

AGENDA

Meeting: Cabinet
Place: Committee Room 3, County Hall, Bythesea Road, Trowbridge
Date: Tuesday 22 June 2010
Time: 10.30 am

Membership:

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

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Trowbridge, direct line 01225 718024 or email yaminarhouati@wiltshire.gov.uk

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

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

Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 1 - 10*)

To confirm and sign the minutes of the Cabinet meeting held on 24 May 2010.

3 **Leader's announcements**

4 **Declarations of Interest**

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

5 **Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Friday 18 June. Anyone wishing to ask a question or make a statement should contact the officer named above.

'Work together to support Wiltshire's Communities'**

6 **Recommendation from Trowbridge Area Board: Community Asset Transfer - Margaret Stancomb School, Trowbridge** (*Pages 11 - 30*)

Report by Service Director Communities, Libraries, Heritage & Arts

7  **Future Contractual Arrangements for the Provision of Care and Support to People at Home** (*Pages 31 - 40*)

Report by the Corporate Director of Community Services.

8  **Business Rate Relief: Hardship Relief Policy** (*Pages 41 - 52*)

Report by Service Director, Economy and Enterprise and Chief Finance Officer

9 **Performance Update - First Year Plan and Local Agreement for Wiltshire** (*Pages 53 - 90*)

Report by the Service Director, Performance

'Deliver high quality, low cost, customer focused services'**

10 Street Naming and Numbering Policy (Pages 91 - 98)

Report by Service Director for Business Transformation, Information Management and ICT.

11 Council Responsibilities Relating to Climate Change (Pages 99 - 122)

Report by Service Director, Economy & Enterprise

12  Development of the Transformation Programme - ICT

Report by Service Director for Business Transformation, Information Management and ICT (report to follow)

'Ensure local, open, honest decision making'**

13 TUPE Transfer of Grounds Maintenance Staff (Pages 123 - 132)

Report by the Service Director, Neighbourhood Services

14 Outturn Reports - 2009-10

Reports by the Chief Finance Officer

a Revenue Outturn Report - 2009-10 (Pages 133 - 148)

b Capital Outturn Report - 2009-10 (Pages 149 - 162)

15 Urgent Items

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

16 Exclusion of the Press and Public

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in items 17 and 18 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.

Part II

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

17 **Minutes - Part II** (*Pages 163 - 166*)

To confirm and sign the confidential minute in respect of Monkton Park PFI Agreement of the meeting held on 24 May 2010.

18 **Housing PFI - Agreement to Enter into Contract**

Confidential report by the Corporate Director, Neighbourhood and Planning (report to follow).

*these headings reflect the key goals of Wiltshire Council to achieve its vision to 'Create stronger and more resilient communities'

CABINET

MINUTES of a MEETING held at COUNCIL CHAMBER, COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM on Monday, 24 May 2010.

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

Also in Attendance:	Cllr Peter Colmer
	Cllr Peter Doyle
	Cllr Richard Gamble - Portfolio Holder for Public Transport
	Cllr Jerry Kunkler - Portfolio Holder for Leisure
	Cllr Laura Mayes - Portfolio Holder for Organisational Culture
	Cllr Jeff Osborn - Chairman of Organisation and Resources Select Committee

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

79. **Apologies**

An apology for absence was received from Councillor Allison Bucknell, Portfolio Holder for Customer Care.

80. **Minutes of the previous meeting**

The minutes of the last meeting held on 20 April 2010 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 20 April 2010.

81. **Declarations of Interest**

Cllr Toby Sturgis declared a personal interest in the item 'Wiltshire Council Inspection Strategy for Contaminated Land' (minute no.85 refers) due to the possibility that land in his ownership may be considered to be contaminated.

82. **Leader's Announcements**

Urgent Business – Monkton Park PFI Agreement

The Leader explained that she had agreed consideration of the above item as urgent business which would be considered at the end of the meeting. As the report relating to this item contained exempt information, Cabinet was recommended to consider it during Part II of the meeting.

83. **Public participation**

The Leader explained that as usual, she would be happy to allow members of the public to speak at the start of each item if they wished to do so.

There was no public participation.

84. **🗝️ Gypsy and Traveller Strategy**

Cllr Toby Sturgis, Cabinet member for Waste, Property and Environment, presented a report which drew Cabinet's attention to the Gypsy and Traveller Strategy and sought to gain approval of and commitment to a change of approach for service delivery and engagement with Gypsy and Traveller communities. It was noted that there had been scrutiny involvement in developing the Strategy which was also being recommended by the Environment Select Committee.

Resolved:

That Cabinet:

- a) **note the Gypsy and Traveller Strategy and action plan.**
- b) **approve and commit to the aims and objectives of the strategy.**
- c) **delegate authority to the Service Director for Housing to oversee the next steps and potential staffing implications of the project, in consultation with the Cabinet Member responsible for Gypsies and Travellers (Cabinet member for Waste, Property and Environment) and the Cabinet member for Economic Development and Housing and in consultation with Human Resources.**

Reason for Decision

Service delivery and engagement with Gypsy and Traveller communities is spread across the organisation, and changes are needed to interlock these services, develop a strategy and put in place an action plan to provide an improving, integrated and supportive approach to engaging with Gypsy and Traveller communities.

This strategy provides a framework to change the approach to service delivery and engagement with Gypsy and Traveller communities in order to achieve the aims of the strategy.

Councillors play a key part in the service delivery and engagement with Gypsy and Traveller communities, so Cabinet commitment to a change of approach is needed to ensure the success of the strategy.

85. **Wiltshire Council Inspection Strategy for Contaminated Land**

Declaration of Interest

Cllr Toby Sturgis declared a personal interest in this item due to the possibility that land in his ownership may be considered to be contaminated.

Cllr Keith Humphries, Cabinet member for Health and Wellbeing presented a report which gave details of the proposed Contaminated Land Strategy for Wiltshire. The Strategy as presented would replace the 4 separate strategies previously operated by the former Wiltshire district councils with one unified document.

Resolved:

That Cabinet adopt the Contaminated Land Strategy for Wiltshire Council as presented.

Reason for Decision:

To comply with the Environment Act 1995 which places a duty on Wiltshire Council to develop and adopt a contaminated land strategy for its administrative area.

86. **Council Funding Framework for the Voluntary & Community Sector (VCS)**

Cllr John Thomson, Cabinet member for Adult Care, Communities and Libraries presented a report which set out how the Council intended to support the Voluntary and Community Sector (VCS), by clarifying its funding processes. This was to ensure they were clear, equitable, accessible and consistently

applied across the Council. If agreed by Cabinet, the recommendations in the report would also be put before the Board of NHS Wiltshire.

In 2008 Cabinet approved 13 recommendations made in the Council and NHS Wiltshire Review of Working with the VCS. The report now presented included progress made to date against these recommendations. The report dealt in particular with the development of recommendation 5 in respect of the Council and the PCT jointly adopting the 'shopping, giving and investing framework set out in the review report.' The VCS had requested a change of wording to grants, procurement, investing (grants replacing 'giving' and 'procurement' replacing 'shopping'). The report also dealt with recommendation 8 in respect of the implementation of the Full Cost Recovery framework. It was noted that the process for monitoring and evaluating resources provided to the VCS would be proportionate to the size of the organisation.

In response to a query, Cllr Thomson confirmed that the maximum grant which could be offered by an Area Board was £5,000 and for the avoidance of doubt, agreed to issue guidance to all Community Area Managers on this. The Council through its Area Boards gave out a considerable amount of money supporting local communities and projects through its grants system. It was considered reasonable for the Council to expect for there to be some form of recognition and acknowledgement of the Council funding by those communities.

Resolved:

That Cabinet:

- a) agree to the arrangements set out in the report for adopting a 'grants, procurement and investing' model for funding the Voluntary and Community Sector (VCS) and to endorse that wording as the preferred option of the VCS in Wiltshire (it replaces the suggested wording of 'shopping, giving, investing'). The full funding framework template be approved as shown in Appendix 3 of the report presented;**
- b) agree the application of the full cost recovery model set out in the report as it applies to commissioned services (excludes grant provision);**
- c) agree to the principle of removing current more cumbersome arrangements for the award of grants so that arrangements for grants to VCS organisations up to a maximum of £25k can be awarded without the need for quotations that are more appropriate for procured services. A working group of relevant Council staff including procurement and legal representation to complete the necessary work on eligibility criteria and processes for implementation by 1 April 2011 and**

- d) **agree to delegate the responsibility for finalising the detail of the VCS Funding Framework to the Head of VCS Strategy in consultation with the Cabinet member for Children's Services. This would allow the Performance Framework and quality standard elements of the work to be incorporated into the Funding Framework prior to implementation from 1 April 2011.**

Reason for Decision

To ensure a clear and transparent process for setting out Council funding of the Voluntary and Community Sector. At present there is no unified Council process, but a number of arrangements brought together from five former councils.

87. **Private Sector Housing Renewal Insulation Scheme**

Cllr John Brady, Cabinet member for Economic Development, Planning and Housing presented a report which sought approval for minor amendments to the Private Sector Housing Renewal Interim Strategy and Policy 2009/10, details of which were presented. Cllr Brady tabled some further amendments to the scheme for Cabinet's consideration. A revised eligibility criteria was also presented which incorporated the tabled amendments.

The Council had secured £543,608 of funding from the Government Office for the South West (Regional Housing Pot Capital Grant 2010/11). This funding was awarded to improve private sector housing stock with particular emphasis on helping vulnerable households which included initiatives to help tackle fuel poverty and climate change.

It was proposed to use this funding to introduce three new insulation, energy efficiency and heating grant scheme as detailed in the report presented and supplementary paper as tabled. It was noted that the proposals would complement existing national schemes. Cabinet agreed with the proposals and considered various ways to promote the schemes to encourage take up particularly by vulnerable groups. This included a press release, a timely article in the Wiltshire Magazine, raising awareness through Area Boards, Community Area Partnerships and Parish Councils and the Departments of Community Services and Children and Education liaising to identify vulnerable groups and using the Communications Strategy.

Resolved:

That Cabinet:

- a) **approve an amendment to the Private Sector Housing Renewal Interim Strategy and Policy April 2009-2010, adding three new**

schemes to those already detailed in the Strategy and Policy under Section 10: Financial Assistance:

- **Cavity Wall and Loft insulation Grants for cavity wall and loft insulation for lower income households and those that have been hit by the recession, and do not qualify for other grants.**
- **Mobile home sites insulation and heating improvements grants.**
- **Cavity wall insulation for flats grants.**

The eligibility criteria be amended as follows:

To insert 'with a household income below £30,000 pa' at the end of the sentence 'households where a member has been made redundant/lost overtime/taken lower paid work/with an unemployed relative in the household'.

- b) In respect of the Mobile Home Site Energy Efficiency Improvements, delegated authority be given to the Cabinet member for Economic Development, Planning and Housing to agree to such a scheme at a later date.**

Reason for Decision

To improve the private housing stock in Wiltshire with a focus on helping vulnerable households and to help tackle fuel poverty and climate change.

88. Delegation of Services to Town and Parish Councils

Cllr Dick Tonge, Cabinet member for Highways and Transport presented a report which updated Members on the progress to date of the work programme as previously approved by Cabinet on 23 February 2010.

Details of responses to a questionnaire sent to all town and parish councils to establish current interest in taking on delegated services were presented. It was noted that of the 240 parishes contacted, 90 had responded, of whom 44 had expressed such an interest. All 16 town councils and Salisbury City Council had also responded positively.

Town, parish and community councils had powers which enabled them to provide, manage or maintain services, facilities or functions. Of the 13 possible options, 6 services had been identified as being suitable and capable of being delivered by town or parish councils. These services were allotments, public conveniences, public open space, play areas, maintenance of roadside verges and repair to rural footpaths and bridleways. Details of how these and other services identified by town and parish councils could be progressed were presented. The constraints in delegating some services to town and parish councils were also reported.

Cabinet had previously requested that the potential for delegating the street naming and numbering function be investigated as a priority. Cllr Tonge explained that the current procedure for dealing with this function did not lend itself to delegation to town and parish councils. However, a report on simplifying the procedure which could enable aspects of the function to be delegated, would be presented to Cabinet in due course.

Resolved:

That Cabinet notes the report and approves the proposals for the continuation of the project as follows:

- a) to concentrate on the delegation of allotments, public open space and public conveniences with the relevant councils, which at present includes: Bradford on Avon, Calne, Chippenham, Collingbourne Ducis, Corsham and Trowbridge;**
- b) to complete visits and discussions with town and parish councils who have expressed specific interest in either Public Conveniences, Public Open Space or Play Areas where there is the capability to take them on; and**
- c) to undertake discussions with existing contractors to consider the possibility of transferring management of contracts in town council areas.**

Reason for Decision

To record that updated information has been provided for the Cabinet, and to agree the forward work programme.

89. Interim Evaluation of Health Fairs and Community Health Profile

Cllr Keith Humphries, Cabinet member for Health and Wellbeing presented a report which provided an interim evaluation of the health fairs and workshops which were taking place within each of the Community Areas, following the publication of Community Health Profiles.

The health fairs were public events which invited members of the public into a health forum to receive advice on all aspects of health and wellbeing, including blood pressure and weight management checks as well as stop smoking service.

Cllr Humphries thanked Sue Redmond and Maggie Rae and their respective teams for their hard work which ensured the health fairs being well received with positive feedback.

Resolved:

That Cabinet:

- a) **note the schedule of engagement with each of the Community Areas; and**
- b) **consider the role of future joint engagement activities with each of the Community Area as a result of the Community Profiles.**

Reason for Decision

To assist with the decision on future events, as part of the decision to produce in future one community profile for each area, incorporating all aspects of local authority services.

90. **Urgent Items**

In accordance with S.100B 4 (b) of the Local Government Act 1972, the Leader approved consideration of the item at minute number 92 below as a matter of urgency as the matter could not be reasonably delayed until the next scheduled meeting. In accordance with paragraph 24 of Part 5 of the Constitution – Access to Information Procedure Rules, Cllr Jeff Osborn’s agreement had been secured as Chairman of the Organisation and Resources Select Committee, that the matter could not be reasonably deferred.

91. **Exclusion of the Press and Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in minute number 92 below as 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.

92. **Monkton Park PFI Agreement**

Cabinet considered a confidential report outlining the options available to the Council in relation to the PFI Agreement for the provision of office accommodation at Monkton Park, Chippenham following the appointment of administrators to Jarvis PLC.

Resolved:

To agree the proposals set out in the report as amended.

(Duration of meeting: 10.00 - 11.20 am)

These decisions were published on the 11 June 2010 and will come into force on 21 June 2010

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024 or e-mail

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Wiltshire Council

Cabinet

22 June 2010

**Subject: Recommendation from Trowbridge Area Board:
Community Asset Transfer – Margaret Stancomb
School, Trowbridge**

**Cabinet member: Councillor John Thomson
Deputy Leader and Adult Care, Communities and
Libraries**

Key Decision: No

Executive summary

This report seeks Cabinet approval following the decision made by the Trowbridge Area Board on 13th May 2010 to recommend the application for the transfer of part of the Margaret Stancomb School, the old school building at the front of the site together with car parking space, to Wiltshire Rural Music School in accordance with Wiltshire Council's Community Asset Transfer Policy.

Cabinet is asked to consider a proposal submitted to and approved by the Trowbridge Area Board on 13 May 2010 by Wiltshire Rural Music School for the transfer of part of Margaret Stancomb School located at British Row, Trowbridge (site plan Appendix 1). The applicant's Business Plan is set out at Appendix 2.

Proposal

That Cabinet approve the transfer of part of Margaret Stancomb School located at British Row, Trowbridge as shown on the site plan at Appendix 1 to the Wiltshire Rural Music School on a leasehold basis.

Reason for proposal

This proposal has been made under Wiltshire Council's Community Asset Transfer Policy.

Niki Lewis

Service Director Communities, Libraries, Heritage & Arts

Wiltshire Council

Cabinet

22 June 2010

**Subject: Recommendation from Trowbridge Area Board:
Community Asset Transfer – Margaret Stancomb
School, Trowbridge**

**Cabinet member: Councillor John Thomson
Deputy Leader and Adult Care, Communities and
Libraries**

Key Decision: No

Purpose of report

1. Cabinet is asked to approve an application submitted by Wiltshire Rural Music School for the transfer of part of the Margaret Stancomb School located at British Row, Trowbridge - the old school building at the front of the site together with some car parking space (site plan Appendix 1). The applicant's Business Plan is set out at Appendix 2.

Background

2. The report that went to the Trowbridge Area Board is attached (appendix 3)

Environmental impact of the proposal

3. The Wiltshire Rural Music School's use of the building will keep in use and enhance an important community building.

Equalities impact of the proposal

4. The transfer of the asset to Wiltshire Rural Music School will:

- a) Promote cohesive communities as the arts will be made accessible to a wide range of the local community including older people, younger people, Disabled people.
- b) Provide cultural services to the public
- c) Promote equality and good relations between different groups.
- d) Increase access to their services through developing a DDA compliant, fit for purpose building

Risk assessment

5. Strategic Property Services worked with the Wiltshire Rural Music School to ensure that a robust Business Case was put to the Area Board. The risk of

Wiltshire Rural Music School failing to make a success of the project is low as they have been in operation since 1933 as a registered charity; they are financially viable and have support from a wide cross section of individuals and organisations within the local cultural community. In anticipation of a move to the Margaret Stancomb site, Wiltshire Rural Music School has been fundraising since 2003 and now has sufficient reserves to cover the cost of the project in addition to one year's income held in reserve under its operating policy.

6. If the organisation was to close the ownership of the building would revert to the Council

7. If Cabinet refuse the asset transfer the risk to the Wiltshire Rural Music School and the communities they deliver to is that the services provided will stagnate as no expansion is possible in their current premises. (See Appendix 2 Section B) There is particular concern from examiners' reports that there is a decline in the numbers of children taking music exams in Wiltshire which is not found in other areas of the country.

Financial implications

8. The Council's Strategic Property Services, who have overall responsibility for all of the council's estate, have provided the following observations to the Area Board. The Bellefield School extension (built to help accommodate the pupils from the Margaret Stancomb School) was based on a financial contribution from the sale of the Margaret Stancomb School for residential redevelopment. The allocation of the old school building at the front of the site for community use will reduce the capital receipt to the Council. The amount by which the sale proceeds will be reduced is difficult to predict at this stage, as it will depend on the state of the property market at the time of sale, and the exact extent of the site given over to the proposed community use. Assuming that the old school building at the front of the site is transferred to the Wiltshire Rural Music School, together with a small area for car parking (up to 6 spaces,) it is estimated that the reduction in the sale receipt to the Council will be in the order of £150,000. The aforementioned estimated figure is based on the assumption that the Council is successful in obtaining planning permission for residential use of the site. If a transfer is approved, it is recommended that it be on a leasehold basis

Legal implications

9. The report that was taken to the Trowbridge Area Board on 13th May was prepared in part by Strategic Property Services who consulted with the relevant legal officers over the transfer of the asset.

Options considered

10. The Area Board have considered the options and agreed to support the proposed transfer

Conclusions

11. The Area Board agreed to recommend that Cabinet approve the transfer of part of Margaret Stancomb School as a community asset to Wiltshire Rural Music School.

Niki Lewis

Service Director Communities, Libraries, Heritage & Arts

Report author: Peter Dunford

Community Area Team Leader

Tel: 01225 713060

Email: peter.dunford@wiltshire.gov.uk

Date of report: 1st June 2010

Background papers

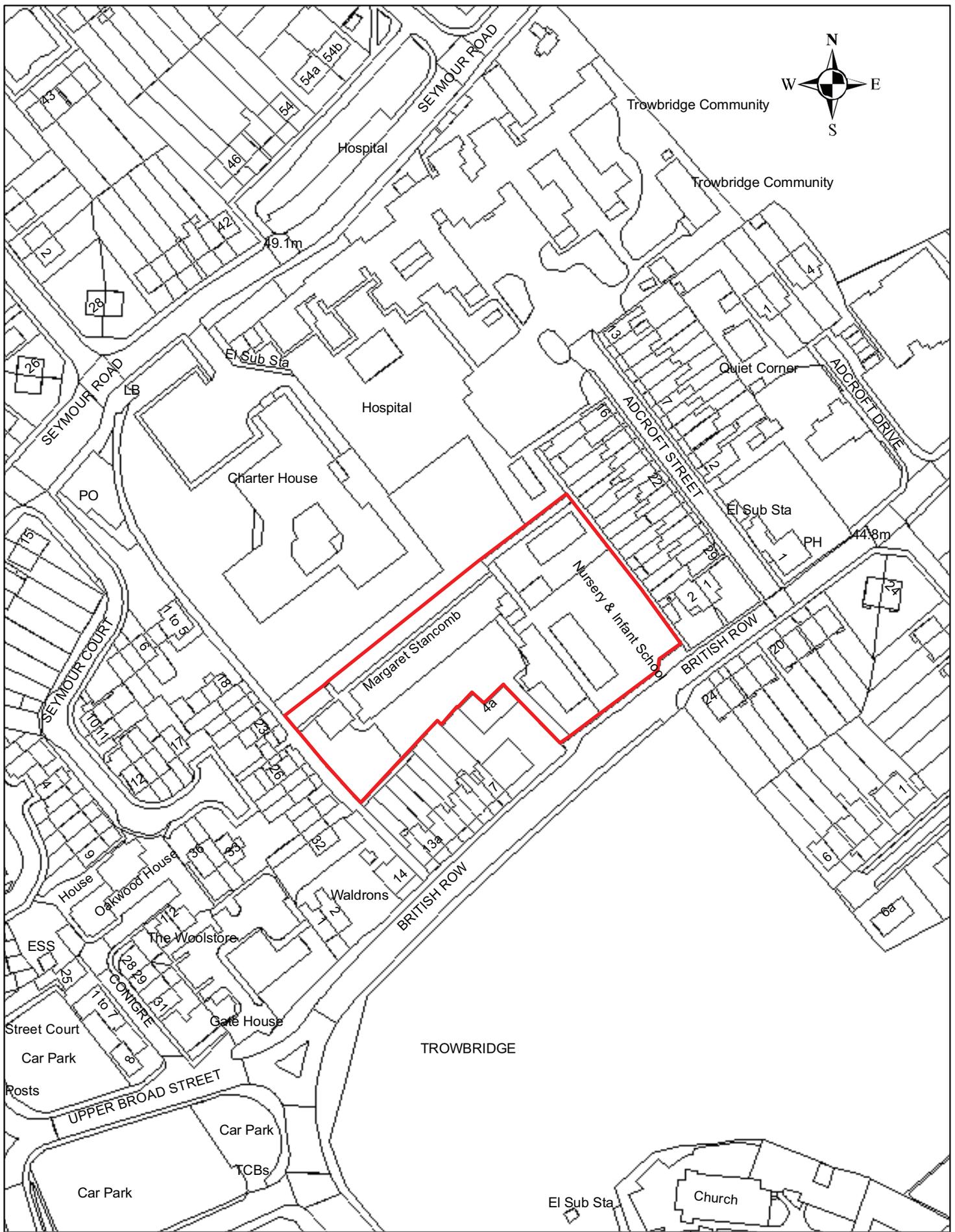
None

Appendices

Appendix 1 – Site Plan of Margaret Stancomb School

Appendix 2 – Wiltshire Rural Music School Business Plan

Appendix 3 – Trowbridge Area Board Report – Community Asset Transfer



Title: **Trowbridge former Magaret Stancomb
Infant and Nursery School**

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Wiltshire Council 100049050 (2009).

Date: 29th September 2009

Scale: NTS

Drawing No: .

G. Batten BSc (Hons) C.Eng FICE FIHT
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WILTSHIRE RURAL MUSIC SCHOOL BUSINESS PLAN

Summary

WRMS was started in 1933 to keep music alive in the rural areas of Wiltshire. As a fully inclusive registered and since 1965 incorporated charity it has enhanced the quality of life of the community by promoting music making.

It is now the victim of its own success in that it has outgrown its present premises, of which it holds the freehold, and being constrained in its activities is unable to develop further as it would wish. The Margaret Stancomb building would provide the venue for this development for which WRMS has been searching since 2003 especially in its more commanding position with the surrounding new commercial and social development.

- The many ways in which the community benefits at present as well as past achievements and opportunities for the future are outlined in Section B, pages 2 & 3 of the Business Plan and illustrate how this asset can promote the Council's goal of promoting a "strong and resilient community".
- i) Section C describes the legal status of the WRMS and shows the sound financial basis on which the organisation operates, resulting from good management and forward planning.
- ii) This with the Feasibility Study show that no continuing financial liability to the county will arise from the proposed transfer of the building to WRMS.

With plans and capital already in hand to adapt the existing WRMS centre in Gloucester Road to make three self-contained housing units, for letting at affordable rents, the continued basic income will be assured and the development of the Margaret Stancomb building will be staged so as not to overreach the existing assets and any further capital available through grants. It is not intended that any future expenditure should be beyond available resources. Since the existing operations will transfer with the WRMS the income from this will continue and since it is intended to provide a home for any other music organisation that can be accommodated, can be expected to increase.

- i) For over 75 years WRMS has operated adapting its contribution to the community as the needs of the latter have changed. It has therefore demonstrated its experience, capacity and capability to satisfy an ever changing demand whilst retaining its own integrity and independence.
- ii) The transfer of the property to WRMS is not therefore likely to be of risk to the Council being the result of a patient long term plan which it is hoped will now come to fruition.
- iii) It is hoped that Wiltshire Council will agree to transfer the Margaret Stancomb Old School Building, together with adequate parking, to Wiltshire Rural Music School preferably as freehold or on a long term lease in time for the School to reopen in the building in September 2010.

A. Introduction

1. Who we are.

- Since 1933 the charity Wiltshire Rural Music School (WRMS), a fully inclusive organisation, has enhanced the quality of life for the whole community by promoting enjoyment through the study and practice of music in its social and cooperative forms among students of all ages.

2. What we do

- Occupying its own freehold premises since 1965 WRMS provides affordable directed playing opportunities, courses and teaching for amateurs, recitals and concerts, bursaries/sponsorship for schoolchildren and students, information, instruments, music and rooms for hire for teaching, examinations, group and individual practice.

3. Need to relocate.

- An appraisal of the organisation in 2002 recognised that the premises were no longer fit for purpose.
- Growing popularity in adult playing sessions meant rooms were approaching maximum capacity at times but use was limited by noise problems under new legislation and the building was consequently underused.
- Other problems identified were lack of parking space, possible but not easy disabled access, the main room too small for use by other music organisations needing affordable accommodation in the area and the attitude of the tenants to our activities causing endless unpleasantness.
- It was therefore necessary to relocate.

4. Action Resulting.

- An assessment of requirements was made and all likely possibilities considered. An early solution was a new centre on the John of Gaunt School Site, with the cooperation of the school and WCC, but this sadly floundered when, after site borings and the submission of the plan for Lottery Funding, new conditions were introduced such that WRMS was no longer able to continue. Since then no possible alternative has been ignored.
- Of the many sites inspected the old section of the Margaret Stancomb building held most promise and WRMS approached WCC in March 2007 registering interest in acquiring it.
- Members of the Governing Council visited the building and found that this landmark building dating from 1893, fulfilled the requirements regarding space (with 217sq m of more easily accessible usable space compared with 182sq.m in its present centre), location near to the centre of the town, within reach of public transport, and easily accessible for members from other areas of the county. It would therefore be ideal for its purpose, subject to a sufficient area of parking being available, bearing in mind the problems of players carrying heavy instruments and regularly travelling from as far afield as Wootton Bassett and Salisbury.

B. Benefits to the community

1. From present operation

a) Children benefit from:

- i) weekly Minimusicians sessions for preschool children
- ii) bursaries for lessons, grants for instrument purchase
- iii) lessons on the premises
- iv) termly examinations in a friendly atmosphere with warm up and pre-exam practice facilities
- v) concert opportunities organised for the ABRSM (Associated Board of the Royal Schools of Music) for successful candidates
- vi) subsidised instrument hire either through the county or directly

b) Students benefit from:

- i) Annual award of £1000 with concert opportunity in prestigious venue for a Wiltshire student progressing to a music college. WRMS manages this award for the donor who has secured it legally in perpetuity.
- ii) Regular theory classes for the essential Grade V exam. for the ABRSM for students of all ages wishing to progress with practical exams beyond this stage and which schools are often unable to provide.

Table showing children and schools benefiting from WRMS operations in school year 2009 -2010

Activity	Number of children	No of Sessions	Schools whose pupils benefit
Minimusicians	1) 15 2) 22	30 p.a.	Pre school
Bursary awards	13	3 payments per school year	St.Lawrence School,, Hardenhuish, John of Gaunt, Aloverick, St.Patrick's Corsham
Private Lessons	Est. 20	40	Various
Exam. Candidates	Ave.24 per day	24 days	All Trowbridge schools, Aloverick P.School,,Matravers, George Ward School, Melksham, Christchurch B.o.A.,Frome College, St.Lawrence School, Kingswood, Hilperton, Overflows from other schools when available dates clash.
Pre exam practice sessions	20 -30	14 hours X 3	Any teacher from any school wishing to use this facility
ABRSM concerts	16	Annual	St.Lawrence, Matravers, St.John's, St.Augustine's, Corsham, Sheldon, The Mead, Hilperton, King Edward's Bath
Subsidised Instrument Hire	34 direct 220 through Wilts.County		All schools
Liz Lawrence Award	1	Annual Award	Available to any student in Wiltshire. Publicised through all schools direct and through Wilts. County Music Service
Grade 5 Theory Classes	Ave. 5	3 sessions X 10 weeks .	All schools

Benefits to the community (contd.)

c) Adults benefit from:

- i) 70 playing sessions per year in friendly supportive atmosphere
- ii) 40 choir meetings per year with occasional opportunities to sing with other groups and in residential homes.
- iii) Encouragement to take up an instrument in later years with cheap hire, and playing opportunities and advice.
- iv) The opportunity to continue playing when no longer able to sustain regular rehearsals in other orchestras
- v) Opportunities to revise instrumental skills abandoned on leaving school
- vi) Information about teachers
 - vii) Carers enjoy brief respite when dependants join music sessions; one of our older members had been in a Residential Home until other members provided transport for him to continue to enjoy his life long passion for violin playing.
 - viii) Information about concerts and other music opportunities

d) Other organisations benefit from:

- i) availability of music for hire
- ii) harpsichord , keyboard or other instruments for hire
- iii) publicity of events
- iv) beginners and those revising long abandoned skills move on to other organisations having gained sufficient confidence in their playing at WRMS
- v) Music for the community; WRMS has provided the accompaniment for Wiltshire County Carol Service for many years as well as Trowbridge Civic Dinner.
- vi) The school has provided groups of players for school visits on request in collaboration with the Music Service.
- vii) Small groups of amateur musicians have been supported in mounting concerts for charities e.g. Concerts by Ludmila Bezpalcaya for the last 6 Years which have increasingly drawn in members of the Russian and Polish community.

e) All ages benefit from:

- i) Information on all aspects of music in the area.
- ii) Concerts either organised or sponsored by WRMS; at present these take place in other venues but in the Margaret Stancomb building a licence would be obtained and the hall allows for in-house recitals and small concerts, thereby reducing the overhead costs of these.

In effect WRMS acts as an interface for musical matters across the community bringing together musicians and would be musicians with teachers, examiners, Examination Boards, Leading Music Schools and other education centres, instruments, music, tuners & repairers, concerts and venues. This, together with close contacts with the County Music Service and informed opinion from experts in the field place it in a position to comment and advise on music provision at County and National Levels.

Vision for the Future

Further opportunities identified for expansion

- I. WRMS has long been aware of the beneficial qualities of music but recent medical and social research has drawn attention to this..
 - The following are already identified for introduction when appropriate accommodation, which the Margaret Stancomb School would afford, is available
 - a) Music therapy
 - b) Music participation for the disabled, particularly adults with learning difficulties for whom there is no other provision
 - c) Group singing for the elderly and Alzheimer sufferers (WRMS has contacts and experience in this)
 - d) Provision for other ethnic groups.
 - e) Music appreciation for all ages.
 - f) Partnering with U3A
- II. Other possibilities identified:
 - Music technology and composition opportunities
 - Youth music groups e.g. Jazz, Saxophone, Folk (care would be taken not to interfere with any existing groups)
 - Dance studio (two enquiries have already been received)
 - Other live music clubs, especially those offering more culturally diverse music.
 - Rehearsal space for other existing music associations at affordable, subsidised rates; TSO and TAOS already interested.
 - Extension of use for private lessons by teachers facing noise “nuisance” problems at home.
 - Availability for private practice by any individual with problems as above
 - Revival of the Trowbridge Music Festival from which WRMS holds the presentation cups.
 - Base for outreach groups of other organisations e.g. Wiltshire Music Centre
- III. Availability to other organisations.

It is recognised that music activities are not likely to occupy all available time but the centre will be available for other community use already members of the Trowbridge Cloth Road Arts Trail and the Civic Society have expressed an interest.

3) Past contributions still benefiting the community;

- WRMS initiated and managed the County Music Service until 1970
- WRMS started and ran the Wilts & Swindon Youth Orchestra until the County Music Service was started.
- WRMS similarly started West Wiltshire Young Musicians which was managed from the WRMS building until the opening of Wilts. Music Centre.
- WRMS initiated the idea of the Wilts. Music Centre, which was originally planned as a community rehearsal building and has now become a much valued and significant concert venue, bringing internationally renowned artists to the area. Close links are maintained with the Centre to our mutual advantage as we promote our complementary activities.

C. Legal Status and administration of WRMS

1 Legal Standing

- The charity is registered with the Charity Commission and also with Companies House as a Company Limited by Guarantee and not having a Share Capital.
- The financial year ends on 31st March and examined and signed accounts presented to members at an AGM in July.
- The company's auditor is Thomas Chippendale of Chippenham.
- WRMS has a voting membership of 150 but non members are always welcome at its activities
- The company's Solicitors are Sylvester Mackett of Trowbridge.

2.....Management

- WRMS is managed by a Governing Council which comprises President (Lord Bath), elected Life Vice Presidents, annually elected Treasurer, 22 elected members of whom a third stand down each year but are available for re-election, and three Nominated Wiltshire Council Representatives because of the historical close links with the council..
- The day-to-day management of the WRMS is at present in the hands of a part-time manager.
- Management costs of the charity are carefully monitored and kept to a minimum through the use of volunteers.
- It is recognised that operation in the Margaret Stancomb building will necessitate extra staff but it is envisaged that the interim period between occupation and completion of development and subsequent letting of Gloucester Road will be covered by extra input from volunteers and once the old centre is let the income from this will be available for extra staff as the need arises.

3. Financial Position

- WRMS holds the freehold of its existing premises. At the last valuation this was estimated at £200,000.
- The two upper floors are occupied by registered tenants enjoying life long security of tenure at a rent determined by the Rent Officer (currently £448 per month) providing a regular reliable income for the charity.
- On relocation the WRMS has plans prepared to convert the ground floor into three self-contained units to be offered to some housing association for affordable accommodation, thereby increasing its property income by around £1500 per month. Discussions have already taken place with interested leaseholders.
- On vacating its present building WRMS is advised that a revaluation of the rent from the upper floors can be made which should result in an increase since the disadvantage of living above a Music School will have been removed.
- In anticipation of a move to new premises WRMS has been fundraising since 2003 and therefore has sufficient reserves to cover the cost of the project in addition to the one year's income held in reserve under its operating policy.
- Thanks to sound management and support of volunteers the charity succeeds in operating at a profit in spite of having to double its bursary awards during the last 2 years. Any surplus funds have been transferred to an account with the COIF for either the New Building Fund or a Deposit account.
- A designated Bursary Fund underwrites the award of bursaries but to date the awards have been possible from annual income and the interest on the capital accumulated.
- Shares in M& G Charifund have provided long term security and since it has not been necessary to draw on these they yield a welcome annual income

Financial Position 11 February 2010

	£
Current Account	500.00
Treasurer's Account	4,464.00
COIF Reserves (Deposit Fund) (05.02.10)	34,262.00
COIF New Building Fund (05.02.10)	146,369.00
COIF J.H & F Bursary Fund	10,815.00
M&G Charifund (31.12.09)	18,313.18

Forecast of estimated Income and Expenditure 2010-2011 based on previous years

Since WRMS expects to continue its activities in its new centre, other than the very limited use by JoG School which has declined dramatically, it can be assumed that the revenue from these will continue as will income from other sources.

Increase in income will not occur until the conversion of Gloucester Road is completed although an increase in lettings at the Margaret Stancomb will eventually provide a further increase in revenue.

Similarly the expenditure on activities and administration will be comparable, the increases being in Insurance, council tax/business rates and the heating of the new larger building. However research is being made into possibilities of installing an energy saving heating system.

The expense of converting Gloucester Road and preparing the Margaret Stancomb building will be covered by the capital accumulated in the New Building Fund.

Total Income for 2010-2011 based on previous years;

	2007-8	2008-9	2009-10	2010-11			
			*		<u>Glocs. Rd</u>	<u>M.S.Centre</u>	<u>Total</u>
	£	£	£		£	£	£
	35,568	32,057	30,250E				30,000E

Most of the fall in income is a result of the plummeting in interest rates on the Deposit and New Building Fund accounts.

Expenses

Salaries 5117		5407	5515E				5800E
Bursaries	2121	3676	4000E				4000
Courses 1460		1300	1900E				2000E
Repairs							
Premises	3994	591	2050E	500		Capital	500E
General	408	283	670E	500			500E
Instruments			573				200E
Rates	504	582	663			700E	700E
Light & Heat	1127	690	1150E	200E		1800E	2000E
Insurance	1900	1767	1739	500E		2000E	2500E
Telephone	271	270	270				270E
P.P.P & s 107		220	516				500E
Cleaning	288	326	300(Inc.Garden)				600E
Accountancy	514	636	515				550E
Sundries 245		273	200E				250E
Piano Depn.	906	774	400E				200E
Office	232	124	300E				330E
							20,900

Based on Statement of Income and Expenditure at 31 Jan.2010

Notes Buildings element in insurance covers property £650,000-1,000,000 so should remain same in Margaret Stancomb. Assumed cover in Gloucester Road will be for building only with tenants paying contents.

Feasibility study of planned relocation in Margaret Stancomb School

When members of the Governing Council visited the school before it closed they considered that the building would be adequate for their immediate needs with little expenditure other than the final clearing of the kitchen. Unfortunately vandals have now broken windows and ripped out the wiring and parts of the heating system and this will have to be rectified before occupation. Fortunately money is available in the Building Fund to cover this as well as the conversion of the present centre into affordable housing units.

Available in New Building Fund £146,000

A) Stage 1 Financial Year 2010-2011

1. Conversion of ground floor of Gloucester road premises into three self-contained units;	£
a) Planning permission	670.00
b) Cost of conversion	<u>125,000.00E</u>
c) Amount available at present for initial move	<u>21,330.00</u>
2. Costs of restoring Margaret Stancomb for immediate occupation;	£
a) Window replacement	1,500.00
b) Removal of rubbish	188.00
c) Rewiring of building & repair of Fire Alarm	3,700.00
d) Installation of Fire Alarm if necessary	2,600.00
e) Installation of burglar alarm systems and Fire Extinguishers	6,000.00
f) Replacement of heating system(25,000.00
£400 may be available towards more efficient boiler)	400.00
g) Removal of kitchen hood and protruding pipe work from kitchen	1,000.00
h) Legal expenses	1,500.00
i) Removal costs	780.00
j) Installation of telephone and other services.	600.00
k) Removal of boarding over windows	500.00
	<u>42,968.00</u>
	Available from New Building Fund <u>21,330.00</u>
	From Reserves in Deposit Fund <u>21,638.00</u>

Since the building contains sufficient rooms for existing requirements further development will be staged over the following five years depending on financial resources and perceived demand.

This expenditure is well within our reserves at present leaving over £10,000 for contingencies.

B) Stage 2

Future Expenditure 2011 onwards

Once Stage 1 is completed it is expected that further adaptation of the MS building to suit WRMS needs will take place. This will require the services of an architect and will depend on funds still available for the project and grants available.

Any work will be in stages so as not to interrupt the activities of WRMS and is not expected to be completed in less than five years.

By this time the income from Gloucester Road will have increased by a gross £18,000 which with any further increases from lettings of the new centre will allow the introduction of new sponsored activities and the employment of a part time Music Director once the increased running costs have been met.

Expenditure Forecast;:

- a) Architect
- b) Insulation of building to reduce heat loss
- c) Opening up of area above present kitchen to create library storage area, with staircase access.
- d) Installation of balcony in main hall.
- e) Music Director
- f) Provision of access to site.

Availability of grants and sponsorship for these items is being researched.

Support for the Project

WRMS enjoys support from the following:

1. Lord Bath, WRMS President, who welcomes us to Longleat for our Liz Lawrence Concerts.
2. Trowbridge Town Council who have supported us with grants.
3. Schools throughout the wider area that use WRMS as an Examination Centre and who are represented on the Governing Council by the Head of John of Gaunt School.
4. Local members of Trowbridge and Bradford Area Boards.
5. Wiltshire County Council with nominated representatives on the Governing Council.
6. Trowbridge Future Planning Group.
7. BA14 Culture Group
8. Trowbridge Symphony Orchestra
9. Trowbridge Amateur Operatic Society
10. West Wilts Young Musicians, who gave a fund raising concert for WRMS
11. The Vallis Ensemble who also gave a fund raising concert
12. The Mistral Ensemble similarly performed for us.
13. Warminster Orchestra providing a quartet as a publicity effort for WRMS
14. Wessex Concert Orchestra
15. Persimmon Group for whose site openings WRMS is providing a musical input.
16. One of the first trustees of the Margaret Stancomb building being a Sainsbury, which is a Wiltshire family known for its support of music, the firm has been approached in the hope of enlisting their support.
17. As part of the Transforming Trowbridge project WRMS in the Margaret Stancomb building would be in a prestigious position to encourage the regeneration of the area through all aspects of community music making.
18. Members of the public support the project as voiced in the local press.

Conclusion

Having visited the site and discussed the possibilities of the Margaret Stancomb Old School building the Governing Council of WRMS are unanimously agreed that it is well suited to their needs to expand their activities more widely within the community subject to it having adequate parking on site for users. Although there are public car parks within walking distance these are too far away for children and elderly musicians carrying heavy instruments such as cellos and double basses.

With its close association with teachers, examiners, other music groups, schools and individual musicians the need for its non-profit-making activities is as great now as it was when WRMS was founded in 1933. It is particularly concerned with examiners' reports that the decline in numbers of children taking music exams in Wiltshire is not found in other areas of the country.

WRMS was established as part of an organisation to keep instrumental music alive in rural communities. It has a proven record of success over the years.

It operates on a sound financial base and hopes that Wiltshire Council will decide to provide it with the Margaret Stancomb building as freehold or on a long lease in order for it to expand and develop its activities and so continue "to promote the study and practice of music,....in **its social and cooperative** forms among students of all ages" throughout Wiltshire as its Articles require.

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**WILTSHIRE COUNCIL
TROWBRIDGE AREA BOARD**

13 MAY 2010

COMMUNITY ASSET TRANSFER

Executive Summary

This report deals with an application for the transfer of part of the Margaret Stancomb School, the old school building at the front of the site together with car parking space, to Wiltshire Rural Music School in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board Members are asked to consider a proposal submitted by Wiltshire Rural Music School for the transfer of part of Margaret Stancomb School located at British Row, Trowbridge (site plan Appendix 1.) The applicants' proposal is set out at Appendix 2.

Reasons For Proposal

This proposal has been made under Wiltshire Council's Community Asset Transfer Policy.

Recommendation

The Area Board consider whether to recommend to Cabinet that the transfer be approved.

Rachel Efemey - Community Area Manager

COMMUNITY ASSET TRANSFER **DESCRIPTION OF THE ASSET AND LOCATION**

Purpose of Report

1. The Area Board Members are asked to consider an application submitted by Wiltshire Rural Music School for the transfer of part of the Margaret Stancomb School located at British Row, Trowbridge - the old school building at the front of the site together with some car parking space (site plan Appendix 1). The applicant's proposal is set out at Appendix 2.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local peoples' priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are voluntary and community groups/associations, town or parish councils, trusts or charities, or social enterprise groups.
6. A report was brought to the 28th January Trowbridge Area Board regarding the proposed disposal of Margaret Stancomb School. At the meeting it was agreed that the proposed disposal of the site be put on hold for three months for the Wiltshire Rural Music School to develop a business case for use of part of the site.
7. The proposal/ business case from Wiltshire Rural Music School is attached at Appendix 2 and relates to the old school building at the front of the site together with some car parking space
8. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.
9. Strategic Property Services have undertaken appropriate consultation with Finance and Legal service departments across the council. Wiltshire Rural Music School have been asked to speak to the Planning department as to whether a planning application for change of use is required.

The views of Council Officers

10. The Council's Strategic Property Services, who have overall responsibility for all of the council's estate, have provided the following observations to the Area Board. The Bellefield School extension (built to help accommodate the pupils from the Margaret Stancomb School) was based on a financial contribution from the sale of the Margaret Stancomb School for residential redevelopment. The allocation of the old school building at the front of the site for community use will reduce the capital receipt to the Council. The amount by which the sale proceeds will be reduced is difficult to predict at this stage, as it will depend on the state of the property market at the time of sale, and the exact extent of the site given over to the proposed community use. Assuming that the old school building at the front of the site is transferred to the Wiltshire Rural Music School, together with a small area for car parking (up to 6 spaces,) it is estimated that the reduction in the sale receipt to the Council will be in the order of £150,000. The aforementioned estimated figure is based on the assumption that the Council is successful in obtaining planning permission for residential use of the site. If a transfer is approved, it is recommended that it be on a leasehold basis

Main issues for consideration by the Board Members

11. The requested transfer will result in an estimated reduced capital receipt to the Council in the order of £150,000. If the Council is minded to approve the transfer, it is recommended that Strategic Property Services be instructed to finalise a leasehold disposal. Furthermore Strategic Property Services be asked to determine the exact boundary of the property to be transferred, in order to mitigate the impact on the remainder of the site to be sold and optimise the capital receipt there from, whilst liaising with the Wiltshire Rural Music School.

Recommendation

The Area Board consider whether to recommend to Cabinet that the transfer be approved

Author

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Wiltshire Council

Cabinet

22 June 2010

Subject: Future Contractual Arrangements for the Provision of Care and Support to People at Home

Cabinet member: Councillor John Thomson – Deputy Leader and Cabinet Member for Adult Care, Communities and Libraries

Key Decision: Yes

Executive Summary

Cabinet approval is sought to proceed with the procurement of care and support services for people receiving social care support (in their own homes) from the Council.

Proposal

1. That Cabinet agrees to undertake an agreed procurement process for the securing of contracts with key strategic service providers who will work with the Council to deliver the objectives of the 'Help to Live at Home'(HTLAH) project. (Contracts will be phased in from April 2011.)
2. That delegated authority be granted to the Corporate Director of Community Services (DCS) in consultation with the Cabinet member for Adult Care, Communities and Libraries to authorise the final, agreed procurement approach.
3. That approval of Legal and CPU is sought and granted before any procurement approach is undertaken.
4. That the procurement process is reported to and monitored by both the Transformation Steering Group (TSG) in DCS and the Corporate Procurement and Commissioning Board.

Reason for Proposal

1. A number of existing contracts including those for the provision of domiciliary care end in April 2011. In accordance with the Council's Contract Regulations these contracts are required to be let.

2. In addition there is evidence to support the view that:
 - By extending the range of services provided; and moving to outcome based models of delivery, services to the customer will be improved and;
 - Efficiencies will be achieved through the rationalisation of suppliers/ providers
3. To allow officers within DCS (and broader stakeholders across the Council) the required time to explore all potential procurement options with regards to the 'Help to Live at Home' Project' (HTLAH), Cabinet approval is sought at this time to ensure any project delay is mitigated and to maximise the opportunity to implement the financial savings opportunities.
4. To allow the DCS Contracts team the required timeframe to advertise the finalised tender to ensure service delivery can be implemented on the 1 April 2011.

Sue Redmond
Corporate Director , Community Services

Wiltshire Council

Cabinet

22 June 2010

Subject: Future Contractual Arrangements for the Provision of Care and Support to People at Home

Cabinet member: Councillor John Thomson – Deputy Leader and Cabinet Member for Adult Care, Communities and Libraries

Key Decision: Yes

Purpose of Report

1. To seek Cabinet approval to proceed with the formal tendering of care and support services that enable people to remain living in their own home.

Background

2. In support of the Council's procurement efficiency savings plans, the Department of Community Services is committed to the significant reorganisation of service delivery to (i) provide improved outcomes for individuals and (ii) release cash savings for the Council.
3. A key area of such reorganisation relates to those services which are provided directly to those individuals living in their own home. (The project to implement this is called "Help to Live at Home" – HTLAH)
4. Currently the Council purchases those services which enable individuals to live in their own home from approximately 300 different service providers (via a combination of 'block' and 'spot' purchasing arrangements). The service types included within these arrangements include:
 - a. Domiciliary Care
 - b. Housing Support
 - c. Supporting People
 - d. Telecare and equipment
 - e. Reablement
 - f. Live in care
5. The total annual value of these contracts in 2009/10 is £23.6 million. Within this 80% of the business is delivered by 20 providers, of these 20, 6 do 50% of all the business.

6. These services are currently all commissioned and contracted separately. The intention is to bring these services into one service specification. The expectation is that this will help to deliver efficiencies in service delivery as well as an improved customer experience from greater continuity.
7. Being responsive to the changing needs of the individual (service user), the current service delivery requirements are subject to up to 1000 changes each month (which consequently need to be reflected in Care First Service Package and SAP).
8. The current market place is made up of a large number of service providers, many of whom provide the same (or similar) types of service provision. In identified areas it is known that up to 30 service providers can be providing similar and/or related services in one post code area.
9. Currently, the Council commissions (or purchases) this care in a prescriptive way, specifying 'hours' and 'tasks' to be completed by the service provider, rather than allowing the individual to 'control' (i.e. determine) the services they receive. Government policy dictates that individuals should take more control of the services they receive; 'how' they are provided; and 'when'.
10. John Bolton, (Department of Health) states¹ that "there needs to be a local set of suppliers (providers) with a range of services and an approach to services that helps people make a real choice. Councils should move away from an emphasis on purchasing services and instead focus on ensuring that there is sufficient supply of the range of services that people may wish to choose, including services that help people to navigate the market for themselves".
11. Following the recent political administration change in national Government, It is understood that the policy approach outlined above (i.e. Social Care Transformation²) remains unaltered.
12. As part of the existing structured project approach under 'Help to Live at Home', it is proposed to commission (purchase) care and support services from a smaller number of providers in a specific geographical location. The commissioning and procurement process will look to maximise the opportunities for small and medium enterprises and voluntary organisations, particularly local ones, to benefit from this opportunity (e.g. the promotion of consortia arrangements). Such a strategic approach to commissioning would enable effective business partnerships to be developed between providers, reduce travel costs and improve the continuity of support people receive. Effectively, one provider would be able to meet a range of customer needs.
13. Other benefits of this 'Help to Live at Home' commissioning and contracting approach are as follows:

¹ Community Care October 08

² As presented to Cabinet, 'Transforming Social Care', Sue Redmond (22 April 2008)

- The quality of outcomes for Individuals will be improved through working only with high quality providers, with simplified, targeted contract monitoring
- The process of choosing and purchasing care and support for the individual will be improved and simplified, as providers will be capable of providing a range of services, according to the needs and requirements of the individual. The support provided will be determined by the outcomes identified by the individual and not be limited to prescribed services
- The reduction in the number of contracted providers will both Improve the economies of scale for providers (leading to lower unit costs) and reduce the percentage of costs currently directed to provider management and administration overheads
- The Department of Community Services will seek to work with other business areas of the Council (e.g. Department of Children and Education) to ensure that the full potential of any contracts are realised.
- This approach will be fit with the Government's 'personalisation' agenda, which requires Councils to give individuals more choice and control over what care they receive and from whom, and requires councils to give greater assistance to individuals funding their own care. Through the provision of these contracts the Council will ensure that those Providers contracted by the Council enable their services to be accessed by those individuals funding their own care.
- Within this commissioning and contracting exercise, a range of preventive services will be secured which will promote an individual's health and well being (which will consequently reduce the requirement for high-cost, traditionally institutionally-based service types (e.g. residential care)
- This commissioning approach will secure services which use person-centred approaches to identify the outcomes that are truly important to – and for – people.

Main Considerations for the Council

14. This strategic approach to commissioning and contracting will help to deliver the objectives of the Help to Live at Home project and deliver cashable efficiency savings because it will be a more efficient and effective way of managing the business.
15. Within this financial savings approach there is the potential to reduce transaction costs as a result of the reduction in the number of contracted providers. The end to end review of these processes that is taking place currently will consider this..
16. The 'Help to Live at Home Project' will be delivered in line with the Council-adopted approach towards 'Category Management' (i.e. the review of current spend, across 'type' of spend with an intention of reducing the Provider base)

17. Contracts will be established for a term of 7 years in duration. These contracts will be subject to proportionate contract management to ensure that the required outcomes and value from the arrangements are secured.
18. Currently this type of care is commissioned by the Council on an hourly basis. It is proposed to move to outcome focused contracts that will specify what outcomes that individuals requires enabling them to have greater control over what services are provided.

Environmental Impact of the Proposal

19. The strategic approach to provider-reduction will maximise the opportunity for co-ordinated journey/visit planning, resulting in reduced mileage and – consequently – carbon emissions

Equalities Impact of the Proposal

20. As part of the project management structure, a comprehensive equalities impact assessment will be undertaken. Key learning from the completion of this assessment will be considered, evaluated and applied to the delivery of the commissioning and contracting process.

Risk Assessment

21. This project is being governed by the Department of Community Services Change Programme. A project manager has been identified to lead the work. A project team will be established that will include representation from Corporate Procurement, Legal services, and Housing to explore the potential for including housing support services within this programme to create the greater efficiencies. The project will report to the Help to Live at Home project board Project Board, which in turn reports to the Department Transformation Steering Group.
22. A comprehensive risk assessment has been established as part of the 'Help to Live at Home' project management. This risk assessment includes consideration of procurement-related issues (which may influence the direction of the project) as well as a consideration of mitigating actions. This risk assessment will continue to be managed in accordance with the corporate policy and is available for inspection.
23. Associated with this risk assessment, a comprehensive and specific de-commissioning strategy (and communication plan) will be developed and implemented.

Financial Implications

24. The potential value of these contracts, £23.6m, represents a significant reconfiguration of Council spend .v. activity.
25. Within the commissioning and procurement project development, officers are currently finalising the potential benefits to be realised. In accordance with the Corporate Benefits Realisation policy, identified benefits will be recorded, assessed and monitored against project outcomes,

Legal Implications

26. The significant reduction in contracted Providers will require the consideration and effective management of those issues relating to the potential transfer of staff (TUPE) The effective management of the procurement process as well key support from both the Council Human Resource and Legal Sections will be required.
27. Further exploratory work will be undertaken to determine whether the scope of this project may also include the out-sourcing of current in-house provision. In the event of any such activity it will be understood that legal obligations relating to the potential transfer of Council staff (TUPE)³ will require consideration. Again, HR and Legal support and involvement will be sought in the event of any such consideration. In accordance with the Council's Contract Regulations any confirmed intention to out-source such services will be subject to specific consideration by Cabinet (September 2010).
28. As identified, the final procurement approach with regard to this activity has yet to be determined. However, it is understood that any final decision as to the procurement project plan will require authorisation by Legal services. (Legal Services have identified an appropriate Legal Officer to support and advise within the project development.
29. As above, the Council's Corporate Procurement Unit are (and will continue to be) fully engaged within this activity. Again, any procurement project plan will require final authorisation by CPU.

Options Considered

30. A number of potential contracting approaches are currently under exploration and consideration, with each option being subject to a comprehensive option appraisal exercise and risk assessment. Options will be presented and agreed by the Department's Transformation Steering Group. The identified options include:
 - a. **Do nothing:** A number of existing contractual arrangements come to an end in March 2011. No strategic approach to replace these

³ Transfer of Undertakings (Protection of Employment)

arrangements may contravene the Council's Contract Regulations, as well increasing the risk to the Council (e.g. financial control and performance levels).

- b. **Service delivery to be undertaken directly by the Council (I.e. In-House):** The Council may consider delivery of the required services via direct provision. It is generally considered that it is not the business of the Council to directly deliver social care services, both in terms of strategic objective and financial cost. However, a fuller consideration will be developed as part of a final options appraisal.
- c. **Block contracts:** These are the traditional basis of securing capacity within the market-place. However, moving forward, 'block' contracts will not provide the required flexibility to allow for the successful implementation of Personal Budgets. Also, uncertainty about volumes will increase the price and could result in payments for voids.
- d. **Cost / volume contracts:** A combination of some guaranteed work (with prices agreed for additional work) will give the Council sufficient value in terms of volume; share of the risk with the Provider of these new arrangements; whilst enabling variations to be reflected as these new services bed-down.
- e. **Strategic Partnering:** A 'open-book' accounting process to contract management, which sees both the Council and the Providers taking responsibility for – and sharing – issues in relation to profit and loss. Via a Partnership Board, this approach will allow for a reflexive and adaptive contractual approach which will respond to the changing circumstances and demands of the social care market

Conclusions

- 31. The 'Help to Live at Home' project represents a key, once only, opportunity to realign services to achieve both improved outcomes for individuals and (cashable) efficiency savings for the Council.
- 32. Undertaken successfully, the project represents a key opportunity to raise the profile of social care delivery in Wiltshire and demonstrate the Council's commitment to the achieving efficiencies whilst improving outcomes for individuals.
- 33. Members are requested to authorise the Corporate Director to proceed with implementing these proposals.

**Sue Redmond,
Corporate Director, Department of Community Services**

Report Author:

Nicola Gregson, Head of Commissioning (Older People/ People with a Physical and Sensory Impairment)

01225 771673

22 June 2010

Background Papers

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

None

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Wiltshire Council

Cabinet

22 June 2010

Subject: Business Rate Relief: Hardship Relief Policy

**Cabinet members: Councillor John Brady
Economic Development, Planning and Housing**

**Councillor Fleur de Rhe-Philippe
Finance, Performance and Risk**

Key Decision: Yes

Executive summary

After a period of more than 15 years continuous growth, the UK economy is facing extreme economic hardship. As the world experiences an almost unprecedented economic recession, the combined effect of increased commodity prices, especially oil, and less readily available credit are hitting businesses and individuals hard.

In March 2009, the Wiltshire Assembly report on the impact of the Credit Crunch in Wiltshire was published. The report proposed 20 Action Points to help remediate the situation in Wiltshire and included reviewing Business Rate Policies, specifically to introduce improved and consistent policies for small business rate relief, hardship relief and rural business relief for 2010-11.

This paper deals specifically with setting out the hardship rate relief policy and protocols. Work is being undertaken separately to review the policies for small business rate relief and rural business relief and will be submitted to cabinet as a separate agenda item.

Proposals

That Cabinet adopt the proposed process to manage applications for hardship rate relief to ensure that any award meets the Council's objectives and brings benefit to the community the business serves. Specifically that:

- a) Cabinet approves and adopts the proposed application and assessment process for hardship rate relief (Appendix 1).
- b) The decision on applications requesting hardship rate relief of up to £10,000 in total be delegated to the Chief Finance Officer of Wiltshire Council, in consultation with the Head of the Revenues and Benefits

Service.

- c) Cabinet establishes a committee of the Cabinet to determine business hardship rate relief applications in excess of £10,000 rate relief. This committee to comprise 3 members appointed by the Head of Democratic Services, to be drawn from Cabinet.
- d) The Appeals Panel determines cases where an application has been rejected and an appeal by the ratepayer is lodged.
- e) £100,000 (or an agreed sum set by Cabinet) is identified and allocated on an annual basis to specifically fund hardship rate relief applications.
- f) Cabinet members receive training on business hardship rate relief.

Reason for proposal

The need to agree policy and process relating to hardship rate relief to provide a framework for managing applications and ensure that any award meets the Council's objectives and brings benefit to the community the business serves.

Alistair Cunningham, Service Director Economy and Enterprise
Martin Donovan, Service Director Finance and Procurement

Wiltshire Council

Cabinet

22 June 2010

Subject: Business Rate Relief: Hardship Relief Policy

**Cabinet members: Councillor John Brady
Economic Development, Planning and Housing**

**Councillor Fleur de Rhe-Philippe
Finance, Performance and Risk**

Key Decision: Yes

Purpose of report

1. To seek approval for the adoption of policy and process relating to applications for hardship rate relief.

Background

2. Prior to the creation of Wiltshire Council, each district council had its own set of policies and guidance on the application of rate relief. In December 2008, local businesses were informed that discretionary rate relief would stay the same for 2009-2010 but that it would be reviewed during that period along with hardship relief. In fact the review has taken longer than expected and hardship rate relief forms the first part of the review of all discretionary relief awarded by Wiltshire Council. This report focuses solely on hardship rate relief.

Main considerations for the council

3. The main provision conferring the current discretionary power on billing authorities to grant rate relief is Section 49 of the Local Government Finance Act 1988. Under this provision billing authorities have discretion to grant rate relief to certain ratepayers from all or part of the amount of non-domestic rates payable. It must be noted that non domestic rating regulations, which cover rate relief, are subject to change on a frequent basis. The latest change was in the February 2010 budget which affected small business rate relief. The recent change in Government could prompt further regulatory changes.
4. Billing authorities have the discretion to grant relief of up to 100% to ratepayers who are experiencing hardship (under section 49). In total, 75% of the cost of all discretionary reliefs, including hardship relief, is met by Central Government, with the billing authority meeting the remaining 25%.

5. Guidance on the 1988 Local Government Finance Act states that although authorities may adopt rules for the consideration of hardship cases, they should not adopt a blanket policy either to give or not to give relief: each case should be considered on its own merits and the application process kept as simple and streamlined as possible to enable decisions to be made quickly.
6. There is no statutory definition of hardship and it is not confined to financial hardship alone. A general downturn in the economy, such as a recession should not be regarded as sufficient evidence of hardship as it impacts on all businesses. However recessionary effects may exacerbate pre-existing situations which will impact negatively on the economy of the local area.
7. On a general level, applications will need to be assessed on the basis of the business' benefits to local ratepayers and the impact on meeting the Corporate Plan targets e.g. safeguarding 8,000 jobs between 2010 and 2014. For example assessment criteria considered will comprise:
 - The impact of the loss of the business on the least resilient and most vulnerable communities;
 - The impact on local supply chains;
 - Whether the business has been responsible for contributing to the development of value added skills ;
 - The contribution to local distinctiveness; and
 - Whether rate relief would lead to displacement of production or employment.
8. During 2009/10, a total of 10 hardship rate relief cases were received, and cost the authority approximately £80,000. What is difficult to predict is:
 - the number of businesses that are likely to come forward for hardship relief each year;
 - the amount of relief requested; and therefore
 - the impact on the authority's finances on an annual basis.
9. Appendix 1 sets out the proposed hardship rate relief application and assessment protocol for Wiltshire which draws on the local knowledge and expertise of Business Link, Officers and Local Economic Partnerships in recommending cases for hardship rate relief awards.

Environmental impact of the proposal

10. There are no known environmental impacts of this proposal.

Equalities impact of the proposal

11. The assessment of hardship rate relief will be taken on a case by case basis so that all aspects of an individual business' circumstances can be

appraised as opposed to taking a fixed check list of criteria. This individual approach to assessment is set by Government.

Risk assessment

12.

I. Risk	Impact
II. The assessment protocol is not approved and adopted	<p>There will be no formal approach to assessing rate relief applications for partner organisations to sign up leading to potentially haphazard and inconsistent delivery and potential inequalities.</p> <p>The commitment by Wiltshire Council to review and set business rate relief policies will continue to slip.</p> <p>The reputation of Wiltshire Council will be damaged amongst the business community</p>
III. The delegated limit to the Chief Finance Officer is not agreed	<p>The smaller hardship rate relief applications will take longer to approve as they will all need to go to a committee of the Cabinet.</p> <p>The committee of the Cabinet could become clogged with small applications</p>
IV. Cabinet does not agree to engage in the decision making process	<p>Cabinet members will not be aware of strategically significant business hardship issues.</p> <p>The reputation of Wiltshire Council will be damaged amongst the business community.</p>
V. Resources are not identified and allocated to pay for hardship Rate Relief	<p>No hardship rate relief can be awarded as no service has a budget allocated for awards. The impact is that the fabric of the local economy and communities will be damaged.</p> <p>Unemployment will rise and businesses will close.</p> <p>Corporate Plan targets for 8,000</p>

	<p>safeguarded jobs will be impacted.</p> <p>The reputation of Wiltshire Council will be damaged amongst the business community.</p>
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Financial implications

13. During periods of economic stability, applications have tended to be rare with only a handful (less than 10) received by each billing authority per year. The total amount of relief granted in Kennet for example was less than £2,000 per annum and total relief granted by West Wiltshire District Council in 2008/09 was £12,524.52. In 2009, however the hardship rate relief awards totalled some £80,000.
14. Currently, there is no specific budget set aside for the payment of hardship rate relief. In anticipation of an increase in applications, it is proposed to establish a hardship rate relief pot each year. This pot would provide a finite amount available annually for granting hardship rate relief.

Legal implications

15. The protocol at Appendix 1 ensures that the consideration and decision-making processes, which will be applied to all applications, are transparent and fair and accord with Government guidance. The process also provides unsuccessful applicants with an appeal mechanism. Any challenge to the decision of the Appeals Panel would be by way of judicial review in the High Court.

Options considered

17. **Option 1: No hardship rate relief is awarded.**
Rejected: Given the recession, this option is not regarded as feasible as strategically significant business, their supply networks and associated settlements are already stretched and under pressure. In addition, this approach would damage the reputation of the Council.
18. **Option 2: Funding is ring-fenced on an annual basis for hardship rate relief awards.**
Proposed: It is proposed that a sum of funding is identified and ring fenced for hardship rate relief in 2010/11, and annually thereafter, as no budget currently exists for these awards within the authority.
19. **Option 3: Rely on Revenues and Benefits Service to deal with all application assessments, awards and appeals.**
Rejected: Revenues and Benefits do not appreciate fully the economic impact of businesses within their supply networks and communities and as such this option is inadvisable.

20. **Option 4: A committee of the Cabinet to review all assessments and determine applications.**
Rejected: Committee meetings could be clogged with applications, which would be unfeasible.
21. **Option 5: Cross service and partnership approach to application assessment and recommendation for approval/rejection.**
Proposed: By linking in the expertise and knowledge of Business Link Advisers, Local Economic Partnership Managers, the Economic Development Service and the Revenue and Benefits Service, a clearer understanding of individual business hardship can be appreciated and recommendation made whether to support or reject an application.
22. **Option 6: Chief Finance Officer has delegated power to approve awards up to £10,000**
Proposed: Following a joint assessment of applications and recommendation by a Hardship Rate Relief Assessment Panel, the final decision on approval or rejection is delegated to the Chief Finance Officer, in consultation with the Head of Revenues and Benefits.
23. **Option 7: A committee of the Cabinet to determine awards above delegated limit**
Proposed: Due to the potentially significant financial sums involved in granting rate relief, the committee of the Cabinet needs to be aware of, and decide on, the level of support to be awarded in larger applications.
24. **Option 8: Appeals Panel to determine all appeals.**
Proposed: Where an application has been rejected and an appeal lodged by the business rate payer, the Appeals Panel will review the decision and decide whether to uphold the decision or overturn it. The decision of the Appeals Panel will be final and there will be no right of further appeal.

Conclusions

25. Taking all of the above into consideration, it is imperative that Wiltshire Council adopts a considered policy and mechanism by which it awards hardship rate relief in order to support the development of resilient communities and a sustainable economic base. The Cabinet is therefore recommended to approve the proposals set out in this paper and its appendices.

Alistair Cunningham, Service Director Economy and Enterprise
Martin Donovan, Service Director Finance and Procurement

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Date of report: 27th May 2010

Background papers

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

Appendices

Appendix 1: Hardship Rate Relief Application and Assessment Protocol

Appendix 1: Hardship Rate Relief Application and Assessment Protocol

Pre Application

1. The Revenues and Benefits (R&B) team will forward all hardship rate relief enquiries to the relevant Local Economic Partnership (LEP) Manager and copy in the Economic Development Business and Enterprise team.
2. The Local Economic Partnership (LEP) Manager will then guide the business through the application process. The application enables all applications to be tracked and ensures that all relevant information is gathered. The application form will state the obligations on the applicant to make available relevant information e.g. applicants will be required to provide a minimum of 2 years accounts and where appropriate details of personal savings.
3. In the case of company visits, the LEP Manager will be accompanied by a local rating expert from the R&B team (if required) to guide the applicant through technical aspects of hardship rate relief
4. As a pre-requisite to applying for relief, every applicant will be required to have a session with a Business Link adviser. The adviser will undertake a viability assessment of the business as to whether it is in hardship as part of their business diagnostic service. Business Link will contact the business with 48 hours of the referral being made by the LEP Manager.
5. In cases where the LEP Manager does not consider the business to be in hardship, or it cannot meet the obligations for application (e.g. no accounts information), then the business will be referred to Business Link for advice and support.

Application and Assessment Stage

6. The Business submits their application to the R&B team.
7. The Business Link adviser and LEP managers* will provide an assessment report to the R&B team to assist with the decision making process.
* Each assessment is expected to take the equivalent of one day of the LEP manager's time.
8. In order to process applications quickly and in a consistent and fair manner a Hardship Rate Relief Assessment Panel will meet on a monthly basis (in exceptional cases of hardship, a special meeting of the panel can be convened at the request of the LEP Manager). The Hardship Rate Relief Assessment Panel will comprise representatives from R&B (local rating expert), the LEP Managers and the ED Business and Enterprise Team. In the case of large applications, a representative from the Spatial Planning Team will also be included. The R&B team will circulate the completed applications and assessment reports to panel members a week before the meeting.

9. The panel will meet and review each application and make recommendations for its approval or rejection based on the impact that supporting or not supporting the application will have on the benefits to local rate payers. This will include:
- The impact of the loss of the business on the least resilient and most vulnerable communities;
 - The impact on local supply chains;
 - Whether the business has been responsible for contributing to the development of value added skills;
 - The contribution to local distinctiveness; and
 - Whether rate relief would lead to displacement of production or employment

Award Stage

10. The Hardship Rate Relief Assessment Panel's recommendations for hardship rate relief approval/rejection will be referred to the appropriate decision maker.
11. For applications for rate relief of less than £10,000, the Chief Finance Officer at Wiltshire Council, in consultation with the Head of Revenues and Benefits, will determine the application.
12. For applications for rate relief in excess of £10,000, the decision whether to make an award will rest with a committee of the Cabinet.
13. In all cases, hardship rate relief would be granted for a maximum of 12 months.

Appeal

14. In cases where applications for rate relief have been rejected and the rate payer appeals, the Appeals Panel will consider the appeal. The Appeals Panel will comprise 3 members drawn from the existing Appeals Committee. The decision of the Appeals Panel will be final.

Time Frame

15. For applications which are under the delegated limit of £10,000, the target for notification of award/rejection to be received within a maximum of 5 weeks of the application being received by Wiltshire Council.
16. For applications referred to a committee of the Cabinet, the target for notification of award/rejection to be received within a maximum of 6 weeks of the date of the Hardship Rate Relief Assessment Panel meeting.
17. For appeals, the target for notification of award/rejection to be received within 6 weeks of the appeal being received by Wiltshire Council.

Monitoring

18. On a quarterly basis, the Wiltshire Strategic Economic Partnership will monitor the number and progression of hardship rate relief applications

and awards and feed the hardship issues being raised in their economic strategy development and review programme for Wiltshire.

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Wiltshire Council

Cabinet

22 June 2010

Subject: Performance Update – First Year Plan and Local Agreement for Wiltshire

**Cabinet member: Councillor Fleur de Rhe Philippe
Finance, Performance and Risk**

Key Decision: No

Executive Summary

This is a long report as it provides information about a number of different aspects of the Council's business and its work with partners. It is the final report of this type as future reports will focus on the Council's new corporate plan which was approved in May 2010. This report:

- Provides a summary of progress against the First Year Plan and performance for the period April 2009 to March 2010 for the Local Agreement for Wiltshire (Main report, Annex 1 and Annex 2).
- Highlights changes to a small number of our Local Area Agreement (LAA) targets that have been agreed with government for 2010/11 (Annex 2).
- Summarises grants awarded under the Performance Reward Grant (PRG) scheme for area boards (Annex 3).

Proposal

Cabinet is asked to note progress for the year 2009/10.

Reason for Proposal

To keep Cabinet informed about progress against the First Year Plan and the Local Agreement for Wiltshire and to provide an update on the PRG Scheme for Area Boards.

**Sharon Britton,
Service Director, Performance**

22 June 2010

Subject: Performance Update – First Year Plan and Local Agreement for Wiltshire

**Cabinet member: Councillor Fleur de Rhe Philippe
Finance, Performance and Risk**

Key Decision: No

Purpose of Report

1. This is an extended report because it contains additional information to give a year end round-up of performance. It provides a summary of progress for 2009/10 for the First Year Plan and for the Local Agreement for Wiltshire.
2. It also provides information about the refresh of a small number of Local Area Agreement (LAA) targets for the final year of the LAA.
3. We have also included information about grants awarded under the Performance Reward Grant (PRG) scheme for area boards.

Background

4. The Council's **First Year Plan 2009/10** contained a number of actions and targets and a summary of progress against these is attached as **Annex 1**. Wiltshire Council's new corporate plan was approved in May 2010, and progress against that will be reported from 2010/11.
5. A three year **Local Agreement for Wiltshire (LAW)** was agreed with partners in 2008/09, and includes the Local Area Agreement (LAA) with government. A summary of progress against the LAW is given in this report, and **Annex 2** shows performance indicators. The LAW may be found on our Website: <http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/localagreementforwiltshire.htm>
6. The **Local Area Agreement (LAA)** with government is subject to an annual "Review and Refresh" with Government Office South West (GOSW). The refresh has changed a few targets for the final year of the LAA (2010/11), and these are highlighted in **bold** in the table at Annex 2.
7. In the last report we provided information on the use of the **Performance Reward Grant (PRG)** earned with partners from our Local Public Service Agreement. In summary: £1.6m is being reinvested in the target areas that earned the grant; £1m is supporting Action for Wiltshire initiatives and the balance of £2.8m is available over 2 years for our PRG scheme for Area Boards. This scheme supports local initiatives that contribute to the LAW ambitions or combat the recession and is overseen by a Panel from the

Wiltshire Public Service Board. It opened in September and information on the scheme and the decisions taken may be found at:

<http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/wiltshirepublicserviceboard/psbperformancerewardgrantpanel.htm>.

A summary of grants approved under this scheme is shown at Annex 3.

Main Considerations for the Council

8. Progress against all of the actions in the First Year Plan is summarised in the table at Annex 1, and the section below gives a top line summary of progress against the things we set out to achieve.
9. The section below also highlights progress against each of the ambitions in the Local Agreement for Wiltshire (LAW), and performance indicator results are in Annex 2. Additional information on these ambitions is provided on the Website: <http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/localagreementforwiltshire.htm>
10. As part of year end reporting we usually provide a summary showing how Wiltshire's performance compares with other councils and a summary of trends in performance. Unfortunately some of the national indicator results are not yet available due to national verification processes so we will provide this information as part of the next report.
11. **Report on Progress: the First Year Plan**

Stronger more resilient communities

There are twenty-eight actions in the first year plan designed to help us achieve this aim and all of these are either complete or in progress and ongoing.

Some of the main highlights are:

- In partnership with NHS Wiltshire we have delivered 272,561 free swims to young people aged 16 and under and 96,480 to people aged 60 and over.
- 30 Children's Centres are now operating in Wiltshire and ten have been opened during 2009/10, meeting our target.
- We have successfully secured £2.9m through the Future Jobs Fund.
- Our performance in processing new housing benefit claims is good, and represents a considerable improvement on the previous year (when it could take up to 30 days). The average time to process a new claim was 18.9 days against a target of 15 days.

There have been issues with:

- Private finance initiative for 400 homes has been renegotiated to 352.

Delivering high quality, low cost, customer focused services

Of the 17 actions we said we would take, implementation is complete or in progress on all of them.

Some of the main highlights are:

- All customer service staff receive relevant training and are employed specifically for their skills in dealing with customers in the right manner

and their can-do helpful approach. This is built in to recruitment and training plans.

- Customer satisfaction with the website is reported monthly through the Customer Focus Board and shows a steady upward trend. The website was given a 2* rating in the annual SOCITM rating of all Local Authority websites (65th out of 434 for the scored element of this rating).
- The facility for on-line payments of council bills is in place for all areas of Wiltshire
- Stage one of the Adult Social Care "FOCUS" project to streamline services was completed in December 2009.

There are no issues to report as progress is being made in all areas.

Local, open, honest decision making

Good progress has been made with the introduction of Area Boards and further information can be seen in the Resilient Communities section below. There are eleven actions to help us achieve this in the first year plan and all of them are either complete or in progress.

Working together to support Wiltshire's communities

There were nine actions in the first year plan to help support this aim and eight of these are either complete or ongoing.

Some of the main highlights are:

- A 'Lean' project to transform the highways service has led to changes in the way the Parish Steward scheme operates in the Wilton area (the pilot area for the Lean project).
- Consultation ended on the core strategy consultation document "Wiltshire 2026" on 31st December 2009.
- Enhancement works are complete on the town centres in Amesbury, Westbury and Warminster, and Phase 1 is complete in Melksham.

There have been issues with:

- The construction of the Westbury Bypass which we have been unable to implement due to the decision of the Secretary of State.

Keeping Wiltshire safe

There are 10 actions in the First Year Plan which help us to deliver this and all of these are either complete or in progress and ongoing.

Some of the main highlights are:

- A range of parenting programme activities are being offered across the county to support families and improve outcomes for children and young people.
- All licensing functions have been harmonised with a single policy adopted across the County in September 2009.
- From the 1st April 2010, Community Safety and Emergency Planning joined Public Protection Services, with PPS also becoming part of the new Department of Health & Well-being working in partnership with the NHS.

There are no issues to report as progress is being made in all areas.

12. Report on Progress: **Local Agreement for Wiltshire and LAW**

Building resilient communities

- **Help local communities develop their own priorities and improvements**

Progress has been made towards establishing Community Area Partnerships (CAPs) in all but one of the community areas. The Southern community area has chosen not to establish a partnership but is developing a different method for delivering a community plan which better suits its needs. It is recognised that some areas in Wiltshire may prefer to develop their plans through different methods and groups and this will be supported by Wiltshire Council and the Wiltshire Federation of Community Area Partnerships (WfCAP). The development of parish plans has continued to be supported by Community First because it is recognised that areas smaller than a community area may benefit from developing their own 'mini-plans'.

The appointment of a Partnership Development Officer at Wiltshire Council has been positively received by CAPs. This post supports CAPs in community planning by helping to ensure the process takes account of local intelligence and information. Support and guidance is also available to assist with consultation. A guide for CAPs has been published.

- **Improve the way Wiltshire organisations work together to plan and deliver services in local communities.**

March 2010 saw the Leader's review of Area Boards in Wiltshire. The review paper was presented to, and agreed by, Wiltshire Council Cabinet in March 2010.

Since their launch in June 2009, Area Boards have delivered 86 Area Board meetings across the county which have succeeded in taking local democracy out of the council chamber and into the heart of the local community. By the end of February 2010, over 5,547 people had attended meetings of the Boards and a further 10,000 residents had signed up to be kept informed and involved. Wiltshire's Area Boards represent a fundamental shift towards a new form of grass-roots democracy. The Council has sought to plug local people back into power by involving them in decisions that most directly affect them in places where they live. Of particular note to this priority is that other statutory service providers have embraced the Area Board way of working and used them to share information and consult with local communities.

The Leader's review paper included 24 recommendations across 5 themes: People, Power, Partnerships, Parishes, and Publicity (more information can be seen in the detailed Resilient Communities section on the Wiltshire Council website).

- **Build a strong and vibrant voluntary sector**

During the first three months of 2010 a major focus has been on preparations to launch the new infrastructure support service for the voluntary and community group sector (VCS). The organisation, funded by Wiltshire Council, is called GROW and provides a place for the sector to network and to obtain funding advice, training, information, and a host of other support services. The new organisation's website can be found at: www.growwiltshire.org.uk.

A delivery plan to increase Wiltshire's performance against National Indicator 7 (NI7) has been initiated with consultation events with the VCS. NI7 measures the extent to which statutory bodies create the right conditions for a thriving third sector. During the last quarter two consultation events were held in Market Lavington and Salisbury. Organisations were invited to consider the essential ingredients necessary for enabling them to function as effectively and efficiently as possible. Further mini-events have also been organised to encourage smaller groups to be involved. The

outcomes of these events have been analysed and will inform the content of the delivery plan. It is intended that the plan will be presented to the Resilient Communities Partnership in July.

- **Create stronger and more inclusive communities**

Over the last year, there has been a lot of work that has been community focused and which has had a positive impact.

The development of the single equality organisation has seen statutory service providers, the voluntary sector and community groups come together to agree a clear vision for promoting equality and inclusion in Wiltshire. The overall commitment to tackling inequalities and disadvantage has been driven through the Wiltshire Assembly. The agreement, through Wiltshire's Public Service Board, to resource the single equality organisation has shown that equality is high on the agenda for the local strategic partnership. The single equality organisation will strengthen our approach to creating strong and resilient communities, and will have an important and influential role in driving this priority.

The progress made by the Prevent Delivery Group has seen important community based initiatives to promote community cohesion and build resilience to violent extremism. The involvement and leadership of Muslim community groups and partners such as the Wiltshire College, Wiltshire Association of Secondary School Heads (WASSH), and statutory service, has delivered initiatives that are relevant and proportional to the communities in Wiltshire, and in particular vulnerable groups. An example of this was the resilience of the Muslim communities early in 2010 in relation to a proposed march in Wootton Bassett by an extremist Islamist group. The Muslim communities in Wiltshire, along with wider communities, expressed strong concerns that the proposed march in Wiltshire would have an adverse impact on community relations, and community organisations (such as the Wiltshire Islamic Cultural Centre) worked with statutory partners to reduce community tensions and provide messages of reassurance to local communities.

Finally, we have been progressing work on understanding better what inequalities in Wiltshire exist, and strengthening a co-ordinated and informed approach to addressing these. 'Equality mapping' will provide joined-up information which will enable the family of partnerships to have stronger information to inform their work.

- **Help young people to succeed at school and take part in positive activities**

Standards of children's attainment at preschools and schools in 2009 continued to show improvements particularly at foundation stage and GCSE, though Key Stage 2 results have declined slightly. Narrowing the achievement gaps for vulnerable groups is also showing some improvements, this is supported by a number of strategies including 1:1 tuition for pupils requiring additional support. Ofsted inspection of schools showed significant progress in the last academic year, however a new inspection framework came into operation in September 2009 making it more challenging to get good results, 45% of schools are achieving good/outstanding results. The new Wellington Academy opened in September 2009; its new buildings have been started and should be completed for March 2011. An academy at Salisbury High School is planned, with the aim to open in September 2010.

Participation in positive activities continues to be encouraged through a variety of initiatives including the continued roll out of extended schools services providing more opportunities and funding of projects through the Wiltshire Young People's Opportunity Funds. Visits to Sparksite and listeners to SPARK radio also keep

growing and development of each Community Area Young People's Issues Group is going well and they are now submitting bids to Area Boards for funding for more opportunities.

Performance Indicator results are in Annex 2: The Place Survey results published in June 2009 are still applicable and show that Wiltshire is well placed; for example 83% agreed that people from different backgrounds get on well together in their local area (the 4th highest score of 56 unitary authorities). The results of Wiltshire's local survey show similar results. The next Place Survey is due Autumn 2010.

Final results for the education indicators are now available and these show improvements particularly at foundation stage and GCSE although Key Stage 2 results have declined slightly.

Improving affordable housing

- **Build a significant and lasting increase in the number of affordable homes**

The completions achieved in the fourth quarter of the year have picked up compared to the third quarter and the target of 554 completions for the year has been exceeded. Progress on sites is still fairly slow as developers are cautiously bringing back some of their sites from being mothballed.

The Wiltshire Council house building programme is progressing. There are 65 units in the pipeline. Two of the schemes, a total of 31 units, started on site in March 2010. The remaining 3 schemes, a total of 34 units, are being progressed through planning with a view to starting on site in June/July 2010. All 65 units are due to be complete in 2010/11.

The Homes and Communities Agency (HCA) is no longer requesting bids for funding for new affordable homes. In place of the bidding system the local authority is required to lead on the development of a Local Investment Plan, outlining the priorities for investment for the local area. The HCA will then use this plan to commission projects that meet the identified priorities. It is still not clear exactly how this process will work and there are early indications that levels of public investment in affordable housing will be cut.

- **Increase access to suitable accommodation for all vulnerable people and reduce the number of people facing homelessness**

We have now completed the first Homelessness Strategy for Wiltshire which has been recommended for approval by Cabinet. In completing the strategy we have considered the new equality standard and have developed and published a full Equality Impact assessment ensuring that we provide an equal and fair service for all. We are continuing to achieve a high amount of prevention of homelessness and remain within top quartile. We have also achieved a steady decline in temporary accommodation and have sustained the elimination of the use of Bed and Breakfast accommodation.

- **Make homes in Wiltshire more environmentally friendly**

Work has been completed through the Warm Front scheme to improve energy efficiency in homes of vulnerable people on benefits. The most up to date figures show that for 2009/10 we completed 80 Cavity Wall insulations, 217 new heating installation or upgrades, 99 Loft insulation installations or top ups and received 40 referrals for loft or cavity wall insulation and 186 other referrals.

After consultation with Wiltshire Council procurement team it was concluded that it was not feasible to join the existing Gloucester Authority's Warm and Well scheme and so a new Wiltshire scheme has been proposed, to be funded with £250,000 of the 2010-11 GOSW bid. We have invited the South West Energy Agency (SWEA) (who manage the Gloucester scheme) to submit a business case and proposal to run the Wiltshire Scheme. A decision will be made by Wiltshire Council Cabinet during the first quarter of 2010/11.

Grant monies of £360,000 were awarded by Government Office South West for 2009/10 under the SAP 35 Grant scheme (aimed at improving the energy efficiency of households in fuel poverty living in 'hard to treat' poorly-performing homes). This will allow around 26 homes to be treated over a two year period. Four properties have been identified and surveyed so far and work plans are being drawn up for wall insulation and heating improvements in conjunction with Ridgeway HIP and Warm Front.

Mailings began across the county in February for the Warmer Wiltshire insulation scheme for loft and cavity wall insulation. As at 15th March 2010 a total of 229 households had contacted the scheme and the survey dates had been arranged for all of these households.

Performance Indicator results are in Annex 2: Progress on performance indicators continues to be encouraging despite the difficult economic climate. We have been able to capitalise on opportunities for more affordable housing and have met and exceeded the 2009/10 LAA target. We are therefore optimistic that the 2010/11 LAA target will be met. However, we do not expect to meet our net additional housing target. This target was re-negotiated as part of the LAA refresh to take account of current circumstances but the economy remains challenging.

Lives not services

- **Support more people to have independent and fulfilling lives as part of their local community**

A wide variety of disability causes people to need social care service, including physical disabilities, autistic-spectrum disorders and learning disabilities of varying degrees. The specialist agencies that support these different needs in childhood are similarly varied so in Quarter 4 the Council's Transitions Board established panels with members from the agencies that work with young, disabled people in transition from children's to adults' services. Their purpose is to identify young people (from Year 9) who are likely to need support from adult social care when they reach majority. This helps our commissioners to plan and fund the services they will need. Between January and March the panels met three times and built a clearer and more comprehensive picture of the likely demand for Adult Care services in the coming years. We also produced a handbook for parents whose children are in transition, explaining what to expect and whom they can ask for help.

The Council's social care transformation programme is in the advanced stages of developing a Self-directed Support system for all adults who need social care. During the year we have achieved considerable progress on two change-programmes that will help us achieve this objective:

Person centred planning in the learning disabilities service:

Strong results are predicted for 2009/10 for two National Indicators: NI145, which measures the proportion of learning-disabled adults who have somewhere settled to

live; and NI146, which measures the proportion who are in paid employment. Improvement in both of these measures indicates the success of careful planning to help people move from traditional residential settings into homes in the community and to be in worthwhile employment that reduces their dependency of benefits.

Development of new financial systems

These will allow greater transparency about the amount of funding people can expect; ensure council funding is distributed equitably; allow people to exercise more control over the way their care is organised.

In Quarter 4 we incorporated a third programme, embarking on a radical and ambitious programme that will reform services that help people with lesser needs to stay in their own home. This programme is based on results from the Care Pathway project and on national research and will focus on:

1. Earlier access to rehabilitative services for people who are at risk of losing their independence with the aim to prevent more of the problems that result in long-term dependency on social care services.
2. Coordinating the many private and voluntary sector organisations that support people at home to help make the whole “domiciliary” care system more efficient and better able to meet the needs of Wiltshire’s population.

• Provide the strong foundations for children and young people’s development

There has been significant progress in terms of the work relating to children and young people in 2009/10.

The implementation of Healthy Schools Plus in Wiltshire means that many children and their families are now benefiting from additional input, activities and learning that relates to the prevention of obesity. This work has extended into Children’s Centres, where work on healthy eating and physical activity has now become embedded. The 2008-09 national child measurement results indicate that Wiltshire does well compared with England and the South West and that this work is having an impact. Levels of obesity in reception and year 6 are reducing (we have met our target for Reception Year but, although reducing, there is still further work to do in Year 6). More detailed work on the data we have available to us means that as we move into 2010/11 we are much clearer on what needs to be done and where.

The launch of the new drug and alcohol treatment service for young people in Wiltshire at the start of 2009/10 was a significant achievement, which will positively impact on young people needing help. Other work supporting this agenda has continued apace during the year, all of which contributes to improving outcomes for young people across the county who face challenges in their lives because of drug and alcohol use.

Work on sexual health continues to be a challenge. The Chlamydia screening programme is now well embedded in general sexual health services and is easily available to young people in Wiltshire, and is particularly well targeted to those most at risk of sexually transmitted infection. This links closely with work on teenage pregnancy and development of easier access to sexual health services which has continued throughout the year. The teenage pregnancy target continues to be challenging with a small reduction reported for 2008.

Stability of placements of children who are looked after continues to be good. Cost of placements is still being challenged and reviewed. Achievement of looked after

children at school has improved this year and the young people's case reviews are timely and take account of the young people's views.

Work to improve services for disabled children and young people has included the provision of short breaks for disabled children with significantly more short break services commissioned in the last year and an improved range of services and bridging projects on offer.

Our Primary Mental Health Service has been re-launched with more focus on consultation and advice, it is known as 'Healthy Minds' and has been publicised to all schools, GPs and relevant services.

- **Enable people to improve their long term health and well being**

The year has been an outstanding one for the Health Trainer programme in Wiltshire, with the innovative work undertaken at HMP Erlestoke in training and employing health trainers now held up nationally as an example of good practice. In total almost 60 prisoners have now had support from health trainers at the prison and positive outcomes on both the lives of the health trainers and those seeking support can be demonstrated. Further prisoners have undergone health trainer training at the prison and the project goes from strength to strength. The programme has now been expanded into the wider community and has been specifically targeted at families of military personnel. Progress during 2010/11 should therefore be equally exciting.

Smoking and alcohol use are major causes of ill health and it is therefore encouraging to see positive progress in both these areas of activity. The stop smoking service continues to achieve its targets for supporting people to stop smoking, and is continually expanding and evolving its service provision and work with partners. The Alcohol Strategy has provided a real focus for driving forward action on this issue in Wiltshire and real changes in terms of partnership working and actual activity in relation to alcohol use is now starting to be seen.

Central to improving the long term health and wellbeing of the population is how we engage with workplaces so that they can support their staff in making lifestyle changes. The Health and Wellbeing Partnership has agreed that workplace health will be one of its key strategic areas of focus. This provides the ideal platform from which to ensure people are enabled to improve their long term health and wellbeing. There is an increasing momentum around this area of work, with more and more initiatives taking place.

Performance Indicator results are in Annex 2: Progress against most indicators has improved over the last quarter and nine of the indicators are on, or close to, target to achieve their 2010/11 levels with five not currently meeting the trajectory. For some indicators, final confirmed data is not available until later in the year. Where proxy data has been used this is explained in the comment, and should be treated with caution. Some National Indicator definitions have changed this year which means that the baselines and targets may be adjusted and the periods of calculation have changed.

Supporting economic growth

- **Supporting Wiltshire through the Economic Downturn**

The Action for Wiltshire programme that was introduced in 2009 to address the impact of the recession represents a major part of the effort to stimulate economic recovery. In financial terms, the Wiltshire Potential Future Jobs Fund programme is the most significant part of this programme. The purpose is to enable young unemployed people aged 18-24 to obtain 6 months work experience and training that will improve their chances of securing more permanent employment. The success of this programme (see below) has resulted in an additional 10% grant funding that will enable Wiltshire Council and partners to place 495 rather than the original 450 people in employment.

During Quarter 4 we have seen a turning point in terms of support for individuals and businesses affected by the recession, with the launch of the Wiltshire Finance Initiative which is designed to improve the availability of affordable credit.

We have been successful in securing an offer of £260,000 of Department of Work and Pensions (DWP) funding as part of a new 3 year Growth Fund initiative that will deliver loans to people in rural communities in Wiltshire and act as a catalyst for setting up a single Credit Union. Currently there are several credit unions operating across the county which results in a fragmented impact on the effectiveness of strategies to deal with doorstep and payday lending.

We have also been able to establish a loan fund for small businesses known as Fredericks Wiltshire. Wiltshire Council is investing £100,000 in this fund to be matched by GWE Business West Limited which was launched formally on 29th April 2010.

- **Improve business productivity through innovation**

There is a gap between productivity in Wiltshire and England as measured by Gross Value Added (GVA) per worker. Further, with increasing global competition, the ability of businesses to successfully identify and launch new products and processes has become an important criterion for success. Addressing productivity has become a particular focus for Wiltshire Council and its partners through the development of a Wiltshire Innovation Strategy and also features in the Council's new Corporate Plan 2010-14.

Partners are approaching this task through the provision of specialist one-to-one advice for businesses and workshops to support innovation and a focus on developing higher value/higher skilled sectors of employment that will eventually help to address GVA and GVA per worker. Over the next few months, Wiltshire Council and Wiltshire Strategic Economic Partnership (WSEP) partners will be engaged in a programme of research to better understand the growth potential of a number of higher value sectors represented in Wiltshire. An example includes the bio-medical sector in which there is a cluster of operations in the Porton Down area near Salisbury. This will involve business representatives and will be conducted as part of the statutory Local Economic Assessment. The results will help to inform an emerging Wiltshire-wide Economic Development Strategy.

- **Assess the significance of planned military changes on Wiltshire's communities**

The Military Civilian Integration (MCI) Programme is designed to shape and positively influence changes to the significant military presence in Wiltshire including the development of Britain's first 'Super Garrison' in the Salisbury Plain area and the proposed closure of RAF Lyneham. Key milestones achieved in Q4 include commencing the Sustainable Communities Study which will look in detail at the opportunities to enhance the sustainability of communities across Salisbury Plain including the optimal use of military assets. Work is also continuing to compile detailed information on the military property portfolio in Wiltshire to inform future planning. Work is also being started to support the MOD at the Salisbury Plain Super Garrison in their carbon reduction programme.

- **Tackle unemployment hotspots**

In addition to the Future Jobs Fund programme, a comprehensive package of measures has been put in place with a view to supporting people in deprived wards to improve their skills and their future employment prospects. The measures include literacy and numeracy programmes, a Journeys To Work programme, Making Changes programme and other measures targeting NEETs (young people not in employment, education or training). Identifying and tracking those young people at risk of becoming NEET remains a key priority. Headline figures have improved in recent months with figures for February 2010 showing the proportion of 16-18 year olds in Employment, Education or Training at 92%. Work to increase the flexibility and breadth of learning provision continues with a number of providers alongside accelerated access to New Deal intensive support for 18 year olds. The economic climate still impacts on the potential for jobs for young people.

To support basic skills delivery, Wiltshire College have developed a new programme which has now received support through Performance Reward Grant and which will soon move into the delivery phase.

- **Broaden the employment base of Wiltshire, extending higher education provision in the county**

The recently published Wiltshire Strategic Economic Assessment demonstrated that Wiltshire remains a diverse economy in terms of employment sectors represented. However, over the last decade there has been lower growth in high value employment sectors than in neighbouring economies and therefore, the strategy is to secure higher growth in these sectors in the future. Now that the Economic Development Service has recruited an Inward Investment Officer, activity has grown in terms of promoting inward investment. In Q4, this included a high profile visit to Wiltshire by the overseas representatives of the South West Regional Development Agency including representatives from China, Japan and the United States. These contacts will be used to help make contact with the parent companies of foreign owned businesses operating in Wiltshire and explore the possibility of further investment. The Economic Development Team has also been brokering investment by UK based operations. Investment decisions by these companies are due in the next quarter.

Other measures that will contribute to the broadening of the employment base include work by the Employment & Skills Board and Wiltshire College's development of their higher education provision. Particular attention is being paid to the establishment of an Engineering Performance Centre that can assist with the transfer of knowledge in areas such as composite technology.

Preparations have been made for the launch of the 'Wiltshire 100' programme which will involve the engagement of the 100 most significant employers in Wiltshire in terms of either employment or wealth generation. The main purpose of this programme is to better understand the needs of those employers and identify investment opportunities that require support by the Council and partners. Employment growth through this programme will contribute to the achievement of the objective.

- **Work with the private sector to provide adequate workspace and employment land provision**

The DTZ (consultancy group) Workspace Strategy raised concerns about the availability of appropriate workspace and employment land in Wiltshire. The strategy is to work with public and private sector partners to bring forward new provision in key locations. These include Porton Down (to support the development of a scientific/bio-medical cluster), Castledown Business Park and Innovation Centre, Solstice Business Park and to bring forward opportunities that are currently in MOD ownership and securing the development of Churchfields in Salisbury.

Progress in Q4 included work to bring forward the development of a Centre of Excellence for the Health Protection Agency at Porton Down, including the granting of planning permission for Phase 1 (Training & Skills Centre). A threat to this project has emerged in that the HPA Board are now considering relocating staff to Harlow in Essex. Recent activity has focused on the preparation of a shadow business case to help protect this employment and secure new investment at Porton Down.

The Council is currently working towards the completion of the Castledown Innovation Centre and securing tenants for the various units available at the Business Park. Discussions with the MOD are ongoing in respect of land that may become surplus to requirements at RAF Lyneham, Wilton (HQ Land Forces) and Corsham through the Military Civilian Integration Programme led by the Regeneration Team.

We have been working with the Churchfields Industrial Estate Business Partners to develop a housing led mixed use re-development of around 1100 dwellings and retaining 5 hectares of employment through a high quality master plan. Funds have been secured for a master planning exercise; consultation with the businesses already established on the estate will be accelerated next quarter (April - June 2010).

- **Improve journey time reliability on the A350 corridor and condition of Wiltshire's principal road network**

Department for Transport data is awaited to enable a review of performance over the year.

- **Understand how towns and villages can become vibrant economic centres**

Initiatives this year have included work on the Visions for Salisbury, Chippenham and Trowbridge, the continued preparation of the Core Strategy for Wiltshire and the development of a Wiltshire-wide Economic Development Strategy. A statutory Local Economic Assessment is planned for 2010/11 and the focus in Q4 was on preparing the plans for the assessment in line with Government guidance. This work is being supplemented in Mid-Wiltshire by a project led by the Mid-Wiltshire Economic Partnership and involving the Royal Society of Arts to help identify the economic potential of six towns and Vale of Pewsey. In the next quarter, we will be holding a series of public debates to consider this issue.

Performance Indicator results are in Annex 2: Some of these indicators rely on regional sources and final results for 2009/10 will not be available until later in the year. Where proxy data has been used this is explained in the comment and should

be treated with caution. NI 163 (Working age population qualified to at least a Level 2 or higher) and NI 164 (Working age population qualified to at least Level 3 or higher) show improvement and NI 163 is now very close to target. However future performance may be inhibited by the economy. NI117 NEET shows some improvement over last year, but we are not on schedule to achieve our LAA target for 2010/11. NI 152 (Working age people on out of work benefits) is one of the targets we re-negotiated with Government as part of the LAA refresh to reflect the effects of the recession. With the re-negotiated target, we are now on course to achieve this for 2010/11.

Safer communities

- **Reassure the public by regularly communicating with communities**

The Wiltshire Community Safety Partnership (CSP) in conjunction with the Wiltshire Criminal Justice Board within the Strategic Public Confidence Group is developing a comprehensive Communications Strategy to ensure there is a planned way in which Community Safety messages are delivered throughout the coming year. To ensure this happens the joint group is expanding its membership to include representatives from the Voluntary & Community Sector; Resilient Communities; the Police Citizen Focus Team and Community Partnerships.

Some examples of how the Community Safety Partnership has reassured the public during 2009/10 are illustrated by the Taxi Marshall and Touch2id biometric identification programmes as shown below:

- The Salisbury Taxi Marshall project operated successfully over the Christmas period. Analysis conducted for the evaluation of the scheme showed stable levels of violent crime and alcohol related offences (compared to the previous year when the scheme also operated) and improved feelings of safety in both staff and members of the public for the operation's duration. *This project benefited from a grant under the PRG Scheme for Area Boards.*
- The CSP are working together with a company that specialises in biometric identification (part of the Alcohol Strategy) to provide a proof of age system that is simple to use, stores no personal data and does not require the holder to carry important personal documents. The thrust of the work is to reduce all types of offending linked to alcohol consumption. The system has initially been rolled out in Trowbridge with a view to wider use in due course. Locally the cards have been issued and the system is regarded as a success by users.

- **Reduce reoffending**

Wiltshire Youth Offending Service (WYOS) has recently been inspected by Her Majesty's Inspectorate of Probation in relation to its 'core case work' – the assessment and supervision of young people on court orders and prison licences and how WYOS assesses and deals with risk of harm/safeguarding issues. A specific focus of the inspection was how WYOS works with its partners to reduce re-offending and to ensure that 'wraparound' services are available for young people (and their parents) with offending related needs.

The Inspectorate concluded that WYOS is a well performing agency indicating that they felt that a 'minimum improvement' was required overall. The Inspection report is expected to be published in June 2010 and the results are likely to place WYOS in the top quarter of well performing YOTS across the country.

WYOS has also commenced a joint project with Wiltshire Probation Area, the aim of which is to track at an early stage those young people who graduate onto becoming persistent adult offenders.

The effort to reduce adult re-offending is mainly being focussed on Prolific and Priority Offenders (PPO's). As part of the work to reduce re-offending in the current cohort, case studies are being put together to enable analysis to be conducted into the impact of various interventions to be evaluated against their costs.

An agreement is now in place between Wiltshire Council, Wiltshire Crown Prosecution Service and the PPO scheme for a process whereby Anti-Social Behaviour Orders can be used to help support the management of this group of offenders.

Suitable accommodation is an important contributing factor in reducing re-offending. We have now established (with Housing) a single point of contact for PPO's and provide support on accommodation issues prior to prison release. Together we are exploring the possibility of sharing the cost of rental deposit bonds for PPOs. Additionally, the PPO scheme now has an account with leisure providers across the County that allows us to offer incentives to PPOs who comply with the terms of their orders.

Initial arrangements have been made for the Drug Intervention Programme (DIP) Manager and the PPO lead to co-locate as an initial step towards Integrated Offender Management. The Community Safety Partnership & Wiltshire Criminal Justice Board have commissioned a Government Office South West supported review to consider the implications of introducing Integrated Offender Management in Wiltshire.

- **Improve the street scene and reduce crime and anti-social behaviour**

Effective partnership working continues between the Council and the Police and other agencies, some examples of this include:

- In South Wiltshire, following reports received by the neighbourhood policing team (NPT) of antisocial behaviour involving young people at Culver Street Car Park, the Parking Officers and CCTV team helped to identify ringleaders. Youth Development officers then talked to the young people to establish what the issues were and as a result, the Anti-Social Behaviour Office (ASBO) has been able to co-ordinate work with Salisbury Football Club, Leisure Services and local Churches to provide facilities and opportunities for the YP to play football somewhere more appropriate than the car park.
- In the North of the County reports to the Police of young people causing antisocial behaviour in local car parks in the evenings have led to actions being agreed including work to clear vegetation, improve lighting, communicate with the young people and monitor noise.
- In the West Wiltshire area the ASBO, NPT and Youth Development Service (street workers) have been working with a group of young people who had been causing alarm, harassment and distress to the owners of a local Fish Bar. The young people have been encouraged attend the Youth Club and are no longer causing a problem.
- In the East of the County a persistent street drinker (adult) has been found a place in supported accommodation in Chippenham following extensive work by the ASBO, Housing, NPTs and the Specialist Drug and Alcohol Advisory service.

- Wiltshire Fire and Rescue Service has been working with partners to prevent and reduce ASB fires through highlighting void buildings and ensuring that particular legislation is used to ensure it is safe from access. The service has also been proactive with intervention programmes such as Salamander and Junior Fire setters programme. Both these intervention methods have been successful in driving down the numbers of ASB fires.

- **Tackle domestic violence and support victims and their children**

Work to identify children and young people at risk of domestic violence and raise awareness continues. Recent activity has included a survey of children and young people to identify the level of understanding of domestic abuse, the results of which have informed an action plan to help improve awareness and attitudes. For example, web pages are being developed to be launched in May and funding has been found for a 12 week programme for young men aged 13-17yrs focusing on Positive Relationships. Multi Agency Risk Assessment Conferences continue to take place, 294 cases have been discussed in the last year with 426 children and young people involved. 32 young people are currently being supported by Splitz where domestic abuse has been experienced in the home environment. Relate Mid Wiltshire are counselling a number of children who have experienced domestic abuse and a number of children's domestic abuse support groups have been run with more planned. The 'Power of Love' Tour was commissioned and delivered into 7 secondary schools across Wiltshire throughout February/March 2010. The initial feedback has been extremely positive from both schools and pupils.

During Q4, work was initiated into exploring a new Community Co-ordinated Response to supporting victims of domestic abuse, with a focus on victim-led care pathways. A further three MARAC Risk Assessment training sessions were completed, attended by 40 professionals working across a wide variety of agencies.

- **Reduce violent crime and drug and alcohol related crime and harm**

The young people's substance misuse harm reduction and treatment service has been re-launched and is now called Motiv8, it is being widely publicised to both professionals working with young people and the public. While it addresses all substance misuse issues, it has a particular focus on alcohol and cannabis, including on harm reduction approaches, as these were identified as particular issues for Wiltshire in the annual needs assessment. Results from the latest annual Tellus Survey of secondary school children indicates that Wiltshire has the 2nd lowest levels of substance misuse across the 16 Local Authorities in the South West and the 2nd lowest levels amongst the Local Authorities that are most similar to us.

Funding has been secured for 12 months from the Community Safety Partnership to set up and evaluate an alcohol arrest referral scheme for under-18s. This is progressing through the monthly meetings of the Junior ARPOV Steering Group with the service expected to commence in early summer 2010.

Links are being established with Adult Social Care to explore opportunities for joint working to establish improved early identification of alcohol misuse in the older population, and ways of addressing this and reducing the impact.

Specific action is being discussed with the PCT's commissioning committee to help reduce the number of alcohol related hospital admissions. Discussions include recommendations to commission specific alcohol liaison nurses to work within Salisbury Foundation Trust to address high levels of admissions in the South of the county. However, the PCT has already increased investment in alcohol services

during 2009/10; in particular commissioning primary care based brief interventions and community alcohol detox services. Given this, and in the face of a large number of competing areas for potential investment, it seems unlikely that additional resources will be identified to fund this during 2010/11.

- **Reduce road casualties in Wiltshire**

The main focus for reducing road casualties is to reduce the numbers of people killed or seriously injured (KSIs) on Wiltshire roads. Causation factors for KSIs have been highlighted as part of the Community safety strategic assessment with twelve items identified as being highest risk. Specific action plans are being developed to address these and help to reduce KSIs. Sharing of data between partners has been agreed and will be analysed to provide a local specific view of traffic collisions and further develop intervention methods.

Performance Indicator results are in Annex 2: The majority of the LAA targets have been achieved for 2009/10 and appear to be on trajectory to meet the final LAA target for 2010/11. Q3 and Q4 data is still awaited for NI030 (re-offending rate of prolific and priority offenders) but there is concern that we will not meet this target as most recent data from the National Offender Management Service (NOMS) covering re-offending in the period Apr 08 - Mar 09 showed a statistically significant increase in re-offending levels in Wiltshire. The target for reducing the number of children killed or seriously injured in road collisions has not been met, although we have seen a 29% reduction over the year (this is not an LAA target).

Protecting the environment

- **Reduce Wiltshire's carbon footprint**

2009/10 has been an important first year of establishment for Wiltshire Council's climate change programme.

The Council has put additional resources into climate change and led support for a varied programme, including signing up to the Nottingham Declaration and the 10:10 Campaign. A Climate Change Board has been set up, with senior officers from across all corporate directorates. Capital resourcing has been budgeted for the next three years, and a revenue budget has also been agreed to support the Climate Change team.

There is a focus on Carbon reduction for the Council and a preliminary baseline has been calculated for 2008/09. Further work will provide a baseline for the first full year of business for Wiltshire Council as a unitary authority, which will inform the emerging Carbon Management Plan (CMP) for Wiltshire. An interim CMP will be produced for June 2010 and the full plan is expected to be presented to Cabinet in October 2010. The CMP process has enabled the Climate Change Board to identify key stakeholders (e.g. the most significant carbon emitters) and key strategic opportunities (e.g. the Workplace Transformation Programme) with the greatest opportunity to impact on carbon reduction.

In addition to addressing the council's own carbon footprint, work has begun with community groups such as Climate Friendly Bradford and CAVE (Chippenham) to identify opportunities to reduce carbon emissions in the private sector. In Q4, the council agreed a new programme of work with the Energy Saving Trust which will deliver more accurate data on carbon emissions across different sectors within the county and enable modelling work to be undertaken. Recruitment is also underway

for a project officer post to engage with the Salisbury Plain Super Garrison to support them with a carbon reduction programme.

- **Prepare Wiltshire for the consequences of unavoidable climate change**

Wiltshire Council has met the requirements of Levels 0 and 1 of National Indicator NI188 and is working to meet Levels 2 and 3 by March 2011. An Initial Project Plan was approved by the Climate Change Board and Wiltshire Environmental Alliance in December 2009 and GOSW in January 2010 and a Consultation Document was circulated to Council Department Managers and LAA Partnership Managers in December 2009. The other stages of the NI188 work have also been completed and this includes, for example, completing a review of existing council documents to see how they are already meeting the requirements of climate change adaptation and preparing a profile of likely future climate impacts in Wiltshire. Presentations have been made to each council Department Management Team meetings and the LAA Thematic Delivery Partnerships to help raise awareness of this work.

- **Protect Wiltshire's natural environment and biodiversity**

Wiltshire Council continues to work to protect Wiltshire's natural environment and biodiversity through: the provision of its own services (e.g. spatial planning, development management, ecology service, countryside service); working in partnership with others; enabling others to achieve this objective through financial and staff support; and the provision of specialist advice. The Council represents the issue of biodiversity on the Wiltshire Environmental Alliance, a thematic delivery partnership reporting to the Wiltshire Strategic Partnership.

- **Improve the reduction, re-use and recycling of household waste**

Residual household waste per household (NI 191) has again reduced in Wiltshire during 2009/10. Recycling and composting performance has been maintained at about 40.5%. Further improvements in recycling performance will depend upon Council decisions on the harmonisation of waste collection and recycling services.

Provisional figures show that our overall municipal and household waste tonnage has reduced by about 2.5% during 2009/10.

Several campaigns have continued during 2009/10 as part of the Recycle for Wiltshire joint venture between Wiltshire Wildlife Trust and Wiltshire Council. These include:

- Sales of food waste digesters (increased to about 3500 from about 3000 last year)
- The real nappies campaign
- School waste recycling and minimisation assemblies attended by around 16,300 school children

- **Use planning policies to make new developments environmentally friendly and better manage the use of land and space**

Work has progressed on the Wiltshire specific Climate Change and Renewable Energy Evidence Base Study and this will be finalised during the first quarter of 2010/11. The evidence from this will help us to develop policies which (it is envisaged) will be included emerging Wiltshire Core Strategy. Training is being provided for council officers to provide an overview of the study and a workshop for developers will take place in May 2010. Training on climate change has also been provided for Wiltshire elected councillors during the final quarter of this year as well as officer training for planners relating to developing policy and development

management. This programme of training is helping us raise awareness of the need to make new developments environmentally friendly and to make better use of land in the future.

Performance Indicator results are in Annex 2: All of the LAA indicators within this ambition are on target and residual household waste per household has again reduced in Wiltshire during 2009/10. Recycling and composting performance is not increasing though and further improvements in recycling performance will depend upon Council decisions on the harmonisation of waste collection and recycling services.

Environmental Impact of the Proposal

13. As this is a monitoring report the proposal has no direct environmental impact. The LAW includes an Ambition on the Environment.

Equalities Impact of the Proposal

14. As this is a monitoring report the proposal to note has no direct equalities impact.

Risk Assessment

15. The Council's risk management arrangements apply across the Council's services. Any key risks to performance are identified and managed within services and partnerships and if appropriate are highlighted in performance monitoring. The main risks highlighted this quarter are:

- That additional investment towards reducing the numbers of alcohol related admissions to hospital will not be forthcoming thus limiting the action we can take.
- A threat to the development of a Centre of Excellence for the Health Protection Agency (HPA) as part of the Porton Down project (HPA Board considering relocation elsewhere).

Financial Implications

16. This is a monitoring report so has no direct financial implications. The Local Area Agreement includes the potential of some Reward Grant from government but the scheme makes this difficult to achieve.

Legal Implications

17. As this is a monitoring report the proposal to note has no direct legal implications.

Options Considered

18. As a monitoring report there are no 'options to consider'.

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Service Director, Performance

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Date of report: 19 May 2010

Background Papers The following unpublished documents have been relied on in the preparation of this report: detailed performance management information held within services and partnerships.

Appendices

Annex 1: The First Year Plan progress summary

Annex 2: Local Agreement for Wiltshire Performance Indicators

Annex 3: Summary of LPSA PRG Grants issued to Area Boards

Annex 1: The First Year Plan Progress Summary

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
Stronger more resilient communities				
Actions we will take;				
<i>Work with the Wiltshire Economic Partnership (that represents the business community in Wiltshire) to support local businesses by;</i>		√		
• Reducing the rates for new start-up businesses	Action completed	√		
• Alerting businesses to the business rate relief available	Work is being explored to issue a generic business initiatives flyer next year.	√		
• Agreeing that the new council will, wherever possible, purchase locally	The work to integrate the Request For Quotes system to ensure that all authorities across the South West could have visibility of the portal is now complete. We are currently sorting out our login accounts on the portal to start working with the Taxi drivers in the Chippenham area. Once we have established that it is successfully operating in this area of business we will then move to expand it across the council. By now having access to the Portal we will be able to see not only suppliers in our geographic location but those in neighbouring areas. For further information see https://www.supplyingthesouthwest.org.uk	√		
• Contribute funding to enable those in need to access high quality debt counselling advice	Action completed	√		
• Leverage in £2.5 million funding from outside sources	Action completed - successful in securing £2.9m through the Future Jobs Fund	√		
• Process your housing benefit claims in less than 15 days – currently takes up to 30 days	The time taken to process new claims was 19.7 days. The average time taken to process both new claims and change events was 9.5 days. Overall caseload as at the end of March 2010 was 30968		√	
• A new benefit claim that has all the supporting information can be assessed within 24 hours – currently takes up to 12 days	If a claimant visits a hub office and has all the information required for the claim process with them, their claim can be processed the same day.	√		
• Increase the proportion of young people aged 16 and over, in education, training or employment	Information is shown in the Local Agreement for Wiltshire update		√	
• Help young people who find themselves in need of housing	Action completed	√		
• Introduce a new scheme to allow vulnerable households in private sector homes to use low interest loans, secured against the equity in their home, to carry out major repairs	Action completed	√		
• Start building 400 new affordable Private Finance Initiative homes in the Trowbridge area	Due to affordability and planning issues, Cabinet has agreed to re-scope the project to provide around 350 new homes in total, on a phased basis, with approximately 242 homes in Phase 1. We are negotiating the contract with Silbury Housing Ltd, a consortium led by Devizes-based Sarsen Housing Association in partnership with Barclays Private Equity. Sarsen and Persimmon Homes are providing approximately half of the land and Westbury Partnerships will be the building contractor. The intention is to achieve financial close in March 2010 and completion on all homes by December 2012.		√	

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
<ul style="list-style-type: none"> Reduce the regulatory burden on businesses by joining up our environmental health, trading standards and licensing services 	<p>Work is ongoing on developing the Service Strategy to promote integration of the services which will deliver a more joined up service for customers. As Public Protection Services has recently expanded to take in Community Safety and Emergency Planning, these services will also be included in the overall Strategy of the Service. As can be seen, the Service Strategy is a process of continuous review and improvement.</p>		√	
<p>We will also take the following actions to support local communities in dealing with local challenges;</p>				
<ul style="list-style-type: none"> Continue to work closely with the police and other agencies to tackle anti-social behaviour and crime 	<p>Information is shown in the Local Agreement for Wiltshire update</p>	√		
<ul style="list-style-type: none"> In partnership with NHS Wiltshire, provide free swimming sessions for those aged 16 and under, or 60 and over 	<p>Information is shown in the Local Agreement for Wiltshire update 2009/10 attendance figures for people who have taken advantage of the free swimming initiative in swimming pools across Wiltshire, that are part of the scheme: Young people age 16 and under = 272,561; people age 60 and over = 96,480</p>	√		
<ul style="list-style-type: none"> Work with local town and parish councils, landowners and other agencies to seek local solutions to flooding problems 	<p>The two Operational Flood Working Groups are holding regular meetings. Liaison with Environment Agency continues on identified problem sites. Extensive programme of drainage and flood alleviation works carried out during 2009/10, with corporate funding identified for a similar programme in 2010/11.</p>		√	
<ul style="list-style-type: none"> Work with partners to provide more activities for young people 	<p>Information is shown in the Local Agreement for Wiltshire update</p>		√	
<ul style="list-style-type: none"> Open ten new children's centres 	<p>30 Children's Centres have now been designated. Recommissioning of Children's Centres has now started. A new Ofsted inspection framework starts in April.</p>	√		
<ul style="list-style-type: none"> Continue to support parenting programmes 	<p>Recommissioning of Children's Centres has now started.</p>		√	
<ul style="list-style-type: none"> Significantly improve primary school buildings 	<p>Good progress is being made with the primary capital rebuilds: Purton and Lydiard both have planning permission and the LA is out to tender on the improvements and a planning application is in for St. Peter's Junior and St. Mary's Infants in Marlborough.</p>		√	
<ul style="list-style-type: none"> Continue to take opportunities to merge schools to strengthen the standards of education 	<p>Opportunities to merge or federate continue to be pursued to strengthen the quality of teaching, leadership and management in schools. Individual conversations with schools are underway.</p>		√	
<ul style="list-style-type: none"> Open the new Wellington Academy in Tidworth 	<p>Academy opened in old buildings Sept 09, work on new buildings has started.</p>		√	
<ul style="list-style-type: none"> Help children in care to choose where they wish to live and to achieve better results in school 	<p>Information is shown in the Local Agreement for Wiltshire update</p>		√	
<ul style="list-style-type: none"> Commission a new and improved child and adolescent mental health service through the Children and Young People's Trust Board 	<p>Information is shown in the Local Agreement for Wiltshire update</p>	√		
<ul style="list-style-type: none"> Extend the provision of short breaks for disabled children 	<p>Information is shown in the Local Agreement for Wiltshire update</p>		√	
<ul style="list-style-type: none"> Carry out a county-wide housing stock condition survey by September 2009, to provide a clear picture of the condition of Wiltshire's houses 	<p>Work continues to develop a full housing stock condition survey for Wiltshire, a draft report has been received and comments are being put together.</p>		√	

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
<ul style="list-style-type: none"> Invest in Extra Care Housing and supported housing for elderly and vulnerable adults 	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> Commence the modernisation of our care homes, and start to develop in partnership an Extra Care housing scheme in Trowbridge 	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> Develop an action plan to reduce our carbon emissions 	Draft plan in progress - preliminary report will go to cabinet on 22nd June with the aim to finalise plan by October. This delay is due to unavailability of baseline data for first year of operations. Data is currently being collated from across the authority.		√	
Delivering high quality, low cost, customer focused services				
Actions we will take;				
<ul style="list-style-type: none"> Ensure that our staff offers you a friendly smile and a can-do approach 	Action complete - All customer service staff receive relevant training. Customer Service Staff are employed specifically for their skills in dealing with customers in the right manner and their can-do helpful approach. This is built in to our recruitment and training plans.	√		
<ul style="list-style-type: none"> Put you first by answering your queries, whatever they are, at first point of contact with us 	Cross-organisation demand capture done in February and March by service, location, and type of request. Significant improvements seen in customer awareness of correct numbers. Preparation done for single number for waste and recycling services - soft launch in April/May. Elections service training done and IT access in place for all CS staff in readiness for General Election. Continuing to focus on why calls are being transferred and causes of unnecessary calls. Continuing to improve contact directory and proportion of "Once and Done" transactions. Continuing to work on improving the connection rate - goal of 95%+ for all services.	√		
<ul style="list-style-type: none"> Provide customer access points across the county so that you can contact us easily 	New F2F approach agreed at Workplace Transformation Board and Customer Focus Board, and embedded in Corporate Plan. We will move to "deliver anywhere, by appointment" as the default approach for service delivery which happens F2F - this will result in 200,000 service delivery points across Wiltshire. Also agreed to implement a "signpost and set-up" access facility in each community area ie 20 across Wiltshire. Arranged trial of virtual F2F as a potential integral element of our F2F channel.	√		
<ul style="list-style-type: none"> Deliver services fairly 	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> Ask you what you think of our services and how we could do better 	In Quarter 3 we reported that Wiltshire Council participated in the national survey of people who care for adults with social care needs. We studied the results carefully in Quarter 4. They have given us a great deal of information about the experience of people who need social care services and the carers who look after them, often without being paid. National surveys are relatively infrequent and don't always ask the questions that people in Wiltshire think are important. In Quarter 4 we continued with our routine survey of people who have used our new "FOCUS" social care area teams. We now have enough responses to show us how the new teams compare with the teams they replaced. We can see that people feel we treat them fairly and with respect; but people have also told us about things we can do better, like communicating very clearly and giving them more choices about how their social care services are arranged. This information is now being used to improve these services.		√	
<ul style="list-style-type: none"> Deliver an improved website to provide local information you want 	Customer Net Satisfaction performance figures are now reported monthly through the Customer Focus Board and show a steady upward trend. The website was given a 2* rating in the annual SOCITM rating of all Local Authority websites.		√	
<ul style="list-style-type: none"> Provide the facility for you to pay your council bills on line 	The facility for on-line payments of council bills is in place for all areas of Wiltshire.	√		
<ul style="list-style-type: none"> Provide access for you to submit and monitor planning applications on line 	Action complete & ongoing	√		
<ul style="list-style-type: none"> Achieve financial savings of £8.5 million in the first year to reinvest in front line services 	On-going monitoring of action plans is being undertaken to ensure departments outturn within allocated resources.	√		
<ul style="list-style-type: none"> Review our public transport needs and deliver a plan to meet these needs 	The review of passenger transport has been completed and puts forward options for future levels of service, and proposes a transformation of the way the passenger transport service is delivered. A project plan for the transformation programme is now being developed for implementation in 2010/11 - 2011/12.	√		

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
<ul style="list-style-type: none"> Improve how we deal with potholes and speed up response times to highway defects 	Lean project continues at Wilton Depot with the use of Parish Stewards to find and fix potholes. Scheme rolled out in Melksham following winter damage to road network. Pothole target included in Corporate Plan.	√		
<ul style="list-style-type: none"> Start to develop new libraries for Trowbridge, Pewsey and Ludgershall 	Action complete & ongoing	√		
<ul style="list-style-type: none"> Initiate a heritage education service at Wiltshire & Swindon History Centre 	Action complete & ongoing	√		
<ul style="list-style-type: none"> Continue with the transformation of Adult Care services, personalising support to match individual needs, giving more choice and control to our service users 	Information is shown in the Local Agreement for Wiltshire update	√		
<ul style="list-style-type: none"> Streamline access to Adult Care services through the development of more efficient and user friendly systems, putting the customer at the centre of the process 	The Adult Social Care department completed its "FOCUS" project in December 2009. Wiltshire's new area-based care teams now cover all four areas of the county. The new teams are designed to make sure that customers are helped by the person best qualified to deal with their needs and that customers know whom they can contact when they have a question or a concern about their care. This action is now complete. Adult Social Care in Wiltshire is committed to continue this approach to customer service.	√		
<ul style="list-style-type: none"> In Adult Care, work towards providing one dedicated member of staff to help a person from the time they contact us to receiving a service and beyond 	The Adult Social Care department completed its "FOCUS" project in December 2009. Wiltshire's new area-based care teams now cover all four areas of the county. The new teams are designed to make sure that customers are helped by the person best qualified to deal with their needs and that customers know whom they can contact when they have a question or a concern about their care. This action is now complete. Adult Social Care in Wiltshire is committed to continue this approach to customer service.	√		
<ul style="list-style-type: none"> Begin work with other organisations to improve access to universal services for older people and disabled people 	We are developing a Good Neighbour Scheme that will bring together many services that go into an area already, such as Bobby Van, PCT Health Trainers etc. This will aim to make it easier to find the help they need to solve common problems that eventually lead to the loss of independence without the need to seek formal help from Council and NHS services. GROW is the new countywide infrastructure support service tendered by the Council that is delivered in partnership by two CVSSs. It was launched on 1st April 2010 and is providing a wide range of outcomes to support VCS organisations to develop and thrive. It includes advice and information on all issues relevant to emerging and established VCS groups as well as free or subsidized access to training events, back-office facilities and specialist expertise. For the first time GROW will provide a countywide volunteer service and the providers are seeking additional funding in order to gain national accreditation (at present the only accredited centre in the area is in Swindon).		√	
Local, open, honest decision making				
Actions we will take;				
<ul style="list-style-type: none"> Hold local Area Boards to provide opportunities for you to debate and decide what is best in your local area 	Information is shown in the Local Agreement for Wiltshire update	√		
<ul style="list-style-type: none"> Provide £750,000 of funding to be distributed through the Area Boards for local projects and facilities, rising to £1million in 2010/11 	Action complete & ongoing	√		
<ul style="list-style-type: none"> Create four Area Planning Committees around the county 	Achieved - working with Area Boards and directly with applicants to encourage pre-application discussion with local communities. In addition the Council has set up a new Strategic Planning Committee.	√		
<ul style="list-style-type: none"> Ask for your views on decisions affecting your local community e.g. major planning applications 	Action complete & ongoing	√		

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
<ul style="list-style-type: none"> Provide an opportunity for you to talk directly to your local neighbourhood police team and NHS representative 	Action complete & ongoing	√		
<ul style="list-style-type: none"> Ensure that you have a say on how front line services are delivered in your community e.g. the opening hours for your library or leisure centre 	<p>Following consultation with the public and the local Area Board during September 2009, new opening hours came into operation at Corsham library in November 2009. Consultation is currently in progress on opening times at Wilton, Tisbury and Calne libraries. Preliminary discussions have taken place with Calne Community Area Board Manager prior to the Calne opening hours consultation being carried out between 1 and 22 April.</p> <p>Services from new Pewsey Library. A public consultation on the services to be provided from the new library (due to open December 10) was completed in November 09. Altogether 257 survey forms were completed (online and postal/in library). Following on from this, an initial action plan for further community involvement in stocking the new library has been drawn up for the approval of Pewsey Area Board. A fuller report on the results, including a decision to be made on the opening hours for the new library, will be taken to the Area Board in May.</p> <p>Wilton opening hours survey: Survey undertaken and, as a result of public consultation, new opening hours start on 5th April and mean the library is open half an hour earlier 4 days a week.</p> <p>Tisbury: Survey undertaken, but the result of the public consultation was inconclusive. Alternative ideas are to be explored.</p>		√	
<ul style="list-style-type: none"> Work closely with communities, parish and town councils to identify priorities and inform people of maintenance work in their area and to target problems such as graffiti, abandoned vehicles, litter and other issues 	Creation of new Manager posts within N&P will allow better liaison with the communities, particularly through the Area Boards. Area Highway Engineers have regularly been attending local Area Boards during 2009/10.		√	
<ul style="list-style-type: none"> Ask the Area Boards to identify and influence local highway maintenance priorities 	Carriageway condition information has been included in the Community Area Highway Information 2010/11 available on the Council's website.			√
<ul style="list-style-type: none"> Publish community area highways information listing the proposed road and bridgeworks to be carried out in 2009/10 	List of highway major maintenance schemes identified for 2010/11 and included in the Community Area Highway Information available on the Council's website. Additional funding made available by the Council and government will enable additional schemes to be included later in the year.	√		
<ul style="list-style-type: none"> Involve you in influencing the way public services are delivered which impact on the safety of our communities 	Information is shown in the Local Agreement for Wiltshire update	√		
<ul style="list-style-type: none"> Ask for your views through our three Citizen Panels – People's Voice (3,800 adult residents), Tomorrow's Voice (1,200 young people) and Carer's Voice (450 people who care for a friend or neighbour) 	Action complete & ongoing	√		
<p>Working together to support Wiltshire's communities</p> <p><i>Actions we will take;</i></p>	<p>PPS does work to support this aim. For example TS works with the police on dealing with Rogue Traders which also helps combat distraction burglaries. Licensing officers also undertake joint operations with police to reduce anti-social behaviour.</p>			
<ul style="list-style-type: none"> Work with the police and other criminal justice agencies to help you feel safer 	Information is shown in the Local Agreement for Wiltshire update	√		
<ul style="list-style-type: none"> Work with the voluntary and community sector to provide support services for victims of domestic violence and activities for young people 	Information is shown in the Local Agreement for Wiltshire update	√		

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
• Seek to provide 2,229 additional homes in Wiltshire and ensure 554 new affordable homes are built	Action complete & ongoing	√		
• Reduce the number of households living in temporary accommodation to less than 242	Action complete & ongoing	√		
• Undertake public consultation on the "Wiltshire Core Strategy" in late 2009 to inform decisions on where housing and employment growth should be provided	Consultation ended on the core strategy consultation document "Wiltshire 2026" on 31st December 2009. Further consultation will be planned as part of the Local Development Scheme review. The South Wiltshire Core Strategy was submitted in November 2009. Further hearing sessions with a Government appointed inspector will commence during March 2010.	√		
• Complete 89% of Public Protection service request investigations within 60 days	In 2009/10 93% were done within the timescale.		√	
• Start construction of the Westbury Bypass subject to receiving a decision from the Secretary of State	The Secretary of State did not grant planning permission following the public inquiry and consequently the scheme will not go ahead.			√
• Complete the parking facility at Petersfinger in Salisbury as part of the transportation package for the city	Site work almost complete but delayed by damage to the traffic signal installation as a result of a road traffic accident. Completion due by end of April.		√	
• Substantially complete the brand new secondary Melksham Oak Community School	Completion due by end of April.		√	
• Complete enhancement works in Melksham, Warminster and Westbury town centres	Works complete in Amesbury, Westbury and Warminster. Melksham Phase 1 complete; design of further phases in progress with a view to work starting on site in September 2010.	√		
• Find immediate and appropriate short term housing solutions for homeless people	Information is shown in the Local Agreement for Wiltshire update	√		
• Expand the Parish Steward's role to provide wider support to local communities, including working with the Police and other organisations	Lean project at Wilton has changed the way that the Parish Steward scheme operates in that area. Find and fix approach should lead to improvements in scheme with greater ownership of their areas by the Parish Stewards. New approach now being introduced at Melksham Depot.		√	
• Work with volunteers and local groups to maintain and improve the county's rights of way network	Use of volunteer groups to carry out maintenance and improvement work on the rights of way network has continued. Further opportunities will be identified in 2010/11		√	
• Increase the number of Spark Radio shows hosted by young people, and the number of young people writing articles & contributing to Sparksite (website)	Information is shown in the Local Agreement for Wiltshire update		√	
• Create a Wiltshire Arts Service to support all arts throughout the county	Wiltshire Council supported arts throughout the county by grants aided by the Playhouse Theatre, Pound Arts Centre and other key arts organisations, festivals and events around Wiltshire. A Head of Arts and an Arts Development Officer were appointed and worked closely with these arts organisations to deliver an exciting range of performances for communities and visitors from further afield as well as a participatory arts programme and community arts training. Our partners the Salisbury International Arts Festival won Silver in the National Awards for the 2010 Best Tourism Event of the Year	√		

Actions	Q4 comment	Completed & Continuing	In Progress	Not Started
<ul style="list-style-type: none"> Promote reading throughout all our services as a doorway to opportunity for every person in Wiltshire, following a very successful National Year of Reading 	<p>A planned cross-authority reading and literacy steering group will bring together a range of services to act on this agenda in 2010/11 under the aegis of the Resilient Communities Partnership and with expected links to the Children's and Young People's Trust Board. Involvement, as one of a small number of national pilots, in "Partners In Literacy" which is examining the difference a co-ordinated approach can make in targeting the reading and literacy skills of families with children at Early Years stage. Development of a programme of more than 70 events celebrating stories and reading in Wiltshire in June (called Wiltshire Words) which will involve discussion, walks, workshops and author visits as well as targeted events for groups such as adults with learning disabilities, visual impairment and dementia.</p> <p>Instigated an offer to support communities to run their own reading groups in the county - over 100 groups have taken advantage of this within the first few months</p> <p>We have produced book lists and promotional material to support key campaigns such as Black History Month and Lesbian, Gay, Bisexual and Transgender History Month as a way of using non-fiction and novels to celebrate the diversity of our communities. Where appropriate there are also events.</p> <p>Ensure that you have a say on how front line services are delivered in your community e.g. the opening hours for your library or leisure centre.</p>		√	
Keeping Wiltshire safe – we will				
<ul style="list-style-type: none"> Tackle anti-social behaviour 	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> Reduce domestic violence through initiatives to raise awareness and encourage earlier reporting 	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> Continue to work with our partners to reduce violent crime 	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> Raise awareness of elder abuse and how to report it 	Awareness raising has led to a small increase in the number of alerts raised by the voluntary sector and a larger increase in alerts from housing providers. There has also been a significant increase in referrals from family, neighbours, friends and members of the public .		√	
<ul style="list-style-type: none"> Improve our street scene including reducing litter and graffiti 	Litter showed a 5% failure rate against the National Benchmark of 11%, a 55% improvement on National Benchmark. Detritus results showed an 18% failure rate, beating the National Benchmark of 21% by 14%. Graffiti results were very good at 1%, a quarter of the National Benchmark of 4%. Fly Posting results continue to be excellent with a 0% failure rate against a National Benchmark of 1%.		√	
<ul style="list-style-type: none"> Deliver parenting programmes 	A range of parenting programme activities are being offered across the county to support families and improve outcomes for children and young people	√		
<ul style="list-style-type: none"> Support drug and alcohol services 	Information is shown in the Local Agreement for Wiltshire update	√		
<ul style="list-style-type: none"> Keep our children safe and provide a Safer Schools website. 	Action complete & ongoing	√		
<ul style="list-style-type: none"> Protect our communities by maintaining high public health standards using education and fair enforcement of legislation 	From the 1st April 2010, Community Safety and Emergency Planning joined Public Protection Services, with PPS also becoming part of the new Department of Health & Well being working in partnership with the NHS. This Service expansion within the Department of Health & Well Being, provides us with opportunities to maintain standards and to add value to our achievement. An Away Day was held on the 31st March to bring together the new PPS and to identify areas of partnership already in existence and exploring new ways of working with each other.		√	
<ul style="list-style-type: none"> Comply with statutory duties with respect to all licensing functions 	All licensing functions have been harmonised with a single policy adopted across the County in September 2009. From the 1st April 2010, Community Safety and Emergency Planning joined Public Protection Services, with PPS also becoming part of the new Department of Health & Well being working in partnership with the NHS. A recent Away Day on 31st March 2010 for the new PPS, addressed some areas of existing partnership working within the Licensing arena, as well as the overflow into areas of health and well being relating to alcohol misuse and domestic abuse. We are in the process of strengthening these areas and building on them for the future.	√		

Annex 2: Local Agreement for Wiltshire Performance Indicators

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
1. Resilient Communities											
LAA NATIONAL											
NI004	% of people who feel they can influence decisions in their locality.	H		31.90%		27.8% to 32.0%	-	-	-	35.09%	The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009) and is shown as a range to reflect the statistical confidence of the result. The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
NI007	Environment for a thriving third sector.	H		18.20%			-	-	-	23.00%	
NI110	Young people's participation in positive activities.	H	66.00%	74.10%	78.10%	72.60%	W	I	N	82.10%	Wiltshire: 72.6% which is a reduction of 3.9%. This compares with a SW reduction on 2008-09 of 5.1% (England -2.4% reduction). Performance is not on target, as measured by the TELLUS survey which could be variable. Wiltshire has performed well against statistical neighbours, being in the 'best' group of 70.7-100%.
LAA MANDATORY											
NI072	Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy.	H	53.00%	57.00%	57.20%	57.40%	I	I	Y	59.00%	
NI073	Achievement at level 4 or above in both English and Maths at Key Stage 2.	H	70.00%	73.00%	80.00%	71.00%	W	I	N	81.00%	This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI075	Achievement of 5 or more A*- C grades at GCSE or equivalent including English and Maths	H	49.60%	53.20%	59.00%	55.40%	I	I	N	59.00%	Wiltshire increase 2007 -09 has been 5.3%. National increase has been 4.2% so Wilts figure is widening the gap. Wilts figure also above Stats Neighbours.
NI087	Secondary school persistent absence rate.	L	5.40%	5.20%	5.20%	4.80%	I	I	Y	5.10%	
NI092	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest.	L	35.50%	31.40%	32.40%	29.20%	I	I	Y	29.60%	
NI093	Progression by 2 levels in English between Key Stage 1 and Key Stage 2.	H	87.09%		91.00%	83.00%	-	W	N	92.00%	This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI094	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2.	H	76.05%		87.00%	79.00%	-	I	N	90.00%	This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI099	Looked after children reaching level 4 in English at Key Stage 2.	H	43.80%	44.00%	38.00%	50.00%	I	I	Y	44.00%	
NI100	Looked after children reaching level 4 in mathematics at Key Stage 2	H	37.50%	44.00%	38.00%	50.00%	I	I	Y	50.00%	
NI101	Looked after children achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (including English and mathematics).	H		11.40%	30.00%	14.30%	I	-	N	29.00%	This is an aspirational target which is challenging to achieve. Work is continuing to address this.

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
LAA LOCAL											
ESDTRA1	Local Transport Plan indicator on transport and accessibility	H	91%	91%	82%	90%	W	W	Y		This indicator is a local version of a component of NI 175. The proportion of rural addresses within 800m of a bus stop with a daily or better service is 90%. This compares to 91% in 08/09 but it exceeded the target for 09/10 of 82%.
NI001	% of people who believe people from different backgrounds get on well together in their local area.	H		83.0%		81.4% to 84.8%	-	-	-		The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009) and is shown as a range to reflect the statistical confidence of the result. The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
NI006	% who have given unpaid help at least once per month in the last 12 months.	H		29.60%		27.8% to 32.0%	-	-	-		The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009) and is shown as a range to reflect the statistical confidence of the result. The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
2. Affordable Housing											
LAA NATIONAL											
NI001	Percentage of vulnerable people achieving independent living.	H	66.00%	75.00%	68.00%	80.19%	I	I	Y	70.00%	
NI154	Net additional homes provided.	H	2,670	1,867	*1288*		-	-	-	*1594*	Data for this indicator is collected annually and will be available in September 2010. The target for NI154 was not met for 2008/09 therefore it is anticipated that the target will also not be met for 2009/10 as fewer homes have been completed this year than previously anticipated due to housebuilders having stopped or dramatically slowed down their build programme due to the current economic climate. Wiltshire Council has renegotiated the targets for this indicator taking account of the issues faced in the housing market. These revised targets (as shown in bold) have been provisionally agreed with Government Office for the South West and, if current market circumstances continue, still present an ambitious trajectory. In order to ensure residential delivery is maintained, Wiltshire Council is actively working to develop a Core Strategy including strategic site allocations, creating an additional source of supply, which will be delivered through co-operative working between the Council, landowners/developers and local communities.
NI155	Number of affordable homes delivered (gross).	H	636	583	554	564	W	W	Y	590	At the end of Qtr 4 we are pleased to confirm that we have hit our 2009/10 end of year LAA target.
LAW LOCAL											
ESDHOU1	97% of all social housing achieves decent homes standard by 2010	H		94.00%	96.00%	98.30%	I	-	Y		09/10 target met and will continue to try and improve further properties within our stock to ensure they meet the decent homes standard.

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
ESDHOU2	Bed and Breakfast: end the use of bed and breakfast accommodation for all homeless households by 2011, all except emergency use.	L	45	2	23	0	I	I	Y		We recorded 0 (zero) this is a fantastic achievement and has been due to the increase in the amount of homeless prevention work that has been carried out by the team as well as due to the introduction of the new choice based lettings system Homes4Wiltshire.
ESDHOU3	Temporary accommodation: halve the use of Homeless temporary accommodation between 2008 and 2010	L		179	242	150	I	-	Y		We are very pleased to confirm that the figure in Qtr 4 is 150 which shows we have an above target decline in the amount of clients who are being placed in temporary accommodation. Again this is due to the increase in prevention work and introduction of Homes4Wiltshire.
ESDHOU4	Reduce the number of people facing homelessness by offering genuine alternative housing and support options.	H		997	1,150	1,685	I	-	Y		This target has also been exceeded for 09/10 as we have achieved a total of 1685 preventions which is a huge increase from last year.
ESDHOU6	Carry out energy improvements to private homes	H					-	-	-		A Private Sector Housing Renewal Strategy has been approved by the Council. Measured through NI 187a and NI 187b - Tackling fuel poverty - We have increased significantly from last year recording 6.7% for NI 187a and 51.9% for NI 187b these are both top quartile performance.
3. Lives Not Services											
LAW NATIONAL											
NI008*	Adult participation in sport and active recreation. (self reported participation in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days out of the last 4 weeks)	H		25.50%	27.10%	25.10%	W	-	N	28.20%	This figure shown is based on latest Active People Survey data (October 2008 - October 2009 and will be updated later for final results. The figure of 25.1% is one of the highest rates in the South West but it is still someway off the target of 28.2% for 2010/11. Work continues with the Sports Partnership and other agencies to see a continued improvement in relation to this target.
NI039*	Rate of Hospital Admissions per 100,000 for Alcohol Related Harm. (rolling 12 months March 2008 - February 2009)	L		1,345	1,332	1,371	W	-	A	1373	1,371 is our proxy indicator value for Mar 09 to Feb 10 (latest available data). We commonly over-estimate the official figure by about 1% but this would still be a little above target. Official figures for 09/10 will be released nationally later in 2010 (or possibly 2011).
NI055*	Obesity in primary school age children in Reception (PCT indicator)	L	16.96%	17.28%	18.00%	15.58%	I	I	Y	17.00%	
NI112*	Under 18 conception rate of change.	L	-1.90	-5.64			-	-	-	16.10	Data reported 14 months in arrears by calendar year; actuals not known till Feb 2011.
NI120*	All-age all cause mortality rate. (The directly age standardised mortality rate per 100,000 population, from all causes at all ages). Males	L		627	581	620	I	-	N	565	Most up to date data gives this figure for 2008 - released Dec 2009. There has been improvement in relation to AAACM. We are measured as red against the trajectory we have been set, despite having very good life expectancy in Wiltshire. Work continues in relation to cancer and CVD mortality that will influence AAACM.
NI120*	All age all cause mortality rates - Female	L		444	421	432	I	-	A	410	See above comment

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
NI123*	Stopping smoking (rate per 100,000 population, self reported 4 week smoking quitters).	L	583.0	709.6	679.3	2645 (against target of 2516) provisional	-	-	Y	679.4	Figures for rate per 100,000 will be available for year-end mid-June. Previous figures indicate on target to achieve this.
NI125*	Achieving independence for older people through rehabilitation/intermediate care.	H		79.70%		82.00%	I	-	-	*82%*	Our estimated result meets our target for 2009/10. The Council is on course to achieve its newly-agreed LAA target of 82% in March 2011.
NI130	Social care clients receiving Self Directed Support	H		6.1%	20%	8.6%	-	-	N	30.0%	Our estimated result is a significant improvement on 2008/09 and informal comparison with other authorities is favourable. Wiltshire makes more Direct Payments to older people and the people who care for them than most other authorities in the South-west. Our NI 130 result falls some way short of our target for 2009/10. This is because we expect to achieve our LAA target of 30% using a system of social care support called "Self-directed Support." Self-directed Support involves a significant change to the way in which the Council calculates peoples' funding for care and support. This new approach is called "Personal Budgets." (Please see the LAW Lives not Services progress report for more details). The definition of this indicator changed from 2009/10 and the 2008/09 result has been recalculated to this new definition.
NI131*	Delayed transfers of care from hospitals	L		14.23	7.92	8.45	I	-	N	22.92	Action plans in place with provider services to deliver improvements. These focus on coordination across acute sector providers, community and mental health providers, nursing home and residential care providers and social services; ensuring social care assessments happen promptly; ongoing work around care home capacity and Continuing Health Care team developing a new model of care with Wiltshire Council enabling screening and assessments to be carried out, outside the inpatient setting.
NI134*	Emergency bed days per head	L			138,842	235,855	-	-	N	137,454	Full year 2009/10 first cut draft figures. Work continues to understand the trajectory for this target and to implement action plans to support performance improvement. National payment relating to emergency admissions will give an incentive to providers to work actively with us to deliver this.
NI135	Carers receiving needs assessment or review and a specific carer's service, or advice and information.	H	9.0%	14.2%	10.0%	19.0%	I	I	Y	25.0%	Our estimated result meets our target for 2009/10 and reflects substantial investment in services for carers and improved recording. We are on course to meet our LAA target of 25% by March 2011.

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
NI136	People supported to live independently through social services (all adults).	H	3,037	3,444	3,500	3,500	I	I	Y	4,000	Our estimated result meets our target for 2009/10 and reflects substantial increase in support for people to live at home from the Council following a formal assessment of needs and from voluntary and community organisations that the council funds with grants. We are on course to meet our LAA target of 4000 by March 2011. (See recent LAW reports on the Council's work supporting voluntary and community organisations through the new "GROW" support services; and the forthcoming "Good Neighbours" scheme.)
NI146	Adults with learning disabilities in employment	H				11.40%	-	-	-		The method of calculation for this indicator has changed this year and as a result this years figure is not directly comparable. Our result in 2008/09 put Wiltshire among the best performing councils in England. This is lower than our quarter 3 results as a consequence of improved data quality. If we calculate our 2009/10 result using the 2008/09 definition, our result would be 22.6%, a significant improvement during a year in which the recession caused a substantial increase in the rate of unemployment across Wiltshire.
LAA LOCAL											
NI040*	Number of drug users recorded as being in effective treatment.	H		618.00	569.00	624.00	I	-	Y		
LAW LOCAL											
NI056*	Obesity in primary school age children in Year 6 (PCT indicator)	L	13.46%	15.9% (2007/08 results)	13.40% (2008/09 target)	14.66% (2008/09 results)	I	W	N		Latest results for 2008/09 academic year 14.7% (against target of 13.4%) so not achieved, work contributes with Healthy Schools Plus to address obesity in primary schools and with a number of other schemes to look at supporting families of children who are at risk of being obese. MEND is now in place in several areas of Wiltshire and various agencies are being encouraged to refer children who are obese into this programme.
NI138	Satisfaction of people over 65 with both home and neighbourhood.	H		85.20%		89.9% to 94.6%	I	-	-		The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009). The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
NI139	The extent that those surveyed believe older people receive the support they need to live independently at home.	H		32.00%		29.7% to 33.9%	-	-	-		The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009) and is shown as a range to reflect the statistical confidence of the result. . The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
NI145	The percentage of people aged 18+ with learning disabilities known to DCS in settled accommodation at the time of their assessment or latest review	H	NA	-	-	57.4%	-	-	-	-	NI 145 measures the proportion of learning-disabled adults whom the Council helps and who live in settled accommodation. "Settled accommodation" typically means living in a home that one owns or rents, on ones own or with friends or family. Non-settled accommodation means living in a care home; sleeping rough; or on a friend's floor. In Wiltshire the learning-disabled people in non-settled accommodation live in care homes. The definition of NI 145 has changed so the result for 2009/10 is not directly comparable with the result for 2008/09. Halving the 2008/09 result gives a number comparable with 2009/10. This comparison shows that the proportion of learning-disabled people in settled accommodation increased from 45% to 57%.
4. Economic Growth											
LAA NATIONAL											
Page 85 NI117	16 to 18 year olds who are not in education, employment or training (NEET).	L	5.80%	6.75%	4.10%	6.09%	I	W	N	4.10%	The baseline and target is measured as an average of November to January each year. The 'as reported' figure represents the latest submitted figures to DCSF which are a monthly 'snapshot' as NEET naturally fluctuates over the year according to, for example, course start and end dates. The headline NEET measured by the November to January average was 6.09% as at January 2010 of 6.4% January 2009. Numbers "in-learning" has increased from 78.38% to 83.41% and "not knows" reduced from 3.4% to 2.49%. Note that the monthly figure for Jan 2010 was actually 5.9% NEET. Note that in the November to Jan average most of our statistical neighbours have increased NEET average since last year - we are one of the few that have decreased.
NI152	Working age people on out of work benefits.	L	6.75%	6.83%	6.30%	6.08%	I	I	Y	*7.4%*	NI152 successfully renegotiated with GOSW. New target which although it measures the number of Working Age People on Benefits, reflects Wiltshire performance in relation to that of England. The new target is to maintain the lead between County and England at a minimum of 4.5%. The NEET target for 2009/10 (average of Nov-Jan performance) was 4.1% - the target was not met. The last reported figure was 6.08% (Q3)
NI163	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher.	H	66.40%	71.90%	73.60%	73.20%	I	I	A	75.80%	The % of working age population resident in Wilts with a level 2 or above remains at 73.2% just 0.4% below the 2009/2010 target. The national position for this target is 69.4% which is 3.8% lower than Wiltshire. (APS Dec 2009)

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
NI168	Principal roads where maintenance should be considered.	L	4%	6%	4%	6%	-	W	N	4%	The result of 6% for 2009/10 is the same as the previous year which indicates that the Principal Roads have remained in broadly the same condition. This is a good result as some deterioration would have been expected following the severe winter.
LAW LOCAL											
ESDECON1	Number of businesses supported (Intensive Assists)	H	589	654	700	718	I	I	Y	800	To date, 718 businesses were intensively assisted. These trading businesses received support via the clinics or on-site visits from a Business Link adviser, and have signed up to the "Business Support Service" which includes additional follow-up activity. Looking to the future, although we exceeded the target slightly this year, if the suggested 2010-11 target is to be achieved, more work needs to be done by all partners to increase the take-up of support, as the increase suggested is quite significant.
Page 86	Number of Level 1 qualifications in literacy (including ESOL) achieved.	H	1,991	1,703	2,407		-	-	-	2,599	This data is from the LSC Economic Development Report that details the position as at August 2004 collected from the LSC funded providers 6th October 2009. September 2005 data will be available in April 2010. Meeting between Wiltshire Council and SFA to be held on 18th May 2010 to discuss data quality issues.
	NI162	Number of Entry Level qualifications in numeracy achieved.	H	90	69	155		-	-	-	170
NI164	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher.	H	48.10%	51.10%	52.40%	51.40%	I	I	A		The % of working age population resident in Wilts with a level 3 or above is 51.4% 1% below the 2009/2010 target. The national position for this target is 49.5%, 1.9% lower than Wiltshire. (APS Dec 09).
5. Communities Safe											
LAA NATIONAL											
NI016*	Serious acquisitive crime rate.	L		6.71	8.41	6.88	W	-	Y	8.24	
NI017*	Perceptions of anti-social behaviour.	L		12.50%		7.8% to 10.4%	I	-	-	10.80%	The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009). The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
NI020*	Assault with injury crime rate.	L		4.56	5.38	4.59	W	-	Y		
NI030*	Re-offending rate of prolific and priority offenders.	L			12%		-	-	-		Awaiting Q3 and Q4 data from Iqunta
NI032*	Repeat incidents of domestic violence.	L			27%	20%	-	-	Y	27%	

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
NI019*	Rate of proven re-offending by young offenders.	L		-2.70			-	-	-		Youth Offending quarterly performance data will be submitted to the Youth Justice board (YJB) by 30th April. Final year outrun figures will be published by the YJB some time in the following month. Performance against this indicator will not be placed on SSM until finalised at national level. Results should be updated by 31st May 2010.
NI027	Understanding of local concerns about anti-social behaviour and crime by the local council and police.	H		25%		22.5% to 26.5%	-	-	-		The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009). The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
NI041	Perceptions of drunk or rowdy behaviour as a problem.	L		21.20%		18.9% to 22.5%	-	-	-		The full year figure (2009/10) is from a local version of the Place Survey (Autumn 2009). The official Place Survey (on which our LAA results will be judged) does not take place until Autumn 2010.
NI047	People killed or seriously injured in road traffic accidents.	L			40%	29%	-	-	-		The number of people who were KILLED or SERIOUSLY INJURED on Wiltshire's roads in 2009 is 28. The national target is to reduce KSI by 40% from the 94-98 baseline. We have achieved a 29% reduction.
NI088*	Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence.	H		68%	70%	84%	I	-	Y		
NI144*	Offenders under probation supervision in employment at the end of their order or licence.	H		59%	40%	49%	W	-	Y		
LAA LOCAL											
NI195	Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting).	H		9.25			-	-	-		Litter Q4 7% YR END 5% Detritus Q4 23% YR END 18% Graffiti Q4 1% YR END 1% Fly Posting Q4 0% YR END 0%
6. Environment & CO2											
LAA NATIONAL											
NI188	Planning to adapt to Climate Change.	H		0	1	1	I	-	Y	3	The requirements of Level 0 and 1 of NI188 are complete and a Level 1 Report will be completed during April 2010. There has been a considerable amount of work undertaken and further detail about this can be seen under the Protecting the Environment section above and in the more detailed report for environment on the website.

PI	Indicator Name	H high fig good, L low fig good	Actual 2007/08	Actual 2008/09	Target 2009/10	Actual 2009/10	One Year Trend	Three Year Trend	On Target	Target 2010/11	Comments
NI191	Residual household waste per household.	L		663.60	690.00	648.00	I	-	Y	663.11	Figures are provisional, due to the need to confirm commercial waste tonnages. Residual household waste per household has again reduced in Wiltshire during 2009/10. Recycling and composting performance has been maintained at about 40.5%. Further improvements in recycling performance will depend upon Council decisions on the harmonisation of waste collection and recycling services.
NI197	Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented.	H	39.50%	43.20%	47.50%	54.00%	I	I	Y	52.50%	An officer was appointed in January 2010 to the temporary position of Biodiversity Indicator Officer to undertake the work necessary to deliver National Indicator (NI)197. Further detail about the work which has been undertaken can be seen in the more detailed environment report on the website. The second year NI197 target was a 5% increase in the number of 'Local Sites' in positive management and this has been more than met.
NI197	Congestion - average journey time per mile during the morning peak.	L		01:45			-	-	-		The latest data available is from 2008/09 academic year. The result has been constant the last three years at 1:45 (time per mile -mm:ss). There is no target for this indicator.
NI185	CO2 reduction from local authority operations.	L		Baseline: 59,117 tonnes			-	-	-		Result for 2008-09 is 59,117 tonnes CO2 (weather-corrected). Information collected annually only; 2008-09 is baseline year. This is the final figure validated by Defra in Oct 2009. 2009/10 figure should be available in August.
NI194	Air quality – % reduction in NOx and primary PM10 emissions through local authority's estate and operations.	H		Baseline figures NOx 88,221 PM10 0 2526			-	-	-		Weather-corrected NOx and PM10 emissions for 2008-09 are reported annually. This was a new indicator, so we can't calculate a % reduction figure for 08/09. These figures will be used as the baseline. These are the final figures validated by Defra in Oct 2009, which are different to those previously submitted. 09/10 figure should be available in August.
LAA LOCAL											
NI186	Per capita reduction in CO2 emissions in the LA area.	L		8.1			-	-	-		Data produced by Defra on annual basis only, available in July.

KEY:

In the **PI** column where the number is bold with an asterisk (i.e. **NI000***) these are indicators led by Wiltshire Council

In the **Target** columns where figures are bold and enclosed by asterisks (i.e. ***11%***) these are targets that were reviewed as part of the LAA Review and Refresh for the final year of this LAA

In the One Year Trend Column **I** indicates an improving trajectory, and **W** indicates a worsening trajectory

Annex 3 Performance Reward Grant Bids from Area Boards – Table of Approved Bids

PRG Scheme - Area Boards: Summary September 2009 to March 2010						
Bid No	Area Board	Brief description	Capital £	Revenue £	Total £	Brief details of Bid
1	All	Speedwatch – cross county	56,200	34,310	90,510	To provide a county-wide Speedwatch scheme to help raise awareness of the importance of reductions in speeding. This bid covers all area boards
4	Salisbury	Taxi Marshalls for Christmas 09		2,000	2,000	To run a Taxi-Marshall scheme to help reduce violence and anti-social behaviour in Salisbury town centre over the Christmas period 2009. A full evaluation of the scheme has been conducted.
8	Trowbridge	Seymour Community centre	10,000		10,000	To refurbish a former shop premises to provide a permanent community building.
9	Trowbridge	Trowbridge Annual Festival of Fun Youth cafe	4,000		4,000	To provide computers and other equipment for the Taff café.
12	Warminster	Warminster Windows		2,049	2,049	To improve street-scene in the town by filling the windows of empty shops.
16	Amesbury	Avon Valley College - Alternative Living and Applied Learning Centre		1,500	1,500	To provide equipment for the Alternative Living centre.
18	Warminster	Friends of Warminster Park	12,000		12,000	To improve the skate-park.
22	Warminster	Athenaeum	38,015		38,015	To provide a lift which will enable access to the top level of the centre for those with mobility difficulties.
24	Melksham/All	Splash		29,700	29,700	To improve the quality of life for vulnerable young people aged 9-16 by providing safe positive activities during school holidays to divert them away from anti-social and negative behaviour.
25	All	Community Payback	53,050	10,000	63,050	To provide utilities trucks, equipment and a contribution to co-ordinator costs to assist in the supervision of offenders repaying their debt to society through unpaid work in rural areas.
26	Malmesbury	Skate Park	92,250		92,250	To provide a safe and organised activity area for young people, by way of: - A safe, supervised skate and skateboard area with ramps both fixed and mobile - A safe and supervised area for basic car and bike maintenance - A safe area for young people to play badminton, football/basket and netball - A large space for performing arts and social events
27	Amesbury	Larkhill Rejuvenation and Road safety		11,530	11,530	To increase the feeling of well-being and community cohesion within Larkhill, including addressing concerns about road safety.
28	Amesbury	Avon Valley College Media Centre	20,000		20,000	To provide facilities to aid and enhance the college and surrounding communities.
Total - approved			285,515	91,089	376,604	

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There are other bids which are still pending a decision and 14 bids have been rejected. Minutes can be viewed at:

<http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/wiltshirepublicserviceboard/psbperformancerewardgrantpanel.htm>

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Wiltshire Council

Cabinet

22 June 2010

Subject: Street Naming and Numbering Policy

Cabinet member: Councillor John Noeken – Resources

Key Decision: Yes

Executive summary

- To seek the adoption of the necessary statutory powers to undertake street naming and numbering and the signage of streets within its administrative area.
- To seek Cabinet's endorsement and adoption of Wiltshire Council's interim Street Naming and Numbering Policy; to approve a schedule of fees for the Street Naming and Numbering service; and to approve a strategy for developing a permanent policy.

Proposal

That Cabinet:

- (a) adopts the provisions of Sections 17 and 18 of the Public Health Act 1925 (as opposed to section 21 of the Public Health Act 1907) and Sections 64 and 65 of the Town Improvement Clauses Act 1847 (as opposed to section 19 of the Public Health Act 1925);
- (b) considers the attached policy in the light of the operation problems caused by the existing policy (outlined above) and, if appropriate, approve it as the interim Street Naming and Numbering Policy for Wiltshire Council;
- (c) considers the options for a schedule of fees as set out in section 8 of this report and to approve Scenario C and
- (d) seeks a definitive Street Naming and Numbering Policy for approval by Cabinet within 6 months, following consultation with Town and Parish Councils.

Reason for proposal

By approving the above proposals, Wiltshire Council will have a sound legal and policy framework on which to deliver the Street naming and Numbering service in an efficient and customer-focused fashion.

Deborah Farrow**Service Director for Business Transformation, Information Management and ICT**

Wiltshire Council

Cabinet

22 June 2010

Subject: Street Naming and Numbering Policy

Cabinet member: Councillor John Noeken – Resources

Key Decision: Yes

Purpose of report

1. To seek the adoption of the necessary statutory powers to undertake street naming and numbering and the signage of streets within its administrative area.
2. To seek Cabinet's endorsement and adoption of Wiltshire Council's interim Street Naming and Numbering Policy; to approve a schedule of fees for the Street Naming and Numbering service; and to approve a strategy for developing a permanent policy.

Background

3. The enabling powers in relation to street naming and numbering and the display of street names and signs are contained in various legislations including the Public Health Acts of 1907 and 1925 and the Town Improvement Clauses Act 1847. Each of the Acts includes complementary and sometimes overlapping provisions. The Local Government Act 1972 sought to remove any confusion by requiring local authorities to adopt which legislation they intend to use. Currently it would appear that there is no evidence to suggest that the Council, nor the former District Councils, has adopted any specific legislation relating to these functions.
4. The existing Street Naming and Numbering Policy was put into place for the commencement of the new unitary authority on April 1st 2009. Since that time, the Street Naming and Numbering function has been merged from four separate functions into a single function run by the Spatial Information Team, which is part of the Information Management Service. The merger of the function into a single team has revealed various problems with the current policy which have been causing operational difficulties. In brief, these problems are:
 - The original policy was not adopted by the Implementation Executive
 - The rules on what constitutes an acceptable name of a street are ambiguous in the current policy

- If the developer and Town or Parish Council cannot agree on a name for a street, the existing policy does not make clear who has the final decision
 - The current fees do not adequately represent the work done - for example, a whole floor of flats is charged at £45 whereas a single house is £130, even though the work is broadly dependent on the number of individual addresses created, regardless of whether they are flats or houses. The current fees do not cover the cost of providing the service.
5. Because of the operational difficulties caused by the existing policy, it is proposed that Cabinet adopt the attached policy immediately as an interim policy. We will then consult with Town and Parish Councils to develop a final policy with the intention of bringing this final policy back to Cabinet for approval within 6 months.

Main considerations for the council

6. Cabinet is asked to consider the following:
- 1 To adopt the provisions of Sections 17 and 18 of the Public Health Act 1925 (as opposed to section 21 of the Public Health Act 1907) and Sections 64 and 65 of the Town Improvement Clauses Act 1847 (as opposed to section 19 of the Public Health Act 1925).
 - 2 To consider the attached policy in the light of the operation problems caused by the existing policy (outlined above) and, if appropriate, approve it as the interim Street Naming and Numbering Policy for Wiltshire Council.
 - 3 To consider the options for a schedule of fees as set out in section 8 of this report and to approve Scenario C.
 - 4 To seek a definitive Street Naming and Numbering Policy for approval by Cabinet within 6 months, following consultation with Town and Parish Councils.

Environmental impact of the proposal

7. Not applicable.

Equalities impact of the proposal

8. The Street Naming and Numbering Policy aims to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation and will adhere to the equality and diversity policy of Wiltshire Council.

Risk assessment

9. Failure to adopt the appropriate statutory powers and to adopt a Street Naming and Numbering Policy leaves the Council open to the following risks:
- Open to legal challenge that it is acting without statutory authority
 - Excessive resource being focused on issues where there are conflicts from developers, the public and Town and Parish Councils, for example, following the suggestion of controversial street names by developers.
 - Non equal balance between charges to the applicant against work undertaken. Reviewing the Policy including the existing charges will ensure the charges presented match the work undertaken by the officers and cover management and software costs
 - Ambiguities in the current policy over what constitutes an acceptable name leaves the council open to challenges from developers, the public and Town and Parish Councils on the grounds of incorrect application of the policy and makes it harder to enforce the rules for the proper naming of streets and properties.

Financial implications

10. The current fees and charges do not cover the costs of carrying out this function within the Address Management Team. In addition, the current fees do not adequately reflect the work carried out, for example by differentiating between houses and flats when in practice the work is the same.
11. The current fees and charges are listed below (for reference) along with three different scenarios for revised fees. In each suggested scenario, the fee is made up of a flat fee (to cover general overheads such as software and the costs of liaison with partner organisations) and a per-address fee to reflect the magnitude of the application.
12. In scenarios B and C (which see an increase in overall income), the impact is to slightly reduce the fee payable by an individual householder wishing to make a change to their personal address, but to increase the fees payable by developers making an application containing 2 or more properties.
13. The table below shows the suggested fees for each scenario and the estimated impact on income generated based on the level of applications received in 2009/10.
14. Scenario A simplifies the existing fee structure, and ensures there is a defined fee for each service available, but leaves income at approximately the same level as 2009/10.

15. Scenario B is sufficient to cover the salary costs of two officers administering the service, but does not cover any other costs associated with the service.
16. Scenario C covers the salary and on-costs of two officers, the software costs and a contribution to management time within the team.

In order to cover the costs for our two Street Naming and Numbering Officers, software and management time, we recommend adoption of charging Scenario C.

17. It should be noted that, in merging the function from being based in four hubs to one, fewer officers are now involved in running the service than were previously employed by the four district councils and therefore significant efficiencies have already been made to the service.

	Existing situation	Scenario A	Scenario B	Scenario C
Fee structure	House renaming - £80 New flat complex, per floor - £45 Development up to 5 plots - £130 Development over 5 plots - £130 + £10 per additional plot over 5, capped at £2,000 maximum charge (*)	House renaming - £50 New property (whether house or flat) - £110 for first property Charge for additional properties - £10 No maximum charge	House renaming - £50 New property (whether house or flat) - £110 for first property Charge for additional properties - £25 No maximum charge	House renaming - £50 New property (whether house or flat) - £110 for first property Charge for additional properties - £40 No maximum charge
Estimated income generated based on 2009/10 level of applications	£30,500	£30,830	£45,965	£61,100

(*) In 2009/10, two applications (for 198 and 299 properties) reached the upper limit of £2,000. Under Scenario B, these would raise £5,035 and £7,990 respectively. Under Scenario C, they would raise £7,560 and £12,030 respectively.

Legal implications

18. The Council has a legal responsibility to ensure that streets are named and properties numbered and is required to adopt whichever legislation it intends to use to fulfil these functions. This is essential for meeting the obligations of the Local Land and Property Gazetteer and for anticipated enquiries regarding the altering of street names. Without such a resolution the Council is open to challenge on decisions regarding new street names, altered street names, street numbering and street signage.
19. On considering the options indicated by the legislation the Council can use Section 17 of the Public Health Acts 1925 to name new streets. Beyond this the authority is required to make a further resolution as to which legislation it intends to use in relation to altering street names, property numbering and signage.
20. Of the legislation available regarding numbering, signage and Penalties for damage or non-compliance, the Town Improvement Clauses Act 1847 enables the widest ranging powers regarding numbering signage and penalties for damage or non-compliance. (Section 19 of the Public Health Act 1925 only enables the erection of street name plates and penalties for damage)
21. With reference to altering street names there is a greater choice to be made which will affect the procedures used by the Council when challenged or when a request is received to alter names. Section 18 of the Public Health Act 1925 would enable the ultimate decision to rest with the Council. (Section 21 of the Public Health Act 1907 would allow, following a detailed public consultation procedure, this decision to be made by the occupiers affected by the alteration of street name)

Options considered

22. The appropriate powers under the legislation have to be adopted if the Council is to fulfil its responsibility of street naming and numbering and the signage of streets within its area
23. The option of not preparing and adopting a Street Naming and Numbering Policy was not favoured, for reasons including the risks identified above.

Conclusions

24. Cabinet is asked to adopt appropriate legislation to carry out the Street Naming and Numbering function, approve the attached policy and schedule of fees, and to authorise officers to bring back a revised policy following appropriate consultation with town and parish councils.

Deborah Farrow
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3 June 2010

Background papers

None

Appendices

Street Naming and Numbering Policy

Wiltshire Council

Cabinet

22 June 2010

Subject: Council Responsibilities relating to Climate Change

**Cabinet member: Councillor Toby Sturgis
Waste, Property & Environment**

Key Decision: No

Executive Summary

This report sets out the council's responsibilities relating to climate change and highlights the implications and risks associated with discharging these responsibilities.

Proposals

That Cabinet:

1. recognises:
 - a. the responsibilities the authority has with regard to climate change, as set out in Appendix 1 of the report;
 - b. the implications for policy development and service delivery, in particular the significant implications for housing, planning and transport policy in delivering Wiltshire's low carbon and adaptive future;
 - c. the risks relating to the discharge of these responsibilities;
 - d. the council's current performance in this area.
2. agrees that the Climate Change Board should oversee the delivery of these responsibilities and monitor future performance;
3. approves delegated authority to the Service Director for Economy & Enterprise to work with Finance to identify options for establishing a long term carbon reduction fund which will enable the authority to meet its carbon reduction targets, in consultation with the Cabinet Member for the Environment;
4. agrees that in order for the environmental implications of all council decisions to be fully considered, all committee reports should address key questions relating to environmental impact, and that the Climate Change team be consulted as set out in Appendix 2;

5. notes the work the council is undertaking through the Military Civilian Integration Programme to reduce the environmental impact of Salisbury Plain Super-Garrison.

Reason for Proposals

1. Cabinet need to be aware of the council's range of responsibilities relating to climate change as well as the implications and risks to the council.
2. The Climate Change Board was established in July 2009 with the aim of overseeing the council's Climate Change work programme. It is well placed to monitor progress as it is chaired by the Cabinet member for the Environment and has representation from a corporate director and service directors across the council.
3. The council applied to Salix finance in March for £800,000 to be match funded by the council, to establish a dedicated revolving carbon reduction fund. The Salix revolving fund programme was withdrawn prior to the general election, therefore alternative sources of finance need to be explored to enable the council to meet its carbon reduction targets. The council was however successful in securing a one-off 0% loan of £352,000 from Salix for 2010/11.
4. One of the council's corporate priorities is 'reducing our environmental impact', therefore all decisions need to be fully screened for their environmental implications.
5. The programme to reduce the army's environmental impact is highly innovative and has the potential to be replicated nationally.

Alistair Cunningham
Service Director, Economy & Enterprise

WILTSHIRE COUNCIL

CABINET

22 June 2010

Subject: Council Responsibilities relating to Climate Change

Cabinet member: Councillor Toby Sturgis – Waste, Property & Environment

Key Decision: No

Purpose of Report

1. This report sets out the council's responsibilities relating to climate change and highlights the implications and risks associated with discharging these responsibilities.

Background

2. In May 2009, the council signed the Nottingham Declaration on climate change. Subsequent to a motion and debate at full council in September 2009, the council reaffirmed its commitment to tackling the causes and effects of climate change and signed up to the 10:10 campaign.
3. Cabinet agreed funding for both a Climate Change team and a carbon reduction capital programme in the 2010/11 budget in recognition of this new and critical area of work for local government.

Main Considerations for the Council

4. Local authorities have two main areas of responsibility relating to climate change:
 - i. to reduce carbon emissions for the local authority area as a whole, including from the council's own operations;
 - ii. to prepare the council and the county as a whole for the effects of unavoidable climate change. This is known as climate change adaptation.

Further detail on these responsibilities is set out at Appendix 1.

Furthermore, the climate change team leads corporately for two areas of work which extend beyond carbon reduction and climate change adaptation, namely:

- iii. ensuring the council is reducing its use of natural resources as a whole, including water, waste and procurement. This is assessed through the Use of Resources framework's key line of enquiry 3.1 (KLOE 3.1);

- iv. developing an environmental management system for the authority, which will ensure compliance with all environmental legislation and lead to an internationally recognised accreditation.
5. The council's recently revised Environmental Policy will provide the basis for all decisions which have an environmental impact.
6. It is proposed that all reports to Cabinet address the questions in Appendix 2 and that the Climate Change team is consulted as part of the report preparation process.

Environmental Impact of the Proposal

7. Reducing the council's environmental impact is the subject of this report.

Equalities Impact of the Proposal

8. There are no negative impacts from the council's climate change programme.
9. Some of the positive impacts are as follows:
 - The council's work to assess service delivery risks from future climate change will benefit vulnerable residents who are often the first to be affected by extreme weather events (eg flooding and heatwaves).
 - The move to low carbon housing across the county will benefit all residents but particularly those at risk of fuel poverty as energy efficient homes are cheaper to run.
 - Community climate change projects will be developed in an inclusive manner, to reach out to those groups that are not usually involved in local environmental work.

Risk Assessment

10. Meeting the council's obligations in relation to climate change requires the delivery of a complex programme of work which has a range of risks attached to it:
11. Organisational buy-in:
 - Resistance to behaviour and policy changes required for successful carbon reduction.
12. Financial:
 - Insufficient investment available for energy efficiency measures to ensure achievement of the council's carbon reduction target, meaning that efficiencies in energy and transport costs (total spend £14m in 2008/09) are not realised.

- Failure to perform well under the Carbon Reduction Commitment (CRC), for example by lack of investment in smart meters and energy efficiency projects, which could lead to financial penalties.
 - Carbon trading strategy unsuccessful leading to increased costs of purchasing carbon allowances on the secondary market.
13. Legal:
- Failure to demonstrate compliance with environmental legislation if an environmental management system is not implemented in high risk areas.
14. Service delivery:
- Climate change impacts in Wiltshire (eg increasing temperatures and flooding) will have an impact on the council's ability to deliver services and could adversely affect Wiltshire residents unless appropriate measures are put in place.
15. Performance:
- Failure to achieve NI 188 target in the Wiltshire Local Area Agreement.
 - Failure to achieve good performance against the other three national performance indicators that measure to what extent the council has reduced its own carbon footprint (NI 185) and the carbon footprint of its local area (NI 186) as well as fuel poverty in its local area (NI 187)
 - Poor performance against the key line of enquiry on use of natural resources (KLOE 3.1), part of our annual Use of Resources assessment, which will be used to moderate the council's overall score.
16. Reputation:
- Residents expect the council to lead by example in reducing carbon emissions and preparing for unavoidable climate change. The November 2007 People's Voice Survey responses show that panellists want Wiltshire Council to take the lead in addressing climate change and support them individually to tackle climate change.
 - The Wiltshire Assembly has identified climate change as being one of 3 top priorities to be addressed.
 - Should the council's trading strategy for purchasing carbon allowances under CRC not be successful, it could be in a position where it needs to purchase allowances from private sector competitors.

Financial Implications

Staffing

17. There are no staffing implications as a fully funded climate change team is now in place, which includes dedicated staff resources for implementing the council's Carbon Management Plan, developing the county's carbon reduction strategy, leading on climate change adaptation work, and a post for working with schools (funded by DCE).

Capital

18. From 2010/11, a corporate carbon reduction fund of £500,000 per year is being established for 3 years. This will be used to fund energy efficiency measures with a short payback period on a 0% loan basis. In addition, a 0% loan has been obtained from Salix finance for £352,000 for spending in 2010/11. It is the intention to establish a dedicated long-term carbon reduction fund. Mechanisms for resourcing this fund need to be explored with Corporate Finance, including the possibility of ring-fencing savings beyond the payback period to enable an internal energy efficiency fund to grow at nil additional cost to the authority.
19. The scale of investment required to reach the target reduction of 11,823 tonnes CO₂ by 2013/14 is much greater than the resources currently available. Up to half of this could be achieved by behaviour change, which is the lowest cost method of reducing the council's carbon footprint but will require significant cooperation from staff and schools in particular.
20. Any further reductions in the council's carbon footprint can only be achieved through investment in energy efficiency measures. To give an order of magnitude, the Carbon Trust have estimated that in order to save 1,500 tonnes of carbon across 25 council sites an investment of £1.2m will be required. If this is factored up, we can assume that an investment of approximately £5m would be required over the next 4 years in order to achieve half our target of 11,823 tonnes of CO₂ through energy efficiency projects. In contrast, £1.85m has been identified to date, as set out above. Approximately half of the investment required is revenue, and only capital is currently available.

Revenue

21. In 2008/09 all five Wiltshire councils spent a total of over £8 million on energy bills (electricity, gas and oil) and over £5 million on transport. Updated figures for 2009/10 will be available by the end of July. With rising energy and fuel costs, there is a considerable financial incentive to reduce our energy consumption.
22. The installation of smart meters is critical to the council's performance under CRC and will enable accurate data collection and targeting of energy efficiency measures. The costs of installing smart meters in non-school buildings is being met by Property services. Funding is currently being identified for the installation of smart meters in schools. For total school coverage the cost is about £80,000 per annum for 5 years to lease

or £146,000 to purchase the smart meters (this option will attract an on-going annual £25,000 charge).

Cash flow & potential penalties/rewards

23. The cost of carbon allowances for the introductory phase of the CRC (to 2013) is fixed at £12 per tonne for those allowances which are purchased directly from the Environment Agency. Allowances can also be purchased or sold on the secondary market at a price that cannot be predicted as it will depend on demand. Assuming that we purchase allowances to cover 50,000 tonnes of emissions at a cost of £12 per tonne, the council will need to spend £600,000 on carbon allowances at the first sale in April 2011. A proportion of the £600,000 will then be returned to us in a 'recycling payment' six months later, plus or minus a reward or penalty payment.
24. Cash flow implications have been taken into account in the Medium Term Financial Plan. However, it is currently difficult to forecast how much the council is likely to win or lose under CRC, as the reward or penalty depends on the relative performance of all 5,000 organisations in the CRC league table. The guidance indicates that organisations could lose approximately 10% of the total cost of allowances in 2011, 20% in 2012, 30% in 2013 and up to 50% in 2015. If a sustained programme of carbon savings is not identified, financial costs to the authority will spiral.

Legal Implications

25. Appendix 3 sets out the legislative and policy framework for the council's climate change responsibilities.

Options Considered

26. Doing nothing is not an option as the council is obliged to comply with legal and performance requirements relating to the environment and climate change.

Conclusions

27. The council has put in place a comprehensive programme to ensure it meets its climate change responsibilities. The Climate Change Board, chaired by the Cabinet member, would appear to be the appropriate body to oversee delivery against these responsibilities.

Alistair Cunningham
Service Director, Economy & Enterprise

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Background Papers

- Environmental Policy, June 2010
- Reports to Environment Select Committee, November 2009 & March 2010
- Wiltshire Council Climate Change Board minutes
- Draft Carbon Management Plan for Wiltshire Council (March 2010)
- Report on Level 1 achievement against Climate Change Adaptation LAA target (May 2010)

Appendices

1. Council responsibilities relating to Climate Change
2. Guidance for assessing the environmental impact of Cabinet decisions
3. Climate Change Legal & Policy Framework

Appendix 1

Council responsibilities relating to Climate Change

This briefing should be read in association with Appendix 3 which sets out the legislative and policy framework for the council's climate change responsibilities.

1 Reducing the council's carbon footprint

1.1 What the authority is committed to

The council's long term goal is to reduce its CO₂ emissions by 50% by 2020, ahead of the national target of 34% by that date. The interim target is for the council to reduce its CO₂ emissions by 11,823 tonnes by 2013/14 (20% of the 2008/09 footprint). These targets will be reviewed when the council's Carbon Management Plan is updated using the 2009/10 data.

Wiltshire Council has also signed up to the 10:10 campaign. In practice this means that the council needs to cut its emissions by at least 3% in 2010/11 compared with 2009/10 emissions. The carbon footprint used for the purposes of 10:10 is all of the council's emissions minus schools and outsourced services.

The Use of Resources steering group has agreed that all Key Lines of Enquiry should aim for a score of 3 from 2009/10 onwards.

1.2 Performance and audit requirements

National indicator 185 measures the annual reduction in carbon emissions from the local authority's own operations. The indicator includes emissions from transport, buildings, streetlights and contracted services. It does not include emissions from waste, employee commuting or from council housing.

Key Line of Enquiry (KLOE) 3.1 in the Use of Resources framework assesses how well the council is measuring its consumption of natural resources (including CO₂, waste & water) and what it is doing to minimise this consumption.

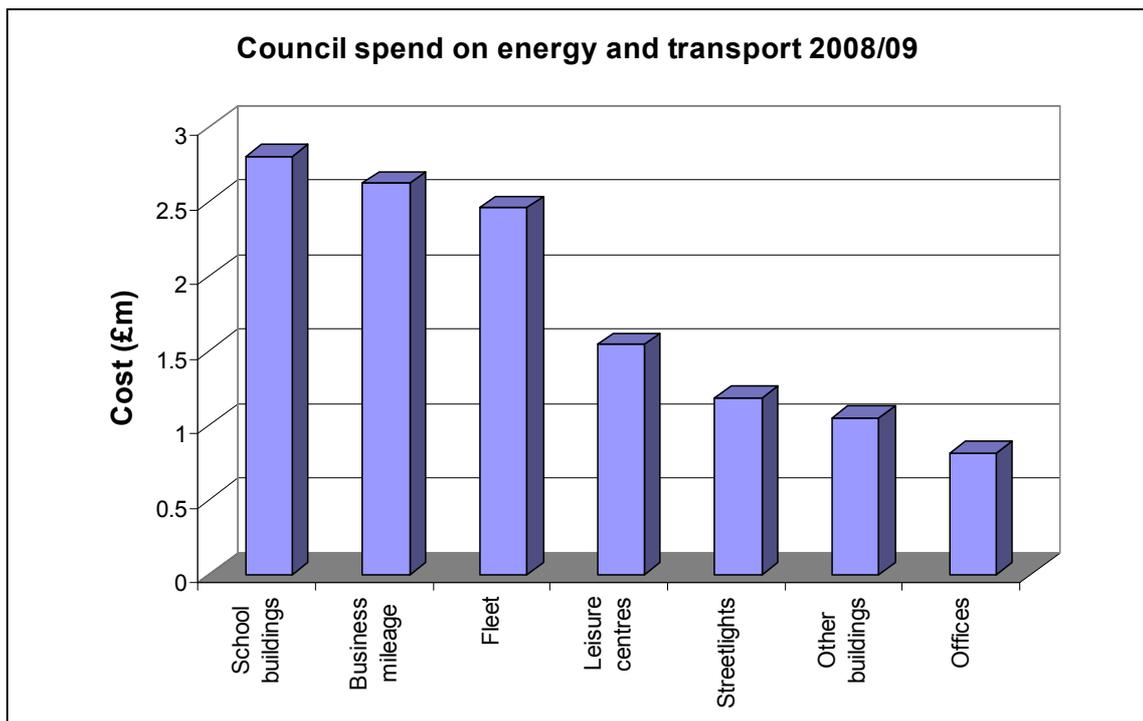
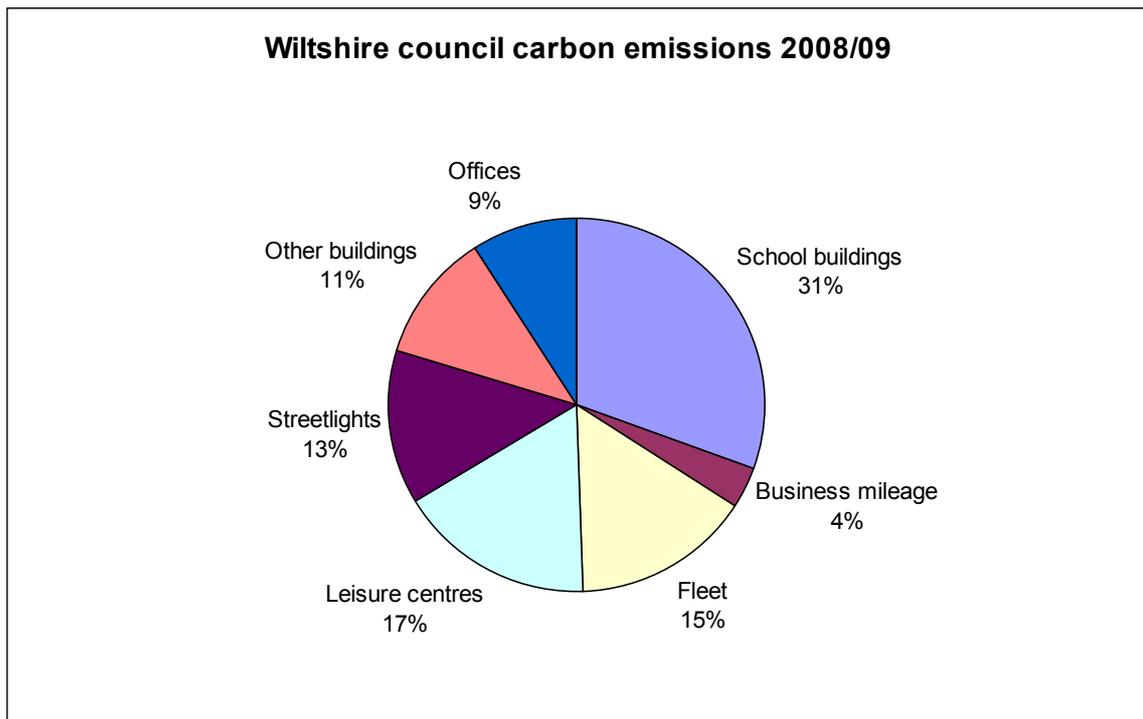
From 2010/11, the Carbon Reduction Commitment (CRC) requires the council to report on its emissions from stationary sources (ie buildings - including schools - and streetlights). From 2011/12, the council will have to purchase carbon 'allowances' to cover its emissions and will be assessed in a league table against other organisations in the scheme. The council's place in the 2011 league table will be determined by the proportion of the council's carbon emissions covered by Smart metering and the number of buildings covered by the Carbon Trust standard.

1.3 How is the council currently performing?

NI185 was new from 2008/09 and the 2009/10 data has not yet been reported. This means that no trend data is available to benchmark our performance. The baseline for the first year of the council's operations (2009/10) is currently being collated and will be reported by end of July.

The total footprint for the five Wiltshire authorities in 2008/09 was 59,117 tonnes of CO₂ associated with an annual expenditure on energy and transport of £13.9 million. Transport accounts for 19% of the Council's carbon emissions, but makes up just over

40% of the council's spend. The break down of emissions and costs for 2008/09 are illustrated below.



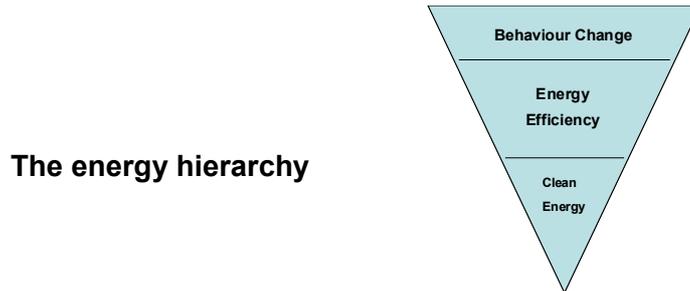
KLOE 3.1 was a new measure from 2008/09 and applied only to top tier authorities in that year. The County Council obtained a score of 2 out of 4, along with two thirds of upper tier authorities. 47 out of 150 top tier authorities obtained a score of 3 and five obtained a score of 4. No top tier authority received a score lower than 2. Wiltshire Council will be assessed against KLOE 3.1 in 2010/11, with former district services being assessed for the first time.

1.4 How we are meeting our commitments

The council has developed a draft Carbon Management Plan with the support of the Carbon Trust. The plan identifies opportunities for carbon savings and the investment required.

The Climate Change Board will drive change from the top, and the creation of a network of Green Champions will establish a channel for disseminating and generating ownership within service areas.

Action to reduce carbon emissions will follow a hierarchical approach which will be tackled sequentially for maximum return, as illustrated below.



The transformation programme offers a unique opportunity to deliver carbon reduction and will form the basis for many carbon savings during the life of the carbon management plan and beyond.

The installation of Smart meters is critical to enable the authority to have accurate energy consumption data and to be able to target energy efficiency measures appropriately. The proportion of the council's emissions that is covered by Smart meters will also be used to determine our position in the first CRC league table and will influence our score for KLOE 3.1. A programme to roll out Smart meters across the non-school estate has begun and will initially cover 34% of emissions. Funding for the installation of Smart meters in schools is currently under discussion and would increase the coverage to 72% of the estate.

A 0% loan totalling £352,000 has been obtained from Salix finance for implementation of a range of projects at Five Rivers leisure centre in Salisbury and for the conversion of 1800 bollards to LED lighting.

The capital carbon reduction programme will be used to fund energy efficiency projects identified through Carbon Trust surveys across 41 of the council's largest sites.

2 Reducing Wiltshire's carbon footprint

2.1 What the authority is committed to

Moving to a low-carbon Wiltshire will take a great deal of commitment on behalf of all sectors, with the council providing a leadership role. The scale of the challenge cannot be underestimated. The emerging Local Development Framework and Local Transport Plan will be key to driving a fundamental shift and ensuring that Wiltshire meets national carbon reduction targets.

National targets

- Legally binding targets to reduce CO₂ emissions by at least 34% on 1990 levels by 2020 and 80% by 2050
- 15% of total UK energy from renewables by 2020
- All new buildings to be zero carbon within a decade - dwellings from 2016, public sector from 2018 and commercial from 2019.
- Emissions from existing buildings approaching zero carbon by 2050.
- Reduce emissions from homes by 29% on 2008 levels by 2020.
- The recently updated *Planning and Climate Change Supplement* to PPS 1 requires local authorities to proactively plan for and set targets for renewable energy generation and to tackle the wider issue of climate change.

Local targets

Our corporate plan commits us to having a range of pilot energy efficiency and renewable energy projects with at least one in each of Wiltshire's community areas by 2014 – from micro-generation to home energy efficiency projects. These are to be developed with communities with the aim of sharing and replicating best practice across the county and beyond.

No local targets have yet been set against NI186 but this will be done as part of the development of a county carbon reduction strategy for Wiltshire.

Wiltshire has a 2010 target of 65 to 86 GWh installed capacity for renewable energy. The Core Strategy provides an opportunity to set a strategic policy framework and will address renewable energy targets.

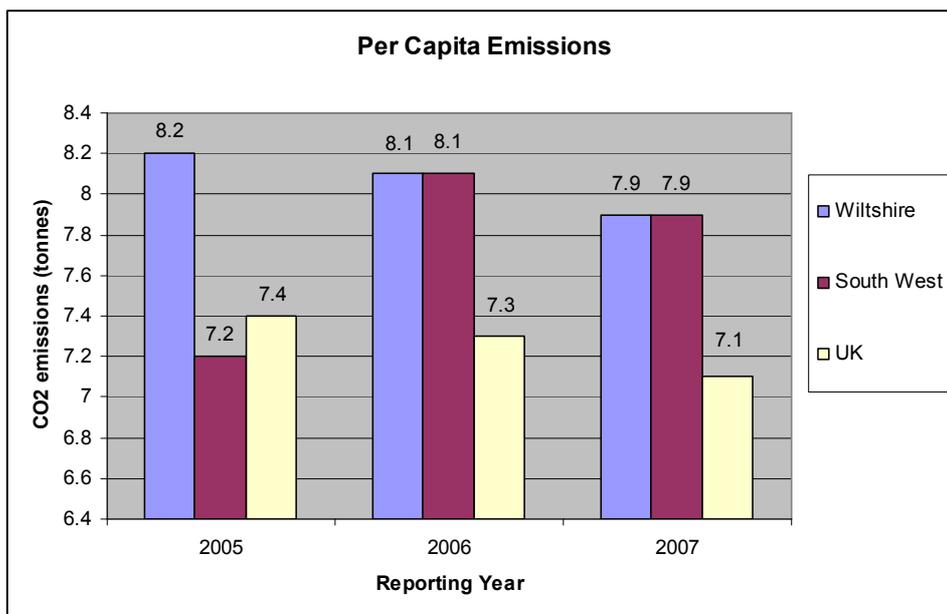
2.2 Performance and audit requirements

The key measure of emissions from a local authority area is national indicator 186 – per capita CO₂ emissions in the local area broken down by industry/commercial sector, domestic housing and road transport. This indicator is calculated by the government and is published every autumn with a 21 month time-lag.

Installed renewable electricity capacity and renewable heat capacity is also reported on annually for each county. Figures are reported jointly for Swindon and Wiltshire.

2.3 How the council is currently performing

The latest NI186 data available is for 2007. Between 2005 and 2007, emissions reduced by 3.9% nationally. In the South West, emissions went down by 5% and in Wiltshire by 2.5% over the same period (see graph). Wiltshire is therefore lagging behind the rest of the country in cutting its carbon emissions.



The latest data for renewable energy generation is from 2008. In that year, Wiltshire & Swindon produced 10% of the SW total for renewable energy - 14 KW. Almost all of this renewable capacity came from landfill gas, which is set to reduce. It is unlikely that renewable capacity will have increased significantly, therefore Wiltshire is falling well below its 2010 target of 65 to 86 KW installed capacity. The scale of the challenge for renewable energy is huge. The 2010 target is the equivalent of what would be generated by 30 wind turbines or approximately 300,000 individual solar photovoltaic units.

2.4 How we are meeting our commitments

A county carbon reduction strategy will be prepared by March 2011, with support from the Energy Saving Trust's 1-1 Programme. The strategy will identify the contribution different sectors can make to reducing emissions from housing, transport, businesses, schools, etc.

The climate change team works with community groups to take environmental action in their locality and supports the Wiltshire World Changers Network. This work will be extended during 2010 to include support to businesses, working with Business Link on the Improving Your Resource Efficiency programme.

Reducing carbon emissions has been established as the top priority for the Local Transport Plan 3, alongside supporting economic growth.

The planning system can help deliver sustainable development and shape communities that are resilient to the unavoidable consequences of this global problem. The new draft low carbon Planning Policy Statement sets out the following role for local authorities, which it will be essential for Wiltshire to delivery if we are to move to a low carbon county:

- Assess their area and potential new development sites for opportunities for decentralised energy.
- LDFs should support the move to a low-carbon economy and secure low-carbon living.
- Set authority-wide decentralised energy targets up to 2013.

- Post-2013 only set site or development specific targets.
- Can expect new development to connect or be designed to connect to decentralised energy systems.
- Set local requirements for building sustainably.
- A key role in co-ordinating action on existing homes at a local level.

As the first step in the process for developing renewable energy in Wiltshire, the spatial planning team has commissioned a report on the county's potential for renewable energy generation.

Reducing the army's environmental impact

The Military Civilian Integration Programme, which has been underway in Wiltshire since 2007, aims to build sustainable communities in the Salisbury Plain area. As part of this programme, Wiltshire Council is leading a two year pilot project to make 43 Wessex Brigade more sustainable and thereby stimulate the green and low carbon economy in the South West. The project will enable the army to adopt a low carbon approach to running its operations in order to reduce its carbon footprint, promote renewable energy and encourage resource productivity. This approach could be rolled out nationally across the MOD.

A Sustainability Board will be set up within 43 Wessex Brigade, chaired by Brigadier Hodder, and the project will be coordinated by a new Climate Change Officer (Military Civilian Programme), employed and hosted by Wiltshire Council from 1 June 2010, applying the expertise of the council's Climate Change Team to the project. The Carbon Trust and Energy Saving Trust are also keen to provide specialist support to the project.

The project will address the following areas:

1. to reduce the carbon footprint of the Armed Forces in Wiltshire and throughout Wessex Brigade, in doing so contribute to the reduction of CO2 per capita emissions in Wiltshire
2. To ensure resources are put to the most efficient use, eg to reduce the amount of waste sent to landfill and increase the volume of waste that is recycled and reused
3. To encourage healthy and active lifestyles within the Armed Forces and local communities through the promotion of exercise, sustainable transport and locally grown produce
4. To ensure the Brigade is able to meet future MOD targets to reduce emissions from 2011 and is prepared for the unavoidable effects of climate change.
5. To integrate the above objectives with existing projects within the county and to develop new partnerships enabling and supporting the progression of the military civilian integration programme.
6. To provide a framework for sustainable development that can be applied to other MOD sites across the UK.

3 Preparing for unavoidable climate change

3.1 What the authority is committed to

The Climate Change Act is designed to limit temperature rise to no more than 2 degrees by cutting carbon emissions. The UK cannot tackle climate change alone; greenhouse gas emissions in the UK account for only 2% of the global total. Until such time as carbon emissions are reduced we are locked into a certain degree of climate change. This will have an increasing impact on the lives of people in Wiltshire. Climate Change adaptation is about ensuring that Wiltshire is prepared to meet the challenges and opportunities faced by future climate change.

Unavoidable climate change will result in the South West experiencing hotter and drier summers (leading to drought and subsidence on some soils), warmer and wetter winters (leading to flooding), rising sea levels and more severe weather (e.g. storms). Apart from these direct impacts, there are likely to be indirect impacts such as increased migration, less food security and new pathogens.

The council has included National indicator (NI) 188 “Planning for Climate Change Adaptation” in the Wiltshire Local Area Agreement as one of its key indicators. The LAA target requires the council to have developed a Climate Change Adaptation Plan by March 2011.

3.2 Performance and audit requirements

NI188 consists of number key stages and levels which are outlined below:

Level	Description/ Requirement
0	Getting Started
0.1	Initial Project Planning
0.2	Engagement of Community, Service Users and Key LSP Partners
0.3	Scoping Project Resources
0.4	Identifying a Baseline
0.5	Supplementary Aim - Developing a Vision
1	Public Commitment and Impacts Assessment - Assembling an Evidence Base
1.1	Include other Expertise, Leadership and Public Commitment
1.2	Understanding Current Vulnerability
1.3	Identifying Some Significant Potential Impacts from Future Weather and Climate
1.4	Sharing the Load and Ongoing Project Planning
1.5	Supplementary Aim - Monitoring Future Impacts
1.6	Supplementary Aim - Weather and Climate Database
2	Comprehensive Risk Assessment
2.1	Comprehensive Assessment of Potential Impacts
2.2	The Risk-Based Assessment Revealing Priority Issues
2.3	Identify Priority Actions
2.4	Implement Priority Actions
2.5	Integrate LSP Partners
2.6	Supplementary Aim - Monitor New Business
2.7	Supplementary Aim - Monitor Effectiveness of Early Adaptation Measures
3	Comprehensive Action Plan (and prioritised action plan in priority areas)
3.1	Developing a Comprehensive Adaptation Action Plan
3.2	Embedding Climate Risks into Decision Making
3.3	Implementing Adaptation Responses

3.4	Supporting LSP and Partner Organisations
4	Implementation, Monitoring and Continuous Review
4.1	Monitoring Implementation of Plan
4.2	Monitoring Performance of Adaptation Actions
4.3	Review and Updating of Plans

Level 2 of NI 188 concerns itself with a comprehensive risk assessment of current and future weather vulnerabilities to the council. The council is aiming to reach Level 2 by August 2010. Level 3 seeks to produce a comprehensive action plan to address the vulnerabilities identified by the risk assessment, and this will be reached by March 2011.

3.3 How the council is currently performing

Comparative data is currently available only for 2008-09, the first year of reporting on NI188. During that year, half of all local authorities, including the five Wiltshire councils, were at Level 0. Top quartile authorities reached Level 1, with only 16 authorities nationally achieving Levels 2 or 3.

The council has achieved level 1 of NI188 in 2009/10 and therefore met its interim LAA target. The work carried out in 2009/10 is summarised in the table below.

The next key step in the process of the Wiltshire Climate Change Adaptation Plan will be to complete the requirements of Levels 2 and 3 of NI188 by March 2011. This should place the council in the top quartile nationally for this indicator.

Summary of NI188 Level 0 and 1 work by Wiltshire Council

Level 0 - Getting Started
0.1 Initial Project Planning
0.2 Engagement of Community, Service Users and Key LSP Partners
0.3 Scoping Project Resources
<ul style="list-style-type: none"> An Initial Project Plan was approved by the Wiltshire Council Climate Change Board and the Wiltshire Environmental Alliance in December 2009. Approval was also gained from the Government Office for the South West. An Initial Consultation Document was circulated to each Council Department and Thematic Delivery Partnership in December 2009. This included an overview of the Initial Project Plan, and explanation of the NI188 process and a short questionnaire.
0.4 Identifying a Baseline
<ul style="list-style-type: none"> A Document Review has been undertaken.
0.5 Supplementary Aim - Developing a Vision
<ul style="list-style-type: none"> considered as part of future NI188 work
Level 1 - Public Commitment and Impacts Assessment - Assembling an Evidence Base
1.1 Include other Expertise, Leadership and Public Commitment
<ul style="list-style-type: none"> The council signed the Nottingham Declaration in May 2009 and this was re-affirmed in October 2009. Training for Wiltshire elected councillors on climate change was held in March 2009. Further training and workshops will be organised during the Phase 2 work.
1.2 Understanding Current Vulnerability

<ul style="list-style-type: none"> • A Local Climate Impacts Profile is being prepared in consultation with the South West Climate Change Impacts Partnership.
1.3 Identifying Some Potential Impacts from Future Weather and Climate
<ul style="list-style-type: none"> • A profile of likely future climate change impacts has been prepared.
1.4 Sharing the Load and Ongoing Project Planning
<ul style="list-style-type: none"> • A Revised project Plan has been prepared setting out the approach for completing Level 2 of the NI188 work.
1.5 Supplementary Aim - Monitoring Future Impacts
1.6 Supplementary Aim - Weather and Climate Database
<ul style="list-style-type: none"> • These matters will be considered as part of future NI188 work.

3.4 How we are meeting our commitments

We have developed a methodology and project plan to achieve our LAA target, which has been approved by the Resilient Council Group. The risk assessments will be linked to the council's on-going risk management and business continuity arrangements.

A key requirement for all levels of the indicator is the engagement with the Local Strategic Partnership (LSP). In order to achieve this, we will be sharing the Local Climate Impacts Profile (LCLIP) and the UKCP09 projects and our own level 2 risk assessment methodology with partner organisations. This will ensure we are all working to the same understanding of local impacts, as well as provide them with a structure to approach their own risk assessment - which they are free to adapt to best fit with their own organisations' existing Risk assessment methodologies. In our LCLIP, for example, we are highlighting from the media trawl the impacts on other public services (eg fire, police) in addition to those that affected council services. Information relating to the UKCP09, LCLIP and risk assessment process will also be provided to each of the thematic partnerships.

Following the completion of the comprehensive risk assessment and Level 2, a Climate Change Adaptation Action Plan will be produced. In the first instance a systematic approach to identifying and appraising adaptation options will need to be development prior to commencement of any action planning. Detailed action planning cannot start until the risk assessment has been completed and signed off by senior management. Whilst the methodology has yet to be agreed, these adaptation options will fall into the following categories:

- **Prevent:** actions taken to reduce the probability of an impact. For example, building a school or care home that will not overheat during heat waves, or removing flood sensitive development from the flood plain.
- **Prepare:** actions taken to better understand the risk/opportunity ahead of the change occurring and to proactively enable an effective response and recovery. For example, undertaking a flood risk assessment, developing a contingency plan, insuring sensitive assets, and raising public awareness
- **Respond:** actions taken in response to an event to limit the consequence of the event, for example, restricting non-essential water use during a drought, or providing emergency accommodation for people displaced by an extreme weather event
- **Recover:** actions taken after an event to enable a rapid and cost-effective return to normal or more sustainable state. For example, providing a local one stop centre for flood damage claims, providing counselling for flood affected residents, or enhancing the flood resilience of a property when undertaking flood repairs

Appendix 2

Guidance for assessing the environmental impact of Cabinet decisions

While Cabinet reports now contain a paragraph where the author is required to outline the environmental impact of a proposal, there is no associated guidance for this element of the report template.

It is proposed that specific questions need to be asked to adequately screen for the environmental impacts of decisions. The initial screening will be carried out by report authors addressing the questions below in preparing Cabinet reports. Where authors have identified potential environmental impacts, they will be required to consult with the Climate Change team who will provide support in quantifying these impacts where possible.

It is proposed that the following guidance is added to the Cabinet report template.

Environmental and climate change considerations

The purpose of this section is to ensure that the proposal considers environmental and climate change issues, highlighting any potential impacts. Four key questions should be addressed, supported by qualitative and quantitative data where available, in consultation with the Climate Change team. Where it is perceived that the proposal has no environmental or climate change impacts, please work through each question explaining your rationale.

- a) Will the proposal result in the energy consumption (related to both static and transport elements) associated with the service area increasing, decreasing or remaining roughly at current levels? (for the purposes of this question contractor emissions are to be included as part of the carbon footprint of the service area that manages the contract.)
- b) What measures have been introduced, or are planned to be introduced, to reduce the carbon emissions associated with the proposal.
- c) From the perspective of day to day environmental management, what risks associated with the proposal have been identified and how are they going to be mitigated?
- d) If the service or contract is planned to last longer than 20 years, how have issues related to the unavoidable consequences of climate change been integrated and mitigated? (for example increases in the mean summer temperature and increased vulnerability to adverse weather events like heavy snow or floods).

The Cabinet report checklist will also be updated to require consultation with the Climate Change team in the same way as for the Finance and Legal teams.

Appendix 3: Climate Change Legal & Policy Framework

This briefing highlights the most relevant legislation and policy for carbon reduction (pp 1-2) and climate change adaptation (pp 3-4) as of June 2010.

CARBON REDUCTION

International drivers

The **Kyoto Protocol** is an international agreement linked to the United Nations Framework on Climate Change. It was adopted by consensus of the UN in December 1997. It sets binding targets for industrialized countries to reduce greenhouse gas emissions. These targets amount to an average of 5% against 1990 levels over the five year period 2008-2012.

The Kyoto Protocol was ratified by the EU and its Member States in late May 2002 and came into force on 16th February 2005.

Under the Kyoto Protocol, countries must meet their targets through national measures. There is also the option to use carbon trading to reduce targets. Under the Protocol, countries' actual emissions have to be monitored and precise records of carbon trading have to be made.

The UK government is committed to the reduction of greenhouse gases by 12.5% from 1990 levels by 2008-12.

The **Copenhagen Accord** was negotiated in December 2009 as part of the process to determine the successor to the Kyoto Protocol. The document recognises that climate change is one of the greatest challenges of the present day and that actions should be taken to keep any temperature increases to below 2°C. The document is not legally binding and does not contain any legally binding commitments for reducing CO₂ emissions.

National Legislation

The **Climate Change Act 2008** is the world's first long-term legally binding framework to tackle the dangers of climate change.

The Climate Change Act creates a new approach to managing and responding to climate change in the UK, by:

- setting ambitious, legally binding targets to reduce emissions by 80% by 2050
- taking powers to help meet those targets
- strengthening the institutional framework
- enhancing the UK's ability to adapt to the impact of climate change
- establishing clear and regular accountability to the UK Parliament and to the devolved legislatures.

The **Energy Act 2010** implements some of the key measures required to deliver a low carbon agenda. It includes provisions on delivering a new financial incentive for carbon capture and storage, implementing mandatory social price support, and introducing a package of measures aimed at ensuring that the energy markets are working fairly for consumers and delivering secure and sustainable energy supplies.

The **Planning and Energy Act 2008** enables local planning authorities to set reasonable requirements in their development plan documents for:

- a proportion of energy used in development in their area to be energy from renewable sources in the locality of the development;
- a proportion of energy used in development in their area to be low-carbon energy from sources in the locality of the development;
- development in their area to comply with energy-efficiency standards that exceed the energy requirements of building regulations.

The **Planning Act 2008** is of considerable importance for energy infrastructure projects. The Planning Act 2008 introduces a radically new system for approving major infrastructure of national importance, such as harbours, airports and power stations, and replaces current regimes under several pieces of legislation. The Government's objective is to streamline these decisions, avoid long public inquiries and give greater certainty to scheme developers. The Act also introduces a new Community Infrastructure Levy on certain developments, to help finance infrastructure, and makes some changes to regional and local planning.

The **Energy Act 2008** updates energy legislation to:

- reflect the availability of new technologies (such as Carbon Capture & Storage (CCS) and emerging renewable technologies)
- correspond with the UK's changing requirements for secure energy supply (such as offshore gas storage)
- protect our environment and the tax payer as our energy market changes

The **EU Energy Performance of Buildings Directive (2002)** has introduced Display Energy Certificates meaning that the energy use in the Council's buildings is open to scrutiny.

The Queen's speech on 25 May has announced a new **Energy Bill** to improve energy efficiency in British homes and businesses, to promote low carbon energy production, and to secure the UK's energy supplies.

Local Government Act 2000 – well being powers

The Local Government Act 2000 introduced the well-being power. It increased a Council's capability to act on behalf of its area and allows the Council to do anything that it considers likely to enhance the economic, social or environmental well-being of their area unless expressly prohibited elsewhere in legislation.

A national, mandatory carbon trading scheme has been set up – the **Carbon Reduction Commitment Energy Efficiency Scheme (CRC)**. The CRC came into force in April 2010 and provides a financial incentive for carbon reduction. It will be mandatory for the council as a large energy user to buy allowances to cover estimated carbon emissions arising from the consumption of gas and electricity in all buildings (including schools) and from street lighting. At the end of each carbon trading year, the council must hold enough allowances to cover emissions or face fines. If we hold more allowances than we need, we may trade the excess allowances on the scheme's open market. If we do not hold enough, we will have to buy more. Prices on the open market may go up or down and there are therefore financial risks to not being on top of our energy consumption / carbon emissions.

The scheme will report on all participants' performance placing them in a league table. Participants will be rewarded according to their relative position in a league table based on the extent to which their emissions have been reduced. Participants who reduce their emissions by more than average will receive a reward payment from the CRC fund. Those organisations performing under average will not be eligible for a reward payment. The first sale of allowances will take place in April 2011. Revenue raised from the sale will be recycled to participants in October 2011, plus or minus a reward or penalty.

The best way to benefit from participation in the scheme is to deliver what the scheme is designed to achieve: reduction in CO2 emissions. By acting early, implementing energy efficiency measures and reducing CO2 emissions an organisation has the best chance of capitalising on the potential benefits.

Policy - National

The **UK Renewable Energy Strategy** was published in 2009 which aims to stimulate the renewable energy sector and ensure the UK has a secure energy supply.

The **Stern Report of 2006** presented a persuasive case for the economics of tackling climate change, highlighting that action taken now will be more cost effective than action taken later.

Local Government Association Climate Change Commission Report (2007). This report critically evaluates local government's track record on climate change and makes recommendations for local government, central government and other stakeholders on how the local government response must be improved. It states that local government is uniquely placed to tackle climate change with a democratic mandate for action, close proximity to citizens and a strategic role leading other public, private and voluntary sector partners.

The report identifies four key areas which local authorities need to work on to make the necessary carbon emission reductions:

- transport;
- planning;
- housing; and
- tendering and re-tendering for new and existing services.

The recently released **Coalition Programme for Government** states the government's intention to:

- increase the target for energy from renewable sources;
- promote a huge increase in energy from waste through anaerobic digestion;
- encourage home energy efficiency improvements paid for by savings from energy bills;
- reform energy markets to deliver security of supply and investment in low carbon energy;
- encourage community-owned renewable energy schemes;
- and provide incentives for local authorities to deliver sustainable development, including for new homes and businesses.

Local drivers

- The Audit Commission has made climate change an area of focus in Wiltshire's **Comprehensive Area Assessment** in 2010.
- In December 2009, the **Wiltshire Assembly** identified climate change as a local priority and the council has a carbon reduction objective within the Corporate Plan 2010 – 2014, as indicated above.

CLIMATE CHANGE ADAPTATION

Legislation

The **Climate Change Act (2008)**

- UK wide climate risk assessment every 5 years
- National Adaptation Programme to be established and reviewed every 5 years
- Gives government the power to require public authorities and statutory undertakers (including water and energy companies) to report on how they have assessed and will respond to climate change risks
- Government required to publish strategy outlining how it will use this power
- Statutory guidance is being prepared and will be relevant for a wide range of public sector organisations but also wider audience

The Climate Change Act requires the Secretary of State to create a report on the impact of climate change. The report must contain an assessment of the risks for the UK of climate change given the current and predicted impacts and must take into account the advice of the Climate Change Committee (established to provide independent expert advice to the Government).

- The first report must be submitted to Parliament by 2011 and a subsequent report submitted every five years.
- A copy of each report must be sent to other national authorities.

The Secretary of State must also create programmes regarding adaptation to climate change that includes:

- Objectives in relation to adaptation to climate change
- Government's proposals and policies for meeting those objectives
- Time-scales for introducing proposals and policies

Flood and Water Management Act (2010)

The Act introduces measures to address the threat of flooding and water scarcity, both of which are predicted to increase with climate change. In particular, it:

- requires the Environment Agency to create a National Flood and Coastal Erosion Risk Management Strategy, which a number of organisations will have to follow
- requires leading local flood authorities to create local flood risk management strategies
- enables the Environment Agency and local authorities more easily to carry out flood risk management works

Tightening of Building Regulations under the **Code for Sustainable Homes**

Key aim of "zero" carbon new homes by 2016 but also targets water use efficiency and run-off.

Civil Contingencies Act (2004)

Requirement to assess risk of and plan for emergencies –may include severe weather events and other disruption due to climate change.

Local Government Act 2000 – well being powers

The Local Government Act 2000 introduced the well-being power. It increased a Council's capability to act on behalf of its area and allows the Council to do anything that it considers likely to enhance the economic, social or environmental well-being of their area unless expressly prohibited elsewhere in legislation.

Policy - national

- “Securing the future” (2005) identifies the need for adaptation to a changing climate
- UK Climate Change Programme (2006)
- Adaptation Policy Framework (2008)
- The Stern Review (2006) - Includes specific strategic policy recommendations
- Planning Policy Statements
 - PPS25: Planning and Flood Risk (2006) / supplement to PPS25: Development and Coastal Change (2010)
 - Supplement to PPS1: Planning and Climate Change (2007)
 - New draft PPSs issued March 2010

Climate Change Programme (2006)

Key focus on mitigation (CO₂/ energy), but committed government to:

- Develop an Adaptation Policy Framework
- Publish climate change scenarios for the UK
- Monitor and develop the knowledge base on climate change impacts and adaptation (through UKCIP)

Adaptation Policy Framework (2008)

- Sets out government “programme” for adaptation action and policy.
- Among other objectives seeks to “embed” adaptation in all policies and programmes at national, regional and local levels
- Two phases
- 2008 –2011: getting evidence / raising awareness / embedding in policy
- 2012 –on: following national risk assessment (CC Act requirement) development of a statutory National Adaptation Programme

Policy – sub national

- Regional climate change action plans (and partnerships)
- River Basin Management Plans (Environment Agency)
- Flood Risk Assessments

Local drivers

Wiltshire’s Local Area Agreement includes a target to develop a Climate Change Adaptation Action Plan by March 2011.

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Wiltshire Council

Cabinet

22 June 2010

Subject: TUPE Transfer of Grounds Maintenance Staff

Cabinet member: Councillor Richard Tonge – Highways and Transport

Key Decision: No

Executive Summary

This report considers the TUPE transfer of 12 Grounds Maintenance staff from Sodexo, as part of the unification of the grounds maintenance service. The key points to consider are:

- Wiltshire Council has inherited different service levels and providers in the area of grounds maintenance, following the successful transition to One Council. In the first season, the status quo was generally maintained to ensure continuity of service.
- The Sodexo contract is being renegotiated by the Corporate Procurement Team and the grounds maintenance services elements of this contract have been removed. 12 Sodexo staff have been identified who qualify for TUPE transfer.
- The removal of grounds maintenance from the expired contract and transferring to ongoing suppliers (both in-house and external suppliers) will facilitate unification of grounds maintenance services from 2011 onwards.
- The transfer of 9 staff to Wiltshire Council and 3 to English Landscapes means that the Council will meet its legal responsibilities to the staff involved and allows the Council to benefit from operational efficiencies.

Proposal

The Council should TUPE transfer the staff as part of TUPE process for the grounds maintenance service and staff. The 12 staff identified will transfer as follows: 9 to Wiltshire Council and 3 to English Landscapes.

Reason for Proposal

The proposal will allow the Council to start the harmonisation of the grounds services across the County. The consequence of the harmonisation is the resultant staff movements which are managed by the TUPE process.

MARK SMITH

Director of Neighbourhood Services

Wiltshire Council

Cabinet

22 June 2010

Subject: TUPE Transfer of Grounds Maintenance Staff

Cabinet member: Councillor Richard Tonge – Highways and Transport

Key Decision: No

Purpose of Report

1. This report considers the TUPE transfer of 12 Grounds Maintenance staff from Sodexo, as part of the unification of the grounds maintenance service.

Background

2. Wiltshire Council has inherited different service levels and providers in the area of grounds maintenance (see **Appendix A**), following the successful transition to One Council. In the first season, the status quo was generally maintained to ensure continuity of service.
3. The Council is now considering the options for service unification, provision and delivery. This will have to be undertaken in a timely manner to ensure the minimum service disruption. Ultimately, a joined up harmonised service will deliver the service efficiencies and savings envisaged in the One Council bid.
4. The Sodexo contract is currently being renegotiated by the Corporate Procurement Team and the grounds maintenance services elements of this contract have been removed. The consequence of this is that Sodexo has identified 12 staff currently providing grounds maintenance services that will be eligible to transfer to one of the other existing providers of grounds maintenance services, whether in-house to the Council or to another provider, English Landscapes, to capture economies of scale and the synergy derived from a smaller number of priorities.

Main Considerations for the Council

5. The Sodexo contract is the first contract to come to a natural end and presents the first opportunity to 'join up' the services. The Sodexo contract is being renegotiated by the Procurement Team and the removal of the grounds maintenance services and the staff providing those services from the contract has been agreed; as a result, 12 Sodexo members of staff qualify for TUPE transfer.
6. The Council needs to make incremental changes to its current grounds maintenance provision to allow for a unified service.

7. The Council has a vested interest in ensuring that the grounds maintenance services are delivered effectively. Whilst Sodexo is the transferor within this process, the Council has actively engaged with Sodexo and English Landscapes to ensure that the process runs smoothly. The Council needed to determine what was the most operationally effective option for the delivery of the services and was faced with the choice of either:
 - (i) Transferring all the staff into the Council itself and then providing the service itself, or
 - (ii) Transferring the staff to the existing area suppliers of the service (including in-house as well as external providers) and delivering the service via those routes. The Council would then need to tackle those services when their arrangements come to an end.
8. Taking the second option allows the Council to take a more strategic approach to the service unification and allows considerations around service standards to be fully developed and agreed.
9. The sites that currently receive the services have been analysed with the labour element to identify how much staff resource should go to each provider.

Environmental Impact of the Proposal

10. The Council currently provide grounds maintenance via several routes across the county. Not only does this mean duplication of provision, but also resources, and offers differing standards. The ideal solution would be to have just one route of provision, thereby reducing mileage, CO2 emissions and delivering economies of scale.

Equalities Impact of the Proposal

11. Unified service provision would improve equalities as the Council would have one less set of 'contracted conditions' and ultimately only one set across the county. This relates to both standards of service provision and in terms and conditions for staff employed on these services.

Risk Assessment

12. Officers have undertaken due diligence to understand the potential HR, legal and financial implications of this proposal.
13. Time – The Sodexo contract is currently being renegotiated and therefore officers need to deliver in a timely manner, as proposed transfer will be 1 July 2010.
14. TUPE transfer – This needs to be managed and controlled as some staff will need to move to external contractors. The Council has followed the recommended process for TUPE and is ready to proceed.

15. Existing suppliers - The recommendation made in this report relies on the support of existing suppliers. The suppliers have also been included in the process.

Financial Implications

16. The Council may not realise any initial savings due to the TUPE arrangements; however, the Council will be to absorb with no extra costs. However, there will be immediate service benefits, around standards, capacity and reducing the number of contracts. The unifying of service allows the Council to commence the process of bringing services together, ensuring they will be in a position to maximise the financial benefits of procuring the service as one large block in the future.
17. The Council currently spends circa. £2.5 million on grounds services. It would be reasonable to expect a 5% saving, £125k, on this figure at the point of complete unification and re-procurement.

Legal Implications

18. Legal Officers have conducted due diligence into the proposed transfer.
19. The legal considerations for the TUPE transfer of staff that currently work on the grounds element of the Sodexo contract have been considered. Sodexo is the Transferor and the Council and English Landscapes are the Transferees. The Council has a vested interest in ensuring that the TUPE process runs smoothly. These staff will be transferred to the service providers in the relevant areas, the process will need to be managed to allow the timely transfer of the staff without affecting service delivery.
20. There are a number of stages and points to consider in respect of TUPE, which the Council has been following:

- (i) Who would transfer?

Sodexo has identified 12 employees which have the right to TUPE transfer; this would need to be confirmed by Council officers. Employees will TUPE transfer to the Council where an employee's time is predominantly spent on the Wiltshire contract and this has been confirmed by Council officers. It has been agreed that 9 of these staff will TUPE transfer to the Council and that 3 of the employees will TUPE transfer to English Landscapes.

- (ii) Analysis of Terms and Conditions

The information that has initially been provided by Sodexo, regarding the terms and conditions of employees, does not appear to identify anything that gives concern. However, further employee liability information will be provided by Sodexo as part of the TUPE consultation process and will include information relating to any collective agreements; instances of any disciplinary action, grievances, and instances of legal actions that have taken place in the last two years with respect to the employees transferring.

(iii) Consultation

There is a requirement in the TUPE regulations that would require Sodexo and the Council to consult representatives of the affected workforce before the relevant transfer takes place. In the case of the Council the affected employees might include existing employees within the Council whose jobs might be affected by the transfer.

21. The initial meeting between Sodexo, English Landscapes and the Council took place in early May 2010. All rights and liabilities of the transferring employees will transfer to the Council on 1 July 2010. Further meetings have taken place between Sodexo and the Council to identify changes required to terms and conditions post transfer and employees have been made aware as part of the consultation that the Council will be undertaking a process of unification of all grounds maintenance services from 2011 onwards.

Options Considered

22. In producing this report three options were considered:
- (i) The Council could continue the negotiations to extend the Sodexo contract including the grounds element. This would preclude the Council from benefiting from the increased volume of grounds services and the possible efficiency savings. It would also delay the ultimate combination of these services, due to the continue disparities of contract termination dates and the future process of drawing together specifications and volumes. This would result in no TUPE transfers.
 - (ii) The Council could bring the service completely 'in-house' to allow time for the other arrangements to expire. This would not allow the Council to maximise operational benefits and would lead to some duplication as there would be two providers in the West and South. This would leave the Council with all the TUPE transferred staff.
 - (iii) The Council could bring the service in-house where the service is already in-house and negotiate with the contracted suppliers to vary their contracts to include the sites in their areas. This would allow the Council to benefit from operational efficiencies, possible rate reductions and start the harmonisation of the service. This option requires the Council to retain 9 on the TUPE staff and 3 transferring to English Landscapes.
23. The ultimate aim for the grounds service is to bring together the whole County service in one package to maximise the benefits, both operational and financial.

Conclusions

24. The Council is aiming to unify and transform its services, the removing of grounds maintenance from the expired contract and transferring to ongoing suppliers will facilitate unification of grounds maintenance services from 2011 onwards. The transfer of 9 staff to Wiltshire Council and 3 to English Landscapes means that the Council has met its legal responsibilities to the staff involved and allows the Council to benefit from operational efficiencies.

Proposal

25. The Council should TUPE transfer the staff as part of TUPE process for the grounds maintenance service and staff. The 12 staff identified will transfer as follows: 9 to Wiltshire Council and 3 to English Landscapes.

Reason for Proposal

26. The proposal will allow the Council to start the harmonisation of the grounds services across the County. The consequence of the harmonisation is the resultant staff movements which are managed by the TUPE process.

MARK SMITH

Director of Neighbourhood Services

Report Author

Ian S Brown

Head of Amenity and Fleet

Tel No: (01225) 718476

Date of first draft: 20 May 2010

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

None

Appendices:

Appendix A – List of current Grounds Service suppliers

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LIST OF CURRENT GROUNDS SERVICE SUPPLIERS

Provider	End Date
In-house - East	On-going
In-house - North	On-going
English Landscapes - West	31/11/2012 (possible extension 2 x 2 years)
Banyards – South	31/03/2011
Sodexo – County sites	Being renegotiated 2010
Ringway – County verges	2013

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Wiltshire Council

Cabinet

22 June 2010

Subject : Revenue Outturn 2009-10

**Cabinet Member: Councillor Fleur de Rhé-Philippe
Finance, Performance and Risk**

Key Decision: No

Executive Summary

To advise Councillors of the Council's financial position in respect of the financial year ending 31 March 2010.

Proposal

That Cabinet:

- (a) notes the 2009-10 outturn position and
- (b) approves the recommendation that roll forwards into the 2010-11 financial year are not permitted.

Reasons For Proposals

- (a) To ensure that Councillors are aware of the outturn position.
- (b) To help the Council plan for the forthcoming public sector financial constraints.

**Martin Donovan
Chief Finance Officer**

Wiltshire Council

Cabinet

22 June 2010

Subject : **Revenue Outturn 2009-10**

Cabinet Member: **Councillor Fleur de Rhé-Philippe**
Finance, Performance and Risk

Key Decision: **No**

Purpose of Report

1. To advise Councillors of the Council's financial position in respect of the financial year ending 31 March 2010.

Background

2. In setting the 2009-10 budget, a strategic decision was taken to use £4 million of the General Fund reserve to support one-off expenditure associated with establishing a new Unitary Authority.
3. The budget strategy for the Council forecast a General Fund reserve balance of £13 million as at 31 March 2009. The budget strategy also provided for a planned net contribution during the 2010-11 financial year to take the General fund reserve balance to £15 million. This is the level recommended by the Section 151 Officer as providing a prudent level to support effective financial planning.

Overall Outturn Summary

4. From the outset, the revenue budget for 2009-10 incorporated efficiencies of over £10 million, which included the £8.5 million efficiencies derived from One Council for Wiltshire. In addition, significant in year cost pressures in excess of £9 million had to be absorbed as a result of factors such as demand led services, winter gritting programme and the impact of the economic downturn.

5. These pressures are summarised in the table below:

Department	Pressure	£m
TEL and EDPH	Loss of income due to economic downturn e.g. car parking and development services	3.90
TEL and EDPH	Additional growth e.g. winter gritting programme and Climate Change	1.05
DCS	Pressure on demand led services e.g. adult social care	1.38
DCE	Pressure on demand led services e.g. looked after children and SEN transport	1.75
DOR	ICT related cost pressures	1.00
Total Cost Pressures absorbed during the year		9.08

6. The final year outturn for 2009-10 shows a total net revenue expenditure of £332.441 million against a net revenue budget of £332.218 million. This represents a small overspend of £223,000 after allowing for the use of the £4.075 million of General Fund reserve, together with the planned use of specific earmarked reserves.

Specific Issues

7. A departmental analysis of the outturn position is shown in Appendix 1.

Department for Children and Education

8. Overall the department had a net overspend of £640,000.

The Department has experienced significant pressures arising from a number of factors. The increase in child protection referrals post Baby Peter and the effects of the Public Law Outline resulted in an increase in the volume and cost of care proceedings resulting in an overspend of £353,000 against the legal budget. Initial Assessments completed have increased during the year from 1,902 to 2,445 and core assessments have doubled from 468 to 925 in the same period. Referrals for domestic violence have doubled in 3 years increasing from 1,563 in 2006 to 3,264 in 2009. The number of children in care has increased from 300 to 340 in the last 3 years and the number of children subject to child protection plans has increased from a low of 105 in 2008 to a high of 174 in 2009.

Pressure on the Aftercare Service has increased as a result of the Southwark Judgement which places a duty on local authorities to provide for young people over the age of 18.

Transport budgets for looked after children and particularly for children with Special Educational Needs continued to be under pressure in 2009-10.. The overspend of £440,000 on SEN transport has been offset by savings made within other areas of the SEN service. Additional funding agreed in the 2010-11 budget process, and additional work with the Passenger Transport Unit are expected to address these pressures in the 2010-11 financial year.

Under spends were also achieved as part of the Department's recovery plan largely as a result of staffing vacancies which were managed through the year.

Department of Community Services

9. The overall departmental outturn was a net overspend of £126,000.

The department has experienced significant cost pressures within the Physically Impaired, Older People and Mental Health Service Blocks. This is as a consequence of increases in referrals, leading to increased demand for service, over and above that assumed when setting the budget for demographic growth. Referrals for service have increased by an average of 10% across the County as a whole, with above average increases in the North and West localities. In addition, there have been increases in the complexity and intensity of care packages provided, resulting in higher package costs. The intensity of care packages has increased by 8-10%, which is usually reflected in an increase in the number of hours of care provided within a care package. It is anticipated that this trend will continue into the 2010-11 financial year. Therefore plans are being developed to manage the increase.

During 2008/09, Adult Social Care implemented a significant change programme to transform the service to implement the "Putting People First" agenda, including the FOCUS project, which has been ongoing through 2009/10. The final outturn figures reported include the use of one-off resources to support this change programme. The Resources, Strategy and Commissioning Service block includes some of these one-of resources, whilst expenditure has been incurred across other service blocks, for example in staffing to support the change programme.

Under spends have been achieved in both the Libraries, Heritage and Arts, and Community Leadership and Governance Service blocks, largely as a result staffing vacancies managed throughout the year.

Department for Transport, Environment and Leisure

10. Overall the departmental outturn is a net underspend of £149,000. An overspend on highways (£667,000) was predominantly due to increased winter maintenance activities. A net underspend of (£771,000) in sustainable transport, was due to savings in the passenger transport budget as a result of the reprocurement of services together with lower inflation and lower costs of the concessionary fares scheme. Waste Disposal and Waste Collection and Amenities had a combined overspend of £1,125,000 due to factors such as higher agency staffing and vehicle costs. An underspend of £3,293,000 on

waste disposal was mainly due to the lower tonnage being processed through the Lakeside contract, lower negotiated contract prices and lower disposal tonnages than originally forecast. Also funds earmarked for the Marlborough HRC site works (£400,000) and repairs to the reed bed at Monument Hill (£195,000) required by the Environment Agency have not been spent. The Leisure Service overspend (£191,000) was as a result of a shortfall of income and increased costs of heating and lighting. The Property budget overspent (£1,473,000) as a result of an overspend on health and safety repairs at Leisure Centres (£439,000), an overspend on accommodation budgets relating to the former District offices (£494,000), the use of agency staff (£148,000) and the need to make a revenue contribution to the capital programme. An overspend on Management and Support costs (£459,000) was as a result of the need to fund redundancy costs associated with the formation of the Department of Neighbourhood and Planning. The management restructure will however deliver on-going annual revenue savings of £1 million.

Department of Economic Development, Planning & Housing

11. Overall the departmental outturn is an overspend of £469,000. Overspends on Strategic Housing (£233,000) and Development Services (£670,000) due to shortfalls on income have been partly offset by non-filling of vacant posts in the Spatial Planning team (£225,000) and in Public Protection (£209,000).

Department of Resources

12. The overall departmental outturn is an underspend of £63,000. Small overspends occurred in the Policy and Communication budget (£9,000) due to shortfall in design and print income, and the Corporate Director budget (£14,000) which was due to initial workplace transformation costs. An overspend on Finance (£88,000) was as a result of corporate factors such as additional bank charges and residual additional agency staff costs associated with closing the former District Councils. An overspend on ICT and Business Transformation (£577,000) was due to factors such as additional licensing requirements and the limited scope for capitalisation. The overspend on corporate procurement was as a result of corporate costs such as those associated with the Housing PFI and Monkton Park Offices PFI. The overspends in the Department of Resources were offset by an underspend on HR (£322,000) due to salary and other staff savings and an underspend on the central training budget. Other underspends included the Chief Executive's budget (£59,000) and Performance and Risk (£95,000) both due to salary costs associated with vacant posts. The underspend on Legal and Democratic (£157,000) was mainly due to staff vacancies. The underspends on Shared Services and Customer Care (£232,000) were mainly as a result of reduced employee costs and additional income in Despatch.

Earmarked Reserves

13. A total of £17.467 million of earmarked reserves were used during the 2009-10 financial year. The movement on earmarked reserves is shown in Appendix 2. Earmarked reserves were used to fund planned one-off expenditure. The Medium Term Financial Plan provides for the replenishment of certain reserves where necessary e.g. the election reserve.

General Fund Reserve

14. The General Fund Reserve acts as the Council's corporate contingency which is a key element of effective financial planning. Any movement on the General fund reserve during 2010-11 will be reported as appropriate. The movement on the General Fund Reserve during 2009-10 is summarised below.

	£' million	£' million
General Fund Reserve as at 1 April 2009		13.337
Planned contribution to 2009-10 budget	(4.075)	
Overspend on 2009-10 outturn	(0.223)	
Net In Year Movements	1.253	
General Fund reserve as at 31 March 2010		13.764
Planned net contribution as part of the 2010-11 budget	1.301	
Forecast General Fund Reserve as at 31 March 2011		15.065

Roll Forward Requests

15. In light of the forthcoming financial constraints facing Local Government nationally, it is recommended that roll forwards of individual departmental Underspends and Traded Income Surpluses into the 2010-11 financial year are not permitted. These can only be funded from the General Fund Reserve and would reduce the level from £15 million down to £13 million.

Housing Revenue Account

16. The housing revenue account is ring-fenced in respect of the Council's General Fund. Nevertheless, it should be noted that there is a net underspend of £488,000 overall. Detail of the Housing Revenue Account is provided at Appendix 3.

Main Considerations for the Council

17. Members are asked to:
 - (a) Note the 2009-10 outturn position.
 - (b) Approve the recommendation that roll forwards into the 2010-11 financial year are not permitted.

Risk Assessment

18. Although overall the Council's outturn was broadly in line with the budget, nevertheless some significant variations occurred at Service Level. These variations included both overspends and underspends. The budget variations were identified during the on-going budget monitoring that took place throughout the year. Consequently the 2010-11 budget setting process was able to take account of the larger variances to help ensure robustness of estimates. The budget monitoring for 2010-11 has commenced with a review of the outturn position and early consideration of budgetary variances in 2010-11.

Equality and Diversity Impact of the Proposal

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

Environmental Impact of the Proposal

20. No environmental issues have been identified.

Financial Implications

21. These are explicit within this report.

Legal Implications

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

Reasons for Proposals

23. (a) That Members are aware of the outturn position.
- (b) To help the Council plan for the forthcoming public sector financial constraints.

MARTIN DONOVAN
Chief Finance Officer

Report Author: Martin Donovan

Unpublished documents relied upon in the preparation of this report: NONE
Environmental impact of the recommendations contained in this report: NONE

Appendices :

Appendix 1 - Departmental analysis of the outturn position

Appendix 2 – Movement in Earmarked Reserves

Appendix 3 – Housing Revenue Account

APPENDIX 1

Wiltshire Council Revenue Budget Outturn Statement

31-Mar-10

		Approved Budget 2009-10	Actual Position 31-03-2010	Actual Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	
SUMMARY					
Children and Education	Gross	382.993	451.914	(68.921)	(18.0%)
	Income	-326.182	-394.463	68.281	(20.9%)
	Net	56.811	57.451	(0.640)	(1.1%)
Community Services	Gross	154.087	155.149	(1.062)	(0.7%)
	Income	-36.548	-37.484	0.936	(2.6%)
	Net	117.539	117.665	(0.126)	(0.1%)
Transport, Environment & Leisure	Gross	118.703	119.265	(0.562)	(0.5%)
	Income	-31.630	-32.341	0.711	(2.2%)
	Net	87.073	86.924	0.149	0.2%
Economic Development, Planning & Housing	Gross	26.838	24.397	2.441	9.1%
	Income	-15.022	-12.112	(2.910)	19.4%
	Net	11.816	12.285	(0.469)	(4.0%)
Department of Resources	Gross	188.800	196.656	(7.856)	(4.2%)
	Income	-130.234	-138.153	7.919	(6.1%)
	Net	58.566	58.503	0.063	0.1%
Corporate Headings					
Movement To / From Reserves		-20.290	-20.983	0.693	(3.4%)
Central Financing		20.703	20.596	0.107	0.5%
WILTSHIRE COUNCIL REVENUE ACCOUNT TOTAL		332.218	332.441	(0.223)	(0.1%)
Housing Revenue Account	Gross	21.114	20.110	1.004	4.8%
	Income	-22.430	-21.914	(0.516)	2.3%
	Net	-1.316	-1.804	0.488	(37.1%)
TOTAL INCLUDING HRA		330.902	330.637	0.265	0.1%

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

		<i>Approved Budget 2009-10</i>	<i>Actual Position 31-03-2010</i>	<i>Actual Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	
Children and Education					
Commissioning & Performance	Gross Costs	254.893	325.686	(70.793)	(27.8%)
	Income	-251.650	-321.848	70.198	(27.9%)
	Net	3.243	3.838	(0.595)	(18.3%)
Children & Families	Gross Costs	30.586	32.190	(1.604)	(5.2%)
	Income	-0.447	-1.184	0.737	(164.9%)
	Net	30.139	31.006	(0.867)	(2.9%)
Targeted Services	Gross Costs	17.682	17.323	0.359	2.0%
	Income	-7.663	-7.592	(0.071)	0.9%
	Net	10.019	9.731	0.288	2.9%
Schools & Learning	Gross Costs	79.832	76.715	3.117	3.9%
	Income	-66.422	-63.839	(2.583)	3.9%
	Net	13.410	12.876	0.534	4.0%
Recovery Actions	Gross Costs	-	-	-	
Sub Total	Gross Costs	382.993	451.914	(68.921)	(18.0%)
	Income	-326.182	-394.463	68.281	(20.9%)
	Net	56.811	57.451	(0.640)	(1.1%)

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

All DSG related projections are highlighted *

		<i>Approved Budget 2009- 10</i>	<i>Actual Position 31-03-2010</i>	<i>Actual Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	
Community Services					
Older People	Gross Costs	50.347	51.951	(1.604)	(3.2%)
	Income	-8.978	-9.857	0.879	(9.8%)
	Net	41.369	42.094	(0.725)	(1.8%)
Physical Impairment	Gross Costs	7.719	8.880	(1.161)	(15.0%)
	Income	-0.851	-1.453	0.602	(70.7%)
	Net	6.868	7.427	(0.559)	(8.1%)
Learning Disabilities	Gross Costs	43.269	40.280	2.989	6.9%
	Income	-12.982	-10.457	(2.525)	19.5%
	Net	30.287	29.823	0.464	1.5%
Mental Health	Gross Costs	25.007	26.068	(1.061)	(4.2%)
	Income	-3.781	-4.444	0.663	(17.5%)
	Net	21.226	21.624	(0.398)	(1.9%)
Resources Strategy & Commissioning	Gross Costs	5.464	5.736	(0.272)	(5.0%)
	Income	-0.386	-1.538	1.152	(298.4%)
	Net	5.078	4.198	0.880	17.3%
Supporting People	Gross Costs	8.285	8.613	(0.328)	(4.0%)
	Income	-8.175	-8.503	0.328	(4.0%)
	Net	0.110	0.110	-	-
Libraries Heritage & Arts	Gross Costs	8.635	8.481	0.154	1.8%
	Income	-1.105	-1.057	(0.048)	4.3%
	Net	7.530	7.424	0.106	1.4%
Community Safety	Gross Costs	1.216	1.087	0.129	10.6%
	Income	-0.235	-0.103	(0.132)	56.2%
	Net	0.981	0.984	(0.003)	(0.3%)
Community Leadership & Governance	Gross Costs	4.145	4.053	0.092	2.2%
	Income	-0.055	-0.072	0.017	(30.9%)
	Net	4.090	3.981	0.109	2.7%
Sub Total	Gross Costs	154.087	155.149	(1.062)	(0.7%)
	Income	-36.548	-37.484	0.936	(2.6%)
	Net	117.539	117.665	(0.126)	(0.1%)

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

APPENDIX 1

Wiltshire Council Revenue Budget Outturn Statement

31-Mar-10

		Approved Budget 2009-10	Actual Position 31-03-2010	Actual Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	
Transport, Environment & Leisure					
Highways	Gross Costs	17.158	17.800	(0.642)	(3.7%)
	Income	-1.040	-1.015	(0.025)	2.4%
	Net	16.118	16.785	(0.667)	(4.1%)
Sustainable Transport	Gross Costs	35.535	34.955	0.580	1.6%
	Income	-15.429	-15.620	0.191	(1.2%)
	Net	20.106	19.335	0.771	3.8%
Waste Disposal	Gross Costs	21.543	18.214	3.329	15.5%
	Income	-1.128	-1.092	(0.036)	3.2%
	Net	20.415	17.122	3.293	16.1%
Waste Collection & Amenities	Gross Costs	21.607	23.645	(2.038)	(9.4%)
	Income	-6.869	-7.782	0.913	(13.3%)
	Net	14.738	15.863	(1.125)	(7.6%)
Leisure	Gross Costs	10.223	10.541	(0.318)	(3.1%)
	Income	-5.001	-5.128	0.127	(2.5%)
	Net	5.222	5.413	(0.191)	(3.7%)
Property	Gross Costs	9.279	10.289	(1.010)	(10.9%)
	Income	-2.163	-1.700	(0.463)	21.4%
	Net	7.116	8.589	(1.473)	(20.7%)
Management Support Servs & Emerg Planning	Gross Costs	3.358	3.821	(0.463)	(13.8%)
	Income	-	-0.004	0.004	
	Net	3.358	3.817	(0.459)	(13.7%)
Sub Total	Gross Costs	118.703	119.265	(0.562)	(0.5%)
	Income	-31.630	-32.341	0.711	(2.2%)
	Net	87.073	86.924	0.149	0.2%

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

APPENDIX 1

Wiltshire Council Revenue Budget Outturn Statement

31-Mar-10

		Approved Budget 2009-10	Actual Position 31-03-2010	Actual Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	
Economic Development, Planning & Housing					
Economic Development	Gross Costs	8.532	7.337	1.195	14.0%
	Income	-5.469	-4.499	(0.970)	17.7%
	Net	3.063	2.838	0.225	7.3%
Housing Management	Gross Costs	5.017	4.450	0.567	11.3%
	Income	-2.358	-1.558	(0.800)	33.9%
	Net	2.659	2.892	(0.233)	(8.8%)
Public Protection	Gross Costs	5.109	4.930	0.179	3.5%
	Income	-1.074	-1.104	0.030	(2.8%)
	Net	4.035	3.826	0.209	5.2%
Development Services	Gross Costs	8.180	7.680	0.500	6.1%
	Income	-6.121	-4.951	(1.170)	19.1%
	Net	2.059	2.729	(0.670)	(32.5%)
Sub Total	Gross Costs	26.838	24.397	2.441	9.1%
	Income	-15.022	-12.112	(2.910)	19.4%
	Net	11.816	12.285	(0.469)	(4.0%)

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

APPENDIX 1

Wiltshire Council Revenue Budget Outturn Statement

31-Mar-10

		Approved Budget 2009-10	Actual Position 31-03-2010	Actual Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	
Resources					
Chief Executive	Gross Costs	0.588	0.621	(0.033)	(5.6%)
	Income	-0.013	-0.105	0.092	(707.7%)
	Net	0.575	0.516	0.059	10.3%
Policy & Communications	Gross Costs	3.968	2.319	1.649	41.6%
	Income	-1.776	-0.118	(1.658)	93.4%
	Net	2.192	2.201	(0.009)	(0.4%)
Transition Fund	Gross Costs	9.053	9.019	0.034	0.4%
	Income	-	-	-	-
	Net	9.053	9.019	0.034	0.4%
Corp Director / Central Resources	Gross Costs	0.269	0.282	(0.013)	(4.8%)
	Income	-	0.001	(0.001)	-
	Net	0.269	0.283	(0.014)	(5.2%)
Finance (including Revs & Bens)	Gross Costs	134.305	145.058	(10.753)	(8.0%)
	Income	-122.397	-133.062	10.665	(8.7%)
	Net	11.908	11.996	(0.088)	(0.7%)
HR	Gross Costs	2.200	1.878	0.322	14.6%
	Income	-0.380	-0.380	-	-
	Net	1.820	1.498	0.322	17.7%
ICT & Business Transformation	Gross Costs	17.373	17.969	(0.596)	(3.4%)
	Income	-0.034	-0.053	0.019	(55.9%)
	Net	17.339	17.916	(0.577)	(3.3%)
Corporate Procurement	Gross Costs	3.102	3.265	(0.163)	(5.3%)
	Income	-0.800	-0.815	0.015	(1.9%)
	Net	2.302	2.450	(0.148)	(6.4%)
Legal & Democratic	Gross Costs	7.912	6.092	1.820	23.0%
	Income	-2.701	-1.038	(1.663)	61.6%
	Net	5.211	5.054	0.157	3.0%
Performance & Risk	Gross Costs	0.428	0.837	(0.409)	(95.6%)
	Income	-	-0.504	0.504	-
	Net	0.428	0.333	0.095	22.2%
Shared Services & Customer Care	Gross Costs	9.602	9.316	0.286	3.0%
	Income	-2.133	-2.079	(0.054)	2.5%
	Net	7.469	7.237	0.232	3.1%
Sub Total	Gross Costs	188.800	196.656	(7.856)	(4.2%)
	Income	-130.234	-138.153	7.919	(6.1%)
	Net	58.566	58.503	0.063	0.1%

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

Movement on Earmarked Reserves During 2009-10

	Opening Balances 1st April 2009 £	Movement £	Closing Balances 31st March 2010 £	Comments
Concessionary Fares Reserve	400,000	-400,000	0	Planned use of reserves as part of 2009-10 budget
City Special Reserve	304,323	-304,323	0	Used for one off costs associated with Salisbury City Council
City Cemetery Reserve	16,940	-16,940	0	Used for one off costs associated with Salisbury City Council
DoR - Elections reserve	273,331	-273,331	0	Used to fund costs of elections
ESD - Recycling Vehicle Replacement fund [Capital]	113,698	-113,698	0	Replacement of Waste recycling vehicles
Service Review Reserve [DCS KH&PP]	628,410	-628,410	0	Used to fund one off costs associated with Transformation of Services within DCS
Capital Reserve	6,163,210	-4,663,210	1,500,000	Used to support capital programme
Libraries Operating Reserve [DCS]	108,244	-56,437	51,807	Used to fund one year maintenance cost for Wiltshire and Swindon Heritage Centre
Delayed Transfer of Care [DCS]	399,612	-399,612	0	Used to manage in-year increases in referrals and assessments over and above demographic growth
One Council for Wiltshire Reserve	7,185,295	-7,185,295	0	One off funding of redundancy costs associated with One Council for Wiltshire
VAT Income Reserve	241,482	-241,482	0	Created in 2008/09 from VAT refund. Planned use within 2009-10 budget proposals.
Housing Preferred Development Partners	41,662	0	41,662	Used to fund one off costs
Housing PFI	106,163	-106,163	0	Used to fund one off set up costs of Housing PFI
PFI Reserve	4,250,268	0	4,250,268	Needed to fund duration of schools PFI contract
Insurance Reserve	6,018,786	0	6,018,786	Corporate Insurance Reserve
Locally Managed Schools' Balances	19,605,467	-2,180,350	17,425,117	These are the schools reserves carried forward to 2010-11. LAs are required under Regulations to allow schools to retain any unspent funds at the end of the year.
ESD - Admin Buildings Account [rename OWTP]	338,891	-111,000	227,891	Planned use of temporary office accommodation. Now part of Office Workplace transformation.
Closed Schools Balances	68,333	0	68,333	This is a small reserve which absorbs closing/federating deficits and receives some of a closing schools surplus.
Free School Meals	58,702	0	58,702	Free School Meals Pooling Scheme. Ring fenced contributions by schools.
Sickness Insurance Reserve	1,897,086	-786,293	1,110,793	Supply Pool Insurance Scheme. Schools may elect to join and pay an appropriate premium into a ring-fenced pool.
TOTAL	48,219,904	-17,466,544	30,753,360	

APPENDIX 3

Wiltshire Council Revenue Budget Outturn Statement

31-Mar-10

	<i>Approved Budget</i>	<i>Actual Position 31.03.2010</i>	<i>Actual Variation for Year</i>	<i>Variation as % of Approved Budget</i>
	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<u>Housing Revenue Account</u>				
Repairs and Maintenance	4.721	4.580	0.141	3.0%
Rent, Rates, Taxes etc	0.003	-	0.003	100.0%
Supervision and Management	3.691	3.320	0.371	10.1%
Rent Rebates	0.085	0.002	0.083	97.6%
Subsidy Payable	7.867	7.556	0.311	4.0%
Provision for Bad Debts	0.030	0.049	(0.019)	(63.3%)
Capital Financing Costs	3.615	3.574	0.041	1.1%
Rents	-21.137	-20.746	(0.391)	1.8%
Interest	-0.190	-0.138	(0.052)	27.4%
TOTAL	-1.315	-1.803	0.488	(37.1%)

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

Wiltshire Council

Cabinet

22 June 2010

Subject : **Capital Outturn Report 2009-10**

Cabinet Member: **Councillor Fleur de Rhé-Philippe**
Finance, Performance and Risk

Key Decision: **No**

Executive Summary

The report reflects the final position of the 2009/10 Capital Budget.

There is a final variation of £17.408m against the full year budget for 2009/10.

The report details budget changes which are to be noted by Cabinet.

Proposal

That Cabinet:

- a) notes the final outturn position of the 2009/10 Capital programme;
- b) notes the budget changes in section 1 and 2 of Appendix B and
- c) approve the reprogramming of schemes as detailed in Appendix C.

Reasons for Proposals

To inform cabinet of the final outturn financial position of the 2009/10 capital budget and to identify schemes within the programme where budgets are required to be re-profiled into 2010/11.

Martin Donovan
Chief Finance Officer

Wiltshire Council

Cabinet

22 June 2010

Subject : Capital Outturn Report 2009-10

Cabinet Member: Councillor Fleur de Rhé-Philippe
Finance, Performance and Risk

Key Decision: No

Purpose of Report

1. To update Cabinet on the final outturn position of the 2009/10 Capital Programme.

Background

2. Between the last capital budget monitoring report presented to Cabinet and the end of the 2009/10 financial year, the budget has been adjusted as follows;

	£m	Notes
Capital budget (as reported at 20 April 2010)	121.783	
<i>Budget amendments;</i>		
Budget adjustments awaiting Cabinet approval (CFO Delegations).	2.838	Net budget adjustments as detailed in Appendix B of this report.
Final Capital budget 2009/10	124.621	

3. Appendix B to the report contains budget adjustments which Cabinet are asked to note (Section 1 and 2).

Summary of 2009/10 Capital Budget

4. The final capital outturn position for the 2009/10 capital budget is summarised below;

Department	Budget 2009/10 £m	Final Expenditure 2009/10 £m	Variance 2009/10 £m
Children & Education	64.228	52.408	-11.820
Resources	14.029	13.075	-0.954
Transport, Environment and Leisure	33.216	30.085	-3.131
Economic Development, Planning and Housing	11.530	10.167	-1.363
Community Services	1.618	1.478	-0.140
Total:	124.621	107.213	-17.408
Leasing Capital Payments		0.111	
Total Expenditure:		107.324	

* A negative variance indicates a underspend

5. The 2009/10 capital programme is showing a net underspend of £17.408m against the approved budget. This can be broken down as follows

	£
Reprofiling of schemes into 2010/11	-17.466
Net overspend on Project Costs	<u>0.058</u>
Total Net Underspend	-17.408

6. A full breakdown of the final position of schemes within the capital programme can be seen in Appendix A. This Appendix also details the treatment of any year end variance against each scheme.
7. Appendix C identifies a full list of schemes requiring reprogramming of expenditure (slippage into 2010/11) and explains the main drivers behind the need to reprofile. Members are asked to approve the reprogramming of expenditure; meaning the budget in 2010/11 will be increased by £17.466m. By

approving the reprogramming, schemes are continued to be seen as a priority for the organisation.

Leasing Costs

- 8.1 Costs associated with leasing were charged through the capital programme in order to ensure that all fixed assets are recorded accurately on the Council's Asset register. There are two separate leasing elements included in the programme;
- 1.) External Finance Leases - These are leases arranged with external leasing companies. Under accounting guidelines, the structure of the lease arrangement requires the Council to show the assets within its own accounts. The inclusion of costs within the programme is a necessary step to ensure assets are recorded on the asset register.
 - 2.) Schools Internal Leasing – This is the continuation of the internal leasing scheme which Wiltshire County Council administered for a number of years. It takes advantage of the prudential borrowing available to the Council in order to achieve value for money. Rather than Schools entering into costly lease arrangements, the Council utilises its borrowing abilities to purchase the assets for Schools and then receives annual payments from Schools to recover the cost of the assets. To ensure the assets are included within the Council's asset register, the costs need to be charged to the capital programme.
- 8.2 For completeness, the costs associated with each element of leasing are highlighted at the bottom of Appendix A.

Financing of 2009/10 Capital Expenditure

9. The Capital expenditure in 2009/10 (£107.324) was financed by the following sources;

Funding Stream	Capital Funding £m
Capital Grants	48.632
Capital Receipts	23.217
Developers' Contributions	4.576
Revenue Contributions	0.084
Major Repairs Allowance (Funding Housing Revenue Account)	4.432
Capital Reserve (Earmarked Reserve)	4.663
Supported Borrowing	19.835
Unsupported Borrowing	1.885
Total:	107.324

- 9.1 The financing of the 2009/10 capital expenditure was structured to take into account the annual revenue payments the Council is required to make each year in terms of debt repayment (Minimum Revenue Provision). The above financing structure ensures debt repayment is kept at a manageable level and represents the best value for money option for the Council.

Main Considerations for the Council

10. a) To note the final outturn position of the 2009/10 Capital Programme.
b) Note the budget changes in section 1 and 2 of Appendix B.
c) Approve the reprogramming of schemes as detailed in Appendix C.

Environmental Impact of the Proposal

11. Wiltshire Council is preparing for its mandatory inclusion to the Carbon Reduction Commitment (CRC). The CRC is the UK's mandatory climate change and energy saving scheme, due to commence in April 2010. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It's calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint. The budget setting process for the 2010-11 assessed the perceived impact of schemes on the Council's carbon footprint and built this into the mechanism for setting the 2010/11 budget.

Equality and Diversity Impact of the Proposal

12. No equality and diversity issues have been identified arising from this report

Risk Assessment

13. The capital budget for 2009/10, as detailed in this report, is approximately £124 million and within this programme there are a number of potential risks from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the monthly reporting process. Members may wish to bear in mind that the capital programme has been set for three years and therefore risks will be appraised over the whole period (2009/10 through to 2011/12).

Financial Implications

14. These have been examined and are implicit throughout the report

Legal Implications

15. There are no legal implications arising from this report.

Martin Donovan
Chief Finance Officer

Report Author: Lloyd Brown

Unpublished documents relied upon in the preparation of this report: NONE
Environmental impact of the recommendations contained in this report: NONE

Appendices:

- Appendix A - Position of schemes within the Capital Programme
- Appendix B - Detail of net budget adjustments
- Appendix C - Schemes Reprogramming

SCHEME NAME	DEPARTMENT	REVISED SAP BUDGET £m	2009/10 EXPENDITURE £m	VARIATION £m	VARIATION ANALYSED		
					(Underspend)/Overspend £m	Reprofiling of Scheme £m	
Wellington Academy	DCE	9.990	9.140	-0.850		-0.850	Underspend to be rolled f/wd into 2010/11 budget.
Salisbury Academy	DCE	0.353	0.039	-0.314		-0.314	Underspend to be rolled f/wd into 2010/11 budget.
Extended Schools	DCE	1.571	1.182	-0.389		-0.389	Underspend to be rolled f/wd into 2010/11 budget.
Additional Accommodation	DCE	1.792	0.786	-1.005		-1.005	Underspend to be rolled f/wd into 2010/11 budget.
Access and Inclusion	DCE	0.737	0.514	-0.223		-0.223	Underspend to be rolled f/wd into 2010/11 budget.
NDS Maintenance	DCE	2.752	2.527	-0.225		-0.225	Underspend to be rolled f/wd into 2010/11 budget.
NDS Modernisation	DCE	4.663	4.327	-0.336		-0.336	Underspend to be rolled f/wd into 2010/11 budget.
Devolved formula Capital	DCE	9.898	9.947	0.049		0.049	Overspend to be rolled f/wd and offset against 2010/11 budget.
DCSF Primary Capital programme	DCE	0.893	0.693	-0.199		-0.199	Underspend to be rolled f/wd into 2010/11 budget.
Melksham Oak School	DCE	18.581	15.252	-3.329		-3.329	Underspend to be rolled f/wd into 2010/11 budget.
Other DCSF Initiatives	DCE	0.270	0.267	-0.003	-0.003		Scheme completed
Targeted Capital Food Technology General	DCE	0.055	0.029	-0.026		-0.026	Underspend to be rolled f/wd into 2010/11 budget.
Targeted Capital School Kitchens General	DCE	0.745	0.745	0.000			
Other Projects New Schools	DCE	0.347	0.379	0.032		0.032	Overspend to be rolled f/wd and offset against 2010/11 budget.
Other Schools Projects - Expansions	DCE	1.730	1.185	-0.545		-0.545	Underspend to be rolled f/wd into 2010/11 budget.
Other Schools Projects - Replacements	DCE	1.046	0.180	-0.866		-0.866	Underspend to be rolled f/wd into 2010/11 budget.
DCSF Specialist Schools	DCE	0.650	0.650	0.000			
DCSF 14-19 Diplomas reforms	DCE	0.300	0.304	0.004		0.004	Overspend to be rolled f/wd and offset against 2010/11 budget.
DCSF Information System Parents & Providers	DCE	0.031	0.035	0.004	0.004		Scheme completed and showing a small overspend.
Sure Start early years	DCE	7.298	3.913	-3.385		-3.385	Underspend to be rolled f/wd into 2010/11 budget.
Aiming High for Disabled Children	DCE	0.205	0.044	-0.161		-0.161	Underspend to be rolled f/wd into 2010/11 budget.
Youth Projects	DCE	0.322	0.268	-0.054	-0.049	-0.005	Underspend to be rolled f/wd into 2010/11 budget.
DCE TOTAL		64.228	52.408	-11.821	-0.048	-11.773	
BMP/SAP	DOR	1.452	0.997	-0.455		-0.455	Underspend to be rolled f/wd into 2010/11.
ICT Hardware	DOR	0.751	0.751	0.000			
LPSA PRG (Resources)	DOR	0.131	0.131	0.000			
Area Boards	DOR	0.082	0.004	-0.078		-0.078	Underspend to be rolled f/wd into 2010/11.
OWTP	DOR	11.612	11.191	-0.421		-0.421	Underspend to be rolled f/wd into 2010/11.
Other DOR Initiatives	DOR						
DOR TOTAL		14.029	13.075	-0.954	0	-0.954	
LTP - Integrated Transport	TEL	5.003	3.783	-1.220		-1.220	Underspend to be rolled f/wd into 2010/11 budget.
Buildings repair & Maintenance	TEL	3.016	3.016	-0.001		-0.001	Underspend to be rolled f/wd into 2010/11 budget.
County Farms	TEL	0.103	0.111	0.008	0.008		Scheme completed and showing an £8k overspend.
DDA Works	TEL	0.133	0.135	0.002		0.002	Overspend to be rolled f/wd and offset against 2010/11 budget.
Bridges & Structures	TEL	2.676	2.020	-0.656		-0.656	Underspend to be rolled f/wd into 2010/11 budget.
LTP - Maintenance of Principal/Non Principal roads	TEL	9.604	9.545	-0.059		-0.059	Underspend to be rolled f/wd into 2010/11 budget.
Additional Footway Maintenance	TEL	1.964	1.525	-0.439		-0.439	Underspend to be rolled f/wd into 2010/11 budget.
Footways	TEL	0.250	0.251	0.001		0.001	Overspend to be rolled f/wd and offset against 2010/11 budget.
Land Drainage	TEL	0.588	0.615	0.027		0.027	Overspend to be rolled f/wd and offset against 2010/11 budget.
Highways Depot and office strategy	TEL	2.087	2.198	0.111		0.111	Overspend to be rolled f/wd and offset against 2010/11 budget.
Major Integrated Tr. Improvements	TEL	0.620	0.586	-0.034		-0.034	Underspend to be rolled f/wd into 2010/11 budget.
Major Highway Improvements	TEL	0.600	0.209	-0.391		-0.391	Underspend to be rolled f/wd into 2010/11 budget.
Petersfingers Park and Ride	TEL	2.539	2.545	0.006		0.006	Overspend to be rolled f/wd and offset against 2010/11 budget.
Waste Vehicles (Purchase)	TEL	1.959	1.785	-0.173		-0.173	Underspend to be rolled f/wd into 2010/11.
Waste Management	TEL	0.712	0.868	0.156	0.098	0.060	£60k of overspend to rolled f/wd and offset against 2010/11 budget. Remaining £96k represents overspend.
LPSA PRG (TEL)	TEL	0.225	0.125	-0.100		-0.100	Underspend to be rolled f/wd into 2010/11.
Road Maintenance Vehicles	TEL	0.348	0.256	-0.092		-0.092	Underspend to be rolled f/wd into 2010/11.
PTU Vehicles	TEL	0.005	0.005	0.000			
Smaller TEL Schemes not split out		0.785	0.507	-0.278		-0.278	Underspend to be rolled f/wd into 2010/11.
TEL TOTAL		33.216	30.085	-3.131	0.106	-3.236	
Tidworth Castledown	EDPH	1.037	0.856	-0.181		-0.181	Underspend to be rolled f/wd into 2010/11.
Economic Development	EDPH	1.125	1.083	-0.042		-0.042	Underspend to be rolled f/wd into 2010/11.
Disabled facilities grants Housing	EDPH	2.650	2.527	-0.123		-0.123	Underspend to be rolled f/wd into 2010/11.
Corporate other housing grants	EDPH	1.200	0.394	-0.806		-0.806	Underspend to be rolled f/wd into 2010/11.
Strategic Housing	EDPH	0.857	0.735	-0.122		-0.122	Underspend to be rolled f/wd into 2010/11.
New Housing	EDPH	0.065	0.115	0.050		0.050	Overspend to be rolled f/wd and offset against 2010/11 budget.
HRA	EDPH	4.596	4.456	-0.140		-0.140	Underspend to be rolled f/wd into 2010/11.
EDPH TOTAL		11.530	10.167	-1.363	0.000	-1.363	
LHA Minor Capital Works	DCS	0.060	0.064	0.004		0.004	Overspend to be rolled f/wd and offset against 2010/11 budget.
Adult Social Care Strategy & Commissioning - Older People	DCS	1.117	0.963	-0.155		-0.155	Underspend to be rolled f/wd into 2010/11.
Adult Social Care Strategy & Commissioning - Learning Disability	DCS	0.272	0.283	0.011		0.011	Overspend to be rolled f/wd and offset against 2010/11 budget.
Resources Other	DCS	0.168	0.168	0			
DCS TOTAL		1.618	1.477	-0.140	0.000	-0.140	
TOTAL:		124.621	107.213	-17.408	0.058	-17.466	

Notes

Leasing Capital Payments:

Schools Internal Leasing	DOR	-	0.084				
External Finance Leases	DOR	-	0.027				

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GRAND TOTAL: 124.621 107.324

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**CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES
WITHIN THE CAPITAL PROGRAMME**

Month: **OUTTURN REPORT**
 Financial Year: **2009/10**

SECTION 1 - DELEGATED CFO POWERS

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme i.e. Additional resources available in the form of Grant, Section 106 contributions etc,etc which fund the addition, "

Project Name: Waste Vehicles
Budget Change:

2009/10	2010/11	2011/12
39,000		

Funding Source: Revenue Contribution
Description: Use of revenue funds to fund the purchase of waste recycling vehicles

Project Name: Waste Vehicles
Budget Change:

2009/10	2010/11	2011/12
19,960		

Funding Source: Revenue Contribution
Description: Use of revenue funds to purchase vans for the waste service.

Project Name: Passenger Transport Vehicles
Budget Change:

2009/10	2010/11	2011/12
4,700		

Funding Source: Revenue Contribution
Description: Use of revenue funds to purchase a minibus for the passenger transport unit.

Project Name: Land Drainage
Budget Change:

2009/10	2010/11	2011/12
87,900		

Funding Source: Developer Contributions
Description: Increased Developer contributions to fund scheme's expenditure. The in year developer contributions were higher than originally anticipated

Project Name: Petersfinger Park and Ride
Budget Change:

2009/10	2010/11	2011/12
129,000		

Funding Source: Developer Contributions
Description: Increased Developer contributions to fund scheme's expenditure. The in year developer contributions were higher than originally anticipated

SECTION 2 - DELEGATED CFO POWERS

"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"

Project Name: LPSA PRG RESOURCES
Budget Change:

2009/10	2010/11	2011/12
100,000	-100,000	

Funding Source: Grant
Description: It was anticipated that the spending of the grant would be delayed until 2010/11 but the payment has been made in 2009/10. The budget is being moved back to 2009/10.

Project Name: Wellington Academy
Budget Change:

2009/10	2010/11	2011/12
2,457,150		-2,457,150

Funding Source: Grant
Description: The profile of the grant payments is linked with the expenditure incurred against the scheme. As expenditure is higher in 2009/10, the grant received has been increased in 2009/10 to reflect this. A reduction in future years grant has been made to reflect the reprofiling. The overall level of grant payable to the Council remains the same across the 3 years.

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

"Adjustment/addition of scheme to the capital programme which places an additional funding requirement on the programme"

Project Name:

Budget Change: 2009/10 2010/11 2011/12

Funding Source:

Description:

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

CHIEF FINANCE OFFICER: Martin Donovan

SIGNED:

DATE:

APPENDIX C - SCHEMES REQUIRING REPROGRAMMING

DEPARTMENT	SCHEME NAME	REQUEST FOR REPROFILING OF SCHEME £m	NOTES
DCE	Wellington Academy	-0.850	Expenditure on the scheme has not followed the original profile. Overall costs of the scheme are on target with adjustment needed between in year budget levels. Underspend to rolled f/wd in 2010/11.
DCE	Salisbury Academy	-0.314	Building works are due to commence in September 2010/11 on the Academy. Pre building elements of scheme not progressed as anticipated but budget required to be slipped into 2010/11.
DCE	Extended Schools	-0.389	Certain schemes have experienced delays due to ongoing consultations with Schools and failure to secure revenue funds needed after the capital build has been completed.
DCE	Additional Accommodation	-1.005	A Scheme at Trafalgar School has been reprogrammed meaning the majority of work will occur in 2010/11; this accounts for £575k of slippage. A further complication surrounding Section 106 agreements at Tidworth Clarendon School has caused further delays in spending the budget. The budget is required to be slipped into 2010/11.
DCE	Access and Inclusion	-0.223	Schemes at Trafalgar and Lavington Schools have experienced delays due to agreeing the project scope and the resultant ongoing consultations.
DCE	NDS Maintenance	-0.225	The New Deal for Schools funds are allocated over a 17 month period beginning from April 2009. The unspent budget is to be slipped into 2010/11 and are planned to be spent by August 2010.
DCE	NDS Modernisation	-0.336	The New Deal for Schools funds are allocated over a 17 month period beginning from April 2009. The unspent budget is to be slipped into 2010/11 and are planned to be spent by August 2010.
DCE	Devolved formula Capital	0.049	Scheme experienced higher expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
DCE	DCSF Primary Capital programme	-0.199	Scheme at Purton St Mary School delayed due ecological issues. Further delays were experienced at Lydiard St Millicent school with the scheme now expected to be completed by the summer of 2011. Budget required to be slipped into 2010/11.
DCE	Melksham Oak School	-3.329	Contractors have experienced delays on site due to adverse weather conditions in January 2010/11. Budget required to be slipped into 2010/11.
DCE	Targeted Capital Food Technology General	-0.026	Scheme at Larkrise School was delayed and didn't commence until February 2010/11.
DCE	Other Projects New Schools	0.032	Scheme experienced higher expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
DCE	Other Schools Projects - Expansions	-0.545	Delay on major works at Monkton Park Primary is main driver of variance. The contractors are now on site and work has commenced. Delays on a number of smaller schemes have caused remainder of underspend. Budget to be slipped into 2010/11 to allow for completion of schemes.
DCE	Other Schools Projects - Replacements	-0.866	A scheme for Primary School provision in East Melksham has a commitment to build hard-standing play area which will occur in 2010/11; this accounts for £330k of the underspend. The remainder of the budget is to be slipped into 2010/11.
DCE	DCSF 14-19 Diplomas reforms	0.004	Scheme experienced higher expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
DCE	Sure Start early years	-3.385	Schemes at Pewsey Nursery and Poppies Daycare Nursery have not commenced due to lengthy consultation and capacity issues and will now start in 2010/11. The budget is made up of numerous individual schemes. A large number of these schemes have been affected by the inclement weather causing delays and others have experienced planning and consultation issues; all contributing to the large variance. A further pressure was added by the difficulties with the contractor.
DCE	Aiming High for Disabled Children	-0.161	Grant conditions allow for the grant to be spent over the 2009/10 and 2010/11 financial years. Delays were experienced on schemes. The unspent grant to be slipped into 2010/11.
DCE	Youth Projects	-0.005	Minor delays experienced on projects. Budget to be slipped into 2010/11.

DCE TOTAL -11.773

DOR	BMP/SAP	-0.455	Commitments for work cover £276k of underspend with remaining underspend earmarked for full implementation of system.
DOR	Area Boards	-0.078	LPSA PRG Grant allocated to Area Boards to spend on agreed priorities. The variance represents unspent grant to be rolled f/wd into 2010/11
DOR	OWTP	-0.421	Capital expenditure in relation to County Hall, Browfort, and Monkton Park was not incurred given the focus on Bourne Hill. The timing of certain cost activities within the programme has been slightly delayed to smooth the delivery of the overall programme. Total costs and overall timelines remain within the agreed constraints. The underspend is required to be rolled f/wd to account for the final fit out of Bourne Hill and to support the redevelopment of County Hall, Monkton Park and Browfort.

DOR TOTAL -0.954

DEPARTMENT	SCHEME NAME	REQUEST FOR REPROFILING OF SCHEME £m	NOTES
TEL	LTP - Integrated Transport	-1.220	The variance is caused by a number of schemes which make up the Integrated Transport budget. Constraints on client resources have elongated delays and an element of the budget has been set aside for further costs to be incurred on the Petersfinger Park & Ride scheme which are now expected to occur in 2010/11. Unspent budget requested to be reprogrammed into 2010/11.
TEL	Buildings Repairs & Maintenance	-0.001	Minor underspend to be rolled f/wd into 2010/11.
TEL	DDA Works	0.002	Scheme experienced slightly higher expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
TEL	Bridges & Structures	-0.656	Major schemes at Bulford Bridge, Bay Bridge (A346), Ogbourne Flyover (A346) and French Horn Safety Barrier have experienced delays. Adverse weather conditions also placed constraints on contractor resources and caused disruption to schemes.
TEL	LTP – Maintenance of Principal/Non Principal roads	-0.059	The revision of scheme at A338 Downton and delay at Gasper Dam scheme caused budget to be experience delays.
TEL	Additional Highway Maintenance	-0.439	Scheme experienced delays due to Carriageway surface dressing and Micro - asphalt programmes where works were delayed due to machinery disruption and the effects of severe weather.
TEL	Footways	0.001	Scheme experienced slightly higher than expected expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
TEL	Land Drainage	0.027	Scheme experienced slightly higher than expected expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
TEL	Highways Depot and office strategy	0.111	Scheme experienced higher than expected expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
TEL	Major Integrated Tr. Improvements	-0.034	Underspend is committed to works. Slippage required to allow for the payments of commitments in 2010/11.
TEL	Major Highway Improvements	-0.391	Compensation agreements relating to the Semington to Melksham Bypass are still under negotiation and yet to be agreed. This has caused the expenditure to be delayed and requires unspent budget to be slipped into 2010/11.
TEL	Petersfingers Park and Ride	0.006	Scheme experienced higher than expected expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
TEL	Waste Vehicles (Purchase)	-0.173	The underspend is committed to purchasing of new vehicles and orders have been raised for vehicles. Underspend to be slipped into 2010/11.
TEL	Leisure & Amenities	-0.278	Delays in works at leisure centres and cemetery and churchyards has meant that not all of the budget was spent in 2010/11. The underspend is to be rolled f/wd into 2010/11.
TEL	Waste Management	0.060	Scheme experienced higher than expected expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
TEL	LPSA PRG (TEL)	-0.100	LPSA PRG Grant allocated to TEL agreed priorities. The variance represents unspent grant to be rolled f/wd into 2010/11
TEL	Road Maintenance Vehicles	-0.092	The underspend is committed to the purchasing of new vehicles.

TEL TOTAL -3.236

EDPH	Tidworth Castledown	-0.181	The project has not progressed as first anticipated but the scheme is well under way and approaching the final stages. The unspent budget is to be rolled f/wd to cover final bill costs and retention elements in 2010/11.
EDPH	Economic Development	-0.042	Works still waiting to commence on footbridge in Bradford on Avon as part of Five Town Initiatives. Unspent budget to be rolled f/wd into 2010/11.
EDPH	Disabled facilities grants Housing	-0.123	Commitments have been identified for the unspent 2009/10 budget,. Budget requested to be rolled f/wd into 2010/11 to cover these Commitments.
EDPH	Corporate other housing grants	-0.806	A commitment relating to Wessex reinvestment Trust is outstanding and accounts for £735k of underspend. The remainder of unspent grant is requested to be rolled f/wd into 2010/11.
EDPH	Strategic Housing	-0.122	Affordable housing projects have been reprogrammed and now intend to start in 2010/11. Budget requested to be rolled f/wd into 2010/11.
EDPH	New Housing	0.050	Scheme experienced higher than expected expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile. Scheme has not increased in costs, the timing of payments has altered to originally anticipated.
EDPH	HRA	-0.140	All funds relating to the Housing Revenue Account are ringfenced. Therefore the unspent budget is to be rolled f/wd into 2010/11.

EDPH TOTAL -1.363

DCS	LHA Minor Capital Works	0.004	Scheme experienced higher expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.
DCS	Adult Social Care Strategy & Commissioning - Older People	-0.155	The grant is ringfenced for adult social care and is to be rolled f/wd into 2010/11. The grant would have been reprofiled earlier in year but service was looking to commission capital works but these did not materialise.
DCS	Adult Social Care Strategy & Commissioning - Learning Disability	0.011	Scheme experienced higher expenditure levels in 2009/10. Budget to be reduced in 2010/11 to allow for actual spend profile.

DCS TOTAL -0.140

GRAND TOTAL: -17.466

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

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