parental confidence to return to school is being provided.
43. Messaging has been provided to schools over the use of face coverings in Educational settings which has now been extended for a limited period to all indoor environments, including classrooms, unless 2m social distancing can be maintained. Face coverings are now also recommended in early years and primary schools for staff and adult visitors in situations where social distancing between adults is not possible, for example, when moving around in corridors and communal areas.
44. Home to school transport resumed fully, in the same way it did prior to the current lockdown, from the 8 March. The duplicate vehicles that were in operation before this lockdown will be re-instated to ensure that social distancing can be maintained at peak time and that the general travelling public can be separated from school pupils.
45. To date within early years childcare provision there have been 90 bubble or setting closures, affecting 13% of childcare providers. These providers have applied for lost income support. All settings have received the one-off payment for PPE and enhanced cleaning which has been appreciated. Some settings

- have a CEV member of staff who is shielding, and they will receive funding to support the additional costs involved.
46. A weekly attendance survey is undertaken of early years setting and during the week commencing 22 February 90% of those settings responding were open, this is an increase from 70% of settings at the beginning of January.
 47. Positive cases of COVID-19 within schools have declined significantly across term 3 and into term 4. There were 57 confirmed cases with pupils and 57 for staff in February in comparison to 111 pupils with a confirmed case in January and 122 with staff.
 48. The attendance of our Child Protection Children and Children in Need has increased from 65% at the start of January to 83% on 26 February. In the absence rate we have also taken into account children that have been asked to self-isolate due to their bubble bursting. Non COVID-19 related absence for this group has decreased from 26% in January to 16% as of the 26 February.
 49. The daily register will continue to be completed by all Wiltshire schools until the Easter break where we will continue to monitor the attendance of vulnerable pupils and those with an Education Health and Care Plan. The educational welfare service are identifying and devising PREPs (positive return to education plans) for children who have been out of school for a long time and would benefit from some extra support.
 50. Following the return to school from 8 March advisory teams will continue to provide virtual support to schools and settings as well as support for families through a virtual offer. In addition, where visits are needed to be undertaken to schools and settings these will take place when it is deemed to be necessary.
 51. Many holiday providers chose not to offer childcare clubs over February half term for financial and COVID security reasons, this resulted in a reduction in available childcare, specifically for key workers. A brochure was produced by the Council to advertise childcare and this exercise will be repeated for the Easter holidays and the brochure will be made widely available to all parents two days after the blue light key workers.
 52. DfE has published guidance on what schools, colleges and students need to know about the arrangements for awarding GCSEs, AS and A levels, Vocational and Technical Qualifications (VTQs) and other qualifications in summer 2021.
 53. Ofsted have completed 5 section 8 inspections during term 3 and will be continuing with this across term 4 until Easter. These inspections are ungraded and will continue to be held conducted remotely. All Wiltshire schools who have so far received a visit have been judged as taking effective action. Ofsted are yet to announce their inspection plans after Easter.

Economy

54. The Council will continue to provide support to businesses: through the payment of the grants announced by the Chancellor in the budget; through supporting businesses to reopen successfully including advice e.g., legionella, signage, guidance on fresh air flow etc .
55. The Council is also supporting the promotion of pavement licences' and will continue to work with partners to ensure high streets are operating in a safe manner, utilising funding such as the Returning High Streets Safely funding and the Restart Grants.

Excess deaths

56. As part of its responsibilities for dealing with excess death, the Council produced a plan soon after the start of the pandemic and put in place facilities at Salisbury District and Great Western Hospitals for receiving the deceased patients that could no longer be managed by the hospitals and the funeral sectors. The plan covered the area of our Local Resilience Forum, which includes Swindon.
57. With the rapid rise in COVID-19 deaths in December, the Council received requests from both hospitals for use of its temporary facilities. They were brought into use on 22 December and stayed in use throughout January and February, holding up to 75 deceased at its peak at the end of January. Throughout this period Council staff volunteered to provide transport and manage the facilities. As the numbers of Covid deaths have dropped, the hospitals can once again deal with the fatalities within their existing morgues, and the Council facilities are stood down. We are now working with other partner agencies and Ministry of Housing, Communities and Local Government to plan the closure and removal of the storage infrastructure.

Homelessness

58. The eviction ban will be ending on 31 March 2021 and Wiltshire Council will be supporting any residents affected and will promote the ways they can get support from the council. Homeless demand from families over a year would average about 300 due to evictions and a full homeless duty owed by the Council. It remains to see whether that pent up demand will be released when the ban on evictions is lifted.
59. A priority area is the significant increase in demand seen across the Homes4wiltshire service, with new housing applications being received each month doubling from an average of 400 to 800 applications a month.
60. The government has announced that from June 2021, care leavers up to the age of 25 and those under the age of 25 who have spent at least three months in a homeless hostel will be exempt from the Shared Accommodation Rate in Universal Credit and Housing Benefit, helping more vulnerable people access suitable housing.

Organisational Recovery

61. Capacity for this programme has continued to be impacted by the requirement to support response, particularly on the ongoing redeployment of staff to support critical response work, COVID-19 secure election preparations and the reopening of schools. Despite this however, good progress continues to be made across all workstreams.

Details of work already completed and launched are in **Appendix 1**.

62. The main priorities of the programme for March are:

- Preparation for the return to workplaces when it is safe to do so and the communication of a road map for staff to return to the workplaces.
- Phase 1 of this will outline plans up to the point when step 4 of the government road map is in place (earliest 21 June) and while government advice to work at home remains in place this will focus on staff who require access to workplaces to deliver services or for wellbeing reasons.
- Phase 2 will focus on a road map beyond this date for a wider return to workplaces for all staff.
- A Member survey to capture views about virtual working will feed into these proposals.
- Opportunities to pilot changes to the way workspaces will be set up, including meeting spaces and desk layouts within the hubs, will take place when it is appropriate to do so.
- Reviewing and aligning policies and procedures to support return of staff to workplaces.
- The move of current telephony onto MS Teams for most staff.
- A staff wellbeing Q&A session on 12 March will focus on providing information and answering questions about the COVID-19 vaccination programme to support staff who maybe anxious.
- Finalising a Workforce Inclusion Strategy and an action plan with clear measures will be developed for approval by the programme board. Communication with staff about the strategy has started including the launch of a diversity and inclusion section on the new intranet, EPIC Hub.

63. Plans to introduce a Mental Health advocate scheme across the council have been developed for review by the organisational recovery programme board in March with the aim to introduce the scheme in the Spring.

64. Finalising agreement on an upgrade to the current online payments system to ensure compliance and efficiency for current payments and enable additional channel shift to online payments.

Financial Implications

65. The Councils financial position for the 2020/21 financial year is not significantly changed from the Quarter 3 position, a £13.571m underspend that was set aside in additional earmarked reserves, as reported to Cabinet in February. The provisional outturn will be reported to Cabinet in June.
66. The Council has had confirmation that any balance on the significant funding it has received through the Contain Outbreak Management Fund from the Department for Health and Social Care (DHSC) which, including the latest announcement as per above, stands at £6.7m can be rolled forward into next financial year. Where activity has involved our Public Health teams e.g. track and change, COMF funding will be utilised to support this activity with any resulting variance against the annual Public Health grant also being rolled forward to ensure the delayed activity on Public Health can take place in the future.
67. Since the last budget monitoring report additional funding allocations have also been confirmed for Workforce Capacity Fund for adult social care of £0.9m and Adult Social Care Rapid Testing of £1.6m. These grants are expected to be fully spent or where balances remain unspent at the year end these will be returned to DHSC.
68. It is anticipated that any further underspending against service provision by year end will be transferred to the latent demand reserve, but this will be confirmed in the provisional outturn report.

Legal Implications

69. The Council's legal team continues to provide advice on the application of new COVID-19 legislation and all aspects of recovery.

Safeguarding Implications

70. Children's safeguarding services have continued to be delivered in line with practice standards and statutory guidance. Face to face visiting to children has continued for all unless otherwise indicated through risk assessment. Our key performance indicators remain strong.
71. The Safeguarding Vulnerable People's Partnership has, at our request, completed a COVID-19 Safeguarding Review. Through this, individual agencies have reviewed their practice during the COVID-19 period to identify good practice and areas where they, or the partnership, could strengthen safeguarding practice. Coinciding with the review our Children's MASH has seen a 20% increase in contacts, this is reassuring as it is now reversing the trend seen earlier in the pandemic and we can be more confident that the safeguarding partnership is identifying and responding to children who are at risk but less visible due to the impact of lockdown.
72. As we look forward to an ending of lockdown and relaxation on social distancing measures we expect the volume of work to continue to rise. In

readying ourselves for this we are working with partners to provide additional support to families and children, for example the Light House Project (a new initiative in partnership with Oxford Health to deliver an intensive intervention program where long-term neglect is a concern) and the NSPCC Let the Light In Project (a bid to pilot a new intervention for children who have been sexually abused). Throughout the pandemic we have seen the partnership working together well to ensure services continue to be delivered effectively; our Vulnerable People partnership meetings will continue to be held on a fortnightly basis so that emerging challenges can be identified and overcome.

73. The Wiltshire Health Based Place of Safety at Green Lane Hospital continues to accommodate service users from BANES as well as Wiltshire and Swindon as agreed at the start of the pandemic to reduce pressure across the wider police, mental health and social care system. This has had a positive impact on service users across Bath and North East Somerset, Swindon and Wiltshire.

74. Both Mental Health and Learning Disability social care departments continue to report significant pressure on services due to the complex nature of people's presentations. This is closely monitored through the Bath and North East Somerset, Swindon and Wiltshire MH and LD recovery and restoration group as well as the Wiltshire MH/LD group.

75. Central government announced the details for the new £125 million funding allocation to Local Authorities to support the costs of the new duty on the provision of support within domestic abuse safe accommodation services for 2021-22 (subject to the successful passage of the Domestic Abuse Bill). Wiltshire has been allocated £830,051 for 2021-22.

Overview and Scrutiny Engagement

76. This report will be considered by Overview and Scrutiny Management Committee on 9 March 2021, with members of the Executive and senior officers in attendance to answer members' questions.

Procurement Implications

77. A sequential approach to supplier relief was agreed earlier on in the response phase of the pandemic, ensuring that suppliers were pointed to central Government support where possible first and work with us on an open book basis when necessary. The Council has established an internal Commercial Board to provide oversight and assurance on the end to end procurement process around future contract activity and management.

Equalities Impact of the Proposal

78. Work continues to understand the impact of the pandemic on those with protected characteristics. Equality implications are being considered in the Council's decision making and any change to service provision. Recovery theme leads have embedded the use of a Health Equality Assessment Tool.

Environmental and Climate Change Considerations

79. An update on the council's response to the climate emergency was included on the February Cabinet agenda. It sets out all the council's activity to tackle the climate emergency which has been undertaken in the context of the COVID-19 response and recovery and includes a climate strategy discussion document for comment. Since the February update, the council has been [successful](#) in securing £546k from the Green Homes Grant Local Authority Delivery scheme. This funding will be used during 2021 to improve the energy efficiency of 100 low income and low performance council homes through a whole house retrofit.

Risks that may arise as a result of a decision

80. Risks created by responding to COVID-19 are managed by Corporate Leadership Team and Extended Leadership Team as part of the overall management process. No decision required, so no risks arising.

Workforce Implications

81. Government guidance about employment matters affected by the pandemic continues to be applied. The COVID-19 policy implemented in March 2020 sets out information for staff, including the application of policies and procedures to support response and during recovery, and will continue to be reviewed and updated following consultation with the trade unions.

Conclusions

82. Wiltshire Council continues to play a critical role with its partners and the local community in responding to the impact of COVID-19 in the county.

Terence Herbert, Chief Executive

Report Author: Layla Bridger, Recovery Project Support Officer
8 March 2021

Appendices:

Appendix 1: Additional detail on work under Organisation Recovery .

Appendix 1

Organisational Recovery

Areas of work progressed already as part of this programme include:

- The launch of the Organisational Recovery intranet pages and strategy – this provides all staff with information about the programme. Regular monthly communications updating on main workstream activities will be sent to help engage all staff with the programme.
- The continued roll out of “Our Identity” through service meetings, manager forum sessions and the Chief Executive and Director vlogs.
- 17 Senior Management Team facilitated sessions with directors and heads of service from across every service area have taken place so far to ensure they are engaged and involved in the development of proposals about the future use of workplaces. These sessions have been positive and have indicated that there is widespread support to take this opportunity to use workplaces differently as restrictions are lifted and staff return.
- Evolve (SAP replacement) invitation to tender was issued on 12 February and is awaiting responses.
- 360 degree appraisals rolled out for senior managers.
- Initial community of practice meetings took place for Business Intelligence workstream and first pilots have taken place, supported by Agilysis.
- Initial career step pilots have been progressed to support agile working in two service areas
- Following agreement at Council the capital receipts funding of £1.2m is confirmed and governance processes are being put in place to ensure this supports the realisation of the programme aims and delivers efficiencies.
- A separate customer experience workstream has been added to the programme (previously part of the agile workstream) to ensure a higher level of focus, and leads and priority actions have been identified.

Wiltshire Council

Cabinet

16 March 2021

Subject: Special School Transformation Programme Update

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

Key Decision: Non Key

Executive Summary

At a meeting of Cabinet on 19th November 2019, the following decisions were made:

- Approval for the establishment of a new maintained special school with a single leadership team for the existing St Nicholas, Rowdeford and Larkrise schools as soon as possible and no later than 1 September 2021
- Approval for the closure of St Nicholas, Rowdeford and Larkrise school as a related proposal no later than the 31 August 2021
- Approval for expansion on the existing Rowdeford site to accommodate up to 400 pupils as part of the new special school by September 2023
- Recommendation that a new capital budget is included in the Capital Programme 20/21 which will be approved by Full council in February 2020 at the revised level of £33.194 million required to deliver this proposal
- Approval that the sites of St Nicholas and Larkrise stay in use until the new provision is ready, and it is appropriate to consider children/young people transitioning to the new site at Rowdeford
- Authorisation that the Executive Director of Children's Services, after consultation with the Cabinet member for Children, Education and Skills, the Director of Legal, Electoral and Registration Services and Chief Finance Officer/Section 151 Officer takes all necessary steps to implement Cabinet's decision.

Since this meeting there has been significant progress in delivering against these recommendations and the special school transformation programme is well-established.

This report will provide an update to Cabinet on progress and assurance on delivery against key milestones.

Proposal(s)

It is recommended that Cabinet note the update provided in this report.

Reason for Proposal(s)

To update Cabinet on the Special School Transformation programme and progress against key milestones in implementing the recommendations agreed by Cabinet in November 2019.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

16 March 2021

Subject: Special School Transformation Programme Update

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

Key Decision: Non Key

Purpose of Report

1. This report will provide an update on the special school transformation programme including progress against key milestones in implementing the recommendations agreed by Cabinet in November 2019.

Relevance to the Council's Business Plan

2. The special school transformation programme of work contributes to a number of the Council's priorities and objectives as laid down in the Business Plan 2017-2022:

i) Priority: Growing the Economy

- High quality special educational provision in all schools; ensuring that all pupils achieve the best possible outcomes and go on to enjoy the best start to adult life
- Investment in local contractors and business through the build programme via our Main Supply Chain Partners

ii) Priority: Strong Communities

- Focus on delivering the educational provision, in-county, that children and young people with special education needs and/or disability (SEND) require: the right education provision, at the right time, in the right place
- Developing social enterprise opportunities on the new site and supporting ongoing links between the campuses of the school and their local communities
- Promoting inclusion across our school system and supporting a broader offer that enables education within a mainstream setting where appropriate

iii) Priority: Protecting the most Vulnerable

- Ensuring that children and young people with SEND can have the best education and support, provided in good quality estate
- Ensuring that special education provision in Wiltshire is equitably provided, reducing the number of pupils who must travel excessive distances to school
- Special education provision that is better aligned with other related services (community health services, social care, and mental health for example)
- Promoting and supporting an aspirational curriculum that delivers outstanding teaching and learning and promotes outreach into mainstream provision

iv) Priority: Innovative & Effective

- Creating a system of excellence that will promote inclusion of SEND children and young people in mainstream provision
- Demonstrating an open and inclusive approach; designing the new school together through co-production
- Doing things differently to ensure that the Council can meet its statutory duties to provide the right education provision in the face of a rising population and growing demand

Background

3. **At a meeting of Cabinet on 19th November 2019**, the following decisions were made:

- Approval for the establishment of a new maintained special school with a single leadership team for the existing St Nicholas, Rowdeford and Larkrise schools as soon as possible and no later than 1 September 2021
- Approval for the closure of St Nicholas, Rowdeford and Larkrise school as a related proposal no later than the 31 August 2021
- Approval for expansion on the existing Rowdeford site to accommodate up to 400 pupils as part of the new special school by September 2023
- Recommendation that a new capital budget is included in the Capital Programme 20/21 which will be approved by Full council in February 2020 at the revised level of £33.194 million required to deliver this proposal
- Approval that the sites of St Nicholas and Larkrise stay in use until the new provision is ready, and it is appropriate to consider children/young people transitioning to the new site at Rowdeford
- Authorisation that the Executive Director of Children's Services, after consultation with the Cabinet member for Children, Education and Skills, the Director of Legal, Electoral and Registration Services and Chief Finance Officer/Section 151 Officer takes all necessary steps to implement Cabinet's decision.

That this would be achieved by:

- a. Approving that the Council would present a proposal to the School's Adjudicator to open a new amalgamated maintained special school
- b. Approving that the New School will have primary, secondary and Post 16 provision on the Rowdeford site (early years not to be included due to sufficiency)
- c. Noting and approving the proposal for a parallel programme of work to create a cross county approach to Post 16 special education and transition to independent living
- d. Approving the use of the statutory processes, (under the 'Making Significant Changes (Prescribed Alterations) to Maintained Schools' Guidance November 2018), to consult on the appropriateness of transferring the provision at St Nicholas and Larkrise to the Rowdeford site no later than 12 months before opening all the new provision. This consultation would be determined by:
 - The demand for places forecasted at the time of the consultation
 - The views of current and future stakeholders and particularly children and young people with SEND and their parent carers
 - The wider development of inclusive education for children and young people with SEND living in Wiltshire and the role of the New School within this system.

Main Considerations for the Council

4. Since the proposals were last brought to Cabinet at their meeting in November 2019 there has been significant progress against the recommendations agreed. This paper sets out the key milestones achieved and will update Cabinet on progress to date and key next steps.

Creation of a Single School Across Three Sites

5. Wiltshire Council made a proposal to the Department for Education's Office of the School Adjudicator in January 2020 seeking approval for the closure of the three schools of Larkrise, Rowdeford and St Nicholas, and the related opening of a new amalgamated special school to operate across the three sites.
6. The Office of the School Adjudicator approved these proposals in May 2020, and as a result a Shadow Governing Board was formed from representatives of Larkrise, Rowdeford and St Nicholas Governing Boards to support the implementation of this decision.
7. The Shadow Governing Board, with support from the Head of Special School Transformation, had three key tasks:
 - I. To make preparations for the creation of a new Full Governing Board including an Instrument of Government
 - II. To recruit an Interim Executive Headteacher
 - III. To agree a temporary name for the new single school

8. The Shadow Governing Board met from June to August and during this time approved the new school's Instrument of Government and a temporary school name of North Wiltshire School.
9. An Interim Executive Headteacher was appointed with effect from 1st September 2020, providing additional capacity for transformation and leadership across the three sites.
10. On 1st September 2020 the new North Wiltshire School was created, with Larkrise, Rowdeford and St Nicholas schools having closed on 31st August 2020.
11. The new Full Governing Board was formed and appointed to key posts and committees.
12. Under the leadership of the Interim Executive Headteacher a first-year transformation plan has been developed, the delivery of which is being overseen by the Governing Board. This plan sets out key transformation milestones including forging a single school identity; delivery of high quality teaching and learning; curriculum development; business process transformation; the creation of a single leadership structure; high quality engagement with the schools' community stakeholders; delivery of a strategic financial plan.
13. The Interim Executive Headteacher is working with the Governing Board to ensure that there are appropriate staff structures in place to support transformation. Any changes that are considered would be subject to full consultation with affected staff and recognised unions.
14. A key part of creating a single culture for the new school across its three sites is establishing its identity, including a permanent name, logo and uniform. The first phase of this work has now been completed and the school community including pupils, parents and carers, staff and governors have collectively selected Silverwood School as the permanent name.
15. This name is already in use and the individual sites are now referred to as Trowbridge Campus, Chippenham Campus and Rowde Campus.
16. Work is underway to develop a logo and consideration will be given to a single uniform, in close and careful consultation with the school community.

New Build on the Rowde Site

17. In June 2020 Willmott Dixon were appointed as the Council's Main Construction Partner for the new build project at the Rowde site. There was some impact due to COVID on the timescales in appointing Willmott Dixon, and this has consequently impacted on timescales for some activities such as co-design and visits to other schools. These would otherwise have taken place between Easter and the summer holidays, and as outlined in this paper have now taken place in the autumn term. Officers are working with Willmott Dixon to mitigate the impact of this on the delivery of the build as much as possible and will continue to monitor closely. Notwithstanding this the programme is forecast to complete within the original timeframe by 2023 delivering key benefits across the system.
18. Since June Willmott Dixon and their partners have been working to survey the Rowde site as well as visiting the other two school sites and meeting with staff in order to understand the needs of pupils across the entire school.
19. From September to November 2020 a programme of co-production workshops was delivered in order to in order to develop the designs for the new build in partnership with parents, carers, staff and governors. This has enabled stakeholders to work directly with Willmott Dixon's architects in order to shape the design from the 'ground up'.
20. Over a series of five workshops more than 50 attendees considered key topics including:
 - Where we are now – a day in the life of our school
 - Where we would like to be
 - Health, wellbeing and creativity
 - Bringing the outside in
21. Workshops have been well-supported by the schools' communities with strong attendance from parents, staff and governors, as well as representatives from the CCG, Wiltshire Parent Council, and the Rowdeford Charity Trust.
22. There was good attendance from across all three sites, although the largest proportion of attendees were primarily linked to the Rowde site.
23. In order to enable the widest possible engagement a design survey was also circulated to all families linked to all three sites and all school staff. This was also well-supported by 107 respondents who gave their views on a range of topics that had been covered in the workshops.
24. The common themes that emerged from the workshops highlighted the need for the new build to incorporate:
 - Flexible and accessible spaces
 - Good storage provision
 - Wide corridors

- Flexible dining areas
 - Natural building materials and lots of natural light
 - A homely non-clinical feel
 - Support for good links between school and community
 - Preservation of the landscape and making the most of outside space
25. It is a key principle that pupils should be meaningfully involved throughout the entire transformation programme, and this includes in shaping the development of the build design. The school was instrumental in supporting this work and having designed an agreed approach together with the Head of Special School Transformation, staff undertook co-design work with pupils from across the three sites to shape what should be included in the new build. Pupils shared their views in writing and via a video. This was shared with other stakeholders as a key part of one of the co-production workshops and is being incorporated from the outset in Willmott Dixon and their partners' design work. Important points from the pupils were:
- They value much about the existing sites including spending time with their friends and their teachers and teaching assistants. Particular interests are sport, art and music, and they value hydrotherapy and sensory spaces.
 - They would like more opportunities for sport, music and sensory as well as great play facilities. They would like to see a site that taps into the natural surroundings including the farm area with animals and natural play areas.
26. Engagement with the local community has also been vital from the outset in developing proposals for the new build. A community engagement event was held in November via a webinar format with 23 attendees including local residents and parish councillors. Attendees received a presentation from the programme team including, the Interim Executive Headteacher, Willmott Dixon and AHR Architects who shared an outline of the unique features and constraints of the site and emerging ideas about the placement of the new build within the site. The presentation was followed by an in-depth interactive question and answer session covering a broad range of topics including: access into and out of the site; the 50 mph speed limit on the road on the approach to the site; and pedestrian links between the school site and the Rowde community. It is evident that the Rowde community are highly supportive of the school.
27. A further event is planned for January 2021 prior to submission of a planning application in order to share designs and gain further community feedback.
28. The build project team including representatives from the Council, Willmott Dixon, AHR architects, accompanied by governors and the Interim Executive Headteacher have also been able to visit other special schools in the local area in order to benefit from their experience and "lessons learned" from other new build developments. Feedback from these visits has been shared with the wider co-production workshops.

Next Steps and key milestones

29. Key upcoming milestones are set out in the table below:

Submission of Planning Application	Spring 2021
Commencement of construction on the Rowde Site	Summer 2021
Completion of all build work	September 2023
Pupils admitted to additional spaces	Phased from 2022/23 to 2023/24 onwards
All new provision open	September 2023
Consultation on future of Trowbridge and Chippenham campuses	By September 2022

Place Planning

30. In the November Cabinet report, it was noted that additional places would be needed over the next 3 to 4 years prior to new places being ready in 2023. One option outlined for consideration then was delivery of a phased primary provision at the Rowde site in advance of September 2023 to reduce demand at the other two sites and this continues to be explored. However, demand for places is already outstripping expectations, and the growth in EHCPs experienced in Wiltshire and across the country over recent years has led to fewer leavers from the top end of our special schools than there are starters. Officers are therefore working closely with school senior leaders to identify solutions for temporary provision to meet need before completion of the new places in 2023.

Overview and Scrutiny Engagement

31. The proposals were previously presented to Overview and Scrutiny on 30th September 2019.

Safeguarding Implications

32. As highlighted in the report to Cabinet in November 2019 there are safeguarding implications to be considered as this project proceeds through implementation. These include:
- I. Ensuring staff are appropriately trained and supported to work with different cohorts of learners
 - II. Ensuring that development at the Rowde site takes account of the need to create environments that are accessible to and meet the needs of those with severe learning difficulties
 - III. Ensuring that the transport assessment and travel plan that supports the planning application for the new build at the Rowde site addresses the issue of the increased traffic that will be entering and leaving the site, in order to safeguard learners and local residents.
 - IV. Ensuring that the travel plan associated with the planning application for the new build at the Rowde site ensures an efficient and robust plan for journeys to and from the site, including on-site traffic management.

Public Health Implications

32. The provision of education positively contributes to population health and wellbeing. Access to a high quality education plays a key role in providing foundations to ensure all children have the best start in life, giving them the ability to learn and understand about health and wellbeing and have the opportunity to live healthier lives.
33. Having additional specialist provision for children and young people with complex needs in Rowde will be more convenient for those parent carers in the East of the county and will reduce their travel times.
34. The main health and care providers in Wiltshire were consulted at the time of the development of the proposals and there is ongoing engagement with them in order to shape the designs for the new build.

Procurement Implications

35. The Council has appointed Willmott Dixon as our main construction partner. Appointing in this way places responsibility for managing and controlling the design team with the contractor rather than the Council.
36. Procurement was undertaken via the Southern Construction Framework (SCF) which is fully OJEU compliant and has been used previously to successfully deliver a major school project.

37. A two-stage mini-competition through the framework resulted in Willmott Dixon being appointed under a Pre-Construction Services Agreement (PCSA) as our preferred partner to deliver two key outputs:
 - a. To produce an accepted design up to the end of RIBA Design Stage 4 (construction design)
 - b. Via a mechanism of open book and transparent competitive pricing to provide the Council with a fixed price lump sum to carry out the construction works for acceptance by the Council
38. If the above two outputs are delivered to the Council's satisfaction, the Council will then enter into a formal NEC Build Contract with Willmott Dixon to carry out the construction works. However, the Council are not obliged to enter into a formal build contract and therefore the Council's immediate liability is protected and capped to the value of the PCSA.

Equalities Impact of the Proposal

39. At every stage of the process of developing proposals, Equalities Impact Assessments have been carried out. The most recent review of the EIA indicates that the programme retains a similar level of impact on equality / diversity issues to that shared with Cabinet in November 2019.
40. The creation of a new single school across three sites, and the provision of additional school places positively seeks to offer greater access and diversity of curriculum and support in a world class learning environment.

Environmental and Climate Change Considerations

41. As highlighted in the Cabinet Report in November 2019 the programme is focused on creating additional spaces on an existing site thereby reducing the need to build on greenfield sites and will also involve repurposing existing buildings, with a focus on sustainability and eco-friendly construction best practice.
42. The build project is seeking to reduce carbon emissions whilst increasing places.

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

43. This paper provides an update only and is not seeking a decision.

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

44. This paper provides an update only and is not seeking a decision.

Financial Implications

45. The capital budget of £33.194 million was approved by Council in February 2020 and is phased to be fully spent over total project timeframe. Despite the pandemic, no additional cost is forecast, and whilst there was some impact due to COVID on the timescales in appointing Willmott Dixon officers are working with them to mitigate the impact of this on the delivery of the build, and the programme is forecast to complete within the original timeframe by 2023 delivering key benefits across the system.
46. Finance officers have been working successfully with the School Leaders and Governing body to set a balanced revenue budget for the new school taking full advantage of the synergies of one school with three sites.

Legal Implications

47. Under the Education and Inspections Act 2006 (as amended by the Education Act 2011), the opening and closure of maintained schools is governed by The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.
48. When exercising functions under these regulations regard must be had to guidance published by the Department for Education (DfE), including “Opening and closing maintained schools: Statutory guidance for proposers and decision-makers (November 2018)”, which sets out the statutory 5 step process of consultation, publication, representation, decision and implementation. All five of these steps have now been completed in accordance with the regulations
49. On 31 January 2020 the Council published a statutory notice to discontinue St Nicholas, Rowdeford and Larkrise Schools on 31 August 2020 and establish a new community special school on 1 September 2020. It was proposed that the new school will operate on the sites currently occupied by all of the three schools.
50. The proposal to discontinue the schools was published under section 15 of the Education and Inspections Act 2006 (the Act). The proposal to establish a new community special school was made under section 10 of the Act. Permission to bring forward a proposal under section 10 was granted by the Secretary of State for Education on 27 June 2019.
51. The Act requires that proposals made by a local authority under section 10 are referred to the adjudicator. The Act also requires that any related proposal, in this case those made under section 15 of the Act, are also referred to the adjudicator...
52. Representations and comments on the proposals were made and referred to the adjudicator on 9 March 2020 by the local authority, which is within the required period.
53. Mr Peter Goringe and Mr Phil Whiffing were appointed to this case by the chief adjudicator, with Mr Phil Whiffing as lead adjudicator. On 28 May 2020

they approved the proposals to discontinue St Nicholas, Rowdeford and Larkrise Schools on 31 August 2020 and to establish a new community special school on 1 September 2020. These changes duly took place.

54. It should be noted above that Cabinet approved the use of the statutory processes, (under the 'Making Significant Changes (Prescribed Alterations) to Maintained Schools' Guidance November 2018), to consult on the appropriateness of transferring the provision at St Nicholas and Larkrise to the Rowdeford site which will need to take place no later than 12 months before opening all the new provision.

Workforce Implications

55. The three schools of Larkrise, St Nicholas and Rowdeford had been operating as separate staff bodies with separate governance structures. Amalgamation has led to a single staff team across three sites and one governing board.
56. The Governing Board was formed on 1st September 2020, and an Interim Executive Headteacher started in post on the same date.
57. The Interim Executive Headteacher is working with the Governing Board to ensure that there are appropriate staff structures in place to support transformation. Any changes that are considered would be subject to full consultation with affected staff and recognised unions.

Options Considered

58. This is an update paper and is not seeking a decision.

Conclusions

59. The special school transformation programme is well-established and achieving key milestones as planned. The programme will deliver real benefits for Wiltshire children with special educational needs and disabilities which support the Council's key priorities as set out within the Business Plan.
60. It is recommended that Cabinet note the update provided in this report.

Helen Jones (Director - Joint Commissioning)

Report Author: Alison Enever, Head of Special School Transformation,
alison.enever@wiltshire.gov.uk,

Date of report: 6th January 2021

Background Papers

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

Report to Cabinet November 2019: "Proposals for special schools in the north of Wiltshire – Outcome of statutory consultation (September 2019)".

Wiltshire Council

Cabinet

16 March 2021

Subject: Schools Capital Programme 2021 – 2026 Report

Cabinet Member: Cllr Laura Mayes, Cabinet Member for Children, Education and Skills

Key Decision: Key

Executive Summary

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or military moves.

The Cabinet approved the Schools Capital Programme 2020–2025 in March 2020 and the Wiltshire School Places Strategy 2017-2022 in December 2017. The current programme of work is based on the basic need priorities for capital investment in the short, medium and longer term.

The Council also has responsibilities for the effective management and ongoing maintenance of the schools' estate (community, voluntary controlled and Foundation schools only).

The Council receives annual capital funding allocations from the Department for Education (DfE) to meet basic need (new places) and condition (capital maintenance works) only. Day to day revenue maintenance is funded from school budgets. At its meeting on 25 February 2020, Full Council also approved an additional £5m over the next five years for school maintenance works and an additional £100k per year for the next 10 years to improve the accessibility of schools.

In line with the Wiltshire School Places Strategy 2017-2022, this report provides an update on the current three year capital programme of work and seeks approval for a small number of additional capital schemes and annual condition related works.

The Wiltshire School Places Strategy will be reviewed in 2021 and will continue to inform future years programmes to ensure our schools provide sufficient places where they are needed.

Proposal(s)

- To note the progress on previously approved schemes at Appendix A
- To consider and approve the new schemes, subject to planning approval and completed S106 agreements, requiring a total commitment of £10m as outlined at Appendix B.
- To approve the Schools Planned Maintenance Programme totalling £3.5m for 2021/22 as outlined at Appendix C.
- To authorise the Director of Education and Skills to invite and evaluate tenders for the projects described in this report, and, following consultation with the Cabinet Member for Children, Education and Skills, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Estates and Development, in accordance with the relevant scheme of sub-delegation (under Part 3 Section D1 of Wiltshire Council's constitution), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.

Reason for Proposal(s)

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or military moves.

The approved Wiltshire School Places Strategy 2017- 2022 and its Implementation Plan identifies the priority basic need schemes requiring capital investment in the short, medium and longer term and these latest proposals for inclusion in the Schools Capital Programme will enable the priority works to be progressed. The Council also has Landlord responsibilities for the effective management and maintenance of the schools (for which the Council is responsible) estate and the approved programme will enable urgent and priority repairs and maintenance projects to proceed.

Terence Herbert
Chief Executive

Subject: Schools Capital Programme 2021 – 2026 Report

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

Key Decision: Key

Purpose of Report

1. To agree the Schools Capital Programme for 2021 – 2026. This paper addresses investment to improve the condition of maintained schools and expansion of mainstream schools. Investment in special school places and resource bases is not included in this paper.

Relevance to the Council's Business Plan

2. The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or military moves. This programme is informed by the approved Wiltshire School Places Strategy and Implementation Plan 2017-2022 which clearly identifies the priorities for capital investment in the short, medium and longer term. Under the *Growing the Economy* priority Wiltshire Council's Business Plan mentions both the need to provide school places for a growing population and the aim of assisting the successful return of the British Army from Germany.

The Council also has responsibilities for the effective management and maintenance of the Councils schools' estate (community, foundation and voluntary controlled schools only). Schools need to be fit for purpose and safe for all site users.

Background

3. The Council receives annual capital funding allocations from the Department for Education (DfE) for basic need (new places) and condition (school capital maintenance). Capital maintenance relates to urgent and essential structural works e.g. roofs, walling, windows, drainage etc in addition to plant (electrical and mechanical works (heating/lighting etc)). All other day to day maintenance works and low level cost works are the schools' responsibility funded from their delegated or devolved funds.

It should be noted that the LA has not yet received confirmation of DfE maintenance funding for 2021/22 onwards. We are therefore assuming that funding for 2021/22 onwards will be a consistent with previous years allocations.

The figures shown in Table 1 below, include the estimated DfE allocations and slippage from previous years on current schemes. Full Council on 25 February 2020 agreed to allocate a further £5m of Council funds each year for the 5 years from 2020/21 years to school maintenance. This will help to stem the decline of the school building stock and enable some of the historical backlog of works to be addressed. There is more information on this in paragraph 10.

Full Council in Feb 2020 also approved £100k a year over the next ten years to support the admission of pupils with disabilities to schools. This will fund ramps, handrails, accessible toilets and similar works to mainstream schools to support inclusion.

Table 1 – Capital Funding for Schools (£m)

Description	2021/22 £m	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	Total £m
Basic Need (sufficiency)*	14.516	5.154	0.400	0.400	0.400	20.870
DfE Maintenance Allocation*	7.033	2.850	2.800	2.750	2.700	18.133
School Capital Maintenance (Council funds)	1.000	1.000	1.000	1.000	0.000	4.000
Access and Inclusion	0.120	0.100	0.100	0.100	0.100	0.520
Stonehenge School, lower school block replacement (Council funds)	0.000	2.197	0.750	0.053	0.000	3.000
Total £m	22.669	11.301	5.050	4.303	3.200	46.523

*estimated based on previous years allocations

4. The Strategic Assets and Facilities Management Service has identified that the lower school block at Stonehenge school requires complete replacement. The building is end of life, in very poor condition and beyond economical repair. Full Council at its meeting on 23 February 2021 approved a further £3m of Council funding, to be used with £1.5m of the DfE maintenance grant, to enable this project to go ahead. Once the replacement block has been completed, the old block will then be demolished. This project is listed with other new projects for approval in Appendix B.
5. The Council also secures wherever possible, S106 developer contributions and will seek Community Infrastructure Levy (CIL) planning obligations for essential school infrastructure in areas of new housing development which are usually project or school specific. These are only included in the figures above where projects using Section 106 or CIL allocations are already underway.

Main Considerations for the Council

6. Wiltshire Council considered and approved a Schools Capital Investment Programme Report in March 2020. All of the major projects identified in that report are being funded by the DfE school capital allocations and/or S106 contributions and a progress report can be seen at Appendix A.

The School Places Strategy (SPS) identifies the demand for additional school places across Wiltshire. The SPS provides a 'snap-shot' in time and pupil projections are reviewed on a regular basis. The SPS will be updated and published again later this year.

Basic Need (Mainstream)

7. Demand for school places is influenced by a number of factors including changes in the birth rate, migration (inward and outward), housing development, the economic situation, parental preference etc and in Wiltshire specifically, military moves have a significant impact.

Cabinet approved and committed the majority of the school capital allocations at its meetings in January 2018, February 2019 and March 2020 and many of those projects are either now complete or underway to ensure the Council meets its obligation to provide sufficient school places and to ensure where at all possible that parents get a place at a preferred school, as identified at Appendix A.

8. There are a small number of new projects that have been identified as a priority in the last 12 months that now require approval and inclusion within the programme. They will be largely funded by S106 developer contributions specific to the schools concerned. These new projects can be found at Appendix B.

Section 106 contributions are secured from developers through planning obligations, where there is an increase in demand for school places arising from housing development and local schools are at capacity. Some projects can progress once the funding is received, however in many cases where the Council is 'pooling' contributions it may be the case that we have to wait to secure additional sums before projects can be started. Since 2013 the Council has received approximately £48m in Section 106 contributions for new school places.

New school builds linked to housing development are not started until planning approval has been given for the development and the housing developers have commenced on site. The first trigger payment for additional school places is usually required on commencement of development so the Council receives 50% of the funding up front and 50% part way through the development. For larger developments the payments can be phased over more payments.

9. The birth rate in Wiltshire has been dropping for the last few years, in some areas this has been balanced by new housing, but the trend overall is downwards particularly in rural areas. The largest cohorts entered primary schools in between 2015 and 2018 and will therefore feed through into

secondary schools from September 2021. The pressure on places will therefore be on the secondary sector over the next few years rather than primary.

In some areas, where sites have been secured for new primary schools on new housing developments, the drop in the birth rate may mean that the new school is not required immediately. As all new schools need to open as Academies, the Council will need permission from the DfE to bring a school forward. The DfE will not agree to open a new school unless the Council can demonstrate that there are sufficient local pupils to make it financially viable without having a detrimental impact on numbers in existing schools. The land for new schools is secured through Section 106 agreements which usually allow at least 10 years for a site to be developed before it would need to be returned to the developer.

Maintenance

10. In addition to basic need (growth related) capital projects, there is a significant backlog of priority capital repair and maintenance schemes in those schools for which the Council remains responsible.

The Strategic Assets and Facilities Management Service provide a list of priority works across all schools that the LA remains responsible for and in view of the limited resources available only the highest priority maintenance works are included. This does mean that not all priority works can be funded in any year. There are currently £14.1m of remedial works identified on school condition surveys since 2015/16 that are still outstanding as shown in the table below.

Table 2 – Value of remedial works identified in condition surveys still outstanding, by year of identification and type of works (£)

	15/16	16/17	17/18	18/19	19/20	20/21	Grand Total
Ceilings	13,079	55,076	59,176	299,060	72,724	57,296	556,412
Electrical	£141,165	247,467	886,192	1,050,185	450,698	448,906	3,224,615
External Areas	56,709	309,752	575,575	371,608	249,646	277,542	1,840,832
External Walls Windows & Doors	112,107	187,348	273,159	318,810	470,424	222,636	1,584,484
Floors and Stairs	63,348	122,618	625,762	363,482	397,692	351,918	1,924,820
Internal Walls & Doors	25,159	44,330	65,407	89,863	44,873	18,891	288,523
Mechanic al	103,836	167,795	660,990	759,599	200,695	266,575	2,159,490
Roofs	48,294	347,695	555,664	212,050	353,468	780,410	2,297,581
Sanitary Services	13,815	16,397	40,750	83,579	111,942	6998	273,480
Grand Total	577,512	1,498,478	3,742,675	3,548,237	2,352,161	2,431,173	14,150,237

11. Whilst investment by schools and the Council in the last year has removed £3.7m of work from the backlog, condition surveys updated in 2020/21 have identified £2.4m of new works required in the next five years. Therefore, the total backlog has reduced from £15.4m last year to £14.1m now. Condition surveys are updated on a rolling 5-year programme for all schools where the Council is responsible for the buildings.
12. In March 2020, Cabinet approved a list of 35 large planned maintenance projects including roof replacements, full rewires and heating system replacements. All of these projects were successfully completed despite Covid-19 restrictions, bar one which was deferred. In addition, £800k was set aside to fund reactive/emergency works including those identified through ongoing servicing. This resulted in 83 additional projects at schools, ranging from boiler replacements to drainage works. This has been well received by schools as issues raised are being dealt with immediately.
13. The new planned maintenance schemes recommended for inclusion in the 2021/22 programme of work total an estimated £2.7m, plus the £0.8m held for emergencies. The priority schemes are shown at Appendix C.
14. As far as we are aware none of the schools on the list are planning to convert to Academy status. However, if a decision is taken by a school to convert to Academy status, prior to commencement of any approved maintenance work, and before a contract is committed, then the work will be reviewed and where appropriate, removed from the list. When schools convert to Academy status, building maintenance responsibility for those academies transfers to the academy itself and the Council's capital funding allocation correspondingly reduces. That funding is transferred to the ESFA who funds academies direct.
15. For the past 15 years the Council has also had a programme to replace old mobile and pratten classrooms with new permanent extensions. At the start of this programme there were over 300 such "temporary buildings" in Wiltshire schools. There are still 19 pratten classrooms in maintained schools which were added just after World War II. There are also 67 mobiles remaining, which will reduce to 60 once projects that are already approved have completed. This includes the replacement of 6 mobile classrooms at Holbrook Primary School. Many of the mobiles and prattens have reached the end of their intended lifespan and some are now beyond repair and require replacement. To replace all of the remaining temporary classrooms with permanent extensions would cost over £25m.

This work must also be funded from within the DfE maintenance allocation and additional council funding for school maintenance. Should the DfE allocate more maintenance funding than expected for 2021/22, then the additional funds would be allocated to replace a pratten block at Studley Green primary school. If no additional funds are allocated then this project would instead be deferred until 2022/23.

Overview and Scrutiny Engagement

16. There has been no Overview and Scrutiny engagement as the funding allocated in this report is either ringfenced grant or Section 106 funding which must be spent in accordance with the terms stated in each Section 106 agreement. The Children's Select Committee is regularly informed of DfE changes and the implications with regards to funding for schools.

Safeguarding Implications

17. All school projects are designed to ensure that schools provide safe and secure places for children and young people in the immediate community. Additionally, some condition related projects relate to replacing security fencing in schools to ensure children are safeguarded. If a decision was taken not to extend a school to meet demand in a local area then there is a risk that young people would need to be transported to schools a long distance from their locality leaving them more vulnerable due to the distance they are from home.

Public Health Implications

18. The development of quality school buildings and site infrastructure will provide a range of sports facilities for pupils, students, staff and the local community including dedicated sports halls, primary activity halls, hard games courts and grass pitches. The investment in school sites provides the opportunity for young people in the community to participate in sports and thereby promote healthy behaviours and practices in the population. There is significant evidence of the benefits of a good education on health and wellbeing outcomes throughout the lifecourse and improvements made to facilities aid this.

Procurement Implications

19. Responsibility for commissioning approved capital building projects rests with the Council's Property Services Team. Responsibility for approving related procurement activity rests with the Corporate Procurement and Commissioning Board (the Board). This report is about a series of procurement of works contracts to deliver school place capacity and improve school buildings. The service will adhere to corporate governance by providing the forward plan to the Board, identifying options for their procurement and seeking approval of the recommended route(s) to market.

The range of routes to market has three real options: one-off tender exercises managed and advertised entirely within Wiltshire Council; use by call down of pre-existing framework contracts for building services, these frameworks already being put in place by Property Services/SPH; use of existing frameworks that have been put in place by external organisations such as the Eastern Shires Purchasing Organisation, or the Yorkshire Purchasing Organisation. The choice depends on the nature and extent of the works required. Whichever approach is chosen it will be compliant with procurement legislation.

Equalities Impact of the Proposal

20. Through detailed planning and effective design, officers continue to ensure that all accommodation improvements promote and deliver equality of opportunity and access to facilities.

The Equalities Act 2010 states that reasonable adjustments must be taken into consideration in design. By adopting compliant design principles, and ensuring all schemes meet Building Regulations it should be possible to eradicate disability access difficulties and discrimination in new school buildings. This will be a fundamental objective of any rationalisation and/or expansion works carried out at existing school properties.

The Local Authority has a duty and responsibility to provide sufficient school places both in terms of mainstream and specialist provision to meet demand arising from all areas of the community including in response to inward migration. The programme of work has also considered the needs arising from military moves into the County.

Environmental and Climate Change Considerations

21. The council has declared a climate emergency, committed to becoming carbon neutral as an organisation by 2030. Whilst this does not include schools, the ambition is also to seek to make the whole of Wiltshire carbon neutral too. The Council is promoting the Let's Go Zero campaign to Wiltshire schools, plus holding virtual information sessions on carbon reduction for Headteachers and Governors in the spring.

It is important to note that the Council only maintains 40% of the school estate. The remaining 60% of schools are either Academies or Voluntary Aided schools, where the Diocese is the landlord. Whilst we can encourage and support all schools to seek grant funding to reduce the carbon footprint of their buildings, the Council receives no capital funding to make adaptations to these categories of school nor does it have any control over decision making.

22. In the 40% of schools which are maintained by the Council, we are committed to reducing carbon emissions through innovation and new greener technologies available on the market. With the maintenance projects at schools this is being achieved through the installation of LED lighting, energy saving heating solutions and the application of warm roofs when replacing old flat roofs to increase the thermal values of each. Several schools are also being considered for the installation of photovoltaic panels and initial surveys are also taking place to investigate the potential to replace old gas/oil appliances with air source heat pumps to further the commitment to reducing the carbon footprint.

In recent years new school schemes have been designed to meet BREEAM 'Very Good' and the design process has provided opportunities for improved energy efficiency and minimised the associated lifetime carbon emissions. The two new primary schools completed in the last year incorporated the below:

- LED lighting throughout, both internal and external
- Photo Voltaic Panels
- Smart lighting on PIR controls
- Passive ventilation louvers which can be left open so that the building can naturally cool overnight whilst also being secure
- Control systems on the heating which enables zoning and management of temperatures
- Exposed soffits to help with overnight cooling
- High performance windows to achieve low U values
- Thermal modelling to understand how the building would perform throughout the year.

In future, new schools will be designed and built to be carbon neutral although it must be recognised that this will significantly increase the cost of providing new schools. The national Education Building Development Officers Group, on behalf of all Local Authorities, have asked the DfE to increase capital grant funding for school maintenance to enable greater investment in greener technologies but no decision has been announced to date.

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

23. The Cabinet has approved the School Places Strategy 2017-2022 which identifies the need for additional school places across Wiltshire. If this updated capital investment programme is not approved, then there is a risk that the Council will not be able to meet its statutory obligations to provide sufficient school places for children resident in Wiltshire.

Capital funding has been allocated by the Department for Education (DfE) based on the annual SCAP return data which identifies current school capacity and projected future numbers of pupils, for the purpose of delivering additional school places (basic need). The Council must report annually on how this funding is being spent. If this funding is not allocated to deliver school basic need schemes there is a financial risk that this funding will not be made available to the Council in the future. The same applies to funding allocated for school maintenance and condition works.

The Council, in its capacity as Landlord, has a responsibility for managing its sites and building assets efficiently and to ensure all school buildings under its control (community, voluntary controlled and foundation) are maintained appropriately. If these assets are not maintained, then there is an increasing risk to health and safety of users as buildings fall into disrepair and increasing costs when more extensive work is required to make sure buildings remain operational.

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

24. It is important that the Council meets its statutory duty to provide sufficient school places and this programme of work will ensure that places are provided in locations where they are needed and delivered in a timely way. There is a financial risk however that costs could increase and exceed the funding envelope agreed. To mitigate this, project briefs and specifications will be in

line with policy and the project management and design teams will ensure that where possible, value engineering exercises are undertaken to reduce costs and keep within budget.

There is a risk that projects could be delayed due to unforeseen circumstances. Project managed timelines will be closely monitored on a monthly basis to avoid slippage where at all possible.

There is a risk that a school project, predominantly funded by S106 contributions, is procured and subsequently the developer goes into liquidation. Therefore when phased S106 payments are agreed, the Council requires a bond to be provided at the developers cost to secure the funds

Many schools have converted, or are in the process of converting, to Academy status. There is a risk that an academy may not want to expand its places to meet additional demand in an area. The Council will work in partnership with all providers to ensure that expansion projects to provide additional places can be delivered in a timely way to support all communities.

Financial Implications

25. The funding allocations for basic need and maintenance works in schools are shown in table 1 above. Funding announcements have not yet been made for 2021/22 onwards. Should funding be reduced the maintenance programme would be scaled back appropriately.

In addition to formula allocations, the School Capital Programme is supported by S106 developer contributions allocated to location specific schemes and where appropriate CIL funding secured from major developments.

To ensure the local authority fulfils its statutory duty to provide sufficient school places to meet demand both in terms of mainstream and specialist provision the Council is supplementing school maintenance funding and providing funds to improve access and inclusion.

Legal Implications

26. Wiltshire Council in the exercise of statutory duties and obligations is required to undergo a continuous programme of monitoring and review in accordance with the Wiltshire School Places Strategy and Implementation Plan 2017-2022.

The School Capital Programme 2021-2026 report does not present immediate legal issues over and above the implementation, monitoring and due diligence obligations associated with the exercise of statutory powers.

Where it is proposed, the Council will carry out construction works to foundation, academy or voluntary controlled school sites, the Council will need to ensure that legal arrangements are in place to secure access to the site for the construction team before the Council enters into any contracts for the works.

Depending on the land ownership and the status of the school site, the Council may be required to transfer school land to the governing body pursuant to the provisions of the School Standards and Framework Act 1998.

Any proposed construction works will be subject to Legal Services working with the Strategic Assets and Facilities Management team to assist with the carrying out a full due diligence exercise of the site to identify any site constraints which would have an impact on the proposed works, for example, any rights of way across the site or covenants restricting use of the land.

Workforce Implications

27. None identified.

Conclusions

28. The Council has a statutory duty to provide and maintain sufficient high-quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, Core Strategy housing development growth or military movements. The Cabinet has approved the Wiltshire School Places Strategy and Implementation Plan 2017-2022 which clearly identifies the priorities for capital investment in the short, medium and longer term and this proposed Schools Capital Investment Programme will enable the priority works to be progressed.

Proposal

- 29.
- i. To note the progress of previously approved schemes as at Appendix A.
 - ii. To approve the new schemes subject to planning approvals and completed S106 agreements as at Appendix B.
 - iii. To approve the Schools Capital Maintenance Work totalling £3.5m for 2021/22 as at Appendix C.
 - iv. To authorise the Director of Education and Skills to invite and evaluate tenders for the projects described in this report, and, following consultation with the Cabinet Member, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Estates and Development, in accordance with the relevant scheme of sub-delegation (under Part 3 Section D1 of Wiltshire Council's constitution), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.

Reason for Proposal

30. The Council has a statutory duty to provide sufficient high-quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or military moves. The approved Wiltshire School Places Strategy and Implementation Plan 2017-

2022 which is kept under review, clearly identifies the priorities for capital investment in the short, medium and longer term and directly informs this updated Schools Capital Programme. The Council also has landlord responsibilities for the effective management and maintenance of the schools' estate (schools for which it remains responsible) and the investment programme will enable urgent and priority repairs and maintenance projects to proceed.

Helean Hughes Director Education and Skills

Report Author: Clara Davies
School Place Commissioning Lead
clara.davies@wiltshire.gov.uk , 01225 713872

Date of report 16 March 2021

Appendices

Appendix A – Progress report on previously approved schemes

Appendix B – Proposed new capital schemes requiring approval (non-maintenance)

Appendix C – Proposed schools planned maintenance programme 2021/22

Background Papers

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

- Wiltshire School Places Strategy 2017-2022
- Schools Capital Investment Programme 2016-2019 Report – Nov 2015
- Schools Capital Programme 2017-2020 Report – Jan 2017 and Update Report July 2017
- Schools Capital Programme 2018-2021 Report – Jan 2018
- Schools Capital Programme 2019-2024 Report- Feb 2019
- Schools Capital Programme 2020-2025 Report – Mar 2020

Appendix A

School Capital Programme (previously approved schemes) Progress Report – changes since the last progress report in March 2020 have been highlighted in bold.

School	Project	Status
Primary		
Bitham Brook Primary Westbury	Provision of 60 additional places and ancillary accommodation	Complete
Castle Primary Ludgershall	Provision of 60 additional places and ancillary accommodation	Complete
Castle Mead Primary Trowbridge	Expansion by 1FE (from 210 to 420 places) plus an 18 place SEN Resource Base	Complete
Christchurch CE Primary BoA	Provision of 90 additional places	Complete
Corsham Broadwood Pry Corsham	Expansion by 0.5FE (120 places)	Complete
St Peters (Fugglestone Red) Salisbury	New 1.5 FE (315 place) Primary School	Complete
Ivy Lane Primary Chippenham	Additional 30 places	Complete
Old Sarum Primary Salisbury	Expansion by 1FE (210 places)	Complete
Priestley Primary Calne	Expansion by 0.5FE (120 places)	Complete
Wilton & Barford Primary	Provision of 30 additional places and hall extension	Complete
Downton Primary Downton	Provision of 60 additional primary places, hall extension and new playground	Complete
Princecroft Primary Warminster	Expansion by 60 places	Complete
Westbury Infants	Expansion by 30 places	Complete
Westbury Juniors	Expansion by 30 places	Complete
Lyneham Primary	Expansion from 2FE to 3FE (additional 210 places) in two phases	Complete
Amesbury King's Gate (NEW)	New 1.5FE (315 place) Primary School	Complete

Lea and Garsdon Primary	Expansion by 0.5FE	Due to commence Easter 2021
Redland School, Chippenham	Expansion by 30 places	Complete
Burgage Primary	Replacement of time expired temporary accommodation	Complete
Bellefield Primary, Trowbridge	Expansion by 30 places	Complete
Sutton Benger Primary	Expansion by 30 places	Complete
St Bartholomew's Primary, Wootton Bassett	Expansion to 2FE	In construction
Bitham Brook Primary School	Expansion to 2FE	Construction due to start Easter 2021
Mere Primary School	Conversion of former children's centre to school accommodation	Design Underway
Wootton Bassett Noremarsh Junior	Provision of mobile to accommodate large intake in Sept 2021	Design underway
Longhedge, Salisbury (NEW)	New 1FE (210 place) Primary School	No progress – place demands being monitored and will be brought forward when required
Chippenham North (NEW)	New 1FE (210 place) Primary School	No progress – place demands being monitored and will be brought forward when required
Chippenham Rawlings Farm (NEW)	New 1.5FE (315 place) Primary School with expansion to 2FE to follow	S106 yet to be agreed
Chippenham Rowden Park (NEW)	New 1.5FE (315 place) Primary School with expansion to 2FE to follow	Primary school site should become available for development from 2023.
Secondary		
Stonehenge	Expansion by 300 places	Complete
Malmesbury	Expansion by 120 places	Complete
Royal Wootton Bassett	Expansion by 120 places	In construction
St Joseph's RC Salisbury	Expansion by 120 places	Complete
Corsham Secondary	Expansion of Secondary School Phase 1	Complete
Corsham Secondary	Expansion of Secondary School Phase 2	Complete
St Laurence School BoA	Expansion by 40 places	Complete
Melksham Oak	Expansion of Secondary School – Phase 1	In construction
Matravers School	Replacement of poor-quality temp accomm as contribution to PSBP2. Project funded by ESFA	Complete
Kingdown School	Expansion by 300 places	Design underway
Abbeyfield School	First phase of expansion to provide 150 places. Now required for 2024 not 2023.	Design underway

St Augustine's, John of Gaunt and Clarendon	Creation of additional places funded by Section 106 funding	Designs underway
Alternative Provision - Trowbridge	Creation of AP places at Hope Nature Centre, Trowbridge	Design underway, aim to complete by Nov 2021
Alternative Provision - North	Provision of AP places in the North	Pending AP review outcomes
Army Basing		
St Michael's, Larkhill	Expansion and relocation to new 2FE (420 place) Primary School and 60 place Nursery	Complete
Ludgershall Corunna Barracks	New 2FE (420 place) Primary School and 30 place Nursery	Complete
Avon Valley College	Expansion by 270 places	Complete
Wellington Academy	Expansion by 300 places	Complete
Projects to replace poor mobiles and prattens		
Harnham Infants	Replacement of poor quality temporary buildings	Complete
Harnham Juniors	Replacement of poor quality temporary buildings	Complete
Wootton Bassett Infants	Replacement of poor quality temporary buildings	Complete
Preshute Primary	Replacement of poor quality temporary buildings	Planning permission granted, work will commence this summer
Ashton Keynes	Replacement of poor quality temporary buildings	Complete
Holbrook Primary School	Replacement of poor quality temporary buildings	Design underway

New School Capital Schemes (non-maintenance)

School	Project	Status	Cost Estimate £m	Requiring Approval £m
Primary				
Forest and Sandridge Primary	Expansion of school to 2.5FE, funded by S106	Design underway, being managed by White Horse Federation	£2.3m	£2.3m Section 106 funding
New school at Pathfinder Way, Melksham	Land for a new primary school and nursery has been secured on this housing development in Melksham. Funds to undertake site surveys, develop the design and secure planning permission sought at this time.	Not started	£0.5m	£0.5m
Studley Green Primary	Replacement of end of life pratten block	Not started (timing will depend on final level of capital grant from DfE)	£0.6m	£0.6m
Bishops Cannings Primary	Replacement of end of life mobile block with permanent places, funded by S106	Design underway	£0.6m	£0.6m Section 106 funding
Holt Primary School	Expansion of small 7 th class to make school full 1FE, funded by S106	Not started	£0.2m	£0.2m Section 106 funding
Mere Primary School	Project approved last year however expected costs have increased by £300k which now require approval	Design underway	£0.8k	£0.3m (£0.5m approved last year)
Secondary				
Marlborough St John's	Expansion to provide at least 40 places. To be funded by S106	Design underway	£1m	£1m Section 106 funding

Replacement of Lower School Block, Stonehenge School	Complete replacement of the lower school block with a new block	Planning permission already achieved, reviewing design with school.	£4.5m	£4.5m (£1.5m from DfE maintenance allocation, £3m from Council capital funds)
Total			£10.5m	£10m

Priority School Planned Maintenance Projects 2021-22

Costs include direct fees and charges associated with work planned, including any necessary asbestos removal.

School	Type of Maintenance Works	Est Cost
Woodlands Primary	Replacement light fittings, windows and doors and wall structural repairs	£197,000
Downlands School	Replacement windows and doors, gas distribution, fire alarm upgrade	£131,000
Matravers School	Roof replacements	£131,000
Christ Church Primary	Replacement light fittings, drainage, roof replacements	£129,000
Stonehenge School	Replacement light fittings, window and doors and drainage	£128,000
Staverton Primary	Electrical upgrade and replacement of heating system	£128,000
Longleaze Primary	Replacement light fittings, fire alarm, power fittings and hot and cold water storage	£121,000
North Bradley Primary	Fire alarms and rewire	£106,000
Durrington Junior School	Replacement fencing and external resurfacing	£103,000
King's Lodge Primary	Replacement light fittings and windows and doors	£101,000
Westbury Infants	Roof replacement	£99,000
Hullavington Primary	Replacement light fittings, control gear and fire alarms	£91,000
Minety Primary	Roof replacements	£90,000
Langley Fitzurse	Electrical upgrade, including light fittings and fire alarm	£90,000
Newtown Primary School	Replacement heating system and windows/doors	£75,000
Clarendon Infant School	Replacement fencing and heat distribution system	£66,000
Kingston St Michael Primary	Replacement of heat distribution system, windows and doors	£60,000
Newton Tony Primary	Replacement windows and doors	£60,000
Castle Primary	Roof replacement	£53,000
Monkton Park Primary	Roof replacement	£49,000
Longford Primary	Toilet refurbishments	£44,000
St Sampson's Primary	Upgrade fire alarms, water distribution system, internal wall repairs	£43,000
Frogwell Primary	Fire alarm system	£38,000
Mere Primary School	Roof replacement	£37,000
Ramsbury Primary	Fire alarms, power fittings	£35,000

Brinkworth Earl Danby's Primary	Drainage, external resurfacing	£29,000
Old Sarum Primary	Drainage and floor screed repairs	£27,000
Amesbury Primary	Window and door replacements	£24,000
Dinton Primary	Heat source and equipment	£22,000
Ashton Keynes Primary	Fire alarm	£16,000
Paxcroft Primary	Heat source and equipment	£15,000
Colerne Primary	Heat source and equipment	£13,000
Crudwell	Replacement light fittings, external resurfacing	£13,000
Westwood with Iford Primary	Roof replacement	£11,000
Lea and Gardson Primary	Heating distribution and roof replacement	£80,000
Silverwood School (Rowde)	Roof repairs	£10,000
Grove Primary	Window and door replacements	£8,000
Westbury Junior	Window and door replacements	£8,000
Redlands Primary	External resurfacing	£7,000
Preshute Primary	Window and door replacements	£7,000
Studley Green Primary	Lightning protection	£5,000
Various schools	Legionella compliance works	£200,000
Total		£2,700,000
Contingency retained for emergency reactive works		£800,000
Overall Total		£3,500,000

Wiltshire Council

Cabinet

16 March 2021

Subject: Wiltshire Council's Housing Board

Cabinet Member: Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities

Key Decision: Non Key

Executive Summary

The purpose of this report is to update Cabinet regarding the activities of Wiltshire Council's Housing Board between December 2019 and November 2020 and comply with its Terms of Reference which requires an update to be provided to Cabinet.

Throughout this period, the Board has engaged in a range of activities to shape the service offered to residents and their families, further increase service quality via appropriate monitoring mechanisms, encourage resident engagement and protect the reputation of the council as a landlord by ensuring a robust Business Plan is implemented.

Areas focused on by the Board are detailed in the main body of the report, with the primary focus of the Housing Board being: Housing Revenue Account (HRA) Business Plan, and Asset Management Plan (AMP).

Key achievements of the Housing Board over the past 12 months are presented in 5 groups (additional details are provided in the main report; non-exhaustive list): Pandemic Response; Products; Services; Approach; and, Challenges and Opportunities.

The Board is regularly updated about the budget position of the HRA and the implications of COVID-19 on rental income, along with welfare reform and policy amendments. Members are also regularly updated about Key Performance Indicators (KPIs), with the targets for said indicators being decided between the service and a sub-committee of the Board.

When considering the strategic direction of the service, and the main current and future strategic risks and actions, Board members act in such a way as to complement the council's corporate Business Plan and objectives.

There is engagement between the Housing Board and the Environment Select Committee (ESC), and the Board has a scrutiny group sitting below it comprised of volunteer residents – the Challenge and Change Group.

Board members operate in a fair and balanced manner, maintain their independence and make recommendations to Housing Services; the Board can also make recommendations to Cabinet; however, powers cannot and

have not been conferred on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013.
The Housing Board is in its second cycle of 4 years, which is linked to the council's local electoral cycle.

Proposal(s)

For Cabinet to note this Annual Report.

Reason for Proposal(s)

Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

16 March 2021

Subject: Wiltshire Council's Housing Board

Cabinet Member: Cllr Richard Clewer, Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities

Key Decision: Non Key

Purpose of Report

1. To update Cabinet regarding the activities of Wiltshire Council's Housing Board between December 2019 and November 2020 and comply with its Terms of Reference which requires an update to be provided to Cabinet.

Relevance to the Council's Business Plan

2. As part of their Away-Day's, regular meetings and sub-committee meetings, the Board set future priorities, which are constructed to complement the Council's Business Plan. In respect of the Business Plan 2017-2027, the Board contributes toward creating strong communities in Wiltshire, protecting those who are most vulnerable and being innovative and effective. There is emphasis on sustainable development, safe communities, personal wellbeing, community involvement, commercialism, people, change, digital, performance and delivering together.

Overview and Scrutiny Engagement

3. This report is for noting by Cabinet and provides an update on the activities of Wiltshire Council's Housing Board. It does not require a decision to be made. The Cabinet Member for Corporate Services, Heritage, Arts, Tourism and Housing, presented this report to the Environment Select Committee (ESC) Chairman and Vice-Chairman in a briefing on 28 January 2021.

Background

4. At its 22 January 2013 meeting, Cabinet resolved that it approved the setting up of a Management Board for the governance of council housing consisting of an equal number of Councillors, tenants and independents, with a recommendation that such a panel should be in place by April 2013.
5. Appointments to the Board were made in November 2013 and December 2013 and the Board held its inaugural meeting on 17 December 2013. In January 2014, the Board introduced 'Open Sessions' at the beginning of each meeting where residents could attend and put questions to Board members. In October 2019, the Board introduced 3 sub-committees:

- a) Development and Investment ('Place') sub-committee
- b) Finance and Policy ('Pounds') sub-committee
- c) Performance and Risk ('People') sub-committee

6. Board meetings are approximately held on a bi-monthly basis:

- a) For the year 2020, meetings were scheduled and held in January, May, July (held in August), September and November. A meeting was scheduled for March, which was later cancelled.

7. Sub-committee meetings are held on an ad-hoc basis:

- a) For the year 2020, the Development and Investment ('Place') sub-committee met in June and November.
- b) For the year 2020, the Finance and Policy ('Pounds') sub-committee met in January, July and October.
- c) For the year 2020, the Performance and Risk ('People') sub-committee met in October.

8. The Board's Annual General Meeting was held on 25 November 2020.

Key Achievements of the Housing Board over the past 12 months (please note: this is an overview rather than an exhaustive list)

9. Pandemic Response

- a) Response to COVID-19
 - i) Welfare calls to residents
 - ii) Officers moved to remote working
 - iii) Emergency repairs continued
 - iv) Non-emergency repairs backlog cleared
- b) Digital Resident Engagement
 - i) Pre-recorded Estate Inspections
 - ii) Virtual Scrutiny
- c) Business and Jobs Focus
 - i) Safeguarding rental income
- d) Provision for Bad Debts
 - i) Extra £270 thousand

10. Products

- a) Refurbishments and Planned Maintenance

as at 1 Nov 2020	2018/19	2019/20	2020/21 YTD	2020/21 Predicted
Kitchens	254	200	63	153

Bathrooms	76	122	15	100
Windows (number of properties)	184	237	41	185
Communal Doors	2	18	0	23
External Doors	147	184	25	59

- b) In-house Grounds Maintenance contract
- c) Moving HRA stock to EPC B
- d) New homes development standard

11. Services

- a) Key Performance Indicator(s)
 - i) Proposed targets for 2020/21
 - ii) End of Year Report
 - iii) Complaints and Compliments Report
 - iv) 2019/20 Targets Met: 5
 - v) 2019/20 Targets Missed: 5

KPIs for 2020/21 Q2 are attached at Appendix A.

- b) STAR Survey
- c) New iHousing portal
- d) New Adaptations Policy
 - i) No resident contribution toward first £6 thousand of adaptations

12. Approach

- a) Sub-Committees
 - i) Development and Investment ('Place')
 - a. Garages
 - b. Accommodation for Older People – Specification and Consultation
 - c. Moving all HRA stock to EPC B
 - ii) Finance and Policy ('Pounds')
 - a. Provision for Bad Debts – extra £270 thousand
 - b. Roads and paths surveys – £100 thousand
 - iii) Performance and Risk ('People')
 - a. Voids Standard – leaving carpets
 - b. Named person for incoming residents and work to be done

- c. Survey Review to be started
- b) Challenge and Change Group
 - i) Sheltered Housing Service Charges
 - ii) Moved to remote working
 - iii) Complaints
 - iv) Potential joint working with GreenSquare and Abri
- c) Small Improvement Bid(s)
 - i) Delivering 2019/20
 - ii) Bids received for 2020/21
 - iii) Ongoing monies for future

13. Challenges and Opportunities

- a) Remaining competitive
 - i) Being more commercial
 - ii) Universal Credit / Welfare Reform
 - iii) Stone Circle Housing Company / Development Company
- b) Improving efficiency
 - i) Investment in and agreed enlargement of the DLO
 - ii) Making better use of our stock
- c) Evolving environment
 - i) Public sector spending
 - ii) Housing White Paper
- d) Increasing engagement with customers
 - i) Ageing population
 - ii) Empowering customers
- e) Promoting shift to digital channels
 - i) Informing decisions
- f) Development opportunities
 - i) Lifting of the borrowing cap

Priorities

14. The Board has previously recommended to the service that the following strategic matters be prioritised, as noted in the minutes of their meeting held on 23 May 2016:

- a) "That the main 2 priorities, in respect of the Housing Revenue Account, be:
 - Asset Management [Plan].
 - Housing Revenue Account Business Plan.

Furthermore, in respect of the 2 priorities, above:

- The Board endorses the service having the flexibility to utilise additional resource, as and when required, within the overall finances of the Housing Revenue Account.
- That when the first version of the Asset Management [Plan] is presented, it will include proposals for resident consultation, and the full Asset Management [Plan] is to be delivered over the coming 12 to 18 months.”

15. Board members operate in a fair and balanced manner, maintain their independence and make recommendations to Housing Services; the Board can also make recommendations to Cabinet; however, powers cannot and have not been conferred on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013.

Membership and Attendance Record (December 2019 – November 2020)

16. Attendance relates to Board meetings only (that is, the figures exclude Away-Days, sub-committees, etcetera).

17. Of the 5 meetings held in 2020, attendance was:

WCHB Member	29/01	N/A	28/05	03/08	23/09	25/11	Total
Councillor Richard Clewer	✓	N/A	✓	✓	✓	✓	5 (100%)
Rachael Arnott (Tenant Member)	✓	N/A	✗	✓	✓	✓	4 (80%)
Angela Britten (Tenant Member)	✓	N/A	✓	✓	✗	✓	4 (80%)
Robert Chapman (Independent Member)	✓	N/A	✓	✓	✓	✓	5 (100%)
Cindy Creasy (Independent Member)	✓	N/A	✓	✓	✓	✓	5 (100%)
Councillor Brian Dalton	✓	N/A	✓	✓	✓	✓	5 (100%)
Jacqui Evans (Independent Member)	✗	N/A	✓	✓	✓	✓	4 (80%)
Lorraine Le-Gate (Tenant Member)	✓	N/A	✓	✓	✗	✓	4 (80%)
Councillor Fred Westmoreland	✓	N/A	✓	✓	✓	✓	5 (100%)

Sub-Committee Membership

18. Whilst all members are able to attend any or all of the sub-committees, membership of the sub-committees is as follows:

Housing Board member	Development and Investment ('Place')	Finance and Policy ('Pounds')	Performance and Risk ('People')
Rachael Arnott	x	x	✓
Angela Britten	✓	x	x
Robert Chapman	✓	✓	x
Councillor Richard Clewer	✓	✓	✓
Cindy Creasy	x	✓	x
Councillor Brian Dalton	✓	✓	x
Jacqui Evans	✓	x	✓
Lorraine Le-Gate	✓	✓	✓
Councillor Fred Westmoreland	✓	x	✓

Safeguarding Implications

19. There are no significant safeguarding implications associated with this report.

Public Health Implications

20. There are no significant public health implications associated with this report.

Procurement Implications

21. There are no significant corporate procurement implications associated with this report; although should the Board make recommendations regarding procurement of services to be delivered to residents, then this will become a consideration.

Equalities Impact of the Proposal

22. All Board members operate in and treat all residents in a fair and balanced manner, maintain their independence and make recommendations to Housing Management. Board members do not represent a particular area; they

represent all council residents in the county of Wiltshire and make recommendations in the best interests of all council residents in Wiltshire.

Environmental and Climate Change Considerations

23. There are no significant environmental or climate change implications associated with this report.

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

24. Wiltshire Council's Housing Board would fail to meet the requirements of its Terms of Reference, namely to provide an Annual Report to Cabinet and potential deterioration of or missed opportunity to improve services if the Board were not to focus their efforts on the identified priorities. This paper is only for noting.

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

25. Wiltshire Council's Housing Board may fail to make recommendations which improve services for residents and their families, missing an opportunity for improvement, or make recommendations which leads to a deterioration of service quality. This paper is only for noting.

26. Powers cannot and have not been conferred on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013. The Board makes recommendations to Housing Management and can make recommendations to Cabinet.

Financial Implications

27. There are no significant financial implications associated with this report.

Legal Implications

28. There are no significant legal implications associated with this report.

Options Considered

29. A formal report to Cabinet is required. No alternative options were considered.

Conclusions

30. There is increasing evidence that Wiltshire Council's Housing Board is having a positive impact on the quality of service provision to residents and their families, has itself created an additional opportunity for residents to engage with the service and shaped further engagement opportunities.

Proposal

31. For Cabinet to note this Annual Report.

Reason for Proposal

32. Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

Simon Hendey (Director - Housing and Commercial)

Report Author: Ian Seeckts, Governance and Scrutiny Officer,
ian.seeckts@wiltshire.gov.uk, Tel: 01722 434353

14 December 2020

Appendices

Appendix A – Key Performance Indicators (2020/21 Q2).

Background Papers

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

None.

Housing Key Performance Indicators 2020-21

Indicator	Target	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Q1 20/21	Q2 20/21	Q3 20/21	Q4 20/21	YTD	Remarks	Actions
HM - Tenancy													
Lettings & estate services													
GN: Average re-let time in days (standard re-lets)													
	20.00	16.9 67	16.1 57	15.4 47	19.7 58	17.0 29	16.2 34	16.1 48			16.1 82	2020/21 Q2 turnaround of void properties deteriorated slightly compared with Q1; we continue to build upon our strengths and aim to reduce our re-let in days back to within target, which has only modestly been missed. Better turnaround increases the speed at which the HRA begins receiving rental income.	To continuously review and streamline our processes to continue to deliver and improve performance.
Total re-lets													
SH: Average re-let time in days (standard re-lets)													
	23.00	17.6 20	21.7 17	26.1 17	16.9 11	20.6 11	39.8 8	21.4 14			26.9 22	Re-letting of Sheltered Housing accommodation can be challenging depending on: location, demand, proximity to shops, doctors and other amenities, as well as other factors. Importantly, members will note that Accommodation for Older People is on the agenda; with Board support, the benefits of our approach will include: significant improvements in the quality of accommodation, increased general satisfaction, including speed of delivery, improved maintenance without interruptions due to questions over the direction of travel, energy efficiency (EPC B) resulting in lower bills, and mobility scooter storage and charging points. Collectively, our actions will result in significantly improved outcomes, which will later be reflected by this KPI.	
Total re-lets													
Percentage satisfaction of new tenants following 6 months in a property													
NOTE: Data presented relates to "Percentage of new tenants satisfied with the lettings process". Please see notes to the right.	96.00%	77.0% (47 of 61)	85.7% (48 of 56)	86.8% (53 of 61)	94.5% (52 of 55)	85.8% (200 of 233)	0.0% (0 of 0)	0.0% (0 of 0)				The service does not currently have the appropriate data to present this measure. We have added data from the new lettings survey; the question being responded to relates to percentage satisfaction of new tenants with the lettings process, but does not limit this to the 6 month point. Data for 2020/21 Q1, is zero, as we only undertook direct lets during this period.	The correct data is being gathered. Once we have the data to present, we will amend all of the data presented in this line.
HM - Income													
Rent & Arrears													
Rent arrears as % of rent due (dwellings)	3.00%	3.37% £848,368	3.02% £758,654	3.37% £846,581	2.85% £717,686	2.85% £717,686	3.20% £825,128	3.36% £866,826			3.36% £866,826	COVID-19 continues to be a challenge for rent arrears - we continue to work with our tenants to ensure they are signposted to the correct benefits and sources of advice and support available. We are supporting them in making applications for benefits to ensure timely submission and payment.	
Former tenant arrears as % of rent due (dwellings)	1.00%	0.98% £259,976	1.16% £293,948	1.29% £325,156	1.14% £287,516	1.14% £287,516	1.18% £287,908	1.09% £293,803			1.09% £293,803	Whilst we continue to deal with the initial impact of COVID-19 we expect a further surge in arrears as the furlough scheme ends and there is an increased probability of redundancies, etc.	Court action is dependent on the types of orders that the District Judges will be prepared to make (following direction from the Ministry of Justice). This is likely to increase workload but gives back remedy for non-payment of rent.
Rent arrears as % of rent due (dwellings) NON UNIVERSAL CREDIT ONLY	2.00%	2.20% £469,522	1.80% £376,481	1.98% £403,927	1.61% £320,304	1.61% £320,304	1.63% £309,678	1.59% £304,020			1.59% £304,020	Recovery from the impacts of the pandemic will be at least a medium term undertaking.	
Rent arrears as % of rent due (dwellings) UNIVERSAL CREDIT ONLY	10.00%	9.98% £378,846	8.94% £382,173	9.41% £442,654	7.57% £397,381	7.57% £397,381	8.16% £601,548	8.41% £562,806			8.41% £562,806	Universal Credit applications have increased significantly. However we have focused on supporting new claimants to ensure that the claims are submitted quickly and direct payments requested at the earliest opportunity which have helped to keep UC arrears under some control.	

HM - Responsive Repairs												YTD	Remarks	Actions
Target	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Q1 20/21	Q2 20/21	Q3 20/21	Q4 20/21	YTD	Remarks	Actions		
Repairs & Maintenance														
% of all repairs completed on time	90.00%	98.43% (3703 of 3762)	97.98% (3059 of 3221)	95.00% (3210 of 3379)	93.52% (3310 of 3539)	92.50% (3761 of 4065)	97.20% 1936 of 1990	95.57% 3668 of 3828			96.32% 5604 of 5818	The impact of Covid 19 restrictions during lockdown have started to show in the Q2 figures. Due to the Backlog of non-urgent repairs issued in early June, This figure is likely to fall further in Q3 as works orders slip out of target due to capacity being reached by the DLO and supporting contractors.	Regular contact with contractors and careful scheduling of works to try to limit the impact of the backlog is being undertaken.	
% of repairs completed right first time (PDA)	95.00%	88.02% (441 of 501 surveyed)	86.00% (493 of 573 surveyed)	98.90% (3029 of 3060)	95.80% (3680 of 3840)	94.80% (3541 of 3732)	95.00% 806 of 848	91.41% 1459 of 1596			92.67% 2265 of 2444	Many orders were raised directly from desk following lifting of restrictions, due to volume of inspections raised while we not completing non-urgent repairs. This has manifested itself in these figures as orders were not always scheduled accurately. While supply chains are almost back to usual there are occasional delays on certain materials also causing the requirement to return for a second visit.	The repairs surveyors are trying to manage the backlog of inspections they have. The contact centre are encouraging where possible that tenants email in pictures of their required repair to enable more accurate job descriptions on issued orders.	
HM - Planned & Cyclical Maintenance												YTD	Remarks	Actions
Target	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Q1 20/21	Q2 20/21	Q3 20/21	Q4 20/21	YTD	Remarks	Actions		
Repairs & Maintenance														
% of tenants satisfied with planned maintenance	95.00%	90.91% (40 of 44 surveyed)	97.70% (87 of 89 surveyed)	86.20% (75 of 87 surveyed)	82.50% (47 of 57 surveyed)	86.40% (51 of 59 surveyed)	81.40% 35 of 43 surveyed	89.05% 122 of 137 surveyed			87.22% 157 of 180	Cyclical maintenance has progressed well since dipping slightly in 2019/20 Q4 (92.20%), performance having improved by just over 4 percentage points by 2020/21 Q1. Moving into the second quarter, performance has fallen by less than 1 percentage point and it is suggested that this is attributable to the current COVID-19 environment, rather than a structural service delivery issue. With that being said, we recognise and share concerns around planned maintenance performance: our contractors performance is below our expectations. The Contracts Manager and Head of Strategic Assets and Facilities Management are working closely with Ian Williams Ltd with a clear determination to drive up performance outcomes for residents. We suggest that this determination has contributed toward a more than 7.5 percentage point improvement from Q1 to Q2. Both officers involved in driving these improvements, by working collaboratively with our contractor, continue to be clear that performance is not at a level that will be tolerated; rather it will be built upon. Board members concerns are valid and are being addressed; furthermore, we are continuing to explore how we have more works undertaken in-house to further ensure that the needs, wants and desires of residents and their families are not merely met but exceeded. We will continue to ensure Board members are included in that ongoing work.		
% of tenants satisfied with cyclical maintenance	95.00%	88.24% 15 of 17 surveyed	98.30% 59 of 60 surveyed	96.00% 24 of 25 surveyed	98.90% 91 of 92 surveyed	92.20% 147 of 159 surveyed	96.45% 163 of 169 surveyed	95.56% 215 of 225 surveyed			95.93% 378 of 394 surveyed			

Wiltshire Council

Cabinet

16 March 2021

Subject: Registered Provider Partnership Review

Cabinet Member: Cllr Richard Clewer – Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities

Key Decision: Non Key

Executive Summary

The Council has an established partnership arrangement with Registered Social Housing Providers (RPs). The current Partnership Agreement expires in March 2021.

Wiltshire currently operates an 'open' partnership with partners able to join (or leave) the partnership at any time provided they sign the Partnership Agreement and pay the enabling fee. There are currently 12 RPs in the partnership.

In consultation with these RPs it is proposed that a new partnership be established, with an updated format to take account of the Council's priorities and the current economic climate. This partnership will be more formal and selective, with RPs required to demonstrate their commitment to the Council's priorities including the climate change agenda and meeting the strategic housing delivery requirements of the Local Plan. It will also allow for the funding of the partnership costs to move towards a payment per unit basis as and when this is supported in policy terms within the Local Plan.

The report outlines the principal changes in approach that are proposed and seeks authority from Cabinet to establish a new 5 Year partnership arrangement with Registered Providers to support the delivery of affordable housing in Wiltshire

Proposal(s)

To seek approval from Cabinet to establish a new 5 Year partnership arrangement with Registered Providers to support the delivery of affordable housing in Wiltshire

Reason for Proposal(s)

To allow for a new Partnership arrangement with RPs to support the continued delivery of affordable housing in line with the Council's Business Plan.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

16 March 2021

Subject:	Registered Provider Partnership Review
Cabinet Member:	Cllr Richard Clewer – Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities
Key Decision:	Non Key

Purpose of Report

To seek authority from Cabinet to establish a new 5 Year partnership arrangement with Registered Providers to support the delivery of affordable housing in Wiltshire

Relevance to the Council's Business Plan

1. The proposal will help support the delivery of strong communities through the timely provision of affordable housing in line with the policies contained within the Wiltshire Local Plan. It also helps support sustainable economic growth by increasing the provision of affordable homes to rent and buy in locations where these homes are needed.

Background

2. Wiltshire Council has an established partnership arrangement with Registered Social Housing Providers (RPs).
3. The current Partnership Agreement originally ran for 3 years to 31st March 2020, with partners agreeing to extend it to 31st March 2021 pending a review of the partnership arrangements.
4. Wiltshire currently operates an 'open' partnership with partners able to join (or leave) the partnership at any time provided they sign the Partnership Agreement and pay the enabling fee. Over the term of the current partnership, no RPs have left and three have joined. Wiltshire currently has 12 RP partners.
5. The Wiltshire Development Partnership has been under review, with a view to updating the format of the partnership to take account of the Council's priorities and the current economic climate. Having consulted with the RPs, the report outlines the principal changes in approach that are proposed.

Main Considerations for the Council

6. The current partnership works well in many respects with regular, well attended RP forums providing an opportunity for sharing best practice and a joint approach to problem solving. Feedback from the RP Partners has shown a clear desire for the partnership to continue.
7. It is proposed that the new partnership retains and builds on this strength working on a peer basis to maintain and improve standards, whilst making changes to the selection process and the fee structure.

Selection Process

8. The Council is proposing to adopt a more formal approach in the selection process in order to ensure that we have the right partners to assist in focusing on the Council's key priorities such as the climate change agenda in addition to meeting the strategic affordable housing delivery requirements of the Local Plan.
9. To select partners, an approach is proposed similar to that used by the Homes West partnership (a partnership made up of Bath & North East Somerset Council, North Somerset Council, South Gloucestershire Council and Bristol City Council working with 18 housing associations).
10. RPs interested in joining the partnership and Wiltshire Council's Residential Development Team will be invited to complete an application form in which they will be asked to set out their commitment to meeting the partnership aims which will include:
 - to meet strategic affordable housing delivery in accordance with the Local Plan.
 - to accelerate the provision of affordable homes.
 - to improve the environmental standards of Affordable Housing stock and to assist Wiltshire Council in responding to the climate emergency and mitigating climate change.
 - to support the wider aims and objectives of Wiltshire Council.
 - to ensure delivery of affordable homes across the whole of Wiltshire and in both urban and rural areas.
 - A commitment to address issues of affordability and to work with the local authority to maintain provision of rural affordable housing when stock rationalisation is considered.
 - to meet the demonstrable needs of a range of client groups.
 - to ensure high standards of service for occupants of Affordable Housing.
 - to ensure equality of opportunity in all aspects of its housing service.
11. There will be a presumption towards inviting any RP able to demonstrate a willingness to assist in working towards the aims of the partnership to be part of the Wiltshire Development Partnership. There will be no limit of the

number of partner RPs. The Council will reserve the right to interview partners on the basis of their applications but expect all those who apply to meet the standards expected and Council Members will be involved in the selection process. Successful RPs will be asked to sign a Partnership Agreement which will include a commitment to working in accordance with the aims of the partnership.

12. It is anticipated that the partnership will comprise a broad range of partners including larger national and regional RPs and smaller local RPs together with specialist providers. It is intended that RPs will be able to apply to join and leave at any time.

Monitoring Progress

13. It is anticipated that progress towards achieving the aims of the partnership will be monitored in the following ways:
 - RP partners and the Council's Residential Development team will be asked to provide an annual update to the information already provided on their application form.
 - Monitoring of key performance indicators.
 - Focus on key priorities at quarterly RP Forums
14. In the event of non-compliance with the Partnership Agreement, for example not meeting required standards of performance, members will be asked to enter into discussions with the Council and if matters can't be resolved to the satisfaction of both parties, they may be asked to leave the partnership. Equally, the monitoring process is expected to be two-way with partners using the forum to both absorb and disseminate good practise for the benefit of our customers.

Partnership Fees

15. RP partners currently pay a fee of £3,500 per year. This fee was originally set in 2011 and hasn't increased since. Any RP partners with stock of less than 3000 are entitled to a 50% reduction in fee. There are currently 12 RP partners including 11 providers with more than 3,000 homes and one with fewer than 3,000. The fees are paid into Wiltshire Council's Enabling Team budget as a contribution towards the cost of delivering enabling services.
16. Over the past five years the number of officers in the Enabling Team has reduced, in part due to the financial constraints of the Council. Despite this the service delivered by the Council's Enabling team to the RPs continues to include the following:
 - Supporting and attending the quarterly RP Forum meetings.
 - Assisting with enquiries on a geographical basis relating to the specific areas covered by the relevant officer and also to provide a link officer for each RP to deal with strategic matters.
 - Providing informal advice relating to housing need and policy issues.

- Acting as the Affordable Housing internal consultee for planning applications, ensuring that the affordable housing proposals are in accordance with policy, meet demonstrable need and to negotiate a design and mix which takes account of RPs concerns and management requirements.
 - Updating RPs on the progress of sites in the planning process through the provision of a quarterly sites list.
 - Liaising with the Council's legal team to negotiate and finalise S106 agreements in line with Wiltshire's Affordable Housing S106 Template, the wording of which is agreed by all partner RPs. Also, to facilitate the completion of other legal documents relating to Affordable Housing matters as required.
 - Providing input into the formulation of planning policy, liaising with the Spatial Planning Team on the Local Plan Review and the proposed AH SPD. Spatial Planning updates are provided at each RP Forum.
 - Facilitating Rural Housing Needs surveys as requested by partner RPs and parish councils. Results of all surveys are shared with the partnership.
 - Assisting and supporting bids for funding.
17. The Council continues to face financial challenges linked to the pandemic and wider economic situation but its commitment to maintaining the enabling service above and where appropriate improve and adapting it in response to the needs of its partners remains.
18. In order to continue to deliver this support to RPs it is proposing to update its partnership fee structure to reflect current circumstances and draw on best practise from the sector. Under the proposals RP partners will be required to pay:
- A one-off admin fee (amount to be agreed) payable at the beginning of each (5 year) partnership term.
 - A per-unit enabling fee for each s106 affordable housing unit payable quarterly. The Council is currently consulting with the RPs on what may be an appropriate level of fee to charge. This will depend to some extent on feedback from current RP partners on the level of service that they would like the Council's Enabling Team to provide, for example whether they would value the provision of additional services such as free pre-app advice.
19. It is anticipated that the requirement for the per unit fee would be included in the Wiltshire Council Affordable Housing SPD and subsequently be a requirement in S106s.
20. This approach would bring Wiltshire Council in line with some of our adjacent local authorities including BANES, South Gloucestershire and Test Valley.

21. Consultations are on-going with the RP partners over the level and scope of fees to be levied.
22. It is also acknowledged that the transition to a per-unit based model cannot take place immediately and discussions are on-going with the RP partners over a phased transition to a fee-based model, with a continuation of an annual fee for a period of time to allow for the per-unit fee basis to be formally enshrined in policy – via the Local Plan and/or Supplementary Planning Document.
23. For those RPs that choose not to join the partnership or that do not meet the criteria set for membership, consideration is being given to requiring these RPs to enter into an appropriate nominations agreement with the Council (something that will be incorporated into the s106 template). By doing this the Council secures the ability to access RP-owned new build accommodation and relets for applicants on the Council's Housing Register, either via a Choice Based Lettings system or some alternative route. Legal advice is being sought on this matter.

Duration

24. The term of the current partnership is 3 years. It is proposed that the term of future partnerships will be 5 years to be consistent with the Homes England Programme. A review of the partnership will be undertaken during the final year of the partnership.

Overview and Scrutiny Engagement

25. The proposed partnership is similar to the established partnership, albeit updated to take account of the council's objectives for affordable housing and drawing on best practice from elsewhere. In this context it was considered that engagement with Overview and Scrutiny would not be required.

Safeguarding Implications

26. The new partnership model will enhance the council's effectiveness in ensuring the delivery of affordable housing which is a positive determinant in the safeguarding of children, young people and vulnerable adults.

Public Health Implications

27. The new partnership model will enhance the council's effectiveness in ensuring the delivery of affordable housing which is a positive determinant of public health.

Procurement Implications

28. There are no procurement implications arising from this paper.

Equalities Impact of the Proposal

29. An Equalities Impact Risk Assessment has been undertaken in developing the proposal in line with the council's equality and diversity policy and responsibilities under the Public Sector Equality Duty. The level of risk assessed was low, and the proposed new partnership model will have a positive impact on removing barriers and inequalities through supporting the delivery of affordable housing within Wiltshire. For these reasons a full Equalities Impact Assessment has not been required.

Environmental and Climate Change Considerations

30. RPs seeking to join the new Partnership will be required to set out their commitment to meeting the partnership aims including improving the environmental standards of Affordable Housing stock and to assist Wiltshire Council in responding to the climate emergency and mitigating climate change .

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

31. If authority is not given for the council to enter into a new partnership the existing partnership will cease and the benefits of the partnership as set out above will be lost.

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

Financial Implications

32. There are financial implications arising from this report in the respect of the fees model, but they are not considered significant. Currently fees of up to c£40,000 per annum in total are charged to partners to help fund the cost of supporting the partnership. The transition to a fee-based model may lead to the total level of fees changing, up or down, depending on the per-unit fee. This is currently the subject of consultation.
33. The future total income budget is dependent on the per unit fee that is set, and any change is expected to be modest. Any increased income would be available for reinvestment to enable services to support the work of the Partnership in delivering high quality affordable housing in Wiltshire.

Legal Implications

34. Wiltshire Council must draft a robust Partnership Agreement to enter into with Registered Providers, which has been reviewed by Legal Services.
35. Any works undertaken by the Registered Providers for Wiltshire Council as a result of the Partnership Agreement must be procured/tendered in accordance with the requirements of the Council's Constitution, SPH Manual and the Public Contracts Regulations (2015).

36. Cabinet should delegate authority to enter into the Partnership Agreement to an appropriate individual.

Workforce Implications

37. There are no workforce implications arising from this report.

Options Considered

38. The following options were considered in reviewing the Wiltshire Development Partnership:
- No partnership;
 - Continuing with the current partnership arrangements;
 - A change of approach including a more formal approach in the selection of partner RPs, introduction of a monitoring process and an amended fee structure.
39. If the Wiltshire Development did not continue, the benefits of partnership working would be lost. While the current partnership approach creates opportunities to share best practice and adopt a joint approach to problem solving, it is felt that the proposal of a more formal approach to the selection of partners will create an opportunity to re-focus the partnership on the Council's current priorities. Enhanced monitoring will ensure the continued effectiveness of the partnership.

Conclusions

40. Based on the above considerations it is recommended that the Council enters into a new 5 year Development Partnership with Registered Providers which will differ from the current partnership in having an amended fee structure and enhanced monitoring process, and in adopting a more formal approach to the selection of partners.

Simon Hendeby (Director - Housing and Commercial)

Report Author: Richard Walters, Head of Service - Major Projects,
richard.walters@wiltshire.gov.uk,

Date of report

Appendices

Background Papers

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

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank