

SUMMONS

Meeting: Council
Place: [Online Meeting](#)
Date: Tuesday 23 February 2021
Time: 10.30 am

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email kieran.elliott@wiltshire.gov.uk

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

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Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

PART I

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

1 **Apologies**

2 **Minutes of Previous Meeting** (*Pages 7 - 62*)

To approve as a correct record and sign the minutes of the meetings of Council held on 20 October and 24 November 2020.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

5 **Petitions**

5a) **Petitions Received**

No petitions are to be presented at this meeting.

5b) **Petitions Update** (*Pages 63 - 66*)

Report from Democratic Services.

6 **Public Participation**

The Council welcomes contributions from members of the public. During the ongoing Covid-19 situation the Council is operating revised procedures and the public are able participate in meetings online after registering with the officer named on this agenda, and in accordance with the deadlines below.

[Guidance on how to participate in this meeting online](#)

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Statements

Members of the public who wish to submit a statement in relation to an item on this agenda should submit this electronically to the officer named on this agenda **no later than 5pm on 19 February 2021**. Up to three speakers are allowed for each item.

Each statement must:

- State whom the statement is from (including if representing another person or organisation);
- state points clearly, and;

- be readable aloud in approximately 3 minutes.

Questions

Those wishing to ask questions are required to give notice of any such questions electronically to the officer named on the front of this agenda no later than 5pm on 16 February 2021 in order to be guaranteed of a written response. In order to receive a verbal response, questions must be submitted no later than 5pm on 18 February 2021.

Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent. Details of any questions received will be circulated to members prior to the meeting and made available at the meeting and on the Council's website; they will be taken as read at the meeting.

BUDGET 2021/22

To consider Wiltshire Council's Financial Plan.

The Budget Report as proposed can be accessed on the following link of the Council's website: [Budget Papers](#)

7 **Treasury Management Strategy 2021/20222** (*Pages 67 - 108*)

A report from the Chief Executive, Terence Herbert.

8 **Wiltshire Council's Financial Plan Update 2021/22, Medium Term Financial Strategy 2025/26 and Capital Programme and Strategy** (*Pages 109 - 130*)

Details of the Budget Process are attached

8a) Leader's Budget Speech

8b) Relevant extract of the minutes of Cabinet held on 2 Feb 2021

8c) Proposed amendment

8d) Reports of the Special Overview and Scrutiny Management Committee meetings held on 26 January and 9 February 2021.

8e) Financial Plan 2021/22. Report by the Chief Executive can be accessed at this link [Budget Papers](#)

9 **Council Tax Setting 2021/22** (*Pages 131 - 152*)

A report from the Chief Executive, Terence Herbert.

10 **Pay Policy Statement** (*Pages 153 - 172*)

To consider the Pay Policy Statement as recommended by Staffing Policy Committee at its meeting on 6 January 2021.

A report from the Chief Executive and relevant extract of the minutes of the Staffing Policy Committee are attached.

ITEMS FOR COUNCIL

11 **Returning Officer Fees and Charges** (*Pages 173 - 188*)

A report from the Chief Executive, Terence Herbert.

12 **Wiltshire Council's Response to the Climate Emergency- Update Report** (*Pages 189 - 258*)

A report from the Chief Executive Officer, Terence Herbert.

COUNCILLORS' MOTIONS

13 **Notices of Motion**

No notices of motion have been received for this meeting.

OTHER ITEMS OF BUSINESS

14 **Appointment of an Independent Remuneration Panel for Wiltshire** (*Pages 259 - 262*)

A report from the Director of Legal and Governance/ Monitoring Officer.

15 **Appointment of Co-opted Members to the Standards Committee** (*Pages 263 - 268*)

A report from the Director of Legal and Governance/ Monitoring Officer.

16 **Announcements from Cabinet and Committees**

a) The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.

b) Councillors will be given the opportunity to raise questions to the Chairmen of Committees or to the Dorset and Wiltshire Fire Authority on the minutes of their meetings, [available here](#).

c) Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

17 **Membership of Committees**

To determine any requests from Group Leaders for changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

18 **Councillors' Questions**

Councillors were required to give notice of any such question in writing to the

officer named on the first page of this agenda **no later than 5pm** nine clear working days before the meeting – **Tuesday 9 February** in order to be guaranteed a written response.

Any question received after 5pm on 9 February and no later than 5pm four clear working days before the meeting, **Tuesday 16 February**, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

Questions may be asked without notice if the Chairman determines the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

PART II

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

None

Terence Herbert
Chief Executive Officer
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

Council

MINUTES OF THE COUNCIL MEETING HELD ON 20 OCTOBER 2020 AT ONLINE MEETING.

Present:

Cllr Richard Gamble (Chairman), Cllr James Sheppard (Vice-Chairman), Cllr Phil Alford, Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Richard Britton, Cllr Derek Brown OBE, Cllr Andrew Bryant, Cllr Allison Bucknell, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr David Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Atiquel Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr George Jeans, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Jim Lynch, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Nick Murry, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe MBE, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Jo Trigg, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

70 **Apologies**

Apologies for absence were received from Councillors Anna Cuthbert, Nicholas Fogg MBE, Hayley Illman, and Melody Thompson.

71 **Minutes of Previous Meetings**

The minutes of the meetings held on 21 July 2020 and 9 September 2020 were presented for consideration, and it was,

Resolved:

That the minutes of the meetings held on 21 July 2020 and 9 September 2020 be approved as a correct record and signed by the Chairman.

72 **Declarations of Interest**

Councillor Ian Thorn declared a non-pecuniary interest in Item 9 of the agenda – Consultation on ‘Planning for the Future’ – Government White Paper. He stated he would participate and vote on the item.

Councillor Johnny Kidney also declared a non-pecuniary interest Item 9 of the agenda, and confirmed he would participate and vote on the item.

73 **Announcements by the Chairman**

- 1) **Chairman's Engagements** - Details were provided of engagements carried out by the Chairman since the last ordinary meeting of the council, as follows:

3 September 2020 Fly the Red Ensign for Merchant Navy Day flag raising ceremony, County Hall, Trowbridge.

8 October 2020 The Royal Visit of HRH The Princess Royal to officially open King's Gate Primary School, Amesbury.

10 October 2020 Opening of The Willows Care Farm, Broughton Gifford.

12 October 2020 The Royal Visit of HRH The Duchess of Cornwall to County Hall. To meet and discuss the work of the Council and its partners who have been involved in dealing with the Coronavirus pandemic over

- 2) **Honours** - The Chairman congratulated Wiltshire residents listed in the recent national Honours awards.

Commanders of the Order of the British Empire (CBE)

Simon Routh-Jones

Officers of the Order of the British Empire (OBE)

Paulette Cote

Timothy Dawson

Alison Paul

James Taylor

Members of the Order of the British Empire (MBE)

Michael Bigger

Arthur Curtis

Alison Edgar

Andrew Lord

John Lyons

Hywell Morgan

Belinda Southwell

Medallists of the Order of the British Empire (BEM)

Philip Courage

Joy Guy

Richard Jefferies

Pamela Webb
Mandy Wood

- 3) Recorded Voting – On the proposal of the Chairman, seconded by the Vice-Chairman, it was,

Resolved:

To suspend Paragraphs 22.6.2-22.6.4 of Part 4 of the Constitution in respect of recorded voting.

Note: It was agreed to hold a recorded vote in respect of Minute 78 – Consultation on ‘Planning for the Future’ – Government White Paper.

74 **Petitions Received**

The council noted that no petitions were formally received by the Council for the meeting.

75 **Public Participation**

The procedure for public speaking was detailed. No questions were received for the meeting. Statements would be taken under the relevant agenda item. The Chairman would allow four speakers in relation to Item 9 on the agenda, Consultation on ‘Planning for the Future’, Government White Paper.

76 **Capital Programme Additions Quarter 1 2020/21**

Councillor Pauline Church, Cabinet Member for Finance, Procurement and Commercial Investment, presented a report on the Capital Programme. At its meeting on 18 August 2020 the Cabinet had recommended additions of £0.464m to be made to the Capital Programme to allow schemes to proceed in relation to the Carbon Reduction Budget and the Wiltshire Online fibre broadband project, which was moved by Councillor Church. The proposal was seconded by Councillor Richard Clewer.

The Chairman then invited Group Leaders to comment on the report and presentation.

Councillor Philip Whitehead, Leader of the Council, noted the proposal was part of the normal practice of budgetary adjustment during a financial year. Councillor Ian Thorn, Leader of the Liberal Democrat Group, welcomed the additional funding for the Carbon Reduction Programme as a vital move, and sought clarifications on references to S.106 contributions in the report. Councillor Ricky Rogers, Leader of the Labour Group, supported the proposals.

There were no further comments received in debate.

It was therefore,

Resolved:

To approve additions to the capital programme of £0.464m as per Appendix A of the report.

77 Corporate Parenting Strategy Update and Corporate Parenting Panel Annual Report

Councillor Laura Mayes, Cabinet Member for Children, Education and Skills presented the report on the Corporate Parenting Strategy and Corporate Parenting Panel Annual Report and moved the recommendations, which were seconded by Councillor Peter Hutton.

Councillor Mayes thanked those who worked all year to support children in care and emphasised that all Members of the Council were corporate parents for those 467 looked after children and 175 care experienced young people aged between 18-21. The strategic priorities had been refreshed in consultation with young people, and details were provided on ongoing efforts to recruit new foster carers and monitoring work by the Corporate Parenting Panel of relevant data and engagement with the young people.

The council then heard from Nebraska Hayward, a care leaver currently at university, on her experiences of care and the support she had received. The Chairman thanked Nebraska on behalf of the council for speaking about her experiences with them.

The Chairman then invited Group Leaders to comment on the report and presentations received.

Councillor Philip Whitehead, Leader of the Council, thanked Nebraska for her contribution and emphasised the huge importance of the council's work with looked after children, and thanked officers and carers for their efforts in the past year, made more difficult with the Coronavirus pandemic. He challenged all Members including himself to consider if they knew anyone who might be suitable and consider becoming a foster carer.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, endorsed the comments made including praising Nebraska for speaking to the meeting. He praised Councillor Mayes for her leadership in such a vital area which could transform lives.

Councillor Ernie Clark, Leader of the Independent Group, thanked Nebraska for her comments, welcomed the report and thanked officers for their work

Councillor Ricky Rogers, Leader of the Labour Group, added his thanks to Nebraska, and noted the comprehensive nature of the report, and the

complexity of devising support packages for the hundreds of young people in the council's care.

The item was then opened for general debate. Chairman of the Children's Select Committee, Councillor Jon Hubbard, confirmed that as a result of the Coronavirus Pandemic the Committee had not been able to consider the report at a formal meeting, but a briefing had been arranged with himself and the Vice-Chairman for comment before publication.

During debate the quality and detail of the report for the year was noted, along with positive details relating to the stability of care placements despite the Coronavirus pandemic and the use of virtual health checks to conduct some form of health assessment in a timely manner.

Other issues raised including how further increase the numbers of council foster carers, and if there were lessons that could be learned from similar, rural authorities on placement of children within 20 miles of their homes, though it was noted this could be difficult. Comments were made about improvements which had been made within the fostering service which the council could be proud of, but that there should no complacency and the council should seek to have the very highest standards possible. Support for children struggling with their education was also raised.

Councillor Mayes thanked Members for their words in debate, and stated the council was ambitious for the outcomes for its care leavers, but recognised that things could still improve, and would look to take advantage changing situations to do so where possible, including greater use of virtual contact methods if appropriate.

At the conclusion of debate, it was,

Resolved:

- 1) To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.**
- 2) To receive and approve the revised Corporate Parenting Strategy attached as Appendix 1 to the report.**
- 3) To receive and note the Annual Report of the Children in Care Council 2019/20 attached as Appendix 2 to the report.**

78 Consultation on 'Planning for the Future' - Government White Paper

Councillor Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Investment, presented a report on how the council should respond to government proposals in respect of the 'Planning for the Future' White paper and other changes. Councillor Sturgis introduced the item and noted that the consultation period closed on 29 October 2020, and that as one of the largest planning authorities in the country Wiltshire Council should make

a response to that consultation. Councillor Sturgis stated he supported many of the aims of the White Paper, but that there was still some uncertainty on issues such as the changes to the Standard Method for Housing Needs Assessment.

Public Statements were then received from Janet Amos on behalf of Amesbury Town Council, Ian James (read by Isabel McCord), Isabel McCord on behalf of Bremhill Parish Council, and Steve Perry.

Councillor Sturgis thanked the public speakers for their contributions and considered that many of their concerns were reflected in the draft response.

Councillor Sturgis moved a motion as set out in Agenda Supplement 2, circulated during the meeting, seconded by Councillor Richard Clewer, which included draft responses which would serve as guidance for the preparation of a response on behalf of the Council by the Director of Economic Development and Planning in consultation with the Leader and himself as Cabinet Member. The draft responses took into account the views of Members at a briefing on 2 October 2020 and those attending a meeting on the future of Neighbourhood plans on 9 October 2020 and would further take into account comments made during the council meeting.

Councillor Clewer presented the detail of the current draft response to each question, as set out in detail in Supplement 2. He noted that whilst it was proposed the council agree with some of the government proposals, it also included areas of disagreement.

Points raised included, but were not limited to:

- Welcoming improvements to digital access of planning, without disadvantaging those without digital access or less access to high speed internet connections, such as potentially the Travelling community and older people;
- Priorities included development of connected communities with better enforceable standards of design and master planning and energy efficiency;
- That the imposition of a zonal planning system in the manner proposed was too simplistic and not appropriate for a large rural area, and that a method to force developers to develop allocated strategic housing sites may be appropriate;
- Simplified national policies for development management, with minimum standards and some local context, was broadly supportable;
- A consolidated test for sustainable development including consideration of environmental impact was a good idea;
- Required formal cooperation between authorities can cause some difficulties, but there are strategic issues where it might be needed;
- That the council did not support a standard method for establishing housing requirements;
- Affordability and extent of existing urban areas was not an appropriate indicator of the quantity of development that should be accommodated;
- There should be automatic outline permission for areas of substantial development once allocated;
- The council did not support proposals for consent arrangements for renewal and protected areas, as they were too simplistic;

- That there was a case for allowing new settlements to be brought forward.
- That the council did not support the proposals to make decision-making faster and more certain, as there would always be cases where local issues were complex, and a local planning committee provided greater acceptance of any decision;
- That accessible, web-based local plans was a good idea;
- To not agree with proposals for a 30-month statutory timescale for local plan production, which was unrealistic and require huge resource;
- Neighbourhood plans should be retained, but needed to be aligned to the length of the local plan, and required new guidance on purpose and the updating process;
- The of digital tools to assist development of neighbourhood plans made sense, but overriding of local plan design rules could complicate planning;
- Assigned sites should be built out at a sensible rate after approval, perhaps including system where local authorities or government could ensure it occurred.
- There was a concern around poor design particularly in larger developments and in respect of connectivity of communities;
- Sustainability was important but encompassed a broad set of priorities;
- The Council supported the use of design guides, with local input, and approved of a new body to support this, and that design be given strategic priority for Homes England;
- The council broadly supported a fast track for beauty;
- The council noted an area the size of Wiltshire was too varied to have a single priority for development;
- The council supported consolidation of Community Infrastructure Levy and S.106 planning obligations, but that all new housing should contribute towards the resolving the strain on infrastructure, that rates should be set locally without causing viability issues, and the authorities should be able to borrow against the levy to support infrastructure delivery;
- More information was required in relation to changes of use through permitted development rights;
- The Council supported aims to secure at least the same amount of affordable housing, which also was needed in rural areas, and that it should be secured as in-kind payment toward the Infrastructure Levy or as a right to purchase at discounted rates for local authorities, mitigating for overpayment risk;
- It was supported that there should be fewer restrictions on spending the Infrastructure Levy and there should be an affordable housing 'ring-fence'.

The proposal was that these form the basis of a draft response, but would be adjusted in response to points raised by Members during the meeting and in writing, with the adjusted response approved following consultation with the Cabinet Member and the Leader of the Council.

After the presentation from Councillor Clewer the meeting adjourned from 1215-1220.

The Chairman then invited Group Leaders to comment on the report and presentations received.

Councillor Philip Whitehead, Leader of the Council, thanked Councillors Sturgis and Clewer for compiling the report and motion. It was stated that it was important that all Members be able to debate their views on the government consultation proposals, and the council response could incorporate the broad views of the council as much as possible. Parish Councils were encouraged to respond to the consultation.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, welcomed the opportunity for the council to debate the item, and stated a summary of the council's response would also be important as well as the responses to the specific questions to set the context of the consultation response, and this needed to be robust on the areas where the council disagreed with the proposals. Councillor Thorn felt the proposals presented in the White Paper presented a danger to democratic planning, and also requested that the final response should also include consultation with all political Group Leaders.

Councillor Ernie Clark, Leader of the Independent Group, noted there were two government consultations, one of which ended on 1 October 2020 and the second ended on 29 October 2020, and that the first was responded to by the Director of Economic Development and Planning but that the response was not publicly available. Councillor Clark also noted that the proposals could mean almost no affordable housing allocated in Wiltshire.

Councillor Ricky Rogers, Leader of the Labour Group, stated he would support the submission which covered valid points. It was noted that developers often complained about the time taken to make decisions, but that delays often resulted from actions of the developers, and that the present system worked generally well, and did not think it needed to be made much quicker and simpler for major developments.

At the beginning of debate, an amendment was moved by Councillor Ian Thorn, seconded by Councillor Sarah Gibson, to include Group Leaders to be consulted on the final response of the council. The amendment was accepted by the mover and seconder of the original motion, therefore any adjusted response would include consultation with all Group Leaders before it was approved.

The council therefore continued to debate on the substantive motion.

Councillor Sarah Gibson then moved an amendment to insert the Executive Summary of the report in the agenda pack as part of the proposed response to the consultation, with some changes to its wording, as detailed below:

On 6 August 2020, the Government published the 'Planning for the Future' White Paper for consultation. The proposals in the White Paper have important implications for Wiltshire Council, as one of the largest local planning authorities in the country. There is a 12-week consultation period ending on 29th October 2020.

Wiltshire Council recognises the need for reform to the current planning system,

and the proposals in the White Paper are a welcome step forward in delivering this change. Any such changes must however also reflect the importance of maintaining, and where possible enhancing, the importance of local democratic decision making in the planning system. They must also reflect this Council's commitment to carbon neutrality by 2030.

Wiltshire Council supports the Government's aim of speeding up the delivery of appropriate and locally needed development whilst enhancing design quality.

Whilst Wiltshire Council welcome many some of the proposals in the consultation, we have serious concerns about some others, particularly as they relate to any attempts to move away from CIL levels being set locally, or diminishing community and public engagement in the planning process, any reduction in the status of and respect for Neighbourhood Plans, and any failure to recognise the need to ensure that Enforcement Officers have the powers and resources they need to do their important jobs. There are other areas where further details will need to be forthcoming in order to fully evaluate their effectiveness. Details are set out in the report

Following discussion with the Chairman and the Cabinet Member it was agreed that all Members could submit detailed comments and proposed changes in writing including the proposed amendment, which would be considered by officers when preparing a response by the council and the summary of that response, which would then be approved in consultation with Group Leaders having regard to the comments received. Councillor Gibson accepted that approach to her proposed amendment, so a seconder was not sought.

The meeting therefore returned to debate on the substantive motion.

Points raised in debate included, but were not limited to, proposing strengthening the response regarding developers not building out on approved developments in a timely manner and suggesting other methods to incentivise this. Others welcomed that most of the draft responses reflected views raised by Members at recent briefings on the proposals, that Neighbourhood Plans needed to be defended in any response to government and that these were being undermined by current policy and were often very lengthy and cumbersome to prepare. The lack of a design code for local need was raised, and the impact of perceived current overdevelopment in some areas of Wiltshire.

Some comments stated the proposals from government were fundamentally flawed and noted the concerns raised by parish councils and others in objection and that objections needed to be made more strongly than proposed, with a focus on local decision making. The negative impact on growth zones on neighbourhood plans and democratic engagement was raised with some saying it should be objected to more strongly, and concerns were raised on the impacts on environmental sustainability and the need for more emphasis on climate change considerations.

Some Members disagreed that the response to Q9 on automatic outline permission for areas of substantial development was broadly yes and should be changed. Other comments included supporting recommending infrastructure levies rates to be set locally, and that any levy should be paid on the same basis as the current Community Infrastructure Levy, and that government needed to provide more detail on direct contributions for a local community. More detail on consent arrangements in Protected areas was also requested for the response, and clarity was sought on issues around energy efficiency. Some considered that the proposals from government were too weighted in favour of developers and noted that a focus on enforcement should not be to the detriment of other work and expressed concerns on in kind payments for affordable housing.

In response to debate, Councillor Clewer clarified the purpose of the motion to provide a basis for the precise wording of the final response to be prepared, after consultation with Group Leaders and the Cabinet Member after considering the points raised and submitted by Members, and welcomed the varied comments made during debate.

Councillor Sturgis noted the response to Government needed to be made by 29 October 2020 and the preparation of a response would take on board the comments that had been made and submitted, but that not every single response would be able to be included as there was not unanimity, and noted several comments related more to the Wiltshire Local Plan.

At the conclusion of debate,

Resolved:

To approve the draft response to the questions set out in the White Paper ‘Planning for the Future’ to provide guidance for the preparation of the Council’s response, to be prepared by the Director of Economic Development and Planning in consultation with the Leader of the Council, the Cabinet Member for Spatial Planning, Development Management and Investment, and Group Leaders.

A recorded vote was held with details as attached to these minutes.

For 56

Against 3

Abstain 20

A final response was prepared in response to the meeting and comments received from Members and approved following consultation with the Leader, the Cabinet Member and Group Leaders, and was provided in response to the government consultation as attached to these minutes.

79 **Proposed Changes to the Constitution**

Councillor Richard Clewer, Cabinet Member with responsibility for Corporate Services, presented a report and recommendations on changes to the

Constitution, with minor changes to the Policy Framework and the name of the Audit Committee as set out in the report. The proposal was seconded by Councillor Simon Jacobs.

The Chairman then invited Group Leaders to comment on the report and presentation.

Councillor Philip Whitehead, Leader of the Council, Councillor Ian Thorn, Leader of the Liberal Democrat Group, Councillor Ernie Clark, Leader of the Independent Group, and Councillor Ian McLennan for the Labour Group, supported the proposals.

There were no further comments received in debate.

It was therefore,

Resolved:

That Full Council approve the proposed changes to Part 3B of the Constitution as detailed in Appendix C of the report.

80 **Notices of Motion**

The following motion was received for the meeting.

81 **Notice of Motion No. 23 - Footpath and Cycleway Links**

A motion on notice was moved by Councillor Richard Clewer, seconded by Councillor Pip Ridout, as detailed in the agenda papers. Councillor Clewer noted previous council debates regarding cycleway provision and housing developments requiring adequate access links. The motion aimed to ensure that the council was able to better facilitate planning and delivery of links for developments and adjoining communities.

The relevant Cabinet Member, Councillor Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Investment, spoke to the motion, welcomed and supported the motion, but noted that the connections being sought would not always be possible if necessary land was outside the ownership of the owner or the council, but where practicable this should be a focus.

On the proposition of the Chairman, seconded by the Vice-Chairman, it was agreed to debate the motion.

The Chairman then invited Group Leaders to comment on the motion.

Councillor Philip Whitehead, Leader of the Council, supported the motion, noting examples of recent estates proposed without appropriate links and work to address that, and praised the preparation behind the motion.

Councillor Ruth Hopkinson, Deputy Leader of the Liberal Democrat Group, welcomed and supported the motion. Councillor Ernie Clark, Leader of the Independent Group, stated any efforts to encourage reduction in car transport would be beneficial and supported the motion. Councillor Ian McLennan, for the Labour Group, supported the intentions of the motion.

The motion was then opened up for general debate. Some comments in debate felt that the motion was not as ambitious as Motion 21 as debated and rejected on 21 July 2020 but supported the aims of the motion. Others noted that ideally footpath and cycleway connections were developed at the planning stage, and it could be difficult to achieve this later for some sites, with cost of purchasing land and public objections two of the issues that could arise.

Councillor Ian McLennan provided examples of isolated developments and difficulty addressing the problem, then proposed an amendment as follows:

*Where new residential or commercial developments are granted, or have been granted planning permission, and they are in locations that don't link with existing footpaths and cycleways in adjoining communities that, the Council will undertake to ensure, ~~where practicable~~, footpath and cycleway links are planned for and delivered in order that our communities can benefit fully from using non-vehicular transport. **Where the development is a single unit, a financial contribution is taken.***

The amendment was seconded by Councillor Jon Hubbard but noted that there should be clarity on the final sentence from the mover, but the principal sought by the amendment was supportable.

The amendment was then debated. It was stated that any links needed to serve the entire town, and therefore there needed to be work on a wider network at the same time, and also that the original motion needed more detail, and that the qualifier 'where practicable' could undermine the purpose of the motion.

Other comments were concerned removing the words 'where practicable' meant that the motion would no longer be deliverable, given the difficulties in developing some links, and could prevent development of such links, and that the reference to a financial contribution for single units was not reasonable or efficient.

After discussion, the amendment was withdrawn, and debate continued on the original motion.

Further comments were made in support of the motion and discussed what could be done to encourage developers to consider these issues at an early stage. The importance of connection of communities and maintenance of existing paths was also raised, and better coordination of existing paths when new developments were put in place.

Councillor Sturgis, as the relevant Cabinet Member, emphasised not all developers resisted provision of cycleways and footpaths, and addressed several local examples raised in debate.

Councillor Clewer, as mover the motion, urged members to support the proposal as a deliverable policy suggestion.

Following a vote, it was,

Resolved:

Where new residential or commercial developments are granted, or have been granted planning permission, and they are in locations that don't link with existing footpaths and cycleways in adjoining communities that, the Council will undertake to ensure, where practicable, footpath and cycleway links are planned for and delivered in order that our communities can benefit fully from using non-vehicular transport.

82 **Appointment of an Independent Remuneration Panel for Wiltshire**

Councillor Richard Clewer, Cabinet Member with responsibility for Corporate Services, presented a report and recommendations for arranging the constitution of an Independent Remuneration Panel to review and make recommendations regarding Members' allowances. The proposal was seconded by Councillor Philip Whitehead.

The Chairman then invited Group Leaders to comment on the report and presentation.

Councillor Philip Whitehead, Leader of the Council, noted reviews were required by law and that the report was about recruiting a Panel and not regarding any recommendations. Councillor Ruth Hopkinson, Deputy Leader of the Liberal Democrat Group, and Councillor Ian McLennan for the Labour Group, supported the proposals.

There were no further comments received in debate.

It was therefore,

Resolved:

That Council:

- a) **Agrees to constitute an Independent Remuneration Panel of 3 members and to delegate authority to the Director of Legal and Governance, in consultation with Group Leaders (or their nominated representative), to undertake the selection process and recommend Panel appointments to Full Council;**

- b) Notes that Panel members will be appointed for a 4-year term and the Terms of Reference for allowance reviews will be agreed by the Panel, once appointed;
- c) Delegates to the Director of Legal and Governance, in consultation with Group Leaders (or their nominated representative), to appoint an Independent Advisor to the Panel if this becomes necessary during the review period;
- d) Delegates to the Director of Legal and Governance to agree, where appropriate, remuneration for members and advisors supporting the Panel.

83 **Appointments to the Wiltshire Pension Fund Committee and Local Pension Board**

Councillor Pauline Church, Cabinet Member for Finance, Procurement and Commercial Investment, presented a report and recommendations on appointments to the Wiltshire Pension Fund Committee and Local Pension Board. The recommended appointments had followed a recruitment process set out in the terms of reference of the Committee and Board, and would take effect immediately. The proposal was seconded by Councillor Tony Deane, Chairman of the Wiltshire Pension Fund Committee.

The Chairman then invited Group Leaders to comment on the report and presentation.

There were no further comments received in debate.

It was therefore,

Resolved:

That Council:

- a) **Marlene Corbey to the Local Pension Board for a four-year term as a Scheme Member Representative.**
- b) **Tracy Adams to the Wiltshire Pension Fund Committee for a four-year term as an Employer Member Representative.**

84 **Announcements from Cabinet and Committees**

There were no announcements by Cabinet Members or Chairs of Committees.

85 **Membership of Committees and Review of Allocation to Political Groups**

Following requests from Group Leaders including a review of allocation of seats to political groups, changes were appointed on the motion of the Chairman and seconded by the Vice-Chairman, as follows:

Resolved:

To make the following appointments to Committees

- **Councillor Peter Fuller to be removed from the Western Area Planning Committee and Standards Committee, as a Conservative Member, but appointed to those committees as an Independent Member. Councillor Fuller also to be removed from the Appeals Committee, Environment Select Committee and as a substitute member from the Electoral Review Committee and Health Select Committee.**
- **Councillor Peter Hutton to be removed from the Police and Crime Panel.**
- **Councillor Brian Mathew to be added to the Police and Crime Panel.**
- **Councillor Tony Trotman to be removed from the Overview and Scrutiny Management Committee.**
- **Councillor Atiquil Hoque to be added to the Overview and Scrutiny Management Committee.**
- **Councillor Bob Jones MBE to be removed from the Standards Committee.**
- **Councillor Richard Britton to be added to the Standards Committee**
- **Councillor Fleur de Rhé-Philippe to be added as a substitute member of the Standards Committee.**
- **Councillor Tony Trotman to be added to the Environment Select Committee.**
- **Councillor Andrew Davis to be added to the Appeals Committee and Councillor Philip Whalley to be added as a substitute member of the Appeals Committee.**

86 **Councillors' Questions**

Questions were received from Councillors Ian Thorn and Clare Cape, with responses as detailed in Agenda Supplement 1.

In respect of question 20-24 and on behalf of Councillor Thorn, Councillor Hopkinson asked a supplementary question about whether the Executive agreed that the response to Covid-19 was led by officers and this should be recognised and not politicised.

Councillor Philip Whitehead, Leader of the Council, responded to the supplementary question setting out the excellent officer response led by the Cabinet, and set out what he considered to be politicisation of Covid-19 and other issues by the Liberal Democrats.

In respect of 20-25 Councillor Cape asked a supplementary question stating that local people might perceive the proposals relating to the Chippenham Highways Investment Fund (HIF) bid as determined and would there be meaningful consultation including with local members.

Councillor Whitehead stated that due to the HIF bid details for a distributor road were public prior to a planning application, as would normally be the case. However, the matter was not determined, and any infrastructure proposals and housing development would still go through normal planning processes

including public consultation, but investment in infrastructure had been sought upfront.

In respect of 20-26 Councillor Cape asked a supplementary question on whether traffic modelling took account of vehicle movements from additional housing and employment land.

Councillor Whitehead stated traffic modelling had taken place several years ago but would be updated to take account of all relevant factors and variables, and the proposed road should help relieve congestion as well as link houses together.

In respect of 20-27 Councillor Cape asked a supplementary question asking if the estimate for new homes included the development at Rawlings Farm.

Councillor Whitehead stated he believed that the estimate did include that development and noted that the town had been developed to the west but not to the east and noted the overall housing need in Wiltshire.

In respect of 20-28 Councillor Cape asked a supplementary question on the HIF funding for major infrastructure needs such as schools and doctors, and what benefits elsewhere in Chippenham would be obtained.

Councillor Whitehead stated that appropriate facilities would be obtained through community infrastructure levies and s106 contributions from any housing development, but a masterplan for the siting of schools and other facilities linked with cycleways and highways would enable benefits.

In respect of 20-29 Councillor Clare Cape asked a supplementary question on whether current planning legislation ensure the road and development would be carbon neutral, and if not would ensure it.

Councillor Whitehead stated no plans had yet been submitted so the specific impacts would not be known. He stated he supported the drive for carbon neutrality, however this did not mean more housing could not be built, as there would still be a need for homes and roads. Making sure the homes were delivered in as eco friendly a way as possible would be an aim, and the HIF fund bid enabled better design and planning for delivery of homes that would otherwise be delivered without the appropriate planning infrastructure.

In respect of 20-30 Councillor Clare Cape asked a supplementary question regarding the options appraisal for homes, and what locations were considered in Wiltshire.

Councillor Whitehead stated there was a requirement to deliver 46000 homes, and that due in part due to infrastructure issues housing for Chippenham within the previous plan period had not been delivered, and that other areas in Wiltshire had also taken and were also taking allocations of housing such as around Trowbridge, Melksham, Salisbury and Devizes.

In respect of 20-31 Councillor Clare Cape asked a supplementary question on the Executive to lobby for a more holistic and sensitive approach to housing development in response to the climate emergency and Covid-19.

Councillor Whitehead stated there was an essential need for housing in the country and the council did lobby government, but it had a target of housing which must be met. The HIF bid allowed a better method of preparing for that delivery.

(Duration of meeting: 10.30 am - 3.55 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

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Item 9 - Consultation on 'Planning for the Future' Government White Paper**56 For, 3 Against, 20 Abstention**

| First Name | Surname | Vote |
|-------------|---------------|---------|
| Phil | Alford | For |
| Chuck | Berry | For |
| Allison | Bucknell | For |
| Ian | Blair-Pilling | For |
| Richard | Britton | For |
| Derek | Brown | For |
| Andrew | Bryant | Abstain |
| Clare | Cape | Abstain |
| Trevor | Carbin | Against |
| Mary | Champion | For |
| Pauline | Church | For |
| Ernie | Clark | Abstain |
| Richard | Clewer | For |
| Mark | Connolly | For |
| Christine | Crisp | For |
| Kevin | Daley | For |
| Brian | Dalton | Abstain |
| Jane | Davies | For |
| Andrew | Davis | For |
| Tony | Deane | For |
| Christopher | Devine | Against |
| Mary | Douglas | For |
| Bill | Douglas | For |
| Peter | Evans | For |
| Sue | Evans | For |
| Peter | Fuller | For |
| Richard | Gamble | Abstain |
| Sarah | Gibson | For |
| Gavin | Grant | Against |
| Jose | Green | For |
| Howard | Greenman | For |
| David | Halik | For |
| Russell | Hawker | Abstain |
| Ross | Henning | Abstain |
| Alan | Hill | For |
| Sven | Hocking | For |
| Nick | Holder | For |
| Ruth | Hopkinson | Abstain |
| Atiquil | Hoque | For |
| Jon | Hubbard | For |
| Chris | Hurst | Abstain |
| Tony | Jackson | For |
| Simon | Jacobs | For |
| George | Jeans | For |
| Bob | Jones | Abstain |
| Johnny | Kidney | For |
| Gordon | King | Abstain |

| | | |
|-------------|-----------------|---------|
| Carole | King | Abstain |
| Edward | Kirk | For |
| Jerry | Kunkler | For |
| Jacqui | Lay | For |
| Jim | Lynch | Abstain |
| Brian | Mathew | Abstain |
| Laura | Mayes | For |
| Ian | McLennan | For |
| Nick | Murry | Abstain |
| Christopher | Newbury | For |
| Steve | Oldrieve | Abstain |
| Stewart | Palmen | Abstain |
| Horace | Prickett | For |
| Fleur | de Rhé-Philippe | For |
| Pip | Ridout | For |
| Ricky | Rogers | For |
| Tom | Rounds | For |
| Jonathon | Seed | For |
| James | Sheppard | Abstain |
| John | Smale | For |
| John | Thomson | For |
| Ian | Thorn | Abstain |
| Jo | Trigg | Abstain |
| Tony | Trotman | For |
| John | Walsh | For |
| Bridget | Wayman | For |
| Fred | Westmoreland | For |
| Philip | Whalley | For |
| Philip | Whitehead | For |
| Suzanne | Wickham | For |
| Christopher | Williams | For |
| Graham | Wright | For |

Email response to be sent to planningforthefuture@communities.gov.uk

PLANNING FOR THE FUTURE WHITE PAPER (AUGUST 2020), MINISTRY OF HOUSING, COMMUNITIES & LOCAL GOVERNMENT

RESPONSE FROM WILTSHIRE COUNCIL, 29TH OCTOBER 2020

Submitted by Sam Fox, Director of Economic Development & Planning, Wiltshire Council

Summary

The consultation proposals, if implemented, would have significant implications for Wiltshire Council, Wiltshire and its local communities. A summary of Wiltshire Council's response is set out below, with a detailed response to the questions following.

This response comprises Wiltshire Council's considered view on the proposals, having been discussed at a briefing session for all elected members on 2nd October 2020; at Full Council on 20th October 2020, and agreed at a meeting of political group leaders on 28th October 2020. The submission reflects the views expressed at these forums, and it also incorporates the views of a range of specialist technical teams within Wiltshire Council. It has been agreed between the Cabinet Member for Spatial Planning, Investment and Development Management (Toby Sturgis); the Deputy Leader, Richard Clewer; the Leader, Philip Whitehead; and the Director of Economic Development & Planning, Sam Fox.

Wiltshire Council recognises the need to reform the current planning system, and the proposals in the White Paper are a welcome step forward in delivering this change. Any such changes must however also reflect the importance of maintaining, and where possible enhancing, the importance of local democratic decision making in the planning system. They must also reflect this Council's commitment to carbon neutrality by 2030.

Wiltshire Council supports the Government's aim of speeding up the delivery of appropriate and locally needed development whilst enhancing design quality.

Whilst Wiltshire Council welcome some of the proposals in the consultation, we have serious concerns about others, particularly as they relate to: proposals around zoning, to any attempts to move away from CIL levels being set locally, or diminishing community and public engagement in the planning process, any reduction in the status of and respect for Neighbourhood Plans, and any failure to recognise the need to ensure that Enforcement Officers have the powers and

resources they need to do their important jobs. There are other areas where further details will need to be forthcoming in order to fully evaluate their effectiveness.

The need for housing also seems a high priority in the White Paper. Whilst this is key, The White Paper contains little mention of how planning should align with local industrial strategies and how these in turn will impact on demand for housing and infrastructure.

Consultation Questions & Wiltshire Council Response

Question 1. *What three words do you associate most with the planning system in England?*

Council Response: Wiltshire Council has no comment on this.

Question 2. *Do you get involved with planning decisions in your local area?*

Council Response: Yes, we are the planning authority.

Question 3. *Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?*

Council Response: We would greatly welcome an improvement in the way planning could be accessed automatically, digitally and spatially. It needs to be brought up to date in a way that relates to the range and type of media that people now access. Residents who are not digitally literate should not be disadvantaged

Question 4. *What are your top three priorities for planning in your local area?*

Council Response:

The development of active, connected communities with appropriate infrastructure with good numbers of integrated affordable housing.

Better enforceable standards of design, place shaping and master planning.

The development of new housing that is energy efficient in its fabric and zero carbon to run with on-site renewable energy generation to help address the local grid issues faced in the South West.

Question 5. *Do you agree that Local Plans should be simplified in line with our proposals?*

Council Response: No. Whilst the simplification of Local Plans to ensure brevity and clarity is welcomed, as by simplifying the content of plans, this could allow focus on identifying areas for development and protection. However, we feel that the creation of three relatively arbitrary zones is far too simplistic for the complexities of planning in a large rural area.

The zonal system seems much more suited for large urban areas and may well work there but we feel extremely strongly that they are not appropriate for rural areas. Planning in villages, in particular can be complex and it is not uncommon for us to approve development through planning committees that do not meet local plan rules but are strongly supported by the community and fill a specific need.

Simple blanket rules will always end up creating circumstances where there need to be exceptions and the more simplistic the rules or zones, the more problems there will be with exceptions. It is possible that a local version of a zonal system could be delivered but it would need to be less restrictive than the proposals in the white paper and would probably need to have more than 3 zones and would need to be developed on a local basis. It would also need exceptions to allow for appropriate development in sensitive areas, such as mineral extraction, or in the centre of towns and cities which may be Conservation Areas.

The White Paper contains very little information on how the historic environment is going to be protected within the three 'zones' approach. The current planning system (guided by the NPPF) works well in protecting the 90% of archaeological sites which are not designated and often found during the early stages of the planning process. The proposals lack the necessary details on how the measures proposed will avoid harm to historic environment, particularly undesignated buried archaeological remains.

Within the proposed zoning system safeguards for archaeology and the historic environment needs to be built in at both the strategic area allocation stage, and at the level of individual development proposals. The proposed new system must have provisions in place for appropriate assessment and evaluation of heritage assets and which can inform development management decision making prior to determination.

At the moment the definition of strategic housing sites provides a version of a zonal system. Our experience is that sometimes developers are not keen to develop those identified sites in a timely manner, particularly where they are less financially attractive than other green field sites. As a result, by delaying the delivery of those sites they are able to manipulate the 5 year land supply and to bring other sites forward. A zonal system will not prevent this from happening and the same stress will exist in the proposed new system.

If the aim is to increase housing delivery in an area like Wiltshire what we need is an ability to force developers to develop allocated strategic sites within reasonable timescales. A mechanism to allow a local development company to take complete control of the development of sites after a certain point if development is not continuing (with a mechanism for the land owner to still get value for the site) would provide an excellent incentive to get developers to proceed with allocated sites and not to land bank them.

We think that the idea of using an interactive web based-approach to enable residents to clearly understand planning in different areas is a good one.

Paragraph 2.10 of the White Paper states: *'In Growth areas, we would want to allow sub-areas to be created specifically for self and custom-build homes and community-led housing developments'*.

We would note that creating specific areas for Community Led Housing needs to ensure that the community is able to decide where the housing is located.

Question 6. *Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?*

Council Response: Broadly yes. We think that the idea of having simplified national policies around development management is good. These however should be a set of minimum standards which may need more specific local context.

It is essential that development management policies include the opportunity to negotiate the detail of affordable housing at a local level in terms of unit size (i.e. number of bedrooms), tenure type and accessibility. Delivery of affordable housing is not just about the number of homes delivered, but also needs to ensure that delivery meets current demonstrable need.

The move away from repeating development management policies will also make Local Plans much more user friendly, as well as making the decision-making process more transparent as the system becomes rule-based, rather than discretionary based.

Question 7(a). *Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of "sustainable development", which would include consideration of environmental impact?*

Council Response: Yes.

The proposal to abolish the Sustainability Appraisal system and develop a simplified process for assessing the environmental impact is a positive step. This will mean less focus on the way in which Council's reach decisions on their plan of how they

compared options and instead allow more concentration on assessing the economic, social and environmental impact of area-based proposals.

However, the need for robust environmental assessment cannot be avoided. Poor quality assessments will produce ill-conceived plans. There is no detail in the White Paper as to how the simplified process will continue to evaluate the likely significant effect of the plan on the environment and determine how adverse effects may be mitigated or where beneficial effects may be enhanced. Given the proposals in the White Paper to grant automatic outline planning permission in some cases, the strategic assessment of a Local Plan will be even more fundamental with the potential for less robust assessment at the development stage. Streamlining the local plan process must not be at the expense of adverse impacts on the environment.

By removing the current sustainability appraisal process, and replacing it with a simplified test of sustainable development, this must robustly help Councils deliver carbon neutrality (in the case of Wiltshire Council we have made a commitment to seek to make the Council to be carbon neutral by 2030).

Any new test of assessing environmental impact needs to safeguard environmental protection being a cornerstone of the plan-making stage. The suggestion of a consolidated test also raises the question of how Environmental Impact Assessment (EIA) would work under these proposals. In fact, it is far from clear whether EIAs would be possible under the new system, since there would be automatic outline permission and planning applications would not be required in growth zones.

EIA and SEA are conducted at two very different stages of the plan making process and there is already a lot of efficiency in the way SEA (at the plan making stages) informs EIA (at the planning application stage). The two assessments cannot be consolidated as such and SEA was legislated as an additional process across Europe (and elsewhere around the world) for this very reason.

It is therefore hoped that a replacement for the current Sustainability Appraisal system does not enable plan-makers and developers to avoid proper assessment and consideration of environmental and climate change impacts, as it currently required by SEA and EIA legislation.

With regards SEA; to do anything other than comply with the SEA directive (as is currently done) would be inconsistent with the Government's commitment to upholding environmental standards after 1st January 2021

<https://www.gov.uk/guidance/upholding-environmental-standards-from-1-january-2021>

Question 7(b). *How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?*

Council Response: The duty to co-operate as it stands can be used by a council which is not keen on development because of local political issues to push that development onto neighbouring authorities. This should not be allowed to occur

and on that basis the removal of a formal duty to co-operate is very welcome. There are however some issues, particularly around infrastructure and environmental issues where authorities should still be forced to co-operate to prevent the actions of one authority causing significant harm to another.

An example of co-operative, cross-boundary working well across local planning authorities is the Partnership for Urban South Hampshire (PUSH) and this model should be looked at in appraising different options for the duty to co-operate.

Question 8(a). *Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?*

Council Response: No. We accept the need to assign housing targets to each development area, however there are always going to be specific local requirements that make a simplistic mathematical model difficult to work. What we as an authority need is a consistent housing target for a specific period of time that is not constantly being updated. Please tell us how many houses we need to build and let us get on with ensuring they are delivered.

A standard method for establishing housing requirements will mean less focus at examinations getting entrenched in discussing housing numbers, which will make the process more streamlined. This would enable planners to concentrate on place making rather than numbers.

Question 8(b). *Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?*

Council Response: No, not in isolation. While these are important indicators of quantity of development, in rural areas sustainability and protected landscapes are also critical issues which must be considered. High affordability ratios in rural areas may not indicate a shortage of supply.

Similarly, increasing availability of land may not improve affordability, housebuilders are likely to benchmark their required return from a site against local prices to retain the existing absorption rate in the local market. House prices do not operate as a standard commodity as they typically require availability of finance to acquire. This introduces the lenders underwriting criteria (salary) and their required return from the loan into the equation. This controls the number of consumers in the market and hence demand.

Areas with the greatest affordability constraints are not necessarily the most sustainable locations to develop. Conversely, places with fewer 'affordability' issues may benefit from inward investment and development but be neglected under such a method.

Question 9(a). *Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?*

Council Response:- The Council is not sure. While we don't agree with the zonal system, the principle that an allocated strategic housing site should be given automatic outline permission is a good one. It does however require a good place shaping/design guide to be in place which any permission would have to conform to. It will also require better tools and financial resources to get effective public engagement up front.

However, if automatic outline permission for Growth Areas is conferred by the adoption of the Local Plan, it will be necessary to consider how the detail of the affordable housing contribution (including unit size mix, tenure mix, standards and adapted units) can be agreed at an early opportunity. This is usually agreed at outline stage to give certainty to the both the local authority and the developer.

The proposed "permission in principle" approach is potentially harmful to the historic environment. It is imperative that automatic outline permissions in growth areas will still include requirements for site-based archaeological evaluation undertaken pre-determination. Specialist historic environment advisors, with access to Historic Environment Records, in local planning authorities must retain oversight over this consent process.

Furthermore, complex technical matters will need resolving within a condensed timescale under the new proposals with organisations such as Natural England, Historic England and the Highways Agency. Therefore, there is an issue not only about the level of resources that will be required by local planning authorities to implement these proposals, but also the resources of outside agencies so that they are able to respond and engage in a timely manner in line with the new Local Plan process timelines.

The White Paper's shorter plan period of 10 years minimum under Proposal 4 could also potentially discourage site promoters and funding bodies to invest in big regeneration sites. Allowing broad locations for future growth beyond a 10 year period which would become a Growth allocation when the Local Plan is reviewed would potentially give promoters and funding bodies the confidence to continue to invest in a project, although this would need to be balanced against what the requirements would be to identify such areas in the Local Plan and resource implications for the Local Planning Authority.

In terms of the routes for detailed consent, Local Development Orders can be a positive planning tool that creates a more certain planning environment and therefore makes investment more attractive. In Wiltshire, the LDO process is potentially one way of supporting the Porton Down Science Campus to help deliver the consolidation and optimisation of PHE and DSTL activity. A Local Development Order here would ensure agility to changing future business requirements with minimal planning intervention. This would help deliver the

recommendation of the Life Sciences Industrial Strategy for government to support the growth of life sciences clusters and to attract foreign direct investment into Porton and surrounding area, focussing on maximising commercial prospects of the Defence and Security sectors R&D.

However, LDOs are also resource intensive and careful consideration will be needed to ensure that Local Planning Authorities have the resources and skills to prepare them. Upfront investment is required, and the financial cost of bringing forward an LDO needs consideration. LDOs would still need to comply with other relevant legislation, such as Environmental Impact Assessment, whatever form this takes in the future under the new proposals. A robust evidence base is required and specialist support would be needed to inform the design and development of the LDO e.g. consultants for site investigation and analysis, EIAs, advice from specialist agencies such as EA, HE. Effective engagement with all relevant stakeholders is necessary and monitoring officers would be needed to monitor the impact of LDOs over time.

With reference to Community involvement paragraph 2.36 states that *“We will consider the most effective means for neighbours and other interested parties to address any issues of concern where, under this system, the principle of development has been established leaving only detailed matters to be resolved.”*

There is no detail on how this will be secured, by making sure the process is fully inclusive and democratic. Frontloading community involvement at the plan-led stage is commendable but actually getting people, from a variety of groups, to engage will require investment, technology and time. A huge cultural shift would be required so that local communities understand that under the proposed new process, the opportunity to comment on the principle of proposals would no longer be available further down the planning process, as the Local Plan would already have established permission in principle.

Question 9(b). *Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?*

Council Response: Broadly no. The provision of blanket permissions in renewal areas is extremely difficult as there will always be exceptions and arguments in the way in which they are interpreted. For example, the definition of infill and backfill can be complex and would be made impossible by this sort of blunt tool.

There should be broad policies to be adhered to, not blanket approvals. It is in our view essential that the role of local development management is retained for planning applications in Protected Areas, including consultation with communities and with Parish/Town Councils as statutory consultees

Question 9(c). *Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?*

Council Response: Yes. They would need to be driven by circumstances. The fact that this is proposed in the consultation demonstrates the problem with the simplistic zonal system being proposed.

Question 10. Do you agree with our proposals to make decision-making faster and more certain?

Council Response: No. Whilst we support timely decision making, and in many cases fast decision make is good, there will always be cases where local issues are complex and in those cases, good decision making through a local planning committee provides far greater acceptance in a community than imposition from above.

The technical evidence required to underpin sound decision making on technical matters (such as drainage, transport analysis etc.) will still need to be available.

Deemed planning permission and refunds of fees would not introduce quality into decision making. It is noted that delays are often due to applicants not providing necessary information in a timely manner, and decisions which are recommended to the Secretary of State by the Planning Inspectorate are not always received in a timely manner.

Greater standardisation of technical supporting information would be advantageous, as would clearer and more consistent planning conditions using as a base standard national conditions.

Question 11. Do you agree with our proposals for accessible, web-based Local Plans?

Council Response: Yes. We think this is an excellent idea and should be implemented. However, we need to ensure there is no digital divide from those unable to engage so easily with digital solutions

Question 12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?

Council Response: No. While we agree that local plans should be developed as quickly as possible, the complexity of developing a plan for an area the size of Wiltshire and the need to consult with a wide and diverse group of communities makes a 30 month timescale unrealistic. It would require a very short period of 12 months for most of the development of policy and sites. That would require a huge officer resource which would have to be recruited and made familiar with a very large county area. They would then not be needed after a relatively short period placing an unreasonable strain on the council.

As part of the 'good design' agenda, the White Paper proposes that any areas designated as 'Growth' areas are supported by a masterplan and site-specific

code in order to secure outline permission under the Local Plan. While the masterplan concept would reduce uncertainty for those bringing forward development in a Growth area, achieving this level of detail alongside more front-loaded community involvement, within a shorter local plan process, will be a huge challenge, unless Local Planning authorities are provided with the necessary resources, both financial and in terms of skills.

Question 13(a). *Do you agree that Neighbourhood Plans should be retained in the reformed planning system?*

Council Response: Yes. However, if we move to the zonal system suggested (which Wiltshire Council does not agree with) then neighbourhood plans will either need to be an exception to the process or will need to be developed in conjunction with the local plan and running for the same length of time placing an even greater strain on the development of a local plan. The importance of neighbourhood plans to rural communities is a key argument against the introduction of the zonal system.

We are concerned that greater clarity needs to be given to communities in the guidance about what Neighbourhood Plans can and can't influence, including urgently addressing the current anomaly regarding the weight given to those over two years old in decision making.

The process of updating Neighbourhood Plans should be simplified or they should be extended to run over a longer time span, in line with the local plan. The current situation where neighbourhood plans are being made increasing less valid over time and requiring frequent updating with all the effort that entails it not functional. Neighbourhood plans need to be linked more directly into the duration of the local plan.

Question 13(b). *How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?*

Council Response: With a great degree of caution. While neighbourhood plans could have important local input on design, if they are able to override local plan design then that will not simplify but complicate planning. Having neighbourhood plans linked into digital planning tools makes a great deal of sense.

Question 14. *Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?*

Council Response: Yes. We strongly agree that assigned sites should be built out at a sensible rate after their approval. There is currently no incentive for developers to build out when house prices continue to appreciate and so they can generate greater future returns by sitting on development sites and waiting. There needs to be a system where if development does not occur it is possible

for local authorities or government to force it to occur, perhaps through a local development company.

Pillar 2: planning for beautiful and sustainable places

Question 15. *What do you think about the design of new development that has happened recently in your area?*

Council Response:-There has been too much poor design, particularly when it comes to larger developments in Wiltshire. The current planning system has not made it easy to address this. There have also been too many developments which are poorly designed when it comes to fitting into and relating with existing housing and infrastructure. In our view it is critical that larger developments are designed with key principles in mind:

- Connectivity with surrounding communities.
- Reduced reliance on car transport.
- More local renewable energy generation.
- Health and Wellbeing centred on Active, Connected communities.
- Better interrelationship between properties on a development.
- Suitable provision of community friendly open spaces.
- Houses and other developments should be designed to be more sustainable, with higher standards of energy efficiency.

Question 16. *Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?*

Council Response:-There is no one priority for sustainability as it is so all-encompassing. Whilst Wiltshire Council has committed to seek to achieve carbon neutrality by 2030, the planning system will be a key driver in helping us to deliver this. We believe that the energy efficiency of new buildings is critical, combined with local renewable energy generation easing strain on the South West's electricity grid. More green and blue infrastructure is critical to enhance both wildlife diversity and people's wellbeing. Open spaces that are used by the community and not just small parts of it are important as well. We want to see less reliance on cars but that needs managing with the need to have cars in a large rural area with limited public transport.

Question 17. *Do you agree with our proposals for improving the production and use of design guides and codes?*

Council Response:- Yes. We strongly support the idea of design guides and codes. These need however to reflect local distinctiveness and be able to serve the areas in which they are being used. The design guide that would apply in London cannot be the same as a guide which would be used in rural Wiltshire.

By making design a central consideration for all new development proposals in Growth or Renewal areas, this will incentivise developers to bring forward development that is of a high standard. Codes for sites would also allow substantial development to come forward at the same time.

The proposal that design guides and codes should only be given weight in the planning process if it can be demonstrated that community input has been secured is vital, particularly as the White Paper also proposes to streamline consultation periods during the local plan period and designating Growth areas for outline permission will mean that local involvement on a planning application on an application specific basis will be removed. Proper local engagement will reduce local opposition and promote a more pro-development environment.

It would be helpful to have a pragmatic approach to design coding and levels of sustainable for the provision of new schools, due to the costs associated with these. A balance will need to be achieved in design coding. Having to achieve beautiful public buildings such as school buildings will cost more and may not add to the functionality and suitability for schools. Sustainable buildings also cost more money, a national study by Faithful & Gould found the following in relation to BREEAM and school buildings:

| SCORE | BREEAM RATING | COST |
|-------|---------------|--------------------------------------|
| 40 | Good | Little or no extra cost |
| 55 | Very Good | £19/m ² additional cost |
| 70+ | Excellent | May cost an extra £60/m ² |

Whilst we generally achieve BREEAM Very Good, the uplift to achieve Excellent or net zero buildings would be huge. For new schools this would significantly increase the share of Levy that would be needed.

Question 18. *Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?*

Council Response: Broadly yes. We support a body to support design and place making. When it comes to a role in local authorities we agree that such a role is useful but would suggest that it does not need to be a stand-alone role and could be merged with other planning roles.

Question 19. *Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?*

Council Response: Yes. This is supported.

Question 20. *Do you agree with our proposals for implementing a fast-track for beauty?*

Council Response: Broadly yes. In principle this is supported. However, the concept of “beauty” is very subjective and the methodology for assessing beauty will need better definition. Will the NPPF specifically define what is meant by “beauty”?

We are concerned that if it were to become a box-ticking exercise for developers who then implemented the minimum possible to comply then that would undermine the purpose of the proposal. It would need to define specific standards which would have to be delivered by developers, not then negotiated away in viability debates.

The emphasis on “beauty” also appears to bypass other policy objectives; quality design is more than just about appearance of a development. Other policy objectives must also be addressed, such as better health and well-being and the environmental performance of buildings. The design of buildings requires a fully integrated approach across a wide range of technical disciplines.

For example, the recently expanded permitted development rights, whilst attempting to rejuvenate flagging high streets, have resulted in sub-standard residential conversion because homes can be created without any control by the local planning authority as to minimum room sizes. It is not acceptable that while permitted development will require prior approval for “design” and “external appearance” it will not for the size of the rooms in the building.

Pillar 3: Planning for infrastructure and connected places

Question 21. *When new development happens in your area, what is your priority for what comes with it?*

Council Response: Priorities can vary across an area as large as Wiltshire. In many areas affordable housing is critical, in others health infrastructure may need to take a higher priority for example. A centralized approach is not helpful here, local flexibility to deliver the needs of communities where development is happening is most important.

Question 22(a). *Should the government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?*

Council Response: Yes. The idea of a single levy makes sense, however it would depend on how that could then be spent. If Section 106 and affordable housing were rolled up in a single levy there is a risk of local pressure to provide popular improvements preventing there being enough funding for other critical infrastructure. It would depend on how the controls over expenditure of the levy were set.

S106s currently provides a mechanism to secure the detail of affordable housing provision including tenure, unit size (i.e. bedroom numbers), accessibility standards, clustering and location of units, trigger points for delivery, nomination rights, lease requirements and Mortgagee in Possession clauses. Therefore, if affordable housing is included within a consolidated levy it would need to ensure these components of affordable housing delivery are secured.

If such proposals are taken forward, it is essential that land, together with all necessary infrastructure, for affordable housing, education, Public Open Space (POS), cycle/pedestrian routes etc are provided prior to commencement of development to the appropriate authority free of charge, so such facilities can be provided for both the existing and proposed community at an early stage in the development.

We do not agree with the idea of having a fixed proportion of development value above a set threshold only. All new housing will place strain on existing infrastructure and all new housing should contribute towards resolving that strain, not just developments over a certain financial threshold. Furthermore, it is also not clear how a nationally prescribed levy would work in a rural setting where land values vary markedly. More detail in this regard would be welcomed.

The proposal for a minimum value-based threshold seems to suggest that this would be assessed through a Viability Appraisal rather than being pegged to a set increase over EUV. If that is a correct interpretation, then surely the S106 Viability Appraisal mechanism would still be in place with all the attached uncertainty that it brings, especially if it can be revisited if revenues/costs change over time, which the proposals are meant to be addressing. This equally applies to the notion that the levy should be applied to either the development land value or assessment of sales values so there would still be negotiations between the LPA and developers akin to S106 Viability Appraisals. The current system of applying a fixed amount to the

Gross Internal Area of the development is simple and transparent and should be retained. It should be indexed annually to the rise in new home sale prices. To ensure that indexation is not abused, it will be necessary to address developers' business model of keeping the price down in return for 'upgrade' payments, which also can impact on the level of Stamp Duty.

We would like to see clarity on which tier of local government would access the funding. Issues like affordable housing and school provision are strategic and need to be addressed by a more strategic authority. If too much money was delegated to Parish Councils from the levy this could seriously impact on strategic provision.

If the new Levy is not payable on sites below a minimum threshold, it would be difficult to secure sufficient funds for additional infrastructure in areas where we see lots of small developments rather than larger ones. The cumulative impact of small sites can still be significant. Might this also encourage developers to split land into smaller parcels?

Question 22(b). *Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?*

Council Response: Locally. Housing market viability varies across the country as do the needs and demands caused by new housing. For example, new housing in a city will place strain on schooling which will be expensive but would have a limited impact on roads. The same development on the edge of a town in a rural area will place a potentially slightly lower strain on schools (which may be cheaper to provide) but a much higher strain on highways and limited health infrastructure.

Question 22(c). *Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?*

Council Response: the Council considers that as a minimum the Levy should result in an increase in value if a single levy is introduced. We would however want to make sure that the level set locally did not cause viability issues which prevent sustainable development from taking place.

Question 22(d). *Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?*

Council Response: Yes. This is an excellent idea. However, the Government should ensure that developers cannot escape the responsibility of paying the levy in full.

Question 23. *Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?*

Council Response: Yes. Where development has taken place that creates new housing units without the need for planning permission, this does not currently enable local planning authorities to adequately secure infrastructure provision from the development. For example, where the value of a converted office to residential scheme provides a significant uplift in value, this uplift should be captured to ensure infrastructure improvements in the locality can be provided.

We are also concerned about the exemption for self-building. These new dwellings do create needs for infrastructure improvements. Whilst we would agree that an exemption should exist for people who are building their own house to live in as their home, builders also use the self-build exemptions to build properties that they intend to sell as soon as they are completed and move on to build another. This needs to be addressed in legislation.

Question 24(a). *Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?*

Council Response: Yes. We are also keen to ensure that affordable housing is provided in rural areas and that there should be a contribution from all sizes of rural development where developers benefit from higher house prices.

In a plan-making sense, the local planning authority needs to be certain that the delivery of affordable housing to meet local need is not compromised by any new levy system, particularly as the cost of such delivery needs to be factored in up-front through a viability assessment.

Since April 2015, the number of households on Wiltshire Council's Housing Register has more than doubled to 2,826 in March 2020. Help to Buy South's Register for shared ownership properties shows an increase in demand from 1,481 households in October 2016 to 2,086 households in April 2019. This increase in need has arisen despite the delivery of 2,811 Affordable Homes in Wiltshire from April 2015 to March 2020. There is therefore a sustained and on-going need for Affordable Housing in Wiltshire.

Question 24(b). *Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?*

Council Response: Yes. We believe this is a complicated area. Developers are increasingly delivering lower quality affordable housing and it is becoming harder to find registered providers who will accept them in some cases. We very much support the option of developers being required to offer land on development sites in lieu of affordable housing to a Council Housing Revenue

Account or Housing Association who could then develop it themselves to a better standard or allow the developer to build on the site if they could demonstrate the delivery of a high standard of development.

It is essential that local authorities are able to negotiate Affordable Housing that reflects current local need as this will affect the ability of developers to find a Registered Provider to take the units. This option would also give scope for the Local Authority to negotiate taking on-site or adjacent land in lieu of on-site units which could facilitate the delivery of specialist types of housing where there was a demonstrable need.

Question 24(c). *If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?*

Council Response:- Yes

Question 24(d). *If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?*

Council Response: Yes. If an in-kind delivery approach is taken, it will be important to ensure that there is a mechanism to secure all of the elements of affordable housing provision that are currently secured through S106 Agreements. This includes tenure type, unit size (i.e. bedroom numbers, accessibility standards, clustering and location of units, trigger points for delivery, nomination rights, lease requirements and Mortgagee in Possession clauses).

Question 25. *Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?*

Council Response:- Yes. We would welcome the ability to focus our infrastructure funding on the specific needs that are being created by new development. Central control here does not help address local issues. Some areas however such as affordable housing should be mandated.

Question 25(a). *If yes, should an affordable housing 'ring-fence' be developed?*

Council Response: Yes. The provision of affordable housing, particularly in rural areas with very high house prices is essential for the development and function of our smaller communities. Affordable housing contributions must be ringfenced for affordable housing.

An affordable housing 'ring fence' should be developed to ensure that affordable housing provision doesn't fall below current levels. There is a sustained an on-going need for affordable housing in Wiltshire. Despite the delivery of 2,811 Affordable Homes from April 2015 to March 2020 Since April 2015, the number

of households on Wiltshire Council's Housing Register has more than doubled to 2,826 in March 2020 and Help to Buy South's Register for shared ownership properties also shows an increase in demand.

Question 26. *Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?*

Council Response: The increased digitalisation of planning proposed in the consultation would need to address issues of groups who have more limited access to high speed internet connections, potentially the travelling community. It also needs to make sure that older people who are less likely to be digitally literate and those with other literacy problems can still access material.

Full Council Meeting – 20 October 2020 – Members Attendance

| Councillor Name | Time In | Time Out |
|------------------------|----------------|-----------------|
| Phil Alford | 10:30 | 15.55 |
| Ben Anderson | 10:30 | 15.55 |
| Pat Aves | 10:30 | 15.55 |
| Chuck Berry | 10:30 | 15.55 |
| Ian Blair-Pilling | 10:30 | 15.55 |
| Richard Britton | 10:30 | 15.55 |
| Derek Brown | 10:30 | 15:45 |
| Andrew Bryant | 10:30 | 15.55 |
| Allison Bucknell | 10:30 | 14:00 |
| Clare Cape | 10:30 | 15.55 |
| Trevor Carbin | 10:30 | 14:15 |
| Mary Champion | 10:30 | 15.55 |
| Pauline Church | 10:30 | 15.55 |
| Ernie Clark | 10:30 | 15:05 |
| Richard Clewer | 10:30 | 15.55 |
| Mark Connolly | 10:30 | 15:30 |
| Christine Crisp | 10:30 | 15.55 |
| Anna Cuthbert | Apologies | Apologies |
| Kevin Daley | 10:30 | 15.55 |
| Brian Dalton | 10:30 | 15.55 |
| Jane Davies | 10:30 | 15.55 |
| Andrew Davis | 10:30 | 15.55 |
| Matthew Dean | | |
| Tony Deane | 10:30 | 15.55 |
| Christopher Devine | 10:30 | 15.55 |
| Stewart Dobson | 10:30 | 15.55 |
| Bill Douglas | 10:30 | 15:05 |
| Mary Douglas | 10:30 | 15.55 |
| Peter Evans | 10:30 | 15.55 |
| Sue Evans | 10:30 | 15.55 |
| Nick Fogg | Apologies | Apologies |
| Peter Fuller | 10:30 | 15.55 |
| Richard Gamble | 10:30 | 15.55 |
| Sarah Gibson | 10:30 | 14:20 |
| Gavin Grant | 10:30 | 15.55 |
| Jose Green | 10:30 | 15.55 |
| Howard Greenman | 13.55 | 15.55 |
| Mollie Groom | 11:00 | 15.55 |
| David Halik | 10:30 | 15.55 |
| Russell Hawker | 10:30 | 15.55 |
| Ross Henning | 10:30 | 15:10 |
| Mike Hewitt | 10:30 | 12:25 |
| Alan Hill | 10:30 | 15.55 |

| | | |
|----------------------|-----------|-----------|
| Sven Hocking | 10:30 | 15.55 |
| Nick Holder | 10:30 | 15:25 |
| Ruth Hopkinson | 10:30 | 15.55 |
| Atiqul Hoque | 10:30 | 15.55 |
| Jon Hubbard | 10:30 | 15.55 |
| Chris Hurst | 10:30 | 15.55 |
| Peter Hutton | 10:30 | 15.55 |
| Hayley Illman | Apologies | Apologies |
| Tony Jackson | 10:30 | 15.55 |
| Simon Jacobs | 10:30 | 15.55 |
| George Jeans | 10:30 | 15.55 |
| Bob Jones | 10:30 | 14:45 |
| Johnny Kidney | 10:30 | 15:15 |
| Carole King | 10:30 | 14:00 |
| Gordon King | 10:30 | 15.55 |
| Edward Kirk | 10:30 | 15.55 |
| Jerry Kunkler | 10:30 | 15.55 |
| Jacqui Lay | 10:30 | 15.55 |
| Jim Lynch | 10:30 | 15.55 |
| Brian Mathew | 10:30 | 15:30 |
| Laura Mayes | 10:30 | 15.55 |
| Ian McLennan | 10:30 | 15.55 |
| Nick Murry | 10:30 | 15.55 |
| Christopher Newbury | 10:30 | 15.25 |
| Ashley O'Neill | 10:30 | 15.55 |
| Paul Oatway | | |
| Steve Oldrieve | 10:30 | 15.55 |
| Stewart Palmen | 12:00 | 15.55 |
| Andy Phillips | | |
| Horace Prickett | 10:30 | 15.55 |
| Leo Randall | 10:30 | 15.55 |
| Fleur de Rhe Philipe | 10:50 | 15.55 |
| Pip Ridout | 10:30 | 15.55 |
| Ricky Rogers | 10:30 | 14:15 |
| Tom Rounds | 10:30 | 15.55 |
| Jonathon Seed | 10:30 | 15:35 |
| James Sheppard | 10:30 | 15.55 |
| John Smale | 10:30 | 15:40 |
| Toby Sturgis | 10:30 | 15.55 |
| Melody Thompson | Apologies | Apologies |
| John Thomson | 10:30 | 15.55 |
| Ian Thorn | 10:30 | 14:20 |
| Jo Trigg | 10:30 | 15.55 |
| Tony Trotman | 10:30 | 15.55 |
| John Walsh | 10:30 | 15.55 |
| Bridget Wayman | 10:30 | 15.55 |

| | | |
|----------------------|-------|-------|
| Fred Westmoreland | 10:30 | 14:00 |
| Philip Whalley | 10:30 | 15.55 |
| Stuart Wheeler | 10:30 | 15.55 |
| Philip Whitehead | 10:30 | 15.55 |
| Suzanne Wickham | 10:30 | 15.55 |
| Christopher Williams | 10:30 | 15.55 |
| Graham Wright | 10:30 | 15.55 |
| Robert Yuill | 10:30 | 15:35 |

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Council

MINUTES OF THE COUNCIL MEETING HELD ON 24 NOVEMBER 2020 AT ONLINE MEETING.

Present:

Cllr Richard Gamble (Chairman), Cllr James Sheppard (Vice-Chairman), Cllr Phil Alford, Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Jose Green, Cllr Howard Greenman, Cllr David Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Alan Hill, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Hayley Illman, Cllr Simon Jacobs, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Paul Oatway QPM, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe MBE, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Jo Trigg, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

87 **Apologies**

Apologies for absence were received from Councillors Nick Fogg, Nick Murry and Mollie Groom.

Apologies as a result of technical difficulties were also received on behalf of Councillor Andrew Davis, Tony Jackson and Ashley O'Neill. Councillors Davis and O'Neill were later able to join the meeting.

88 **Declarations of Interest**

There were no declarations.

89 **Chairman's Announcements**

- a) Recorded Voting - On the proposal of the Chairman, seconded by the Vice-Chairman, it was,

Resolved:

To suspend Paragraphs 22.6.2-22.6.4 of Part 4 of the Constitution in respect of recorded voting.

Note: It was agreed to hold a recorded vote in respect of any final vote for Minute 94 – Area Board Boundary Review.

- b) Member Briefing - It was noted that there would be a briefing for Members on the Local Plan Review at 1330 after the Council meeting.

90 **Public Participation**

As an extraordinary meeting only questions and statements related to the business to be considered were able to be submitted.

No questions or statements were received.

91 **Notices of Motion**

No notices of motion were submitted for the meeting.

92 **Members' Questions**

No questions from Members were submitted for the meeting.

93 **Mid-Year Treasury Management Report- Investment Lending Criteria**

Councillor Pauline Church, Cabinet Member for Finance, Procurement and Investment, introduced the report which recommended to approve the counterparty list provided by Link Asset Services for the council's lending criteria. The proposal was seconded by Councillor Philip Whitehead.

It was highlighted that Link Asset Services took a sophisticated approach to rate worthiness of counterparties and suggested duration of investments for the Council. Additionally, the proposal removed an unnecessary layer of technical criteria for counterparty assessments.

The Chairman then invited contributions from Group Leaders.

Councillor Philip Whitehead, Leader of the Council, supported the proposal as a simpler system.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, raised question on a response that was outstanding from the last meeting about S106 contributions. Additional questions were asked about how the council re-shaped debt, and about liquidity and borrowing.

Councillor Ernie Clark, Leader of the Independent Group, was also interested in the questions raised and in respect of borrowing.

Councillor Ricky Rogers, Leader of the Labour Group, welcomed and supported the proposal.

The Chairman then opened the matter for debate, during which questions were asked about what 'counterparties' are in practice and whether ethical matters were considered when selecting counterparties.

At the conclusion of debate and in response to questions raised, Councillor Church indicated she would provide responses in writing on the matters of s106 contributions and on ethical considerations when selecting counterparties. It was explained that counterparties were other institutions, into which the council invested, for example banks. It was confirmed there was no additional risk with the new proposals, but that there was a wider range of information available.

It was also explained the council rescheduled debt, where appropriate, as part of treasury management, however balanced this with penalties from moving out of investments it had committed to. A reference to a breach at Handelsbanken was explained as minor and immediately rectified.

Following a vote, it was,

Resolved:

To approve the revised lending criteria, in that the Council uses the counterparty list provided by Link Asset Services, without any adjustment.

Note: As set out in Appendix A, paragraph 32 – 35.

94 **Area Board Boundary Review**

Councillor Richard Clewer, Chairman of the Electoral Review Committee, presented the report and Final Recommendations of the Committee on the Area Board Boundary Review. This would finalise the composition of Area Boards following the scheduled elections in May 2021, following the changes made by the Local Government Boundary Commission for England in the Electoral Review of Wiltshire Council, and the Community Governance Reviews undertaken by the Council.

Councillor Clewer moved approval of the recommendations of the Committee, subject to amending the proposed name of the Southern Area Board to Southern Wiltshire Area Board, which was the preference of the Board. The proposal was seconded by Councillor Gavin Grant, Vice-Chairman of the Electoral Review Committee.

Councillor Clewer thanked Members and Officers for contributing to and supporting the work of the Committee in consulting with Area Boards and reviewing the responses received from parishes and individuals during the public consultation. It was confirmed that under the council's constitution each unitary Division could only be placed in one Area Board, and that the Committee had resolved that no parish should be split between Area Boards.

Councillor Clewer then explained the proposals for each Area Board as detailed fully in the Final Recommendations document. Areas highlighted included:

- The composition of Amesbury and Southern Wiltshire Area Boards which was complicated by three Divisions which needed to be included together to avoid splitting a parish;
- Recognition of the rural elements of the Chippenham Area Board;

- The composition of Devizes and Melksham Area Board where it was concluded on balance the Devizes Rural West Division should be included with Devizes Area Board although some of the parishes involved preferred otherwise
- That Marlborough Area Board was reduced to three Divisions and would include an overarching Eastern Wiltshire Area Committee along with Pewsey and Tidworth. Though some individual parishes now within the Pewsey Area Board were not in favour of the proposals, but the Committee considered that the composition of Divisions and need for quorate Area Boards meant the proposals were the only appropriate option; And,
- Other minor changes to Area Boards to align to the incoming Electoral Divisions.

The Chairman then invited Group Leaders to comment.

Councillor Philip Whitehead, Leader of the Council, thanked all involved for their work beginning with the Electoral Review and culminating in the Area Board Boundary proposal. He noted the potential for difficulty when amending boundaries and lauded the Committee for its collaborative approach to the issues that had avoided major dispute.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, added his thanks to the Members and Officers, and considered it a further good example of cross party working without political considerations.

Councillor Ernie Clark, Leader of the Independent Group, welcomed the proposals and added his thanks.

Councillor Ricky Rogers, Leader of the Labour Group, thanked all those involved on what was a difficult task. He noted that the proposals would not please everyone as some of the new Divisions were not sensible, but the Committee had worked in a non-political way to create a reasonable proposal for new Area Boards using those Divisions.

The Chairman then opened the item to debate. Comments included praise for the work and leadership of Councillor Clewer and Councillor Grant in an open, collaborative and consultation focused approach at every stage. Members noted the constraints for the new Area Boards because of the new Divisions imposed, not all of which had been supported by the Council, and that the proposal was appropriate and reasonable, and as a result had not prompted as many concerns from parishes as might otherwise have been the case.

A comment was received suggesting political considerations had been prominent during the unitary Division creation, but other Members including from the Committee strongly refuted that that had been the case.

At the conclusion of debate, Councillor Clewer thanked Members for their positive comments and hoped the process would serve as a model for engagement and collaborative working. He also strongly refuted the suggestion

that politics had played any role at any stage of the Area Board Boundary Review or other review processes.

Following a vote, it was,

Resolved:

That Council,

1) Approve the composition of each Area Board from May 2021 set out below as recommended and detailed by the Electoral Review Committee in the Final Recommendations:

- i. Recommendation 1 – Amesbury**
- ii. Recommendation 2 – Bradford-on-Avon**
- iii. Recommendation 3 – Calne**
- iv. Recommendation 4 – Chippenham and Villages**
- v. Recommendation 5 – Corsham**
- vi. Recommendation 6 – Devizes**
- vii. Recommendation 7 – Malmesbury**
- viii. Recommendation 8 – Marlborough**
- ix. Recommendation 9 – Melksham**
- x. Recommendation 10 – Pewsey**
- xi. Recommendation 11 – Royal Wootton Bassett and Cricklade**
- xii. Recommendation 12 – Salisbury**
- xiii. Recommendation 13 – Southern Wiltshire**
- xiv. Recommendation 14 – South West Wiltshire**
- xv. Recommendation 15 – Tidworth**
- xvi. Recommendation 16 – Trowbridge**
- xvii. Recommendation 17 – Warminster**
- xviii. Recommendation 18 – Westbury**

2) To authorise the Monitoring Officer to amend the Constitution accordingly for May 2021 when the proposed Area Boards come into effect.

A recorded vote is attached to the minutes, with an outcome as follows:

For: 82

Against: 0

Abstain: 0

(Duration of meeting: 10.30 - 11.40 am)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

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Item 8 - Area Board Boundary Review - For: 82 Against: 0 Abstain: 0

| First Name | Surname | Vote |
|-------------|---------------|------|
| Phil | Alford | For |
| Ben | Anderson | For |
| Pat | Aves | For |
| Chuck | Berry | For |
| Ian | Blair-Pilling | For |
| Richard | Britton | For |
| Allison | Bucknell | For |
| Clare | Cape | For |
| Trevor | Carbin | For |
| Pauline | Church | For |
| Ernie | Clark | For |
| Richard | Clewer | For |
| Mark | Connolly | For |
| Christine | Crisp | For |
| Kevin | Daley | For |
| Brian | Dalton | For |
| Jane | Davies | For |
| Tony | Deane | For |
| Christopher | Devine | For |
| Stewart | Dobson | For |
| Bill | Douglas | For |
| Mary | Douglas | For |
| PeterB | Evans | For |
| Sue | Evans | For |
| Peter | Fuller | For |
| Richard | Gamble | For |
| Gavin | Grant | For |
| Jose | Green | For |
| Howard | Greenman | For |
| David | Halik | For |
| Russell | Hawker | For |
| Ross | Henning | For |
| Alan | Hill | For |
| Sven | Hocking | For |
| Nick | Holder | For |
| Ruth | Hopkinson | For |
| Atiqul | Hoque | For |
| Jon | Hubbard | For |
| Chris | Hurst | For |
| Peter | Hutton | For |
| Hayley | Illman | For |
| Simon | Jacobs | For |
| Bob | Jones | For |
| Johnny | Kidney | For |
| Gordon | King | For |
| Carole | King | For |
| Edward | Kirk | For |
| Jerry | Kunkler | For |

| | | |
|-------------|-----------------|-----|
| Jacqui | Lay | For |
| Brian | Mathew | For |
| Laura | Mayes | For |
| Ian | McLennan | For |
| Christopher | Newbury | For |
| Ashley | O'Neill | For |
| Paul | Oatway | For |
| Steve | Oldrieve | For |
| Stewart | Palmen | For |
| Andy | Phillips | For |
| Horace | Prickett | For |
| Leo | Randall | For |
| Fleur | de Rhé-Phillipe | For |
| Pip | Ridout | For |
| Ricky | Rogers | For |
| Tom | Rounds | For |
| Jonathon | Seed | For |
| James | Sheppard | For |
| John | Smale | For |
| Toby | Sturgis | For |
| John | Thomson | For |
| Ian | Thorn | For |
| Jo | Trigg | For |
| Tony | Trotman | For |
| John | Walsh | For |
| Bridget | Wayman | For |
| Fred | Westmoreland | For |
| Philip | Whalley | For |
| Stuart | Wheeler | For |
| Philip | Whitehead | For |
| Suzanne | Wickham | For |
| Christopher | Williams | For |
| Graham | Wright | For |
| Robert | Yuill | For |

Full Council Meeting – 24 November 2020 – Members Attendance

| Councillor Name | Time In | Time Out |
|------------------------|----------------|-----------------|
| Phil Alford | 10:30 | 11:40 |
| Ben Anderson | 10:30 | 11:40 |
| Pat Aves | 10:30 | 11:40 |
| Chuck Berry | 10:30 | 11:40 |
| Ian Blair-Pilling | 10:30 | 11:40 |
| Richard Britton | 10:30 | 11:40 |
| Derek Brown | | |
| Andrew Bryant | | |
| Allison Bucknell | 10:30 | 11:40 |
| Clare Cape | 10:30 | 11:40 |
| Trevor Carbin | 10:30 | 11:40 |
| Mary Champion | Apologies | Apologies |
| Pauline Church | 10:30 | 11:40 |
| Ernie Clark | 10:30 | 11:40 |
| Richard Clewer | 10:30 | 11:40 |
| Mark Connolly | 10:30 | 11:40 |
| Christine Crisp | 10:30 | 11:40 |
| Anna Cuthbert | Apologies | Apologies |
| Kevin Daley | 10:30 | 11:40 |
| Brian Dalton | 10:30 | 11:40 |
| Jane Davies | 10:30 | 11:40 |
| Andrew Davis | 10:45 | 11:40 |
| Matthew Dean | | |
| Tony Deane | 10:30 | 11:40 |
| Christopher Devine | 10:30 | 11:40 |
| Stewart Dobson | 10:30 | 11:40 |
| Bill Douglas | 10:30 | 11:40 |
| Mary Douglas | 10:30 | 11:40 |
| Peter Evans | 10:30 | 11:40 |
| Sue Evans | 10:30 | 11:40 |
| Nick Fogg | Apologies | Apologies |
| Peter Fuller | 10:30 | 11:40 |
| Richard Gamble | 10:30 | 11:40 |
| Sarah Gibson | 10:30 | 11:40 |
| Gavin Grant | 10:30 | 11:40 |
| Jose Green | 10:30 | 11:40 |
| Howard Greenman | 10:30 | 11:40 |
| Mollie Groom | Apologies | Apologies |
| David Halik | 10:30 | 11:40 |
| Russell Hawker | 10:30 | 11:40 |
| Ross Henning | 10:30 | 11:40 |
| Mike Hewitt | | |
| Alan Hill | 10:30 | 11:40 |

| | | |
|----------------------|-----------|-----------|
| Sven Hocking | 10:30 | 11:40 |
| Nick Holder | 10:30 | 11:40 |
| Ruth Hopkinson | 10:30 | 11:40 |
| Atiqul Hoque | 10:30 | 11:40 |
| Jon Hubbard | 10:30 | 11:40 |
| Chris Hurst | 10:30 | 11:40 |
| Peter Hutton | 10:30 | 11:40 |
| Hayley Illman | 10:30 | 11:40 |
| Tony Jackson | Apologies | Apologies |
| Simon Jacobs | 10:30 | 11:40 |
| George Jeans | | |
| Bob Jones | 10:30 | 11:40 |
| Johnny Kidney | 10:30 | 11:40 |
| Carole King | 10:30 | 11:40 |
| Gordon King | 10:30 | 11:40 |
| Edward Kirk | 10:30 | 11:40 |
| Jerry Kunkler | 10:30 | 11:40 |
| Jacqui Lay | 10:30 | 11:40 |
| Jim Lynch | | |
| Brian Mathew | 10:30 | 11:40 |
| Laura Mayes | 10:30 | 11:40 |
| Ian McLennan | 10:30 | 11:40 |
| Nick Murry | Apologies | Apologies |
| Christopher Newbury | 10:30 | 11:40 |
| Ashley O'Neill | 11:00 | 11:40 |
| Paul Oatway | 10:30 | 11:40 |
| Steve Oldrieve | 10:30 | 11:40 |
| Stewart Palmen | 10:30 | 11:40 |
| Andy Phillips | 10:30 | 11:40 |
| Horace Prickett | 10:30 | 11:40 |
| Leo Randall | 10:30 | 11:40 |
| Fleur de Rhé-Philipe | 10:30 | 11:40 |
| Pip Ridout | 10:30 | 11:40 |
| Ricky Rogers | 10:30 | 11:40 |
| Tom Rounds | 10:30 | 11:40 |
| Jonathon Seed | 10:30 | 11:40 |
| James Sheppard | 10:30 | 11:40 |
| John Smale | 10:30 | 11:40 |
| Toby Sturgis | 10:30 | 11:40 |
| Melody Thompson | | |
| John Thomson | 10:30 | 11:40 |
| Ian Thorn | 10:30 | 11:40 |
| Jo Trigg | 10:30 | 11:40 |
| Tony Trotman | 10:30 | 11:40 |
| John Walsh | 10:30 | 11:40 |
| Bridget Wayman | 10:30 | 11:40 |

| | | |
|----------------------|-------|-------|
| Fred Westmoreland | 10:30 | 11:40 |
| Philip Whalley | 10:30 | 11:40 |
| Stuart Wheeler | 10:30 | 11:40 |
| Philip Whitehead | 10:30 | 11:40 |
| Suzanne Wickham | 10:30 | 11:40 |
| Christopher Williams | 10:30 | 11:40 |
| Graham Wright | 10:30 | 11:40 |
| Robert Yuill | 10:30 | 11:40 |

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Wiltshire Council

Council

23 February 2021

Petitions Update

Petitions Received

As of 27 January 2021, there have been 6 new petitions received by Wiltshire Council since the last report to Council on 20 October 2020.

Proposal

That Council notes this update on petitions.

Lisa Moore
Democratic Services Officer

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| NAME | DATE RECEIVED | RESPONDENTS | ACTION |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stop Urban Sprawl and Destruction of Wiltshire Countryside – Housing Infrastructure Fund | Petition not formally sent to the Council, however relevant service aware of it. | 3,735 Online | Leader and Cabinet Member informed about the petition and petition considered as a representation in relation to the Higher Infrastructure Fund bid. Communications confirm the HIF is about securing funding for infrastructure, should development come forward, and subsequent plans for housing etc would be subject to the usual planning considerations. The Council is currently consulting on road route options and further information can be found here . |
| Silver Street (Warminster) – Highways Petition, requesting: <ol style="list-style-type: none"> 1. 20mph limit 2. Traffic calming 3. Footpath/pavement protection for pedestrians 4. HGV weight limit & signage. | 12.10.20 | 68 | Local member informed about the petition. A response was provided from the Highways and Transport Service which indicated the matter had been considered by the Warminster CATG, however they did not support the scheme and funding was directed to under priority schemes. |
| Free School Bus for Larkhill – for children attending Stonehenge Sch, Amesbury. Running until 11/04/21 | 11.11.20 | 26 Online | Local Member and Cabinet member informed about the petition. A response was provided explaining children from Larkhill are not generally entitled to free transport to Stonehenge School as it is not their nearest or designated school for transport purposes. As such, parents have made a preference choice for their child to attend that school rather than the local one at Avon Valley, and must pay for the transport. |

| | | | |
|--------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stop the closure of Furlong Close, Rowde by Hft. | 19.11.20 | 4 online . In addition to another online petition with 24,000+ signatures, | <p>Local Member and Cabinet member informed about the petition when it was initiated. A response was provided that indicated Hft were no longer planning to close their site in June 2021 and HfT are aware of the concerns and Wiltshire Council hope HfT will undertake a consultation with residents and families on future options for the site.</p> <p>Since that time, the subject matter of the petition is subject to ongoing legal proceedings. The council is identified as an interested party to those proceedings, and as such is advised it would be improper for the Council to debate this matter since it is <i>sub judice</i>.</p> |
| B3098 (Church and High Street) changes within Market Lavington for Public Safety | 30.11.20 | Online 68 signatures 1 email of objection to the petition. | Local Member informed about the petition. A response was provided from the local Traffic Engineer which advised the petitioner to raise the matter with their parish council for progression through the CATG. |
| ACV Status for Grosvenor & Riverside House, Churchfields Rd Salisbury, SP2 7NH Running until 15.02.21 | 16.01.21 | Online 184 signatures | Local Member was informed about the petition. A response was provided which invited the petitioner to meet with the lead officers for both the ACV (Asset of Community Value) and CAT (Community requests to be discussed). |

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

**Wiltshire Council
Full Council**

23 February 2021

Subject: Treasury Management Strategy 2021/22

**Cabinet member: Cllr Pauline Church
Cabinet Member for Finance, Procurement and Commercial
Investment**

Key Decision: Non Key

Executive Summary

This report presents the Treasury Management Strategy for 2021/22 including:

- a) Prudential and Treasury Indicators for the next three years
- b) Debt management decisions required for 2021/22 that do not feature within the Prudential or Treasury Indicators (paragraphs 74 to 81)
- c) Minimum Revenue Provision Policy 2021/22
- d) Annual Investment Strategy for 2021/22

This report has been prepared in accordance with CIPFA Code of Practice for Treasury Management in the Public Services 2011, as revised December 2017. Any relevant changes within the code of practice have been reflected within the Treasury Management Strategy 2021/22.

This report (appended below) was recommended to Council by Cabinet at its meeting on 2 February, the minutes of the meeting are available at [Minutes for Cabinet on Tuesday 2 February 2021](#)

Proposals

That Full Council:

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

Reasons for Proposals

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

Andy Brown
Interim Corporate Director – Resources

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

2 February 2021

Subject: Treasury Management Strategy 2021/22

**Cabinet member: Cllr Pauline Church
Cabinet Member for Finance, Procurement and Commercial
Investment**

Key Decision: Non Key

PURPOSE OF REPORT

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2021/22.

Background

2. The Council is required to operate a balanced budget. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in appropriately risk assessed counterparties or instruments commensurate within the Council's risk appetite set out in the Strategy, providing adequate liquidity initially before considering investment return.
3. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
4. The contribution that the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day to day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting

the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

5. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. Further details on non-financial investments are given in the Capital Strategy 2021/22.
6. CIPFA defines treasury management as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

Reporting Requirements - Capital Strategy

7. The CIPFA revised 2017 Prudential and Treasury Management Codes require for 2021/22, all local authorities to prepare an additional report, the capital strategy, which will provide the following,
 - a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - an overview of how the associated risk is managed
 - the implications for future financial sustainability
8. The aim of the capital strategy is to ensure that all members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.
9. The capital strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the former. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset.
10. The capital strategy will show,
 - The corporate governance arrangements for these types of activities;
 - Any service objectives relating to the investments;
 - The expected income, costs and resulting contribution;
 - The debt related to the activity and the associated interest costs;

- The payback period (in line with the MRP policy);
 - For non-loan type investments, the cost against the current market value;
 - The risks associated with each activity.
11. Where a physical asset is being bought, details of market research, advisers used, (and their monitoring), ongoing costs and investment requirements and any credit information will be disclosed, including the ability to sell the asset and realise the investment cash.
 12. Where the Council has borrowed to fund any non-treasury investment, there should also be an explanation of why borrowing was required and why the MHCLG Investment Guidance and CIPFA Prudential Code have not been adhered to.
 13. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.
 14. To demonstrate the proportionality between the treasury operations and the non-treasury operations, high level comparators are shown throughout this report.

Reporting Requirements – Treasury Management Reporting

15. Each year, the Council is required to receive and approve, as a minimum, three main reports, which incorporate a variety of policies, estimates and actuals.
 - a) Treasury Management Strategy Statement including prudential and treasury indicators, which covers the following,
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - an investment strategy (the parameters on how investments are to be managed).
 - b) Mid-year Treasury Management Report, which will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.
 - c) Annual Treasury Report, which is an outturn position document that provides details of actual performance against a selection of prudential and treasury indicators and actual treasury operational performance compared to the estimates within the strategy for the financial year.

Treasury Management Strategy 2021/22

16. The strategy for 2021/22 covers two main areas,

Capital Issues

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury Management Issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- the policy on use of external service providers.

17. These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

Training

18. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Training will be arranged as required.

19. The training needs of treasury management officers are periodically reviewed.

Treasury Management Consultants

20. The Council uses Link Group - Treasury Solutions, as its external treasury management advisors.

21. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

22. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.
23. The scope of investments within the Councils operations now includes both conventional treasury investments (the placing of residual cash from the Council's functions), and more commercial type investments, such as investment properties. The commercial type investments may require specialist advisers, and the Council will appoint external advisors appropriate to the activity.

Capital Prudential Indicators (2021/22 –2023/24)

24. The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

Capital Expenditure

25. This indicator shows the anticipated level of capital expenditure for the five years 2019/2020 to 2023/2024. The Capital Programme 2021/22 will be submitted to Cabinet and Council in February 2021. The estimates for future years are based on indicative figures, as part of the Capital Programme, and are therefore subject to change.

| Capital Expenditure | 2019/2020 Actual £million | 2020/21 Estimate £million | 2021/22 Estimate £million | 2022/23 Estimate £million | 2023/24 Estimate £million |
|--------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| General Fund | 97.250 | 107.266 | 140.948 | 153.856 | 81.602 |
| Housing Revenue Account (HRA) | 12.557 | 15.587 | 31.576 | 32.566 | 35.165 |
| Commercial Activities/Non-financial investments* | 0.156 | 5.990 | 41.827 | 38.924 | 33.478 |
| Total | 109.963 | 128.843 | 214.351 | 225.346 | 150.245 |

* Commercial activities/non-financial investments relate to areas such as capital expenditure on investment properties, loans to third parties etc.

26. The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

| Financing of Capital Expenditure | 2019/2020 Actual £million | 2020/21 Estimate £million | 2021/22 Estimate £million | 2022/23 Estimate £million | 2023/24 Estimate £million |
|-----------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Capital Receipts | 6.113 | 1.545 | 3.277 | 2.639 | 0.000 |
| Flexible Use of Capital Receipts | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Capital Grants & Contributions | 60.705 | 63.158 | 58.095 | 64.869 | 58.520 |
| Community Infrastructure Levy | 0.166 | 0.000 | 0.000 | 0.000 | 0.000 |
| Revenue | 0.052 | 0.000 | 0.000 | 0.000 | 0.000 |
| HRA | 9.059 | 15.395 | 31.576 | 32.566 | 35.165 |
| Total Financing (non-borrowing) | 76.095 | 80.098 | 92.948 | 100.074 | 93.685 |
| Net Financing Need (Borrowing) | 33.868 | 48.745 | 121.403 | 125.272 | 56.560 |
| Total Financing | 109.963 | 128.843 | 214.351 | 225.346 | 150.245 |

The Council's Borrowing Need (the Capital Financing Requirement)

27. The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure which has not immediately been paid for, through a revenue or capital resources, will increase the CFR.
28. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with the asset life, and so charges the economic consumption of capital assets as they are used.
29. The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). While these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the lease PFI, PPP lease provider, and so the Council is not required to separately borrow for these schemes. The Council currently has £68.816m of such schemes within the CFR. The CFR projections are summarised in the table below,

| | 2019/2020 Actual £million | 2020/21 Estimate £million | 2021/22 Estimate £million | 2022/23 Estimate £million | 2023/24 Estimate £million |
|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|
| CFR – General Fund | 442.156 | 474.816 | 574.240 | 671.103 | 696.849 |
| CFR – HRA | 111.864 | 108.024 | 108.267 | 115.443 | 151.624 |
| Total CFR | 554.020 | 582.840 | 682.507 | 796.546 | 848.473 |
| Movement in CFR | 7.209 | 28.820 | 99.667 | 104.039 | 61.927 |
| | | | | | |
| Represented by | | | | | |
| Net Financing Need | 33.868 | 48.745 | 121.403 | 125.272 | 56.560 |
| Less MRP/VRP | (10.789) | (12.949) | (16.864) | (25.373) | (25.659) |
| Less Other Long Term Liabilities (PFI) | (3.581) | (3.136) | (3.112) | (3.036) | (3.154) |
| Less Other Financing Movements (inc HRA) | (12.289) | (3.840) | (1.760) | 7.176 | 34.180 |
| Movement in CFR | 7.209 | 28.820 | 99.667 | 104.039 | 61.927 |

30. A key aspect of the regulatory and professional guidance is that elected members are aware of the size and scope of any commercial activity in relation to the Council's overall financial position. The capital expenditure figures shown in paragraph 25 above and these details demonstrate the scope of this activity and, by approving these figures, consideration is given to the scale, proportionate to the Council's remaining activity.

Minimum Revenue Provision (MRP) Policy Statement

31. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
32. The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the MRP), although it is also allowed to undertake additional voluntary revenue payments (VRP) if required.
33. MHCLG regulations have been issued which require full Council to approve an MRP statement in advance of each year. The following MRP policy (section a-d) was approved in October 2017 following a full review. It is recommended that Council approves the same MRP policy for 2021/22 with the deletion of the section on supported borrowing that is no longer applicable:
- a. MRP for capital expenditure incurred wholly or partly by unsupported (prudential) borrowing or credit arrangements: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once

the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.

- b. MRP in respect of unsupported (prudential) borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
- c. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.
- d. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date. Therefore, no MRP will set aside in respect of these loans. MRP will however need to be applied as appropriate if it is determined at any point that any such loan will not be re-paid in full. The position of each loan will be reviewed on an annual basis by the Chief Finance Officer.

Borrowing

- 34. The capital expenditure plans set out in paragraph 25 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.
- 35. The Council's long term borrowing position is reported to Members twice a year as part of the Treasury Management Strategy reporting process.

Other Long-Term Liabilities

- 36. All long-term liabilities (amounts the Council owes or anticipates owing others due for payment in excess of one year) are reported on the Council's Balance Sheet and associated notes as part of the Statement Accounts which are subject to scrutiny by the Audit Committee and audit by appointed external auditors.
- 37. The Council's long-term liabilities predominantly consist of long term borrowing and the pension fund liability.

38. The pension fund liability is updated annually as part of the Statement of Accounts per the annual report the Council receives from its pension actuary Hymans Robertson.

Current Portfolio Position

39. The overall treasury management portfolio as at 31 March 2020 and for the position as at 30 December 2020 are shown below for both borrowing and investments.

| Treasury Portfolio | | | | |
|--------------------------------------------------|----------------------------------|---------------------------|-----------------------------------|----------------------------|
| | Actual 31/03/2020 £million | Actual 31/03/2020 % | Current 30/12/2020 £million | Current 30/12/2020 % |
| Treasury Investments | | | | |
| Banks | 44.000 | 55.32 | 57.991 | 33.62 |
| Local Authorities | 5.000 | 6.28 | 0.00 | 0.00 |
| Money Market Funds | 30.534 | 38.40 | 114.496 | 66.38 |
| Total Treasury Investments | 79.534 | 100.00 | 172.487 | 100.00 |
| | | | | |
| Treasury Borrowing | | | | |
| PWLB | 274.123 | 81.26 | 274.123 | 81.01 |
| LOBOs | 61.000 | 18.08 | 61.00 | 18.03 |
| Salix | 2.204 | 0.66 | 3.271 | 0.96 |
| Total External Borrowing | 337.327 | 100.00 | 338.394 | 100.00 |
| | | | | |
| Net Treasury Investments/ (Borrowing) | (257.793) | | (165.907) | |

40. The Council's forward projections for borrowing are summarised in the tables below. These tables show the actual external gross debt, against the underlying capital borrowing need (the CFR), highlighting any over or under borrowing, for both the general fund and the HRA.

| External Debt General Fund | 2019/2020 Actual £million | 2020/21 Estimate £million | 2021/22 Estimate £million | 2022/23 Estimate £million | 2023/24 Estimate £million |
|------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Debt at 1 April | 229.123 | 229.123 | 235.123 | 354.524 | 479.797 |
| Expected Change in Debt | 0.000 | 6.000 | 119.401 | 125.273 | 54.560 |
| Debt at 31 March | 229.123 | 235.123 | 354.524 | 479.797 | 534.357 |
| CFR | 442.156 | 474.816 | 574.240 | 671.103 | 696.849 |
| PFI Liability | 68.814 | 65.680 | 62.568 | 59.531 | 56.376 |
| Under/ (Over) Borrowing | 144.219 | 174.013 | 157.148 | 131.775 | 106.116 |

| External Debt HRA | 2019/2020 Actual £million | 2020/21 Estimate £million | 2021/22 Estimate £million | 2022/23 Estimate £million | 2023/24 Estimate £million |
|------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|
| Debt at 1 April | 106.000 | 106.000 | 102.159 | 102.402 | 109.579 |
| Expected Change in Debt | 0.000 | (3.840) | 0.243 | 7.176 | 36.180 |
| Debt at 31 March | 106.000 | 102.159 | 102.402 | 109.579 | 145.759 |
| CFR | 111.864 | 108.024 | 108.267 | 115.443 | 151.624 |
| Under/ (Over) Borrowing | 5.864 | 5.865 | 5.865 | 5.864 | 5.865 |

41. Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.
42. The Interim Corporate Director of Resources confirms that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this report.

Treasury Indicators: Limits to Borrowing Activity

Operational Boundary

43. The operational boundary is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under borrowing by other cash resources.
44. The operational boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for HRA borrowing 2021/22 is the HRA CFR.

| | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|----------------|----------------|----------------|----------------|
|--|----------------|----------------|----------------|----------------|

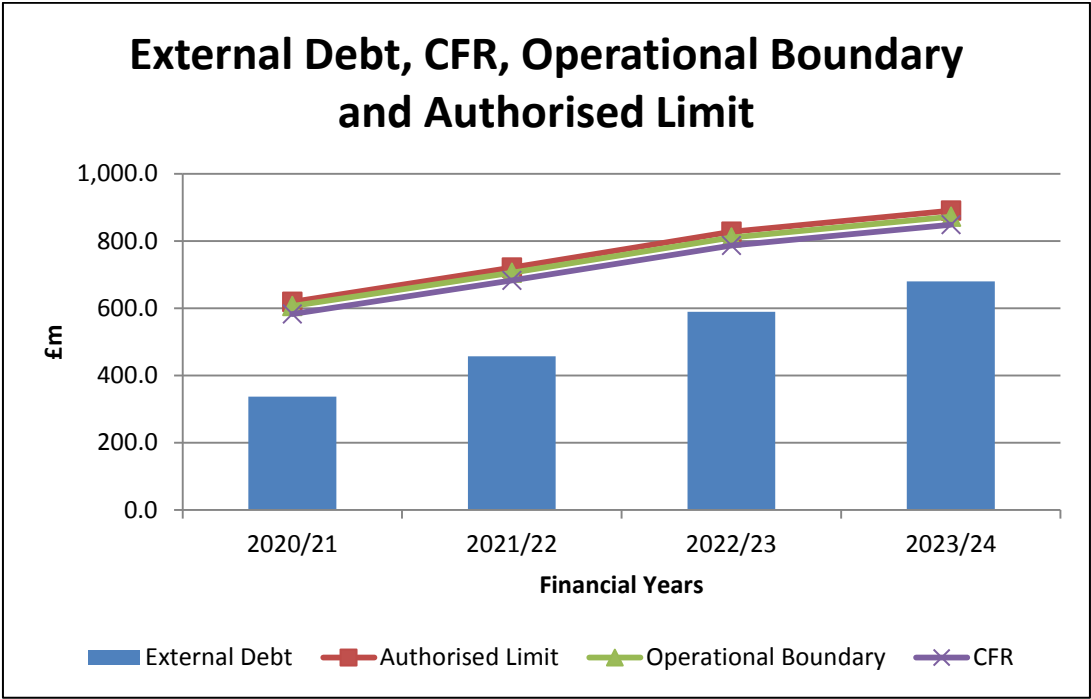
| Operational Boundary | £million | £million | £million | £million |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|
| General Fund Debt | 497.952 | 597.352 | 694.140 | 720.004 |
| HRA Debt | 108.024 | 108.267 | 115.443 | 151.624 |
| Other Long-Term Liabilities | 0.200 | 0.200 | 0.200 | 0.200 |
| Total | 606.176 | 705.819 | 809.783 | 871.828 |

Authorised Limit for External Debt

45. The authorised limit for debt is a key indicator which represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
46. The authorised limit is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
47. The authorised limit is the operational boundary, including an allowance for unplanned and irregular cash movements. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2021/22 to 2023/24, but this will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast).
48. There is no allowance in respect of HRA borrowing, so it has been decided that this borrowing should not exceed the CFR.

| Authorised Limit | 2020/21 £million | 2021/22 £million | 2022/23 £million | 2023/24 £million |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund Debt | 510.401 | 612.286 | 711.494 | 738.004 |
| HRA Debt | 108.024 | 108.267 | 115.443 | 151.623 |
| Other Long-Term Liabilities | 0.200 | 0.200 | 0.200 | 0.200 |
| Total | 618.625 | 720.753 | 827.137 | 889.828 |

49. The following bar/line graph shows external debt against the CFR, operation boundary and authorised limit.



Monitoring and Reporting of the Prudential Indicators

50. Progress will be monitored throughout the year, particularly against the two borrowing limits (operational boundary and authorised limit) above. Cabinet will be kept informed of any issues that arise, including potential or actual breaches.

51. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long-term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Interim Corporate Director of Resources, the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members.

52. The operational boundary is a key management tool for in-year monitoring. It will not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary is considered significant and will lead to further investigation and action as appropriate.

53. Any breach of the operational boundary will be reported to members at the earliest meeting following the breach. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for unusual cash movements, for example, and should not be breached.

Borrowing Strategy

54. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement) has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are very low and counterparty risk is still an issue that needs to be considered.

55. Against this background and the risks within the economic forecast, caution will be adopted with the 2021/22 treasury operations. The Interim Corporate Director of Resources will, through delegation and reporting, monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- a) if it was considered that there was a significant risk of a sharp fall in long and short-term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed.
- b) if it was considered that there was a significant risk of a much sharper rise in long and short-term rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than projected to be in the next few years.

56. Any decisions will be reported to Cabinet at the earliest meeting following the decision.

Rate and Timing of Borrowing

57. In 2021/22 two PWLB loans will mature and become repayable as follows,

- £2m in June 2021 (General Fund)
- £8m in March 2022 (HRA)

58. These loans may be refinanced depending on the Council's overall internal borrowing position, and the nature of the current economic climate

59. The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in

conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.

60. It is not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.
61. In supporting the capital programme, the Council will consider all borrowing options, such as:
 - a) internal borrowing, using medium term cash balances;
 - b) fixed rate Public Works Loan Board (PWLB) borrowing;
 - c) long term fixed rate market loans.
62. The decision will be made whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

Sources of Borrowing

63. Currently the PWLB certainty rate is set at gilts plus 80 basis points for both HRA and Non-HRA borrowing. However, consideration may still need to be given to funding from the following sources for the following reasons,
 - a. Local Authorities – Primarily shorter dated maturities out to 3 years or so, as this is cheaper than the certainty rate
 - b. Financial Institutions – Primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid the ‘cost of carry’ or to achieve refinancing certainty over the next few years
 - c. Municipal Bond Agency – Possibly still a viable alternative depending on market circumstances prevailing at the time.
64. Our advisors will keep the Council informed as to the relative merits of each of these alternative funding sources.

Market Loans – including Lender Option Borrower Option (LOBO)

65. Wiltshire Council currently has borrowings of £61 million in Market loans.
66. The Council has two types of Market Loan in its portfolio.
 - a) LOBO loans subject to ‘call option dates’, at certain predetermined times (e.g. every six months/five years), the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.

- b) Fixed rate market loans, which were previously LOBOs. The interest rate has now been fixed by the lender for the life of the loan, as they have pre-determined that they will never exercise their option to 'call' the loan.

67. If the lender exercises the option to revise the interest rate at one of the 'call option dates', the Council's strategy is that it will always exercise its option to repay the loan. Consideration will then be given to refinancing the debt where the overall level of debt prior to the repayment needs to be maintained.

68. In the current market of relatively low interest rates and very little significant upward movement in rates predicted in the near future, it is unlikely that the loans would be called in the short to medium term.

Short Term Cash Deficits

69. Temporary loans, where both the borrower and lender have the option to redeem the loan within twelve months, are used to offset short term revenue cash deficits. They may also be used to cover short term capital requirements until longer term loans become more cost effective. The majority of these loans will be at fixed interest rates, maturing on specific dates. The strategy is that the Council shall utilise temporary loans for any short-term cash deficits that arise in respect of revenue and/or capital.

Short Term Cash Surpluses

70. It is anticipated that temporary short term (up to three months) cash surpluses will arise regularly during the year, due to timing differences between income streams and payments. Investment of these surpluses will be in specific investments (e.g. short-term Sterling investments of less than one year). Such investments will normally be short term deposits maturing on specific dates that reflect cash flow requirements at the date the deposit is made. However, under certain market conditions, money market funds will be used, particularly if they provide improved returns.

Longer Term Cash Surpluses (over three months, up to one year)

71. Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long-term basis. These cash surpluses may be used for capital financing requirements, where longer term interest rates mean that it is less cost effective to take out longer-term loans.

72. Improved returns may be obtained by placing these surpluses in money market funds. The Interim Corporate Director of Resources has delegated authority to select

money market funds and appoint external cash managers within the current approved strategy and it is proposed that this authority is retained.

73. The proposed Investment Strategy for 2021/22 continues to include the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that the Council's treasury adviser may recommend for investment of longer term cash surpluses.

Policy on Borrowing in Advance of Need

74. The Prudential Code issued by CIPFA requires that a council should not borrow more than, or in advance of need purely to profit from the investment of the extra sums borrowed. This Statutory Guidance requires that where borrowing in advance is enacted by a council that the rationale for the decision is clearly set out to ensure that external auditors, tax payers and interested parties are able to hold the council to account for the reasons for the borrowing. This will be included in the decision-making process
75. The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.
76. Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

Debt Rescheduling

77. As short term borrowing rates will be cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the debt repayment cost (i.e. premiums for early repayment).
78. The reasons for any rescheduling to take place will include:
- a) the generation of cash savings and/or discounted cash flow savings;
 - b) helping to fulfil the treasury strategy;
 - c) enhancing the balance of the portfolio (the maturity profile and/or the balance of volatility).

79. Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt as short term rates on investments are currently much lower than rates paid on debt.
80. Rescheduling of current borrowing within the Council's debt portfolio is unlikely to occur as the changes in PWLB rates only apply to new borrowing and not to premature debt repayment rates
81. All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

Annual Investment Strategy

Investment Policy – Management of Risk

82. The MHCLG and CIPFA have extended the meaning of investments to include both financial and non-financial investments. This report deals solely with financial investments, (managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy (a separate report).
83. Council's investment policy has regard to the following,
 - MHCLG Guidance on Local Government Investments ("the Guidance")
 - CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the Code").
 - CIPFA Treasury Management Guidance Notes 2018.
84. The Council's investment priorities will be security first, portfolio liquidity second, then yield (return).
85. The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. The Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means,
 - a) Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
 - b) Other information ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take

account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as credit default swaps and overlay that information on top of the credit ratings.

- c) Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- d) The Council has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in Appendix B under the categories of 'specified' and 'non-specified' investments.
 - a) Specified Investments are those with a high level of credit quality and subject to a maturity limit of one year. Or have less than one year to run until maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.
 - b) Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- e) Non-specified investments limit. The Council has determined that it will limit the maximum total exposure to non-specified investments to be £30m, in line with the limits for investments for longer than 365 days.
- f) Lending Limits, (amounts and maturity) for each counterparty will be set through applying the matrix table in paragraph 91 and 95.
- g) The Council will set a limit for the amount of its investments which are invested for longer than 365 days (see paragraph 109)
- h) Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see paragraph 98)
- i) The Council has engaged external consultants (see paragraph 20) to provide expert advice on how to optimise an appropriate balance on security, liquidity and yield, given the risk appetite of the Council in the context of the expected level of cash balances and need for liquidity throughout the year.
- j) All investments will be denominated in sterling.

- k) As a result of the change in accounting standards for 2020/21 under IFRS 9, the Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31 March 2023)
86. The Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see paragraph 102). Regular monitoring of investment performance will be carried out during the year.
87. Property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.
88. The Council will consider an investment in the CCLA Property Fund (a fund tailored to Local Authorities), and investment limits have been set as per non-specified investments. This would provide additional diversification of the Council's investments and the potential for earning a higher investment yield on the core investment balance.

Changes in Risk Management Policy from 2020/21

89. There have been no changes in the Risk Management Policy from last year.

Creditworthiness Policy

90. The Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach, utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard & Poors. The credit ratings of counterparties are supplemented with the following overlays:
- Credit watches and credit outlooks from credit rating agencies;
 - CDS spreads to give early warning of likely changes in credit ratings;
 - Sovereign ratings to select counterparties from only the most creditworthy countries.
91. The above modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of

CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

| Colour | Maximum Investment |
|------------|------------------------------------------------------------------------|
| Yellow | 5 years |
| Dark Pink | 5 years (for ultra-short dated bond funds with a credit score of 1.25) |
| Light Pink | 5 years (for ultra-short dated bond funds with a credit score of 1.5) |
| Purple | 2 years |
| Blue | 1 year (only applies to nationalised or semi nationalised UK banks) |
| Orange | 1 year |
| Red | 6 months |
| Green | 100 days |
| No colour | not to be used |

92. The Link Asset Services creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.
93. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link Asset Services' creditworthiness service.
- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
 - In addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
94. Sole reliance will not be placed on the use of this external service. In addition, the Council will also use market data and market information, information on any external support for banks to help support its decision making process.
95. In addition to the above creditworthiness criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):

| Monetary Limit | Counterparties |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Up to £30 million | Money Market Funds |
| Up to £15 million | UK incorporated banks with a long term credit rating of at least AA |
| | Overseas banks that have a long term credit rating of at least AA |
| | Multilateral development banks |
| | Local authorities and other public bodies |
| Up to £12 million | Government backed UK banks and UK building societies and their subsidiaries |
| Up to £10 million | UK incorporated banks with a long term credit rating of less than AA |
| | Overseas banks with a long term credit rating of less than AA |
| | UK Building societies |
| | Government backed overseas banks and their subsidiaries |
| | HSBC (for balances within the bank account, held on an overnight basis - to differentiate from above bank limit for fixed term deposits) |

Changes in Creditworthiness Policy from 2020/21

96. The following criteria has been changed from last year,

- a. Due to operational requirements at the start of the financial year 2020/21, and as a result of the additional grant monies paid by central government, there was a need to increase the lending limits of certain counterparties to ensure there was sufficient capacity to invest monies within the strict credit ratings used by the Council. The s151 Officer took a decision through emergency powers to increase the counterparty limits of Money Market funds to £30m.
- b. The colour coded list provided by Link Asset Services is used by the Council to determine the suggested duration for investments. Previously the Council added an additional layer of minimum credit ratings to this list, which was unnecessary; as a wide variety of information and expertise, other than ratings, had already been used to produce the list. The removal of the discretionary layer of creditworthiness (F1 and A- ratings) over and above the counterparty list provided by Link Asset Services was approved by Full Council on 24 November 2020 as an unnecessary inclusion within the strategy.

Third Party Loans

97. The Council has the power to lend monies to third parties. Appendix F sets out the Council's framework within which it may consider advancing loans to third party organisations.

Other Limits

98. Due care will be taken to consider the exposure of the Council's total investment portfolio to non-specified investments, countries, groups and sectors.
- a. Non-specified investment limit. The Council has determined that it will limit the maximum total exposure to non-specified investments as being £30m.
 - b. Country limit. The Council has determined that it will only use approved counterparties from the UK and countries with a minimum sovereign credit rating of AA- from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix C. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.
 - c. Other limits. Limits in place above will apply to a group of counterparties.

Investment Strategy

99. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short term interest rates (i.e. rates for investments up to 12 months)
100. Greater returns are usually obtainable by investing for longer periods. While most cash balances are required to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the potential value from longer term investments will be carefully assessed.
- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term
 - Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

Investment Returns Expectations

101. Bank rate is unlikely to rise from 0.10% for a considerable period. It is very difficult to say when it may start rising. The Council has been advised by its treasury advisors to assume that investment earnings from money market related instruments will be sub 0.50% for the foreseeable future.
102. The suggested budgeted investment earnings rates for returns on investments places for periods up to about 3 months during each financial year are as follows (the long term forecast is for periods of over ten years into the future):

| Year | Budgeted Earnings Rate |
|-------------|-------------------------------|
| 2020/2021 | 0.10% |
| 2021/2022 | 0.10% |
| 2022/2023 | 0.10% |
| 2023/2024 | 0.10% |
| 2024/2025 | 0.25% |
| Later Years | 2.00% |

103. The overall balance of risks to economic growth in the UK is probably skewed to the upside, but it is subject to major uncertainty due to the virus and how quickly successful vaccines may become available and widely administered to the population.
104. There is relatively little UK domestic risk of increases or decreases in the bank rate and significant change in shorter term PWLB rates. The Bank of England has effectively ruled out the used of negative interest rates in the near term. Increases in Bank Rate are likely to be some years away given the underlying economic expectations. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, or a return of investor confidence in equities, could impact gilt yields (and so PWLB rates) in the UK.

Negative Bank Rates

105. While the Bank of England said in 2020 that it is unlikely to introduce a negative bank rate, some deposit accounts are already offering negative rates for shorter periods.
106. Money Market Fund yields have continued to drift lower. Some managers have resorted to trimming fees to ensure that net yields for investors remain in positive territory. Investor cash flow uncertainty, and the need to maintain liquidity in these unprecedented times, has meant that there is a surplus of money at the very short end of the market. This has seen a number of market operators (including the Debt Management Office) offer nil or negative returns for very short-term maturities. This

is not universal and MMFs are still offering a marginally positive return, as are a number of financial institutions for investments.

107. Inter-local authority lending and borrowing rates have also declined due to the surge in the levels of cash seeking a short term home at a time when many local authorities are probably having difficulties over accurately forecasting when disbursements of funds received will occur or when large receipts will be received from the Government.

Investment Treasury Indicator and Limit

108. This investment treasury indicator limits the total funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for any unnecessary borrowing. They are based on the availability of funds after each year end.

109. The Council is asked to approve the treasury indicator and limit:

| Upper Limit for Principal Sums Invested for longer than 365 days | | | |
|-------------------------------------------------------------------------|----------------|----------------|----------------|
| | 2021/22 | 2022/23 | 2023/24 |
| Principal Sums Invested > 365 Days | £30m | £30m | £30m |
| Current Investments > 365 Days maturing in each year | £0m | £0m | £0m |

110. For its cash flow generated balances, the Council will seek to utilise its HSBC overnight investment instant access account, money market funds and short dated deposits (overnight to 100 days) in order to benefit from the compounding of interest.

Investment Risk Benchmarking

111. The Council will use an investment benchmark to assess the investment performance of its investment portfolio of the relevant LIBID rate (London Interbank Bid rate) dependant on the average duration of the fund.

112. The provision of the LIBID rate is expected to cease at the end of 2021. The Council will work with it's advisors in determining suitable replacement investment benchmarks, and will report back to members.

End of Year Investment Report

113. At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

Overview and Scrutiny Engagement

114. The Financial Planning Task Group are aware of this report.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

119. Wiltshire Council will not intentionally invest in any investment that is not ethical and would not be consistent with our environmental and social policy objectives.

120. Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

Risks Assessment

121. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties.

122. The Prudential & Capital Indicators and the Annual Investment Strategy take account of the forecast movement in interest rates and allow sufficient flexibility to be varied if actual movements in interest rates are not in line with the forecast.

123. The Council's treasury adviser is currently reporting the following in terms of investment and borrowing rates,

- a) Investment returns are likely to remain exceptionally low during 2021/22 with little increase in the following two years. However, as post Brexit Trade deals are progressed and agreed, then there is upside potential for earnings.

- b) Borrowing interest rates fell to historically very low levels as a result of the covid crisis and the quantitative easing operations of the Bank of England. Gilt yields up to 6 years were negative during the first half of 2020/21.

- 124. While the Council will not be able to avoid borrowing to finance new capital expenditure in the future, or to replace maturing debt, there will be a cost of carry (the difference between higher borrowing costs and lower investment returns), to any new short or medium term borrowing that causes a temporary increase in cash balances, and this position will, most likely, incur a revenue cost. While interest rates are low this revenue cost will also be low.
- 125. In March 2020 the government started a consultation process for reviewing PWLB borrowing rates for different types of capital expenditure. In November 2020, the Chancellor announced the conclusion of the review, whereby standard and certainty rates were reduced by 1.00%. But a prohibition was introduced to deny access to borrowing from the PWLB for any local authority which had purchases of assets for yield in its three year capital programme.
- 126. As Link's long-term forecast for Bank Rate is 2.00%, and all PWLB rates are under 2.00%, there is now value in borrowing from the PWLB for all types of capital expenditure for all maturity periods, especially as current rates are at historic lows. Greater value can be obtained in borrowing for shorter maturity periods, so the Council will assess its risk appetite in conjunction with budgetary pressures to reduce total interest costs. Longer-term borrowing could also be undertaken for the purpose of certainty, where that is desirable.

Financial Implications

- 127. These have been examined and are implicit throughout the report.

Workforce Implications

- 128. None have been identified as arising directly from this report.

Legal Implications

- 129. None have been identified as arising directly from this report.

Options Considered

- 130. Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council.

131. The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.
132. The Cabinet is requested to recommend that the Council approves and adopts the Treasury Management Strategy for 2021/22, as follows,
- a. Adopt the Minimum Revenue Provision Policy (paragraphs 31 – 33)
 - b. Adopt the Prudential and Treasury Indicators (paragraphs 24 – 30, 43 – 49 and Appendix A)
 - c. Adopt the Annual Investment Strategy (paragraph 82 onwards)
 - d. Delegate to the Interim Corporate Director of Resources the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
 - e. Authorise the Interim Corporate Director of Resources to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio
 - f. Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds
 - g. Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits and delegate to the Interim Corporate Director of Resources the authority to select such funds.
 - h. Adopt the Third Party Loans Policy (paragraph 97 and Appendix F)

Andy Brown
Interim Corporate Director of Resources

Terence Herbert
Chief Executive

Report Author:
Debbie Price, Finance Business Analyst
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Background Papers

None.

Appendices

Appendix A Prudential and Treasury Indicators 2021/22, 2022/23 & 2023/24

Appendix B Specified and non-specified Investments

Appendix C Approved countries for investments

Appendix D Treasury Management Scheme of Delegation

Appendix E Role of the Section 151 Officer

Appendix F Third Party Loans Policy

Capital Prudential and Treasury Indicators for 2021/22 – 2023/24

1. The Prudential and Treasury Management Codes and Treasury Guidelines require the Council to set a number of Prudential and Treasury Indicators for the financial year ahead. This appendix sets out the indicators required by the latest code.

Affordability Prudential Indicators

2. The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators,

Ratio of Financing Costs to Net Revenue Stream

3. This indicator identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) against the net revenue stream

| | 2019/2020 Actual (%) | 2020/21 Estimate (%) | 2021/22 Estimate (%) | 2022/23 Estimate (%) | 2023/24 Estimate (%) |
|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| General Fund | 5.8 | 6.4 | 6.3 | 9.2 | 9.7 |
| HRA | 14.5 | 14.1 | 13.9 | 14.1 | 14.8 |

4. The estimates in financing costs above include current commitments and the proposals in this budget report.

Maturity Structure of Borrowing

5. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.
6. In order to protect the Council from interest rate risk and to safeguard the continuity of treasury management financing costs, the following limits have been adopted.

| Maturity Structure of Fixed Interest Rate Borrowing 2021/22 | | |
|-------------------------------------------------------------|-----------|-----------|
| | Lower (%) | Upper (%) |
| Under 12 months | 0 | 25 |
| 12 months to 2 years | 0 | 25 |
| 2 years to 5 years | 0 | 45 |
| 5 years to 10 years | 0 | 75 |
| 10 years and above | 0 | 100 |

7. In addition to the indicators (above) it is considered prudent that, under normal circumstances, no more than 15% of long term loans, excluding LOBO loans, should fall due for repayment within any one financial year and 25% in the case of LOBO loans, where maturity is deemed to be the “next call option date”.

Treasury Management Practice (TMP) 1 Credit and Counterparty Risk Management

Specified Investments.

1. All such investments will be sterling denominated, with maturities up to a maximum of 1 year, meeting the minimum 'high' quality criteria.

Non-Specified Investments.

2. These are any investments which do not meet the specified investment criteria.
3. A maximum of £30 million will be held in aggregate non-specified investments.

Credit and Counterparty Risk

4. A variety of instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.
5. The criteria applying to institutions or investment vehicles are as follows,

| | Minimum credit criteria/ colour band | Maximum maturity period |
|----------------------------------------------------|-----------------------------------------|----------------------------|
| Specified Investments | | |
| DMADF – UK Government | N/A | 6 months |
| UK Government Gilts | UK sovereign rating | 12 months |
| UK Government Treasury Bills | UK sovereign rating | 12 months |
| Bonds issued by multilateral development banks | AAA | 6 months |
| Money Market Funds CNAV | AAA | Liquid |
| Money Market Funds LVNAV | AAA | Liquid |
| Money Market Funds VNAV | AAA | Liquid |
| Ultra Short Dated Bonds (1.25) | AAA | |
| Ultra Short Dated Bonds (1.5) | AAA | |
| Local Authorities | N/A | 12 months |
| Term Deposits with Banks and Building Societies | Blue | 12 months |
| | Orange | 12 months |
| | Red | 6 months |
| | Green | 100 days |
| | No Colour | Not for use |
| Certificates of Deposit or Corporate Bonds | Blue | 12 months |
| | Orange | 12 months |
| | Red | 6 months |
| | Green | 100 days |

| | | |
|-------------------------------------------------|---------------------|--------------------|
| | No Colour | Not for use |
| Gilt Funds | UK sovereign rating | |
| Non-Specified Investments | | |
| Term Deposits with Banks and Building Societies | Purple Yellow | 2 years 5 years |
| UK Government Gilts | UK sovereign rating | 50 years |
| Property Fund (CCLA) | N/A | N/A |

6. The criteria in this appendix are intended to be the operational criteria in normal times. At times of heightened volatility, risk and concern in financial markets, this strategy may be amended by temporary operational criteria further limiting investments to counterparties of a higher creditworthiness and / or restricted time limits.

Accounting treatment of investments.

7. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

Monitoring of Investment Counterparties

8. The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Finance and Procurement, and if required new counterparties which meet the criteria will be added to the list.

Approved Countries for Investments

This list is based on those countries which have sovereign ratings of AA- or higher (the lowest rating from Fitch, Moody's and S&P is shown) and also, (except - at the time of writing - for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link Asset Services credit worthiness service.

| Rating | Country |
|--------|-----------------|
| AAA | Australia |
| | Canada |
| | Denmark |
| | Germany |
| | Luxembourg |
| | Netherlands |
| | Norway |
| | Singapore |
| | Sweden |
| | Switzerland |
| AA+ | Finland |
| | U.S.A. |
| AA | Abu Dhabi (UAE) |
| | France |
| | Hong Kong |
| | U.K. |
| AA- | Belgium |
| | Qatar |

Treasury Management Scheme of Delegation

Full Council

1. Receiving and reviewing reports on treasury management policies, practices and activities;
2. Budget consideration and approval;
3. Approval of annual strategy.

Cabinet

1. Approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
2. Budget consideration and proposal;
3. Approval of the division of responsibilities;
4. Receiving and reviewing regular monitoring reports and acting on recommendations;

Scrutiny – Finance Task Group

1. Reviewing the treasury management policy and procedures and making recommendations to the responsible body.

The Treasury Management Role of the Section 151 Officer

1. Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
2. Submitting regular treasury management policy reports;
3. Submitting budgets and budget variations;
4. Receiving and reviewing management information reports;
5. Reviewing the performance of the treasury management function;
6. Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
7. Ensuring the adequacy of internal audit, and liaising with external audit;
8. Approving the selection of external service providers and agreeing terms of the appointment.
9. Preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe (say 20+ years – to be determined in accordance with local priorities.)
10. Ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
11. Ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Council
12. Ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
13. Ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
14. Ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities
15. Provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees

16. Ensuring that members are adequately informed and understand the risk exposures taken on by the Council
17. Ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
18. Creation of Treasury Management Practices which specifically deal with how non-treasury investments will be carried out and managed.

Third Party Loans Policy

1. Government changes in the way councils are funded has prompted local authorities to look at more innovative ways of supporting business plan objectives.
2. The primary aims of any investment, in order of priority, are the security of its capital, liquidity of its capital and to obtain a return on its capital commensurate with levels of security and liquidity. These aims are crucial in determining whether to proceed with a potential loan.
3. Whilst the Council does not wish to become a commercial lender in the market place it can use its ability to borrow, at relatively economic rates, to support the delivery of improved outcomes for the residents of Wiltshire. At the same time this will facilitate the creation of a relatively modest income stream to support the Council's overall financial resilience. All third party loans must demonstrate alignment to the Council's core objectives and priorities.
4. The intention of this policy is therefore to establish a framework within which the Council may consider advancing loans to third party organisations.

Types of Loan

Loans Defined as Capital Expenditure

5. The acquisition of share capital or loan capital in any corporate body is defined as capital expenditure under Regulation 25(1) (d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.
6. A loan, grant or financial assistance provided by this Council to another body will be treated as capital expenditure if the Council would define the other bodies use of those funds as capital had it undertaken the expenditure itself.
7. Loans of this nature will be included in the Council's approved capital programme.
8. The Council's Minimum Revenue Provision (MRP) Policy sets out the MRP requirements in respect of capital loans.

Other Loans

9. Other loans refers to loans that do not meet the definitions of capital expenditure but still support the delivery of the Council's core objectives and priorities. Examples of this type of loan include working capital loans to the Council's Local Authority Trading Companies (LATC's) and loans to Wiltshire Schools to enable Academy conversion.

Loan Framework

10. All loans, with the exception of loans to Wiltshire Schools to enable Academy conversion, must be secured against an asset or guaranteed by a public sector organisation with tax raising powers.
11. The maximum loan to value will not exceed 80%.
12. The maximum duration of the loan will be 25 years but the loan period must not exceed the useful life of the asset.
13. An independent valuation of the asset upon which the loan is secured will be undertaken by the Council.
14. A robust business case must be developed that demonstrates that the loan repayments are affordable.
15. The on-going value of the asset(s) that the loan has been secured against will be valued on a 5 year basis. A charge to revenue may be required if the equity value falls below the debt outstanding or if it becomes clear that the borrowing organisation is unable to service the debt.
16. Guarantees will be called upon if the lending organisation falls into arrears of more than 12 months.
17. Given the administrative costs incurred in both establishing and managing loans of this nature an administration/arrangement fee will be applied to each loan made. The arrangement fee will be no more than 1.0% of the value of the loan value.
18. All loan proposals (including any loan re-scheduling) must be agreed with the Corporate Director of Resources in conjunction with the Council's Treasury Management team.

Limits

19. No specific maximum limits are proposed but all loans must be approved as set out above.
20. Loans less than £0.250 million will not be considered.

Subsidy Control and Interest Rates

21. Following the UK exit from the EU the State Aid Rules ceased to have effect. The UK then became subject to the subsidy control provisions of the World Trade Organisation (WTO), existing Free Trade Arrangements (FTA), and those of the Trade and Cooperation Agreement (TCA). This change came into effect on 1 January 2021. These three set of controls have different definitions and provisions. However, it is unlikely that Wiltshire Council will be in breach of WTO and FTA arrangements if it observes the TCA Subsidy Control Provisions. It is expected that the control regime will be monitored and enforced by a body established by HM Government similar to the Competition and Markets Authority. HM Government's Technical Note on Subsidy Control observes that there may be a consultation in early 2021 to determine a "bespoke approach" with secondary legislation to follow. Nonetheless the TCA subsidy controls are enforceable now through the UK Courts.
22. The principles and terminology contained in the TCA subsidy control reflect State Aid legislation. It is to be expected that the new regulator and the Courts when implementing TCA subsidy control will have in mind the previous State Aid procedures and that there will be analogous reasoning. In general, the parameters of the new scheme will not permit subsidies from state bodies that amount to "financial assistance" to be made which confers an economic advantage on one or more economic actors not available on market terms. This, the TCA specifically identifies, includes a direct or contingent transfer of funds such as direct grants, loans or loan guarantees. Not for profit organisations often undertake commercial activities in order to support the delivery of non-commercial activities and so can be classified as "economic actors" falling into this control regime. An economic advantage given to an actor will not be a subsidy if the state is acting in a way that a rational private investor would, for example in providing loans or capital on terms that would be acceptable to a genuine private investor who is motivated by return and not policy objectives. This is because the beneficiary is not considered to be obtaining an advantage from the State but on the same terms that it could have obtained on the open market.
23. Until further certainty is given by proposed legislation and regulators the actual interest rate charged on third party loans will be set with reference to the minimum permitted within State Aid rules operational in the EU at the time of fund advance and the Council's cost of borrowing plus an appropriate credit risk margin, whichever is higher.
24. If there is any doubt as to whether Subsidy Control may be an issue, Legal advice must be sought.

Governance Arrangements

25. Loans Defined as Capital Expenditure require Cabinet approval in order to be added to the Capital Programme supported by a full business case.
26. The Corporate Director of Resources has delegated authority for awarding loans to schools, in order to assist with their conversion process to become an academy. Specific delegation was awarded by Cabinet at their meeting of 17 May 2016, minute number 63.
27. All other loans must be approved by Cabinet supported by a full business case. Specific details in relation to drawdown of approved loan facilities must be specified as part of each business case.
28. Due-diligence checks will be undertaken to test the underlying assumptions set out in each business case. These checks will include but are not limited to independent credit checks and future cashflow forecasts.

Financial Risk

29. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date.
30. However, the Council is required to consider the potential impairment of all loans that it issues to third parties on an annual basis to comply with International Financial Reporting Standards (IFRS 9). Where it is considered that there is a risk that any loan will not be re-paid, the Council will need to consider the level of any impairment, in full or in part) as appropriate. Impairments represent a real financial cost to the Council and are charged to the Council's General Fund revenue budget.

Exemptions

31. Exemptions to this policy may be considered but any exemption will need to be approved by Full Council.

COUNCIL – 23 FEBRUARY 2021

BUDGET DEBATE PROCESS

1. Introduction by Chairman

- Remind councillors about circulated paperwork
- To clarify process to be followed

2. Councillor Philip Whitehead - Leader of the Council

- To deliver the budget speech
- No time limit on speech

3. Councillor Pauline Church - Cabinet Member for Finance, Procurement and Commercial Investment

- To present and move the budget
- No time limit on speech

4. Councillor Graham Wright - Chair of Overview and Scrutiny Management Committee

- To present the report of the Committee on the consideration of the Financial Plan – 26 January 2021
- To highlight particular areas of discussion
- No time limit on speech

5. Councillor Pip Ridout – Chair of Financial Planning Task Group

- To report on the work of the Financial Planning Task Group
- No time limit on speech

6. Group Leaders – Response to Budget

- Group Leaders to respond to the recommendations of Cabinet and Councillor Church's motion
- No time limit on speeches

7. Cllrs Ian Thorn and Gavin Grant – Tabled amendment

- Chairman of Overview and Scrutiny Committee, Group Leaders and Cllr Church, and then widen debate to other Councillors.
- Mover to have a right to reply.

8. Councillor Graham Wright- Chairman of Overview and Scrutiny Management Committee

- Report of the Special meeting of the Committee on 9 February 2021
- To respond to Cllr Thorn's amendment

9. Group Leaders – Opportunity for amendments *(if applicable)*

- Group Leaders' opportunity to move amendments to the motion – each amendment needs to be seconded and the seconder may reserve their speech until later in the debate
- Debate on each amendment to budget – Group Leaders to be asked to speak first on any amendments.
- Chairman of Overview and Scrutiny Committee and Cllr Church to respond, then widen debate to other Councillors.
- Movers of an amendment have a right to reply, followed by Cllr Church (as mover of original motion).

10. Other Councillors – Amendment *(if applicable)*

- Each councillor to speak once only
- The mover of the amendment has a right to reply, followed by the mover of the original motion (Councillor Church)
- Debate and vote on amendment
- Proceed to next amendment and repeat process

11. The Substantive Motion

(This could be the original motion or the motion as amended)

- Debate on the substantive motion
 - Councillors to speak only once
 - Cllr Church has right of reply
 - Substantive motion debated and put to the vote
 - Budget set
 - All votes on budget will be by way of recorded vote
-

Cabinet

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

20 **Wiltshire Council's Budget**

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

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

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

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

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

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

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

Resolved: To recommend that Council

- 1. That a net general fund budget of 2021/22 of £412.561m is approved;**
- 2. That the Councils Tax requirement for the Council be set at £298.265m for 2021/22 with an average Band D of £1,590.60;**
- 3. That the Wiltshire Council element of the Council Tax be increased in 2021/22 by the following:**
 - i. A 1.99% general increase;**
 - ii. Plus a levy of 3% to be spent solely on Adult Social Care;**
- 4. That the Corporate Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of Council services in 2021/22;**
- 5. Delegate changes in fees and charges as set out in the report;**
- 6. That the Capital Programme 2021/22 to 2029/30 is approved;**
- 7. That the Capital Strategy set out in Appendix 9 is adopted;**
- 8. That the Housing Revenue Account (HRA) budget for 2021/22 is set at £23.626m;**
- 9. That a 1.5% increase is set for social dwelling rents, except for rents currently over the formula rent which will be capped at formula rent as per national guidance;**
- 10. All service charges related to the Housing Revenue Account (HRA) being increased to cover costs and garage rents increased by 1.5%;**
- 11. Endorses the Medium Term Financial Strategy and the forecast budget gap of £45.512m for the 2022/23 financial year with regular updates to be received on delivery against strategy and addressing the forecast budget gap.**

Reason for decision:

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

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

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

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

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**Meeting of the Overview and Scrutiny Management Committee
Report on Proposed Amendments for the 2021/22 Budget**

Purpose of report

1. To report to the Overview and Scrutiny Management Committee the proposed amendments from Cllr Ian Thorn and Cllr Gavin Grant to the budget recommended to Cabinet on 2 February 2021 for the committee to appraise and raise any comments to Full Council.

Background

2. This meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question Cllr Ian Thorn and Cllr Gavin Grant, on the proposed amendments before the budget is considered by Full Council on 23 February 2021.
3. The Member proposal is for three separate amendments to the proposed Cabinet budget, as set out as follows:
 - A. To reduce the Adult Social Care levy from 3% in 2021/22 to 2% in 2021/22 and to apply a 1% levy in 2022/23. The loss of funding is approximately £2.841m in 2021/22. The £2.841m shortfall is to be met from a draw of funds from the Latent Demand Reserve.
 - B. To increase the Hardship Fund from £0.300m to £1.000m in 2021/22. The pressure is £0.700m. That pressure to be made up by an additional draw of funds from the Collection Fund Volatility Reserve.
 - C. To ring-fence any in-year favourable variance that arises against the £1m reduction of section 31 grants attributed to Business Rate reliefs in the budget report (paragraph 64 & 65) and that variance be transferred to an earmarked reserve specifically to support businesses that are in financial distress by way of discretionary reliefs or discretionary grants.

4. The above proposals have the following impact on the 2021/22 financial year:

| Proposal | Impact £m |
|-------------------------------------------------|----------------------|
| a. Reduction in Adult Social Care Precept | 2.841 |
| b. Increase Hardship Fund | 0.700 |
| Total pressure of proposals | 3.541 |
| a. Draw from the Latent Demand Reserve | (2.841) |
| b. Draw from Collection Fund Volatility Reserve | (0.700) |
| Total draw from Earmarked Reserves | (3.541) |

5. The proposals have the effect of reducing the amount set aside in Earmarked Reserves as shown in the above table. Excluding Dedicated Schools Grant balances this would reduce the balance of Earmarked Reserves from an estimated £32.332m to £28.791m.

S.151 Officer Comments

6. From a purely financial and legal perspective the proposed budget amendments put forward are sound. The proposals have been costed and these have been included in the figures above. This identifies that the proposals balance and therefore do not impact on the net base budget proposed in the original paper to Cabinet.
7. However, the first two amendments are reliant on a further draw from earmarked reserves which have been created during the 2020/21 financial year to mitigate future risk and deal with the potential, and as yet, unknown quantity of latent demand as well as the expected deficit and future volatility on the collection of council tax and business rates.
8. Amendment A will reduce the level of reserve held for latent demand by £2.841m to a revised balance of £2.117m. Amendment B will reduce the level of reserve held to meet the deficit on the collection fund, as well as future volatility, by £0.700m to a revised balance, after allowing for the estimated deficit, of £1.134m.
9. In total an additional £3.541m will be drawn from earmarked reserves in 2021/22 to ensure a balanced budget. This lowers the total reserves held against assessed financial risk, as reported in paragraph 122 of the budget report, to £18.207m and reduces the cover from 96% to 80%.
10. In considering whether to vote for these amendments Members need to be fully cognisant of the risks of reducing earmarked reserves. Any reduction in the level of these reserves, other than that which has been set out as their intended purpose, reduces the Councils ability to draw on reserves to meet that demand and volatility in future.

11. Therefore, in my opinion the first two amendments will reduce the level of earmarked reserves held and consequently increases the risk to the Councils overall financial resilience.

Monitoring Officer Comments

12. The proposals do not impact adversely on the statutory duties of the Section 151 Officer, or any of the other statutory requirements set out in the Cabinet report at paragraph 196.

Head of Paid Service Comments

13. As Head of Paid Service, I can confirm that officers have provided independent advice.
14. We are aware of the full details of the amendments as set out and consider the proposals are viable, and do not impact adversely on the cabinet's budget recommendations as they would not change the net budget requirement, the level of Council Tax.

Conclusion

15. Overview and Scrutiny Management Committee are asked to consider the proposed amendments to the financial plan 2021/22 and inform Full Council on 23 February 2021.

APPENDIX to the Overview and Scrutiny Management Minutes of 26 January 2021 Wiltshire Council

Cabinet 2 February 2021

Council 23 February 2021

Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2021-22 and Medium-Term Financial Strategy 2021-2026

Purpose of report

1. To report to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee (“The Committee”) held on 26 January 2021.

Background

2. The meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Cabinet Member with responsibility for Finance, the Chief Executive, and the Interim Corporate Director of Resources on the draft 2021-22 Financial Plan and medium-term financial strategy before it is considered at Cabinet on 2 February 2021 and Full Council on 23 February 2021.
3. The Cabinet Member for Finance, Procurement and Commercial Investment, Councillor Pauline Church, supported by the Interim Corporate Director of Resources and Section 151 Officer, Andy Brown, was in attendance along with the Leader of the Council, Councillor Philip Whitehead, and the Chief Executive, Terence Herbert, to provide clarification and answers to issues and queries raised by the Committee. Other members of the Cabinet and Corporate Leadership Team were also in attendance to provide further detail and clarity.
4. In addition to the draft Financial Plan update made available on the council’s website on 18 January 2021, a briefing from the Cabinet Member and Interim Corporate Director of Resources open to all elected Members was held on 20 January 2021.
5. Details published in the budget papers had included:
 - Council Tax to be increased by 1.99% and an Adult Social Care Levy of 3%;
 - A net general fund budget for 2021/22 of £412.561m;
 - Including £34.236m of additional investment and £2.000m of additional savings;
 - The Housing Revenue Account (HRA) budget for 2021/22 to be set at £23.626m expenditure with social dwelling rents to increase by 1.5% except for rents currently over the formula rent which will be capped at formula rent as per national guidance;
 - A forecast budget gap of £45.512m for the 2022/23 financial year with regular updates to be received on delivery against strategy and addressing the forecast budget gap.

APPENDIX to the Overview and Scrutiny Management Minutes of 26 January 2021

6. Financial management and spending controls together with emergency funding from Government during the Covid-19 pandemic has seen a forecast balanced budget by the end of the 2020/21 financial year.

Main issues raised during questioning and debate

7. This report is divided into sections relating to each of the Select Committee areas as budget proposals and impacts on service areas were discussed, as well as general comments.

Financial Planning Task Group

8. The report of the Task Group on the budget proposals was received and noted. The report and its comments are included as an annex to the Committee for attention at Cabinet and Full Council.
9. The Task Group had sought details in relation to council tax and business rate balances, grants, that many planned 2020/21 savings could not be released due to the pandemic, changes to the assessment of risks to the General Fund Reserve, and the further delay to the fair funding review for local authorities.
10. The Task Group stated it may hold further meetings as further budget queries are raised.

Children's Select Committee

11. Details were sought on the £6.6m allocated for investment in Children's Social Care in relation to a forecast increase in Education, Health and Care Plans (EHCP) of 10.73%, with 4733 plans estimated and accounts for £1.532m of the cost pressure for Children's Services.
12. In response to queries on whether more specialist support could reduce the need for EHCPs it was stated the service was guided by policy and legislation with a focus on supporting children to remain in schools, and undertook benchmark comparison with other authorities and explored where improvements could be made, however the growth in demand was still anticipated.
13. Questions were asked about the change in the Children's Social care budget including reference to £0.108m of listed unachievable savings and the £5.608m of demand. Which have subsequently been provided to the Chairman of the Children's Select Committee.

Environment Select Committee

14. Details were sought in relation to homelessness funding, with it being confirmed that there had been an increase of £0.156m on previous allocations, with other amounts held in earmarked reserves from previous grants. It was stated that a ban on evictions during the pandemic had led to a decrease in demand in one respect, though there had been other increases, and when the ban came to an end a further rise was being planned for.

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15. It was noted that there had been an increase in volume of recyclable materials collected from curb side collection during the pandemic, and a reduction in the value of the materials. In response it was stated that prices fluctuated quite widely which made firm estimation of future costs difficult, and also that with Household Recycling Centres closed for much of the year there had been lower collection at those sites.
16. Questions were raised in relation to forecasted impacts in relation to behavioural changes in areas such as leisure and libraries, and whether this was expected to be temporary or permanent behavioural changes. It was explained that estimates had been calculated looking at the impacts of the past year when the services had been in operation, the impact of income loss schemes, and estimations of how long social distancing measures would impact the services.

Health Select Committee

17. The Risk Assessment Balance of the General Fund Reserve was queried, including the estimated cost of organising a new provider to carry out elements of the adult social care service should a large contractor go into administration, and the likelihood of that occurring.
18. It was stated in reply that the budget recognised key financial risks and that the social care market did include a risk of contractors and/or care homes going into administration/liquidation, assessed in the report as 10%. The £20.000m assessment of the potential cost to continue providing the statutory service was a combination of estimates for provision of the service and risks, and the information was factored into work of the council's Commissioning services.
19. In relation to the potential risk of a reduction in the level of income received, it was stated that the council had not previously operated gross payments to care providers and client debt recovery, which was reflected by a higher risk estimate, which is expected to reduce as the process is operated over time. Risks would also be evaluated at least annually.
20. It was stated that Children and Mental Health Services including Thrive hubs were funded by the Clinical Commissioning Group with limited amounts provided by the council, and there had been an impact for some schools as the funding was more evenly distributed.

Other

21. The Cabinet Member for Finance had provided details of additional reserve funds established during 2020/21 in response to the pandemic. In response to queries it was confirmed that the Latent Demand Reserve of £4.958m, created from the underspend across the council in some services, did not have any elements ringfenced for a particular service. Cabinet would determine on evidence-based metrics how to adjust to the level of demand as the year progressed and utilise the fund.
22. Some Members felt that further time may be needed to fully scrutinise the budget, though the Leader noted that the budget papers had been published at an earlier or

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the same point as in previous budget cycles. It was agreed that further questions or meetings may take place as appropriate.

23. Details were sought in relation to estimates of inflation assumptions used within the budget, and it was confirmed that the Consumer Price Index (CPI) forecast by the Bank of England was used as the measure for determining inflation uplifts.

Conclusion

24. To note the Financial Plan Update 2021-22 and Medium-Term Financial Strategy 2021-26 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 2nd and 26th February 2021 respectively.
25. To support ongoing scrutiny investigation of the budget, including the Financial Planning Task Group's continued focus on monitoring delivery of the budget and the development of the budget for 2022-23.

Councillor Graham Wright

Chairman of the Overview and Scrutiny Management Committee

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504,
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27 January 2021

Annex – Report of the Financial Planning Task Group for 20 January 2020

**APPENDIX to the Overview and Scrutiny Management Minutes of 26 January 2021
Wiltshire Council**

Overview and Scrutiny Management Committee - Annex

26 January 2021

Report of the Financial Planning Task Group:

Wiltshire Council Financial Plan Update 2021/22 and Medium-Term Financial Strategy 2020/21 to 2024/25

1. The Task Group met with the following guests on 20 January 2021 to discuss the reports:

| | |
|-----------------------|-------------------------------------------------------------------|
| Cllr Philip Whitehead | Leader of the Council |
| Cllr Pauline Church | Cabinet Member for Finance, Procurement and Commercial Investment |
| Andy Brown | Interim Corporate Director Resources (S151 Officer) |
| Lizzie Watkin | Head of Corporate Finance and Deputy S151 Officer |
| Leanne Sykes | Head of Finance Growth Investment & Place |

Observing:

| | |
|--------------------|----------------------------------------|
| Cllr Graham Wright | Chairman, OS Management Committee |
| Cllr Alan Hill | Vice-Chairman, OS Management Committee |
| Cllr Jon Hubbard | Chairman, Children's Select Committee |
| Cllr Chuck Berry | Chairman, Health Select Committee |

2. Due to the limited time available, some scrutiny of all of the budget papers has not been possible in advance of OS Management Committee's meeting.
3. However, below are the key issues raised by the Financial Planning Task Group on 20 January 2021 and the responses provided.

| Issue (page and paragraphs numbers refer to the Budget Report) | Further information / Comments |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Forecast Collection Fund (Council Tax & Business Rates) Balances (para 66-71) | There is a statutory duty to forecast any Council Tax deficit at the end of the financial year. The assumed deficit has reduced since Q2 to £3.75m. Growth (new build figures) estimates 2020/21 have been revised. Officers are confident that the majority of Council Tax will be recovered. From 2022/23 council should see a return to previous levels. |

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| | |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Business rates are an area of uncertainty, though the 2020/21 deficit is now forecast as £0.045m. It is difficult to assess the overall impact of COVID-19 as there has been limited interaction with businesses in 2020/21. Significant business reliefs and rate holidays may have masked the effects of the pandemic. Any growth in income is unpredictable after 1 April 2021. Uncertainty will begin to be resolved with support from the Government and an overall economic recovery. The council will have a clearer indication of the situation at the end of May 2021.</p> <p>Government has mandated that all councils spread their Council Tax and Business Rate deficit over 3 years. Funds have been set aside to deal with the deficit.</p> |
| Lower tier services grant (para 41) | This is a new non-ringfenced grant believed to be replacing the local services support grant. Further details are awaited from Government. |
| Adult social care (para 77-78) | The growth in adult social care funding is part funded by the adult social care levy (£8.522m). There is growth in the budget (£8.6m) to cover forecast demand. Should latent demand exceed the adult social care budget the new latent demand reserve can be drawn upon. Demand will be reviewed regularly. |
| Children’s Services (para 97-98) | <p>The growth in this budget is driven by increasing numbers of children and young people with an Education Health & Care Plan (EHCP) as well as requirement to provide school transport for those with EHCP.</p> <p>Latent demand has been provided for in the increased reserves held against Assessed Financial Risk (see table at para 122)</p> |
| Medium-Term Financial Strategy 2021/22 to 2024/25 (para 127 and table) | There is a challenge ahead in terms of efficiencies and savings with significant budget gaps forecast from 2022/23 (£45.512m). The projected deficit figures reflect the current position without any assumptions built in, therefore the position is likely to change. For example, the council is awaiting the outcome of the fair funding review, which is expected to have an impact upon the deficit, as well as the anticipated White Paper on adult social care reform. |
| Dedicated Schools Grant (DSG) (para 160) | There is a deficit reserve (£19.933m) in the DSG due to pressures on the high needs block (HNB). Funding has not kept pace with demand and the |

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| | |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>council has been lobbying Government about this situation. There is a management plan at Appendix 12 (to be signed off by SEN Board and Schools Forum on 21 January 2021) to mitigate that deficit.</p> |
| <p>Detail by service savings (Appendix 6)</p> | <p>Many planned savings in the 2020/21 budget could not be realised due to the pandemic. The council will be looking at future savings going into recovery.</p> <p>Some savings from 2019-20 will still need to be delivered as there continues to be financial challenges and a need to deliver efficiencies. For example, £0.2m identified under Corporate Directors and Service Devolution was a procurement saving, which is now a procurement target for 2021/22.</p> |
| <p>General Fund Reserve – Risk Assessed Balance (Appendix 7)</p> | <p>It is the first time that ‘% likelihood of risk’ has been calculated against the General Fund Reserve. These are the assessments of the Interim Corporate Director Resources. They identify risks unique to Wiltshire against the levels of reserves. Higher percentages relate to higher uncertainty and likelihood e.g. in Adult Social Care.</p> <p>Using a comparison with 2019/20 might not have been helpful as 2020/21 is such an atypical budget year. That unusual situation is reflected in the risk assessments.</p> <p>The Financial Planning Task Group (FPTG) is pleased that the issue of reserves has been addressed and the new methodology of assessment is welcomed.</p> |
| <p>General – business grants</p> | <p>Staff have been deployed where needed to and where there is a priority.</p> |
| <p>General – budget data</p> | <p>This year’s budget has not been approached in a conventional way. A one year holding budget has allowed a more detailed interrogation and re-evaluation of the figures.</p> |

Cllr Pip Ridout, Chairman of the Financial Planning Task Group

Report author: Simon Bennett, Senior Scrutiny Officer, 01225 718709

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**APPENDIX to the Overview and Scrutiny Management Committee Minutes of 9
February 2021
Wiltshire Council**

Full Council

23 February 2021

**Report of the Overview and Scrutiny Management Committee on the Wiltshire
Council Financial Plan 2021/22 - Amendments**

Purpose of report

1. To report to Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 9 February 2021.

Background

2. The meeting of the Overview and Scrutiny Management Committee provided an opportunity to scrutinise amendments to the budget that were proposed after the committee meeting on 26 January 2021, which considered the initial proposals from the Executive which were subsequently agreed at Cabinet on 2 February 2021.
3. Three proposed amendments were received for the meeting from Councillors Gavin Grant and Ian Thorn on behalf of the Liberal Democrat Group.
4. The proposals were as follows:
 - a. *To reduce the Adult Social Care levy from 3% in 2021/22 to 2% in 2021/22 and to apply a 1% levy in 2022/23. The loss of funding is approximately £2.841m in 2021/22. The £2.841m shortfall is to be met from a draw of funds from the Latent Demand Reserve.*
 - b. *To increase the Hardship Fund from £0.300m to £1.000m in 2021/22. The pressure is £0.700m. That pressure to be made up by an additional draw of funds from the Collection Fund Volatility Reserve.*
 - c. *To ring-fence any in-year favourable variance that arises against the £1m reduction of section 31 grants attributed to Business Rate reliefs in the budget report (paragraph 64 & 65) and that variance be transferred to an earmarked reserve specifically to support businesses that are in financial distress by way of discretionary reliefs or discretionary grants.*
5. The above proposals have the following impact on the 2021/22 financial year:

| Proposal | Impact £m |
|-------------------------------------------------|----------------------|
| a. Reduction in Adult Social Care Precept | 2.841 |
| b. Increase Hardship Fund | 0.700 |
| Total pressure of proposals | 3.541 |
| a. Draw from the Latent Demand Reserve | (2.841) |
| b. Draw from Collection Fund Volatility Reserve | (0.700) |
| Total draw from Earmarked Reserves | (3.541) |

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6. The proposals have the effect of reducing the amount set aside in Earmarked Reserves as shown in the above table. Excluding Dedicated Schools Grant balances this would reduce the balance of Earmarked Reserves from an estimated £32.332m to £28.791m.
7. The proposals had been commented upon by the Section 151 Officer, Head of Paid Service and the Monitoring Officer, and confirmed as financially and legally sound, with comments regarding the increased risks of reducing allocated reserves.

Main issues raised during questioning and debate

8. Councillors Grant and Thorn introduced the proposals, noting that it was intended to spread the adult social care levy over two financial years to reduce its impact, and stated that there would be no impact upon service delivery. The increase to the Hardship Fund in the Executive budget was welcomed, but it was argued this should be increased further, and details were provided on the level of council reserves.
9. The Chairman then gave the opportunity for Members of the Executive to respond to the proposed amendment, before seeking any queries or comments from the Committee. The Section 151 Officer, Andy Brown, provided clarification where appropriate.

Amendment A

10. Details were sought on the proposed draw down of additional funds from the Latent Demand Reserve, in particular given the anticipated increase in demand or overspend within Children's Services and given the Latent Demand Reserve would be shared across many services where, in particular, the impact of Covid-19 had reduced demand in 2020/21. In response it was stated that potential risks had been assessed, but also noting that there were also no adjustments to the service budgets for Children's Services.
11. It was suggested that the Latent Demand Reserve may have included a small element of double counting in relation to an adult mental health component, but it was clarified the reserve was created from variances within the last financial year and drawdown depended on when delayed demand came in, which factored in assumptions in relation to 2021/22.
12. Queries were raised relating to the overall council position on reserves, including General Reserves, with it noted that there was projected to be total reserves of £33.192m reducing to £28.791m should all amendments be accepted by Full Council. It was stated that the Latent Demand Reserve was estimated in the Executive Budget to draw down £3.000m in 2021/22. The proposers highlighted the overall level of reserves and difficulty in estimating how much of the earmarked reserves would be required, against the certainty of the financial impact of the 3% adult social care levy, and that the risk of the government not providing the 1% if deferred to next year, given the commitments made, was minimal. Comments were made regarding whether, if the amendment were approved, the reserve would cover future years' estimates.
13. In response to queries around the balancing of financial risks by the council, it was noted that the S151 Officer had estimated the cover of that risk from 96% to 80% in the event all amendments were approved.

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Amendment B

14. Details were sought on the proposed increase of £0.700m to the Hardship Fund, drawn down from the Collection Fund Volatility Reserve, which was monies set aside to manage the on-going deficit on council tax collection and other impacts. It was confirmed £7.913m would remain in the reserve should the amendment be approved
15. There was discussion over links between usage of the Hardship Fund and the Collection Fund Volatility Reserve.

Amendment C

16. In response to queries it was clarified that the purpose of the amendment was, as much as possible without binding a future council, to constrain the use of any additional funds should the section 31 grant received from government in respect of small business rates relief and other reliefs not be reduced by the anticipated level of £1.000m. The Executive budget proposed that the balance of any such variance, if it occurred, should be utilised to support local business. The proposed amendment sought to ringfence any such amount that might be received above what was currently projected in order to safeguard that intention.
17. As the funds could only be so allocated in the event there was a positive variance, there was no impact on the budget calculations from the amendment. In response to queries, it was confirmed that therefore there was no additional risks to the council arising from the amendment.

Conclusion

18. To note that the amendments to the Financial Plan Update 2021-22 proposed by Councillor Gavin Grant and Councillor Ian Thorn have been scrutinised; and
19. To ask Full Council to take note of the comments of the Committee, as presented in this report.

Councillor Graham Wright

Chairman of the Overview and Scrutiny Management Committee

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504 or kieran.elliott@wiltshire.gov.uk

Report Date: 10 February 2021

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Wiltshire Council

Council

23 February 2021

Subject: Council Tax Setting 2021/22

Cabinet member: Councillor Pauline Church Cabinet Member for Finance, Procurement and Commercial Investment

Key Decision: Key

Executive Summary

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set the Council Tax for the year 2021/22.

An Officer Decision was made on 4th December 2020 by Andy Brown, Interim Corporate Director of Resources to approve the tax base of 187,517.35 band D equivalent households. This decision record is available [here](#). A draft net budget requirement of £412.561m (which in order to fund requires a council tax requirement of £298.265 million) gives a band D council tax, inclusive of the 3% Adult Social Care Levy for 2020/21 of £1,590.60.

Fire, Police and Town/Parish precepts are in addition to the Wiltshire Council basic Council Tax.

The main body of the report sets out the statutory calculations, and shows the Fire, Police and Town/Parish precepts for every parish in the Wiltshire Council Tax Area along with the total Council Tax figures.

Proposal

That the Council approves the resolutions as set out within the report.

Reason for Proposal

To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Terence Herbert
Chief Executive

Wiltshire Council

Council

23 February 2021

Subject: Council Tax Setting 2021/22

**Cabinet member: Councillor Pauline Church Cabinet Member for Finance,
Procurement and Commercial Investment**

Key Decision: Key

Purpose of Report

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2021/22.

Background

2. The Localism Act 2011 requires the billing authority to calculate the council tax requirement for the year.
3. An Officer Decision was made by Andy Brown, Interim Corporate Director of Resources to approve the 2021/22 Wiltshire Council tax base of 187,517.35 on 4 December 2020.

Wiltshire Council

4. The 2021/22 Local Government Finance Settlement set out central government's decision in respect of the core principle and package of flexibilities in respect of Council Tax for 2021/22. The principles and flexibilities that apply to Wiltshire Council are:
 - (a) Unitary authorities may increase the basic element (core principle) of the council tax by up to 2.00% without triggering a local referendum.
 - (b) Local authorities with the responsibility for adult social care have an additional flexibility on their council tax referendum threshold to be used entirely for adult social care. These local authorities will be able to increase the adult social care precept by a further 3% on top of the basic element (core principle).
5. At the Cabinet meeting on 2 February 2021 it was recommended that Wiltshire Council increase its basic element of the band D Council Tax by 1.99% for 2021/22 (1.99% for 2020/21).
6. It was also recommended at the same meeting that Wiltshire Council take up the additional 3.00% flexibility in respect of adult social care for 2021/22.

7. The total recommended increase to the average band D Council Tax for 2021/22 is therefore 4.99% (3.99% for 2020/21). This results in an average band D Council Tax of £1,590.60 for 2020/21 (£1,515.00 for 2020/21).
8. Since the Cabinet meeting on 2 February 2020, the precept levels of other precepting authorities have been received. These are detailed below:

Town & Parish Councils

9. The 2021/22 Local Government Finance Settlement confirmed that no referendum principles would apply for Town & Parish Councils for 2021/22.
10. The Town & Parish Council Precepts for 2021/22 are detailed in Appendix B and total £24,623,771.57. The increase in the average band D Council Tax for Town & Parish Councils is 3.26% and results in an average band D Council Tax figure of £131.31 for 2021/22 (£127.17 for 2020/21).

Office of the Police & Crime Commissioner for Wiltshire & Swindon

11. The Office of the Police & Crime Commissioner for Wiltshire & Swindon met on 4 February 2021 and set their precept in respect of the Wiltshire area at £43,367,138 exclusive of a Council Tax Collection Fund contribution deficit of £184,230.00. This results in a band D Council Tax of £231.27 for 2021/22. This represents an increase of £15.00 (6.94%) compared to £216.27 for 2020/21.

Dorset & Wiltshire Fire and Rescue Authority

12. The 2021/22 Local Government Finance Settlement confirmed that Fire & Rescue Authorities may increase the basic element of the council tax by up to 2.00% without triggering a local referendum.
13. Dorset & Wiltshire Fire and Rescue Authority met on 11 February 2020 and set their precept in respect of the Wiltshire area at £14,603,851.22 exclusive of a Council Tax Collection Fund contribution of £65,047.55. This results in a band D Council Tax of £77.88 for 2021/22. This represents an increase of £1.52 (1.99%) compared to £76.36 for 2020/21.

Conclusions

14. The recommendations are set out in the formal Council Tax Resolution in Appendix A.

15. The Wiltshire Council element of the Council Tax is recommended to be increased as follows:

| | 2020/21 % | 2021/22 % |
|---------------------------------------|--------------|--------------|
| Wiltshire Council (Basic Amount) | 1.99 | 1.99 |
| Wiltshire Council (Adult Social Care) | 2.00 | 3.00 |
| Total | 3.99 | 4.99 |

16. If the formal Council Tax Resolution in Appendix A is approved, the total band D Council Tax will be as follows:

| | 2020/21 £ | 2021/22 £ | Increase £ | Increase |
|----------------------------------------------------------------------------|-----------------|-----------------|---------------|--------------|
| Wiltshire Council | 1,515.00 | 1,590.60 | 75.60 | 4.99% |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 216.27 | 231.27 | 15.00 | 6.94% |
| Dorset & Wiltshire Fire and Rescue Authority | 76.36 | 77.88 | 1.52 | 1.99% |
| Sub – Total | 1,807.63 | 1,899.75 | 92.12 | 5.10% |
| Town & Parish Council (average) | 127.17 | 131.31 | 4.14 | 3.26% |
| Total | 1,934.80 | 2,031.06 | 96.26 | 4.98% |

17. The Adult Social Care Precept will account for £177.21 of the 2021/22 Wiltshire Council Band D figure above (£131.76 for 2020/21).
18. These increases do not require a referendum.

Risks Assessment

19. A full risk assessment of the budget proposals has been provided to Cabinet on 4 February 2020 in the Budget 2021/22 & MTFs Report.

Equality and Diversity Impacts of the Proposal

20. None have been identified as directly arising from this report, although equality and diversity impacts have been considered by officers and portfolio holders when preparing budget proposals.

Financial Implications

21. The financial implications are outlined in the report.

Workforce Implications

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

Legal Implications

23. The legal implications are outlined in the report.

Public Health Implications

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

Environmental Implications

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

Safeguarding Implications

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

Options Considered

27. The calculations are as defined by law, and the figures will change only if the budget proposal is amended and affects the council tax requirement.

Reasons for Proposals

28. To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Proposal

29. That the Council approves the resolutions as set out within the report.

Andy Brown
Interim Corporate Director of Resources

Terence Herbert
Chief Executive

Report Author:

Lizzie Watkin
Head of Corporate Finance & Deputy s151
email: lizzie.watkin@wiltshire.gov.uk

Tel: 01225 713056

Background Papers

The following published documents set out the statutory requirements and powers relevant to the subject of this report:

Local Government Finance Act 1992

Localism Act 2011

Referendums Relating to Council Tax Increases (Principles) (England) Report 2021/22
as part of the final Local Government Finance Settlement

The following published documents have been referred to during the preparation of this report:

Wiltshire Council's Budget – Budget 2021/22 & MTFS report
Council Tax Base 2021/22 Officer Decision 4 December 2020

Appendices:

Appendix A Wiltshire Council - Council Tax Resolution 2021/22

Appendix B Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

Appendix C Wiltshire Council - Town & Parish Precepts 2021/22

The Council is recommended to resolve as follows:

1. It be noted that on 4 December 2020 an Officer Decision was made by Andy Brown Interim Corporate Director of Resources.
 - (a) the Council Tax Base 2021/22 for the whole Wiltshire Council area as 187,517.35 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2021/22 (excluding parish precepts) is £298,265,097.
3. That the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Act:
 - (a) 900,262,388 **(Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
 - (b) 577,373,520 **(Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £322,888,868 **(Net Revenue Expenditure including parish precepts)** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
 - (d) £1,721.91 **(Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax)** being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

| Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1,147.94 | 1,339.26 | 1,530.59 | 1,721.91 | 2,104.56 | 2,487.20 | 2,869.85 | 3,443.82 |

- (e) £24,623,771 **(Aggregate of Town & Parish Council Precepts)** being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
- (f) £1,590.60 **(band D Council Tax for Wiltshire Council purposes only)** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

| Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

| Council Tax Schedule 2021/22 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|-------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council (inclusive of Adult Social Care Levy) | 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 154.18 | 179.88 | 205.57 | 231.27 | 282.66 | 334.06 | 385.45 | 462.54 |
| Dorset & Wiltshire Fire and Rescue Authority | 51.92 | 60.57 | 69.23 | 77.88 | 95.19 | 112.49 | 129.80 | 155.76 |
| Town & Parish Council (Average) | 87.54 | 102.13 | 116.72 | 131.31 | 160.49 | 189.67 | 218.85 | 262.62 |
| Total | 1,354.04 | 1,579.71 | 1,805.39 | 2,031.06 | 2,482.41 | 2,933.75 | 3,385.10 | 4,062.12 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Aldbourn Parish Council | 29.91 | 34.90 | 39.88 | 44.87 | 54.84 | 64.81 | 74.78 | 89.74 |
| Alderbury Parish Council | 35.25 | 41.13 | 47.00 | 52.88 | 64.63 | 76.38 | 88.13 | 105.76 |
| All Cannings Parish Council | 39.69 | 46.31 | 52.92 | 59.54 | 72.77 | 86.00 | 99.23 | 119.08 |
| Allington Parish Council | 33.46 | 39.04 | 44.61 | 50.19 | 61.34 | 72.50 | 83.65 | 100.38 |
| Alton Parish Council | 32.45 | 37.86 | 43.27 | 48.68 | 59.50 | 70.32 | 81.13 | 97.36 |
| Alvediston Parish Meeting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amesbury Town Council | 82.16 | 95.85 | 109.55 | 123.24 | 150.63 | 178.01 | 205.40 | 246.48 |
| Ansty Parish Council | 18.71 | 21.82 | 24.94 | 28.06 | 34.30 | 40.53 | 46.77 | 56.12 |
| Ashton Keynes Parish Council | 34.37 | 40.09 | 45.82 | 51.55 | 63.01 | 74.46 | 85.92 | 103.10 |
| Atworth Parish Council | 38.51 | 44.93 | 51.35 | 57.77 | 70.61 | 83.45 | 96.28 | 115.54 |
| Avebury Parish Council | 43.47 | 50.72 | 57.96 | 65.21 | 79.70 | 94.19 | 108.68 | 130.42 |
| Barford St Martin Parish Council | 30.65 | 35.76 | 40.87 | 45.98 | 56.20 | 66.42 | 76.63 | 91.96 |
| Baydon Parish Council | 34.82 | 40.62 | 46.43 | 52.23 | 63.84 | 75.44 | 87.05 | 104.46 |
| Beechingstoke Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Berwick Bassett & W/Bourne Monkton Parish Council | 30.83 | 35.97 | 41.11 | 46.25 | 56.53 | 66.81 | 77.08 | 92.50 |
| Berwick St James Parish Council | 16.48 | 19.23 | 21.97 | 24.72 | 30.21 | 35.71 | 41.20 | 49.44 |
| Berwick St John Parish Council | 36.77 | 42.89 | 49.02 | 55.15 | 67.41 | 79.66 | 91.92 | 110.30 |
| Berwick St Leonard Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Biddestone Parish Council | 24.79 | 28.93 | 33.06 | 37.19 | 45.45 | 53.72 | 61.98 | 74.38 |
| Bishops Cannings Parish Council | 30.85 | 35.99 | 41.13 | 46.27 | 56.55 | 66.83 | 77.12 | 92.54 |
| Bishopstone Parish Council | 11.96 | 13.95 | 15.95 | 17.94 | 21.93 | 25.91 | 29.90 | 35.88 |
| Bishopstrow Parish Council | 15.40 | 17.97 | 20.53 | 23.10 | 28.23 | 33.37 | 38.50 | 46.20 |
| Bowerchalke Parish Council | 20.31 | 23.70 | 27.08 | 30.47 | 37.24 | 44.01 | 50.78 | 60.94 |
| Box Parish Council | 56.96 | 66.45 | 75.95 | 85.44 | 104.43 | 123.41 | 142.40 | 170.88 |
| Boyton Parish Council | 10.73 | 12.51 | 14.30 | 16.09 | 19.67 | 23.24 | 26.82 | 32.18 |
| Bradford On Avon Town Council | 144.60 | 168.70 | 192.80 | 216.90 | 265.10 | 313.30 | 361.50 | 433.80 |
| Bratton Parish Council | 53.35 | 62.25 | 71.14 | 80.03 | 97.81 | 115.60 | 133.38 | 160.06 |
| Braydon Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bremhill Parish Council | 12.92 | 15.07 | 17.23 | 19.38 | 23.69 | 27.99 | 32.30 | 38.76 |
| Brinkworth Parish Council | 27.79 | 32.42 | 37.05 | 41.68 | 50.94 | 60.20 | 69.47 | 83.36 |
| Britford Parish Council | 13.07 | 15.24 | 17.42 | 19.60 | 23.96 | 28.31 | 32.67 | 39.20 |
| Broad Hinton & W/Bourne Bassett Parish Council | 16.80 | 19.60 | 22.40 | 25.20 | 30.80 | 36.40 | 42.00 | 50.40 |
| Broad Town Parish Council | 23.90 | 27.88 | 31.87 | 35.85 | 43.82 | 51.78 | 59.75 | 71.70 |
| Broadchalke Parish Council | 20.13 | 23.48 | 26.84 | 30.19 | 36.90 | 43.61 | 50.32 | 60.38 |
| Brokenborough Parish Council | 10.77 | 12.56 | 14.36 | 16.15 | 19.74 | 23.33 | 26.92 | 32.30 |
| Bromham Parish Council | 37.35 | 43.58 | 49.80 | 56.03 | 68.48 | 80.93 | 93.38 | 112.06 |
| Broughton Gifford Parish Council | 29.04 | 33.88 | 38.72 | 43.56 | 53.24 | 62.92 | 72.60 | 87.12 |
| Bulford Parish Council | 25.77 | 30.07 | 34.36 | 38.66 | 47.25 | 55.84 | 64.43 | 77.32 |
| Bulkington Parish Council | 33.15 | 38.68 | 44.20 | 49.73 | 60.78 | 71.83 | 82.88 | 99.46 |
| Burbage Parish Council | 21.44 | 25.01 | 28.59 | 32.16 | 39.31 | 46.45 | 53.60 | 64.32 |
| Burcombe Parish Council | 31.82 | 37.12 | 42.43 | 47.73 | 58.34 | 68.94 | 79.55 | 95.46 |
| Buttermere Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Calne Town Council | 143.71 | 167.67 | 191.62 | 215.57 | 263.47 | 311.38 | 359.28 | 431.14 |
| Calne Without Parish Council | 14.48 | 16.89 | 19.31 | 21.72 | 26.55 | 31.37 | 36.20 | 43.44 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

| Council Tax Schedule 2021/22 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|-------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council (inclusive of Adult Social Care Levy) | 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 154.18 | 179.88 | 205.57 | 231.27 | 282.66 | 334.06 | 385.45 | 462.54 |
| Dorset & Wiltshire Fire and Rescue Authority | 51.92 | 60.57 | 69.23 | 77.88 | 95.19 | 112.49 | 129.80 | 155.76 |
| Town & Parish Council (Average) | 87.54 | 102.13 | 116.72 | 131.31 | 160.49 | 189.67 | 218.85 | 262.62 |
| Total | 1,354.04 | 1,579.71 | 1,805.39 | 2,031.06 | 2,482.41 | 2,933.75 | 3,385.10 | 4,062.12 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Castle Combe Parish Council | 21.81 | 25.44 | 29.08 | 32.71 | 39.98 | 47.25 | 54.52 | 65.42 |
| Chapmanslade Parish Council | 12.39 | 14.45 | 16.52 | 18.58 | 22.71 | 26.84 | 30.97 | 37.16 |
| Charlton Parish Council | 27.56 | 32.15 | 36.75 | 41.34 | 50.53 | 59.71 | 68.90 | 82.68 |
| Charlton St Peter & Wilsford Parish Council | 11.31 | 13.20 | 15.08 | 16.97 | 20.74 | 24.51 | 28.28 | 33.94 |
| Cherhill Parish Council | 20.73 | 24.19 | 27.64 | 31.10 | 38.01 | 44.92 | 51.83 | 62.20 |
| Cheverell Magna (Great Cheverell) Parish Council | 29.81 | 34.78 | 39.75 | 44.72 | 54.66 | 64.60 | 74.53 | 89.44 |
| Chicklade Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Chilmark Parish Council | 23.23 | 27.11 | 30.98 | 34.85 | 42.59 | 50.34 | 58.08 | 69.70 |
| Chilton Foliat Parish Council | 25.91 | 30.23 | 34.55 | 38.87 | 47.51 | 56.15 | 64.78 | 77.74 |
| Chippenham Town Council | 180.29 | 210.34 | 240.39 | 270.44 | 330.54 | 390.64 | 450.73 | 540.88 |
| Chippenham Without Parish Council | 90.88 | 106.03 | 121.17 | 136.32 | 166.61 | 196.91 | 227.20 | 272.64 |
| Chirton Parish Council | 46.15 | 53.85 | 61.54 | 69.23 | 84.61 | 100.00 | 115.38 | 138.46 |
| Chitterne Parish Council | 47.91 | 55.90 | 63.88 | 71.87 | 87.84 | 103.81 | 119.78 | 143.74 |
| Cholderton Parish Council | 33.67 | 39.28 | 44.89 | 50.50 | 61.72 | 72.94 | 84.17 | 101.00 |
| Christian Malford Parish Council | 45.89 | 53.53 | 61.18 | 68.83 | 84.13 | 99.42 | 114.72 | 137.66 |
| Chute Forest Parish Council | 38.63 | 45.07 | 51.51 | 57.95 | 70.83 | 83.71 | 96.58 | 115.90 |
| Chute Parish Council | 35.13 | 40.99 | 46.84 | 52.70 | 64.41 | 76.12 | 87.83 | 105.40 |
| Clarendon Park Parish Council | 11.93 | 13.92 | 15.91 | 17.90 | 21.88 | 25.86 | 29.83 | 35.80 |
| Clyffe Pypard Parish Council | 12.91 | 15.07 | 17.22 | 19.37 | 23.67 | 27.98 | 32.28 | 38.74 |
| Codford Parish Council | 35.89 | 41.87 | 47.85 | 53.83 | 65.79 | 77.75 | 89.72 | 107.66 |
| Coleerne Parish Council | 42.41 | 49.47 | 56.54 | 63.61 | 77.75 | 91.88 | 106.02 | 127.22 |
| Collingbourne Ducis Parish Council | 39.61 | 46.22 | 52.82 | 59.42 | 72.62 | 85.83 | 99.03 | 118.84 |
| Collingbourne Kingston Parish Council | 42.40 | 49.47 | 56.53 | 63.60 | 77.73 | 91.87 | 106.00 | 127.20 |
| Compton Bassett Parish Council | 35.85 | 41.82 | 47.80 | 53.77 | 65.72 | 77.67 | 89.62 | 107.54 |
| Compton Chamberlayne Parish Council | 30.23 | 35.27 | 40.31 | 45.35 | 55.43 | 65.51 | 75.58 | 90.70 |
| Coombe Bissett Parish Council | 20.14 | 23.50 | 26.85 | 30.21 | 36.92 | 43.64 | 50.35 | 60.42 |
| Corsham Town Council | 140.10 | 163.45 | 186.80 | 210.15 | 256.85 | 303.55 | 350.25 | 420.30 |
| Corsley Parish Council | 17.87 | 20.84 | 23.82 | 26.80 | 32.76 | 38.71 | 44.67 | 53.60 |
| Coulston Parish Council | 29.17 | 34.03 | 38.89 | 43.75 | 53.47 | 63.19 | 72.92 | 87.50 |
| Cricklade Town Council | 138.48 | 161.56 | 184.64 | 207.72 | 253.88 | 300.04 | 346.20 | 415.44 |
| Crudwell Parish Council | 19.86 | 23.17 | 26.48 | 29.79 | 36.41 | 43.03 | 49.65 | 59.58 |
| Dauntsey Parish Council | 51.76 | 60.39 | 69.01 | 77.64 | 94.89 | 112.15 | 129.40 | 155.28 |
| Devizes Town Council | 119.83 | 139.80 | 159.77 | 179.74 | 219.68 | 259.62 | 299.57 | 359.48 |
| Dilton Marsh Parish Council | 28.85 | 33.66 | 38.47 | 43.28 | 52.90 | 62.52 | 72.13 | 86.56 |
| Dinton Parish Council | 31.49 | 36.74 | 41.99 | 47.24 | 57.74 | 68.24 | 78.73 | 94.48 |
| Donhead St Andrew Parish Council | 32.89 | 38.38 | 43.86 | 49.34 | 60.30 | 71.27 | 82.23 | 98.68 |
| Donhead St Mary Parish Council | 23.45 | 27.35 | 31.26 | 35.17 | 42.99 | 50.80 | 58.62 | 70.34 |
| Downton Parish Council | 54.77 | 63.90 | 73.03 | 82.16 | 100.42 | 118.68 | 136.93 | 164.32 |
| Durnford Parish Council | 11.48 | 13.39 | 15.31 | 17.22 | 21.05 | 24.87 | 28.70 | 34.44 |
| Durrington Town Council | 54.60 | 63.70 | 72.80 | 81.90 | 100.10 | 118.30 | 136.50 | 163.80 |
| East Kennett Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| East Knoyle Parish Council | 19.44 | 22.68 | 25.92 | 29.16 | 35.64 | 42.12 | 48.60 | 58.32 |
| Easterton Parish Council | 45.03 | 52.54 | 60.04 | 67.55 | 82.56 | 97.57 | 112.58 | 135.10 |
| Easton Grey Parish Council | 3.08 | 3.59 | 4.11 | 4.62 | 5.65 | 6.67 | 7.70 | 9.24 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

| Council Tax Schedule 2021/22 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|-------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council (inclusive of Adult Social Care Levy) | 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 154.18 | 179.88 | 205.57 | 231.27 | 282.66 | 334.06 | 385.45 | 462.54 |
| Dorset & Wiltshire Fire and Rescue Authority | 51.92 | 60.57 | 69.23 | 77.88 | 95.19 | 112.49 | 129.80 | 155.76 |
| Town & Parish Council (Average) | 87.54 | 102.13 | 116.72 | 131.31 | 160.49 | 189.67 | 218.85 | 262.62 |
| Total | 1,354.04 | 1,579.71 | 1,805.39 | 2,031.06 | 2,482.41 | 2,933.75 | 3,385.10 | 4,062.12 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|----------------------------------------------------|-------|--------|--------|--------|--------|--------|--------|--------|
| Easton Royal Parish Council | 31.45 | 36.70 | 41.94 | 47.18 | 57.66 | 68.15 | 78.63 | 94.36 |
| Ebbesbourne Wake Parish Council | 21.93 | 25.58 | 29.24 | 32.89 | 40.20 | 47.51 | 54.82 | 65.78 |
| Edington Parish Council | 31.08 | 36.26 | 41.44 | 46.62 | 56.98 | 67.34 | 77.70 | 93.24 |
| Enford Parish Council | 42.17 | 49.19 | 56.22 | 63.25 | 77.31 | 91.36 | 105.42 | 126.50 |
| Erlestoke Parish Council | 48.39 | 56.46 | 64.52 | 72.59 | 88.72 | 104.85 | 120.98 | 145.18 |
| Etchilhampton Parish Council | 25.33 | 29.55 | 33.77 | 37.99 | 46.43 | 54.87 | 63.32 | 75.98 |
| Everleigh Parish Council | 27.05 | 31.56 | 36.07 | 40.58 | 49.60 | 58.62 | 67.63 | 81.16 |
| Figheldean Parish Council | 56.57 | 65.99 | 75.42 | 84.85 | 103.71 | 122.56 | 141.42 | 169.70 |
| Firsdown Parish Council | 42.24 | 49.28 | 56.32 | 63.36 | 77.44 | 91.52 | 105.60 | 126.72 |
| Fittleton cum Haxton Parish Council | 37.05 | 43.22 | 49.40 | 55.57 | 67.92 | 80.27 | 92.62 | 111.14 |
| Fonthill Bishop Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fonthill Gifford Parish Council | 22.17 | 25.87 | 29.56 | 33.26 | 40.65 | 48.04 | 55.43 | 66.52 |
| Fovant Parish Council | 25.25 | 29.45 | 33.66 | 37.87 | 46.29 | 54.70 | 63.12 | 75.74 |
| Froxfield Parish Council | 40.06 | 46.74 | 53.41 | 60.09 | 73.44 | 86.80 | 100.15 | 120.18 |
| Kennet Valley Parish Council | 40.47 | 47.22 | 53.96 | 60.71 | 74.20 | 87.69 | 101.18 | 121.42 |
| Grafton Parish Council | 17.69 | 20.63 | 23.58 | 26.53 | 32.43 | 38.32 | 44.22 | 53.06 |
| Great Bedwyn Parish Council | 25.43 | 29.66 | 33.90 | 38.14 | 46.62 | 55.09 | 63.57 | 76.28 |
| Great Hinton Parish Council | 19.21 | 22.41 | 25.61 | 28.81 | 35.21 | 41.61 | 48.02 | 57.62 |
| Great Somerford Parish Council | 19.17 | 22.36 | 25.56 | 28.75 | 35.14 | 41.53 | 47.92 | 57.50 |
| Great Wishford Parish Council | 22.50 | 26.25 | 30.00 | 33.75 | 41.25 | 48.75 | 56.25 | 67.50 |
| Grimstead Parish Council | 23.37 | 27.26 | 31.16 | 35.05 | 42.84 | 50.63 | 58.42 | 70.10 |
| Grittleton Parish Council | 9.23 | 10.77 | 12.31 | 13.85 | 16.93 | 20.01 | 23.08 | 27.70 |
| Ham Parish Council | 9.13 | 10.66 | 12.18 | 13.70 | 16.74 | 19.79 | 22.83 | 27.40 |
| Hankerton Parish Council | 20.61 | 24.04 | 27.48 | 30.91 | 37.78 | 44.65 | 51.52 | 61.82 |
| Heddington Parish Council | 20.71 | 24.16 | 27.61 | 31.06 | 37.96 | 44.86 | 51.77 | 62.12 |
| Heytesbury & Knook Parish Council | 28.77 | 33.56 | 38.36 | 43.15 | 52.74 | 62.33 | 71.92 | 86.30 |
| Heywood Parish Council | 15.06 | 17.57 | 20.08 | 22.59 | 27.61 | 32.63 | 37.65 | 45.18 |
| Hilmarton Parish Council | 17.84 | 20.81 | 23.79 | 26.76 | 32.71 | 38.65 | 44.60 | 53.52 |
| Hilperton Parish Council | 9.52 | 11.11 | 12.69 | 14.28 | 17.45 | 20.63 | 23.80 | 28.56 |
| Hindon Parish Council | 39.31 | 45.86 | 52.41 | 58.96 | 72.06 | 85.16 | 98.27 | 117.92 |
| Holt Parish Council | 29.79 | 34.75 | 39.72 | 44.68 | 54.61 | 64.54 | 74.47 | 89.36 |
| Horningsham Parish Council | 62.26 | 72.64 | 83.01 | 93.39 | 114.14 | 134.90 | 155.65 | 186.78 |
| Hullavington Parish Council | 31.41 | 36.65 | 41.88 | 47.12 | 57.59 | 68.06 | 78.53 | 94.24 |
| Idmiston Parish Council | 52.75 | 61.55 | 70.34 | 79.13 | 96.71 | 114.30 | 131.88 | 158.26 |
| Keevil Parish Council | 22.33 | 26.05 | 29.77 | 33.49 | 40.93 | 48.37 | 55.82 | 66.98 |
| Kilmington Parish Council | 34.93 | 40.75 | 46.57 | 52.39 | 64.03 | 75.67 | 87.32 | 104.78 |
| Kington Langley Parish Council | 39.15 | 45.68 | 52.20 | 58.73 | 71.78 | 84.83 | 97.88 | 117.46 |
| Kington St Michael Parish Council | 88.31 | 103.02 | 117.74 | 132.46 | 161.90 | 191.33 | 220.77 | 264.92 |
| Lacock Parish Council | 27.81 | 32.45 | 37.08 | 41.72 | 50.99 | 60.26 | 69.53 | 83.44 |
| Landford Parish Council | 33.02 | 38.52 | 44.03 | 49.53 | 60.54 | 71.54 | 82.55 | 99.06 |
| Langley Burrell Parish Council | 57.59 | 67.19 | 76.79 | 86.39 | 105.59 | 124.79 | 143.98 | 172.78 |
| Latton Parish Council | 33.67 | 39.29 | 44.90 | 50.51 | 61.73 | 72.96 | 84.18 | 101.02 |
| Laverstock & Ford Parish Council | 39.10 | 45.62 | 52.13 | 58.65 | 71.68 | 84.72 | 97.75 | 117.30 |
| Lea & Cleverton Parish Council | 21.03 | 24.53 | 28.04 | 31.54 | 38.55 | 45.56 | 52.57 | 63.08 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

| Council Tax Schedule 2021/22 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|-------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council (inclusive of Adult Social Care Levy) | 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 154.18 | 179.88 | 205.57 | 231.27 | 282.66 | 334.06 | 385.45 | 462.54 |
| Dorset & Wiltshire Fire and Rescue Authority | 51.92 | 60.57 | 69.23 | 77.88 | 95.19 | 112.49 | 129.80 | 155.76 |
| Town & Parish Council (Average) | 87.54 | 102.13 | 116.72 | 131.31 | 160.49 | 189.67 | 218.85 | 262.62 |
| Total | 1,354.04 | 1,579.71 | 1,805.39 | 2,031.06 | 2,482.41 | 2,933.75 | 3,385.10 | 4,062.12 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Leigh Parish Council | 19.41 | 22.65 | 25.88 | 29.12 | 35.59 | 42.06 | 48.53 | 58.24 |
| Limpley Stoke Parish Council | 48.41 | 56.48 | 64.55 | 72.62 | 88.76 | 104.90 | 121.03 | 145.24 |
| Little Bedwyn Parish Council | 16.05 | 18.72 | 21.40 | 24.07 | 29.42 | 34.77 | 40.12 | 48.14 |
| Little Cheverell Parish Council | 19.99 | 23.33 | 26.66 | 29.99 | 36.65 | 43.32 | 49.98 | 59.98 |
| Little Somerford Parish Council | 35.79 | 41.76 | 47.72 | 53.69 | 65.62 | 77.55 | 89.48 | 107.38 |
| Longbridge Deverill Parish Council | 13.04 | 15.21 | 17.39 | 19.56 | 23.91 | 28.25 | 32.60 | 39.12 |
| Luckington Parish Council | 21.33 | 24.89 | 28.44 | 32.00 | 39.11 | 46.22 | 53.33 | 64.00 |
| Ludgershall Town Council | 88.01 | 102.68 | 117.35 | 132.02 | 161.36 | 190.70 | 220.03 | 264.04 |
| Lydiard Millicent Parish Council | 47.63 | 55.56 | 63.50 | 71.44 | 87.32 | 103.19 | 119.07 | 142.88 |
| Lydiard Tregoze Parish Council | 25.90 | 30.22 | 34.53 | 38.85 | 47.48 | 56.12 | 64.75 | 77.70 |
| Lyneham & Bradenstoke Parish Council | 23.23 | 27.10 | 30.97 | 34.84 | 42.58 | 50.32 | 58.07 | 69.68 |
| Maiden Bradley Parish Council | 118.65 | 138.43 | 158.20 | 177.98 | 217.53 | 257.08 | 296.63 | 355.96 |
| Malmesbury Town Council | 143.23 | 167.10 | 190.97 | 214.84 | 262.58 | 310.32 | 358.07 | 429.68 |
| Manningford Parish Council | 23.63 | 27.57 | 31.51 | 35.45 | 43.33 | 51.21 | 59.08 | 70.90 |
| Marden Parish Council | 22.78 | 26.58 | 30.37 | 34.17 | 41.76 | 49.36 | 56.95 | 68.34 |
| Market Lavington Parish Council | 56.85 | 66.33 | 75.80 | 85.28 | 104.23 | 123.18 | 142.13 | 170.56 |
| Marlborough Town Council | 142.74 | 166.53 | 190.32 | 214.11 | 261.69 | 309.27 | 356.85 | 428.22 |
| Marston Meysey Parish Council | 29.45 | 34.36 | 39.27 | 44.18 | 54.00 | 63.82 | 73.63 | 88.36 |
| Marston Parish Council | 20.72 | 24.17 | 27.63 | 31.08 | 37.99 | 44.89 | 51.80 | 62.16 |
| Melksham Town Council | 109.39 | 127.62 | 145.85 | 164.08 | 200.54 | 237.00 | 273.47 | 328.16 |
| Melksham Without Parish Council | 54.74 | 63.86 | 72.99 | 82.11 | 100.36 | 118.60 | 136.85 | 164.22 |
| Mere Parish Council | 90.99 | 106.16 | 121.32 | 136.49 | 166.82 | 197.15 | 227.48 | 272.98 |
| Mildenhall Parish Council | 62.18 | 72.54 | 82.91 | 93.27 | 114.00 | 134.72 | 155.45 | 186.54 |
| Milston Parish Council | 10.77 | 12.57 | 14.36 | 16.16 | 19.75 | 23.34 | 26.93 | 32.32 |
| Milton Lilbourne Parish Council | 33.73 | 39.36 | 44.98 | 50.60 | 61.84 | 73.09 | 84.33 | 101.20 |
| Minety Parish Council | 17.23 | 20.11 | 22.98 | 25.85 | 31.59 | 37.34 | 43.08 | 51.70 |
| Monkton Farleigh Parish Council | 27.43 | 32.01 | 36.58 | 41.15 | 50.29 | 59.44 | 68.58 | 82.30 |
| Netheravon Parish Council | 47.07 | 54.91 | 62.76 | 70.60 | 86.29 | 101.98 | 117.67 | 141.20 |
| Netherhampton Parish Council | 30.50 | 35.58 | 40.67 | 45.75 | 55.92 | 66.08 | 76.25 | 91.50 |
| Nettleton Parish Council | 11.31 | 13.19 | 15.08 | 16.96 | 20.73 | 24.50 | 28.27 | 33.92 |
| Newton Toney Parish Council | 60.13 | 70.15 | 80.17 | 90.19 | 110.23 | 130.27 | 150.32 | 180.38 |
| North Bradley Parish Council | 15.10 | 17.62 | 20.13 | 22.65 | 27.68 | 32.72 | 37.75 | 45.30 |
| North Newnton Parish Council | 50.10 | 58.45 | 66.80 | 75.15 | 91.85 | 108.55 | 125.25 | 150.30 |
| North Wraxall Parish Council | 28.81 | 33.61 | 38.41 | 43.21 | 52.81 | 62.41 | 72.02 | 86.42 |
| Norton & Foxley Parish Meeting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Norton Bavant Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Oaksey Parish Council | 50.78 | 59.24 | 67.71 | 76.17 | 93.10 | 110.02 | 126.95 | 152.34 |
| Odstock Parish Council | 43.23 | 50.44 | 57.64 | 64.85 | 79.26 | 93.67 | 108.08 | 129.70 |
| Ogbourne St Andrew Parish Council | 13.33 | 15.56 | 17.78 | 20.00 | 24.44 | 28.89 | 33.33 | 40.00 |
| Ogbourne St George Parish Council | 38.07 | 44.41 | 50.76 | 57.10 | 69.79 | 82.48 | 95.17 | 114.20 |
| Orcheston Parish Council | 13.67 | 15.95 | 18.23 | 20.51 | 25.07 | 29.63 | 34.18 | 41.02 |
| Patney Parish Council | 9.74 | 11.36 | 12.99 | 14.61 | 17.86 | 21.10 | 24.35 | 29.22 |
| Pewsey Parish Council | 60.23 | 70.26 | 80.30 | 90.34 | 110.42 | 130.49 | 150.57 | 180.68 |
| Pitton & Farley Parish Council | 22.95 | 26.77 | 30.60 | 34.42 | 42.07 | 49.72 | 57.37 | 68.84 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

| Council Tax Schedule 2021/22 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|-------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council (inclusive of Adult Social Care Levy) | 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 154.18 | 179.88 | 205.57 | 231.27 | 282.66 | 334.06 | 385.45 | 462.54 |
| Dorset & Wiltshire Fire and Rescue Authority | 51.92 | 60.57 | 69.23 | 77.88 | 95.19 | 112.49 | 129.80 | 155.76 |
| Town & Parish Council (Average) | 87.54 | 102.13 | 116.72 | 131.31 | 160.49 | 189.67 | 218.85 | 262.62 |
| Total | 1,354.04 | 1,579.71 | 1,805.39 | 2,031.06 | 2,482.41 | 2,933.75 | 3,385.10 | 4,062.12 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Potterne Parish Council | 29.09 | 33.93 | 38.78 | 43.63 | 53.33 | 63.02 | 72.72 | 87.26 |
| Poulshot Parish Council | 53.70 | 62.65 | 71.60 | 80.55 | 98.45 | 116.35 | 134.25 | 161.10 |
| Preshute Parish Council | 31.65 | 36.93 | 42.20 | 47.48 | 58.03 | 68.58 | 79.13 | 94.96 |
| Purton Parish Council | 86.53 | 100.96 | 115.38 | 129.80 | 158.64 | 187.49 | 216.33 | 259.60 |
| Quidhampton Parish Council | 49.21 | 57.42 | 65.62 | 73.82 | 90.22 | 106.63 | 123.03 | 147.64 |
| Ramsbury Parish Council | 39.46 | 46.04 | 52.61 | 59.19 | 72.34 | 85.50 | 98.65 | 118.38 |
| Redlynch Parish Council | 25.89 | 30.21 | 34.52 | 38.84 | 47.47 | 56.10 | 64.73 | 77.68 |
| Rowde Parish Council | 51.29 | 59.83 | 68.38 | 76.93 | 94.03 | 111.12 | 128.22 | 153.86 |
| Royal Wootton Bassett Town Council | 141.08 | 164.59 | 188.11 | 211.62 | 258.65 | 305.67 | 352.70 | 423.24 |
| Rushall Parish Council | 63.29 | 73.84 | 84.39 | 94.94 | 116.04 | 137.14 | 158.23 | 189.88 |
| Salisbury City Council | 138.67 | 161.78 | 184.89 | 208.00 | 254.22 | 300.44 | 346.67 | 416.00 |
| Savernake Parish Council | 6.33 | 7.39 | 8.44 | 9.50 | 11.61 | 13.72 | 15.83 | 19.00 |
| Seagry Parish Council | 75.05 | 87.56 | 100.07 | 112.58 | 137.60 | 162.62 | 187.63 | 225.16 |
| Sedgehill & Semley Parish Council | 28.56 | 33.32 | 38.08 | 42.84 | 52.36 | 61.88 | 71.40 | 85.68 |
| Seend Parish Council | 25.75 | 30.05 | 34.34 | 38.63 | 47.21 | 55.80 | 64.38 | 77.26 |
| Semington Parish Council | 23.71 | 27.67 | 31.62 | 35.57 | 43.47 | 51.38 | 59.28 | 71.14 |
| Shalbourne Parish Council | 18.98 | 22.14 | 25.31 | 28.47 | 34.80 | 41.12 | 47.45 | 56.94 |
| Sherrington Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sherston Parish Council | 44.73 | 52.18 | 59.64 | 67.09 | 82.00 | 96.91 | 111.82 | 134.18 |
| Shrewton Parish Council | 8.67 | 10.12 | 11.56 | 13.01 | 15.90 | 18.79 | 21.68 | 26.02 |
| Sopworth Parish Council | 4.90 | 5.72 | 6.53 | 7.35 | 8.98 | 10.62 | 12.25 | 14.70 |
| South Newton Parish Council | 20.65 | 24.10 | 27.54 | 30.98 | 37.86 | 44.75 | 51.63 | 61.96 |
| South Wraxall Parish Council | 12.37 | 14.44 | 16.50 | 18.56 | 22.68 | 26.81 | 30.93 | 37.12 |
| Southwick Parish Council | 19.43 | 22.67 | 25.91 | 29.15 | 35.63 | 42.11 | 48.58 | 58.30 |
| St Paul Without | 11.65 | 13.59 | 15.53 | 17.47 | 21.35 | 25.23 | 29.12 | 34.94 |
| Stanton St Bernard Parish Council | 29.93 | 34.92 | 39.91 | 44.90 | 54.88 | 64.86 | 74.83 | 89.80 |
| Stanton St Quintin Parish Council | 19.77 | 23.06 | 26.36 | 29.65 | 36.24 | 42.83 | 49.42 | 59.30 |
| Stapleford Parish Council | 28.29 | 33.01 | 37.72 | 42.44 | 51.87 | 61.30 | 70.73 | 84.88 |
| Staverton Parish Council | 25.14 | 29.33 | 33.52 | 37.71 | 46.09 | 54.47 | 62.85 | 75.42 |
| Steeple Ashton Parish Council | 36.93 | 43.08 | 49.24 | 55.39 | 67.70 | 80.01 | 92.32 | 110.78 |
| Steeple Langford Parish Council | 15.07 | 17.58 | 20.09 | 22.60 | 27.62 | 32.64 | 37.67 | 45.20 |
| Stert Parish Council | 11.02 | 12.86 | 14.69 | 16.53 | 20.20 | 23.88 | 27.55 | 33.06 |
| Stockton Parish Council | 4.71 | 5.50 | 6.28 | 7.07 | 8.64 | 10.21 | 11.78 | 14.14 |
| Stourton Parish Council | 22.16 | 25.85 | 29.55 | 33.24 | 40.63 | 48.01 | 55.40 | 66.48 |
| Stratford Tony Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sutton Benger Parish Council | 16.94 | 19.76 | 22.59 | 25.41 | 31.06 | 36.70 | 42.35 | 50.82 |
| Sutton Mandeville Parish Council | 8.43 | 9.84 | 11.24 | 12.65 | 15.46 | 18.27 | 21.08 | 25.30 |
| Sutton Veny Parish Council | 31.79 | 37.09 | 42.39 | 47.69 | 58.29 | 68.89 | 79.48 | 95.38 |
| Swallowcliffe Parish Council | 27.59 | 32.19 | 36.79 | 41.39 | 50.59 | 59.79 | 68.98 | 82.78 |
| Teffont Parish Council | 34.94 | 40.76 | 46.59 | 52.41 | 64.06 | 75.70 | 87.35 | 104.82 |
| Tidcombe & Fosbury Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tidworth Town Council | 113.33 | 132.22 | 151.11 | 170.00 | 207.78 | 245.56 | 283.33 | 340.00 |
| Tilshead Parish Council | 36.74 | 42.86 | 48.99 | 55.11 | 67.36 | 79.60 | 91.85 | 110.22 |
| Tisbury Parish Council | 74.65 | 87.10 | 99.54 | 111.98 | 136.86 | 161.75 | 186.63 | 223.96 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2021/22

| Council Tax Schedule 2021/22 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|-------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council (inclusive of Adult Social Care Levy) | 1,060.40 | 1,237.13 | 1,413.87 | 1,590.60 | 1,944.07 | 2,297.53 | 2,651.00 | 3,181.20 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 154.18 | 179.88 | 205.57 | 231.27 | 282.66 | 334.06 | 385.45 | 462.54 |
| Dorset & Wiltshire Fire and Rescue Authority | 51.92 | 60.57 | 69.23 | 77.88 | 95.19 | 112.49 | 129.80 | 155.76 |
| Town & Parish Council (Average) | 87.54 | 102.13 | 116.72 | 131.31 | 160.49 | 189.67 | 218.85 | 262.62 |
| Total | 1,354.04 | 1,579.71 | 1,805.39 | 2,031.06 | 2,482.41 | 2,933.75 | 3,385.10 | 4,062.12 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Tockenham Parish Council | 39.09 | 45.61 | 52.12 | 58.64 | 71.67 | 84.70 | 97.73 | 117.28 |
| Tollard Royal Parish Council | 49.28 | 57.49 | 65.71 | 73.92 | 90.35 | 106.77 | 123.20 | 147.84 |
| Trowbridge Town Council | 111.64 | 130.25 | 148.85 | 167.46 | 204.67 | 241.89 | 279.10 | 334.92 |
| Upavon Parish Council | 42.51 | 49.59 | 56.68 | 63.76 | 77.93 | 92.10 | 106.27 | 127.52 |
| Upper Deverills Parish Council | 18.94 | 22.10 | 25.25 | 28.41 | 34.72 | 41.04 | 47.35 | 56.82 |
| Upton Lovell Parish Council | 23.12 | 26.97 | 30.83 | 34.68 | 42.39 | 50.09 | 57.80 | 69.36 |
| Upton Scudamore Parish Council | 17.00 | 19.83 | 22.67 | 25.50 | 31.17 | 36.83 | 42.50 | 51.00 |
| Urchfont Parish Council | 62.87 | 73.35 | 83.83 | 94.31 | 115.27 | 136.23 | 157.18 | 188.62 |
| Warminster Town Council | 138.73 | 161.85 | 184.97 | 208.09 | 254.33 | 300.57 | 346.82 | 416.18 |
| West Ashton Parish Council | 22.53 | 26.29 | 30.04 | 33.80 | 41.31 | 48.82 | 56.33 | 67.60 |
| West Dean Parish Council | 109.87 | 128.18 | 146.49 | 164.80 | 201.42 | 238.04 | 274.67 | 329.60 |
| West Knoyle Parish Council | 44.53 | 51.95 | 59.37 | 66.79 | 81.63 | 96.47 | 111.32 | 133.58 |
| West Lavington Parish Council | 45.13 | 52.66 | 60.18 | 67.70 | 82.74 | 97.79 | 112.83 | 135.40 |
| West Tisbury Parish Council | 26.08 | 30.43 | 34.77 | 39.12 | 47.81 | 56.51 | 65.20 | 78.24 |
| Westbury Town Council | 118.80 | 138.60 | 158.40 | 178.20 | 217.80 | 257.40 | 297.00 | 356.40 |
| Westwood Parish Council | 55.79 | 65.08 | 74.38 | 83.68 | 102.28 | 120.87 | 139.47 | 167.36 |
| Whiteparish Parish Council | 47.00 | 54.83 | 62.67 | 70.50 | 86.17 | 101.83 | 117.50 | 141.00 |
| Wilcot & Huish Parish Council | 21.66 | 25.27 | 28.88 | 32.49 | 39.71 | 46.93 | 54.15 | 64.98 |
| Wilsford-cum-Lake Parish Council | 5.47 | 6.39 | 7.30 | 8.21 | 10.03 | 11.86 | 13.68 | 16.42 |
| Wilton Town Council | 102.65 | 119.76 | 136.87 | 153.98 | 188.20 | 222.42 | 256.63 | 307.96 |
| Wingfield Parish Council | 69.37 | 80.94 | 92.50 | 104.06 | 127.18 | 150.31 | 173.43 | 208.12 |
| Winsley Parish Council | 20.01 | 23.34 | 26.68 | 30.01 | 36.68 | 43.35 | 50.02 | 60.02 |
| Winterbourne Parish Council | 30.93 | 36.08 | 41.24 | 46.39 | 56.70 | 67.01 | 77.32 | 92.78 |
| Winterbourne Stoke Parish Council | 71.32 | 83.21 | 95.09 | 106.98 | 130.75 | 154.53 | 178.30 | 213.96 |
| Winterslow Parish Council | 49.21 | 57.42 | 65.62 | 73.82 | 90.22 | 106.63 | 123.03 | 147.64 |
| Woodborough Parish Council | 35.37 | 41.26 | 47.16 | 53.05 | 64.84 | 76.63 | 88.42 | 106.10 |
| Woodford Parish Council | 20.05 | 23.39 | 26.73 | 30.07 | 36.75 | 43.43 | 50.12 | 60.14 |
| Wootton Rivers Parish Council | 17.41 | 20.31 | 23.21 | 26.11 | 31.91 | 37.71 | 43.52 | 52.22 |
| Worton Parish Council | 25.81 | 30.11 | 34.41 | 38.71 | 47.31 | 55.91 | 64.52 | 77.42 |
| Wylve Parish Council | 25.06 | 29.24 | 33.41 | 37.59 | 45.94 | 54.30 | 62.65 | 75.18 |
| Yatton Keynell Parish Council | 25.89 | 30.21 | 34.52 | 38.84 | 47.47 | 56.10 | 64.73 | 77.68 |
| Zeals Parish Council | 12.23 | 14.26 | 16.30 | 18.34 | 22.42 | 26.49 | 30.57 | 36.68 |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/Decrease |
|---------------------------------------------------|----------|-------------|------------------------|----------|-------------|------------------------|-------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Aldbourn Parish Council | 802.40 | 36,000.00 | 44.87 | 797.65 | 35,788.00 | 44.87 | 0.00% |
| Alderbury Parish Council | 985.22 | 50,701.00 | 51.46 | 983.09 | 51,990.00 | 52.88 | 2.76% |
| All Cannings Parish Council | 275.83 | 16,271.94 | 58.99 | 273.29 | 16,271.94 | 59.54 | 0.93% |
| Allington Parish Council | 207.45 | 10,000.00 | 48.20 | 209.21 | 10,500.00 | 50.19 | 4.13% |
| Alton Parish Council | 112.52 | 5,000.00 | 44.44 | 112.99 | 5,500.00 | 48.68 | 9.54% |
| Alvediston Parish Meeting | 46.86 | 0.00 | 0.00 | 48.51 | 0.00 | 0.00 | 0.00% |
| Amesbury Town Council | 4,383.82 | 509,700.00 | 116.27 | 4,359.14 | 537,220.00 | 123.24 | 5.99% |
| Ansty Parish Council | 78.50 | 2,150.00 | 27.39 | 78.40 | 2,200.00 | 28.06 | 2.45% |
| Ashton Keynes Parish Council | 687.40 | 35,450.00 | 51.57 | 687.65 | 35,450.00 | 51.55 | (0.04%) |
| Atworth Parish Council | 490.36 | 28,328.00 | 57.77 | 488.45 | 28,220.00 | 57.77 | 0.00% |
| Avebury Parish Council | 216.50 | 13,787.00 | 63.68 | 217.75 | 14,200.00 | 65.21 | 2.40% |
| Barford St Martin Parish Council | 207.06 | 9,360.00 | 45.20 | 205.62 | 9,455.00 | 45.98 | 1.73% |
| Baydon Parish Council | 301.61 | 0.00 | 0.00 | 302.58 | 15,804.00 | 52.23 | #DIV/0! |
| Beechingstoke Parish Council | 66.89 | 0.00 | 0.00 | 65.92 | 0.00 | 0.00 | 0.00% |
| Berwick Bassett & W/Bourne Monkton Parish Council | 92.72 | 4,522.00 | 48.77 | 98.64 | 4,562.00 | 46.25 | (5.17%) |
| Berwick St James Parish Council | 80.60 | 2,000.00 | 24.81 | 80.90 | 2,000.00 | 24.72 | (0.36%) |
| Berwick St John Parish Council | 133.04 | 7,300.00 | 54.87 | 132.36 | 7,300.00 | 55.15 | 0.51% |
| Berwick St Leonard Parish Council | 14.06 | 0.00 | 0.00 | 14.50 | 0.00 | 0.00 | 0.00% |
| Biddestone Parish Council | 255.29 | 9,041.22 | 35.42 | 257.30 | 9,569.00 | 37.19 | 5.00% |
| Bishops Cannings Parish Council | 1,265.91 | 58,276.00 | 46.03 | 1,295.20 | 59,925.00 | 46.27 | 0.52% |
| Bishopstone Parish Council | 280.76 | 9,746.00 | 34.71 | 278.71 | 5,000.00 | 17.94 | (48.31%) |
| Bishopstrow Parish Council | 71.78 | 1,400.00 | 19.50 | 69.26 | 1,600.00 | 23.10 | 18.46% |
| Bowerchalke Parish Council | 181.34 | 5,400.00 | 29.78 | 177.20 | 5,400.00 | 30.47 | 2.32% |
| Box Parish Council | 1,736.18 | 153,739.00 | 88.55 | 1,704.30 | 145,613.00 | 85.44 | (3.51%) |
| Boyton Parish Council | 85.14 | 1,397.50 | 16.41 | 86.83 | 1,397.50 | 16.09 | (1.95%) |
| Bradford On Avon Town Council | 4,082.94 | 885,590.00 | 216.90 | 4,082.89 | 885,590.00 | 216.90 | 0.00% |
| Bratton Parish Council | 497.46 | 37,122.00 | 74.62 | 496.33 | 39,720.00 | 80.03 | 7.25% |
| Braydon Parish Council | 30.52 | 0.00 | 0.00 | 31.17 | 0.00 | 0.00 | 0.00% |
| Bremhill Parish Council | 470.62 | 9,200.00 | 19.55 | 478.92 | 9,283.00 | 19.38 | (0.87%) |
| Brinkworth Parish Council | 628.45 | 25,827.54 | 41.10 | 635.14 | 26,473.23 | 41.68 | 1.41% |
| Britford Parish Council | 173.35 | 3,500.00 | 20.19 | 178.58 | 3,500.00 | 19.60 | (2.92%) |
| Broad Hinton & W/Bourne Bassett Parish Council | 396.28 | 6,693.17 | 16.89 | 396.19 | 9,983.77 | 25.20 | 49.20% |
| Broad Town Parish Council | 272.59 | 9,772.32 | 35.85 | 267.78 | 9,600.00 | 35.85 | 0.00% |
| Broadchalke Parish Council | 321.82 | 8,468.00 | 26.31 | 314.21 | 9,487.00 | 30.19 | 14.75% |
| Brokenborough Parish Council | 100.85 | 1,608.60 | 15.95 | 99.63 | 1,608.60 | 16.15 | 1.25% |
| Bromham Parish Council | 765.75 | 40,000.00 | 52.24 | 767.50 | 43,000.00 | 56.03 | 7.25% |
| Broughton Gifford Parish Council | 355.54 | 14,080.00 | 39.60 | 356.68 | 15,536.98 | 43.56 | 10.00% |
| Bulford Parish Council | 1,381.14 | 55,495.01 | 40.18 | 1,408.03 | 54,428.00 | 38.66 | (3.78%) |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/Decrease |
|--------------------------------------------------|-----------|--------------|------------------------|-----------|--------------|------------------------|-------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Bulkington Parish Council | 120.27 | 5,660.00 | 47.06 | 120.65 | 6,000.00 | 49.73 | 5.67% |
| Burbage Parish Council | 850.31 | 33,000.00 | 38.81 | 839.52 | 27,000.00 | 32.16 | (17.13%) |
| Burcombe Parish Council | 64.36 | 3,091.00 | 48.03 | 64.76 | 3,091.00 | 47.73 | (0.62%) |
| Buttermere Parish Council | 32.72 | 0.00 | 0.00 | 32.02 | 0.00 | 0.00 | 0.00% |
| Calne Town Council | 6,075.77 | 1,309,754.00 | 215.57 | 6,130.00 | 1,321,444.00 | 215.57 | 0.00% |
| Calne Without Parish Council | 1,356.54 | 28,161.00 | 20.76 | 1,366.70 | 29,682.00 | 21.72 | 4.62% |
| Castle Combe Parish Council | 174.53 | 5,750.00 | 32.95 | 175.77 | 5,750.00 | 32.71 | (0.73%) |
| Chapmanslade Parish Council | 312.73 | 5,700.00 | 18.23 | 314.89 | 5,850.00 | 18.58 | 1.92% |
| Charlton Parish Council | 241.89 | 10,000.00 | 41.34 | 238.81 | 9,872.00 | 41.34 | 0.00% |
| Charlton St Peter & Wilsford Parish Council | 83.65 | 1,450.00 | 17.33 | 85.47 | 1,450.00 | 16.97 | (2.08%) |
| Cherhill Parish Council | 354.12 | 11,000.00 | 31.06 | 353.67 | 11,000.00 | 31.10 | 0.13% |
| Cheverell Magna (Great Cheverell) Parish Council | 245.98 | 10,118.00 | 41.13 | 247.51 | 11,068.00 | 44.72 | 8.73% |
| Chicklade Parish Council | 38.10 | 0.00 | 0.00 | 38.39 | 0.00 | 0.00 | 0.00% |
| Chilmark Parish Council | 243.25 | 8,500.00 | 34.94 | 243.90 | 8,500.00 | 34.85 | (0.26%) |
| Chilton Foliat Parish Council | 191.53 | 7,280.00 | 38.01 | 188.31 | 7,320.00 | 38.87 | 2.26% |
| Chippenham Town Council | 12,349.77 | 3,236,261.00 | 262.05 | 12,597.63 | 3,406,852.00 | 270.44 | 3.20% |
| Chippenham Without Parish Council | 92.01 | 10,000.00 | 108.68 | 88.03 | 12,000.00 | 136.32 | 25.43% |
| Chirton Parish Council | 183.00 | 12,600.00 | 68.85 | 181.99 | 12,600.00 | 69.23 | 0.55% |
| Chitterne Parish Council | 138.47 | 9,800.00 | 70.77 | 136.35 | 9,800.00 | 71.87 | 1.55% |
| Cholderton Parish Council | 89.81 | 4,670.12 | 52.00 | 89.68 | 4,528.84 | 50.50 | (2.88%) |
| Christian Malford Parish Council | 355.33 | 23,589.00 | 66.39 | 355.33 | 24,456.73 | 68.83 | 3.68% |
| Chute Forest Parish Council | 90.87 | 4,782.00 | 52.62 | 89.28 | 5,174.00 | 57.95 | 10.13% |
| Chute Parish Council | 167.78 | 8,500.00 | 50.66 | 170.78 | 9,000.00 | 52.70 | 4.03% |
| Clarendon Park Parish Council | 129.98 | 1,500.00 | 11.54 | 134.06 | 2,400.00 | 17.90 | 55.11% |
| Clyffe Pypard Parish Council | 153.33 | 3,000.00 | 19.57 | 154.89 | 3,000.00 | 19.37 | (1.02%) |
| Codford Parish Council | 353.83 | 15,706.00 | 44.39 | 352.65 | 18,984.50 | 53.83 | 21.27% |
| Colerne Parish Council | 973.57 | 61,496.00 | 63.17 | 948.43 | 60,329.00 | 63.61 | 0.70% |
| Collingbourne Ducis Parish Council | 381.32 | 22,410.18 | 58.77 | 378.71 | 22,502.95 | 59.42 | 1.11% |
| Collingbourne Kingston Parish Council | 228.20 | 14,500.00 | 63.54 | 227.98 | 14,500.00 | 63.60 | 0.09% |
| Compton Bassett Parish Council | 111.79 | 5,000.00 | 44.73 | 111.58 | 6,000.00 | 53.77 | 20.21% |
| Compton Chamberlayne Parish Council | 60.04 | 2,800.00 | 46.64 | 61.74 | 2,800.00 | 45.35 | (2.77%) |
| Coombe Bissett Parish Council | 368.86 | 11,000.00 | 29.82 | 364.11 | 11,000.00 | 30.21 | 1.31% |
| Corsham Town Council | 4,947.67 | 985,035.00 | 199.09 | 4,904.43 | 1,030,642.00 | 210.15 | 5.56% |
| Corsley Parish Council | 362.11 | 9,479.43 | 26.18 | 357.23 | 9,574.00 | 26.80 | 2.37% |
| Coulston Parish Council | 79.70 | 3,386.00 | 42.48 | 79.45 | 3,475.94 | 43.75 | 2.99% |
| Cricklade Town Council | 1,547.13 | 315,293.00 | 203.79 | 1,610.99 | 334,638.00 | 207.72 | 1.93% |
| Crudwell Parish Council | 527.25 | 15,706.78 | 29.79 | 528.92 | 15,756.53 | 29.79 | 0.00% |
| Dauntsey Parish Council | 258.91 | 18,000.00 | 69.52 | 257.61 | 20,000.00 | 77.64 | 11.68% |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/Decrease |
|-------------------------------------|----------|--------------|------------------------|----------|--------------|------------------------|-------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Devizes Town Council | 5,889.47 | 1,037,180.00 | 176.11 | 5,849.91 | 1,051,476.00 | 179.74 | 2.06% |
| Dilton Marsh Parish Council | 717.49 | 30,982.00 | 43.18 | 713.59 | 30,887.00 | 43.28 | 0.23% |
| Dinton Parish Council | 309.87 | 13,905.00 | 44.87 | 310.26 | 14,658.00 | 47.24 | 5.28% |
| Donhead St Andrew Parish Council | 251.25 | 12,000.00 | 47.76 | 253.36 | 12,500.00 | 49.34 | 3.31% |
| Donhead St Mary Parish Council | 474.28 | 15,659.00 | 33.02 | 473.69 | 16,659.00 | 35.17 | 6.51% |
| Downton Parish Council | 1,398.00 | 114,865.04 | 82.16 | 1,378.39 | 113,248.54 | 82.16 | 0.00% |
| Durnford Parish Council | 187.69 | 3,280.82 | 17.48 | 190.54 | 3,280.82 | 17.22 | (1.49%) |
| Durrington Town Council | 2,414.45 | 170,000.00 | 70.41 | 2,564.07 | 210,000.00 | 81.90 | 16.32% |
| East Kennett Parish Council | 54.61 | 0.00 | 0.00 | 57.15 | 0.00 | 0.00 | 0.00% |
| East Knoyle Parish Council | 346.09 | 10,225.00 | 29.54 | 350.66 | 10,225.00 | 29.16 | (1.29%) |
| Easterton Parish Council | 244.27 | 16,500.00 | 67.55 | 270.86 | 18,296.00 | 67.55 | 0.00% |
| Easton Grey Parish Council | 43.88 | 200.00 | 4.56 | 43.32 | 200.00 | 4.62 | 1.32% |
| Easton Royal Parish Council | 139.95 | 6,500.00 | 46.45 | 139.89 | 6,600.00 | 47.18 | 1.57% |
| Ebbesbourne Wake Parish Council | 105.72 | 3,500.00 | 33.11 | 106.40 | 3,500.00 | 32.89 | (0.66%) |
| Edington Parish Council | 330.40 | 13,000.00 | 39.35 | 332.45 | 15,500.00 | 46.62 | 18.48% |
| Enford Parish Council | 257.33 | 16,307.00 | 63.37 | 259.39 | 16,407.00 | 63.25 | (0.19%) |
| Erlестоke Parish Council | 94.64 | 6,805.00 | 71.90 | 93.75 | 6,805.00 | 72.59 | 0.96% |
| Etchilhampton Parish Council | 72.29 | 3,750.00 | 51.87 | 72.39 | 2,750.00 | 37.99 | (26.76%) |
| Everleigh Parish Council | 91.54 | 3,647.58 | 39.85 | 90.89 | 3,688.71 | 40.58 | 1.83% |
| Figheledean Parish Council | 227.47 | 19,098.00 | 83.96 | 225.08 | 19,099.00 | 84.85 | 1.06% |
| Firsdow Parish Council | 276.21 | 18,100.00 | 65.53 | 277.79 | 17,600.00 | 63.36 | (3.31%) |
| Fittleton cum Haxton Parish Council | 112.66 | 6,396.00 | 56.77 | 116.35 | 6,466.00 | 55.57 | (2.11%) |
| Fonthill Bishop Parish Council | 44.23 | 0.00 | 0.00 | 42.34 | 0.00 | 0.00 | 0.00% |
| Fonthill Gifford Parish Council | 63.38 | 2,400.00 | 37.87 | 61.34 | 2,040.00 | 33.26 | (12.17%) |
| Fovant Parish Council | 340.32 | 12,380.00 | 36.38 | 333.22 | 12,620.00 | 37.87 | 4.10% |
| Froxfield Parish Council | 149.90 | 7,500.00 | 50.03 | 149.77 | 9,000.00 | 60.09 | 20.11% |
| Kennet Valley Parish Council | 399.54 | 19,000.00 | 47.55 | 395.32 | 24,000.00 | 60.71 | 27.68% |
| Grafton Parish Council | 341.49 | 9,000.00 | 26.36 | 339.25 | 9,000.00 | 26.53 | 0.64% |
| Great Bedwyn Parish Council | 575.53 | 20,000.00 | 34.75 | 576.76 | 22,000.00 | 38.14 | 9.76% |
| Great Hinton Parish Council | 101.75 | 3,000.00 | 29.48 | 104.14 | 3,000.00 | 28.81 | (2.27%) |
| Great Somerford Parish Council | 382.76 | 11,000.00 | 28.74 | 394.78 | 11,350.00 | 28.75 | 0.03% |
| Great Wishford Parish Council | 141.20 | 4,500.00 | 31.87 | 133.34 | 4,500.00 | 33.75 | 5.90% |
| Grimstead Parish Council | 281.67 | 10,000.00 | 35.50 | 285.33 | 10,000.00 | 35.05 | (1.27%) |
| Grittleton Parish Council | 284.51 | 3,940.00 | 13.85 | 288.93 | 4,002.00 | 13.85 | 0.00% |
| Ham Parish Council | 109.75 | 1,500.00 | 13.67 | 109.46 | 1,500.00 | 13.70 | 0.22% |
| Hankerton Parish Council | 154.61 | 4,750.00 | 30.72 | 153.68 | 4,750.00 | 30.91 | 0.62% |
| Heddington Parish Council | 197.58 | 5,514.46 | 27.91 | 195.31 | 6,066.00 | 31.06 | 11.29% |
| Heytesbury & Knook Parish Council | 346.56 | 14,661.00 | 42.30 | 338.68 | 14,613.00 | 43.15 | 2.01% |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/Decrease |
|--------------------------------------|----------|-------------|------------------------|----------|-------------|------------------------|-------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Heywood Parish Council | 313.32 | 5,934.28 | 18.94 | 309.84 | 7,000.00 | 22.59 | 19.27% |
| Hilmarton Parish Council | 310.09 | 8,000.00 | 25.80 | 317.64 | 8,500.00 | 26.76 | 3.72% |
| Hilperton Parish Council | 1,621.49 | 23,154.88 | 14.28 | 1,618.29 | 23,109.18 | 14.28 | 0.00% |
| Hindon Parish Council | 235.82 | 14,000.00 | 59.37 | 237.43 | 14,000.00 | 58.96 | (0.69%) |
| Holt Parish Council | 675.55 | 30,243.00 | 44.77 | 683.76 | 30,550.00 | 44.68 | (0.20%) |
| Horningsham Parish Council | 169.86 | 15,677.00 | 92.29 | 167.87 | 15,677.00 | 93.39 | 1.19% |
| Hullavington Parish Council | 494.77 | 23,000.00 | 46.49 | 497.83 | 23,460.00 | 47.12 | 1.36% |
| Idmiston Parish Council | 920.89 | 50,920.00 | 55.29 | 915.07 | 72,412.75 | 79.13 | 43.12% |
| Keevil Parish Council | 228.12 | 7,361.00 | 32.27 | 223.93 | 7,500.00 | 33.49 | 3.78% |
| Kilminster Parish Council | 136.64 | 7,039.00 | 51.51 | 135.89 | 7,119.00 | 52.39 | 1.71% |
| Kington Langley Parish Council | 374.24 | 21,212.00 | 56.68 | 372.03 | 21,848.00 | 58.73 | 3.62% |
| Kington St Michael Parish Council | 324.15 | 30,738.00 | 94.83 | 324.57 | 42,993.32 | 132.46 | 39.68% |
| Lacock Parish Council | 507.32 | 20,673.40 | 40.75 | 486.61 | 20,303.24 | 41.72 | 2.38% |
| Landford Parish Council | 964.07 | 51,000.00 | 52.90 | 969.07 | 48,000.00 | 49.53 | (6.37%) |
| Langley Burrell Parish Council | 299.40 | 22,455.00 | 75.00 | 170.73 | 14,749.00 | 86.39 | 15.19% |
| Latton Parish Council | 250.41 | 11,846.00 | 47.31 | 251.76 | 12,717.00 | 50.51 | 6.76% |
| Laverstock & Ford Parish Council | 3,803.85 | 187,179.00 | 49.21 | 3,769.31 | 221,070.00 | 58.65 | 19.18% |
| Lea & Cleverton Parish Council | 421.02 | 12,950.00 | 30.76 | 426.03 | 13,436.00 | 31.54 | 2.54% |
| Leigh Parish Council | 149.22 | 4,179.00 | 28.01 | 143.52 | 4,179.00 | 29.12 | 3.96% |
| Limpley Stoke Parish Council | 303.93 | 21,640.00 | 71.20 | 303.28 | 22,025.00 | 72.62 | 1.99% |
| Little Bedwyn Parish Council | 133.23 | 3,095.00 | 23.23 | 128.58 | 3,095.00 | 24.07 | 3.62% |
| Little Cheverell Parish Council | 82.09 | 2,470.00 | 30.09 | 81.70 | 2,450.00 | 29.99 | (0.33%) |
| Little Somerford Parish Council | 185.88 | 9,500.00 | 51.11 | 186.24 | 10,000.00 | 53.69 | 5.05% |
| Longbridge Deverill Parish Council | 399.52 | 7,800.00 | 19.52 | 398.78 | 7,800.00 | 19.56 | 0.20% |
| Luckington Parish Council | 305.91 | 9,620.50 | 31.45 | 303.75 | 9,720.00 | 32.00 | 1.75% |
| Ludgershall Town Council | 1,733.81 | 201,794.00 | 116.39 | 1,694.56 | 223,724.00 | 132.02 | 13.43% |
| Lydiard Millicent Parish Council | 782.41 | 54,800.00 | 70.04 | 777.44 | 55,540.31 | 71.44 | 2.00% |
| Lydiard Tregoze Parish Council | 218.83 | 8,500.00 | 38.84 | 218.77 | 8,500.00 | 38.85 | 0.03% |
| Lyneham & Bradenstoke Parish Council | 1,577.34 | 48,704.00 | 30.88 | 1,512.80 | 52,704.00 | 34.84 | 12.82% |
| Maiden Bradley Parish Council | 136.84 | 24,234.36 | 177.10 | 136.16 | 24,234.36 | 177.98 | 0.50% |
| Malmesbury Town Council | 2,172.47 | 457,587.36 | 210.63 | 2,169.06 | 466,000.85 | 214.84 | 2.00% |
| Manningford Parish Council | 196.55 | 6,950.00 | 35.36 | 188.98 | 6,700.00 | 35.45 | 0.25% |
| Marden Parish Council | 58.36 | 2,000.00 | 34.27 | 55.02 | 1,880.00 | 34.17 | (0.29%) |
| Market Lavington Parish Council | 765.86 | 64,030.00 | 83.61 | 764.91 | 65,230.00 | 85.28 | 2.00% |
| Marlborough Town Council | 3,504.70 | 723,257.00 | 206.37 | 3,476.60 | 744,373.00 | 214.11 | 3.75% |
| Marston Meysey Parish Council | 110.67 | 4,721.66 | 42.66 | 108.79 | 4,806.00 | 44.18 | 3.56% |
| Marston Parish Council | 79.30 | 2,200.00 | 27.74 | 77.87 | 2,420.00 | 31.08 | 12.04% |
| Melksham Town Council | 5,510.24 | 884,122.00 | 160.45 | 5,599.26 | 918,750.00 | 164.08 | 2.26% |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/Decrease |
|------------------------------------|-----------|--------------|------------------------|-----------|--------------|------------------------|-------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Melksham Without Parish Council | 2,754.09 | 221,234.00 | 80.33 | 2,654.78 | 217,977.05 | 82.11 | 2.22% |
| Mere Parish Council | 1,190.64 | 157,978.00 | 132.68 | 1,208.76 | 164,984.48 | 136.49 | 2.87% |
| Mildenhall Parish Council | 218.77 | 20,000.00 | 91.42 | 214.43 | 20,000.00 | 93.27 | 2.02% |
| Milston Parish Council | 58.35 | 950.00 | 16.28 | 58.77 | 950.00 | 16.16 | (0.74%) |
| Milton Lilbourne Parish Council | 275.60 | 13,945.36 | 50.60 | 269.17 | 13,620.00 | 50.60 | 0.00% |
| Minety Parish Council | 700.97 | 17,964.00 | 25.63 | 694.94 | 17,964.00 | 25.85 | 0.86% |
| Monkton Farleigh Parish Council | 181.21 | 6,500.00 | 35.87 | 182.24 | 7,500.00 | 41.15 | 14.72% |
| Netheravon Parish Council | 382.08 | 27,635.00 | 72.33 | 381.44 | 26,930.00 | 70.60 | (2.39%) |
| Netherhampton Parish Council | 68.53 | 2,743.00 | 40.03 | 64.92 | 2,970.00 | 45.75 | 14.29% |
| Nettleton Parish Council | 350.58 | 6,000.00 | 17.11 | 353.72 | 6,000.00 | 16.96 | (0.88%) |
| Newton Toney Parish Council | 169.18 | 14,257.00 | 84.27 | 171.08 | 15,430.00 | 90.19 | 7.03% |
| North Bradley Parish Council | 685.21 | 15,095.00 | 22.03 | 670.60 | 15,188.00 | 22.65 | 2.81% |
| North Newton Parish Council | 198.52 | 16,500.00 | 83.12 | 199.61 | 15,000.00 | 75.15 | (9.59%) |
| North Wraxall Parish Council | 218.43 | 9,320.00 | 42.67 | 215.70 | 9,320.00 | 43.21 | 1.27% |
| Norton & Foxley Parish Meeting | 67.62 | 0.00 | 0.00 | 66.33 | 0.00 | 0.00 | 0.00% |
| Norton Bavant Parish Council | 58.35 | 0.00 | 0.00 | 58.35 | 0.00 | 0.00 | 0.00% |
| Oaksey Parish Council | 254.02 | 18,900.00 | 74.40 | 252.73 | 19,250.00 | 76.17 | 2.38% |
| Odstock Parish Council | 255.73 | 15,075.00 | 58.95 | 249.81 | 16,200.00 | 64.85 | 10.01% |
| Ogbourne St Andrew Parish Council | 195.36 | 3,907.20 | 20.00 | 197.58 | 3,951.60 | 20.00 | 0.00% |
| Ogbourne St George Parish Council | 232.92 | 13,418.52 | 57.61 | 234.99 | 13,418.00 | 57.10 | (0.89%) |
| Orcheston Parish Council | 107.24 | 2,200.00 | 20.51 | 107.29 | 2,200.00 | 20.51 | 0.00% |
| Patney Parish Council | 67.64 | 1,000.00 | 14.78 | 68.46 | 1,000.00 | 14.61 | (1.15%) |
| Pewsey Parish Council | 1,557.83 | 127,312.00 | 81.72 | 1,550.19 | 140,043.00 | 90.34 | 10.55% |
| Pitton & Farley Parish Council | 369.15 | 12,580.00 | 34.08 | 370.26 | 12,744.00 | 34.42 | 1.00% |
| Potterne Parish Council | 595.81 | 25,824.00 | 43.34 | 591.89 | 25,824.00 | 43.63 | 0.67% |
| Poulshot Parish Council | 156.13 | 12,277.00 | 78.63 | 154.88 | 12,475.00 | 80.55 | 2.44% |
| Preshute Parish Council | 84.69 | 4,021.00 | 47.48 | 84.56 | 4,015.00 | 47.48 | 0.00% |
| Purton Parish Council | 2,474.34 | 311,816.33 | 126.02 | 2,468.56 | 320,419.09 | 129.80 | 3.00% |
| Quidhampton Parish Council | 155.45 | 11,500.00 | 73.98 | 155.78 | 11,500.00 | 73.82 | (0.22%) |
| Ramsbury Parish Council | 947.21 | 54,845.00 | 57.90 | 932.99 | 55,220.00 | 59.19 | 2.23% |
| Redlynch Parish Council | 1,195.90 | 46,000.00 | 38.46 | 1,189.42 | 46,200.00 | 38.84 | 0.99% |
| Rowde Parish Council | 493.61 | 37,973.42 | 76.93 | 489.34 | 37,644.93 | 76.93 | 0.00% |
| Royal Wootton Bassett Town Council | 4,737.94 | 994,067.00 | 209.81 | 4,697.36 | 994,067.00 | 211.62 | 0.86% |
| Rushall Parish Council | 74.69 | 6,538.00 | 87.54 | 73.33 | 6,962.20 | 94.94 | 8.45% |
| Salisbury City Council | 14,731.41 | 3,064,133.00 | 208.00 | 14,667.27 | 3,050,792.00 | 208.00 | 0.00% |
| Savernake Parish Council | 137.94 | 1,300.00 | 9.42 | 136.82 | 1,300.00 | 9.50 | 0.85% |
| Seagry Parish Council | 169.85 | 17,000.00 | 100.09 | 168.77 | 19,000.00 | 112.58 | 12.48% |
| Sedgemoor & Semley Parish Council | 297.46 | 12,000.00 | 40.34 | 291.80 | 12,500.00 | 42.84 | 6.20% |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/Decrease |
|-----------------------------------|-----------|--------------|------------------------|-----------|--------------|------------------------|-------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Seend Parish Council | 531.58 | 20,381.00 | 38.34 | 527.58 | 20,381.00 | 38.63 | 0.76% |
| Semington Parish Council | 388.80 | 13,500.00 | 34.72 | 379.53 | 13,500.00 | 35.57 | 2.45% |
| Shalbourne Parish Council | 330.10 | 9,000.00 | 27.26 | 316.15 | 9,000.00 | 28.47 | 4.44% |
| Sherrington Parish Council | 36.21 | 0.00 | 0.00 | 36.21 | 0.00 | 0.00 | 0.00% |
| Sherston Parish Council | 727.77 | 42,175.00 | 57.95 | 720.60 | 48,347.00 | 67.09 | 15.77% |
| Shrewton Parish Council | 780.24 | 10,000.00 | 12.82 | 768.65 | 10,000.00 | 13.01 | 1.48% |
| Sopworth Parish Council | 68.44 | 500.00 | 7.31 | 68.01 | 500.00 | 7.35 | 0.55% |
| South Newton Parish Council | 230.93 | 6,502.99 | 28.16 | 231.85 | 7,182.71 | 30.98 | 10.01% |
| South Wraxall Parish Council | 227.26 | 4,200.00 | 18.48 | 226.32 | 4,200.00 | 18.56 | 0.43% |
| Southwick Parish Council | 757.75 | 22,012.00 | 29.05 | 755.23 | 22,012.00 | 29.15 | 0.34% |
| St Paul Without | 1,022.98 | 17,523.65 | 17.13 | 1,020.31 | 17,825.00 | 17.47 | 1.98% |
| Stanton St Bernard Parish Council | 81.49 | 3,700.00 | 45.40 | 82.41 | 3,700.00 | 44.90 | (1.10%) |
| Stanton St Quintin Parish Council | 263.55 | 8,000.00 | 30.35 | 269.86 | 8,000.00 | 29.65 | (2.31%) |
| Stapleford Parish Council | 144.73 | 6,000.00 | 41.46 | 141.37 | 6,000.00 | 42.44 | 2.36% |
| Staverton Parish Council | 686.94 | 25,907.00 | 37.71 | 680.06 | 25,645.00 | 37.71 | 0.00% |
| Steeple Ashton Parish Council | 443.10 | 23,068.00 | 52.06 | 439.62 | 24,351.00 | 55.39 | 6.40% |
| Steeple Langford Parish Council | 245.67 | 5,000.00 | 20.35 | 243.36 | 5,500.00 | 22.60 | 11.06% |
| Stert Parish Council | 90.72 | 1,800.00 | 19.84 | 90.72 | 1,500.00 | 16.53 | (16.68%) |
| Stockton Parish Council | 87.57 | 500.00 | 5.71 | 84.89 | 600.00 | 7.07 | 23.82% |
| Stourton Parish Council | 102.31 | 2,671.00 | 26.11 | 99.14 | 3,295.14 | 33.24 | 27.31% |
| Stratford Tony Parish Council | 33.35 | 0.00 | 0.00 | 32.56 | 0.00 | 0.00 | 0.00% |
| Sutton Benger Parish Council | 542.37 | 19,233.19 | 35.46 | 546.89 | 13,895.65 | 25.41 | (28.34%) |
| Sutton Mandeville Parish Council | 130.39 | 1,600.00 | 12.27 | 138.29 | 1,750.00 | 12.65 | 3.10% |
| Sutton Veny Parish Council | 317.25 | 12,582.14 | 39.66 | 314.54 | 15,000.00 | 47.69 | 20.25% |
| Swallowcliffe Parish Council | 108.32 | 4,720.00 | 43.57 | 104.33 | 4,318.00 | 41.39 | (5.00%) |
| Teffont Parish Council | 156.29 | 7,764.50 | 49.68 | 157.64 | 8,261.91 | 52.41 | 5.50% |
| Tidcombe & Fosbury Parish Council | 57.41 | 0.00 | 0.00 | 57.16 | 0.00 | 0.00 | 0.00% |
| Tidworth Town Council | 2,872.54 | 448,000.00 | 155.96 | 2,795.60 | 475,252.00 | 170.00 | 9.00% |
| Tilshead Parish Council | 134.24 | 7,220.00 | 53.78 | 134.73 | 7,425.00 | 55.11 | 2.47% |
| Tisbury Parish Council | 962.83 | 106,938.00 | 111.07 | 954.99 | 106,938.00 | 111.98 | 0.82% |
| Tockenham Parish Council | 119.85 | 7,000.00 | 58.41 | 119.37 | 7,000.00 | 58.64 | 0.39% |
| Tollard Royal Parish Council | 64.02 | 4,732.36 | 73.92 | 65.82 | 4,865.41 | 73.92 | 0.00% |
| Trowbridge Town Council | 11,740.34 | 1,936,950.00 | 164.98 | 11,592.82 | 1,941,306.00 | 167.46 | 1.50% |
| Upavon Parish Council | 459.80 | 31,000.00 | 67.42 | 486.21 | 31,000.00 | 63.76 | (5.43%) |
| Upper Deverills Parish Council | 174.49 | 8,482.00 | 48.61 | 175.98 | 5,000.00 | 28.41 | (41.56%) |
| Upton Lovell Parish Council | 89.91 | 3,125.00 | 34.76 | 88.81 | 3,080.00 | 34.68 | (0.23%) |
| Upton Scudamore Parish Council | 141.60 | 3,608.00 | 25.48 | 141.49 | 3,608.00 | 25.50 | 0.08% |
| Urchfont Parish Council | 544.15 | 50,812.73 | 93.38 | 552.46 | 52,103.50 | 94.31 | 1.00% |

Wiltshire Council - Town & Parish Precepts 2021/22

| Parish/Town Council | 2020/21 | | | 2021/22 | | | C Tax Increase/ (Decrease) |
|-----------------------------------|-------------------|----------------------|------------------------|-------------------|----------------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Warminster Town Council | 6,157.26 | 1,180,666.00 | 191.75 | 6,130.10 | 1,275,599.00 | 208.09 | 8.52% |
| West Ashton Parish Council | 228.58 | 7,500.00 | 32.81 | 226.34 | 7,650.00 | 33.80 | 3.02% |
| West Dean Parish Council | 107.43 | 11,200.00 | 104.25 | 106.19 | 17,500.00 | 164.80 | 58.08% |
| West Knoyle Parish Council | 68.52 | 4,550.00 | 66.40 | 64.38 | 4,300.00 | 66.79 | 0.59% |
| West Lavington Parish Council | 477.39 | 31,889.00 | 66.80 | 471.04 | 31,889.00 | 67.70 | 1.35% |
| West Tisbury Parish Council | 277.66 | 9,990.00 | 35.98 | 281.18 | 11,000.00 | 39.12 | 8.73% |
| Westbury Town Council | 5,112.62 | 881,658.00 | 172.45 | 5,153.41 | 918,313.00 | 178.20 | 3.33% |
| Westwood Parish Council | 484.12 | 32,500.00 | 67.13 | 478.02 | 40,000.00 | 83.68 | 24.65% |
| Whiteparish Parish Council | 716.28 | 50,500.00 | 70.50 | 713.16 | 50,277.78 | 70.50 | 0.00% |
| Wilcot & Huish Parish Council | 273.67 | 8,650.00 | 31.61 | 277.05 | 9,000.00 | 32.49 | 2.78% |
| Wilsford-cum-Lake Parish Council | 62.20 | 500.00 | 8.04 | 60.90 | 500.00 | 8.21 | 0.00% |
| Wilton Town Council | 1,615.51 | 243,187.00 | 150.53 | 1,579.36 | 243,187.00 | 153.98 | 2.29% |
| Wingfield Parish Council | 158.50 | 16,500.00 | 104.10 | 156.64 | 16,300.00 | 104.06 | (0.04%) |
| Winsley Parish Council | 943.87 | 28,000.00 | 29.67 | 933.04 | 28,000.00 | 30.01 | 1.15% |
| Winterbourne Parish Council | 555.02 | 25,750.00 | 46.39 | 567.33 | 26,320.00 | 46.39 | 0.00% |
| Winterbourne Stoke Parish Council | 84.54 | 9,090.00 | 107.52 | 84.97 | 9,090.00 | 106.98 | (0.50%) |
| Winterslow Parish Council | 913.97 | 66,016.00 | 72.23 | 916.64 | 67,666.00 | 73.82 | 2.20% |
| Woodborough Parish Council | 146.03 | 7,500.00 | 51.36 | 150.80 | 8,000.00 | 53.05 | 3.29% |
| Woodford Parish Council | 241.19 | 7,281.53 | 30.19 | 242.12 | 7,281.53 | 30.07 | (0.40%) |
| Wootton Rivers Parish Council | 126.21 | 3,188.06 | 25.26 | 126.88 | 3,313.00 | 26.11 | 3.37% |
| Worton Parish Council | 265.76 | 10,093.00 | 37.98 | 260.60 | 10,087.00 | 38.71 | 1.92% |
| Wylve Parish Council | 217.82 | 8,000.00 | 36.73 | 212.84 | 8,000.00 | 37.59 | 2.34% |
| Yatton Keynell Parish Council | 370.00 | 14,090.00 | 38.08 | 372.67 | 14,475.00 | 38.84 | 2.00% |
| Zeals Parish Council | 278.26 | 5,041.00 | 18.12 | 274.93 | 5,041.00 | 18.34 | 1.21% |
| TOTAL / AVERAGE | 187,935.69 | 23,899,895.13 | 127.17 | 187,517.35 | 24,623,771.57 | 131.31 | 3.26% |

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Wiltshire Council

Council

23 February 2021

Pay Policy Statement

Summary

Under section 38 of the Localism Act 2011 every local authority was required to prepare and publish a pay policy statement for the financial year 2012/13 and this must be updated in each subsequent financial year.

The statement has been updated for 2021/22 with minor revisions.

In addition, the total number of council employees and the latest pay ratios has been updated.

Proposals

That Council approve the updated pay policy statement set out in Appendix 1.

Reason for Proposal

The proposals set out in the report and pay policy statement reflect the council's commitment to openness and transparency and meet the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2015.

Joanne Pitt
Director – HR&OD

Pay Policy Statement

Purpose of Report

1. This report presents the updated pay policy statement for 2021/22 which applies to all non-schools' employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

Background

2. Under section 38 of the Localism Act 2011 every local authority is required to update their pay policy statement each financial year.
3. Wiltshire Council published its first pay policy statement in February 2012 and is required to publish an updated policy by 1 April 2021.
4. The legislation requires that approval of the pay policy statement is sought from Full Council.

Main Considerations for the Council

5. The pay policy statement has been updated to include:
 - a revised introduction providing an update on the council's progress with apprenticeships, annual budget and workforce total together with reference to implications of Covid-19 and the council's organisational recovery programme.
 - amendments to reflect changes to the senior management structure, number of Hay grades and post titles. In March 2020 an additional Hay grade (grade 2a) was introduced following a senior management restructure, which resulted in a new Director of Children's Services post which incorporated the designated statutory role of DCS for the council, a role which was previously undertaken at tier 1. The Council is currently operating with an interim senior management structure, following the move to a single Chief Executive post at tier 1 in June 2020. In this interim structure the interim Corporate Director posts are currently aligned to the grade 2a pay band.
 - an amendment to reflect updated eligibility criteria for claiming under the council's relocation policy.
 - updated total number of council employees, pay rates and pay ratios.

- reference to legislative changes relating to the exit payment cap.
6. The current ratio of highest to lowest paid employees is well within the guidelines and is 10.1:1.
 7. The Code of Data Transparency 2015 requires the ratio of median salary to the highest paid employee to be published for every local authority. This is currently 6.7:1 which compares favourably with other councils in the south west.
 8. At its meeting on 6 January 2021 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Full Council.

Environmental and climate change considerations

10. No environmental and climate change considerations have been identified.

Equalities Impact of the Proposal

11. The pay policy statement was equality impact assessed on 1 February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2021/22.

Risk Assessment

12. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
13. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.

Financial Implications

14. The employment policies referred to within the pay policy statement (appendix 1) are already in existence and therefore there is no additional cost.

Legal Implications

15. Legal services, upon reviewing the overriding legislation, confirm that there are no legal implications arising from the proposed pay policy statement.

Conclusions

16. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.
17. Full Council is recommended to approve the pay policy statement for 2021/22.

Joanne Pitt
Director – HR&OD

Report Author: Paula Marsh, Head of HR Strategy
Date of report: 23 February 2021

Appendices

Appendix 1 – Pay Policy Statement (2021/22 update)

Wiltshire Council Human Resources

Pay Policy Statement

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2021-22.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy is applicable to council staff and does not include schools support staff or teachers.

The pay policy statement sets out the authority's policies for council staff for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

Remuneration for the purposes of this statement includes the following elements:

- basic salary
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Chief Executive
Corporate Director
Director
Head of Service
Some strategic and technical specialist roles

The term "lowest paid employees" refers to those employees on the lowest pay point of our grading system, which is currently spinal column point 1, £17,842 per annum.

Go straight to the section:

- [Introduction](#)
- [Who does it apply to?](#)
- [When does it apply?](#)
- [What are the main points?](#)
- [The level and elements of remuneration for employees](#)
- [Remuneration on recruitment](#)
- [Increases and additions to remuneration](#)
- [The use of performance-related pay](#)
- [The use of bonuses](#)
- [The approach to the payment of employees on their ceasing to be employed by the authority](#)
- [The pension scheme](#)
- [Any other allowances arising from employment](#)
- [Governance arrangements](#)
- [The publication of and access to information relating to remuneration of chief officers](#)
- [The relationship between the remuneration of chief officers and employees who are not chief officers.](#)

Introduction

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with a current annual net budget of around £412m (2021/22). *Note – this figure to be confirmed following Full Council on 23/2/21.*

In order to deliver these services around 4540 people work for the council (non-schools) on permanent and variable hours contracts in a variety of diverse roles such as corporate director, social worker, public protection officer and general cleaner.

The council's ten year business plan was published in 2017. At the heart of the business plan the vision continues to be to create stronger communities, and the plan sets out the key actions that will be taken to deliver this. The key priorities of the business plan are to grow the economy, protect the vulnerable, build strong communities and ensure the council is innovative and effective across all services.

The coming year will be challenging as the council moves from response to the Covid-19 pandemic into recovery. Alongside external recovery programmes focused on the communities of Wiltshire, we have an internal organisational recovery programme focused on our workforce, our workplaces and the way that we work. The aim of this programme is to ensure that we learn from response and recover to emerge leaner and stronger. Our vision is to have confident and skilled people working flexibly and utilising the tools available so that we are a resilient, efficient and inclusive organisation.

The apprenticeship levy has been in place since April 2017 and the council has been paying a levy of 0.5% of the pay bill monthly into a digital apprenticeship account which is used to fund the cost of training for apprenticeships. As well as focusing on

recruiting new apprentices, the council has also used the levy to fund upskilling current employees.

To date 44 new apprentices have been recruited, 18 of these have now completed and all stayed at the council and moved into their target posts. 205 employees have started an apprenticeship through upskilling of which 49 have now completed. Due to the impact of Covid-19 there has been a decrease in the number of apprenticeships starts in 2020 and also a delay in completion rates for some apprenticeships.

Who does it apply to?

This pay policy statement applies to all non-schools' employees of Wiltshire Council with the exception of Centrally Employed Teachers, who are covered by the Teacher's Pay Policy.

When does it apply?

This pay policy statement was first published in February 2012 and is updated on an annual basis. It has now been updated for the financial year 2021/22.

What are the main points?

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.
2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

The level and elements of remuneration for employees

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.
4. A small number of jobs i.e. centrally employed teachers and Soulbury staff are subject to national salary scales which determine the pay for each job, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

HAY job evaluation scheme:

6. The HAY job evaluation scheme is used to evaluate senior manager jobs within the council (currently 136 employees), which include the following roles:
 - Chief Executive
 - Corporate Director
 - Director
 - Head of Service

- Strategic and technical specialists
7. Each job is assessed by a panel of HAY trained evaluators. The evaluators consider the job against each HAY element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
 8. The HAY Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
 9. The job score determines the grade for the job. There are 9 HAY grades each currently containing a salary range over 3 spinal column points.
 10. Details of the HAY evaluation scheme, the points to grades and salary bands are published on HR Direct.
 11. The council's policy is to pay the median market rate for the jobs evaluated using the HAY job evaluation scheme, and aims to ensure that the pay scales for HAY graded posts are sensitive to labour market pressures. There can be exceptions to this where the market pay for particular roles indicates that pay above the median may be required, in which case a market pay scale may be applied.
 12. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for HAY grades are determined using the HAY pay databank for the public and not for profit sector and increases are capped in line with the NJC pay award unless market pay data identifies a significant drift or where difficulties are identified with recruitment and retention of staff at this level (this is in line with the market supplements policy).

Greater London Provincial Council job evaluation (GLPC) scheme:

13. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council.
14. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a suite of agreed role profiles that set out the level of work required of the grade within the relevant job family.
15. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process has been checked externally by job evaluation specialists in the South West Councils organisation.
16. There are eight job families each containing a set of evaluated role profiles stating the requirements at each grade.
17. For jobs evaluated using the GLPC job evaluation scheme the national pay spine determined by the National Joint Council (NJC) for Local Government Services forms the basis of the council's pay and grading model, and changes to the national pay spine are subject to annual pay negotiations.

18. In April 2019 a new nationally agreed pay spine was implemented and staff were mapped across to a new pay spine in a new pay and grading model, implemented following collective agreement with the recognised trade unions.
19. The new pay and grading model contains 14 grades, with all grades containing three increments except for the lowest grade which has two increments.

Remuneration on recruitment

20. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
21. The council advertises all posts through the careers website and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
22. Candidates are normally appointed on the minimum salary of the grade for the post.
23. If a candidate is currently being paid above the minimum salary of the post they are applying for, the appointment may in some circumstances be on the next increment point above their current salary, subject to the maximum salary of the grade.
24. The recruitment procedure for Chief Executive, Corporate Director and Director posts is undertaken by the Officer Appointments Committee. This committee represents council for all Chief Executive and Director appointments. Once an appointment is proposed by the committee, Cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
25. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are evaluated using the HAY job evaluation scheme. The job is then allocated the appropriate existing HAY grade and pay band, and a salary offer will only be made within that pay band. There can be exceptions to this where the market pay for particular roles indicates that pay above the median may be required, in which case a market pay scale may be applied.
26. Where it is necessary for any newly appointed employee to relocate more than 15 miles in order to take up an appointment the council may contribute towards relocation expenses where the post meets the criteria outlined in the scheme.

Market supplements

27. The council has a market supplement policy which stipulates that if there are recruitment and retention difficulties for a particular post, and it is shown that the council are paying below the market rate for the job, a market supplement or market pay scale may be applied.

28. Market supplements/market pay scales are only payable to a small number of jobs which are evaluated using the GLPC or HAY schemes.
29. Where skills shortages exist in specific areas, or where despite paying at the median market rate for the role the pay rate for the role is still not sufficient to recruit and retain the skills required, a rate higher than the market median may be paid. This could be an additional increment, a percentage market supplement, or a market pay scale and requires the authorisation of the Director, HR&OD in conjunction with the Chief Executive.
30. The level of market supplement applied to GLPC posts is determined by analysing market data from an external source e.g. Croner Solutions.
31. The data used for assessing market pay scales for HAY graded posts is the HAY pay databank for the public and not for profit sector. The HAY databank provides the market median, upper quartile and upper decile pay range for each HAY pay grade.

Salary protection

32. As a result of service redesign, employees may be redeployed to a role which is one grade lower than their current role. In this case, the employee will be in receipt of salary protection for a period of 12 months. Incremental progression and any negotiated pay award will not be applicable during the period of salary protection. Redeployment (and salary protection) is subject to the following criteria:
- transferable skills,
 - knowledge of work / experience
 - agreement to undertake relevant training, which may include formal qualification
 - match behaviours framework and skills profile
 - working hours
 - location
33. In exceptional circumstances, where there is a national shortage of skills and experience in a particular role, employees may be redeployed to a role more than one grade lower than their current role. This would be authorised by the Director HR&OD.

Increases and additions to remuneration

34. The council's policy is to apply the nationally negotiated NJC pay award for GLPC graded employees which takes effect from 1st April each year and which applies to the national pay spine.
35. NJC employees received a pay award of 2.75% in April 2020, applied across all pay points.

36. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1st April each year, or six months after the start date (if the starting date is between October and April). There is no provision for the payment of an increment at any other time, unless there are recruitment or retention difficulties.
37. The council's policy for HAY graded employees is to cap any pay award in line with the NJC pay award unless market pay data identifies a significant drift and difficulties are identified with recruitment and retention of staff at this level.
38. For HAY graded employees, incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1st April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time unless there are recruitment or retention difficulties.
39. The council also employs a small number of specialist employees covered by either Teachers or Soulbury salary scales which are also negotiated nationally.

The use of performance-related pay

40. It is the council's policy that HAY graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded. If the performance does not meet the required standard an increment may be withheld.
41. For GLPC graded employees, increments are awarded automatically to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy.

The use of bonuses

42. The council does not offer a bonus or honorarium scheme to any employee.

The approach to the payment of employees on their ceasing to be employed by the authority

43. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.
44. All employees, including chief and senior officers, are subject to the same redundancy payments policy which has been agreed by Staffing Policy Committee.
45. There is no discretion to make redundancy payments which do not comply with the policy.
46. If employees choose to volunteer and are accepted for redundancy, they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).

47. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £525), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).

48. If employees are aged 55 or over, and have been a member of the pension scheme for at least 2 years, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.

49. In line with the Restriction of Public Sector Exit Payments Regulations 2020, which came into effect on 4 November 2020, no payment will be made that exceed the £95,000 cap.

50. No augmentation to pension will apply for any employee.

51. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.
- The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
- The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
- The appointment has corporate director approval.

52. These conditions apply for twelve months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

53. Under the Council's Constitution, the dismissal of chief and senior officers is delegated to the Senior Officers' Employment Sub-Committee which determines severance packages in accordance with the Council's policies. The Sub-Committee may, however, refer the matter to full Council for final determination in exceptional circumstances.

The pension scheme

54. All employees are entitled to join the Local Government Pension Scheme (LGPS).

55. The LGPS changed in 2014 and the benefits structure has moved from a Final Salary basis to a Career Average Revaluation Earnings (CARE) approach for

benefits accruing after this date. Employee contribution bandings have also changed and the new regulations have introduced 9 bandings with rates varying between 5.5 – 12.5% according to the employee's salary, with the employer contributions varying on an annual basis.

56. The benefits of the scheme for all members include:

- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
- Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
- The right to voluntarily retire from age 55 (on an actuarially reduced pension)
- Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.

57. Further information about the pension scheme can be found on the [pensions website](#).

Any other allowances arising from employment

Payment for acting up or additional duties

58. This policy applies only to all employees who, on a temporary basis:

- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
- carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
- take on additional duties within their role.

59. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

Unsocial hours allowances

60. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings / early mornings / nights / Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.

61. Unsocial hours allowances are only payable for GLPC graded jobs, and are not available for senior managers.

Overtime allowances

62. The council has an overtime policy where all employees are entitled to receive additional payment for hours worked in excess of 37 hours. GLPC graded employees are able to claim overtime hours at their normal hourly rate x1.5 for hours worked on a Monday to Saturday, and x 2 for working a Sunday. HAY graded staff are only able to claim overtime in exceptional circumstances where there is an emergency situation and payment is based on the current highest spinal point (point 49) of the NJC pay scale.

Standby and callout allowances

63. The council has a standby and callout policy where all employees receive an allowance should they be on standby out of normal office hours. If employees are called out whilst on standby additional hours or overtime will be paid in accordance with the overtime policy.

Sleeping in allowance

64. The council pays a sleep-in allowance to employees required to sleep in on the premises. This includes up to 30 minutes call out per night, after which the additional hours provisions will apply. The sleep-in allowance payable is currently £37.07, and increases in line with the NJC pay award.

Local election duties – Acting Returning Officer

65. The role of Acting Returning Officer is carried out by the Chief Executive. Fees are paid in line with the relevant legislation and guidance.

Governance arrangements

66. The council's policy is to apply the nationally negotiated NJC pay award to the pay scales for jobs evaluated using the GLPC job evaluation scheme.

67. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for HAY grades are determined using the HAY pay databank for the public and not for profit sector.

68. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.

69. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.

70. For these local conditions of employment, the council consults and negotiates with the relevant trade unions, in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.

71. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's

staff. This includes the power to deal with all matters relating to staff terms and conditions.

72. The full remit of the council's Staffing Policy Committee is contained within the constitution.

The publication of and access to information relating to remuneration of chief officers

73. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to senior employees via the council's website:

- Senior employee salaries which are £50,000 and above. This is updated on a monthly basis.
- A list of their responsibilities
- An organisational chart of the staff structure for the top three tiers of the local authority, to include each individual's job title, contact details, grade, salary in a £5,000 bracket, grade maximum and whether each individual is a permanent or temporary employee. This is updated on an annual basis or more frequently if a significant restructure takes place

The publication of and access to information relating to trade union facility time

74. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to trade union facility time as a percentage of the Council's total wage bill via the council's website:

- Basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary)
- Basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full-time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary divided by the total pay bill).

The relationship between the basic pay remuneration of chief officers and employees who are not chief officers.

75. In terms of overall remuneration the council's policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.

76. The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding employer and employee pension contributions and non-allowances. The figures include all staff in the council (non-schools) and are based on annual full time equivalent salaries.

| | Annual FTE Salary November 2019 | Ratio November 2019 | Annual FTE Salary November 2020 | Ratio November 2020 |
|---------------|---------------------------------|---------------------|---------------------------------|---------------------|
| Highest Paid | £157,376 | | £180,388 | |
| Lowest paid | £17,364 | 9.1:1 | £17,842 | 10.1:1 |
| Mean Salary | £28,262 | 5.6:1 | £29,936 | 6.0:1 |
| Median Salary | £26,317 | 6.0:1 | £27,041 | 6.7:1 |

77. The council would not expect the basic pay remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees, excluding apprentices.

78. Apprentice rates of pay vary according to the age and level of apprentice and range from £8,740 to £16,823 per annum. The apprentice rate of pay reflects the requirement for all apprentices to spend 20% of their working week undertaking learning away from the job. Because apprenticeship rates of pay are “spot” salaries and not determined through our job evaluation scheme we include the rates in this statement but not within pay ratio calculations.

79. The current ratio of highest to lowest paid employees is well within the guidelines and is 10.1:1. The ratios for the mean and median salary levels are also slightly higher than last year at 6.0:1 and 6.7:1

Definitions

NJC – National Joint Council

JNC – Joint Negotiating Committee

GLPC – Greater London Provincial Council

SOULBURY staff - Educational improvement professionals. These staff are drawn from different sources, including senior members of the teaching profession. Their role is to advise local authorities and educational institutions on a wide range of professional, organisational, management, curriculum and related children’s services issues, with the overall aim of enhancing the quality of education and related services.

Equal Opportunities

80. This policy has been Equality Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Legislation

81. This policy has been reviewed by the legal team to ensure compliance with the legislation below and our statutory duties.

- Local Government Transparency Code 2015
- Equality Act 2010

Further information

82. There are a number of related policies and procedures that you should be aware of including:

- HAY job evaluation policy and procedure
- GLPC job evaluation policy and procedure
- Market supplements policy and procedure
- Moving home policy and procedure
- Redundancy payments policy
- Overtime policy
- Unsocial hours guidance
- Standby and callout policy
- Starting salaries and incremental progression policy and procedure
- Acting up and additional duties policy and procedure
- The Local Government Transparency Code 2015
- Trade Union Recognition Agreement

These policies are available from the HR department at Wiltshire Council on request.

| | |
|---------------------|----------------------------|
| Policy author | HR Strategic Delivery Team |
| Policy implemented | 28 February 2012 |
| Policy last updated | 23 February 2021 |

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Staffing Policy Committee

EXTRACT FROM MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 JANUARY 2021

ON-LINE MEETING

48 Pay Policy Statement

Paula Marsh outlined the report that was contained in the agenda pack.

Points made included:

- The pay policy statement set out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2021-22.
- Its purpose was to provide a clear and transparent policy, which demonstrated accountability and value for money. The policy also met the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.
- The pay policy was applicable to council staff and did not include schools support staff or teachers.
- The pay policy statement was first published in February 2012 and was updated on an annual basis. It had now been updated for the financial year 2021/22.
- The pay policy statement set out the pay policies which apply to both the lowest paid and highest paid employees within the council.

Note; Cllr Clewer asked whether it was standard practice to exclude apprenticeship rates from ratios? It was confirmed this was standard practice in local government where apprentices were paid on spot salaries.

Decision

That the Staffing Policy agreed and noted the report

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Wiltshire Council

Council

23 February 2021

Subject: Returning Officer Fees and Charges

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

Key Decision: Non-Key

Executive Summary

The Returning Officer is appointed by the local authority to conduct elections and referendums within the local authority area. The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer's expenditure. In cases where such a scale has been fixed, the scale must not be exceeded. The scale was last reviewed in April 2013.

The current 2013 scale is outdated in terms of pay rates and inadequately reflecting the job roles and services required. Elections are becoming more complex, therefore, there is a need for specific job roles and services to be identified and included in the fees and charges scheme for transparency and to fully account for the cost of elections whether they are contested or uncontested.

The Returning Officer is also designated as Counting Officer for Neighbourhood Planning Referendums (NPRs). The Counting Officer is responsible for running a referendum for a neighbourhood plan area for the voters in the neighbourhood plan area to either adopt or reject the neighbourhood plan. The neighbourhood plan area can vary in size from a small parish to a large town parish. Except for candidates' nominations, the referendum is run in the exact same way as a parish election. The costs associated with this are not currently included in the 2013 scheme.

A proposed revised scheme effective from April 2021 and for the May 2021 elections has been prepared to incorporate all the points detailed above. In addition, provision has been made for postponement of an election to reflect the unusual situation experienced during the Covid-19 pandemic.

This report was recommended to Council by Cabinet at its meeting on 2 February 2021, the minutes of the meeting are available [here](#).

Proposal(s)

That Council:

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

Reason for Proposal(s)

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

Ian Gibbons
Director of Legal and Governance

Wiltshire Council

Cabinet

2 February 2021

Subject: Returning Officer Fees and Charges

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

Key Decision: Non Key

Purpose of Report

1. For Cabinet to recommend Council to approve the proposed Returning Officer's scale of fees and charges scheme to run local elections and referenda effective from 1 April 2021.

Relevance to the Council's Business Plan

2. An approved Returning Officer's scale of fees will facilitate budget monitoring and spending controls for local elections and referendums. The range of job roles listed are clear and transparent and demonstrate the innovative and effective way elections are successfully delivered in line with the council's business plan of effective and innovative working.

Background

3. The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer's expenditure. In cases where such a scale has been fixed, the scale must not be exceeded. The scale was last reviewed in April 2013.
4. The present scale is outdated as elections are becoming more complex with the need for specific job roles to be identified and included in the fees and charges scheme for transparency and to fully account for the costs of elections.
5. The Neighbourhood Planning (Referendums) Regulations came into force in August 2012. The purpose of the legislation is to run a referendum for a neighbourhood plan area for the voters in the neighbourhood plan area to either adopt or reject the neighbourhood plan. The neighbourhood plan area can vary in size from a small parish to a large town parish. Except for candidates' nominations, the referendum is run in the exact same way as a parish election. An additional column has been added to Appendix B to include and match the fees for a parish election as this was not included in the 2013 scale. Within the scale, reference to Returning Officer or Deputy Returning Officer should be substituted for Counting Officer or Deputy Counting Officer for neighbourhood planning referendum purposes.

6. Under the relevant legislation elections are categorised as either “local” (i.e. parish, district, county or unitary) or “Parliamentary” (i.e. Westminster and Police and Crime Commissioner (PCC) elections). These “Parliamentary” elections have their own funding allocation set by the Cabinet Office and are specific to each local authority area based on the type of election. Expenditure on these elections is reclaimed from government via a detailed claims procedure, which enables thorough scrutiny of all expenditure for accuracy and reasonableness.
7. Wiltshire Council regularly monitors the scale it uses against those of other councils, though it is hard to compare the scale like for like due to few councils having the geographical or electorate size of Wiltshire. However, the scale has been devised in conjunction with our neighbouring authority, Swindon Borough Council, to ensure consistency between the two authorities. This is particularly useful as both Wiltshire Council and Swindon Borough Council work together for the PCC elections. Fees have also been reviewed, in particular for poll clerks to ensure the hourly rate meets the national minimum wage requirement.
8. Appendix A shows the current 2013 scheme and Appendix B is the proposed scheme from April 2021 to include neighbourhood planning referendums. The 2021 scheme would apply for the May 2021 elections. Appendix C is the combination of Appendix A and B for comparison purposes only.

Main Considerations for the Council

9. The following considerations refer only to where changes or increase in fees have been proposed for the 2021 scheme and Appendix B should be used for reference.

Returning Officer Fees

10. The Returning Officer fees (A1 and A2) for unitary only and parish with unitary have been brought in line to match the existing parish fees so they are all consistent. The parish fees remain unchanged since 2009.
11. The fee for the Deputy Returning/Counting Officer (count only) (B16) has been increased by £12 from £28 to £40 and will be the first increase in 12 years since 2009. The increase reflects the responsibility of the job, which is usually undertaken by an experienced member of the electoral services team for by-elections and neighbourhood planning referendums.

Training

12. The fee for preparing and delivering the training sessions has been moved from the Returning Officer fee section (shown in the 2013 scheme as A3) to the disbursements section (B27).
13. It is the Returning Officer’s duty to ensure all staff are adequately trained for their job role. The scheme therefore includes the fees payable for attending training. Poll clerks now complete online training, reducing the fee by 50% from 2013 fees (B4). Presiding Officers complete online training and have a final briefing

session when they collect their ballot box. This is a slight increase of £5 from the 2013 fee (B2).

14. Visiting Officers play a vital role on polling day, acting as troubleshooters by providing assistance and support for polling staff as well as a communication link between the Returning Officer and the polling stations. They need to undertake all the training offered to polling station staff as well as attending a bespoke Visiting Officer briefing. Their training fee reflects the total of the three training sessions (B6).
15. Count staff also require specific training, and this has now been included in the scheme for transparency purposes (B9, B12, B15). Although this was not included as a specific item in the 2013 scheme, the fees listed have been adopted for all elections since 2013 and have not altered.

Count Staff

16. The fee paid to count staff (B7, B10) for the first hour of the count has been increased to cover set up and preparation of the count venue and final staff briefing.
17. Parcels staff have been included with the count staff within the scheme (B7, B10) as they also play an important role by initially accepting receipt of ballot boxes and paperwork from the polling staff. They ensure everything has been accounted for as well as monitoring the wellbeing and safe return of the polling staff.
18. The count control roles have been added for transparency (B13). Count control staff record and update the verification figures, provide the balances and controls and prepare the count results for declaration.

Postal voting

19. Postal voting is becoming extremely popular, and the number of postal votes increases with each election. The existing 2013 fee scheme (see Appendix A) provided an allowance based on a fee per postal vote (B6a) or an hourly rate (B6b) which no longer reflects the costs associated with the volume of postal votes and complexity of the verification process. Postal vote opening requires teams of staff to work in the postal vote opening sessions to open, sort and scan the postal votes received. The number of postal votes opening sessions and the staff required is based on the election type and number of postal votes issued. The scheme for April 2021 replaces the 2013 scheme by removing the fee per postal vote and instead providing an hourly rate only for postal vote opening staff (B17, B18, B19) which is more relevant and transparent for this process.

Miscellaneous costs

20. Telephone cover (B20) is required between 6am-8.30am and 5pm-10pm on polling day to deal with any polling station staff queries and any elector queries.

21. It is paramount that any election documentation complies with current legislation and that the information is accurate and correct. The data files need to be produced, checked and securely transferred to the print company within specified timescales to meet agreed contract requirements. As such, and particularly if there are multiple elections, this work is normally conducted outside of normal working hours. The fees for this (B21, B22, B23) reflect this very important job.
22. Clerical assistance provides a budgeted amount to use for ad hoc jobs that may be required and not covered within the roles already indicated in the scheme. This figure has been increased from £60 per 1,000 electors (or part thereof) to £100 per 1,000 electors (or part thereof).
23. Mileage rates (B26) continue to tie in with HMRC rates and are a reduction of 2p per mile from 2013.
24. An allowance has been made for polling staff where there are combined elections held on the same day (column J). This is to recognise the additional work and complexity of multiple elections on the same day.

Actual and Necessary

25. The items listed from C1-C15 are the extra costs that are currently incurred and provided by external services. Additional items have been added since 2013 which are printing and collation of postal vote packs (C4); Covid-19 related costs (C13); online polling station training provisions (C14); the transportation of equipment to and from venues (C15 and C16); confidential storage and disposal of election paperwork (C12).

Uncontested Elections

26. There are occasions when there are a lesser or equal number of candidates as vacancies. This means the candidates are elected unopposed and an election will not take place. Although no election takes place, much of the preparatory work to organise and run the election will have already taken place. This work must then be unpicked by cancelling all the arrangements made and informing relevant stakeholders that the election will not proceed. There will be set-up costs incurred by the print company for early preparation of poll cards and/or postal vote stationery. This is a necessary requirement to produce at an early stage of the election process to ensure they can be sent out in a timely manner in accordance with Electoral Commission guidance and on the assumption the election would be contested. The costs also include secure storage and subsequent destruction of election paperwork in accordance with legislation. The inclusion of all these costs for uncontested elections (D1-D3) better reflects the true expenditure incurred.

Countermanded/Postponed polls

27. Countermanded polls occur when a candidate dies during the election process. The costs incurred depend upon the stage reached in the election process and the fees (E1-E4) account for the different scenarios.

28. Apart from adjournment to a poll on polling day due to a riot or violence at a polling station, there is no legal provision to postpone elections or neighbourhood planning referendums unless emergency legislation is passed to enact this, with the Covid-19 pandemic being a prime example. It is important to note that as soon as the election timetable commences, costs will be incurred to a varying degree up until the effective date of the postponement. It would therefore be prudent to include this within the scheme for contingency purposes, so this has been referenced with countermanded elections (E1-E4).

Parish Polls

29. Parish polls can be demanded under the Local Government Act 1972 and are regulated by their own set of rules. With changes in election regulations over the last few years, parish polls retain a lot of the characteristics of elections from many years ago, e.g. no postal voting, no poll cards. Ballot papers have counterfoils, and stamping instruments are still used.
30. The present scale of fees and charges have been updated for parish polls to reflect half the fee of the new Presiding Officer and Poll Clerk rates because polling hours are reduced to 4pm to 9pm. However, as the count is the same as a parish election then they will match the parish fees.

Overview and Scrutiny Engagement

31. Arrangements will be made for Overview and Scrutiny to be briefed as required.

Safeguarding Implications

32. There are no safeguarding implications.

Public Health Implications

33. There are no public health implications.

Procurement Implications

34. There are no procurement implications.

Equalities Impact of the Proposal

35. None.

Environmental and Climate Change Considerations

36. None

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

37. Pay rates may not meet the minimum wage rate.
38. Difficulty in recruiting staff if pay levels remain at 2013 rates.
39. Failure to run elections if unable to recruit to the roles required.

40. The full cost of elections will not be identified.

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

41. No significant risks identified.

Financial Implications

42. The fees and charges have been updated as set out in the report and appendices to reflect the increased costs of running elections.
43. There is a combined budget and earmarked reserve allocation of £1.2 million for 21/22 planned council elections.
44. There will be increased costs for the 2021 elections as a result of COVID-19 to ensure that the Council is compliant with any Government guidance, including in relation to social distancing. This could mean additional cleaning, restrictions and resource requirement.

Legal Implications

45. It is not a legal requirement to have a scale of fees and charges for local elections, but having one effectively regulates the Returning Officer's maximum expenditure to be paid by the Council and provides transparency on costs.
46. Legal advice confirms that the payments to the Returning Officer and Deputies with Full Powers are currently superannuable, and the relevant deductions have been made since 2009

Workforce Implications

47. There are no workforce implications.

Options Considered

48. No other options considered.

Conclusions

49. To invite Cabinet to recommend Council to approve the 2021 Returning Officer's scale of fees and charges scheme to run elections and referendums effective from 1 April 2021.

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25 January 2020

Appendices

Appendix A – 2013 scheme

Appendix B – Proposed 2021 scheme

Appendix C – comparison of 2013 and 2021 schemes

Background Papers

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

None

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APPENDIX A - Scale of fees and charges from April 2013

| Description | Parish or parish ward | Unitary division | Parish with unitary | Parish poll | Notes |
|-------------|-----------------------|------------------|---------------------|-------------|-------|
|-------------|-----------------------|------------------|---------------------|-------------|-------|

CONTESTED ELECTIONS

A RETURNING OFFICERS FEE

| | | | | | | |
|-----|-------------------------------------------------------------------------------------------|---------|---------|---------|--------|-----------------------------|
| A1 | Returning Officers personal fee - first 500 electors | £32.00 | £25.00 | £19.00 | £32.00 | No change proposed for 2013 |
| A2 | Returning Officers personal fee - each subsequent 250 electors or part 250 electors | £8.50 | £9.00 | £4.00 | £8.50 | No change proposed for 2013 |
| 2.2 | To provide training, for each training session for Presiding Officers and Poll Clerks | £150.00 | £150.00 | £150.00 | £40.00 | No change proposed for 2013 |
| A3 | Returning Officers personal fee - first 50 postal voters | £12.00 | £12.00 | £12.00 | | No change proposed for 2013 |
| A4 | Returning Officers personal fee - each subsequent 50 postal voters, or part 50 | £2.50 | £2.50 | £2.50 | | No change proposed for 2013 |
| AS | Returning Officers personal fee - poll cards per contest OR | £14.00 | £14.00 | £14.00 | | No change proposed for 2013 |
| A6 | Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater | £0.23 | £0.23 | £0.23 | | No change proposed for 2013 |

AA DEPUTY RETURNING OFFICER WITH FULL POWERS FEE

| | | | | | | |
|-----|-----------------------------------------------------------------------|--|--|--|--|-------------------------------------------|
| AA1 | Maximum of one third of Returning Officers fees as set out at A above | | | | | New from 2013 - see paragraph 3 of report |
|-----|-----------------------------------------------------------------------|--|--|--|--|-------------------------------------------|

B DISBURSEMENTS

| | | | | | | |
|-----|------------------------------------------------------------------------------|---------|---------|---------|--------|-------------------------------------------------------------|
| BI | Presiding Officer fee (or as per Parliamentary/ European Order) | £195.00 | £195.00 | £195.00 | £97.50 | Updated in line with Parliamentary fees |
| 2.7 | Additional sum for Presiding Officer/ Poll Clerk training | £50.00 | £50.00 | £50.00 | £50.00 | Linked to national rates, now £50 |
| B2 | Poll Clerk fee (or as per Parliamentary/ European Order) | £115.00 | £115.00 | £115.00 | £57.50 | Updated in line with Parliamentary fees |
| 2.6 | Additional sum for Poll Clerk training | £50.00 | £50.00 | £50.00 | £50.00 | Linked to national rates, now £50 |
| B3 | Counting assistant (first hour) | £20.00 | £20.00 | £20.00 | £20.00 | See paragraphs 4 and 7 of report |
| B4 | Counting assistant (subsequent hour or part hour) | £20.00 | £20.00 | £20.00 | £20.00 | See paragraphs 4 and 7 of report |
| B4b | Count supervisor, if required | £25.00 | £25.00 | £25.00 | £25.00 | New - see paragraph 5 of the report |
| BS | Deputy Returning Officer (Count only) in addition to Count Assistant fee | £28.00 | £40.00 | £28.00 | | No change proposed for 2013 |
| B6a | For the issue and receipt of postal votes, per postal vote OR | £0.60 | £0.60 | £0.60 | | No change proposed for 2013 |
| B6b | For the issue and receipt of postal votes, per person per hour | £5.50 | £5.50 | £5.50 | | No change proposed for 2013 |
| B7 | For the manual preparation of poll cards (per 100 poll cards) | £6.00 | £6.00 | £6.00 | | No change proposed for 2013, not applicable to parish polls |
| B8 | Checking and sorting of poll cards prepared by computer (per 100 poll cards) | £1.50 | £1.50 | £1.50 | | No change proposed for 2013, not applicable to parish polls |
| B9 | Clerical assistance, per 1,000 electors | £60.00 | £60.00 | £60.00 | £60.00 | No change proposed for 2013 |
| BI0 | To purchase, hire, alter or repair each stamping instrument | £1.50 | £1.50 | £1.50 | £1.50 | No change proposed for 2013, other than for parish polls |
| BI1 | Mileage, per mile | £0.47 | £0.47 | £0.47 | | Change to HMRC rate |
| BI2 | Visiting Officers (Visiting Offices to attend Presiding Officer training) | £195.00 | £195.00 | £195.00 | £97.50 | To be maintained in line with Presiding Officer rate |

C ACTUAL AND NECESSARY

| | | | | | | |
|-----|----------------------------------------------------------------------------------|--|--|--|--|--------------------------|
| CI | For all computer services relating to the production of poll cards | | | | | Amount to be as incurred |
| C2 | Printing and providing ballot papers | | | | | Amount to be as incurred |
| C3 | Printing and providing poll cards | | | | | Amount to be as incurred |
| C4 | Printing, providing and publishing notices in connection with the election | | | | | Amount to be as incurred |
| CS | Renting, heating, lighting and cleaning premises in connection with the election | | | | | Amount to be as incurred |
| C6 | Adapting premises for the election and restoring it to the original condition | | | | | Amount to be as incurred |
| C7 | The hire and repair of ballot boxes | | | | | Amount to be as incurred |
| C8 | The transportation of ballot boxes | | | | | Amount to be as incurred |
| C9 | Copies of the register (as per regulations) | | | | | Amount to be as incurred |
| C10 | Stationery, postage, telephones, bank charges and miscellaneous | | | | | Amount to be as incurred |

UNCONTESTED ELECTIONS

| | | | | | | |
|----|--------------------------------------------------------|--------|--------|--------|--|----------------------|
| D1 | Returning Officers personal fee - uncontested election | £19.00 | £30.00 | £30.00 | | Unchanged since 2006 |
|----|--------------------------------------------------------|--------|--------|--------|--|----------------------|

COUNTERMANDED ELECTIONS

| | | | | | | |
|----|--------------------------------------------------------------------------------------|--------|--------|--|--|----------------------|
| E1 | Returning Officers personal fee - uncontested election | £19.00 | £28.00 | | | Unchanged since 2006 |
| E2 | Returning Officer s personal fee - (if countermanded after the close of withdrawals) | £25.00 | £34.00 | | | Unchanged since 2006 |

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APPENDIX B - Scale of fees and charges proposed April 2021

| Description | Parish or parish ward (2021) | Unitary division (2021) | Parish with unitary (2021) | Neighbourhood Planning Referendum (2021) | Combined elections: Additional fee for each additional election type (2021) | Parish polls (2021) | Notes |
|-------------|------------------------------|-------------------------|----------------------------|------------------------------------------|-----------------------------------------------------------------------------|---------------------|-------|
|-------------|------------------------------|-------------------------|----------------------------|------------------------------------------|-----------------------------------------------------------------------------|---------------------|-------|

CONTESTED ELECTIONS

A RETURNING OFFICERS FEE

| | | | | | | | | |
|----|-------------------------------------------------------------------------------------------|--------|--------|--------|--------|-----|--------|-----------------------------------------------------------------------------------------------------------|
| A1 | Returning Officers personal fee - first 500 electors | £32.00 | £32.00 | £32.00 | £32.00 | n/a | £32.00 | Updated unitary and combined unitary/parish in line with parish costs (parish costs unchanged since 2009) |
| A2 | Returning Officers personal fee - each subsequent 250 electors or part 250 electors | £8.50 | £8.50 | £8.50 | £8.50 | n/a | £8.50 | Updated unitary and combined unitary/parish in line with parish costs (parish costs unchanged since 2009) |
| A3 | Returning Officers personal fee - first 50 postal voters | £12.00 | £12.00 | £12.00 | £12.00 | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| A4 | Returning Officers personal fee - each subsequent 50 postal voters, or part 50 | £2.50 | £2.50 | £2.50 | £2.50 | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| A5 | Returning Officers personal fee - poll cards per contest OR | £14.00 | £14.00 | £14.00 | £14.00 | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| A6 | Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater | £0.23 | £0.23 | £0.23 | £0.23 | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |

AA DEPUTY RETURNING OFFICER WITH FULL POWERS FEE

| | | | | | | | | |
|-----|-----------------------------------------------------------------------|--|--|--|--|--|--|----------------------------------------------------|
| AA1 | Maximum of one third of Returning Officers fees as set out at A above | | | | | | | No change proposed for 2021 (unchanged since 2013) |
|-----|-----------------------------------------------------------------------|--|--|--|--|--|--|----------------------------------------------------|

B DISBURSEMENTS

| | | | | | | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|--------|---------|----------------------------------------------------|
| B1 | Presiding Officer fee (or as per Parliamentary Order) | £240.00 | £240.00 | £270.00 | £240.00 | £30.00 | £120.00 | Updated to reflect 2019 UKPGE fees |
| B2 | Additional sum for Presiding Officer training | £55.00 | £55.00 | £80.00 | £55.00 | £25.00 | £50.00 | Updated to reflect 2019 UKPGE fees |
| B3 | Poll Clerk fee (or as per Parliamentary Order) | £144.00 | £144.00 | £164.00 | £144.00 | £20.00 | £72.00 | Updated to reflect 2019 UKPGE fees |
| B4 | Additional sum for Poll Clerk training | £25.00 | £25.00 | £50.00 | £25.00 | £25.00 | £25.00 | Reduced by 50% as online training |
| B5 | Visiting Officers | £300.00 | £300.00 | £330.00 | £300.00 | £30.00 | £150.00 | Updated to reflect 2019 UKPGE fees |
| B6 | Additional sum for Visiting Officer training | £105.00 | £105.00 | £130.00 | £105.00 | £25.00 | £50.00 | Updated to reflect 2019 UKPGE fees |
| B7 | Counting/ Parcel assistant (first hour) | £40.00 | £40.00 | £40.00 | £40.00 | n/a | £40.00 | New |
| B8 | Counting/ Parcel assistant (subsequent hour or part hour) | £20.00 | £20.00 | £20.00 | £20.00 | n/a | £20.00 | No change from 2013 |
| B9 | Count/Parcel Assistant training | £25.00 | £25.00 | £25.00 | £25.00 | n/a | £25.00 | New |
| B10 | Count/ Parcel Supervisor (first hour) | £50.00 | £50.00 | £50.00 | £50.00 | n/a | £50.00 | New |
| B11 | Count/Parcel Supervisor (subsequent hour or part hour) | £25.00 | £25.00 | £25.00 | £25.00 | n/a | £25.00 | No change from 2013 |
| B12 | Count/Parcel Supervisor training | £50.00 | £50.00 | £50.00 | £50.00 | n/a | £50.00 | New |
| B13 | Count Control Officer (first hour) | £50.00 | £50.00 | £50.00 | £50.00 | n/a | £50.00 | New |
| B14 | Count Control Officer (subsequent or part thereof) | £25.00 | £25.00 | £25.00 | £25.00 | n/a | £25.00 | New |
| B15 | Count Control Training | £50.00 | £50.00 | £50.00 | £50.00 | n/a | £50.00 | New |
| B16 | Deputy Returning Officer (Count only) in addition to Count Supervisor fee | £40.00 | £40.00 | £40.00 | £40.00 | n/a | £40.00 | Increase from 2009 |
| B17 | Postal Vote Opener/Scanning Assistants | £10.00 | £10.00 | £10.00 | £10.00 | n/a | n/a | Updated to reflect 2017 UKPGE fees |
| B18 | Postal Vote Supervisor | £15.00 | £15.00 | £15.00 | £15.00 | n/a | n/a | New |
| B19 | Postal Vote Manager | £20.00 | £20.00 | £20.00 | £20.00 | n/a | n/a | New |
| B20 | Out of hours telephone cover | £20.00 | £20.00 | £20.00 | £20.00 | n/a | £20.00 | New |
| B21 | Poll card artwork setting, data and proofing (per hour) | £15.00 | £15.00 | £15.00 | £15.00 | n/a | n/a | New |
| B22 | Postal vote stationery artwork setting, data and proofing (per hour) | £15.00 | £15.00 | £15.00 | £15.00 | n/a | n/a | New |
| B23 | Ballot paper artwork setting, data and proofing (per hour) | £15.00 | £15.00 | £15.00 | £15.00 | n/a | £15.00 | New |
| B24 | Clerical assistance, per 1,000 electors (or part thereof) | £100.00 | £100.00 | £100.00 | £100.00 | n/a | £100.00 | Increase from 2009 |
| B25 | To purchase, hire, alter or repair each stamping instrument | n/a | n/a | n/a | n/a | n/a | £1.50 | No change from 2013 |
| B26 | Mileage, per mile | £0.45 | £0.45 | £0.45 | £0.45 | n/a | £0.45 | Decrease from 2013 (Change to HMRC rate) |
| B27 | To provide training, for each training session for Visiting Officers, Presiding Officers, Poll Clerks and Count Staff | £150.00 | £150.00 | £150.00 | £150.00 | n/a | £40.00 | No change proposed for 2021 (unchanged since 2009) |

C ACTUAL AND NECESSARY

| | | | | | | | | |
|-----|----------------------------------------------------------------------------------|--|--|--|--|--|-----|--------------------------|
| C1 | For all computer services relating to the production of poll cards | | | | | | n/a | Amount to be as incurred |
| C2 | Printing and providing ballot papers | | | | | | | Amount to be as incurred |
| C3 | Printing and providing poll cards | | | | | | n/a | Amount to be as incurred |
| C4 | Printing and providing postal vote stationery | | | | | | n/a | Amount to be as incurred |
| C5 | Printing, providing and publishing notices in connection with the election | | | | | | | Amount to be as incurred |
| C6 | Renting, heating, lighting and cleaning premises in connection with the election | | | | | | | Amount to be as incurred |
| C7 | Adapting premises for the election and restoring it to the original condition | | | | | | | Amount to be as incurred |
| C8 | The hire and repair of ballot boxes | | | | | | | Amount to be as incurred |
| C9 | The transportation of ballot boxes | | | | | | | Amount to be as incurred |
| C10 | Copies of the register (as per regulations) | | | | | | | Amount to be as incurred |
| C11 | Stationery, postage, telephones, bank charges and miscellaneous | | | | | | | Amount to be as incurred |
| C12 | Confidential waste storage and destruction | | | | | | | Amount to be as incurred |
| C13 | PPE equipment and other Covid-19 related costs | | | | | | | Amount to be as incurred |
| C14 | Online polling station training modules | | | | | | n/a | Amount to be as incurred |
| C15 | Transportation of polling booths to/from polling stations | | | | | | | Amount to be as incurred |
| C16 | Transportation of count equipment/stationery to/from count venue | | | | | | | Amount to be as incurred |

D UNCONTESTED ELECTIONS

| | | | | | | | | |
|----|-------------------------------------------------------------------------|---------|---------|---------|-----|-----|-----|-------------------------------|
| D1 | Returning Officers personal fee - uncontested election | £30.00 | £30.00 | £30.00 | n/a | n/a | n/a | Increase from 2013 |
| D2 | Clerical assistance, per 1,000 electors (or part thereof) | £100.00 | £100.00 | £100.00 | n/a | n/a | n/a | New |
| D3 | Any additional costs already incurred in Section C Actual and Necessary | | | | n/a | n/a | n/a | New. Amount to be as incurred |

E COUNTERMANDED/POSTPONED ELECTIONS

| | | | | | | | | |
|----|-------------------------------------------------------------------------------------|---------|---------|---------|-----|-----|-----|-------------------------------|
| E1 | Returning Officers personal fee - uncontested election | £30.00 | £30.00 | £30.00 | n/a | n/a | n/a | Increase from 2013 |
| E2 | Returning Officers personal fee - (if countermanded after the close of withdrawals) | £30.00 | £30.00 | £30.00 | n/a | n/a | n/a | Updated from 2013 |
| E3 | Clerical assistance, per 1,000 electors (or part thereof) | £100.00 | £100.00 | £100.00 | n/a | n/a | n/a | New |
| E4 | Any additional costs already incurred in Section C Actual and Necessary | | | | n/a | n/a | n/a | New. Amount to be as incurred |

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APPENDIX C - Scale of fees and charges comparison between 2013 and proposed April 2021

| Description | Parish or parish ward (2013) | Parish or parish ward (2021) | Unitary division (2013) | Unitary division (2021) | Parish with unitary (2013) | Parish with unitary (2021) | Neighbourhood Planning Referendum (2021) | Combined elections: Additional fee for each additional election type (2021) | Parish polls (2013) | Parish polls (2021) | Notes |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|-------------------------|-------------------------|----------------------------|----------------------------|------------------------------------------|-----------------------------------------------------------------------------|---------------------|---------------------|-----------------------------------------------------------------------------------------------------------|
| CONTESTED ELECTIONS | | | | | | | | | | | |
| A RETURNING OFFICERS FEE | | | | | | | | | | | |
| A1 Returning Officers personal fee - first 500 electors | £32.00 | £32.00 | £25.00 | £32.00 | £19.00 | £32.00 | £32.00 | n/a | £32.00 | £32.00 | Updated unitary and combined unitary/parish in line with parish costs (parish costs unchanged since 2009) |
| A2 Returning Officers personal fee - each subsequent 250 electors or part 250 electors | £8.50 | £8.50 | £9.00 | £8.50 | £4.00 | £8.50 | £8.50 | n/a | £8.50 | £8.50 | Updated unitary and combined unitary/parish in line with parish costs (parish costs unchanged since 2009) |
| A3 Returning Officers personal fee - first 50 postal voters | £12.00 | £12.00 | £12.00 | £12.00 | £12.00 | £12.00 | £12.00 | n/a | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| A4 Returning Officers personal fee - each subsequent 50 postal voters, or part 50 | £2.50 | £2.50 | £2.50 | £2.50 | £2.50 | £2.50 | £2.50 | n/a | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| A5 Returning Officers personal fee - poll cards per contest OR | £14.00 | £14.00 | £14.00 | £14.00 | £14.00 | £14.00 | £14.00 | n/a | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| A6 Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater | £0.23 | £0.23 | £0.23 | £0.23 | £0.23 | £0.23 | £0.23 | n/a | n/a | n/a | No change proposed for 2021 (unchanged since 2009) |
| AA DEPUTY RETURNING OFFICER WITH FULL POWERS FEE | | | | | | | | | | | |
| AA1 Maximum of one third of Returning Officers fees as set out at A above | | | | | | | | | | | No change proposed for 2021 (unchanged since 2013) |
| B DISBURSEMENTS | | | | | | | | | | | |
| B1 Presiding Officer fee (or as per Parliamentary Order) | £195.00 | £240.00 | £195.00 | £240.00 | £195.00 | £270.00 | £240.00 | £30.00 | £97.50 | £120.00 | Updated to reflect 2019 UKPGE fees |
| B2 Additional sum for Presiding Officer training | £50.00 | £55.00 | £50.00 | £55.00 | £50.00 | £80.00 | £55.00 | £25.00 | | £50.00 | Updated to reflect 2019 UKPGE fees |
| B3 Poll Clerk fee (or as per Parliamentary Order) | £115.00 | £144.00 | £115.00 | £144.00 | £115.00 | £164.00 | £144.00 | £20.00 | £57.50 | £72.00 | Updated to reflect 2019 UKPGE fees |
| B4 Additional sum for Poll Clerk training | £50.00 | £25.00 | £50.00 | £25.00 | £50.00 | £50.00 | £25.00 | £25.00 | | £25.00 | Reduced by 50% as online training |
| B5 Visiting Officers | £195.00 | £300.00 | £195.00 | £300.00 | £195.00 | £330.00 | £300.00 | £30.00 | £97.50 | £150.00 | Updated to reflect 2019 UKPGE fees |
| B6 Additional sum for Visiting Officer training | £50.00 | £105.00 | £50.00 | £105.00 | £50.00 | £130.00 | £105.00 | £25.00 | | £50.00 | Updated to reflect 2019 UKPGE fees |
| B7 Counting/ Parcel assistant (first hour) | £20.00 | £40.00 | £20.00 | £40.00 | £20.00 | £40.00 | £40.00 | n/a | £20.00 | £40.00 | New |
| B8 Counting/ Parcel assistant (subsequent hour or part hour) | £20.00 | £20.00 | £20.00 | £20.00 | £20.00 | £20.00 | £20.00 | n/a | £20.00 | £20.00 | No change from 2013 |
| B9 Count/Parcel Assistant training | | £25.00 | | £25.00 | | £25.00 | £25.00 | n/a | | £25.00 | New |
| B10 Count/ Parcel Supervisor (first hour) | | £50.00 | | £50.00 | | £50.00 | £50.00 | n/a | £25.00 | £50.00 | New |
| B11 Count/Parcel Supervisor (subsequent hour or part hour) | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | n/a | £25.00 | £25.00 | No change from 2013 |
| B12 Count/Parcel Supervisor training | | £50.00 | | £50.00 | | £50.00 | £50.00 | n/a | | £50.00 | New |
| B13 Count Control Officer (first hour) | | £50.00 | | £50.00 | | £50.00 | £50.00 | n/a | | £50.00 | New |
| B14 Count Control Officer (subsequent or part thereof) | | £25.00 | | £25.00 | | £25.00 | £25.00 | n/a | | £25.00 | New |
| B15 Count Control Training | | £50.00 | | £50.00 | | £50.00 | £50.00 | n/a | | £50.00 | New |
| B16 Deputy Returning Officer (Count only) in addition to Count Supervisor fee | £28.00 | £40.00 | £40.00 | £40.00 | £28.00 | £40.00 | £40.00 | n/a | | £40.00 | Increase from 2009 |
| B17 Postal Vote Opener/Scanning Assistants | £5.50 | £10.00 | £5.50 | £10.00 | £5.50 | £10.00 | £10.00 | n/a | n/a | n/a | Updated to reflect 2017 UKPGE fees |
| B18 Postal Vote Supervisor | | £15.00 | | £15.00 | | £15.00 | £15.00 | n/a | n/a | n/a | New |
| B19 Postal Vote Manager | | £20.00 | | £20.00 | | £20.00 | £20.00 | n/a | n/a | n/a | New |
| B20 Out of hours telephone cover | | £20.00 | | £20.00 | | £20.00 | £20.00 | n/a | | £20.00 | New |
| B21 Poll card artwork setting, data and proofing (per hour) | | £15.00 | | £15.00 | | £15.00 | £15.00 | n/a | n/a | n/a | New |
| B22 Postal vote stationery artwork setting, data and proofing (per hour) | | £15.00 | | £15.00 | | £15.00 | £15.00 | n/a | n/a | n/a | New |
| B23 Ballot paper artwork setting, data and proofing (per hour) | | £15.00 | | £15.00 | | £15.00 | £15.00 | n/a | n/a | £15.00 | New |
| B24 Clerical assistance, per 1,000 electors (or part thereof) | £60.00 | £100.00 | £60.00 | £100.00 | £60.00 | £100.00 | £100.00 | n/a | £60.00 | £100.00 | Increase from 2009 |
| B25 To purchase, hire, alter or repair each stamping instrument | £1.50 | n/a | £1.50 | n/a | £1.50 | n/a | n/a | n/a | £1.50 | £1.50 | No change from 2013 |
| B26 Mileage, per mile | £0.47 | £0.45 | £0.47 | £0.45 | £0.47 | n/a | £0.45 | n/a | | £0.45 | Decrease from 2013 (Change to HMRC rate) |
| B27 To provide training, for each training session for Visiting Officers, Presiding Officers, Poll Clerks and Count Staff | £150.00 | £150.00 | £150.00 | £150.00 | £150.00 | £150.00 | £150.00 | n/a | £40.00 | £40.00 | No change proposed for 2021 (unchanged since 2009) |
| C ACTUAL AND NECESSARY | | | | | | | | | | | |
| C1 For all computer services relating to the production of poll cards | | | | | | | | | | n/a | Amount to be as incurred |
| C2 Printing and providing ballot papers | | | | | | | | | | | Amount to be as incurred |
| C3 Printing and providing poll cards | | | | | | | | | | n/a | Amount to be as incurred |
| C4 Printing and providing postal vote stationery | | | | | | | | | | n/a | Amount to be as incurred |
| C5 Printing, providing and publishing notices in connection with the election | | | | | | | | | | | Amount to be as incurred |
| C6 Renting, heating, lighting and cleaning premises in connection with the election | | | | | | | | | | | Amount to be as incurred |
| C7 Adapting premises for the election and restoring it to the original condition | | | | | | | | | | | Amount to be as incurred |
| C8 The hire and repair of ballot boxes | | | | | | | | | | | Amount to be as incurred |
| C9 The transportation of ballot boxes | | | | | | | | | | | Amount to be as incurred |
| C10 Copies of the register (as per regulations) | | | | | | | | | | | Amount to be as incurred |
| C11 Stationery, postage, telephones, bank charges and miscellaneous | | | | | | | | | | | Amount to be as incurred |
| C12 Confidential waste storage and destruction | | | | | | | | | | | Amount to be as incurred |
| C13 PPE equipment and other Covid-19 related costs | | | | | | | | | | | Amount to be as incurred |
| C14 Online polling station training modules | | | | | | | | | | n/a | Amount to be as incurred |
| C15 Transportation of polling booths to/from polling stations | | | | | | | | | | | Amount to be as incurred |
| C16 Transportation of count equipment/stationery to/from count venue | | | | | | | | | | | Amount to be as incurred |
| D UNCONTESTED ELECTIONS | | | | | | | | | | | |
| D1 Returning Officers personal fee - uncontested election | £19.00 | £30.00 | £30.00 | £30.00 | £30.00 | £30.00 | n/a | n/a | n/a | n/a | Increase from 2013 |
| D2 Clerical assistance, per 1,000 electors (or part thereof) | | £100.00 | | £100.00 | | £100.00 | n/a | n/a | n/a | n/a | New |
| D3 Any additional costs already incurred in Section C Actual and Necessary | | | | | | | n/a | n/a | n/a | n/a | New. Amount to be as incurred |
| E COUNTERMANDED/POSTPONED ELECTIONS | | | | | | | | | | | |
| E1 Returning Officers personal fee - uncontested election | £19.00 | £30.00 | £28.00 | £30.00 | | £30.00 | n/a | n/a | n/a | n/a | Increase from 2013 |
| E2 Returning Officers personal fee - (if countermanded after the close of withdrawals) | £25.00 | £30.00 | £34.00 | £30.00 | | £30.00 | n/a | n/a | n/a | n/a | Updated from 2013 |
| E3 Clerical assistance, per 1,000 electors (or part thereof) | | £100.00 | | £100.00 | | £100.00 | n/a | n/a | n/a | n/a | New |
| E4 Any additional costs already incurred in Section C Actual and Necessary | | | | | | | n/a | n/a | n/a | n/a | New. Amount to be as incurred |

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Wiltshire Council

Council

23 February 2021

Subject: Update on Council's Response to the Climate Emergency

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

Key Decision: Non Key

Executive Summary

At its meeting held on 26 February 2019 Full Council resolved to acknowledge that 'there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030'.

A commitment was made to provide six-monthly progress updates on actions the council is taking to reduce carbon generation in Wiltshire. This is the third progress report to Council following updates in October 2019 and July 2020.

The update is once more structured against the following business plan priorities. The plan was updated by Full Council in July to include a Climate Emergency Addendum.

- Growing the economy
- Strong communities
- Protecting the vulnerable
- Working with our partners as an innovative and effective council.

Appended to this report is a discussion document. This sets out the proposed approach to developing a draft Climate Strategy and its outline content, navigating engagement and consultation through to final adoption. It also introduces the provisional delivery themes, which will shape the organisation's approach to realising its climate ambitions:

- Transport and travel
- Built environment
- Energy generation, storage and distribution
- Green and circular economy
- Natural environment, land use and farming
- Carbon neutral council

The discussion document includes a projection of the council's corporate emissions trajectory to 2030. Positively, clarification has been received that

the decision to switch to a green energy tariff since April 2020 (as reported in update 2), means electricity used through this contract can now be classed as carbon neutral. This change has resulted in significant immediate progress towards reducing council emissions. Overall, council emissions for 2020/21 are projected to reduce by 79% on 2014/15 figures and 68% on 2018/19.

Since this report was considered by Cabinet in February 2021, the council has received confirmation that it has been awarded £0.55m to provide improvements to 100 council homes with the poorest levels of insulation. The works will be delivered by September 2021, funded through the Government's 'Green Homes Grant' Local Authority Delivery Scheme - Phase 1b.

The minutes of the Cabinet meeting are available [here](#).

Proposal

1. That Council notes the actions taken in response to the climate emergency since July 2020.
2. That Council notes that Cabinet, on February 2nd, 2021, delegated authority to the Director of Economic Development and Planning, in consultation with the Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and Communities, to proceed to:
 - develop and implement a Climate Engagement Plan based on the appended discussion document; and,
 - authorise a subsequent consultation on such draft proposals as may emerge from the engagement process; and,
 - return to Cabinet with a final draft Climate Strategy, seeking approval to submit to Council for adoption.

Reason for Proposals

1. To update Council on actions taken in response to the climate emergency.
2. To update Council on the proposed approach to the development of a draft Climate Strategy for Wiltshire.

Terence Herbert
Chief Executive

Wiltshire Council

Council

23 February 2021

Subject: Update on Council's Response to the Climate Emergency

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

Key Decision: Non Key

Purpose of Report

1. To update Council on actions taken in response to the climate emergency and to outline the proposed approach to the development of a Climate Strategy for Wiltshire.

Relevance to the Council's Business Plan

2. The programme of work to seek to make the county of Wiltshire carbon neutral by 2030 will contribute to all four business plan priorities of:
 - i. Growing the economy
 - ii. Strong communities
 - iii. Protecting the vulnerable
 - iv. Working with our partners as an innovative and effective council

The update on the actions taken in response to the climate emergency is contained in paragraphs 10-42 and structured against these headings.

Background

3. At its meeting held on 26 February 2019 Council debated the following notices of motion:

- 12b) Acknowledging a Climate Emergency and Proposing the Way Forward;
- 12c) Environment and Global Warming.

The council resolved to acknowledge that there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030.

The minutes of the meeting are available online (see pages 21 to 24). Cabinet has also pledged to make Wiltshire Council carbon neutral by 2030.

4. As part of this motion, the council resolved that Cabinet should report to Full Council on a six-monthly basis regarding the actions the council is taking and will take to address the climate emergency. The second report was presented to Council in July 2020.
5. A Global Warming and Climate Emergency Task Group has been established by Environment Select Committee, chaired by Councillor Graham Wright and made up of nine councillors. The task group is developing recommendations to seek to achieve the target of making the county of Wiltshire carbon neutral by 2030. Updates on the task group's work are reported to Environment Select Committee (and O&S Management Committee due to the special arrangements put in place due to the pandemic). The most recent updates were presented on [29 September 2020](#) and [13 January 2021](#).

Main Considerations for the Council

6. Since the last update in July 2020, the council has finalised its 'Climate' governance structure. A Climate Programme Group has been created, chaired by the Corporate Director for Place and Environment; as has a Councillor Climate Working Group, chaired by the deputy leader and including the chair of the O&S Management Committee. These two groups are providing the steer for strategy development and delivery (see **Appendix 1, Annex A** for governance structure).
7. The council's Climate Team is now in place, reporting to the Head of Carbon Reduction. The immediate focus has been to produce a Climate Strategy discussion paper to underpin the forthcoming Climate Engagement Plan. To develop this document the team has met with a significant number of stakeholders, with the key learning summarised within **Appendix 1**. This document will enable extensive engagement during the coming months. The feedback from this will inform a draft Climate Strategy, for consultation during summer/autumn 2021.
8. Corporately, the decision to switch to a green energy tariff, combined with the other reported measures has resulted in predicted 2021/22 council emissions reducing by 79% on 2014/15 figures and 68% on 2018/19, when the council declared a climate emergency. The council has recently further demonstrated its commitment to climate by including the 'Green Agenda' within its key principles for organisational recovery. The focus will be on promotion of a green workplace and environmentally friendly behaviours, as illustrated by the recent introduction of an Eco Champion category in the staff recognition scheme, EPIC.

Growing the Economy: Highly Skilled Jobs (Employment)

9. Through the auspice of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Wiltshire Council officers have been working in partnership with Severn Wye Energy Agency on the EU funded '[Target 2030](#) - Countdown to a low carbon economy'. As part of the European Structural and Investment Funds programme, between October 2020 and June 2023, the project will work with

90 Small or Medium Sized Enterprises (SMEs) across Swindon and Wiltshire - with a target requiring 75% of supported firms to be rural. Target 2030 will offer the SMEs an energy survey and bills analysis, providing them with a report and funding 30% of any subsequent improvements. The programme plans to save 600 tonnes of carbon dioxide emissions across Wiltshire and Swindon.

10. The council has been raising awareness with training providers and employers in order to positively address the potential skills shortage within the green economy sector. Actioned through the SWLEP Skills and Talent subgroup, the focus has been to address, through influence and partnership engagement, the imbalance of supply and demand in skills. Already the council's provider of the Skills Support for Redundancy (ESF) contract has requested further information to ensure that the provision of courses aligns to the county's needs within this area. According to the Local Government Association, Wiltshire is [projected](#) to require 6856 'green jobs' by 2030.

Growing the Economy: Housing and Environment

11. The July update highlighted that the council's Housing Board was considering investing in existing council housing stock to increase its energy efficiency. In November 2020, Cabinet [approved](#) an investment of £50 million to raise council homes to an energy performance B rating, as a minimum, over the next 10 years. Improvements will include:

- the fitting of A++ windows
- efficient light bulbs fitted as standard
- non-fossil fuel heating and hot water solutions e.g. Air Source Heat Pumps or high heat retention Night Storage Heaters (combined with the installation of efficient unvented hot water cylinders)

It is forecast that the total programme could deliver a reduction in carbon emissions of between 15,000 and 20,000 tonnes per annum. Residents could also benefit from savings on energy bills up to £ 500-600 per annum

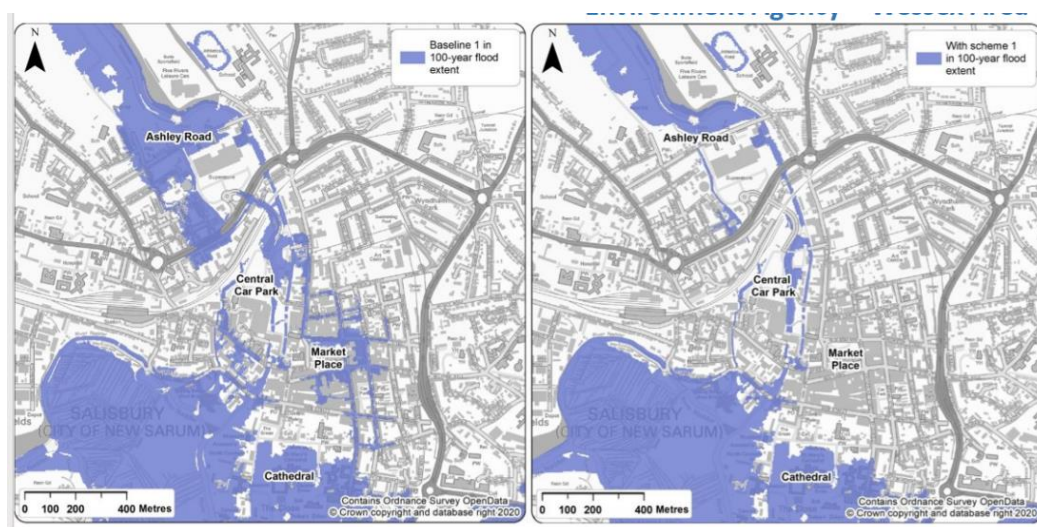
12. The council has also made a successful application to the Government's 'Green Homes Grant' Local Authority Delivery Scheme - Phase 1b. The grant will provide £0.55m to target improvements to 100 homes with the poorest levels of insulation by September 2021. The focus will be on a 'fabric first' approach which will see the properties receiving the best thermal insulation with appropriate ventilation as necessary. This will increase the EPC rating, give better thermal comfort, reduce heating and hot water bills and in turn carbon emissions. The council will train existing staff / create the new role of Retrofit Coordinator, mandatory under PAS 2035. This is required if the council is to become accredited for the best possible and fully auditable results. The role of Retrofit Coordinator as well as Retrofit Designer can be partially funded from this grant.

13. The council has promoted the Green Homes Grant [Scheme](#) for owner occupiers and landlords via its internal and external communication channels.

Staff, public and businesses have been made aware of the scheme, which means homeowners can obtain up to two thirds of the cost of energy savings measures, up to £5000. Lower income households, however, could be entitled to claim £10,000.

14. Cabinet, in November 2020, approved the first phase of the Salisbury River Park [Scheme](#), which will improve resilience to climate change. This will commence an £18 million package of investment provided by the Environment Agency and SWLEP. This flood prevention scheme will reduce the risk of flooding for existing residents and businesses in Salisbury City Centre. It includes additional flood defences, improvements for leisure and recreational uses, plus ecology and biodiversity enhancements. It will also enable the delivery of the council's wider regeneration goals for the Maltings and Central Car Park site and protect future development in the city centre.

'1 in 100' Year Flooding Impacts without/with River Park Scheme



15. The council recognises the benefits to biodiversity of different management regimes and this year has been carrying out wildflower trials, both on highway verges and on amenity land. This work will be extended if successful. In these trials, there has been a reduction in the number of cuts from 9 to 2, avoiding the main flowering period from mid-May through to the end of August. Over time this will help develop a short flower-rich turf with clovers, trefoils, self-heal and other small species. These areas can provide a long continuity of flowers that are valuable for bees and other insects. Collection of clippings will be undertaken after each cut to reduce the build-up of organic material (a thatch of cut grass), keep nutrient levels low, and ensure plenty of bare ground for plants to regenerate from seed.
16. The July update recognised the importance of reviewing the policies within the Wiltshire Core Strategy, to make a positive contribution to managing greenhouse gas emissions and help shape communities that are resilient to the predicted impacts of climate change such as higher temperatures and increased flood risk. Consultation has now commenced on the [Local Plan Review](#) and includes the consultation paper '[Addressing climate change and biodiversity net gain through the Local Plan - raising the ambition](#)' as well as the [emerging spatial strategy](#). A sustainable pattern of development that

promotes self-containment and reduces the need to travel will be a central part of the plan and views are sought on the distribution of growth in the period to 2036.

17. Alongside the emerging spatial strategy, the aim of the consultation is to test the council's thinking and further develop evidence to inform policies in the draft plan. Five linked key policy themes, in addition to the Spatial Strategy, will help support the plan's objective in respect of adapting to and mitigating climate change:

- tackling flood risk and water management;
- enhancing green/blue infrastructure and biodiversity;
- delivering sustainable design and construction;
- encouraging sustainable, renewable energy generation and management; and
- promoting sustainable transport, active travel and improving air quality.

18. The consultation document builds on these themes and asks people to help us develop what we already know about the social, economic and environmental challenges facing Wiltshire in terms of a changing climate - e.g. understanding the viability of carbon neutral new development; delivering a decarbonised and sustainable energy strategy; tackling retrofitting of existing building stock; creating and sustaining a 'green economy'; reversing biodiversity loss.

19. Alongside the Local Plan Review, the council is preparing a Green and Blue Infrastructure Strategy. The strategy will both inform and support the implementation of policies within the Local Plan. It also plays an important role, as a corporate document, alongside the Climate Strategy that will be focused on delivering improvements to the natural environment and has shared objectives. An outline of the emerging strategy is attached at **Appendix 2**. It sets out a vision and is based on three goals: adaptation and resilience to climate change; halting the loss of and improving biodiversity; and contributing to health and well-being. These goals will help deliver strong and well-connected green and blue infrastructure across Wiltshire and across to adjoining local authorities. Such an approach is valued by communities and supports sustainable development. This has been developed following input from a workshop attended by a range of stakeholders including Natural England, the Environment Agency, neighbouring authorities, wildlife organisations and water utility companies. The strategy will continue to be developed through stakeholder engagement, which where possible will be joined up with the planned engagement to develop the draft Climate Strategy.

20. In 2019 the council approved 5 applications for solar farms and battery storage units across the county. The table below shows that these developments will contribute over 200 megawatts of electricity to support the county's energy demands.

| Type | Number | Installed capacity (MWelec) |
|------|--------|-----------------------------|
|------|--------|-----------------------------|

| | | |
|-----------------|---|-----|
| Solar | 2 | 56 |
| Battery Storage | 3 | 149 |

21. Eunomia's [Local Authority Recycling Carbon Index](#) provides councils with an alternative measure of the environmental performance of their waste and recycling services to a purely weight-based measure, which is how "recycling rates" are typically calculated. The Index shows which local authorities' recycling activities are delivering the greatest carbon benefits based on an assessment tool created by Zero Waste Scotland. Eunomia calculates the total carbon savings generated from all the recycling reported by each authority via the statutory WasteDataFlow reporting framework, and encompasses their kerbside collections, household waste recycling centres and other recycling initiatives such as bring sites. Dividing this figure by the population served yields a carbon saving per capita, thereby allowing an effective comparison between authorities. The higher the value, the higher the theoretical carbon savings. Rating authorities in this way demonstrates that a high recycling rate does not necessarily result in the greatest carbon savings. Wiltshire for this year has been classed as a Good Performer and is outperforming the national average. England's Carbon Index performance remained close to last year (2019) at 69 kg CO₂eq saved per capita. Wiltshire's Carbon Index (2019) performance was 82 kg CO₂eq saved per capita. Categories are defined as follows:

- High Flyers – the top 10%
- Good Performers – the next 30%,
- Mid Performers – the next 30%, and
- Low Performers – the bottom 30%

22. Wiltshire has subsequently improved its recycling collection service, thus making it easier for residents to recycle a wide range of materials at the kerbside. It has also reduced the overall size of the collection vehicle fleet under new service contracts, and collection rounds are being further optimised to ensure vehicles are deployed as efficiently as possible. The new collection vehicles also utilise more efficient engines. In 2019/20, 94% of the waste collected by Wiltshire Council for recycling, composting or reuse was managed within the UK and was not exported abroad. All these measures would be expected to further improve the carbon impact of the waste service beyond that reported for 2018/19. Wiltshire Council's household waste recycling rate for 2018/19 was 42.69%, which increased to 43.45% by 2019/20. In 2018/19, 84.34% of the municipal waste managed by Wiltshire Council was diverted from landfill.

Growing the Economy: Transport and Infrastructure

23. The council is currently rolling out a £12m programme to convert streetlights across Wiltshire to LEDs, with approximately 20,000 units replaced so far out of a total of 42,000. Since 2013/14 energy consumption has been reduced by 39% thanks to part-night lighting, dimming and the use of LEDs for new and replacement units. During this period carbon emissions have more than halved despite a growth in the number of streetlights as new developments are built.

The 42,000 new LED units are projected to reduce energy consumption by 67% and carbon emissions by 83% by 2022/23 compared with the 2013/14 baseline.

24. The council has been proactively engaging with the Energy Saving Trust to review its fleet/grey fleet in order to understand where emissions and costs can be reduced. Consideration has been given to opportunities where Ultra Low Emission Vehicles (ULEVs) can replace diesel. Funded by government, the Energy Saving Trust analysed the council's fleet data over 12 months from April 2019 to March 2020. This research has been instrumental in helping to shape the council's forthcoming Fleet Strategy. The council has also enabled Wiltshire College and Dorset and Wiltshire Fire and Rescue to engage with the EST.
25. The council has been awarded £0.68m from the second tranche of the Department for Transport's (DfT) Active Travel Fund, to progress cycling schemes in the county. The funding is intended to make it easier and safer for pedestrians and cyclists to access shops, businesses and places of work without driving or using public transport, and also help people to maintain social distancing. The original bid was for £0.9m, and so to establish which schemes to take forward, the council is holding a consultation on the proposed options. It is also consulting on the first tranche of temporary schemes, which are already in place.
26. The council and SWLEP are planning transport improvements in the vicinity of New Road and Station Hill, Chippenham in early 2021. The improvements are part of the £1.98 million approved SWLEP Chippenham Station Hub redevelopment project. The aim of the improvements is to enhance junction capacity and provide better facilities for both cyclists and pedestrians.
27. Work is currently being undertaken with the Devizes Development Partnership to develop the Strategic Outline Business Case for the Devizes Gateway station (for completion by end of February 2021). Council officers are also liaising with a Wilton stakeholder/working group to develop a bid application for Wilton Junction station (submission date to be confirmed by the Department for Transport). The council has learnt that it was unsuccessful in its bid through the 'Restoring Your Railway' (RYR) fund to restore secondary train services on the Great Western Mainline. On the other unsuccessful bids in round 1 RYR (Westbury - reinstating the 4th platform; and improving capacity on the Swindon-Westbury route), the council is considering next steps with the rail industry (i.e., Network Rail, GWR and South Western Railway).
28. As part of the government's pledge to reduce carbon, it is committed to enhancing the public transport offer nationally. In doing so, it has allocated £5bn, which will largely be accessed through the National Bus Strategy to be launched in the late spring 2021. As a prelude the government made available three grant pots for which local authorities can bid in early 2020. Wiltshire qualified for two of these grants:

- a. £0.67m was received last year to improve/enhance or reinstate bus services. A consultation was conducted through members and town and parish councils to ascertain community bus priorities. Due to the pandemic, the consultation exercise will be repeated in the summer of 2021 to reaffirm priorities in advance of rollout.
- b. The council has also been successful in moving to phase 2 of its £1.2m Demand Responsive Transport (DRT) bid to modernise and enhance the existing DRT scheme in the Pewsey Vale. Phase 2 is a justification of the original business case, rather than a competitive process. Confirmation will be provided by the DfT before the end of the current financial year 2020/21.

Strong Communities: Community Wellbeing

29. The construction of Melksham Community Campus is due to commence early 2021. The scheme will incorporate sustainable construction methods and technologies. The fabric of the building has been designed with energy efficiency in mind; the U-values of the building are on average 20% less than current building regulations. Natural ventilation is the primary ventilation mechanism. The air-handling units will also be fitted with a heat recovery system. The building has an intelligent control system that will ensure heating and cooling technology is only utilised when needed to ensure optimum efficiency. High efficiency LED lighting will also be installed throughout. The previously proposed Combined Heat and Power (CHP) boiler will be replaced with Air-Source Heat Pumps. The roof design has also been upgraded so that photovoltaics can be installed. Officers are currently looking at funding options for the installation of photovoltaics; if secured, planning permission will be sought for their installation.

Strong Communities Protecting the Vulnerable: Early Intervention

30. [Warm and Safe Wiltshire](#) is an energy advice service provided by Wiltshire Council and Swindon Borough Council in partnership with Dorset & Wiltshire Fire and Rescue Service and managed by the Centre for Sustainable Energy. The service provides residents across the county with information and support to help them live in warmer, safer and more comfortable homes. Between July - Sept 2020 Warm and Safe Wiltshire advised 578 households (4,383 since April 2018) on a wide variety of topics including: insulation and heating improvements, switching energy suppliers, claiming the Warm Home Discount, securing additional benefits and local grants like the Surviving Winter Fund. The demand for the service this quarter has increased significantly, in part due to prepayment meter vouchers and other funding that the Centre for Sustainable Energy has received. Also, the financial effects of the pandemic are now starting to be felt with residents contacting the service due to a change in their circumstances.

Working with Partners as an Innovative and Effective Council: Community Involvement

31. Wiltshire's Conservation and Museums Advisory Service (CMAS), based at the Wiltshire and Swindon History Centre, undertakes laboratory-based conservation services for external clients mainly from the heritage community. In a commitment to improve carbon emissions, a sustainability action plan has been developed. The plan focuses on the four main areas of; chemical usage, waste management, smart use of resources and energy usage. By implementing small changes in these areas and working towards a larger goal, the aim is to operate a sustainable laboratory and set a standard that others can follow. The intention is to communicate this plan through the council's website and collaborate with the wider heritage conservation community.
32. The council has been considering opportunities for reducing emissions within its libraries. An audit of recycling methods was undertaken, leading to good practice being rolled out across the estate. An ideas portal was developed with suggestions to emerge including making libraries a known place where water bottles can be refilled, reducing laminating to a minimum and moving to scannable digital cards (libraries have already stopped issuing new plastic cards every 3 years when membership is renewed). There is also an ambition for a poster campaign to promote sustainability tips to library customers.

Working with Partners as an Innovative and Effective Council: Performance

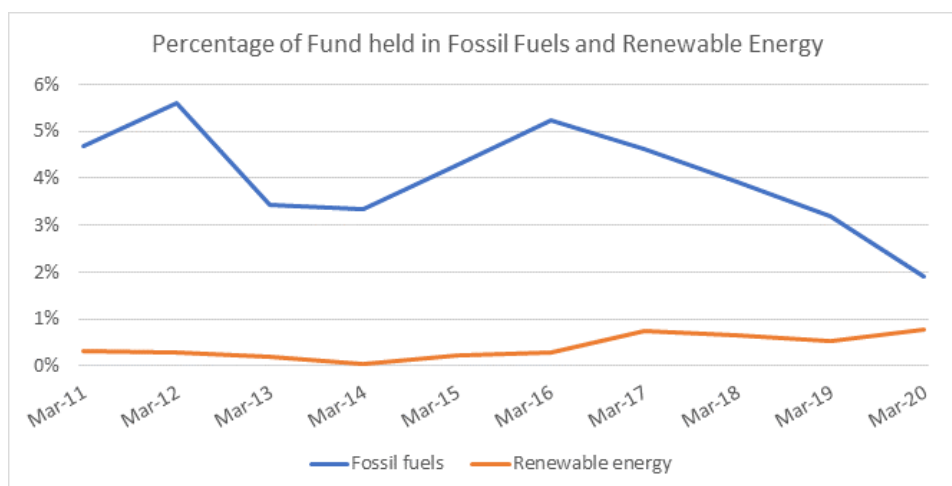
33. The council has commenced its Property Carbon Reduction Programme, focused on buildings where it is responsible for the energy related emissions from utility usage (the operational estate such as offices, leisure centres, libraries etc). The £5m programme aims to reduce carbon emissions from that portfolio by 25% over a 3-year timescale. The programme will concentrate on improving the energy efficiency of lighting and heating systems and, wherever possible, installing renewable energy systems. By reducing energy use within the buildings or generating renewable electricity on-site the council will be lowering the emissions associated with those buildings. As of December 2020, ten individual projects were underway, of which six were complete. They include LED lighting upgrades, building control systems upgrades and an Air Source Heat Pump installation. The cumulative carbon saving from those 10 projects is estimated at 120 tonnes. A further 12 projects are being assessed for cost and carbon saving and, if viable, will be completed within the first year of the programme.
34. Additionally, the council has been successful in a test bid submitted to the Public Sector Decarbonisation Scheme (PSDS). In a grant letter received in October the council was awarded £0.2m to be directed for improvements at Warminster library. The council has now put in its main bid for £4.5m with the works split into 4 technology areas:
- Replacing existing gas heating with Air Source Heat Pumps at 4 large leisure centres = £2.6m
 - Upgrading Air Handling units at 3 leisure centres = £0.4m
 - Upgrading the motors/ fans at 7 large buildings = £0.1m

- Installing PV at 19 buildings = £1.1m
- There are also potentially some enabling works to increase electrical loads for the heat pump sites = £0.2m

If the bid is successful, improvements will be completed by September 2021.

35. The council's Programme 99 to improve its ICT infrastructure has achieved a reduction of 35% in data centre power and cooling consumption. Additionally, phase 2 of Programme 99 will seek to make further carbon footprint reductions.

36. In support of the council's climate aspirations the Wiltshire Pension Fund has transitioned funds into a low carbon passive equity portfolio. These assets represent approximately 20% of the fund's £2.7 billion total. The transition has taken place following a review of the pension fund's strategic asset allocation, led by Wiltshire's Pension Committee. The committee recognised that as long-term investors, it needed to take all risks into account, which included managing climate change risk alongside good governance.



37. The graph above demonstrates that the Fund's exposure to fossil fuels has decreased steadily over several years. For example, the Fund has committed £40m which will be invested exclusively in renewable infrastructure and has committed a further £100m to a fund which will invest in long-term renewable projects. One example of the type of investment made in this fund is two low carbon greenhouses in East England, heated by a new technology which takes warm, clean water from sewage treatment works, and uses a heat pump to heat the greenhouses. This has a knock-on positive impact in that the warm water is usually pumped straight into nearby rivers, so cooler water is better for the river ecosystem. Additionally, the greenhouses will be growing produce like tomatoes and peppers which will be sold in British supermarkets, and thus will have a lower carbon footprint compared to imports.

Working with Partners as an Innovative and Effective Council: Commercialism

38. The council is exploring the direct and indirect carbon impacts caused by the county's bus network. A carbon baseline is being established based on bus

and coach mileage procured against supplier's vehicle types. Initial estimates show that a good number of buses and coaches are fitted with Euro VI engines, which are the highest emission standard engine available on the market. However, although these emissions will promote an improvement in air quality, they do not reduce the carbon footprint. Discussions with bus and coach operators are key and will take place in early 2021 to determine their understanding of how decarbonisation will affect their business and for Wiltshire Council to better understand how it can meet its carbon targets. The operation of three electric park and ride buses in Salisbury will allow bus operator 'Go South Coast' to understand long-term and whole life costs.

Working with Partners as an Innovative and Effective Council: Delivering Together

39. Key external meetings were held in the last quarter of 2020 with both Wiltshire Public Service Board partners (NHS, Police, College, Fire and Rescue) and town and parish councils to ascertain how we can work together on our carbon neutral ambitions and the green recovery. The council also met with community energy groups and took part in two Wiltshire Climate Alliance workshops: one with adults in August 2020 and one with young people in November 2020 to hear their suggestions for a green recovery.
40. In addition to the [Countryside Climate Network](#) which promotes the voice of the countryside in climate change discussions, the council has signed up to:
- the new UK100 [pledge](#).
 - the ADEPT [blueprint](#) for a green recovery.
 - the Race to Zero global [network](#) of local authorities.

The council is also a member of the Local Government Association's Climate Action Group, the Collective for Climate Action public sector forum, Ashden's regional climate action learning hub and ADEPT's Environment Board. These networks promote the exchange of good practice with other councils and make the case for central government to transfer to councils more powers for tackling climate change. The council is also promoting the Let's Go Zero [campaign](#) to Wiltshire schools.

41. The council is committed to reducing carbon emissions in its schools through innovation and utilising the new greener technologies available on the market. These have been achieved through the installation of LED lighting, energy saving heating solutions, applications of warm roofs for replacement of flat roofing to increase the thermal values of each roof and moving closer to the installation of PV. Additionally, initial surveys are taking place with a view to replacement of gas / oil appliances with air source heat pumps. King's Gate Primary School and Wellington Eagles Primary School are new schools, built in the last two years. Both achieved Very Good BREEAM ratings (BREEAM is a third-party certification of an asset's environmental, social and economic sustainability performance). These schools have been designed to comply with the latest regulations on energy use and thermal modelling.

Overview and Scrutiny Engagement

42. As part of the governance supporting the development and delivery of the Climate Strategy, the Chairman of the Overview and Scrutiny Management Committee now sits on the Councillor Climate Working Group. The executive continues to work closely with the O&S task group supporting this area and the recently published second set of recommendations were considered by the [Environment Select Committee](#) on 13 January 2021. The Global Warming & Climate Emergency task group considered the Climate Strategy discussion document in **Appendix 1** on 28 January 2021.

Safeguarding Implications

43. There are no safeguarding implications arising from this report.

Public Health Implications

44. There are no direct public health implications arising from the report itself. Some of the actions we are taking (for example travel) will, however, have the potential to have a positive impact on the health of the population.

Procurement Implications

45. There are no procurement implications arising from this report.

Equalities Impact of the Proposal

46. One of the key principles set out in **Appendix 1** is for the Climate Strategy to be equitable, ensuring the transition to low carbon, climate resilient future is fair (section 4.1).

47. The consultation and engagement approach for the Climate Strategy will be planned so that it is inclusive.

Environmental and Climate Change Considerations

48. This report sets out the council's response to environmental and climate change considerations following the acknowledgement of a climate emergency and agreement by Full Council to seek to make the county of Wiltshire carbon neutral by 2030.

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

49. As Full Council recognised on 26 February 2019, the risks from climate change are such that Wiltshire Council cannot wait for national government to act where it can take action itself. If the council does not have an agreed strategy, there is a risk that the council will not be adequately prepared.

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

50. Without delegated authority to consult on the strategy, the council will face delays in finalising a structured response to fulfil its 2030 climate ambitions.

Financial Implications

51. The council has committed £0.35m per annum to revenue fund its Climate Team. To date, the council has invested extensively in its carbon reduction programme, recently committing £50 million towards retrofitting its housing stock as well as £12 million funding to convert to LED street lighting and £5m to reduce emissions from its corporate estate. The council has also successfully secured £0.68m of government funding to support active travel and £0.55m to target energy improvements in the 100 council homes with the poorest EPC ratings. A decision is expected shortly on a bid of £4.5m to the Public Sector Decarbonisation Scheme (PSDS), following a successful pilot bid of £0.2m to improve Warminster library. It is recognised that further funding will be required to continue this progression at both an organisational and at a county level. The council is committed to working with government and private sector partners to explore all opportunities to access the funds to facilitate this work.
52. As part of the Climate Strategy development, the council will begin to quantify how much the pathway to a carbon neutral council will cost.

Legal Implications

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

Workforce Implications

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

Options Considered

55. **A shorter timeline for developing the strategy, resulting in limited consultation and engagement** - Developing a strategy without thorough stakeholder engagement would accelerate the process for adoption but would not speed up delivery, given that buy-in is vital. The council can only enable and facilitate change with support from stakeholders. Good engagement and consultation over the strategy will ensure agreement on priorities and support for delivery are much more likely.

Conclusions

56. Since Full Council resolved to acknowledge that there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030, a number of areas of work have been progressed. This report provides an update and through the appended discussion document proposes a structured pathway to adoption of a Climate Strategy, developed in partnership with the community.

Sam Fox, Interim Corporate Director for Place and Environment (Director - Economic Development and Planning)

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11 February 2021

Appendices

Appendix 1: Climate Strategy Discussion Document

Appendix 2: Towards a Blue and Green Infrastructure Strategy for Wiltshire -
Outline of emerging strategy (January 2021)

Background Papers

None.

Appendix 1

Wiltshire Climate Strategy Discussion Document

Executive summary

This document is a precursor to a new Wiltshire Climate Strategy. It is not a strategy in itself but provides an overview of the scale of the challenge and the opportunities ahead, as a basis for discussion.

The council has declared a climate emergency, committed to becoming carbon neutral as an organisation by 2030, and to seeking to make the whole of Wiltshire carbon neutral too. This will enable the county to seize the opportunities of a green economic recovery, generating thousands of new jobs (Figure 7.14) and bringing significant health and financial co-benefits to residents.

Globally the planet is one degree warmer than before the industrial revolution and this is already causing significant climate impacts. While we try to reduce the effects and impacts of climate change, Wiltshire Council also needs to adapt to a changed climate.

Government has pledged to reduce national emissions by 68% by 2030 and for the UK to become carbon neutral by 2050.

Government data (Figure 5.1) shows that the key sources of CO₂ emissions in Wiltshire are: transport (45%); industry, commercial and agriculture (29%); and homes (26%). Electricity has been a key focus for decarbonisation nationally, with continued decarbonisation needed. However, electricity accounts for only 19% of energy use (Figure 5.4), and more than a quarter of Wiltshire's energy consumption is for heating using natural gas, with heating oil also widely used in rural areas. Decarbonisation of heat and transport is therefore key.

Wiltshire's existing renewable energy installations, of which 85% are solar photovoltaics (PV), have the capacity to supply around one third of the county's electricity requirements. Wiltshire Council directly accounts for only 0.5% of the county's emissions but it can use different levers of influence (Figure 4.1) to effect change across a much larger proportion of the county's emissions, e.g. through supply chains, planning, employee travel, council housing and working with schools and residents.

Section 5 sets out Wiltshire's carbon budget and trajectories (Figure 5.5) and Section 6 explains how we have listened to your views to date and commits to further engagement and consultation on this agenda.

Section 7 sets out the challenges and opportunities in relation to carbon reduction and climate resilience ahead against six delivery themes:

- Transport and travel
- Built environment
- Energy generation, storage and distribution
- Green and circular economy
- Natural environment, land use and farming
- Carbon neutral council

For each theme, we have listed the types of action the council could take using its levers of influence, as a starting point for discussion. Figure 7.19 shows that by last year the council's emissions had more than halved, from 23,758 t CO₂e in 2014/15 to 11,641 t CO₂e in 2019/20. Projected emissions in 2020/21 are 79% lower than 2014/15.

Finally, we set out the council's governance arrangements, risks to the climate programme and next steps, calling for you to send us your feedback on this document.

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1. Aims of this document

1. This document is a precursor to a new Wiltshire Climate Strategy. It is not a strategy in itself, but provides an overview of the scale of the challenge and the opportunities ahead, as a basis for discussion. It will be published on the council's website, and feedback on this document will shape the draft strategy before it is formally consulted on later this year.
2. The document is based on initial findings from the available evidence base and articulates what **carbon neutral** and **climate resilience** looks like for Wiltshire.
3. Since Wiltshire Council has made a firm commitment to becoming a carbon neutral council by 2030, there is a focus on reducing carbon emissions from its operations and property. However, the council also has an ambition for the county of Wiltshire to become carbon neutral. This will require coordinated action by the public sector, businesses, voluntary sector and residents working together towards a shared goal.
4. This discussion paper therefore aims to stimulate conversations with all stakeholders about the priorities and resources required to achieve a carbon neutral Wiltshire as well as the role the council should play.

2. Climate impacts and adapting to climate change

5. Climate change due to human influences is acknowledged as a threat to life. Globally the planet is one degree warmer than before the industrial revolution and this is already causing significant climate impacts. UK Climate Projections (UKCP) from the Met Office suggest that without any action we are heading for a 4°C rise in global mean surface temperature. This high emissions scenario (following current levels of emissions growth) is projected to cause disruptive changes to our weather patterns and sea levels in the UK (Figure 2.1), with more serious consequences internationally.

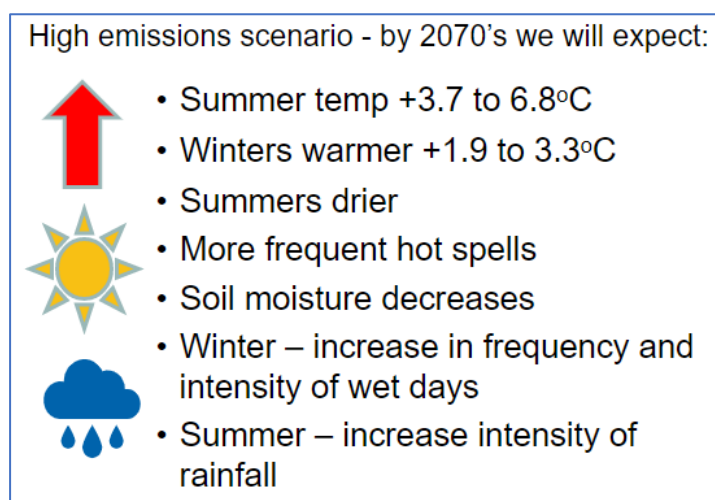


Figure 2.1. Predicted changes in the UK. Data source: [UKCP Global – Low Emissions Scenario \(RCP2.6\)](#) and [UKCP Headline Findings \(2019\)](#)

6. The United Nations Paris Agreement commits signatories to limiting global average temperature increase to 2°C goal, whilst striving to achieve a 1.5°C limit. A 2°C increase is acknowledged as the level which we must not overshoot. The latest Intergovernmental Panel on Climate Change [special report](#) on the impacts of global warming show that even the effects of a 2°C rise are significantly worse than a 1.5°C rise.

7. The UK Government legal target (incorporated in the Climate Change Act 2008) to become carbon neutral by 2050 is designed to keep us below 2°C, and ideally we would reduce our carbon emissions sooner, so that we can keep below a 1.5°C rise (for more information, refer to the Met Office).
8. While we try to reduce the effects and impacts of climate change, Wiltshire Council also needs to adapt to a changed climate. Our new Climate Strategy and an updated Climate Change Adaptation Plan will include objectives to help us cope with a scenario based on a 2°C temperature rise.
9. The existing Climate Change Adaptation Plan assessed the implications of climate change in Wiltshire and put in place measures to protect residents and businesses from its impacts. Many of the actions are ongoing and involve a range of partners. The plan is due to be reviewed and engagement on the Climate Strategy will help to guide and inform the review.

3. Towards carbon neutral: Our overall challenge

10. In February 2019, the council declared a climate emergency and committed to seek to make the county of Wiltshire carbon neutral by 2030. To this end, in July 2019, Wiltshire Council [pledged](#) to become carbon neutral by 2030. The pledge relates to the council's carbon emissions (or 'carbon footprint') that are within its direct control, i.e. those from its operations and buildings. In order to fulfil this commitment, the council's carbon footprint will be drastically reduced compared with its current footprint and any residual emissions will be offset.

3.1 Defining carbon neutral and net zero

11. 'Net zero carbon emissions' or 'net zero carbon' is conceptually the same as **carbon neutral**, though there are some different technical specifications in use. Carbon neutral means to result in no net release of carbon dioxide (CO₂) into the atmosphere and should take into account schemes which offset carbon production.
12. When we talk about 'carbon' emissions this means the full range of [greenhouse gases](#) unless stated, and these emissions are measured as carbon dioxide equivalents (CO₂e).

3.2 National policy

13. According to the most recent report from the UK Committee on Climate Change (CCC [Sixth Carbon Budget Report](#), December 2020) we still have the opportunity to turn the situation around and it is achievable, and affordable.
14. This report and other studies show that many of the solutions we need are already developed. We therefore need to base our immediate action on existing technology and solutions, while innovating for the longer-term solutions. The UK Government's Ten Point Plan for a Green Industrial Revolution sets out intentions for the economic recovery post Covid-19, and puts supporting green jobs and the net zero carbon goal at its centre.
15. Many of these measures will deliver 'co-benefits', for example the reduction in fossil fuel use will decrease air pollution as well as carbon emissions. While trees are absorbing carbon dioxide from the air, the woodlands created will also boost wildlife and provide accessible green spaces which is of proven benefit to health and wellbeing.
16. National policy is changing rapidly in the run up to the [COP26](#) to be held in Glasgow in 2021, when the commitments from all countries who have signed up to the Paris Agreement will be reviewed. As the host nation, the UK is seeking to provide ambitious leadership.
17. Many of these measures will deliver 'co-benefits', for example the reduction in fossil fuel use will decrease air pollution as well as carbon emissions. While trees are absorbing carbon

dioxide from the air, the woodlands created will also boost wildlife and provide accessible green spaces which is of proven benefit to health and wellbeing.

National direction of travel

The 10 Point Plan and the Sixth Carbon Budget report indicate that the national route towards carbon neutral is likely to include:

- Vehicles will be electric, though mileage is not predicted to fall significantly, with potential savings of £8bn / year to consumers by 2035
- Journeys by public transport, walking and cycling will need to increase.
- Growth in air travel and related infrastructure is curbed by 6%, but could increase again as low-carbon planes become viable
- Emissions from flights will be offset by tree-planting – funded by airlines, making flights more expensive
- Energy will be renewable, with a significant amount from offshore wind. Hydrogen and nuclear will also be part of the mix nationally.
- Electricity use will increase as transport and heat are electrified, and grid infrastructure will be updated to enable decentralised and smart energy generation and storage technologies
- Homes will be more energy efficient, costs being offset by energy savings. Gas boilers will be phased out and new homes will be required to have low-carbon heating such as heat pumps
- Low carbon industries, such as those building renewable energy installation or retrofitting homes with new technology, will create thousands of jobs throughout the UK
- Supply chains will help to decrease the carbon produced directly and indirectly by what we buy and consume
- Research and innovation will focus on developing clean solutions to shipping and aviation, and carbon capture, usage and storage technology
- Consumption of meat and dairy will need to decrease by about 20% by 2030 rather than a complete move to meatless diets, as long as reduction in emissions in other areas is achieved
- The UK will have a 40% increase in woodland areas. Some will be accessible, some will be commercial forest, some will be protected for nature
- Food production will need to be increased and more efficient, while farms will be supported to help fight climate change and increase biodiversity
- Nature recovery initiatives and the Environmental Land Management scheme help to sequester carbon, reduce flood risk and provide green places for people and wildlife

4. Climate Strategy - Our approach

18. Since Wiltshire Council acknowledged the climate emergency in February 2019, a Councillor Task Group was set up and provided recommendations on ways to reduce carbon emissions, while individual council services started looking at their role. A new Climate team was formed in 2020.
19. Our new strategy will be a basis for county-wide efforts towards achieving carbon neutrality. It will provide a steer and help to prioritise the big wins for carbon emissions reduction and climate resilience. It will not be a delivery plan but will inform further detailed plans and projects.

20. While preparing the strategy, Wiltshire Council will also be working to reduce its emissions as an organisation. In addition, we will be seizing opportunities to implement wider initiatives in areas that we already know will be significant for our pathway towards carbon neutral. These are ‘no regrets’ initiatives, that can be started as soon as resources allow. Even though we still need to refine our understanding of emissions, impacts and possible solutions, we will not wait to start work on delivery.
21. Information on what the council is already doing to combat carbon emissions and become resilient to climate change can be found in our twice-yearly updates to Wiltshire Council’s Cabinet and Full Council.
22. The council will reduce emissions within its direct control and will also use a range of ‘levers of influence’ – from regulatory powers, to influencing and working in partnership - to have a much wider impact, as Figure 4.1 shows.

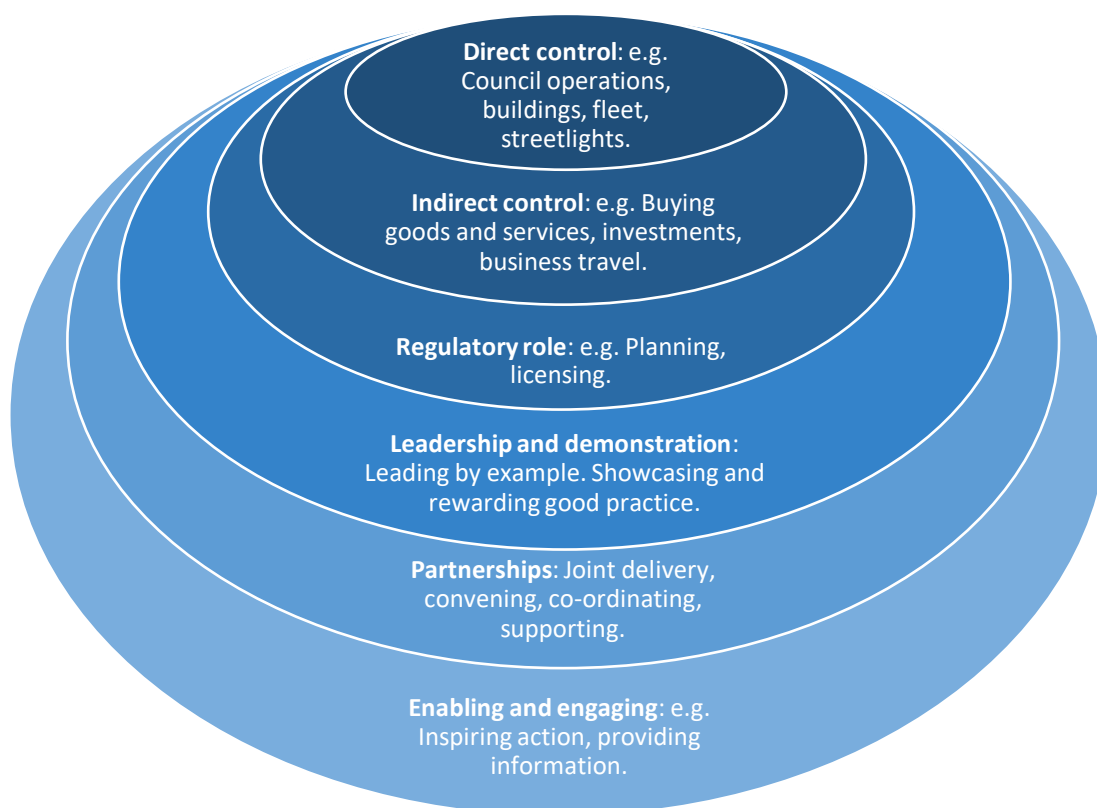


Figure 4.1 Local authority levers of influence

4.1 Principles

23. Wiltshire Council’s Climate Strategy will:
 - Be evidence based – using the best available science and analysis, while working to increase knowledge in areas where there are gaps
 - Follow the Greenhouse Gas Hierarchy, using offsetting as a last resort – see Figure 4.2
 - Be equitable – ensuring the transition to low carbon, climate resilient future is fair
 - Embed climate considerations in decision-making
 - Deliver co-benefits – valuing and making the most of the win-wins
24. A central part of the strategy will be to set out the baseline of carbon emissions and articulate the scale of the challenges and opportunities.

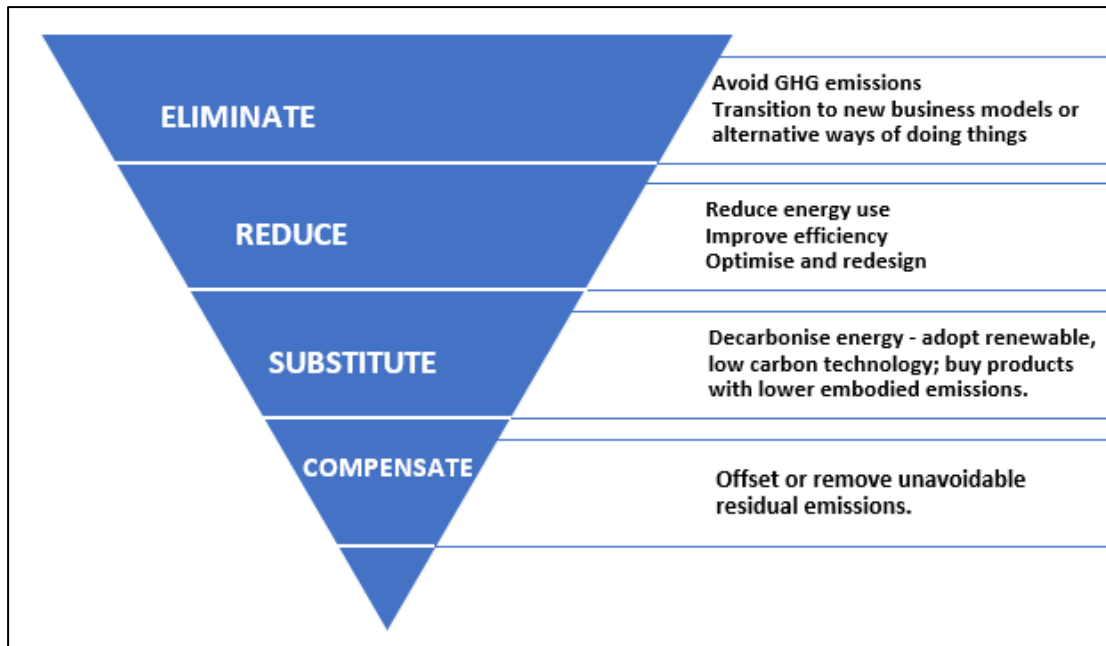


Figure 4.2 The Greenhouse Gas (GHG) Hierarchy

5. Understanding Wiltshire's emissions

5.1 Where we are now?

25. To reduce emissions and work towards making Wiltshire carbon neutral, we first need to understand where those emissions come from and their extent.
26. Figure 5.1 provides an overview of the main sources of emissions, with transport taking up the largest share at 45%. Industry and homes make up the remainder. Wiltshire's total carbon emissions in 2018 totalled 2,694 ktCO₂. Wiltshire Council's emissions in 2019 amounted to 13 ktCO₂ – equivalent to approximately 0.5% of the county's 2018 emissions.

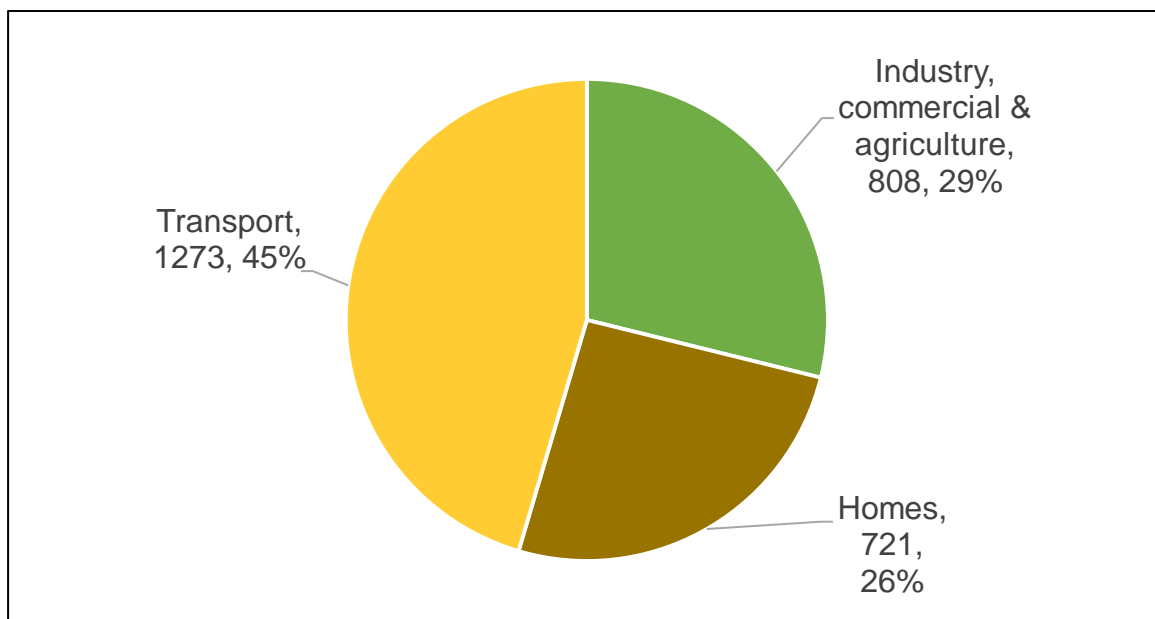


Figure 5.1 Wiltshire emissions by source (ktCO₂, BEIS LA data)

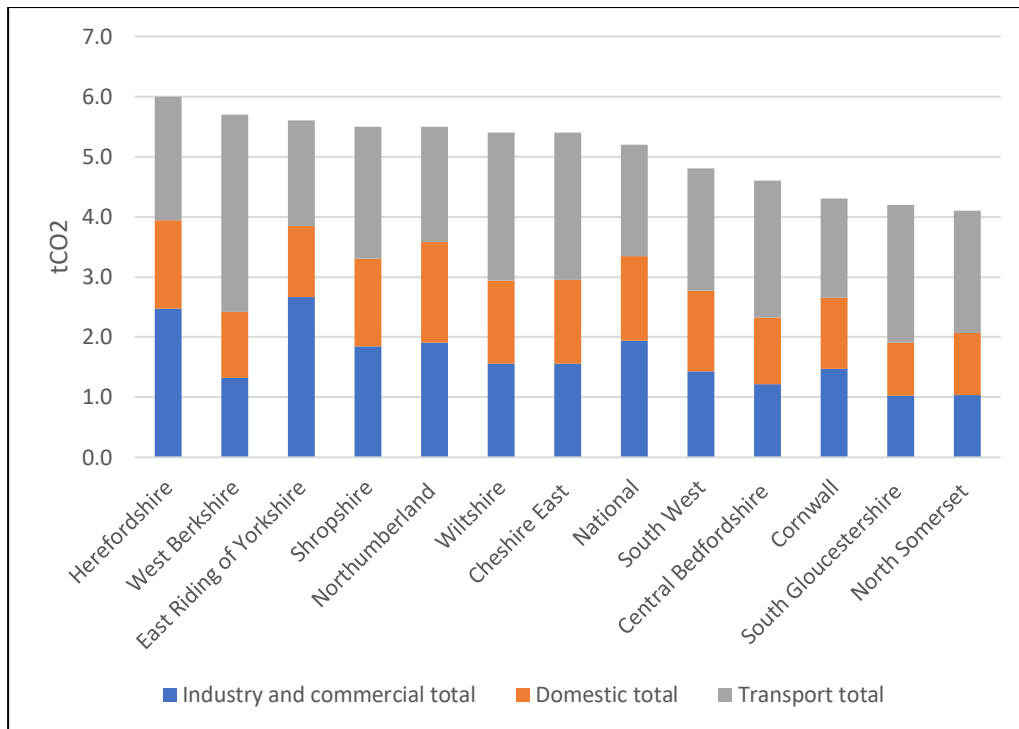


Figure 5.2 Per capita emissions split by sector (BEIS, LA data 2018)

27. Figure 5.2 shows Wiltshire’s emissions per person per year for 2018 and gives an idea of our position compared with the regional/national averages and with similar local authorities (CIPFA statistical neighbours), and Figure 5.3 shows the changes in emissions per person per year in Wiltshire compared to the South West and nationally.

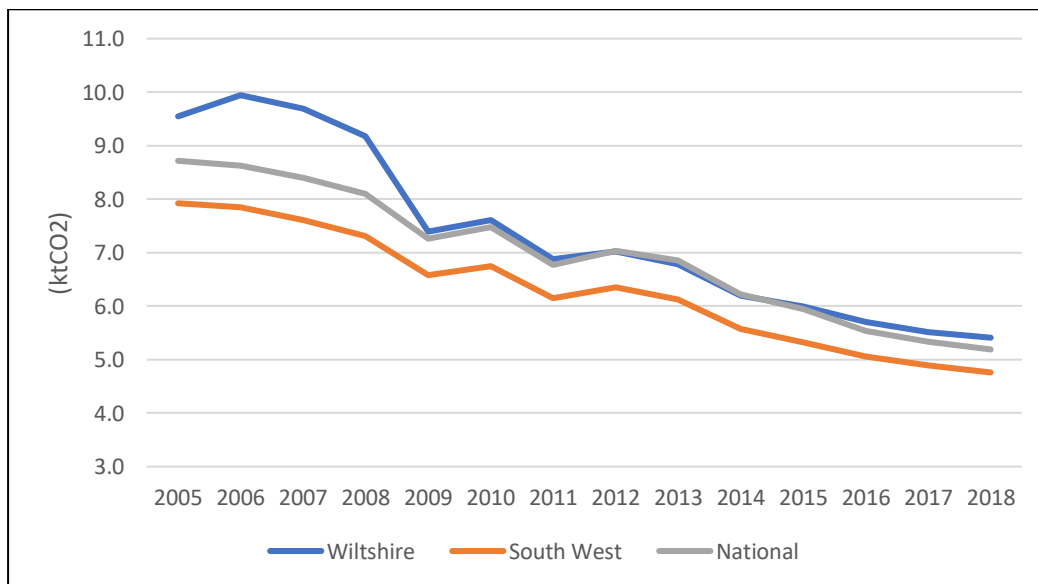


Figure 5.3 Wiltshire, South West and National emissions per capita

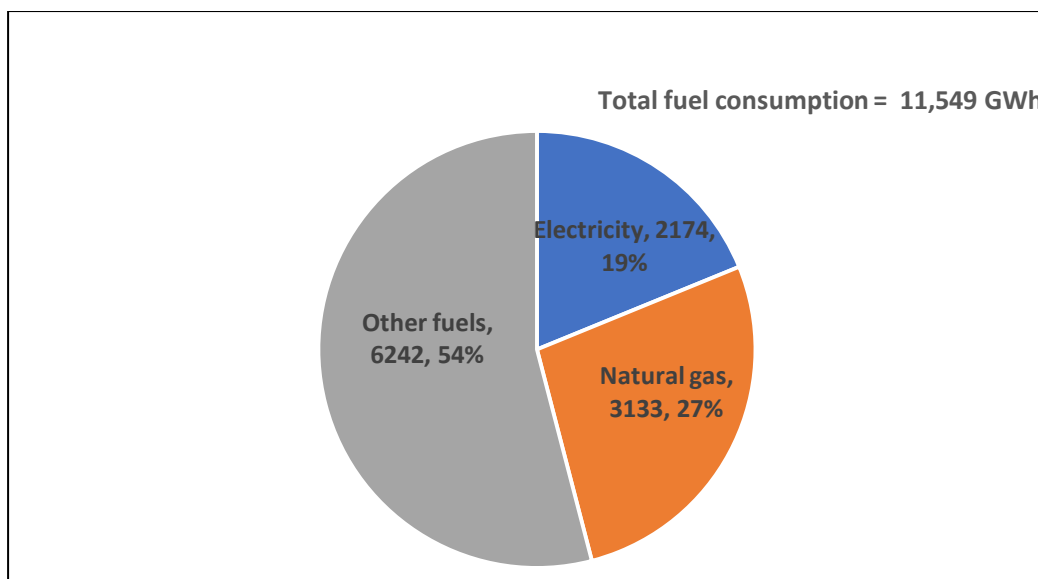


Figure 5.4 Wiltshire energy consumption in GWh (2018) Source: [Total final energy consumption at regional and local authority level: 2005 to 2018 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/total-final-energy-consumption-at-regional-and-local-authority-level-2005-to-2018)

28. Figure 5.4 shows Wiltshire’s energy consumption in 2018. Over half of energy consumption is for “other”, encompassing coal, biomass, manufactured and liquid fuels - of which transport accounts for the largest proportion. 27% is natural gas, mainly used for heat. While electricity has been a key focus for decarbonisation, it currently accounts for only 19% of energy use. This proportion is expected to grow as transport and heat are electrified.
29. Figure 5.5 shows that in 2019, Wiltshire’s renewable electricity generation accounted for 680 GWh, supplying just under one third of the county’s electricity demand (2172 GWh). This is equivalent to approximately 6% of our total energy [demand](#)¹.

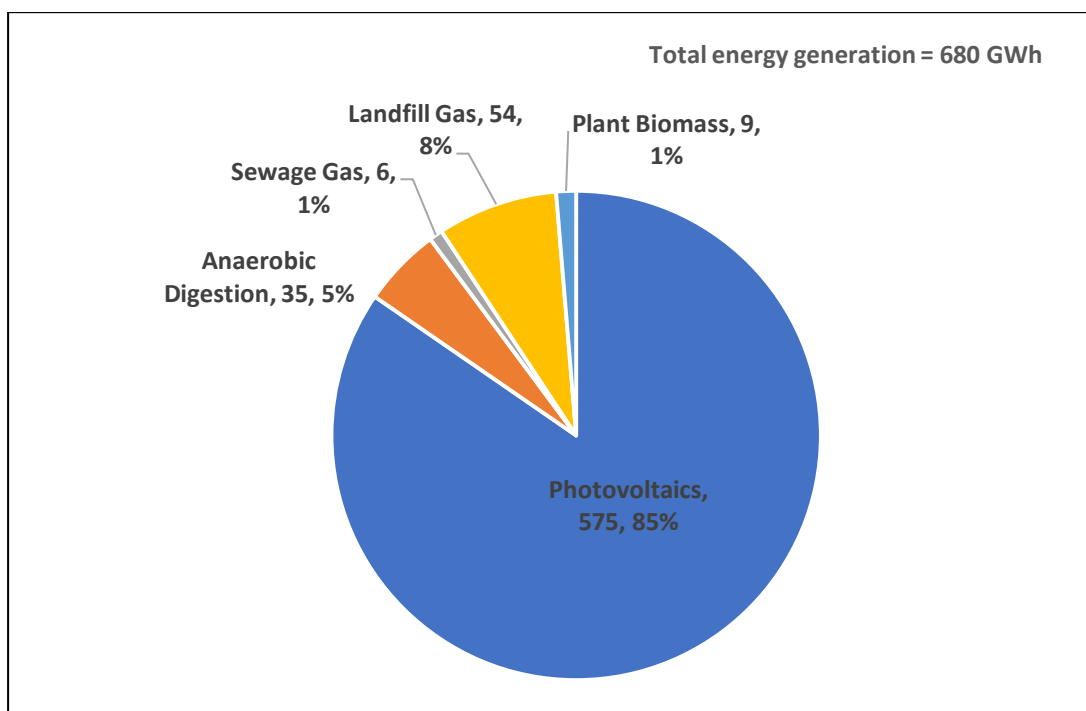


Figure 5.5 Wiltshire renewable energy generation in GWh (2019) [Regional Renewable Statistics – GOV.UK](https://www.gov.uk/government/statistics/regional-renewable-statistics)

¹ Based on 2018 consumption as 2019 data is only available for electricity

5.2 Our baseline, carbon budget and trajectory

30. Wiltshire's emissions will be measured against a 2005 baseline, as this was the first reporting year by the Government's Department for Business, Energy and Industrial Strategy (BEIS). The orange line in Figure 5.6 shows that significant reductions have been achieved since 2005, in line with the national trend. Key factors driving these reductions have been improvements in energy efficiency and steady decarbonisation of the electricity grid, as renewables account for an ever-increasing proportion of all generation.
31. The [Tyndall Centre](#) trajectory in grey relates to reductions based on a science-based target and carbon budget - with the aim to limit global temperature increase to well below 2°C above pre-industrial levels. There is only a finite amount of carbon dioxide that can be emitted if we are to avoid irreversible and very damaging climate change, and we must use that allowance in the best way possible. The key issue is to minimise the total amount of carbon dioxide and other greenhouse gases released into the atmosphere (represented by the area under the graph on Figure 5.6), so a steeper reduction in emissions (the grey or yellow line) results in fewer total emissions than a slower reduction (light blue line).

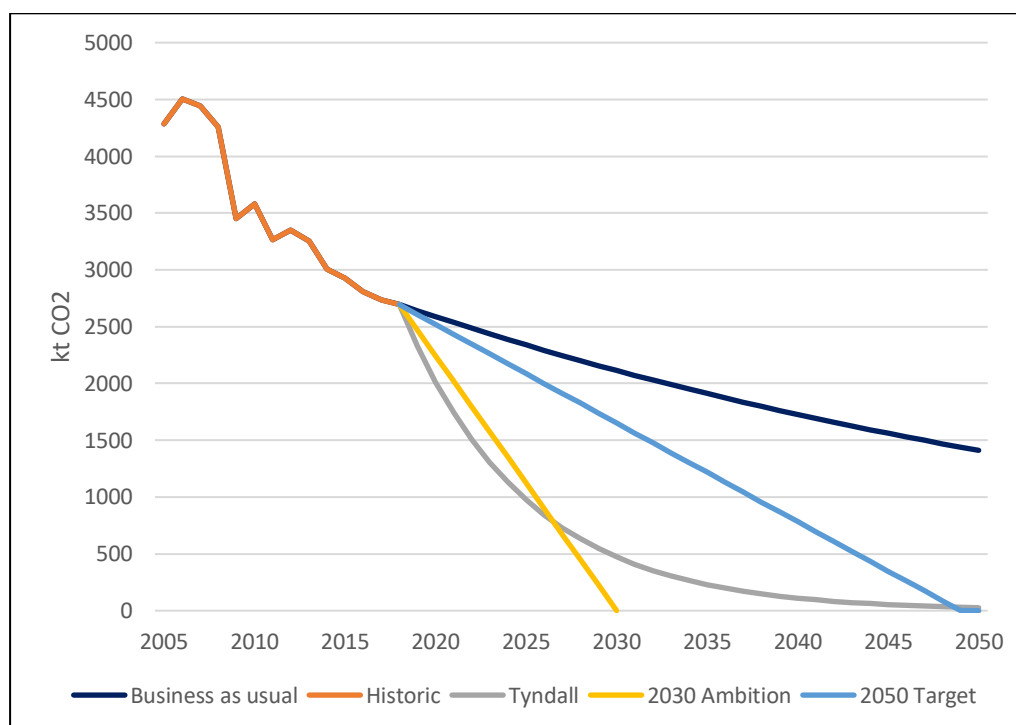


Figure 5.6 Carbon reduction pathways for Wiltshire county, 2005-2050

32. On the 4th December 2020 a new plan was announced by the government setting the UK on the path to net zero by 2050. The plan aims for at least a 68% reduction in greenhouse gas emissions by 2030, compared to 1990 levels. The Wiltshire trajectory indicated in Figure 5.6 would align with this.
33. As the graphs show, and as we are constantly reminded through the media, there is a need for significant and radical cuts in carbon emissions to be sure we can reach the target. This will take considerable efforts by Wiltshire Council, residents and all businesses and organisations operating in the county, as well as central government. We have already started to have conversations with organisations and the next section sets out what we are hearing so far.

6. Listening to your views

34. It is crucial for the council to engage widely in order to be able to deliver on the climate agenda. Some engagement has already taken place:
- The council's Global Warming and Climate Emergency Scrutiny Task Group has gathered the views of a wide range of stakeholders since June 2019.
 - The Climate team has held initial engagement meetings with stakeholders August - December 2020: environmental groups; public sector partners including town and parish councils; Swindon and Wiltshire Local Enterprise Partnership; Covid recovery partnership groups.
 - A survey of more than 6000 residents was carried out in autumn 2019 and showed that environmental priorities featured high for their area as did antisocial behaviour and highway maintenance – see Figure 6.1

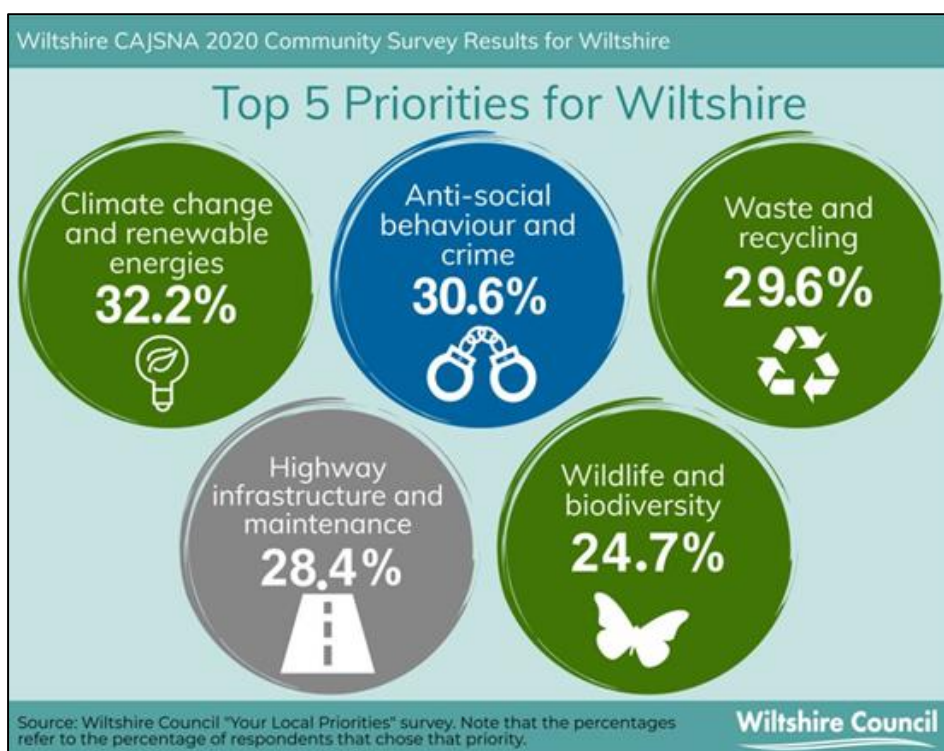


Figure 6.1 Wiltshire Community Area Joint Strategic Assessment 2020

35. The council can also draw on the recent report from the national Climate Assembly. Their [report](#), *The Path to Net Zero*, shows how a representative sample of the population believe the UK should meet its net zero emissions commitment. There are many detailed recommendations across ten areas including: how we travel; what we eat and how we use the land; what we buy; heat and energy use in the home; how we generate our electricity; and greenhouse gas removals.
36. The report conveys assembly members' agreement on themes that recurred throughout their discussions, on the need for:
- improved information and education for all on climate change;
 - fairness, including across sectors, geographies, incomes and health;
 - freedom and choice for individuals and local areas;
 - support for protecting and restoring nature;
 - realising the value of 'co-benefits' to tackling climate change
37. Figure 6.2 shows a snapshot of some of the detailed recommendations.

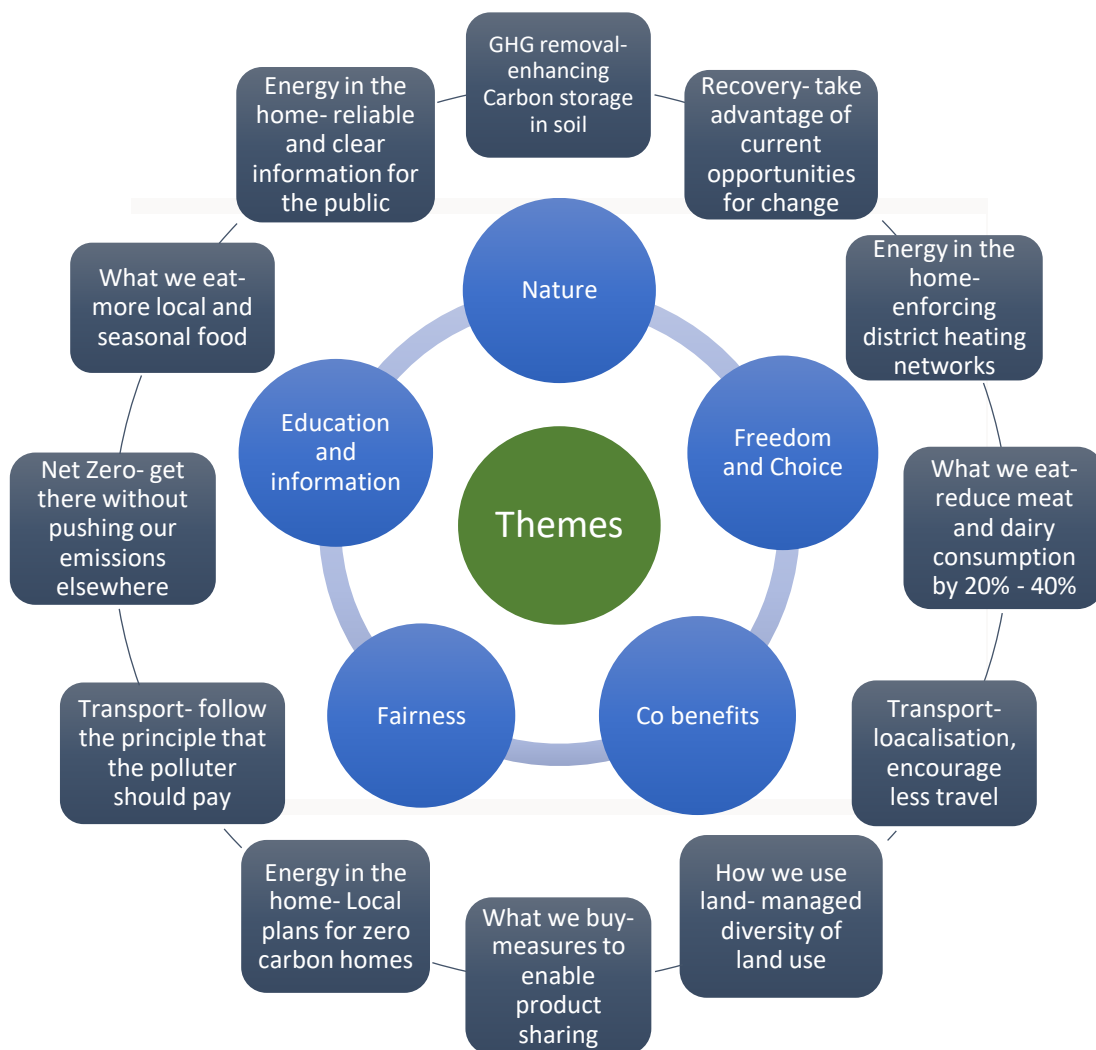


Figure 6.2 Summary of recommendations from the national Climate Assembly

38. Further engagement and consultation with stakeholders throughout Wiltshire is planned June-October 2021 to develop the climate strategy, and a new 'Climate and Environment Forum' will enable continuous engagement and sharing of knowledge and experience in the journey towards net zero in Wiltshire (see Section 8).

7. Delivery Themes

39. The following sections set out our thinking so far in relation to the 'Delivery Themes', which are:
1. Transport and travel
 2. Built Environment
 3. Energy generation, storage and distribution
 4. Green and circular economy
 5. Natural environment, land use² and farming
 6. Carbon neutral council

² Refers to activity, vegetation or habitats on the land surface, rather than development use classes

7.1 Transport and Travel

Where we are now?

40. According to the government's Department for Transport (DfT), in 2016 transport [became](#) the largest emitting sector of greenhouse gases in the UK. This also applies to Wiltshire where 45% of GHG emissions are transport related (Figure 5.1).
41. DfT's analysis shows that road traffic is the biggest source of emissions within domestic UK transport, providing 91% of the total transport emissions. Wiltshire is a rural county, so car use is even more prevalent for most residents. 87% of personal trips in rural areas are made by car or van; 78% in urban areas ([DfT](#)). The county has over one third of a million vehicles (290,000 cars and 50,000 vans) for a population of half a million (DfT data 2020). However, balanced against this the 2011 [Census](#) evidenced that 15% of Wiltshire households did not have access to a car or van.
42. Almost 4 billion miles [were driven](#) on Wiltshire roads in 2019 (Figure 7.1), contributing to this national figure.

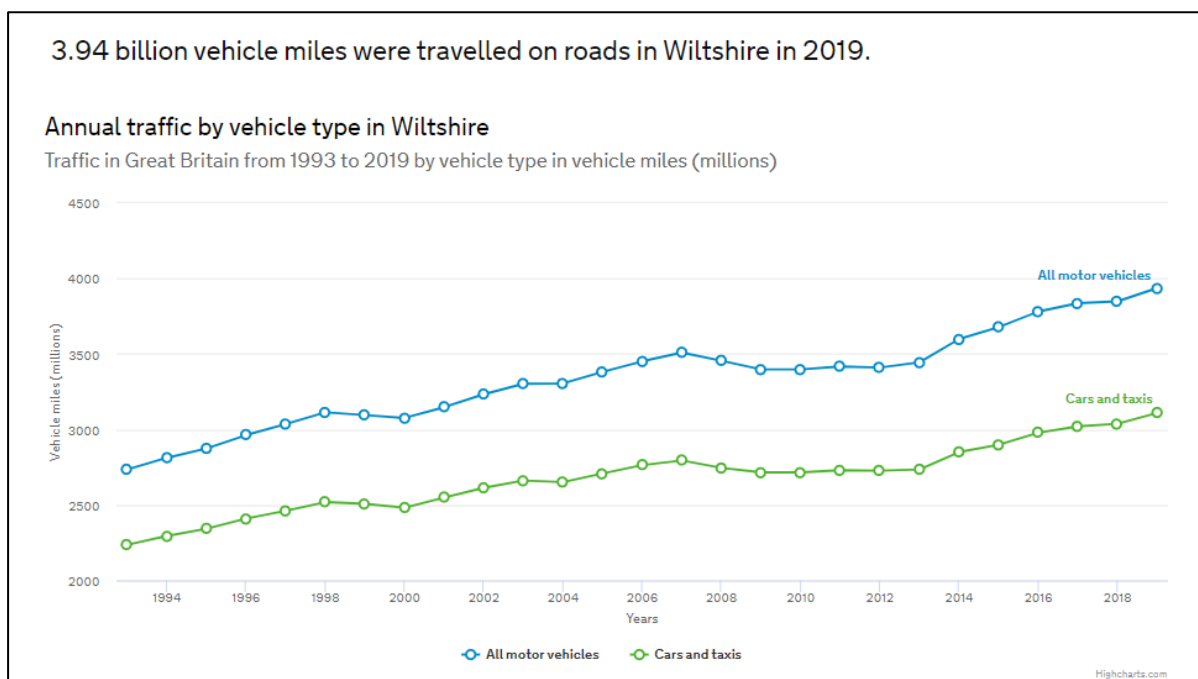


Figure 7.1 Annual traffic by vehicle type in Wiltshire, 2019 (Source: DfT road traffic data)

43. Figure 7.2 shows that each person in England on average completed [602 car trips](#) per year in 2018, and Figure 7.3 shows that cars are by far the most common mode of transport regardless of journey purpose, accounting for 61% of trips. Walking contributes just over a quarter of total trips. Buses and rail equate to 7% of trips (50% of national bus trips take place in London).

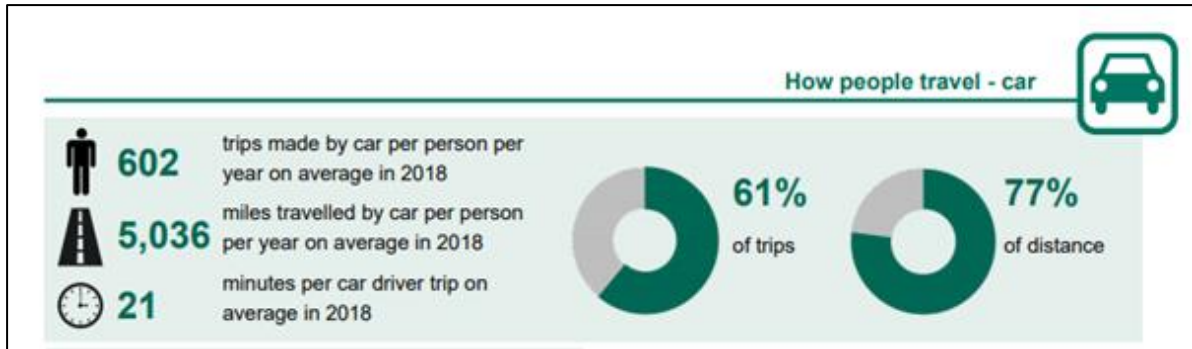


Figure 7.2 Average number of car trips, per person England, 2018 (Source: [National Travel Survey 2018](#))

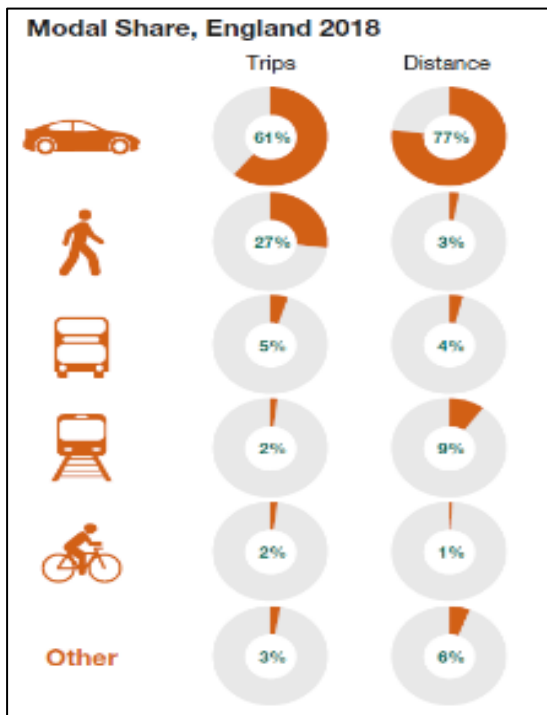


Figure 7.3 How we travelled, 2018 (Source: [National Travel Survey 2018](#))

44. Figure 7.4 breaks down car trips further and shows that approximately 50% of journeys made by car in England were for leisure or shopping purposes.

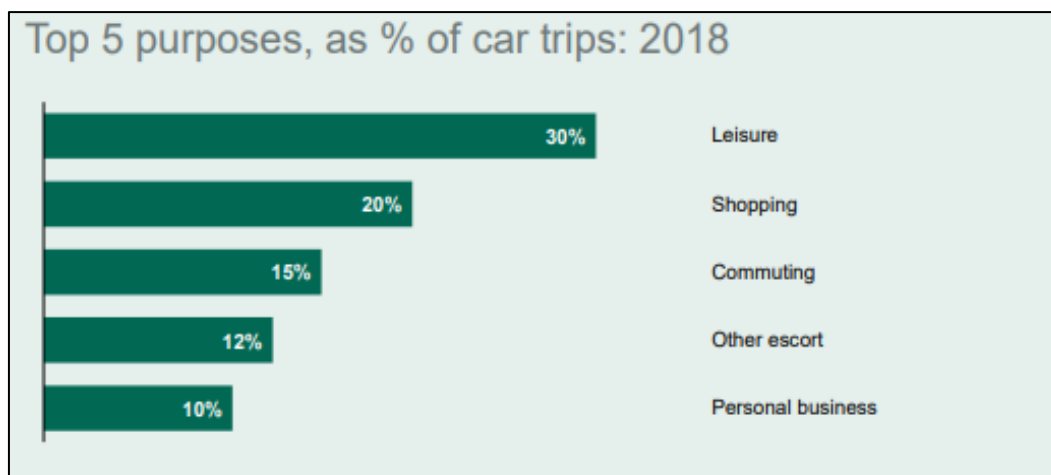


Figure 7.4 Top 5 purposes, as % of car trips: 2018 (Source [National Travel Survey 2018](#))

45. Figure 7.5 shows the distance travelled and total number of trips using all modes for households with and without access to a car in England. 94% of car journeys are under 25 miles, with 58% under five miles in 2018.



Figure 7.5 National Travel Survey 2018

46. Cars today have lower emissions, with the average car in 2018 emitting just over 20% less CO₂ for the same mileage than the average car in 1990. However, average CO₂ emissions per mile for new cars have risen since 2016. This is mainly due to the increasing weight of vehicles.
47. Government recently brought forward the deadline for ending the sale of new petrol and diesel cars/vans to 2030. The current age of cars at scrappage in the UK is 14.5 years, and vans 12 years. Based on these figures the Wiltshire car and van fleet would not be entirely zero emission until 2045.

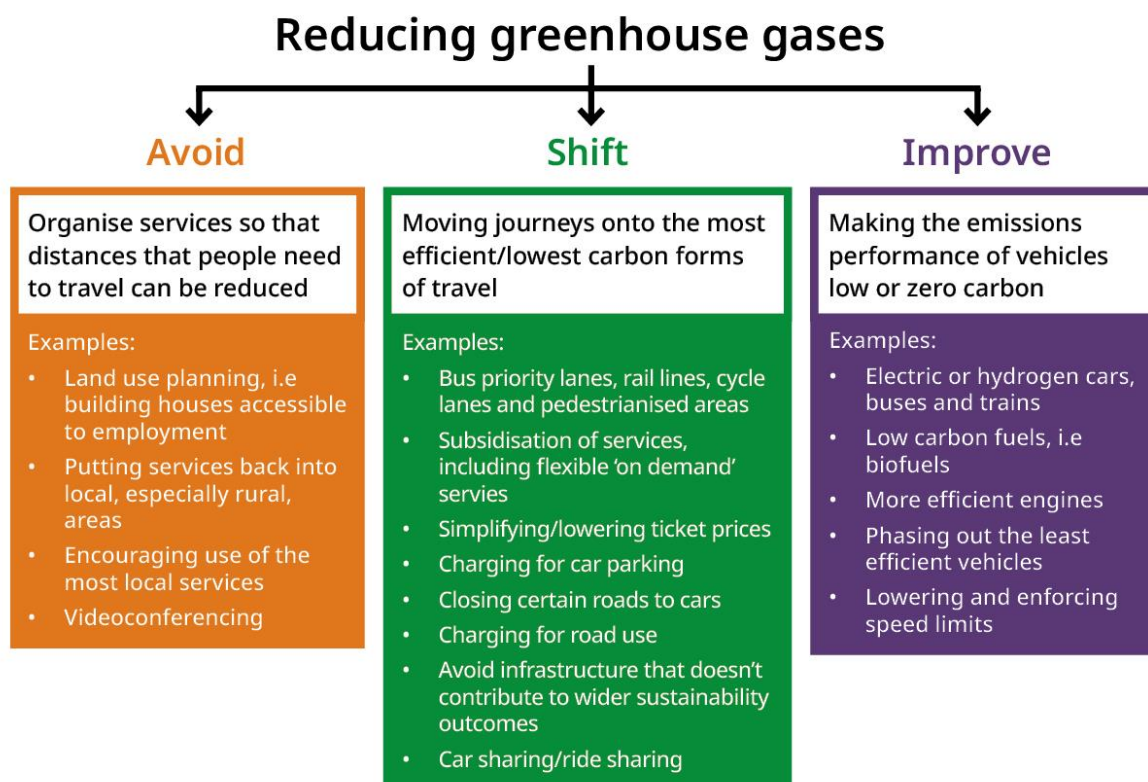
48. How goods are moved in, out and around Wiltshire is changing. Van traffic nationally has increased by 104% since 1990, with van emissions increasing since 1990 by 67%. Much of this change is attributed to service vehicles and 'last mile' internet delivery services. In 2018, Heavy goods vehicles (HGVs) accounted for 17% of domestic UK Transport emissions, with HGV traffic increasing by 10% between 2012 and 2018.
49. Air quality in Wiltshire is generally very good. [Wiltshire](#) does, however, have eight Air Quality Management Areas (AQMA's) where air quality is failing to meet national standards: Bradford on Avon, Calne, Devizes, Marlborough, Westbury and three in Salisbury. Pollutants of most concern are Nitrogen Dioxide (NO₂) and Particulate Matter. Decarbonising the transport system will improve air quality and health: in the UK approximately 40,000 deaths per year are linked to air pollution.

What does a climate resilient and carbon neutral Wiltshire look like?

- Transport in Wiltshire has become fossil fuel free.
- Active travel is the mode of choice for short journeys, for example by 2030, 50% of journeys in towns to be by bicycle or walking, in line with DfT [Walking and Cycling Plan](#).
- Cycling infrastructure further developed to support increased utility cycling (cycling to work/school/shops etc rather than for leisure).
- Vehicle weight reduces significantly to circa 1000kg (currently average car weighs 1,400kg).
- Wiltshire has no air quality management areas.
- Community car clubs, car sharing and demand responsive transport help to reduce emissions and social/economic exclusion.
- Wiltshire embraces new forms of transport such as [automated vehicles](#), drone deliveries and cargo bikes.
- Broadband infrastructure enables high connection speeds, reducing the need to travel.

What will make this happen?

50. National policy will be critical in determining a roadmap for how the nation moves to carbon neutrality and also the responsibilities of local authorities in supporting this goal. The forthcoming DfT decarbonisation plan (complementing the existing [Cycling and Walking Plan for England](#)), anticipated to be published in spring 2021, will support the council in understanding its role in supporting the DfT's vision for the UK, particularly within our context as a rural county.
51. Identified national funding will be required to support the development of a carbon neutral network. The provision of a charging network for EV's will need significant investment as will conversion to low emission buses/trains and enhancing our cycling/walking infrastructure. The DfT's Active Travel Fund is enabling the council to make short-term improvements to cycling infrastructure but much more funding is needed.
52. As the county's vehicle fleet moves to electric, new skills will be required to support in the vehicular maintenance field and to help the roll out of a network of charging points.
53. National policy decisions relating to planning will also impact on our EV charging network. Policy will determine whether new housing developments will be required to provide the necessary infrastructure to support an EV charging point.
54. Structuring our response to reducing transport related GHG using a whole system approach will be more fruitful than focusing on active travel or migration to EV on their own. Figure 7.6 below proposes the adoption of an Avoid, Shift and Improve model to realise this opportunity. The examples included are measures that are often considered in this context.



Adapted from LGA Decarbonisation workshop February 2020

Figure 7.6 Reducing greenhouse gases, avoid, shift, improve

What Wiltshire Council can do

- Lead by example and migrate to a low carbon fleet through its Fleet Strategy
- Work with commercial transport operators to help them migrate to low emission solutions, such as Salisbury electric buses
- Working with partners, for example to assist in the creation of new jobs, skills and supply chains to support migration to an EV network
- Look to strengthen policy, key ones being the review of the Local Transport Plan and the Local Plan which will set the vision at a county level for a sustainable transport system
- Ensure that new developments are located and designed to reduce the need to travel, and enable sustainable travel options
- Highlight examples of best practice, such as community energy projects being used to power EV infrastructure
- Lobby government - for example in relation to national policy barriers and funding for e.g. active travel infrastructure improvements and electrification of Wiltshire rail
- Work with government to provide active travel infrastructure to encourage modal shift to cycling and walking

7.2 Built Environment

Where we are now? Existing buildings

55. More than two thirds of domestic emissions come from the burning of fossil fuels in the form of gas, heating oil and other fuels (Figure 7.7) and this will need to be changed in a net zero carbon future.

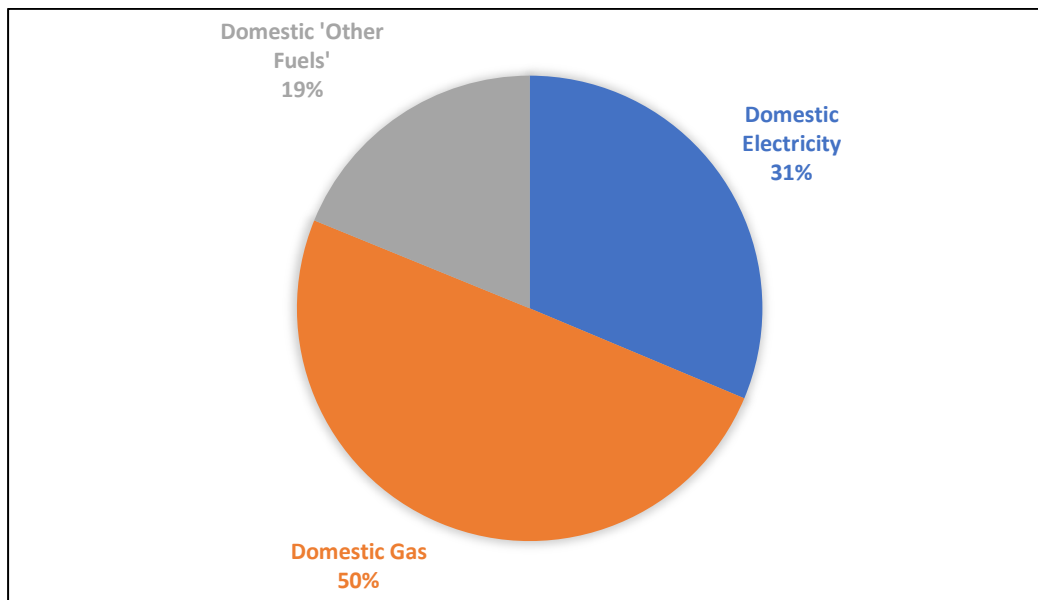


Figure 7.7 Wiltshire domestic emissions by source (BEIS data)³

56. Energy Performance Certificates (EPC) show how energy efficient a domestic property is, and almost all of Wiltshire's 201,991 dwellings have ratings B-F (Figure 7.8). Energy inefficient housing can lead to fuel poverty (where households are unable to keep their homes warm for a reasonable cost) and this is a major problem for many households and can result in poor health. [Warm and Safe Wiltshire](#) provides home energy efficiency advice and grants to full-poor households.
57. The data for non-domestic buildings also shows low levels of energy efficiency (see Figure 7.8) and high levels of greenhouse gas emissions from the use of fossil fuels. Within the emissions for non-domestic buildings, in particular for industry, there will be significant emissions from processes, product use and machinery rather than solely from the buildings.
58. New national funding streams for retrofitting buildings were launched in 2020: the [Green Homes Grant](#) aims to stimulate energy efficiency and the demand for technologies such as air source heat pumps in homes, and the [Public Sector Decarbonisation Scheme](#) is focused on decarbonising heat in public buildings.

³ Domestic 'Other Fuels' is a range of fuels that includes heating oil and coal

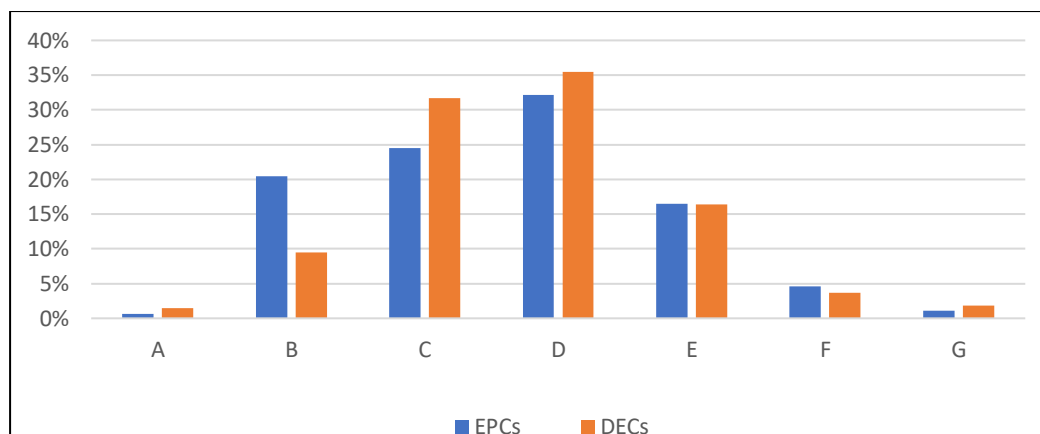


Figure 7.8 Wiltshire registered EPCs and DECS 2016-2020⁴. (BEIS data)

Where we are now? New buildings

59. New dwellings and buildings are being built to higher standards due to more stringent requirements within building regulations, but currently new buildings within Wiltshire are not required to be zero carbon or to include renewable energy generation or storage technologies. Higher standard individual developments (incorporating for example high levels of energy efficiency, renewable energy technologies and layouts that take advantage of natural solar gain and shading) do sometimes come forward.
60. Housing forecasts undertaken for the emerging Local Plan predict Wiltshire will need between 40,840 and 45,630 additional dwellings over the period of 2016 to 2036. Even when taking the higher figure, 60% of this number have already been granted permission or allocated in the existing local plan and as such offer limited opportunity for zero carbon standards and future retrofitting will be required. New allocations in the emerging Local Plan, which can be required built in accordance to the emerging Local Plan policies, will offer the greatest opportunity to implement higher standards

What does a climate resilient and carbon neutral Wiltshire look like?

61. In order for Wiltshire to achieve our 2030 ambition, all existing and new buildings would need to be net zero carbon. This would mean retrofitting approximately 400 homes per week for the next 10 years. Some housing types are likely to be more challenging and expensive than others to retrofit, such as listed buildings or older properties that have solid walls.
62. There are national aims to decarbonise electricity coming from the grid. However as shown above, a bigger part of the challenge is how to decarbonise heating as this is essential for net zero carbon. Alternative forms of space heating will be preferred, replacing gas - whether this is technologies such as individual heat pumps or electric heating, wider area schemes such as district heating networks, or new technologies such as hydrogen. To help store energy generated at the property and to help with demand management (see the energy section) buildings and domestic properties may also require heat and electricity storage, such as using batteries from electric vehicles.

⁴ The Registers do not hold data for every domestic and non-domestic building or every building occupied by public authorities in England and Wales. Buildings only require an EPC when, sold, let or constructed. DEC are only required where a building is frequently visited and over 250 square metres. Not all public buildings would meet those criteria. These statistics should, therefore, not be interpreted as a true representation of the whole of the building stock in England and Wales, but viewed as part of a wider package of Government's provision of information on the energy efficiency of buildings.

63. To ensure maximum energy reduction, the users of all buildings will need to understand how to use them efficiently and policy will need to be in place to ensure fuel poverty is being tackled.
64. Existing properties are only one part of the residential mix; new buildings will need to be built to a zero carbon standard (or if this is not possible within the current regulatory framework, they will also need to be retrofitted relatively soon after construction).
65. Furthermore, both existing and new buildings and places will need to incorporate a range of measures to ensure they are resilient and adaptable to climate change - see Figure 7.9.

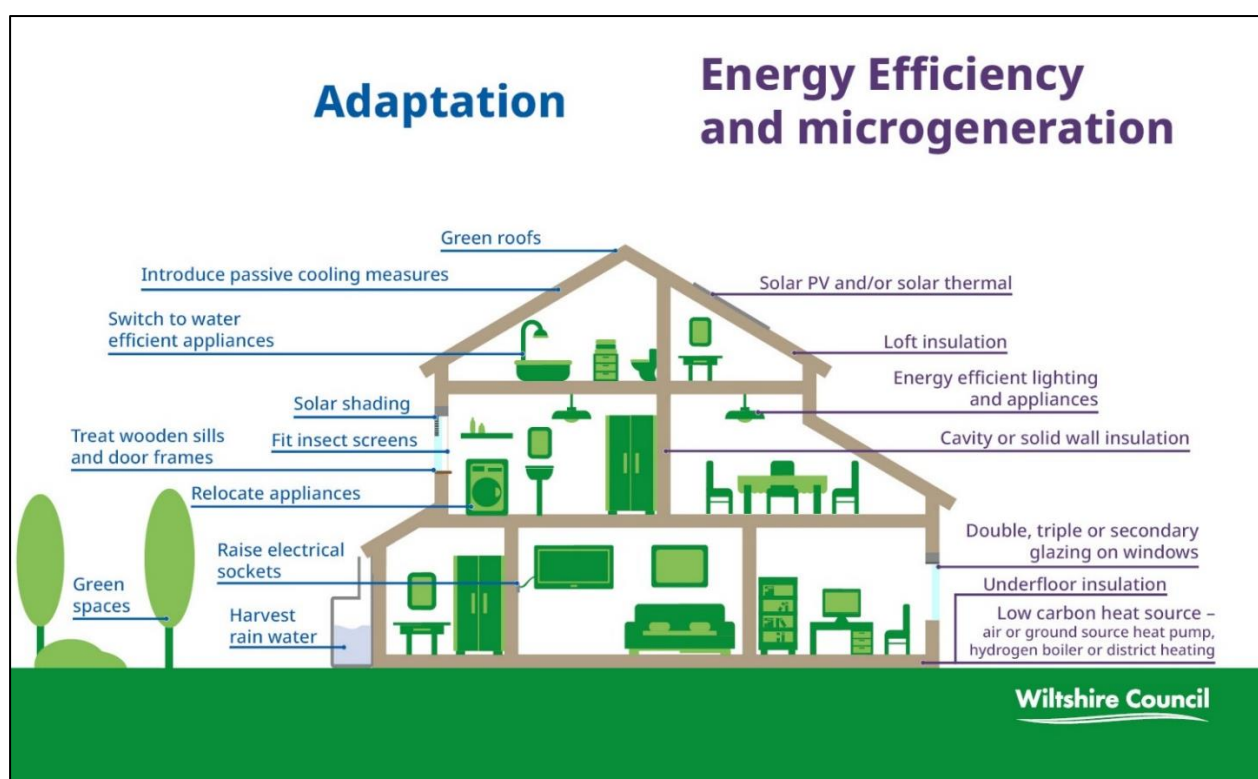


Figure 7.9 Domestic dwelling showing adaptation and energy efficiency and microgeneration.

What will make this happen?

66. A skilled workforce and strong supply chains will be needed to deliver the scale of retrofitting needed (see Green Economy theme). Alongside that householders and businesses will need to implement measures at a significant pace. Funding will be important, in particular to stimulate the uptake of new technologies, and to ensure those in, or at risk, of fuel poverty or on low incomes can access the measures.
67. National policy and funding will have an important role in driving change (via for example the [Green Homes Grants](#) mentioned previously or new standards such as the [minimum energy efficiency standards \(MEES\)](#) in domestic rented property). National policy needs to avoid being a barrier to the implementation of higher local standards, for example, limits on the measures that can be put forward via planning policy. Significant funding will need to be allocated for retrofitting schemes, building on the Green Homes Grant and Public Sector Decarbonisation Scheme.

68. The Government's [Energy White Paper](#) (December 2020) aims to:
- increase voluntary installation of heat pumps from 30,000 a year to 600,000 a year by 2028 – with a planned Clean Heat Grant to support installations from 2022.
 - phase out installations of gas boilers by mid-2030s – with all newly installed heating systems from this date being low-carbon or able to be converted to use clean fuel.
 - ensure new homes built from 2025 onwards are zero-carbon ready – including consulting on whether it's feasible and appropriate to end the connection of new-build homes to the gas grid.
69. The Committee on Climate Change has also recommended phasing out sales of oil boilers by 2028 and making new gas boilers hydrogen-ready by 2025.
70. Further to the steer to phase out gas boilers, national government will need to provide leadership on which technology is pursued – hydrogen or electric - and until we have this decision efforts will need to focus on solutions that are compatible with each scenario.

What Wiltshire Council can do

- The council can drive forward and build upon its own initiatives such as new zero carbon council homes, retrofitting council homes, Warm and Safe Wiltshire, and access as many funding streams as possible, for example [Salix](#) 0% loans
- Partnership working and engagement with organisations within Wiltshire will be key to raise awareness of the scale of the challenge and how everyone can take action
- Work with partners, for example to assist in the creation of new jobs, skills and supply chains
- Look to strengthen policy, a key one being within the review of the Local Plan
- Highlight examples of best practice
- Lobby government - for example in relation to national policy barriers and funding for retrofitting hard to treat properties

7.3 Energy generation, storage and distribution

Where we are now?

71. Electricity is largely provided through a central grid with the majority of participants as passive users. Grid electricity has been significantly decarbonised with almost half of electricity coming from renewable sources and further measures are ongoing. The burning of fossil fuels for heat (both domestic and industrial) and transport make up 80% of current energy use in Wiltshire and therefore this energy use will need to be decarbonised.

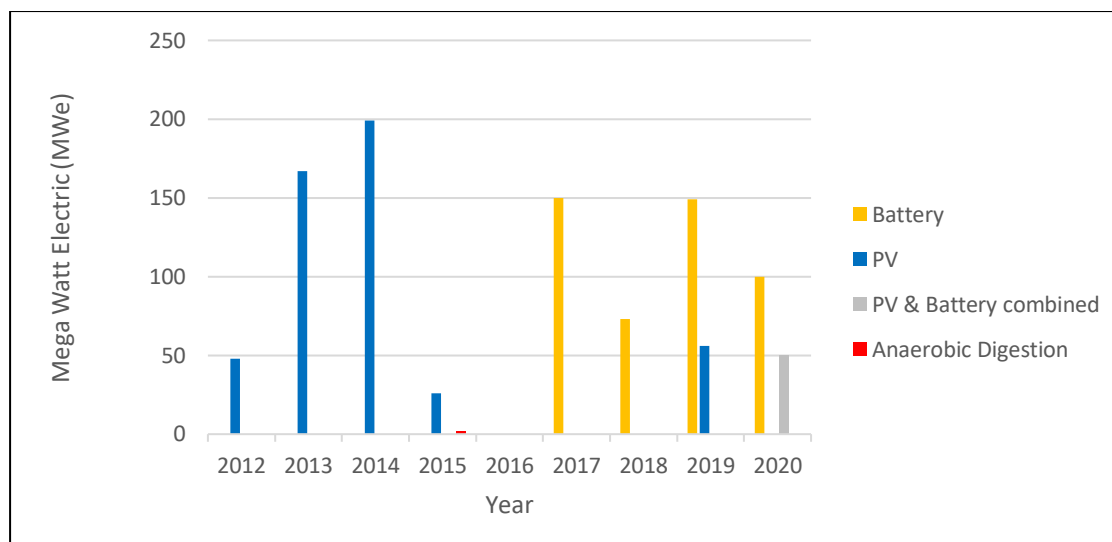


Figure 7.10 Planning applications submitted (and subsequently approved) larger than 1 MWe ([BEIS Renewable Energy Planning Database](#))

72. Wiltshire currently generates only a small proportion of its total energy use from renewable sources (6%) and this is predominantly from solar photovoltaic installations (Figure 5.5). Additional renewable generation will be impacted by grid capacity which has existing constraints. Technology is beginning to change, for example planning applications within Wiltshire show battery storage starting to come forward at scale (Figure 7.10).

What does a climate resilient and carbon neutral Wiltshire look like?

73. The energy we require has been reduced as far as possible through energy efficiency measures. The energy we then use for heat and power has been decarbonised (see section below). The current grid system has been transformed so that all buildings (including homes) interact with the grid. Demand is better managed as buildings can generate, export and store electricity, including from electric vehicles (Figure 7.11). There is access and participation for all. Grid resilience measures (for example in relation to extreme weather and its effects, such as flooding) continue to be implemented.

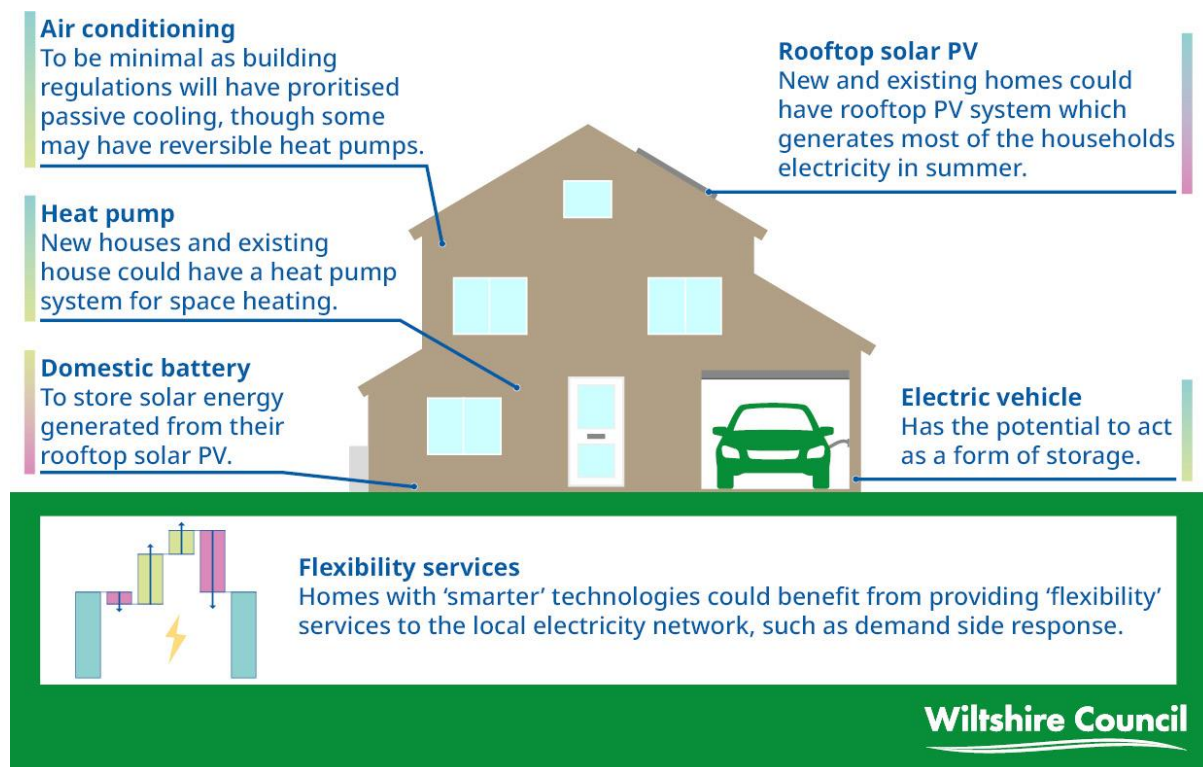


Figure 7.11 Domestic property with smart functionality

What will make this happen?

74. As outlined above the grid will need to transform to a smarter more interactive system whilst ensuring fair access to smart technologies as well as the grid itself. There are various ways to get to net zero carbon and these are modelled by the National Grid under [Future Energy Scenarios](#). The scenarios set out overall national assumptions, including how energy generation is to be decarbonised at a larger scale, including for industry. For example, hydrogen is stated as an important energy generation technology for replacing fossil fuels such as natural gas in various sectors as well as for its role as a storage technology. Bioenergy⁵ is seen as necessary however its provision raises considerations in terms of supply and land use. Whilst it is not known what the exact future mix of technologies will be to reach zero carbon, the scenarios show different pathways to get to the same goal. It is therefore important to focus on what can be done now.
75. Energy efficiency and energy reduction measures will be an important starting point to manage demand and to enable decarbonisation of all sectors including commercial and industry.
76. A considerable increase in renewables and storage will be needed. Grid capacity will be an important consideration for large-scale renewables, major development sites, and potentially for smaller scale generation where there are already [grid constraints](#) (particularly until a smarter system is in place). The change to electric vehicles and the decarbonisation of heat are also likely to have significant impacts on electricity requirements and therefore also the grid.

The grid is managed by the local District Network Operator (DNO), soon to be renamed a District Systems Operator (DSO) to reflect the smarter grid we are moving to. In Wiltshire our DNO is [Scottish and Southern Electricity Networks](#) and they are a key organisation to

⁵ Bioenergy is produced when organic feedstocks like energy crops, forestry and agricultural waste and biological materials are used to produce energy

facilitate the required changes to the grid along with other national organisations such as OFGEM and central government. There are Smart-Grid trials running through the country such as [Project Leo](#). For those buildings not connected to the grid, alternative net zero carbon solutions for heating may need to be investigated.

77. Not all renewable energy or low carbon generation will be undertaken within Wiltshire, so national policy is key for setting out the way forward for future technologies. For example, the government has committed to increasing offshore wind capacity to 40GW by 2030, which would be enough to power every home in the country based on current electricity usage. The UK currently has the largest installed capacity of offshore wind in the world, with around 10GW in operation.
78. Many organisations and businesses within Wiltshire, including community energy groups, have been taking forward renewable energy and other innovative schemes and these can be built upon.

What Wiltshire Council can do

- Use the council's own green electricity tariff to raise awareness of the benefits of these for zero carbon
- Invest in renewable energy generation in suitable locations through the council capital programme and Stone Circle Energy Company
- Continue to deliver Warm and Safe Wiltshire to ensure fairness for all
- Use the Local Plan review to increase renewable energy capacity, to consider the role of off-grid solutions (such as district heating) and other opportunities to use energy most efficiently. The council will commission research to assess projected energy demands and opportunities for energy generation in the county to inform the Local Plan
- Engage with organisations such as Scottish and Southern Electricity Networks to investigate Smart-grid, battery storage and grid capacity (including and linking to Electric Vehicles) and the opportunities and barriers within Wiltshire
- Work with partners to encourage local innovation using new technologies and develop a skilled local workforce
- Explore the role of community energy in increasing renewable energy generation and supporting uptake of micro-generation, car clubs and other local initiatives

7.4 Green and circular economy

Where we are now?

79. Our economy in Wiltshire is noted for its innovation and entrepreneurialism and its good quality of life is a draw to businesses and employees. Wiltshire's rich historic environment and landscapes, including three areas of outstanding natural beauty, mean that tourism will be an ongoing part of the economy. The farming industry in Wiltshire is a significant contributor to food production in the South West and nationally and forms the working environment and landscape that we are familiar with.
80. This context represents opportunities and challenges in relation to carbon reduction and climate resilience.

81. In 2020 there were 22,200 Wiltshire businesses, of which 90% were micro businesses (with 9 employees or fewer) and only 75 were large (250+ employees). In 2019 Wiltshire had a total of 207,000 jobs. Figure 7.12 shows that the dominant employment sectors that year were retail, health and social care, professional services and public administration. In 2018, 1800 jobs in Wiltshire could be classified as green jobs. The current economic downturn is likely to impact more on some sectors than others, so the proportions in Figure 7.12 are likely to change.

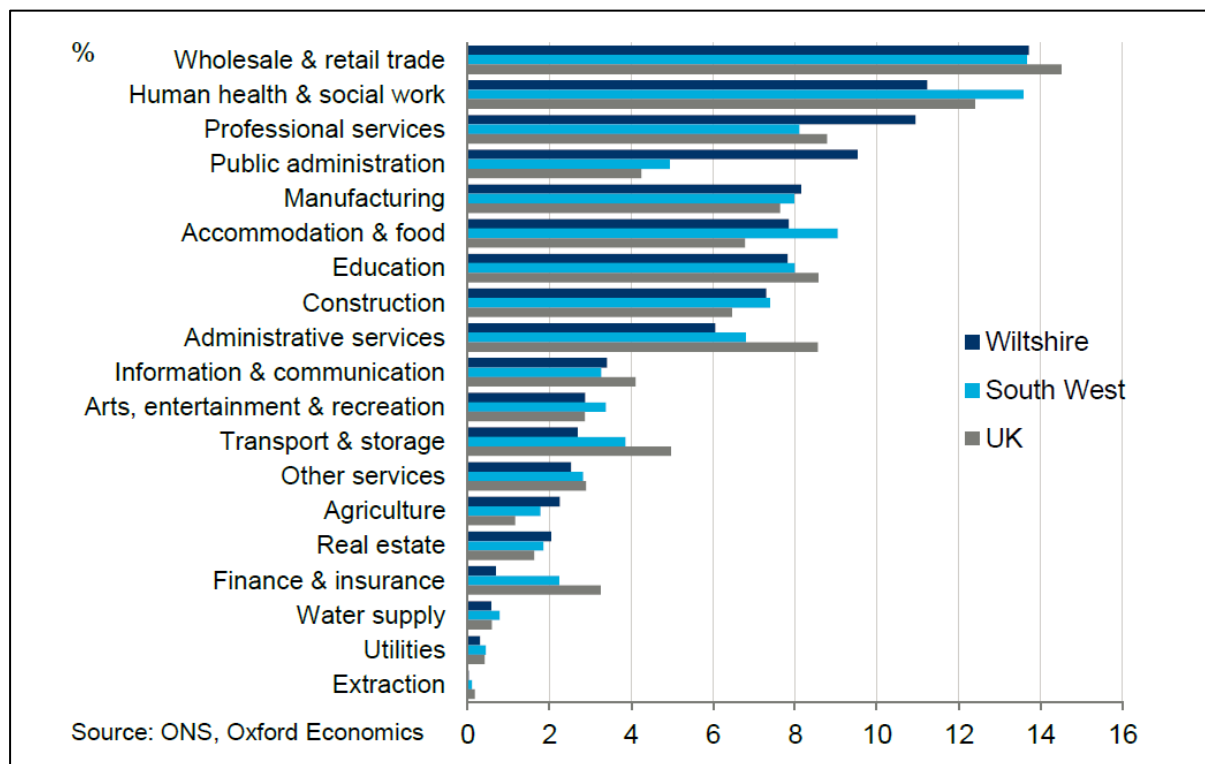


Figure 7.12 Wiltshire share of jobs by sector. Office for National Statistics, 2019

82. The Government’s “10-point Plan for a Green Industrial Revolution” indicates the importance placed on supporting the green economy, for its capability to support the carbon neutral ambition, as well as the opportunity to provide employment and skills to support economic recovery. As set out in the built environment theme, financial grants are already being offered to support decarbonisation of public sector buildings, and to help individuals make energy efficiency improvements to their homes.

83. The Swindon and Wiltshire Local Enterprise Partnership produced a [Local Energy Strategy](#) in 2018 which focuses on four key priorities for the area:

- Smart grids and mitigating constraints
- Hydrogen technology innovation and deployment
- The transition to new energy vehicles
- Low carbon growth

84. The [Target 2030](#) programme provides advice and funding to SMEs to save on their energy bills.

What does a climate resilient and carbon neutral Wiltshire look like?

85. Our market towns are effective service, employment and retail hubs which reduce the need to travel for work, shopping, etc.

86. Wiltshire businesses are carbon neutral and climate resilient, and Wiltshire has a strong, green economy. To be 'green' our economic activity must avoid environmental degradation, be efficient, resilient and fair. It includes investing in sectors that can support a transition to carbon neutrality alongside economic recovery.
87. This means strengthening sectors such as renewable energy, sustainable construction, water management and sustainable transport.
88. For Wiltshire businesses this means putting in place systems and measures to monitor and reduce emissions. Businesses will also need to assess and be prepared for the risks associated with climate change, for example the need to plan for overheating which can affect buildings, infrastructure and operations, as well as having implications for staff productivity and the need to adjust working patterns or protective measures. The challenge for small and medium sized enterprises (SMEs) to implement the necessary measures with limited resources and expertise is recognised.
89. At the heart of a resilient, carbon neutral economy is the concept of **circular economy**. This means that resources are used as efficiently as possible and changes what was traditionally a linear process – using things and then throwing them away - to a circular process where value is retained and recovered within the system, as shown in Figure 7.13.

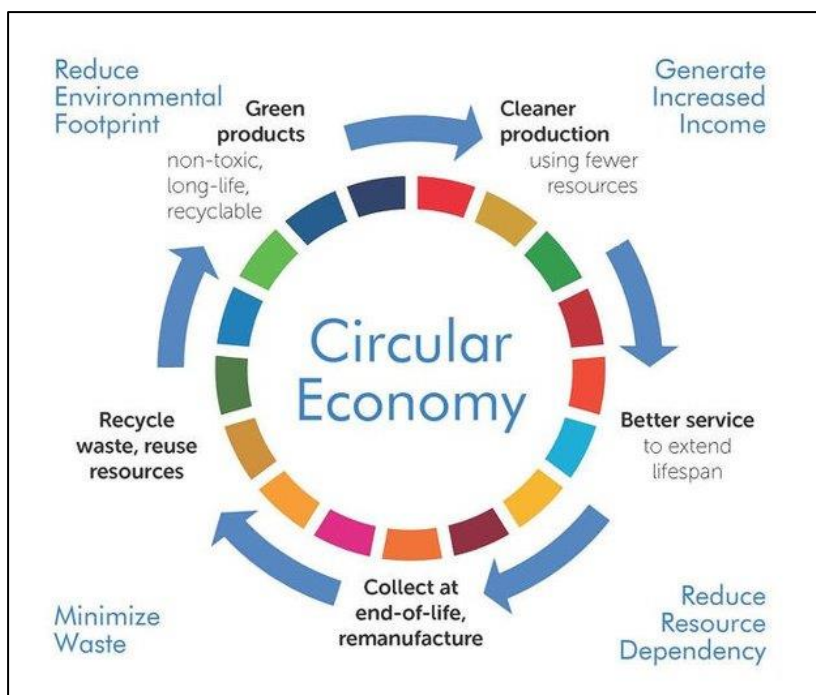


Figure 7.13 Illustration of a circular economy

What will make this happen?

90. The Local Plan provides a framework to support the sustainable development of our market towns.
91. We will need to seize all available opportunities to create jobs that support the transition to a carbon neutral Wiltshire as these will also support economic recovery following the pandemic. Estimates by the Local Government Association show Wiltshire's [potential](#) for jobs in the low-carbon and renewable energy sector as illustrated in Figure 7.14. This shows that 6,856 green jobs will be required by 2030, and 13,040 (6% of the current total) are projected to be green jobs by 2050. Given Wiltshire's current position of 1800 green jobs, this gives a compound annual growth rate of approximately 12% to 2030 and 3% to 2050.

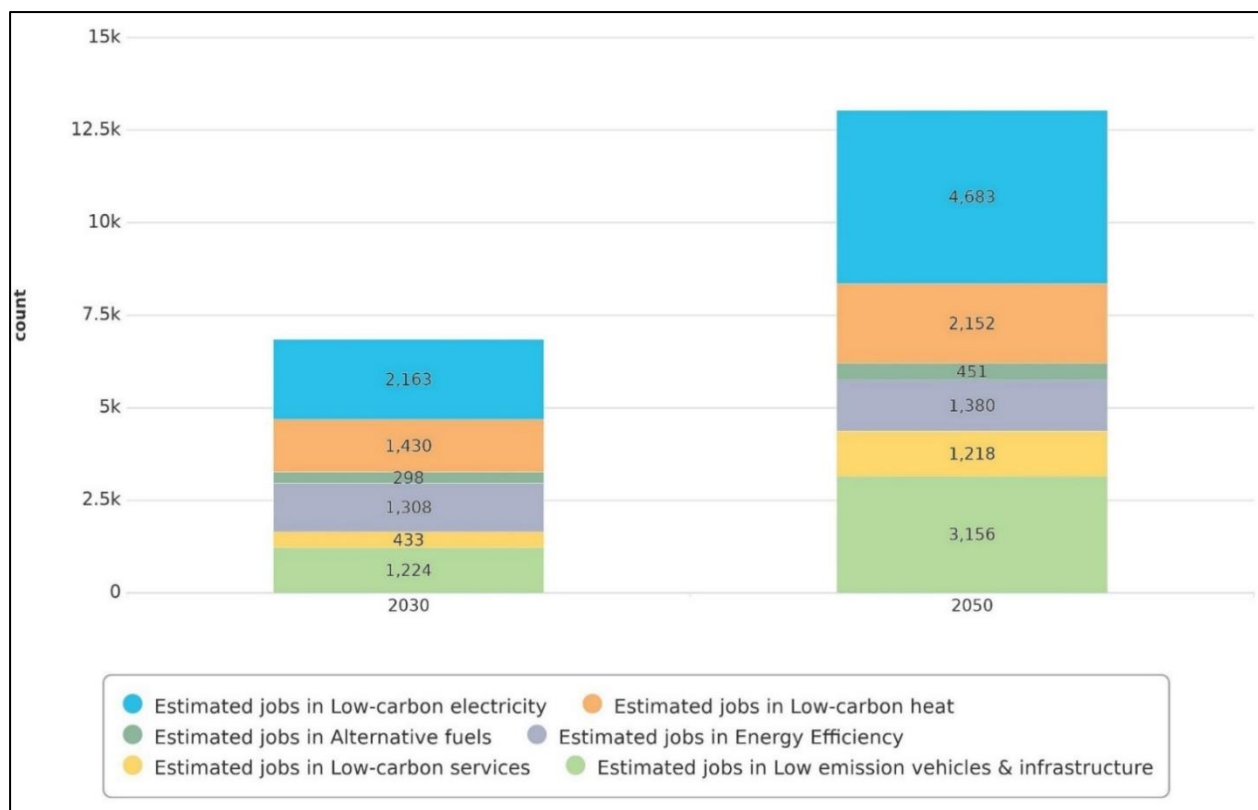


Figure 7.14 Estimated number of direct jobs by sector in Wiltshire (LG Inform)

92. Wiltshire and Swindon’s Local Industrial Strategy recognises that we are at the brink of change and aims to help shape Wiltshire as a prosperous, productive and inclusive community.
93. Government funded projects to decarbonise public sector buildings and to retrofit council homes can incorporate opportunities to develop skills in the county, showcase new technologies, and provide employment. Funding will need to be ongoing to encourage employers and training providers to invest in skills development.
94. Innovation will be a key part of the transition to a circular economy. Wiltshire’s industries will need to explore how to reduce emissions and increase resource efficiency throughout supply chains. There is an opportunity to capitalise on the Great West Way touring route and showcase positive projects, including carbon neutral catering and tourist venues.
95. Consumers will increasingly need to take into account the impacts of their choices – more information, e.g. labelling, will help us to be aware of carbon emissions, recyclability and ethical impacts of products, services and technology that we use.
96. A shift to more local production and distribution is a key opportunity, requiring significant investment in local town centres and a change in shopping habits.
97. The required changes for a green, resilient and circular economy cannot be achieved by any one organisation or community alone. All levels of government, as well as campaign groups, community groups and individuals will need to embrace the transition in order to make the necessarily changes.

98. Jobs will be created in some sectors and lost in others. To date 'green' products have often been a luxury that not all can afford. It is crucial that everyone can benefit from the transition to a low carbon future and there is support and information for businesses, organisations and individuals who need it.

What Wiltshire Council can do

- Stimulate the green and circular economy and local supply chains by championing best practice in key sectors such as waste management and recovery, housing retrofit, electric vehicles and investment in renewables
- Work in partnership with Wiltshire's larger companies on resource efficiency and best practice
- Work with its suppliers to require, encourage and support them to measure and decrease their carbon emissions
- Work with local networks to support small organisations, from SMEs to local charities, to become resilient and sustainable
- Continue to promote 'shop local' campaigns
- Support the growth of businesses focused on sustainability and attract new ones to invest in the county
- Work with training providers and employers to increase training for green skills
- Input to government policy and funding programmes, to make sure they are appropriate for Wiltshire residents and businesses

7.5 Natural environment, land use and farming

Where we are now? Natural environment and resilience

99. The natural environment is an intricate, finely-tuned system that supports our physical and mental wellbeing, provides resources for all life and economic activity and also incorporates complex climatic processes. The term 'ecosystem services' is used to describe the functions that the natural environment provides.
100. In nature, the carbon cycle emits and absorbs carbon dioxide all the time, for example through photosynthesis absorbing CO₂, soil and oceans storing CO₂ and volcanic activity, decomposition, and respiration emitting CO₂. Additional greenhouse gases are important, such as methane (CH₄). Human influences on emissions are not only due to fossil-fuel burning, but also due to the way land is used and managed.
101. Trees and vegetation are natural stores of carbon and tree planting can play a role in offsetting our carbon emissions. UK average woodland coverage in the early 1900s was only 5%. 100 years later we have now increased to 13% nationally. The national target is to increase tree cover to 19% by 2055. In this context, our current tree cover in Wiltshire is 9% and we will need to define an appropriate target that takes into account our landscape and archaeology, as well as competing land uses.
102. We often look to trees when we think of carbon offsetting. However, soils simultaneously produce food, store carbon and purify water, so they are a crucial part of the earth's ecosystem services. The threat to soil is as important as the climate and biodiversity crises. Soil is being lost all the time, and it takes thousands of years for soil to be produced. The type of land use, e.g. cropland, grassland, wetlands, forest, settlements, and land

management practices determine how much carbon the land holds or emits. The health of the soil and associated habitats are also vital in terms of resilience to climate change effects such as biodiversity loss and flood risk.

Where are we now? Food and farming

103. The South West region is home to nearly a quarter of the nation's agricultural holdings, contributing twice as much to the economy and generating twice as many jobs as the average English region. Within the South West, Wiltshire is the most farmed county, with more than three quarters of its land being farmed commercially (273,555 ha of Wiltshire's total 348,500 ha). Figure 7.15 shows some of the changes in farming over time.

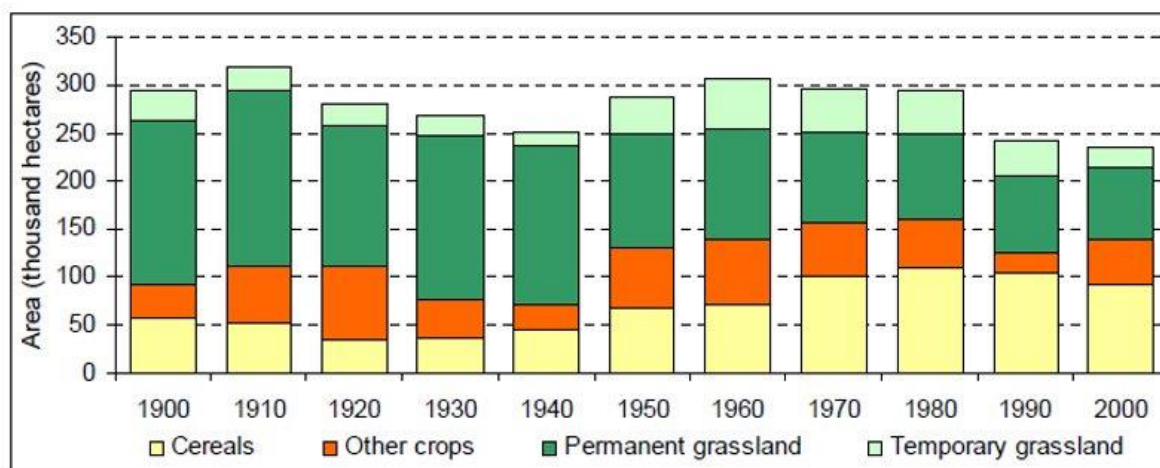


Figure 7.15 Wiltshire farming types - historic changes over time. (Wiltshire Council Landscape Character Assessment 2005)

104. GHG emissions from agriculture, forestry and other land uses ('AFOLU') come from

- Methane from livestock
- fertiliser production and application
- soil disturbance and compaction
- use of energy in farm buildings, machinery and waste

105. Our SCATTER⁶ analysis completed in 2019 indicated that 4% of Wiltshire's emissions comes from agriculture (112.9 ktCO₂e). However, this is likely to be a significant underestimate and more research is needed to fully understand the emissions in this sector.

106. Land use, land use change and forestry (LULUCF) is a complex area, and in terms of carbon monitoring and accounting is one of the most difficult. For that reason, the Tyndall Centre (see section 5.2) suggests putting in place measures to reduce emissions, but monitor and track LULUCF separately from other sources and exclude it from Wiltshire's carbon budget.

107. In addition to emissions generated within Wiltshire through food production, our food also has an environmental (and social) impact elsewhere, both in its production and its transportation. Consumers are already becoming aware of the benefits of buying local, however there is currently a lot of confusion around the pros and cons of choices, for example in relation to eating less meat, or choosing organic.

⁶ SCATTER – 'Setting City Area Targets and Trajectories for Emissions Reduction' is a tool for local authorities to understand and analyse carbon emissions for their area.

What does a climate resilient and carbon neutral Wiltshire look like?

108. We need to look for ways to reduce carbon emissions from agriculture and other land uses. This includes working towards sustainable, low-carbon food and farming systems, where food production, whether within our county or elsewhere, minimises its environmental impact.
109. At the same time, the role of the natural environment in relation to climate is crucially around its ability to absorb greenhouse gases, and its potential for helping us to adapt and be resilient to climate change.
110. In this context, the ultimate goal is to achieve a stable environment, that is able to provide ecosystem services to support social, economic and environmental wellbeing. All ecosystem services are interlinked, but for carbon neutrality and climate resilience we need to focus on:
- Sequestration of carbon, by vegetation and well-managed soils
 - A strong network of green and blue infrastructure of different habitats – providing biodiversity resilience
 - Natural water management – reducing flood risk and summer droughts, and providing cooling corridors
 - Green networks to provide opportunities for sustainable, active travel, cooling and shade
 - An optimal balance between food production and other land uses such as woodland creation, renewable energy generation, housing.

What will make this happen?

111. We need to work with and support and protect the natural environment to reduce emissions (including offsetting measures) and become more resilient to climate changes
112. [Nature-based solutions](#) are actions to protect, sustainably manage or restore our ecosystems that address identified socio-economic and environmental issues, so we will need to look for options that offer benefits for biodiversity and human well-being, alongside carbon emissions reduction.
113. In Wiltshire this means:
- Reducing our carbon emissions to almost zero and using nature-based solutions (e.g. tree planting, better management of soils) to offset the remaining unavoidable emissions
 - using nature-based solutions alongside technical measures to help us adapt and be resilient to a changed climate.
 - decisions and operations undertaken by Wiltshire organisations and businesses should place value on ecosystem services and fully consider impacts on the natural environment.
114. Wiltshire, as a rural county, has perhaps more potential than some other local authorities to use land to sequester carbon emissions. However, this raises the question of how our countryside should be used. We will need an open discussion to develop a vision and solutions that ensure a balance between land uses for food, carbon storage, renewable energy generation and development, while supporting health and wellbeing of people and nature. For example, solar installations may remove the ability to produce food on that land but can also bring benefits in relation to improvement of soil and biodiversity.

115. It follows that our future landscapes may look different to what we are currently used to. In order to be carbon neutral and resilient it will be important to be pragmatic and open to necessary change, as well as valuing the historic, cultural and working environment that makes Wiltshire special and gives us a sense of place and identity.
116. To date, farming subsidies have not necessarily supported widespread uptake of sustainable land management practices. The government's post-EU agricultural policy, including the [Environmental Land Management Scheme](#) (ELMS), alongside the [Environment Bill](#) represent opportunities for a low carbon farming future.

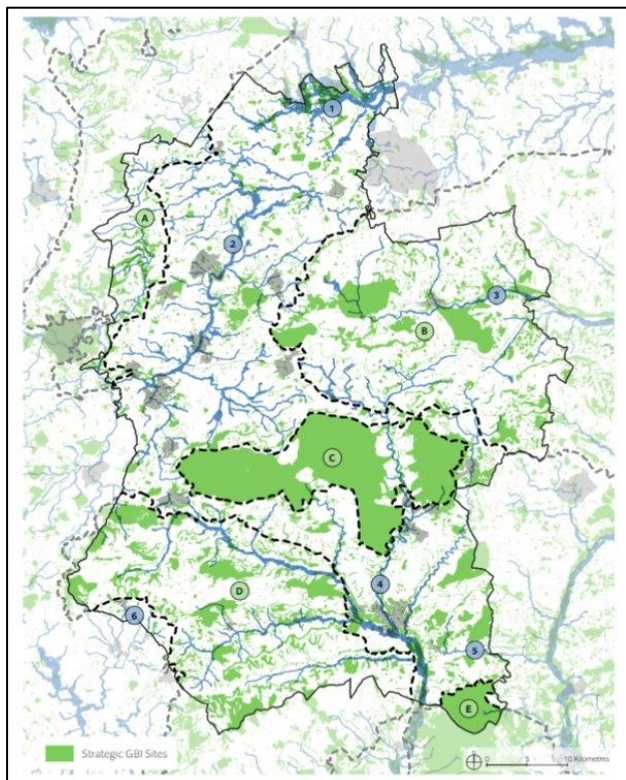


Figure 7.16 Wiltshire's Green and Blue Infrastructure Network. (Wiltshire GBI Strategy)

117. Wiltshire's network of water bodies, river catchments, green open spaces, parks, woodlands all link and function together as a **green and blue infrastructure network** (shown in Figure 7.16). This resource needs to be bolstered, so that it can help offset emissions, offer shading and cooling, opportunities for active travel, recreation and wellbeing, flood risk management and support biodiversity. The emerging Wiltshire Green and Blue Infrastructure Strategy has 'adaptation and resilience to climate change' as the first of its three goals. The strategy will provide a framework for Wiltshire-wide improvements and protection of the network. It needs to be delivered in partnership with stakeholders, including developing delivery plans for nature recovery, tree and woodland planting and integrated water catchment management.
118. The Environment Bill provides the basis to support this work, for example developing a national [Nature Recovery Network](#) to address biodiversity loss, climate change and wellbeing, and includes increasing woodland cover, with associated funding, including the '[Nature for Climate Fund](#)'.
119. While trees are part of the solution to reduce carbon dioxide in the atmosphere, tree planting alone is nowhere near enough to deal with all our carbon emissions:
- Offsetting 10% of our current emissions as a county would take 104,500 ha - or one third of Wiltshire's area.

- If we were to achieve 19% tree cover by 2055 in line with national targets, in Wiltshire we would need to more than double our tree cover in the next 35 years.
- Other sensitives such as archaeology and special habitats may not be compatible with tree planting. 40% of our area is protected landscape designations.
- Other land uses such as food production, renewable energy production and development may compete.

120. Maximum carbon sequestering benefits happen after about 40 years, so we need to develop a long-term strategy for trees and woodlands in Wiltshire, focusing on planting the right trees in the right places, to ensure maximum benefits. As a county we can also harness the benefits of other land uses than help to sequester carbon, such as permaculture and agroforestry.

What Wiltshire Council can do

- Support biodiversity, and nature-based solutions through the Wiltshire Green and Blue Infrastructure Strategy
- Work with partners to develop a shared vision for sustainable, carbon neutral and resilient agriculture, forestry and land use in Wiltshire. Exploring optimal balance between food production and other land uses –e.g. renewable energy vs sequestration through woodland
- Review the council decision-making and planning framework so that it values and fully considers impacts on the natural environment
- Research carbon emissions and potential for emissions reductions from the agriculture, forestry and other land use sector
- Work with partners (including County Farms, and existing networks) to measure and understand GHG from Wiltshire farms and forestry, to support sustainable management practices, develop carbon reduction plans, and climate resilience
- Plant trees on its own land where appropriate, and support community groups to plant the right trees in the right places, in alignment with the emerging England Tree Strategy and Wiltshire Tree and Woodland Strategy
- Work with Wiltshire stakeholders and community on ways to reduce GHG emissions from food and farming
- Work with partners to continue to implement the Wiltshire Council Climate Change Adaptation Plan and update the actions

7.6 Carbon neutral council

121. Wiltshire Council has been working to reduce its carbon emissions for over a decade. Since 2010 the council has been monitoring and reporting its carbon emissions, in line with UK government requirements. A suite of documents was produced to help steer the council in its efforts (as shown in Figure 7.17), with some of the following results:

- By 2015, energy consumption from corporate estate had been reduced by 35%
- The council's Carbon Management Plan target – to reduce emissions by 20% by 2017 - was achieved

- Since 2013/14, energy consumption from streetlights has been reduced by 36% thanks to part-night lighting, dimming and the use of LEDs for new and replacement units. During this period carbon emissions have more than halved despite a growth in the number of streetlights as new developments are built.
- Thanks to sustained investment in renewables over time, in 2019/20 the council generated 4747 MWh from renewable sources; 7% from solar PV and 93% from biomass.

122. The new Climate Strategy will build on previous work but also acknowledges the wealth of recent science and knowledge about impacts and solutions.

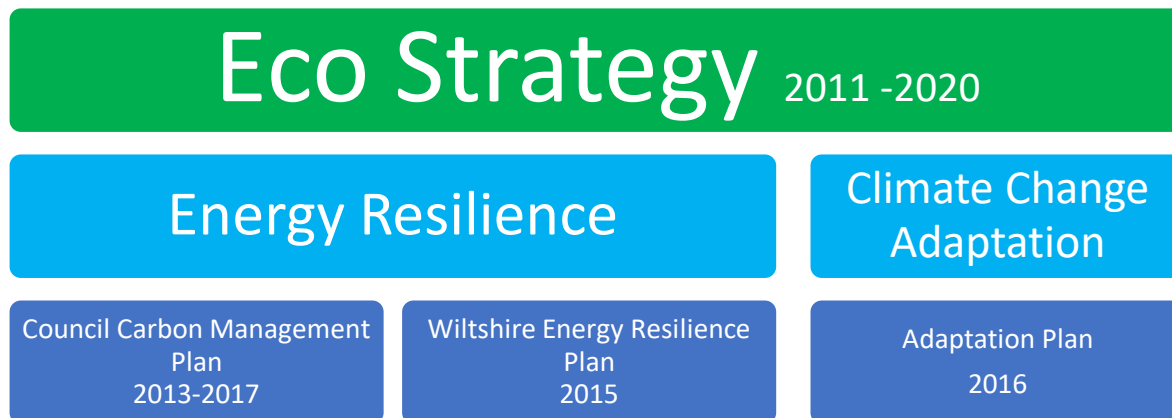


Figure 7.17 Wiltshire Council's existing climate programme documents

Where we are now?

123. In accordance with the international [Greenhouse Gas Protocol](#), emissions are categorised into 'scopes' depending on how much control an organisation has over them. Table 7.1 sets out a simplified explanation of the scopes.

Table 7.1 Scopes and influence of carbon emissions

| Scope | Lever of influence | Definition | Examples |
|-------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Direct control | Carbon emissions from council sources that directly burn fossil fuels, such as gas boilers and combustion engines | Heating of council owned and managed assets, e.g., offices and leisure centres Mileage by council fleet |
| 2 | Direct control | Carbon emissions from the council's electricity usage | Power for council owned assets, e.g. offices, leisure centres and streetlights |
| 3 | Indirect control | Carbon emissions from sources that the council does not directly control, but over which it has some responsibility and influence | Business mileage by staff Council housing stock and third party occupied buildings Supply chains Community and VC schools Waste management Staff commuter journeys |

| Scope | Lever of influence | Definition | Examples |
|------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wider county emissions | Regulatory role. Enabling, engaging, partnership working, leadership and demonstration. | Carbon emissions that are outside of the council's control. Some may be influenced through council regulatory role, e.g. taxi licensing or planning policy. | Emissions from new development. Emissions from residents Emissions from businesses Emissions from other institutions including VA schools and academies |

124. Analysis of Wiltshire Council's scope 1 and 2 emissions in Figure 7.18 shows corporate estate and leisure centres together accounting for 64% of emissions in 2019/20, streetlights 30% and council fleet 6%. There is currently a £12m programme to convert streetlights across Wiltshire to LEDs. The 42,000 new units are projected to reduce energy consumption by 67% by 2022/23 compared with the 2013/14 baseline.

125. More than half of the council's energy consumption in 2019/20 was for electricity use in buildings and streetlights. These emissions will be recorded as zero from 2020/21 as the electricity is now purchased through a green tariff and comes from 100% renewable sources.

126. While the ultimate concern is reduction of carbon emissions (which a green tariff allows us to achieve, as shown in Figure 7.19) we also need to look at accounting for energy savings, alongside emissions reductions and cost savings. This would reflect the carbon hierarchy (Figure 4.2) and ensure that we are 'eliminating' and 'reducing' emissions before 'substituting' (with renewables).

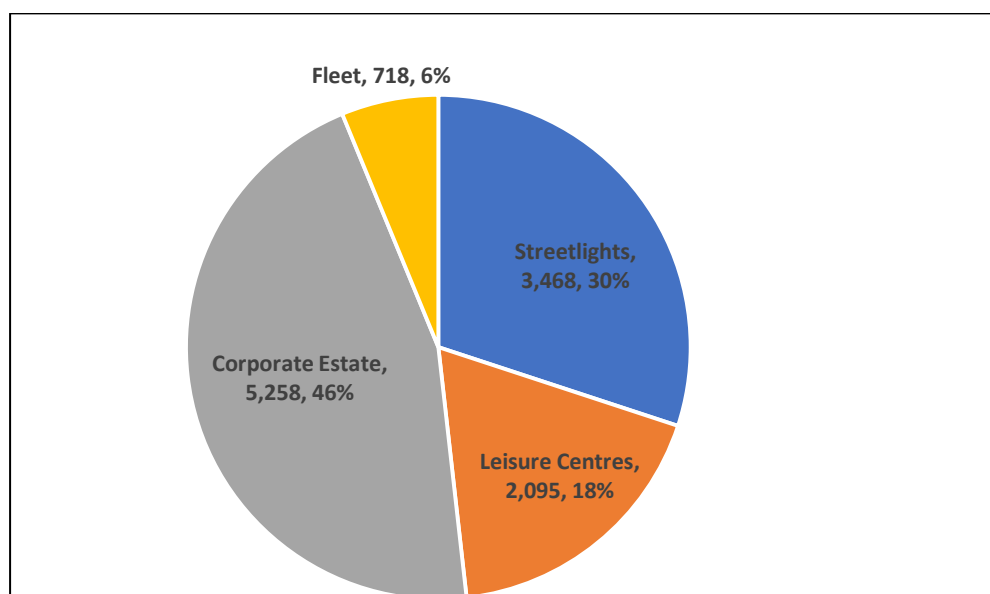


Figure 7.18 Wiltshire Council emissions 2019/20 (scopes 1 & 2, tCO2)

127. The baseline for measuring progress will be the first year Wiltshire Council was created, i.e. financial year 2009/10. However, consistent and comparable data is currently available from 2014/15 which was the point when schools were no longer included in the council's carbon footprint.

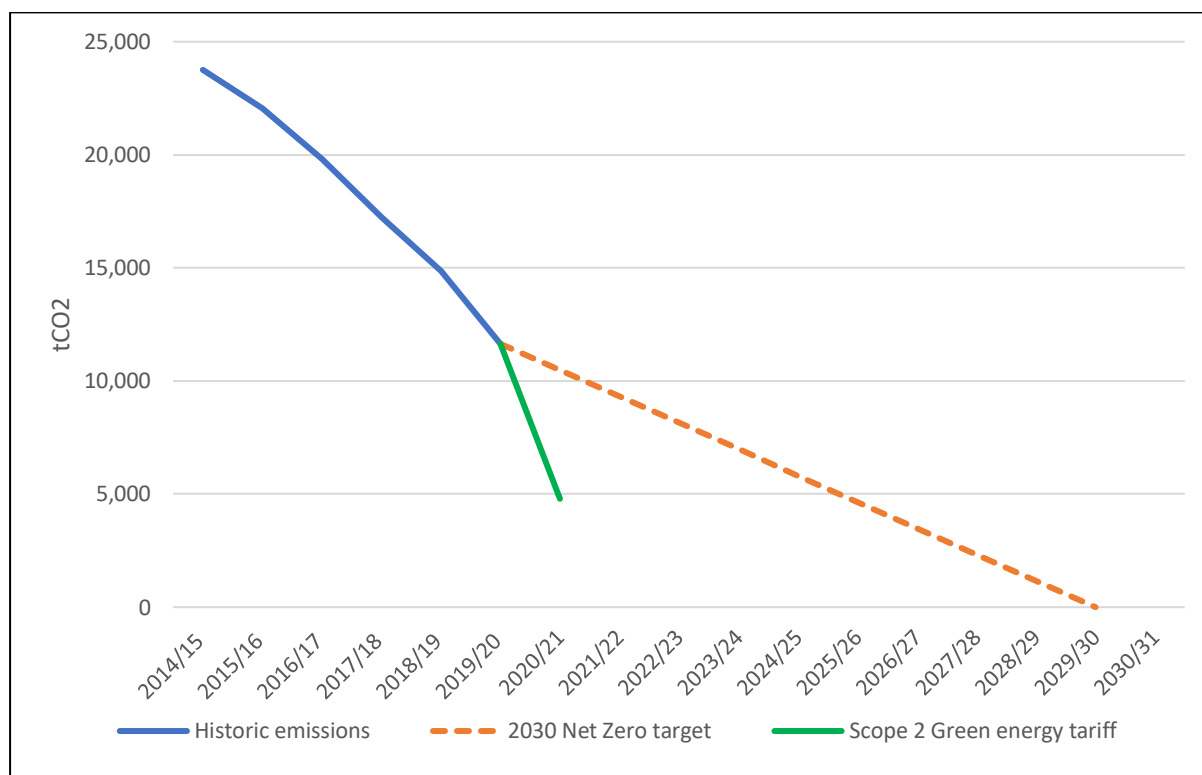


Figure 7.19 Wiltshire Council carbon emissions pathway 2010-2030, scopes 1 & 2

128. As Figure 7.19 shows, significant progress has been made towards becoming carbon neutral by 2030:

- In the financial year 2019/20, Wiltshire Council's carbon footprint was 11,641 tCO₂, which is half the emissions of 2014/15.
- Projected emissions for 2020/21 are approx. 4,800 tCO₂e;
- This means that since Wiltshire Council declared a climate emergency, emissions will have reduced from 14,864 t in 2018/19 to 4,800t in 2020/21 – a 68% decrease.

129. This is due to a range of measures, such as the green tariff which counts as zero carbon electricity for corporate estate and streetlights, and on-going investment in energy efficiency. Our £5.2m corporate carbon reduction programme will focus on a range of measures, including decarbonising heat in buildings, installing PV and heat pumps.

What does a climate resilient and carbon neutral council look like?

130. In July 2019 Wiltshire Council committed to becoming a carbon neutral council by 2030. This means that all emissions within our direct control (Scopes 1 and 2) will come down to net zero. The goal by 2030 is for the council to have all its fleet running on alternatives to fossil fuels, all corporate estate to have decarbonised heating systems and use only renewable power for all its electricity needs. If there are any residual carbon emissions, these will be offset.

131. Emissions from our outsourced operations or supply chains (Scope 3) are more complex. More understanding of these emissions is needed, and the council will need to develop a target that is evidence-based and aligns with Wiltshire’s carbon budgets.

132. Wiltshire Council has an up to date Climate Change Adaptation Plan and measures have been put in place to ensure that the council is resilient to changes in the climate, for example all service areas understand how climate change could affect them and have plans in place to adapt to or be prepared for extremes in weather, flood risk, and overheating.

What will make this happen?

133. As Figure 7.20 shows, we already have data that will help us to focus on the key areas for carbon reductions.

134. Even though our Scope 2 emissions are decarbonised through a green energy tariff, we will still need to work to improve energy efficiency across the board in alignment with the carbon hierarchy. This will be done through our ongoing programme to address energy use from streetlighting and an updated Carbon Management Plan will be developed for all areas and will help to prioritise actions and identify where further investment is required.

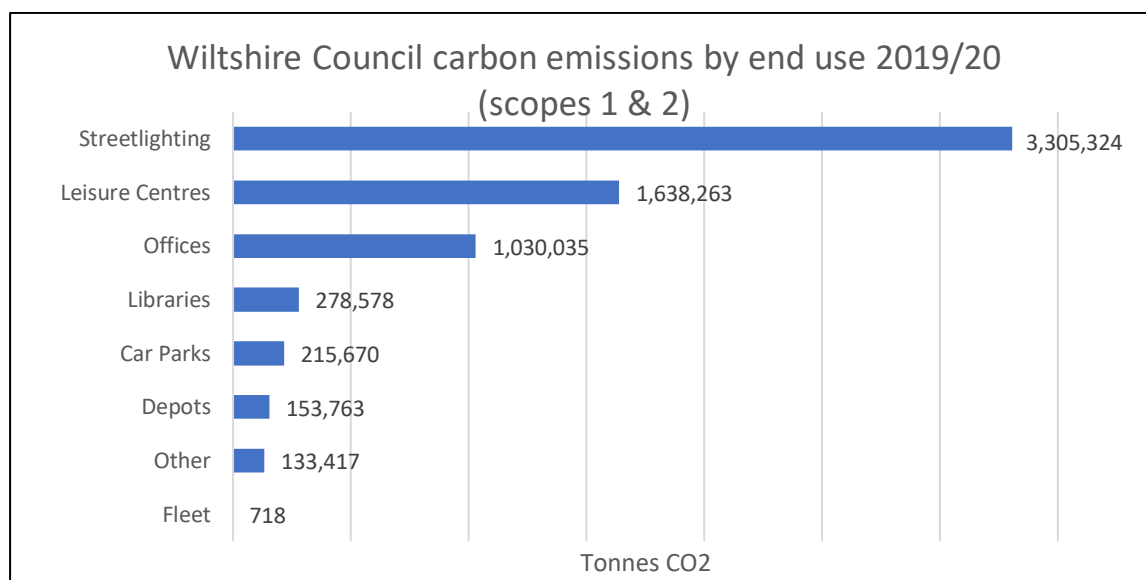


Figure 7.20 Wiltshire Council carbon emissions by end use 2019/20 (Scopes 1 & 2). (GHG Emissions Report 2020)

135. We will need to use systems to help us monitor carbon reductions towards our goal, and link this into a cyclical review process.

136. Governance within the council will need to integrate carbon reduction and climate resilience into everything it does. Decision-making and strategic plans and processes need to include climate considerations at all stages.

137. This is something we would also expect to see at other levels of government, so that our work is supported and not hampered by tensions between different policy areas. National government policy must support the role of local authorities in their climate work and fund decarbonisation projects.

What Wiltshire Council can do

- Review decision-making to embed climate considerations
- Develop Local Plan policies & planning advice
- Develop a new Carbon Management Plan which will include our roadmap to net zero by 2030 for scopes 1 and 2 and our approach for scope 3:
 - Property / Assets: continue to decarbonise heating, improve energy efficiency and switch to renewable electricity generation
 - Fleet: currently under review; move in the main to electric vehicles and identify alternative solutions for larger vehicles
 - Maximise opportunities to install renewable energy to meet council demand
 - Scope 3 emissions:
 - develop a sustainable procurement approach / policy: contractors to measure and report carbon emissions and include reduction targets
 - schools: not currently included in measurements for Wiltshire Council. If resources are available, the council could work with its community and Voluntary Controlled schools to monitor and reduce carbon emissions and become climate resilient, involving pupils and showcasing this work to encourage academies to do similar
 - deliver a council housing retrofit programme and zero carbon new build
- Engagement and training of staff as climate ambassadors
- Lead by example in the way we manage property, operations and make decisions
- Work with Wiltshire Pension Fund so that it supports the council's climate aspirations
- Lobby government for increased funding and powers through groups such as UK100/Countryside Climate Network, ADEPT and the County Councils Network
- Ensure council property and infrastructure is resilient to the impacts of climate change.

8. Next Steps

8.1 Developing a shared vision and delivery plans

138. Wiltshire Council invites your ideas and feedback on this document which will enable us to prepare a consultation draft of our Climate Strategy. Choices will need to be made about priorities and your feedback will help to inform this.
139. A range of delivery plans will be required in addition to the Climate Strategy. An updated Wiltshire Council Carbon Management Plan will support our carbon neutral commitment as an organisation, and Wiltshire Council's Climate Change Adaptation Plan will also be updated.
140. While the strategy is being developed and finalised it is crucial that we continue to implement immediate carbon reduction measures and strengthen our resilience efforts. Progress will continue to be reported to Wiltshire Council Cabinet and Full Council twice a year.

8.2 Governance and risks

141. The council has set up the governance structure set out in Annex A to oversee its climate programme.
142. A new Climate and Environment Forum will be set up in 2021 to involve stakeholders and enable regular two-way communication, as well as a new youth forum.
143. The following risks and mitigation have been identified in relation to the programme.

| Key risk | Mitigation |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lack of engagement by Wiltshire residents and resistance to change | Prioritise engagement in developing the strategy and in delivery |
| National policy does not facilitate delivery locally/keeps changing | Lobby national government; keep strategy and action plans flexible; review regularly; prioritise 'no regrets' measures which will yield benefits in a range of scenarios |
| Lack of political support | Ensure cross-party support; take part in new councillor induction; regular briefings/updates |
| Reputational risk from delays to timeline due to elections or other unforeseen circumstances | Develop engagement plan ready for new council; communication team plan to regularly update on progress |
| Difficulties embedding climate objectives in all council decisions | Develop new decision-making tools and processes |
| Market lacks capacity to deliver large scale programmes | Work with employers and training providers to develop capacity and skills; fund programmes to stimulate the market |
| Lack of resources to deliver programme | Identify adequate officer resources and support; access training / best practice networks; access grants and 0% loans; leverage private sector investment; work with Stone Circle Energy Co; develop capital invest to save bids. |

8.3 Your role

144. Please give us your feedback on this document and what you would like us to include in our Climate Strategy by emailing climate@wiltshire.gov.uk Comments will be open throughout the engagement period and will inform the consultation draft of our Climate Strategy which will be made available later in 2021.
145. Updates on the development of the strategy and how you can be involved will be available on our [website](#).

9. List of Abbreviations and units of measurement

BEIS – Department for Business, Energy and Industrial Strategy

CCC – Climate Change Committee

CIPFA - Chartered Institute of Public Finance and Accountancy

CO₂ – carbon dioxide

CO₂e – carbon dioxide equivalent

DEC – Display Energy Certificate

DfT – Department for Transport

DNO - District Network Operator

DSO - District Systems Operator

EPC – Energy Performance Certificate

GBI – green and blue infrastructure

GHG – greenhouse gas

GWh – Gigawatt hours

IPCC - Intergovernmental Panel on Climate Change (set up in 1988 by the UN)

kt – kilotonnes

LULUCF - Land use, land use change and forestry

OFGEM - Office of Gas and Electricity Markets

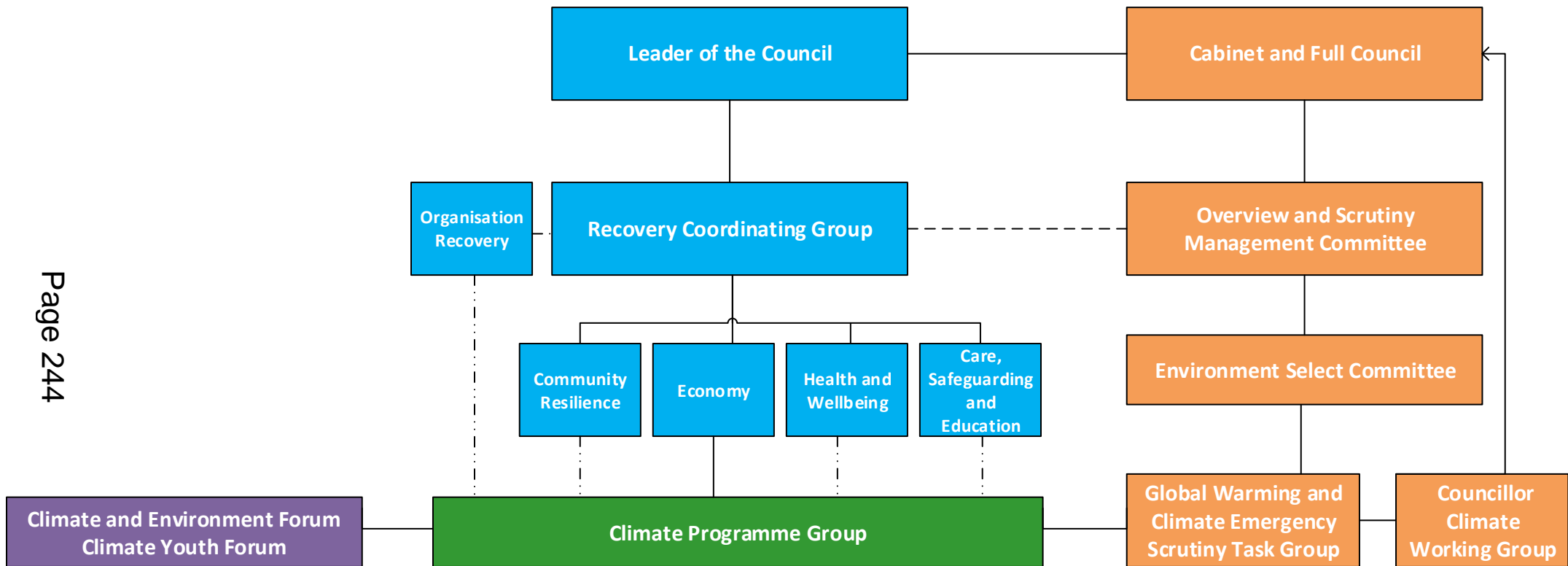
ONS – Office for National Statistics

PV – solar photovoltaics

[SCATTER](#) – Setting City Area Targets and Trajectories for Emissions Reduction

t - tonnes

Annex A: Wiltshire Council Climate Programme - Governance Structure





Towards a Green & Blue Infrastructure Strategy for Wiltshire

supporting the resilience of our
communities, businesses & wildlife
in a changing world

Overview of Emerging Strategy

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Key messages



Our rich and varied natural and historic environment makes Wiltshire an attractive place: it enhances our quality of life, improves physical and mental health, and underpins our economy.



Wiltshire's natural environment is undergoing substantial changes driven by factors including population growth, development and climate change.



A multi-functional network of connected and high-quality green and blue infrastructure assets underpin Wiltshire's natural capital, providing a range of ecosystem services that are of economic, social and environmental benefit for communities, businesses and visitors.

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The Strategy sets out a high-level vision and framework for improvement of the network by a range of partners and stakeholders, working together at a variety of scales.



It identifies strategic priorities and opportunities for delivering green and blue infrastructure improvements in Wiltshire, including local opportunities to support sustainable development in and around settlements where growth is planned while adapting to climate change.



The Green & Blue Infrastructure Strategy provides a framework for informing and supporting the delivery of a range of the Council's strategies and plans, including the Wiltshire Local Plan.

The Vision for Wiltshire's Green & Blue Infrastructure



Wiltshire's multi-functional network of high quality, biodiverse and accessible green and blue infrastructure is widely valued by our communities, businesses and visitors.

Managed sustainably through strong leadership and partnerships, the green and blue infrastructure network provides a range of well-being benefits for people, places and nature across Wiltshire.

As a result of working with natural processes to support delivery of multi-functional ecosystem services, Wiltshire is better able to adapt to a changing climate and support the resilience of our regional biodiversity.

Networks of green and blue spaces and corridors in the countryside and our towns support access to nature and healthy lifestyles and provide high quality landscapes and beautiful places for people to live, work and visit.



What is green & blue infrastructure?

Green infrastructure can embrace a range of spaces and assets that provide environmental and wider benefits. It can, for example, include parks, playing fields, other areas of open space, woodland, allotments, private gardens, sustainable drainage features, green roofs and walls, street trees and **'blue infrastructure'** such as streams, ponds, canals and other water bodies.

Green infrastructure is a natural capital asset that provides multiple benefits, at a range of scales. For communities, these benefits can include enhanced wellbeing, outdoor recreation and access, enhanced biodiversity and landscapes, food and energy production, urban cooling, and the management of flood risk. These benefits are also known as **ecosystem services**.

Planning Practice Guidance on the Natural Environment (paras 004/005)

Strengthening networks of multi-functional green and blue infrastructure has an important role to play in nature recovery, building resilience to climate change and promoting healthy, resilient and safe communities.

In the context of the global climate emergency, biodiversity loss and the COVID-19 coronavirus pandemic, investment in the provision of high quality, biodiverse and accessible green and blue infrastructure has never been more vital.

Ecosystem services





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Shaping the strategy

The draft Green & Blue Infrastructure Strategy was shaped in consultation with local nature, health and enterprise partnerships and neighbouring authorities.

The Strategy is supported by an evidence base and has links to planning guidance on green and blue infrastructure and settlement frameworks.

The Strategy was also shaped by, and reflects, the government's approach to delivering environmental protection and sustainable development in the context of UN goals.

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Supporting local policy

The Green & Blue Infrastructure Strategy has a key role to play in supporting delivery of the Council's Business Plan, Climate Strategy and Local Plan - in addition to a range of other partnership-based plans.



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Defining green & blue infrastructure

The Strategy considers Green & Blue Infrastructure assets, needs and opportunities at two scales.

At the Wiltshire-wide level, three main elements form the backbone of the Strategic Network.

Strategic Green & Blue Infrastructure Sites

- Biodiversity Sites
- Priority Habitats
- Woodland
- Historic Environment Designations

Strategic Green & Blue Infrastructure Corridors

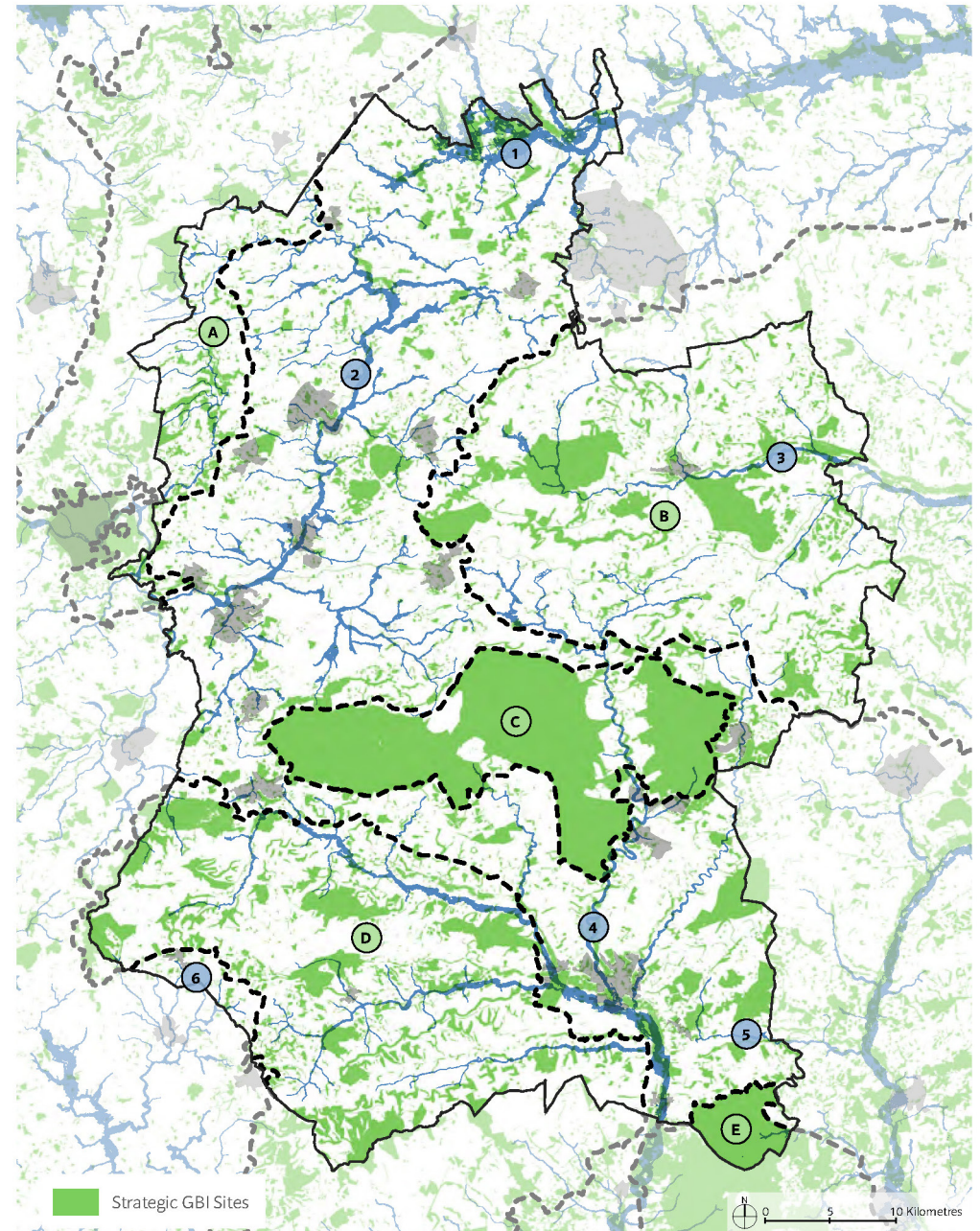
1. Thames Corridor
2. Bristol Avon Corridor
3. Kennet Corridor
4. Hampshire Avon Corridor
5. West & Itchen Corridor
6. Stour Corridor

Sub-Regional Strategic Green & Blue Infrastructure

- A. Cotswolds
- B. North Wessex Downs
- C. Salisbury Plain
- D. Cranborne Chase & West Wiltshire Downs
- E. New Forest

This Network provides a framework for prioritising strategic action and investment by partners working together at a landscape-scale across Wiltshire and beyond.

Wiltshire's Strategic Green & Blue Infrastructure Network



Defining green & blue infrastructure

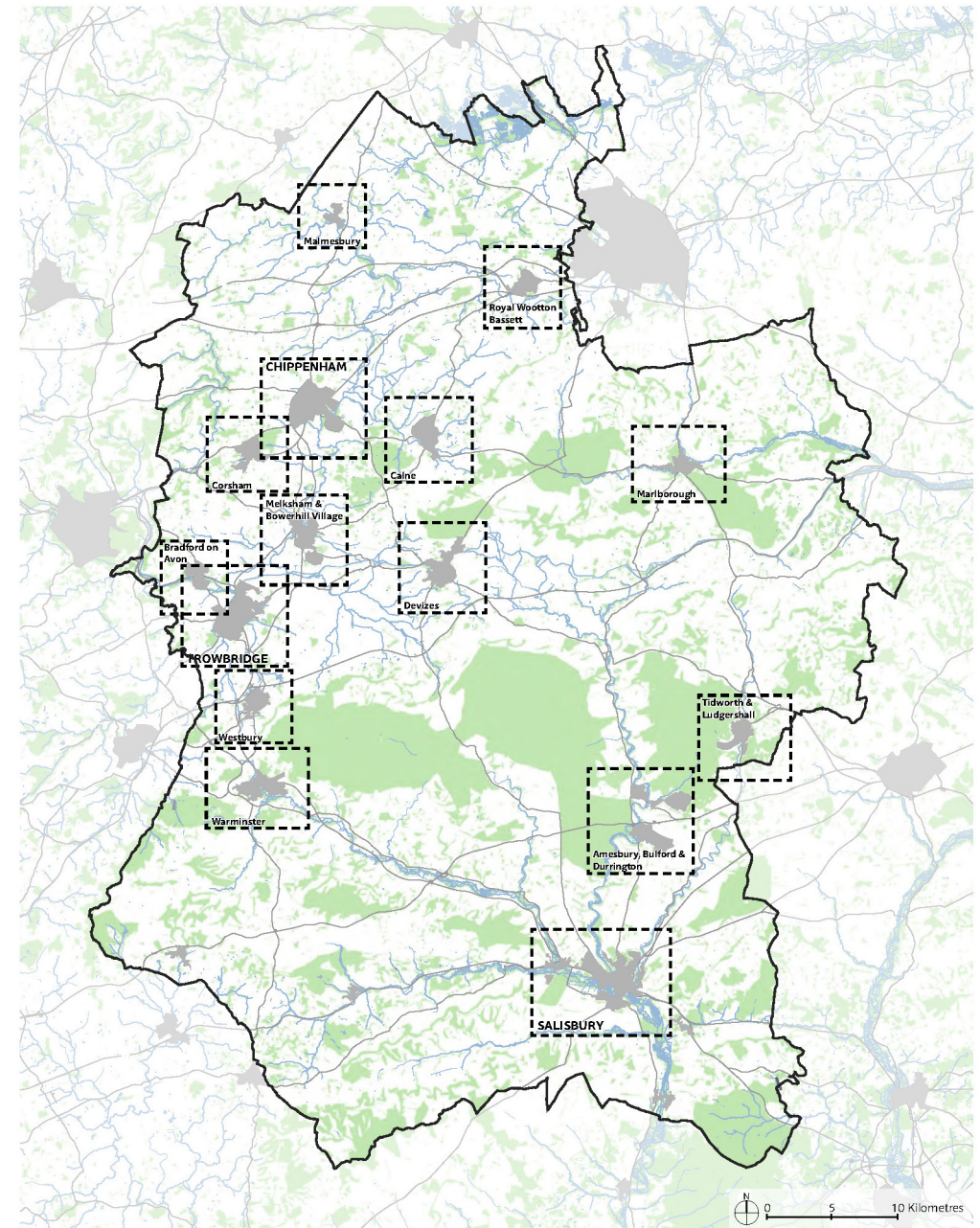
In addition to looking at landscape-scale opportunities, the Strategy also focusses on areas identified for growth in the Local Plan to 2036.

The Settlement Frameworks & Planning Guidelines highlight key needs, opportunities and good practice principles for improving **Local Green & Blue Infrastructure Networks** in and around towns to support sustainable growth.

As well as supporting the Local Plan's place-making approach in growth areas, the Frameworks also provide a tool to help inform prioritisation of local Green & Blue Infrastructure projects by town and parish councils.



Local Settlement Frameworks



Our shared vision and goals

The Green & Blue Infrastructure vision in a nutshell

- **More & bigger GBI** – creating new GBI assets to protect, enhance and expand what we already have.
- **Better, higher quality GBI** – improved and well-managed, resilient and multifunctional GBI Networks
- **Joined up & better connected GBI** – networks that link people and wildlife throughout our towns and countryside.



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Goal 1 Adaptation & resilience to climate change

By 2036, we will have increased our ability to mitigate and adapt to climate change through adoption of nature-based solutions...

Working in partnership, we will do this by:

- Contributing to national targets for cutting greenhouse gas emissions (including from land use, land use change, the agriculture and waste sectors).
- Implementing climate change adaptation, resilience and management strategies.
- Reducing risks of harm from natural hazards through adoption of natural flood and water management approaches alongside traditional grey infrastructure.
- Improving air quality in locations that fail to meet national standards, thereby contributing to national targets to reduce effects of air pollution on people and wildlife.
- Contributing to national targets for reducing over-abstraction of water, and meeting water quality objectives for biodiversity and drinking water.



Goal 2 Halting loss of & improving biodiversity

By 2036, we will have gained a more biodiverse and resilient ecological network in Wiltshire...

Working in partnership, we will do this by:

- Helping to restore our terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term.
- Creating or restoring wildlife-rich habitat outside the protected site network, focusing on priority habitats as part of a wider set of land management changes providing extensive benefits.
- Taking action to recover threatened, iconic or economically important species of animals, plants and fungi, and where possible to prevent human induced extinction or loss of known threatened species.

Increasing carbon storage capacity of woodlands in England in line with the Government's 25-year Environment Plan aspiration of 12% woodland cover by 2060 in England involving planting 180,000 hectares by end of 2042.



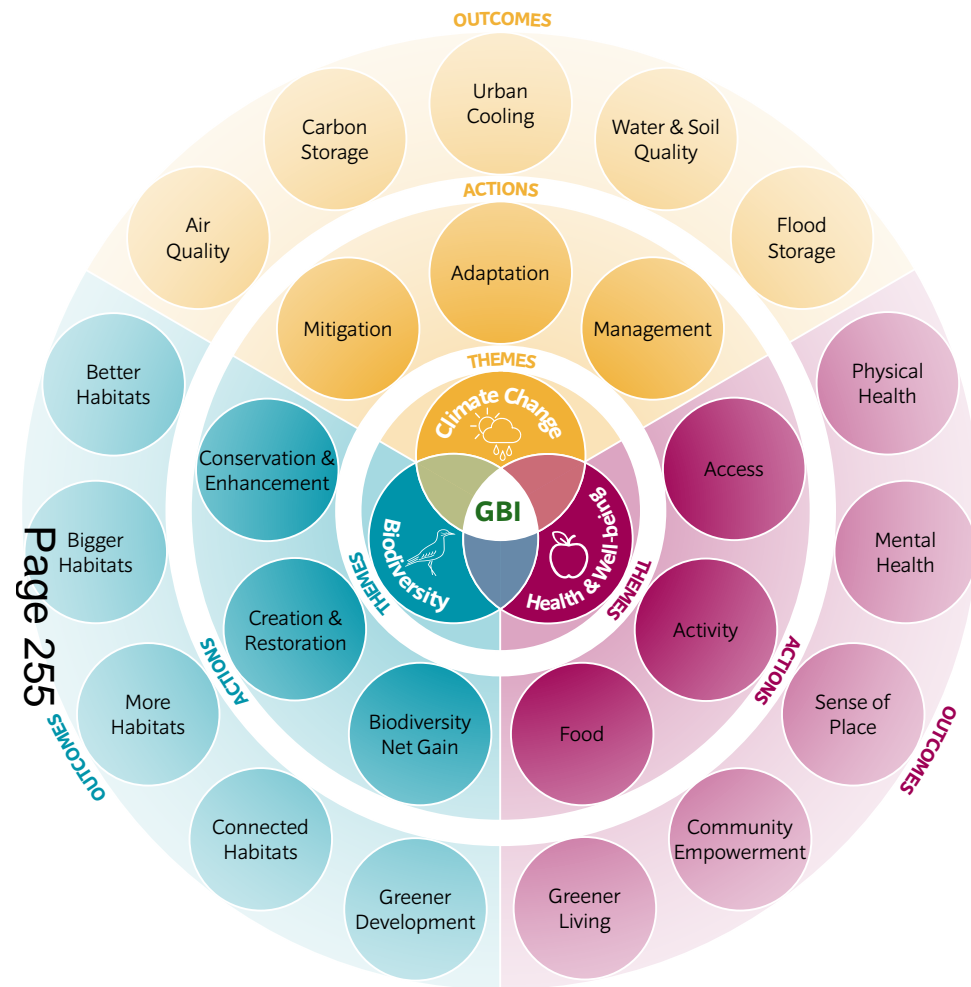
Goal 3 Contributing to health & well-being

By 2036, we will have increased the health and well-being benefits of access to nature, and improved the sustainable use and health of our natural resources...

Working in partnership, we will do this by:

- Safeguarding and enhancing the outstanding natural beauty and character of our landscapes to enhance a sense of place and support the local economy.
- Help make sure that there are high quality, accessible green spaces close to where people live and work, particularly to help adapt to climate change in urban areas.
- Encouraging more people to be active outdoors, participate in active travel opportunities and get involved with community food growing.
- Empowering communities to get more involved in the management and protection of local GBI, taking ownership of local GBI assets and managing them for the benefit of the whole community where necessary.
- Improving our approach to sustainable soil, food and forestry management.
- Enhancing biosecurity measures to protect our wildlife and livestock, boost the resilience of plants and trees to pests and diseases and tackle invasive non-native species.





Our key priorities for action

The Strategy will need to be flexible and evolve as things change. However, we have identified some immediate priorities.

- 1. Creating more and better green spaces in our towns** to help prevent flooding and attract people to live, work and invest in the area.
- 2. Planting the right trees in the right places** to provide vital shade during heatwaves, encourage wildlife and improve air quality.
- 3. Supporting walking and cycling** to reduce congestion, improve our health and wellbeing, and connect us to nature.
- 4. Encouraging environmentally sensitive farming** in ways that enhance soil quality and encourage wildlife, produce food and provide employment.
- 5. Supporting energy-efficient and resilient developments** to save people money, provide warm dry homes and reduce carbon emissions, and to provide an environment that encourages healthy living.
- 6. Supporting a green economic recovery** from the COVID-19 coronavirus pandemic
- 7. Supporting nature recovery** and landscape management



Delivering the vision

The Strategy is the start of a new way of partnership working to achieve the shared vision and goals for Green & Blue Infrastructure.





It is envisaged that action will be focussed around 7 delivery themes.

Delivery themes

-  Flooding & Water Management
-  Sustainable Farming & Land Management
-  Nature Recovery & Landscape Management
-  Woodland & Trees
-  Healthy Living
-  Sustainable Development
-  Economic Recovery & Valuing Natural Capital

To help guide future initiatives and decision-making, a set of delivery principles are provided.

Delivery principles

-  Partnership Working
-  An Integrated Approach
-  Goal Oriented and Mainstreamed
-  Evidence-led
-  Nature-based Solutions
-  Planning Principles

The way forward

Through the Strategy, we will:

- Work collaboratively in partnership with land managers, owners and service providers, and Community Area Boards, towards the shared vision for Green & Blue Infrastructure
- Commit to following the common set of principles, priorities and opportunities for strengthening the resilience and connectivity of Wiltshire's Green & Blue Infrastructure networks
- Pool resources to support a planned approach to project delivery and investment
- Identify opportunities to manage our Green & Blue Infrastructure assets more sustainably for the long-term

Governance, funding and monitoring delivery

- Wiltshire Council will play a key leadership role
- A new forum will be established to co-ordinate delivery of this Green & Blue Infrastructure Strategy alongside the Climate Strategy
- We will empower communities to take ownership and responsibility for managing local Green & Blue Infrastructure assets
- We will explore opportunities to access a wide range of potential sources of funding to support delivery of our priorities for action
- We will monitor delivery of the Strategy and respond flexibly to changing priorities and opportunities as necessary



Working towards a vision for more, higher quality and better connected multi-functional green and blue infrastructure in Wiltshire...

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Wiltshire Council

Council

23 February 2021

Subject: Appointment of an Independent Remuneration Panel

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

Key Decision: Non-Key

Executive Summary

The report recommends appointments to an Independent Remuneration Panel (IRP) to review the Wiltshire Council Members' Allowance Scheme, for implementation in the new council term.

Proposal(s)

That Council:

a) Notes the process undertaken to recruit members to an Independent Remuneration Panel and approves the appointment of:

**John Quinton – Panel Chairman
Bernadette Fitzmaurice – Panel Member**

b) Delegates authority to the Director of Legal and Governance, in consultation with Group Leaders (or their nominated representative), to undertake the selection process and appointment of the final Panel member, and if subsequent vacancies may arise during the course of a review.

c) Notes that Panel members are appointed for a 4-year term.

Reason for Proposal(s)

To ensure an Independent Remuneration Panel can be convened and undertake research in advance of the new council term.

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: | Appointment of an Independent Remuneration Panel |
| Cabinet Member: | Cllr Richard Clewer- Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts and Tourism, Housing and Communities. Member |
| Key Decision: | Non-Key |

Purpose of Report

1. The report recommends appointments to an Independent Remuneration Panel (IRP) to review the Members Allowance Scheme, for implementation in the new council term.

Background

2. The Local Authorities (Members' Allowances) (England) Regulations 2003 specify that members' allowances must be reviewed every 4 years. Full Council is ultimately responsible for agreeing members' allowances, however Council can only determine members' allowances following review by an Independent Remuneration Panel ('the Panel').
3. A report to Council on [20 October 2020](#) explained the Council no longer had a Panel and Council agreed arrangements for recruitment. It is best practice that a Panel be appointed for 4 years, and after a thorough review of the Members' Allowance Scheme at the start of each term, produce annual reports considering any in-year changes required. Changes may be prompted by amendments to roles, responsibilities, governance arrangements or government guidance that would warrant a review of a specific area of the scheme and the Panel may be convened upon request.
4. The Panel will recommend arrangements on members' allowances following an evidence-led approach which normally includes (but is not limited to): reviewing the number and duration of committee meetings and governance arrangements; comparing allowances with similar authorities; surveying members; and conducting interviews with members to understand more about their roles.
5. The Council has previously favoured the approach of undertaking a review that spans two council terms to ensure both outgoing and new councillors can submit evidence. To allow the Panel to begin its work prior to the May 2021 elections, recommendations for Panel appointments are submitted to this meeting.

Main Considerations

6. Following the decision of Council to recruit Panel members, an advert for the roles was issued for 7 weeks on the Council's website and was promoted via social media.

The advert was also promoted with the following contacts to attract a variety of applicants: South West Councils, School Governors, School Appeal Panel members, Deputy Lieutenants, previous IRP Panel members, the Local Enterprise Partnership, Chamber of Commerce, Federation of Small Businesses, Community Engagement Managers, and Voluntary and Community Sector contacts.

7. Following the advertisement campaign, representatives from each of the political groups on the council participated in an interview process of shortlisted candidates with the Monitoring Officer and recommended the appointment of three panel members. Unfortunately, since that time, one of the candidates has had to withdraw leaving a vacancy.
8. The candidates recommended to Full Council are therefore:

John Quinton

John lives in Dorset and is now retired following a long career in local government, including a working as Head of Democratic Services for Wiltshire Council 2003-2013. John's experience means he has sound knowledge the council's governance arrangements and Wiltshire's communities. Prior to working for Wiltshire Council, John performed a similar role at Surrey County Council, developing experience of working in large political organisations, managing budgets, and complex projects. Since his retirement, John has served on, and chaired, IRPs for former district councils within Dorset and Bournemouth, both successor and unitary councils, and for the Dorset and Wiltshire Combined Fire Authority.

Bernadette Fitzmaurice

Bernadette lives in Salisbury and is recently retired from a career in contract management, compliance and commissioning, including for a period with Wiltshire Council and Aster Communities in Devizes. Bernadette's previous experience also includes a time as Service Manager for Action for Blind People (Wiltshire Hampshire and Dorset).

9. Since the Panel is required to meet in the spring of 2021, and there is not a Council meeting before this time, it is recommended that Council delegate to the Director of Legal and Governance, in consultation with Group Leaders (or their nominated representative), to undertake the selection process and appointment of the final member of the panel. This delegation would also include where any vacancies may arise during the course of a review and there is not a Council meeting within sufficient timescales to recommend appointments.
10. The Panel will be supported by the Monitoring Officer and officers within the Democracy service who will provide administrative support to the Panel and gather evidence requested. Political Group representatives recommended that John Quinton be appointed Chair of the Panel in light of his previous experience chairing such panels.

Overview and Scrutiny Engagement

11. The Panel will undertake an independent review of members' allowances, prior to determination by Full Council, therefore Overview and Scrutiny engagement is not required.

Safeguarding Implications

12. There are no safeguarding implications.

Public Health Implications

13. The work of the Panel will take place virtually in accordance with public health advice in respect of Covid-19.

Procurement Implications

14. There are no procurement implications.

Equalities implications

15. The recruitment and selection of Panel members has been undertaken to ensure those with protected characteristics under the Equality Act 2010 are treated equally in this process.

Environmental and Climate Change Considerations

16. There are no environmental implications.

Risks that may arise if the proposed decision is or isn't taken and actions that will be taken to mitigate these risks

17. Should the Council not appoint an IRP it would be unable to fulfil its duties under the Local Authorities (Members' Allowances) (England) Regulations 2003.

Financial implications

18. Provision for the payment of Panel members is made within the existing budget.
19. The recommendations of the IRP will come to Full Council to consider at the final stage.

Legal implications

20. Without an IRP the council is not able to fulfil its duties under the Local Authorities (Member's Allowances) (England) Regulations 2003.

Workforce implications

21. Staff resource will be provided from within existing staffing structures, primarily from the Democracy service, to support the recruitment of Panel members, provide training and supply evidence requested

Conclusions

22. The Council is required to review the Members' Allowance Scheme for the new Council term, as such it is recommended an Independent Remuneration Panel be appointed, as set out in this report.

Lead Director – Ian Gibbons – Director of Legal and Governance, and Monitoring Officer.

Report Author: Libby Johnstone (Democracy Manager)

05.02.21

Wiltshire Council

Full Council

23 February 2021

Appointment of Co-opted Members of the Standards Committee

Purpose of Report

1. To delegate to the Standards Committee the appointment of non-voting co-opted members of the Standards Committee.

Background

2. The terms of reference for the Standards Committee as detailed at **Appendix A** provide for the appointment of up to 8 non-voting co-opted members, 50% of whom must be serving town, parish or city councillors from within the Council's area who are not councillors or officers of the Council.
3. In 2013 and 2017 Council resolved that four non-voting co-opted members should be appointed for the remainder of the council term and delegated the appointment of those members to the Standards Committee.
4. Following a selection process overseen by the Standards Committee four non-voting co-opted members were appointed for the current council term, ending in May 2021 – Mr Richard Baxter; Miss Pam Turner; Mr Michael Lockhart and Mr Philip Gill MBE.
5. A number of other authorities in the South West appoint non-voting co-opted members to their Standards Committee, for example:
 - Cornwall Council - 18 Member committee (8 unitary councillors, 4 independent lay members, 5 town and parish councillors and 1 employed parish clerk);
 - Swindon Borough Council – 17 Member committee (13 councillors, 2 independent members, 2 parish representatives. 2 Independent Persons as observers not members)
 - Bath and North East Somerset – 11 Member committee (5 councillors, 3 independent members one of whom will chair, 3 parish representatives. 2 Independent Persons as observers not members)
 - Bournemouth Christchurch and Poole – 10 Member committee (7 councillors, 3 independent members)

Main Considerations

6. Co-opted members provide valuable input to the work of the Standards Committee, enhancing objectivity, both real and perceived, and providing common sense and sound judgment and a parish council perspective on matters involving parish and town councillors.

7. As well as attending meetings of the Standards Committee non-voting co-opted members may serve on Assessment, Hearing and Dispensation Sub-Committees. Co-opted members may also attend the Constitution Focus Group.
8. Under the current arrangements for dealing with Code of Conduct complaints adopted with effect from January 2020, it is anticipated that there will be 10-12 Assessment Sub-Committees per year, or 40-48 per council term, each to be attended by up to 2 of the co-opted members.
9. As co-opted members must include at least 50% serving town, city or parish councillors, confirmation of appointments will take place after elections scheduled for 6 May 2021.
10. However, in order to avoid delay in the appointment of non-voting co-opted members the Standards Committee at its meeting on 4 February 2021 requested Council delegate arrangements for the appointment of co-opted members to the Standards Committee with the selection process delegated to the Monitoring Officer, in consultation with the Chairman of the Standards Committee. This would include convening a selection panel to interview applicants.
11. The Monitoring Officer would therefore be able to begin advertisement for the positions in advance of the elections in May 2021 with councillors, clerks and the public so that non-councillor candidates can be shortlisted and to enable candidates for election to be aware of the positions becoming available. Where the election is uncontested, it would also enable those who would become councillors to indicate if they wished to apply for the co-opted member positions.
12. The advertisement would then be recirculated after the elections to determine which further serving councillors wished to apply for the positions.
13. Interviews and appointment could then take place around June/July 2021, ensuring Members are in place as soon as is practicable, including for the Assessment Sub-Committee.

Safeguarding Implications

14. There are no safeguarding issues arising from this report.

Equalities Implications

15. There are no equalities impacts arising from this report.

Risk Assessment

16. There are no significant risks arising from this report

Public Health Implications

17. There are no public health impacts arising from this report.

Environmental Implications

18. There are no environmental impacts arising from this report.

Workforce Implications

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

Financial Implications

20. The allowance for a non-voting co-opted member on the Standards Committee is currently £1,262 per year, as approved by Council on 10 July 2012. Therefore, the total annual cost for the four co-opted members has been £5,048.

21. This allowance is subject to review by the Council after considering any recommendations of the Independent Review Panel.

Legal Implications

22. The Council has a discretion under the Localism Act 2011 to establish a standards committee to discharge its duty to promote and maintain high standards of conduct of elected and co-opted members and a further discretion to include non-voting co-opted members on any committee so established.

Recommendation

23. Full Council is requested to delegate the appointment of 4 non-voting co-opted members to the Standards Committee and the arrangements for selection of such members to the Monitoring Officer in consultation with the Chairman of the Standards Committee.

Ian Gibbons

Director, Legal and Governance (and Monitoring Officer)

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504,
kieran.elliott@wiltshire.gov.uk

Appendices

Appendix A - Terms of reference of Standards Committee

Background Papers

None

Appendix 1
2.5 Standards Committee
Composition

- 2.5.1 This Committee will comprise up to 13 elected Members, other than the Leader or any other Member of the Cabinet, and up to 8 co-opted non-voting Members, 50% of whom shall be serving town, parish or city Members from within the Council's area who are not Members or officers of the Council.
- 2.5.2 Appointments to the Committee will be made annually by the Council having regard to the rules on political proportionality.
- 2.5.3 The term of office for co-opted non-voting Members will normally be 4 years.
- 2.5.4 Co-opted non-voting Members will be eligible for re-appointment for a second term.
- 2.5.5 Substitutes will be permitted in accordance with Part 4 of the Constitution.

Roles and Function

- 2.5.6 The Standards Committee is responsible for:
- promoting and maintaining high standards of conduct by elected and co-opted Members and officers;
 - assisting the elected and co-opted Members to observe the Members' code of conduct;
 - advising the Council on the adoption or revision of the Members' code of conduct and the arrangements for dealing with Member complaints of misconduct which the Council is required to make under Section 28 of the Localism Act 2011;
 - monitoring and advising the Council about the operation of its code of conduct in the light of best practice and any changes in the law;
 - advising, and, through the Member Development Group, arranging to train elected and co-opted Members on matters relating to the Members' code of conduct and ensuring that Members are aware of the standards expected of them under the code;
 - granting dispensations to elected and co-opted Members from requirements relating to interests;
 - overseeing the operation of the Council's arrangements for dealing with misconduct complaints against Members and co-opted Members of Wiltshire Council, and parish, town and city Members in Wiltshire;
 - overview of the whistle blowing policy;
 - overview of corporate complaints handling and Ombudsman investigations;
 - reviewing the implementation of recommendations made by the Ombudsman;
 - oversight of the Constitution.

Standards Sub-Committees

2.5.7 The Standards Committee has the power to appoint such sub-committees as may from time to time be necessary for the efficient discharge of its functions. In particular, the Committee will appoint:

- An Assessment Sub-Committee to determine what action to take in respect of Member complaints under the Council's arrangements;
- A Hearing Sub-Committee to determine Member misconduct complaints under the Council's arrangements;
- A Dispensation Sub-Committee to determine requests for dispensation from the requirements relating to interests.

2.5.8 For the avoidance of doubt decisions of the Sub-Committees will be made by a simple majority of the elected Members present.

Assessment Sub-Committee

2.5.9 As it shall consider multiple complaints this Sub-Committee shall comprise 5 elected Members from among the Standards Committee and its substitutes, in case of conflicts arising. The Standards Committee will appoint the members annually, along with a Chairman and Vice-Chairman for the Sub-Committee. The Sub-Committee may include up to 2 non-voting co-opted Members of the Standards Committee on an ad-hoc basis. All other members and substitutes of the Standards Committee will serve as substitutes for the Sub-Committee.

2.5.10 The above Sub-Committee is not subject to the requirements of political balance but is subject to a requirement of a maximum of 4 elected Members from any political group. The co-opted members serving on the Sub-Committee will be determined by the proper officer, who in this instance would be a Democratic Services Officer on behalf of the Monitoring Officer.

2.5.11 The above Sub-Committee shall meet on a monthly basis and make decisions on all Code of Conduct complaints in accordance with the Council's arrangements under [Protocol 11](#).

2.5.12 Members, including co-opted members, may not serve on the Hearing Sub-Committee for a complaint they have previously considered on the Assessment Sub-Committee

Hearing Sub-Committee and Dispensation Sub-Committee

2.5.13 In each case the above Sub-Committees shall comprise 3 elected Members from whom a chairman will be elected. The Sub-Committee may include 2 non-voting co-opted Members of the Standards Committee.

- 2.5.14 The above Sub-Committees are not subject to the requirements of political balance but are subject to the requirement of a maximum of 2 elected Members from any political group. The composition of any sub-committee will be determined by the proper officer, who in this instance would be a Democratic Services Officer on behalf of the Monitoring Officer on the basis of Member availability, drawing from the Membership of the Committee and their substitutes.
- 2.5.15 The Hearing Sub-Committee shall make decisions where an investigation into a Code of Conduct Complaint makes a finding of a breach, in accordance with the Council's arrangements under Protocol 11.