

AGENDA

Meeting: Cabinet
Place: Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER
Date: Monday 10 September 2012
Time: 10.30 am

Membership:

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

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

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

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

Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 1 - 8*)

To confirm and sign the minutes of the Cabinet meeting held on 24 July 2012.

3 **Minutes - Capital Assets Committee** (*Pages 9 - 16*)

To receive and note the minutes of the Capital Assets Committee held on 24 July 2012.

4 **Declarations of Interest**

To receive any declarations of pecuniary or non-pecuniary interests or dispensations granted by the Standards Committee.

5 **Leader's announcements**

6 **Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Thursday 6 September 2012. Anyone wishing to ask a question or make a statement should contact the officer named above.

7 **2012 - A Year of Celebration - Impact and Evaluation** (*Pages 17 - 26*)

To Receive a Presentation and Report by the Director of Communications

8 **The Role of Wiltshire Council in Informal Adult Education** (*Pages 27 - 62*)

 Report by the Service Director for Schools and Learning.

9 **Business Plan Scorecard Update** (*Pages 63 - 84*)

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

10 **Report on Treasury Management Strategy 2012-13 - First Quarter ended 30 June 2012** (Pages 85 - 100)

Report by Service Director, Finance.

11 **Community Infrastructure Levy - Wiltshire Preliminary Draft Charging Schedule** (Pages 101 - 118)

 Report by the Service Director for Economy and Enterprise.

12 **Council Involvement in the Swindon and Wiltshire Local Nature Partnership** (Pages 119 - 136)

Report by the Service Director, Economy and Regeneration.

13 **Delivering Local Sustainability Transport Fund - Improving Wiltshire's Rail Offer** (Pages 137 - 166)

 Report by the Service Director, Highways and Transport

14 **Budget Monitoring Period 3 June 2012** (Pages 167 - 194)

Report by the Service Director, Finance.

15 **Urgent Items**

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

Part II

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

None

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


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CABINET

MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM, SN15 1ER on Tuesday, 24 July 2012.

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

Also in Attendance:	Cllr Allison Bucknell
	Cllr Trevor Carbin
	Cllr Peter Colmer
	Cllr Peter Doyle
	Cllr Richard Gamble
	Cllr Jon Hubbard
	Cllr Jerry Kunkler
	Cllr Alan MacRae
	Cllr Jonathon Seed

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

77 Apologies

Apologies were received from Councillors John Thomson, Deputy Leader and Cabinet member for Adult Care, Communities and Housing and Toby Sturgis, Cabinet member for Waste, Property, Environment and Development Control.

78 Minutes of the previous meeting

The minutes of the meeting held on 19 June 2012 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 19 June 2012.

79 Declarations of Interest

There were no declarations of interest.

80 Leader's announcements

The Leader made the following announcements:

(a) Torch Relay and Hudsons Field

The Leader thanked Laurie Bell, Service Director for Communications and her team for the marvellous way they had organised the Torch Relay events in Wiltshire both in May and more recently on the 11 and 12 July. The fact that a number of the team had given up their time to ensure events were a success was greatly appreciated.

Over 225,000 people roughly half the population of Wiltshire had been involved in celebrations and lining the streets and at Hudson's Field to welcome the Olympic Torch.

The Leader considered that the Hudson's Field event, although a huge undertaking by a small communications team, had been fantastic. It had attracted approximately 50-60,000 people during the day with approximately 30,000 at night. The Leader commented that the people of Wiltshire had been a source of pride given that the event took place without incident and was very good natured. Furthermore, firms had reported increased takings. A report on the impact of the recent celebratory events on the local economy would be compiled.

(b) Membership of the Cabinet Capital Assets Committee

The Leader explained her decision that members of Cabinet who were not on the Cabinet Capital Assets Committee (CCAC) namely Cllrs John Brady, Lionel Grundy, Keith Humphries, Dick Tonge and Stuart Wheeler would act as substitute members on the CCAC with full voting rights to ensure adequate cover at meetings. The Leader clarified that this would be with immediate effect and would therefore apply in respect of the CCAC meeting that afternoon (24 July 2012).

81 Public participation

The Leader noted that no requests had been received to make representations at this meeting.

The Leader did however refer to a petition which had been presented to the Trowbridge Area Board on 12 July 2012. The petition with 1,025 signatories stated:

“We, the residents of Trowbridge and surrounding areas, are showing our support for the ‘Bowyers site’ and we want the Council to allow this development to go ahead.”

The minutes of the Area Board stated that the petition would be brought to the attention of Council and Cabinet. The Leader explained that the determination of planning applications was a quasi-judicial function. As such, the decision taken by the Western Area Planning Committee in this case, was binding and could not be changed by either Cabinet or Council. The Leader requested that a letter be sent to the Petition organisers to clarify the Cabinet and Council’s position.

82 Review of the Major Incident Plan

Councillor Keith Humphries, Cabinet member for Public Health and Public Protection presented a report on a review of the Major Incident Plan and sought Cabinet approval for the Plan for onward recommendation for adoption by Council. It was noted that under the Civil Contingencies Act 2004, the Council was designated as a Category 1 responder and as such, was required to develop and maintain emergency plans which were appropriate, up to date and kept in readiness for emergencies.

Cabinet noted that the previous Plan was out of date, did not reflect the existing council structures and that a review was required to make the plan fit for purpose. The report set out the details of the consultation process and listed the key changes to the Plan.

Councillors noted that the Plan provided a mechanism for mobilising staff and resources in response to an emergency and for performing council functions in relation to a wide range of possible scenarios. The work of and involvement with the Local Resilience Forum was also explained. Reference was made to the involvement of parishes, but that not all parishes may be aware of how they could assist in an emergency situation. It was agreed to circulate information to parishes on the emergency planning process and how they could be involved at grass roots level.

The Leader explained that it was hoped to develop a process to identify large scale events taking place across the County to ensure that processes the Council used for its own events were in place to avoid or at least mitigate emergency situations. It was noted that the Police in recognition of the Council’s good work in organising recent high profile and large scale events such as the Torch Relay and Diamond Jubilee celebrations, were said to want the Council to take on a more prominent role in events being staged across the

County. This would assist the Council in having a better informed view of what was taking place in its area.

Resolved:

That Cabinet:

- a) notes the report presented;
- b) approves the revised Major Incident Plan and recommends its adoption to Council, and
- c) agrees that any minor amendments to the Plan are delegated to the Corporate Director for Public Health and Public Protection in consultation with the appropriate cabinet member.

Reason for Decision

Approval of the Major Incident Plan would ensure compliance with the Civil Contingencies Act 2004, and allow subsequent training and exercising on the plan to improve the Council's state of readiness and resilience.

83 Dog Control Orders

Councillor Keith Humphries, Cabinet member for Public Health and Public Protection presented a report which sought Cabinet approval for the making of four Dog Control orders which would provide consistency across Wiltshire.

It was also proposed to revoke existing Orders made by the predecessor authorities and to set the fixed penalty amount at £75. Cabinet noted that ongoing discussions were taking place with parish and town Councils about possible additional Control Orders.

Councillors whilst content with the proposals, expressed concern over the continuing problem of dog fouling and the enforceability of such Orders when it came to dog fouling. Councillors referred to a range of measures and initiatives adopted by some parishes and community areas to tackle the problem. It was agreed that in raising awareness over Cabinet's decision on the adoption of these new Orders, the opportunity should be taken to highlight the positives and the range of good practices which had been successfully adopted by some parishes and community areas.

Resolved:

That Cabinet:

- (a) approves the making of the following Dog Control Orders:

- (i) **The Fouling of Lands by Dogs (Wiltshire Council) Order 2012**
- (ii) **The Dogs Exclusion (Wiltshire Council) Order 2012**
- (iii) **The Dogs on Lead by Direction (Wiltshire Council) Order 2012**
- (iv) **The Dogs on Lead (Wiltshire Council) (Box Recreation Ground) Order 2012**

(b) revokes existing Orders made by predecessor Authorities and

(c) notes the ongoing discussions taking place with Parish and Town Councils regarding additional Control Orders specifically relating to dogs on leads and

Reasons for Decision

Existing Dog Control Orders across the County are inconsistent or non-existent. The proposal seeks to harmonise Orders in order to provide equity to all inhabitants of Wiltshire.

84 Annual Governance Statement 2011-2012

Councillor John Brady, Cabinet member for Finance, Performance and Risk presented a report which sought Cabinet's comments on the draft Annual Governance Statement (AGS) for 2011/12. The AGS would also be considered by the Standards Committee on 30 July. The views of Cabinet and the Standards Committee would be considered by the Audit Committee as part of its final approval of the AGS on 7 September 2012.

Cllr Brady explained that the AGS demonstrated how the Council was meeting the six principles of good governance adopted in its Code of Corporate Governance.

Cllr Brady referred to the views of the Audit Committee when it initially considered the AGS at its meeting on 20 June 2012 as recorded in the minute of the meeting as presented. Cllr Brady explained that he was satisfied that the AGS had been amended in light of the comments of the Audit Committee.

Resolved:

(a) That the draft Annual Governance Statement be supported.

(b) To note that the draft Annual Governance Statement would be revised in the light of any comments by Cabinet, the new Standards Committee, and ongoing work by the Governance Assurance Group before final consideration by the Audit Committee on 7 September 2012 and publication by 30 September 2012.

Reasons for Decision

To prepare the Annual Governance Statement 2011/12 for publication in accordance with the requirements of the Audit and Accounts Regulations.

85 **Highways Consultancy Contract**

Councillor Dick Tonge, Cabinet member for Highways and Transport presented a report on the award of the Highways Consultancy Contract.

A large proportion of the Council's highways functions were currently delivered and managed by the Highways Consultancy Contract, with the existing contract ending in November 2012, there was a need to procure a new contract.

Councillor Tonge explained that a review of existing and future expenditure and requirements for the highways service was carried out in 2011 and considered options for future provision of the service. It was concluded that tenders should be invited for a new Highways Consultancy Contract to start on 1 December 2012. He explained the main considerations for the Council and in particular highlighted:

- The options considered
- The scope of the contract
- Attracting potential bidders
- The tendering process
- The tender assessment
- Quality assessment
- Price assessments; and
- Bid comparisons

Tenders had been invited in accordance with the Council's procurement procedures. The six tenders received had been assessed in terms of quality and cost, using Quality/Price considerations of 50/50 as outlined in the report to Cabinet on 15 November 2011. The detailed scoring and financial information was contained in a confidential report considered during Part 2 of the meeting (minute no. 88 below refers).

Resolved:

That the process adopted for the Highways Consultancy Contract be noted.

Reasons for Decision

- (i) There is a need for specialist advice and support in connection with roads, bridges and related services, and this would be most economically provided by a Highways Consultancy Contract.
- (ii) The tenders were assessed in terms of Quality/Price division of 50/50 as set out in the report to Cabinet on 15 November 2011. The quality of the service is important because the contract is substantially involved with design work. Poor quality design can have a disproportionate effect on construction costs, especially in terms of capital road and bridge maintenance work which will form a large proportion of the workload.
- (iii) The most advantageous for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures. The detailed scoring and financial information is contained in a confidential report to be considered in Part 2 of this meeting.

86 **Urgent Items**

There were no urgent items.

87 **Exclusion of the Press and Public**

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in minute number 88 below because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

88 **Highways Consultancy Contract**

Cllr Dick Tonge, Cabinet Member for Highways and Transport presented a confidential report which included exempt information in relation to the item at minute number 85 above.

Cllr Tonge guided members through the report and in particular the various evaluation assessments and scoring in respect of the tenders received. Cllr Tonge also responded to questions from members.

Resolved:

- a) **That the Highways Consultancy Contract be awarded to Consultant B as referred to in the report presented, namely the company Atkins.**
- b) **Cabinet authorises the Service Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport to satisfy themselves as to the details regarding the Contract, and then to take all necessary steps to enter into the New Highways Consultancy Contract.**
- c) **That the current contractor, Mouchel be thanked for the manner in which it had served the Council in delivering the highways service since 1999.**

(Duration of meeting: 10.30am - 11.55am)

<p>These decisions were published on the 27 July 2012 and will come into force on 6 August 2012.</p>
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail yamina.rhouati@wiltshire.gov.uk
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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM, SN15 1ER on Tuesday, 24 July 2012.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Stuart Wheeler	Cabinet Member for Transformation, Culture, Leisure and Libraries

Also in Attendance:

Cllr Dick Tonge
Cllr Helen Osborn
Cllr Jeff Osborn
Cllr Francis Morland
Cllr Peter Colmer
Cllr Peter Doyle
Cllr Jerry Kunkler
Cllr Alan MacRae

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

30 Apologies and Membership

Apologies for absence had been received from:

- Councillor John Thomson
- Councillor Toby Sturgis

The Leader also noted that Cabinet had agreed to appoint the following Councillors as substitute members of Cabinet (Capital Assets) Committee:

- Councillor John Brady
- Councillor Lionel Grundy
- Councillor Keith Humphries
- Councillor Dick Tonge
- Councillor Stuart Wheeler

As such, and in view of the apologies, it was noted that Councillor Brady and Councillor Wheeler were in present as substitute members of the Committee, with full voting rights.

31 Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 24 May 2012.

32 Leader's Announcements

None.

33 Declarations of interest

There were no declarations of interest.

34 Urgent items

There were no Urgent Items.

35 Capital Budget Monitoring 2011/12 Outturn Report

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, introduced the report which reflected the position of the 2011/2012 Capital Programme as at 31 March 2012, which showed a £7.277 million underspend against the final budget.

The report also detailed changes to the budget made since the previous monitoring report.

Resolved

That the Cabinet (Capital Assets Committee):

- a. Notes the Final outturn position of the capital programme in Appendix A.**
- b. Notes total budget increases of £0.685 million as shown in Appendix B.**

c. Notes the final reprogramming of budgets of £7.990 million into 2012/2013.

Reasons for Decision

To inform Cabinet of the final position of the 2011/2012 capital programme and highlight changes and note budget reprogramming into 2012/2013.

36 Salisbury Market Place

Councillor Fleur de Rhé-Philipe, Cabinet Member for Economic Development and Strategic Planning, introduced the report which provided an update on the programme for the Salisbury Market Place Public Realm Improvement Project, and sought the Committee's support to the programme.

It was noted that the proposals would be submitted for approval to the Salisbury Area Board at an Extraordinary meeting on 1 August.

It was also noted that plans to refurbish Salisbury City Hall were on hold pending the Salisbury Vision plans for the Maltings and Central Car Park. It was confirmed that the site had not been forgotten and that City Hall was a success story, with ticket sales growing year on year.

Resolved

- 1. The Cabinet (Capital Assets) Committee supports the programme for the Salisbury Market Place Public Realm Improvement Project, and agrees that public opinion be sought on the proposals.**
- 2. The Committee notes that, following public consultation, Members will finalise the funding allocation, and delegate authority to the Service Director of Economy and Regeneration, in agreement with the Chief Finance Officer and in consultation with the Chair of the Community Area Board to negotiate further and agree terms with specified lead consultants to ensure quick delivery of the project or component parts.**

Reason for Decision

To support the transformation of the Market Place into an attractive, vibrant, high quality public space of which the city can be proud, and reflect its important public function and historic setting.

37 Transformation Programme Update

Councillor Stuart Wheeler introduced the report which provided a comprehensive update on some of the Transformation Programme's key improvement projects. Sarah Ward, Head of Strategic Asset Management, and Corporate Build Programme, presented the detail of the report.

Resolved:

That the Cabinet (Capital Assets) Committee notes that the initial phases of the Transformation Programme are nearing conclusion and the successful outcomes that have been achieved.

Reason for Decision

To baseline the current programme progress in readiness to move forward with the next phases and highlight delivery so far.

38 Property Disposals

Neil Ward, Head of Strategic Property Services, introduced the report which updated the Committee on progress related to property disposals during the business plan period to date, and which outlined plans to deliver further disposals during the remaining period of the business plan.

The Committee noted a small clarification to the proposals as set out in the report, whereby recommendation C would refer to Appendix C in addition to Appendix F.

Resolved

That the Cabinet (Capital Assets) Committee:

- a. Notes the progress made to date on property sales and community asset transfers in line with the expectations of the business plan;**
- b. Notes the detailed list of property disposals contained in Appendix F;**
- c. Confirms the authority to proceed with the disposal of properties listed in Appendices C and F, and delegates the completion of necessary legal transactions to Dr Carlton Brand, Corporate Director, or as permitted by the scheme of delegation;**
- d. Notes the attached interim gateway process at Appendix G and approves its immediate adoption.**

Reasons for Decision

To provide clarity as to the full extent of the approved programme of property disposals, and to confirm that all necessary legal authority is in place to complete property transactions in a timely manner.

39 **Land at Innox Road, Trowbridge**

Councillor Stuart Wheeler, Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries), introduced the report which sought to inform the Committee of a local leisure need in Trowbridge, to consider the representations made by the Area Board and local members and to seek direction on how the Committee wished officers to proceed, based on the two options presented in the report.

It was noted that the ownership of the site would stay with the Council in the short term, although the site may be suitable for Community Asset Transfer in the future.

Resolved

Cabinet (Capital Assets) Committee agreed to proceed with Option 1 (changing facilities) for the land at Innox Road, as set out in the report.

Reason for Decision

The implementation of this scheme would enhance and improve the existing amenity and recreational land , helping to address the identified shortfall. Additionally local residents and clubs would be given upgraded facilities that would encourage greater Leisure activity in an area that currently lacked sufficient facilities.

40 **Gypsy and Traveller Project**

Janet O'Brien, Head of New Housing, introduced the report which set out details of a project to deliver 50 gypsy and traveller sites.

This was a revised project, based on the reduced funding from the Homes and Communities Agency (HCA), and confirmation was being sought from the HCA as to what level of funding the revised project would receive.

In order to consider the details of the various options as set out in the options paper, the meeting moved into closed session, as the document contained Exempt information.

41 **Exclusion of the Press and Public**

Resolved:

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

42 **🔑 Gypsy and Traveller Project**

Noted the Part II appendix to the report at item 11 (minute 40 refers).

Resolved

That the Cabinet (Capital Assets Committee):

1. Approves the recommendations within the options paper to proceed with the project based on Option 3 (preferred) or Option 2 to deliver 50 pitches providing the council receives appropriate agreement from the Homes and Communities Agency (HCA).
2. Approves the provision of borrowing as set out in the options paper to support delivery of the project which will be paid back through the service via increased rental income.
3. Delegates authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for Waste, Property, Environment and Development Control Services to enter into a framework agreement with the Homes and Communities Agency (HCA) to deliver 40 refurbished and 10 new gypsy and traveller pitches by March 2015 with capital grant funding provided by the HCA.
4. Delegates authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for Waste, Property, Environment and Development Control Services to enter into a contract to deliver the newbuild works for the 50 pitches.
5. Delegates authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into any associated legal agreements or procurement activities to enable the delivery of the project.

6. Notes that any response from the HCA which presents a significant departure from the funding arrangements for options 2 or 3, would require a further report to the Committee to agree a way forward.

Reason for Decision

There were a number of drivers for pursuing the opportunity to secure grant funding to invest in existing and new gypsy and traveller pitches in Wiltshire. These included;

- (i) The requirement to ensure the provision of good quality well managed sites
- (ii) The need to reduce unauthorised encampments
- (iii) The need to reduce unauthorised developments

These outcomes had been supported through the approval of the Council's Gypsy and Traveller Strategy by Cabinet on 24 May 2010, traveller policies within the emerging Wiltshire Core Strategy, the emerging Development Plan Document for Gypsy and Traveller sites and the internal audit report August 2011 relating to the provision of services to travellers by the Council.

43 Land at Innox Road, Trowbridge

Noted the Part II appendix to the report at item 10 (minute 39 refers).

44 Property Disposals

Noted the Part II appendices to the report at item 9 (minute 38 refers).

(Duration of meeting: 2.00 - 2.59 pm)

These decisions were published on the 27 July 2012 and will come into force on 6 August 2012
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The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 434250 or e-mail james.hazlewood@wiltshire.gov.uk
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Wiltshire Council

Cabinet

10 September 2012

Subject: 2012 – A Year of Celebration - Impact and Evaluation

Cabinet Member: Councillor Jane Scott, Leader of the Council

Key Decision: No

Executive Summary

Over 225,000 people – half the population of Wiltshire – turned out to welcome The Queen when she visited Salisbury in May and to see the Olympic Torch when it was carried through sixteen towns, villages and Salisbury City in May and July. Wiltshire people demonstrated their support for this special year – a year of celebration and success.

We recognised that 2012 could provide a unique opportunity for Wiltshire and almost two years ago we made a bid to the London Organising Committee for the Olympic Games (LOCOG) to support the 2012 London Olympic Games, and, in particular the Olympic Torch Relay, that would travel around the UK for seventy days prior to the official opening of the Games in London.

We welcomed the announcement, earlier this year, that Wiltshire would see the Torch visit fifteen of our towns and that it would include an overnight stop at Salisbury City on 22 and 23 May and 11 and 12 July. Wiltshire would be the only county to have the Torch visit on two separate occasions. We quickly realised that this, combined with the Queen's Diamond Jubilee, was going to make 2012 a unique year. It presented an opportunity for us to bring our communities together, to showcase what the county has to offer in front of the worldwide media, and to provide a boost to the local economy.

We also recognised that there would be a need to invest resources and funding if we were going to grasp the opportunities that were facing us and make 2012 a year of real celebration for our county.

Whilst this presented a risk we knew, following discussion with our communities, that they wanted to celebrate and embrace the events of this year - and they have done this in their thousands.

Communities across the county delivered. They organised street parties, animated and lined the Torch route, showcased local talent and entertainers, marketed and promoted local suppliers and producers, and thousands of school children made torches, crowns, banners and flags and participated in this year's events.

Wiltshire's towns and villages came together in an atmosphere of celebration, camaraderie and they realised that they were part of something unique and special and that there would be lasting memories and a legacy that would continue for many

years to come.

The risk was worthwhile. The return on the investment is substantial. The boost to the local economy for just the five event days is estimated at more than £1 million being spent and the publicity of Wiltshire is currently estimated at nearly £3.8 million.

This year has highlighted what a great county Wiltshire is and how active, positive and strong our communities are. The sense of enjoyment and participation demonstrates the overwhelming pride that local people have in their communities and the ongoing legacy will continue to strengthen them for many years to come.

Proposal

That the Cabinet:

- a) Acknowledges the events and the impact of these events in 2012 and the return on the council's investment.
- b) Approves the proposal to set up a Legacy Steering Board and delivery group to ensure that the investment continues in future years.

Reason for Proposal

It is vital that the impact and outcomes delivered this year become part of an ongoing legacy that continues to strengthen and bring our local communities together and boost the local economy.

Lead member: Jane Scott OBE, Leader Wiltshire Council and lead member for communication and reputation.

Author: Laurie Bell

Contact Details: laurie.bell@wiltshire.gov.uk

Subject: 2012 – A Year of Celebration - Impact and Evaluation

Cabinet Member: Councillor Jane Scott, Leader of the Council

Key Decision: No

Purpose of Report

1. 2012 is a unique and special year that provided an opportunity to bring local communities together to celebrate, showcase what they do so well and to reinvigorate the local economy. This report highlights the impact of this year's events on the county and sets out proposals for how we keep the legacy alive to continue to strengthen our communities, boost the local economy and keep the spirit of this unique year alive for many years to come.

Background

2. Two years ago we made a bid to the London Organising Committee for the Olympic Games (LOCOG) to support the 2012 London Olympic Games, and, in particular the Olympic Torch Relay, that would travel around the UK for seventy days prior to the official opening of the Games in London. We made the bid recognising that the Torch relay would engage people in the Games and bring this once-in-a-lifetime event closer to our local communities.

Earlier this year, LOCOG announced that Wiltshire would be the only county in the UK to receive the Torch relay twice, visiting sixteen of our towns, villages and City.

It was confirmed that on 22 May the Torch would visit the west of the county running through Southwick, Trowbridge and Bradford on Avon, including a lunchtime stop at Clarendon College in Trowbridge. On the 23 May, the Torch would visit the north of the county running through Chippenham, Calne, Marlborough and Royal Wootton Bassett and on the 11 July the Torch relay would revisit the county and run through Ludgershall, Tidworth, Amesbury, The Winterbournes and Salisbury, including an evening event at Hudson's Field, and on the 12 July the Torch would leave from Salisbury Cathedral early morning and visit Wilton, Fovant, Barford St Martin and Ludwell on route to Weymouth.

As well as the 2012 Olympic Games and the Torch relay, this year also celebrated the Queen's Diamond Jubilee, and we received confirmation that as part of her Diamond Jubilee tour of the country, the Queen would visit Salisbury on the 1 May.

These key dates and events presented an interesting challenge for us. We could have sat back and let the Olympic Torch Relay Route and the Diamond Jubilee celebrations happen with minimal involvement from us. We could make sure that the roads were closed, that the streets were clean and that our emergency plans were in place and the celebrations would have gone ahead and if they were a damp squib, or worse, then it would have been someone else's issue – not ours.

But, we met with our local communities last year to get their view on how they wanted to celebrate and to gauge whether there was an appetite to embrace the celebratory spirit of this unique year. From the outset, it was clear from those we talked to that there was an enthusiasm to use this opportunity to bring communities together and to showcase what makes them special.

It was this focus and energy that led to our decision to invest in this year and to provide significant staff resource to manage and deliver this year's events. A budget of £290,000 was allocated for 2012 to support the infrastructure required to deliver safe and enjoyable events across the county.

Recognising the scale of the programme of events a governance structure was established to ensure the key partners were involved and that the safety of communities was paramount in all the event planning and delivery. The structure included a Steering Board, Task Force Group, Events Team and a delivery group.

The ongoing legacy and impact of the council's investment formed a key part of their work and the proposal is that this work and focus continues through a similar governance structure.

The organisation and planning for this year's events was key to the successful outcome, which included a huge programme of engagement with local communities through the area boards, local city, town and parish councils, working groups, schools and businesses.

The council allocated resource to assist local communities to deliver their events and produced a 2012 Tool Kit providing advice and guidance. The pack was upheld as good practice by LOCOG and published on their web site.

The Events Team was established to assist with the Queen's Diamond Jubilee event and ensure that the area boards were supported and to organise, plan, market and deliver all the events relating to the Torch relay. The team included representatives from the police, fire and safety, ambulance service, NHS Wiltshire, Swindon and Wiltshire resilience forum, Salisbury City Council, Visit Wiltshire, sports, leisure, heritage and arts services, highways, communications and the main presenting partners for the 2012 Olympic Games; Lloyds TSB, Coca Cola and Samsung.

The team worked closely together and with LOCOG, local and national media and communities to increase awareness, inspire enthusiasm and secure a wealth of local talent to entertain and promote what Wiltshire has to offer.

Over 1,000 council and Ringway staff were released to work on all the events to provide marshalling, event management and assistance.

The Evaluation and Impact

Attendance

Over 225,000 spectators turned out to see the events this year. The breakdown as set out below is based on the police crowd estimates for each location;

- Queen's Diamond Jubilee - 25,000 (combined in city and at cathedral)
- Torch Relay - May 22 - 30,000 spectators (Southwick 5,000, Trowbridge 15,000 and Bradford on Avon 10,000)
- Torch Relay - May 23 - 70,000 spectators (Calne 15,000, Chippenham 25,000, Marlborough 20,000, Royal Wootton Bassett 20,000)
- Torch Relay - July 11 - 16,500 spectators (Ludgershall 2,000, Tidworth 5,000, Amesbury, 3,500, Winterbournes 1,000, Salisbury 5,000)
- Torch Relay - July 12 - 12,000 spectators (Salisbury Cathedral 2,000, Salisbury City centre 7,000, Wilton 2,000, Barford St Martin 500, Fovant 500 and Ludwell 600)
- Hudson's Field - 30,000 + at peak time when the Torch arrived and the cauldron was lit – total visitors throughout the day of the festival is approx. 70,000 +

Media coverage and publicity

The media coverage has been evaluated. The below is the estimated coverage so far;

- Queen's Diamond Jubilee event - 116 editorials (web, broadcast and press) local, regional, national and international - advertising value £191,000- circulation 100 million.
- Olympic Torch and Hudson's Field so far.... 404 editorials (web, broadcast and press), local, regional, national and international - advertising value £890,000 - circulation of 250 million.
- Footage of Stonehenge and Michael Johnson being used on national Coca Cola advertising campaign in lead up to Olympics and daily on the Olympics coverage (average 6 times per day) – advertising value £2.7 million – circulation 50 million.

Economic impact

The economic impact that this year's events has had on the local economy has still to be fully assessed and realised. An early impact assessment is based on a survey carried out at Hudson's Field on July 11 of approx. 300 people. The survey found that the average additional spend per person spent in the local economy on the 5 days of the Torch events was £5.40 per person.

This is an extremely conservative estimate and does not take into account the ongoing spend in the county or the impact on tourism and visitors. Hotels and B & B's in the Salisbury area were fully booked throughout week commencing 9 July.

The total additional spend in the local economy is currently estimated at £1 million + and does not include the accommodation spend.

The number of visits to the Visit Wiltshire web site has increased significantly over the past three months;

Month	Number of visits in 2012	% increase on 2011
May	71,300	+ 17%
June	79,200	+31%
July	80,380*	+16%

* Highest monthly number of visits since records began in 2008

Attendance at Hudson's Field

30,000 + at peak time when the Torch arrived and the cauldron was lit. The total visitors throughout the day and evening of the event was approx. 70,000 +

Where were they from?

A survey exercise carried out on the site throughout the festival provided indicative figures that visitors to Hudson's Field were as follows;

- 81% from Wiltshire (of which 31% were from the Salisbury area)
- 17% from outside Wiltshire
- 2% from outside the UK (Canada, Norway, Latvia and Denmark).

Return on investment

The return on the investment we committed of £290,000 has still to be fully assessed and realised. For example; the number of visitors and bookings to visit attractions and places in Wiltshire will need to be evaluated year on year in future years.

What we can evaluate, to date, is that the return on the investment of £290,000 is ten-fold based on the economic and publicity evaluation figures.

The cost per head based on the number of people attending the events is approximately £1.28.

Partnership working and team building

Over 1,000 Wiltshire Council and Ringway staff were involved in marshalling and event management. This had a major impact on morale, team and relationship building. Feedback has highlighted that staff enjoyed the

experience and felt part of something unique and special. Many staff worked on more than one event and almost all took on roles that were outside of their normal duties and in some cases, staff took on roles that placed them in event management roles that have helped them to develop their leadership and organisational skills. Almost 100 staff were nominated for a corporate team award and recognised for their outstanding work at a recent staff awards ceremony.

This year has been the biggest partnership working event in the county, delivered by Wiltshire Council since its formation in 2009. The relationships formed, particularly with Salisbury City Council, NHS Wiltshire, the police, fire and rescue, Wiltshire Ambulance service, the MoD and local town and parish councils will assist with partnership working and events in the future. Plans for closer working across organisations are already well underway.

Keeping communities safe

Given the extremely high number of attendees at the events this year it is reassuring that the thorough planning and organisation and close partnership working with the local resilience forum the outcome was there were no incidents, emergencies or issues and only one arrest on Hudson's Field for drunken behaviour.

Feedback

Following this year's programme of events there has been extremely positive feedback locally and further afield, including America. There have been no formal complaints and to date two requests for information (FOI) have been received.

Main Considerations for the Cabinet

3. Keeping the Legacy going

The ongoing challenge for us now is to keep the momentum and legacy going in our communities, the council and the economy. Given the excitement and uniqueness of 2012 we will need to be focused and adopt a robust enabling role to keep the interest and enthusiasm into 2013 and beyond.

It is proposed that a similar governance structure is implemented reflecting that of this year's structure, which worked so successfully.

It is suggested that a Legacy Steering Board is set up – chaired by Jane Scott - to include representatives from NHS Wiltshire, other relevant partners, sports, leisure, heritage and arts services, the transformation team; campus programme, communities/area boards, economy and regeneration, communications, marketing and events and human resources.

The board will be supported by a delivery group – chaired by Laurie Bell to ensure delivery and evaluation of the ongoing legacy work.

Environmental Impact of the Proposal

4. This year's events had not impacted adversely on the environment. The proposal to continue to deliver the legacy will have a positive impact on the environment and our communities.

Equality and Diversity Impact of the Proposal

5. This year's events were made accessible and safe for all. Working with LOCOG we decided not to ticket the evening event at Hudson's Field and to make it free and open for all to attend. A transport plan ensured that the site could be accessed outside of the immediate area and that the events were safe for all.

As part of the ongoing legacy work, free swimming has been offered to all under 16's throughout the school holidays. The take up has been extremely high reflecting the influence of the 2012 London Olympic Games.

Risk Assessment

6. The decision to invest £290,000 plus council resources to deliver this year's events was considered a potential risk. The outcome demonstrates that this risk was worthwhile with over half the population attending and a return on the investment amounting to ten-fold in the early and cautious evaluation assessment.

The ongoing risk is to keep this momentum and impact going working with communities, businesses and within the council to strengthen the local economy, to enable our communities to continue to thrive and develop and to embed a culture in our organisation that reflects a one-team can-do approach in everything we deliver.

Financial Implications

7. A total of £290, 000 was allocated for this year's events. It is likely – subject to finalising the accounts – that this budget will be used.

In looking at keeping the legacy going there may be resource required to enable communities to deliver events and/or activities locally.

Legal Implications

8. There are no legal implications aligned to this report or the proposals.

Background Papers

There are no papers included in the preparation of this report:

Appendices

DVD of 2012 events.

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Wiltshire Council

Cabinet

10 September 2012

Subject: The Role of Wiltshire Council in Informal Adult Education

Cabinet member: Councillor Lionel Grundy – Children’s Services

Key Decision: Yes

Executive Summary

This report presents the outcome of the consultation on adult education in Wiltshire which has been undertaken and invites the Cabinet to determine the future role of Wiltshire Council in respect of the provision of informal adult education.

Proposal

That Cabinet agree:

- i. that the Council adopt the role to facilitate the provision of informal adult education at a local level;
- ii. to approve the appointment of a 0.6 full-time equivalent part-time adult education officer to work with local community networks to develop a sustainable locally-based adult education provision including information on, and promotion of, opportunities;
- iii. to allocate budget of £32,000 from the revenue savings accrued from the closure of Urchfont Manor College to meet the costs associated with the appointment.

Reason for Proposal

The Council has been a direct provider of informal adult education through Urchfont Manor College until its closure on 3 September 2012. The Cabinet therefore needs to determine whether the Council should continue to be a direct provider or take another, or no, role in respect of informal adult education.

Stephanie Denovan
Service Director for Schools and Learning

Wiltshire Council

Cabinet

10 September 2012

Subject: The Role of Wiltshire Council in Informal Adult Education

Cabinet member: Councillor Lionel Grundy – Children’s Services

Key Decision: Yes

The Role of Wiltshire Council in Informal Adult Education

Purpose of Report

1. This report presents the outcome of the consultation on adult education in Wiltshire which has been undertaken and invites the Cabinet to determine the future role of Wiltshire Council in respect of the provision of informal adult education.
2. This report considers the provision of informal adult education as a universal service to the public. It is not intended to include, or review, adult education which the Council provides on a targeted basis, e.g. to the Council’s workforce, voluntary sector partners and Family Learning.

Background

3. At its meeting held on 17 January 2012 Cabinet received a report on the Proposed Creation of Central Devizes Customer Access Point and the Closure of Browfort, Urchfont Manor and Bradley Road Buildings. The Cabinet resolved:
 - i. To delegate to Dr Carlton Brand, Corporate Director, in consultation with Cllr Stuart Wheeler, Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries) the authority to :-
 - i. undertake all necessary actions to secure, develop and deliver a new customer access site in central Devizes as well as providing hot desk facilities and an alternative Ceremony Room in the Devizes area;
 - ii. instruct officers within the Transformation Programme to commence the necessary consultation with key stakeholders and staff to enable the closure of Browfort offices during autumn 2012;
 - iii. complete the early closure of Bradley Road in autumn 2012, ensuring the relocation of the current customer access facility to the

- refurbished County Hall ensuring these complement the new Library and other customer facilities within the refurbished building;
- iv. undertake the required actions to secure the closure of Urchfont Manor by the end of September 2012. Recognising that future Adult Education Service provision including, where required, local flexible delivery in line with the Department for Business Innovation and Skills strategic proposals for Further Education and Skills, will be determined by Cabinet after consultation with service users, area boards, local communities and partners;
 - v. market and dispose of the Bradley Road offices and Urchfont Manor sites as part of the Transformation Programme;
 - vi. market and dispose of the Browfort offices site if officers cannot develop an appropriate, financially viable, alternative long term public service use for the site, such as use by another public body or Extra Care provision;
 - vii. ask the Chief Financial Officer to ensure that the overall savings generated by these proposals are identified and tracked within the Council's budget setting process and the costs of the alternative provision is properly reflected and funded in the Council's capital and revenue budgets;
- ii. That when disposing of Urchfont Manor, officers working with the community, take whatever steps are necessary to ensure continued community access and management of Oakfrith Wood, appropriate ongoing access by the school and community to the playing fields to the north of the Manor House and as far as is practicable, long term use of the existing cricket pitch by the Cricket Club. These arrangements are to be structured after negotiation with the successful purchaser in a manner that allows the Council to achieve the maximum capital receipt whilst ensuring ongoing community use and access with completion of these negotiations to be delegated to the Corporate Director (Dr Carlton Brand) following consultation with the Cabinet member for Waste, Property, Environment and Development Control Services.
4. The Cabinet confirmed its decisions at an extraordinary meeting held on 30 January 2012 following a request from the Organisation and Resources Select Committee that Cabinet reconsider the decision to close Urchfont Manor College in light of inadequate consultation, as defined within paragraphs 25 and 26 of the Cabinet procedure rules in Part 7 of the Constitution.'

The Consultation Process

5. The consultation with service users, area boards, local communities and partners has been undertaken by the Service Director for Schools and Learning in association with the Corporate Director of Public Health and Public Protection Services and comprised three parts:

- i. A questionnaire survey for completion by service users and members of the public to gather information on the demand for, and type of, adult education which could be provided. The questionnaire is reproduced at Appendix A.

The survey was publicised by local media and could be completed on-line or on paper with copies being available from public libraries and the Council's hub offices. Additionally, individual copies were sent to 6,688 students and tutors of Urchfont Manor College. A total of 1,741 completed questionnaires were returned, 286 on-line and 1,455 paper. Of these 719 were from respondents who could be identified as being Wiltshire residents.

- ii. A consultation paper on the role of the Council in respect of adult education was prepared for consideration by area boards and education providers. The report is reproduced at Appendix B.

The report was considered by and recommendations made by 12 of the 18 area boards.

- iii. A slightly amended version of the report was sent to all maintained secondary schools (including academies); eight independent schools, Wiltshire College and three other adult education providers. Two responses have been received which came from adult education providers.

Consultation Responses

6. A report on the responses to the questionnaire survey is attached as Appendix C. Copies of the additional comments received are available on-line from the Council's website. A total of 1,010 comments were received (397 from Wiltshire) of which 755 (260 from Wiltshire) objected to the closure of Urchfont Manor College.
7. The survey sought information on 14 topics. The summary responses from Wiltshire residents were as follows:

Figure No.	Question topic	Significant responses
1	Age Bracket	Over 80% are aged 55 or over
2	Participation	44% attended Urchfont Manor College in the past year. 29% have not participated in the past year
3	What matters most	Interest in topic (86%); Affordable price (77%); Within 5 miles of home (39%)
4	Price prepared to pay	£50 for full day (80%)
5	Price for residential accommodation	£50 (61%) Not interested in a residential course 24%
6	Prepared to travel	Up to 20 miles 76%

7	Residential accommodation	At the course venue 63% Would not like residential 30%
8	Duration of residential course	3 days 46%; 2 days 45%
9	Duration of non-residential course	Full day of 6 hours tuition 64%
10	Preferred subject/topic	Crafts (62%); Art and Design (59%)
11	Preferred source of information	Direct from providers 67% Internet 56%
12	Able to find all local activities in one place	Yes, on the internet 48%
13	Preferred venues	Schools and colleges (79%) Village and community halls (73%)
14	Refreshments	Basic refreshments only 42%

8. The summary responses from respondents who could not be identified as Wiltshire residents were as follows:

Figure No.	Question topic	Significant responses
1	Age Bracket	Over 80% are aged 55 or over
2	Participation	49% attended Urchfont Manor College in the past year. 25% have not participated in the past year
3	What matters most	Interest in topic (80%); Affordable price (69%); Staying at the venue to share experience (52%)
4	Price prepared to pay	£50 for full day (84%)
5	Price for residential accommodation	£50 (73%) Not interested in a residential course 13%
6	Prepared to travel	Over 20 miles 58%
7	Residential accommodation	At the course venue 76% Would not like residential 18%
8	Duration of residential course	3 days 47%; 2 days 56%
9	Duration of non-residential course	Full day of 6 hours tuition 76%
10	Preferred subject/topic	Crafts (60%); Art and Design (56%)
11	Preferred source of information	Direct from providers 73% Internet 52%
12	Able to find all local activities in one place	Yes, on the internet 48%
13	Preferred venues	Schools and colleges (71%) Village and community halls (59%)

14	Refreshments	Basic refreshments only (34%); Light refreshments (34%)
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9. The responses from Wiltshire residents and those from elsewhere are broadly similar apart from their views on the importance of residential education. 52% of respondents from outside Wiltshire consider this to be one of the three most important factors (Figure 3) as opposed to 34% of Wiltshire residents. 30% of Wiltshire respondents do not wish to attend a residential course whereas this applies to 18% of respondents from outside the county. (Figure 7). This difference is maintained in the related topics of paying for accommodation, travelling distance, course duration and the provision of refreshments (Figures 5, 7, 8, 9 and 14).
10. The recommendations from area boards are summarised as Appendix D.
11. Ten area boards support Option 3: *Wiltshire Council to facilitate the provision of informal adult education at a local level*. This would involve community networks and other groups identifying demand for adult education in each area and the Council working with education providers to meet the identified demand. This option is supported by the survey which indicates that 62% of Wiltshire residents do not wish to travel more than 20 miles and for 39% being within five miles is an important factor.
12. Four of the ten boards supporting Option 3 do so in combination with Option 4. One other supports Option 4 alone, i.e.: *Wiltshire Council to coordinate and promote informal adult learning opportunities offered across the county*. Activities being offered by different providers would be collated and indexed by community area. Small education providers would be able to promote their activities to a wide audience at low cost possibly encouraging new providers. The survey shows that 80% of respondents would like to be able to find information on all learning opportunities in their area in one place in printed form or on the internet.
13. The South West Wiltshire Area Board recommended that the Council assist local campuses to provide adult education. This approach may become more popular as campuses are developed in more areas.
14. Comments from the two education providers both favour Option 3 with some support for Option 4
15. The proportion of area boards and education providers who did not respond is significant and may indicate interest in the Council's role in adult education, and adult education more generally, to be a lower priority for them. However, implementation of options 3 and 4 would require the active participation of community networks and education providers.
16. On 26 July, the Children's Select Committee considered a report titled, 'The Role of Wiltshire Council in Informal Adult Education', presenting the outcomes of the consultation on adult education in Wiltshire. This was an earlier version of this report. The Committee was invited to consider the consultation results, which would be presented to Cabinet on 10 September,

and the options for future delivery of informal adult education. Following discussion, the Committee recommended that Cabinet adopt Options 2 and 3 as presented in the report (i.e. Options 3 and 4 of the consultation paper):

- i. to facilitate the provision of informal adult education at a local level;
- ii. to coordinate and promote informal adult learning opportunities offered across the county.

Main Considerations for the Council

17. Informal Adult Education is a non-statutory service for a local authority meaning that the Council is able to decide the extent of its involvement in the planning and provision of the service.
18. In comparison with many other areas, Wiltshire does not have a history of local authority involvement in the local provision of adult education as it has preferred to concentrate its provision from the fixed location of Urchfont Manor College. As such, it has no existing adult education service from which to build a new offer. The Council must now decide whether to continue to support the direct delivery of adult education or to adopt a different role.
19. The financial pressures upon the Council suggest that any new role should be largely self-financing although it may be necessary for financial support to be given initially.
20. Option 3 would support the Council's vision to create stronger and more resilient communities by facilitating provision on demand which has been identified at a local level. Some local communities already arrange adult education provision themselves.
21. The Department for Business Industry and Skills has selected a small number of adult education providers to pilot a variety of approaches aimed to focus the identification of need, and provision, at a community level, although the size of the pilot "communities" varies. However, it is expected that government funding for adult education will be available only to larger providers from 2013. Wiltshire will need to join together with partners if it is to be able to attract government funding in future.

Environmental Impact of the Proposal

22. The environmental impact of a change in the Council's support for adult education will primarily relate to travel. A locally-based service would reduce the length of journeys but this may be affected by an increase in the number of journeys relating to more frequent attendance. The take up of locally based opportunities in areas more accessible by public transport is also likely to reduce carbon dioxide emissions
23. The withdrawal of provision could lead to a reduction in travel if participants find no alternative or an increase if they have to travel further to access provision elsewhere.

24. The closure of Urchfont Manor will reduce the Council's carbon footprint by 142 tonnes of carbon dioxide per year (this is the emissions total from Urchfont Manor in 2011/12).

Equalities Impact of the Proposal

25. The equalities impact of a change in the Council's support for adult education will primarily increase access for more disadvantaged groups. A locally-based service would be more attuned to the needs of a community and the reduction in travel will make activities more accessible.
26. Although a comprehensive analysis of existing service users has not been undertaken, it can be seen from the responses to the consultation that the majority are aged over 55, many travel from outside Wiltshire and are prepared to pay to attend. Therefore, the withdrawal of the existing provision would impact most heavily on older people. It is believed that few disadvantaged individuals, or those from minority groups, access the current provision.

Risk Assessment

27. Risks that may arise if the proposed decision and related work is not taken:-
Withdrawal of the adult education service could present a risk to the well-being of existing service users. Such a risk is impossible to quantify.
28. Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks:
- i. Failing to attract sufficient income to meet the costs of the service on a self-financing basis. The financial model for such a service will need to be developed to assess and reduce the financial risk to the Council.
 - ii. Lack of active participation and support from adult education providers. Officers will work to develop partnerships with a variety of providers to support the community-based provision.
 - iii. Lack of active participation and support from community area networks. Officers will work to develop the range of opportunities offered and the benefits which will be realised.

Financial Implications

29. Option 1: if the service is withdrawn, there will be no financial implications to the Council.
30. Option 3: the estimated cost of employing a 0.6 f.t.e. part-time adult education officer to work with the Community Area service to work with community networks to identify specific demands for adult education and to liaise with education providers to meet that need is £32,000, in a full year, to meet the salary and related costs. This can be met from the direct revenue savings accruing from the closure of Urchfont Manor College.

31. Option 4: the development of an information system, including working with education providers, collating information, designing and implementing a web-based interactive information service is estimated at up to £40,000 for the initial development and a maintenance cost of £20,000 per year.
32. It may be possible for both these services to become self-financing over time.

Legal Implications

33. There are no legal implications which need to be taken into consideration at the present time.

Options Considered

34. Options considered are as set out in Appendix B.

Conclusions

35. The level of response to the public consultation indicates that the provision of adult education is of concern to many people in Wiltshire who wish to be able to access provision reasonably near to their homes (up to 20 miles) and for a reasonable price (up to £50 per day).
36. The response from outside Wiltshire principally relates to a desire for continued residential education, as provided by Urchfont Manor College.
37. Option 3 is consistent with the Council's vision to create more resilient communities. The lack of opportunity in some areas of the county could be enhanced by relatively small input from the Council by developing systems and partnerships which can be used by community networks to, in time, organise their own learning activities. This is supported by discussions with two community area partnerships which indicate considerable enthusiasm for developing adult education provision in their areas.
38. Implementation of Option 3 would require the appointment of an adult education officer (location to be agreed), to work with a few community areas at a time, to develop appropriate systems which will become sustainable. The officer's work could relate to the development of the community campuses if supported by the relevant area boards.
39. Successful implementation of Option 4 will require significant engagement with education providers and investment in a new technical solution. Given the response from providers to the consultation and the risks associated with developing a new IT solution, a more locally-based approach to collating the information would be more appropriate. This could be part of the work of the community network, with support from the adult education officer. Education providers could be encouraged to support the national index of adult education which is being provided by the National Careers Service.
40. Facilitation of local provision may lead to different levels of activity in different areas of the county, as now, although through prioritising the work of the adult

education officer this disparity could be addressed to some degree by concentrating their work upon areas which are poorly served by adult education providers at present.

41. Having considered the results of the consultations it is considered that the proposals represent an appropriate balance between the needs and aspirations of Wiltshire's communities.

Stephanie Denovan
Service Director, Schools and Learning

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Date of report: 28 August 2012

Background Papers

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

None

Appendices

- A. Survey Questionnaire
- B. Report to Area Boards
- C. Report of Questionnaire Survey
- D. Recommendations from Area Boards

Adult Education in Wiltshire

Wiltshire Council is undertaking a review of its provision and support of adult education across the county.

Currently, the council offers adult education through public libraries, its Family Learning team and at Urchfont Manor College (which is due to close in September 2012). Other providers who offer informal adult education include Wiltshire College, The Workers' Educational Association and Learning Curve, in addition to which there is a huge range of activities organised by groups and individuals which takes place in communities across the county.

Understanding the needs of individuals and the perception of informal adult learning in our communities is essential if the council is to be able to support and facilitate the provision of activities to meet those needs.

This consultation will inform cabinet on the role which the council will take to support opportunities for informal adult learning in Wiltshire.

About you

Q1 Name

Q2 Post code of home address.....

Q3 Age

Under 18.....	<input type="checkbox"/>
18-24.....	<input type="checkbox"/>
25-34.....	<input type="checkbox"/>
35-44.....	<input type="checkbox"/>
45-54.....	<input type="checkbox"/>
55-64.....	<input type="checkbox"/>
Over 65.....	<input type="checkbox"/>

Q4 Have you taken part in any adult education activity within the past year organised by the following? (please tick all that apply)

Wiltshire College	<input type="checkbox"/>
Urchfont Manor College	<input type="checkbox"/>
Workers' Education Association (WEA)	<input type="checkbox"/>
Learning Curve	<input type="checkbox"/>
University of Bath.....	<input type="checkbox"/>
Other education provider (please name below).....	<input type="checkbox"/>
I have not taken part in any adult education activity in the past year but I may in the future	<input type="checkbox"/>
I have not taken part in any adult education activity in the past year and I am unlikely to in the future	<input type="checkbox"/>
Other education provider:	

What matters most?

- Q5** What would encourage you to take part in more organised adult education activities? (please tick the three issues which are most important to you)
- Affordable prices
 - Available within five miles of my home
 - Having the option to stay away to reduce travelling
 - Having the option of staying at the venue so that I can continue to share my experiences with other attendees outside of formal session time
 - Topics I am interested in
 - Better information on what is available
 - High quality venues e.g. hotels

Prices

- Q6** What is the maximum amount you would consider paying to attend a full-day (6 hours tuition) course in a subject which interests you? (please tick one option only)
- I would only attend a course which was free, even though I understand that my choice would be limited
 - £25
 - £50
 - £75
 - Over £75 for the right course

- Q7** How much extra would you be prepared to pay for a residential day (i.e. evening meal, bed and breakfast) (please tick one option only)
- £25
 - £50
 - £75
 - Over £75
 - I would not be interested in taking part in a residential course

Travel

- Q8** How far would you be prepared to travel to attend a full-day course which interests you? (please tick one option only)
- 0-5 miles
 - 6-10 miles
 - 11-20 miles
 - Over 20 miles

Duration

- Q9** Would you like to attend a residential course where you stay at or near where the course is being held? (please tick one option only)
- No
 - Yes, to stay at the course venue (e.g. in a hotel or college)
 - Yes, to stay near to the course venue (e.g. bed and breakfast)

- Q10** If you answered yes to question 9 above, how long would you like a course to be?
(please tick all that apply)
- 2 days
 - 3 days
 - 4 days
 - 5 days
 - 6 days
 - 7 days
 - over 7 days.....

- Q11** What form would you prefer a non-residential course to take?
(please tick one option only)
- Full days of six hours tuition each
 - Day or evening sessions of three hours each taking place in the same week
 - Day or evening sessions of three hours each taking place once a week across a number of weeks

Content

- Q12** What subjects and topics might you take part in a course about?
(please tick all that apply)
- Basic skills (e.g. literacy and numeracy)
 - Skills and knowledge which will help my career (e.g. computing and IT, childcare, management)
 - Art and design
 - Crafts.....
 - Languages
 - Construction and DIY
 - History and archaeology
 - Other, please specify -

Information

- Q13** How would you prefer to find out about adult education opportunities
(please tick all that apply)
- Advertisements in newspapers and magazines.....
 - Internet search
 - Direct from providers
 - Information in public libraries
 - Local advertisements (e.g. posters in shop windows or on the street)
 - Word of mouth
 - Other, please specify -
- Q14** Would you like to be able to find information on all adult education opportunities from different providers in your area in one place? (please tick one option only)
- No
 - Yes, on the internet.....
 - Yes, in printed form.....
 - Yes, in public libraries and other public buildings.....

Suitable accommodation

Q15 **Where would you like adult education courses to be held?** (please tick all that apply)

- Schools and college premises
- Village and community halls.....
- Public libraries
- Wiltshire Council premises (e.g. leisure centres, community hubs)
- Hotels

Q16 **What refreshments would you like adult education courses to offer?**

(please tick one option only)

- No refreshments.....
- Basic refreshments (e.g. tea / coffee).....
- Light refreshments (e.g. sandwiches and cakes)
- Full meals (e.g. cooked lunch).....

Thank you for completing this survey, if you have any other comments or suggestions please enter them below -

Q17 **Other comments:**

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please return this survey in the envelope provided by 19 June 2012. If you do not have an envelope please post it to:

**Adult Education Consultation
Post Room, County Hall
Trowbridge
Wiltshire
BA14 8JH**

INFORMAL ADULT EDUCATION IN WILTSHIRE

What is Informal Adult Education?

1. Informal adult education (also known as informal adult and/or community learning) refers to courses which are offered as leisure activities and not those which are focused on developing basic skills or qualifications relating to employment.

Why should we be concerned about Informal Adult Education?

2. Informal Adult Education contributes to economic and social well-being in communities. It can help with a variety of objectives including:
 - adult social care
 - health and well-being
 - crime reduction and community safety
 - democratic engagement
 - economic development.

What does Wiltshire Council do?

3. Currently, Wiltshire Council offers informal adult education through public libraries, its Family Learning Team and at Urchfont Manor College (which is due to close in September 2012).

Who else is involved?

4. Other providers who offer informal adult education include Wiltshire College, the Workers' Educational Association and Learning Curve, in addition to which there is a huge range of activities organised by groups and individuals taking place in communities across the county.

Does the council have to provide it?

5. Informal Adult Education is a non-statutory service for a local authority meaning that the council is able to decide the extent of its involvement in the planning and provision of the service.
6. Local Authorities may take a range of roles in relation to informal adult education, including direct delivery, strategic commissioning, shaping the new all age careers service, coordinating with the Work Programme and as key players in Local Enterprise Partnerships.

What does the Government do?

7. The government, through the Department for Business, Industry and Skills (BIS), provides financial support for informal adult education (which it mostly refers to as "community learning"). The government's support for community learning in Wiltshire is much lower than that provided to other comparable local authorities. Government funding to Wiltshire Council currently supports the provision of Family Learning which is focused upon improving the basic skill level of parents to enable them to support their children's learning.

8. BIS is reviewing its strategy to support community learning and is intending to use the public funding subsidy to support access, and progression in its widest sense, especially for people who are disadvantaged.
9. In the 2012/13 BIS will pilot different locally-based 'community learning trust' models to channel funding and lead the planning of local provision in cities, towns and rural settings. If this proves to be effective the model will be rolled out across England to begin full operation from summer 2013. The new trusts are intended to take account of the views of local government, local communities and local business leaders to ensure the purpose and objectives for the budget are implemented in ways that meet local need.

Why are we being asked about Informal Adult Learning now?

10. At its meeting in January, the council's cabinet decided to close Urchfont Manor by the end of September 2012 while recognising that future Adult Education Service provision, including local flexible delivery in line with the BIS proposals, will be determined by cabinet after consultation with service users, area boards, local communities and partners;
11. Wiltshire Council is taking this opportunity to undertake a review of its provision and support of informal adult education across the county.
12. This report seeks the views of the Area Boards on the council's future policy towards informal adult education.
13. The council is establishing a community campus in each community area. These premises could be used to offer accommodation for a variety of activities, including informal adult education.

Options for Consideration

14. Option 1 – Wiltshire Council to take no action in relation to informal adult education

The council does not have to get involved with Informal Adult Education. There are a number of adult education providers which are able to offer activities as and when they wish. Some receive government funding to support their provision while others rely upon payments by participants or support from other sources. The council has no current budget of its own to support informal adult education.

For:

Activities organised by Wiltshire College and other providers will continue
No financial risk to the council

Against:

Unable to seek government funding
Council and communities have little influence over what is offered
No continuation of activities run at Urchfont Manor College

15. Option 2 – Wiltshire Council to be a direct provider of informal adult education.

The council could continue to offer adult education direct to the public on a similar basis as the courses offered at Urchfont Manor College. The council would decide what would be offered, make all the arrangements and promote the courses. Unless a subsidy was available, the full cost would be charged to participants. Activities could be held on a residential basis, utilising suitable residential accommodation in the county, or on a non-residential basis.

For:

The council could use information from communities to decide what to offer
Some courses from Urchfont Manor College could continue in different venues
The council could ensure the quality of activities being provided.

Against:

Financial risk for the council
Depends upon the ability of participants to pay
The council will need to develop a system to organise courses, take bookings, etc.
May be seen as being in competition with other providers

16. Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level.

Rather than be the organiser and provider of activities, the council could work through its network of area boards and community area networks to identify the demand for specific informal adult education provision in each community area. The demands will include provision for leisure learning and that needed to reach disadvantaged members of the community. The council could establish partnerships with adult education providers to share this information and meet this demand. Providers would be able to offer activities with reduced risk and in venues to suit the participants.

This approach would require the active involvement of members of the community area networks if it is to be delivered in a affordable way.

For:

Uses expertise and experience of other providers
Little financial risk to the council
Reduced financial risk to providers
Builds upon network of community areas
Providers and council able to bid for BIS funding

Against:

Level of activity may vary from one area to another
Will have to establish system to identify demand
Different providers use different systems

17. Option 4 – Wiltshire Council to coordinate and promote informal adult learning opportunities offered across the county.

Currently, every provider publishes their own prospectus and promotes their activities independently. With the support of education providers, it may be possible to collate this information to provide a single compendium of informal adult education in Wiltshire, both residential and non-residential. Such a publication (available on-line) could not only serve to improve access to informal adult education but may also encourage more education providers who would be able to promote their activities in a cost-effective way.

For:

Single source of information for participants
Joint promotion may increase take-up
Providers able to reach more people
Low cost to providers

Against:

Initial development costs
Difficulty in linking to providers' systems
Willingness of providers to contribute

What do you think?

18. The area board is invited to comment upon the options presented above.
19. The area board is invited to indicate which of the options it would wish to recommend to cabinet.

Next Steps

20. A questionnaire survey is available for completion by service users and members of the public.
21. The cabinet will receive a report in September 2012 on the outcome of the survey, together with the responses from area boards which will inform its decision on the council's strategy for informal adult education.

STEPHANIE DENOVAN
SERVICE DIRECTOR FOR SCHOOLS AND LEARNING

Report Author: Simon Burke
Head of Business and Commercial Services
Schools and Learning

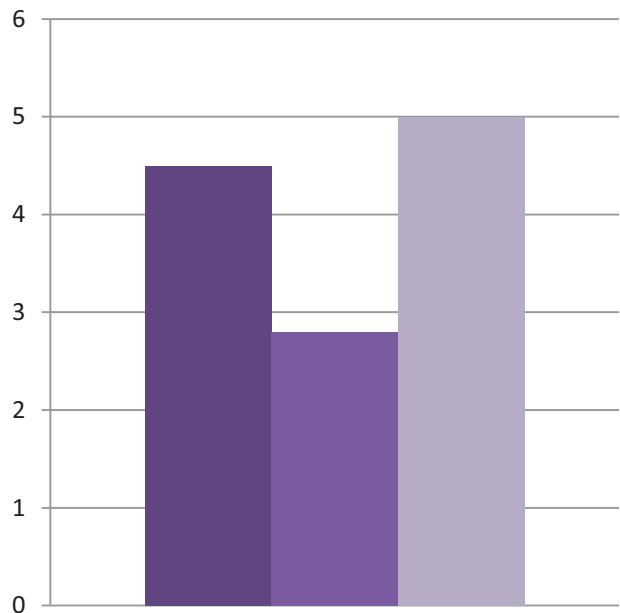
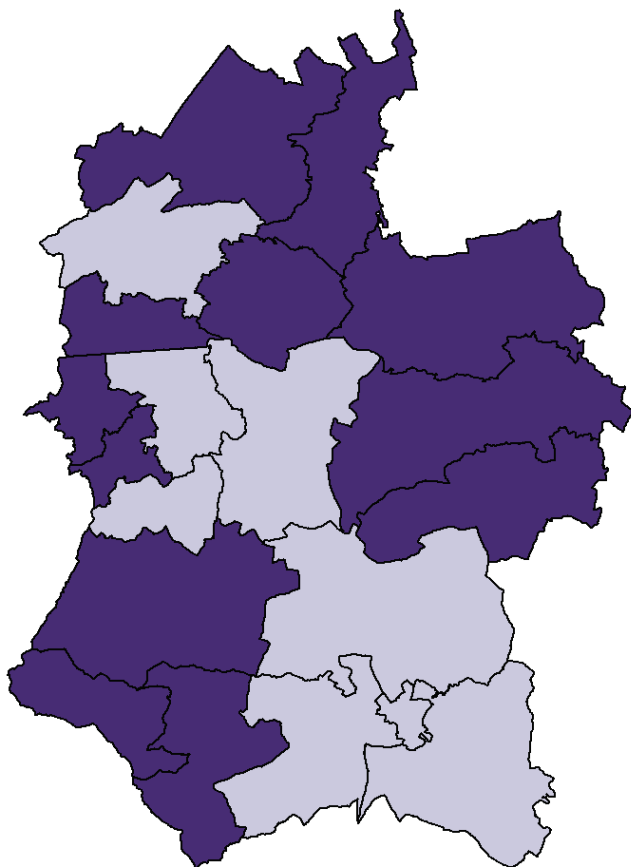
Contact: Tel.: 01225 713840
simon.burke@wiltshire.gov.uk

Unpublished documents relied upon in the production of this report: None

Adult Education Consultation

A review of adult education provision in Wiltshire

Maggie Rae, Corporate Director of Public Health and Public Protection Services



Part of the JSA family



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Report prepared by:

Sarah Pearce

Knowledge Management Team

Telephone: 01225 718315

Email: sarah.pearce@wiltshire.gov.uk

www.intelligencenetwork.org.uk

A review of adult education provision in Wiltshire

Introduction

Throughout May and June 2012 a review of adult education provision in Wiltshire was carried out through online and paper questionnaires. The questionnaires were distributed to previous attendees of adult education courses in Wiltshire and those who had expressed an interest in them, as well as being available to the general public.

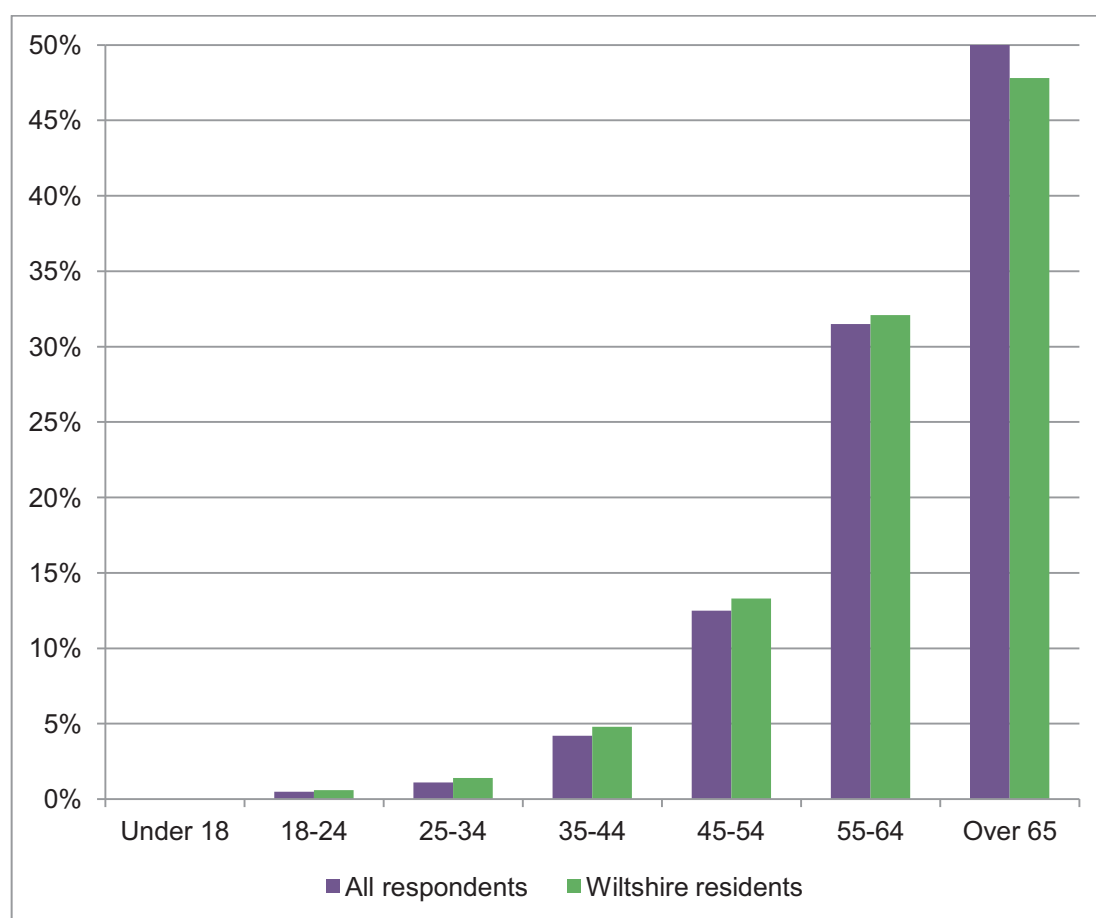
This review was of adult education courses which are offered as leisure activities and those which are focused on developing basic skills or qualifications relating to employment.

The following report summarises the total results and separates those which can be identified as being from Wiltshire residents and those from respondents outside Wiltshire or whose location cannot be identified.

About you

A total of 1741 completed questionnaires were returned; 286 electronic and 1455 paper. Of these 719 were from respondents who could be identified as being Wiltshire residents, the remainder either live outside Wiltshire or did not provide a postcode which could be used to identify their location.

Figure 1 – Age bracket

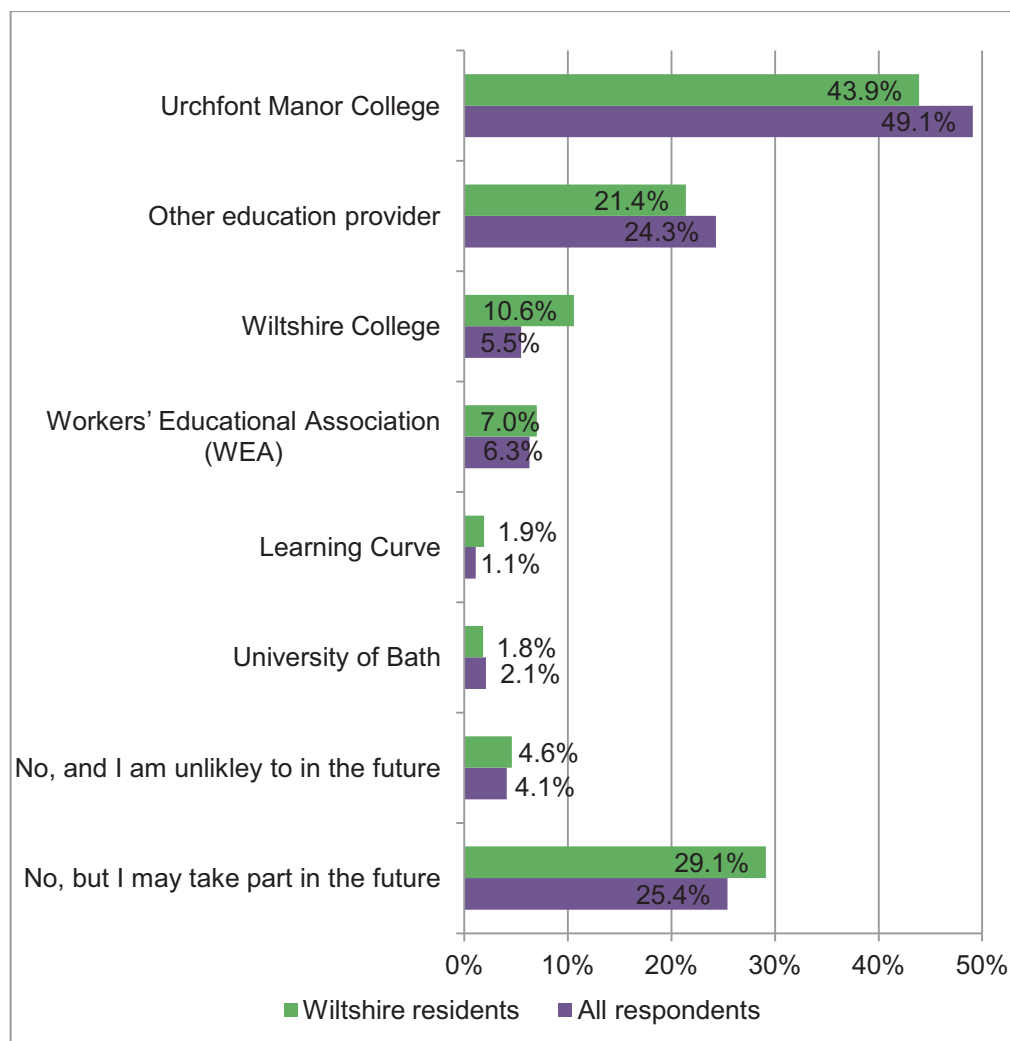


Base 1701

Figure 1 shows that 50% respondents were aged over 65 and that the number in each group decreased with decreasing age.

The same pattern was found amongst the respondents identified as Wiltshire residents; with 48% being over 64 and 32% aged 55-64.

Figure 2 – Have you taken part in any adult education activity in Wiltshire within the past year organised by the following? (Please tick all that apply)



Base: 1741

Figure 2 shows that 30% respondent had not taken part in any adult education activity in Wiltshire in the past year, with 86% of these saying that they may in the future and 14% that they were unlikely to. Very similar results were found amongst the selection of respondents who live in Wiltshire.

Urchfont Manor College was the most popular adult education provider with nearly 50% respondents having attended a course organised by them. Only 6% respondents had attended a course organised by the Workers' Educational Association, just under 6% organised by Wiltshire College, 2% by the University of Bath and 1% by Learning Curve.

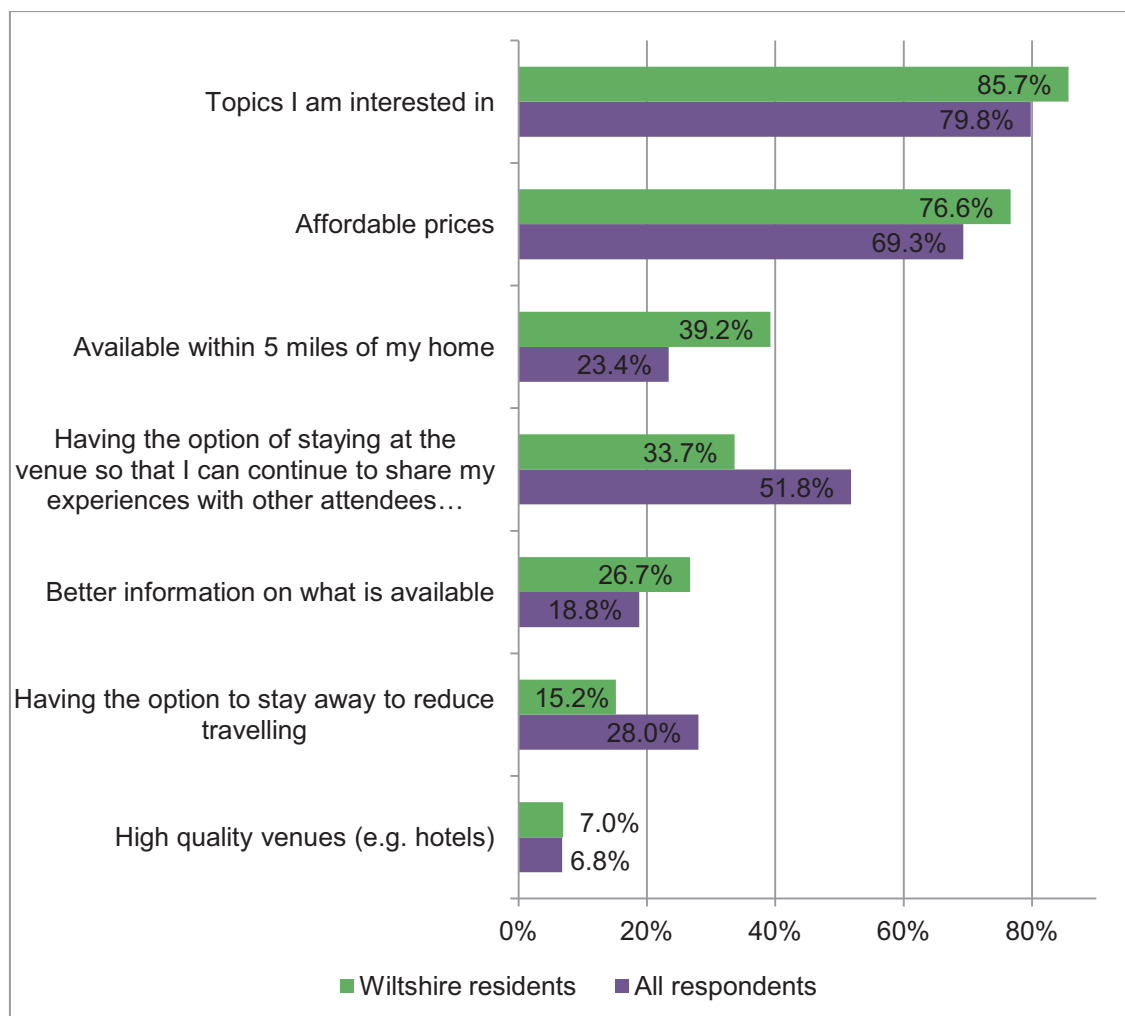
Results from Wiltshire residents followed a similar pattern with 44% having attended a course run by Urchfont Manor during the past year, 11% a course run by Wiltshire College, 7% a course run by the Workers' Educational

Association and 2% a course run by the University of Bath and Learning Curve.

See appendix 1 for a list of other education providers who were named in response to this question.

What Matters most?

Figure 3 – What would encourage you to take part in more organised adult education activities? (Please tick the three issues which are most important to you)



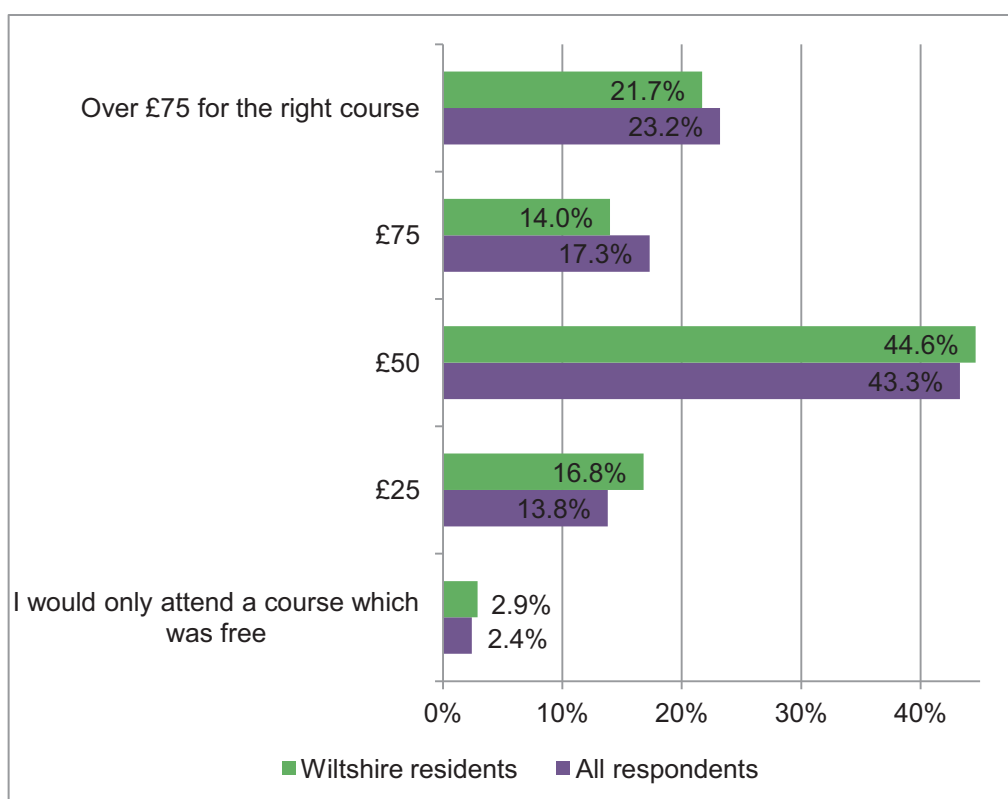
Base: 1741

Figure 3 shows that the factors which would most encourage respondents to take part in more organised adult education activities are courses on topics that respondents are interested in, run at affordable prices. These were the most important issues for both Wiltshire and non-Wiltshire residents.

For Wiltshire residents the next most important issues were having courses within 5 miles of their home and having the option of staying at the venue so that they can continue to share their experiences with other attendees. Non-Wiltshire respondents were more concerned about the latter issue and were also more concerned with being able to stay at the venue to reduce travelling time.

Prices

Figure 4 – What is the maximum amount you would consider paying to attend a full-day (6 hours tuition) course in a subject which interests you?



Base: 1408

Figure 4 shows that the vast majority of respondents would be prepared to pay to attend a full-day course in a subject which interests them. Only 2.4% respondents and 2.9% Wiltshire respondents would only attend a course which was free, even on the understanding that their choice of course would then be limited.

The most popular maximum amount for a full day course was £50, which was selected by over 40% respondents; approximately 20% would pay over £75 for the right course. Fewer respondents said that they would pay a maximum of either £75 or £25.

Figure 5 – How much extra would you be prepared to pay for a residential day (i.e. evening meal, bed and breakfast)?



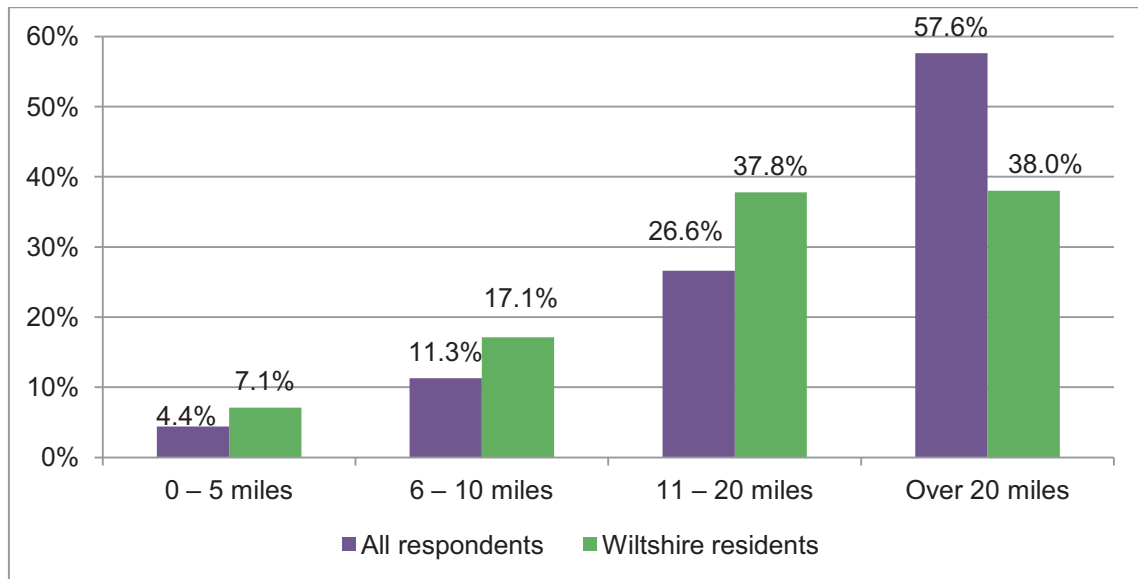
Base: 1251

15% of respondents would not be interested in taking part in a residential course, although this figure increased to nearly 25% when looking at only the results from the Wiltshire residents.

The amount which most respondents were willing to pay for a residential day was £50 extra amongst both Wiltshire and non-Wiltshire residents. This was followed by over £75 and up to £75. Fewer respondents were only prepared to pay up to £25.

Travel

Figure 6 – How far would you be prepared to travel to attend a full-day course which interests you?

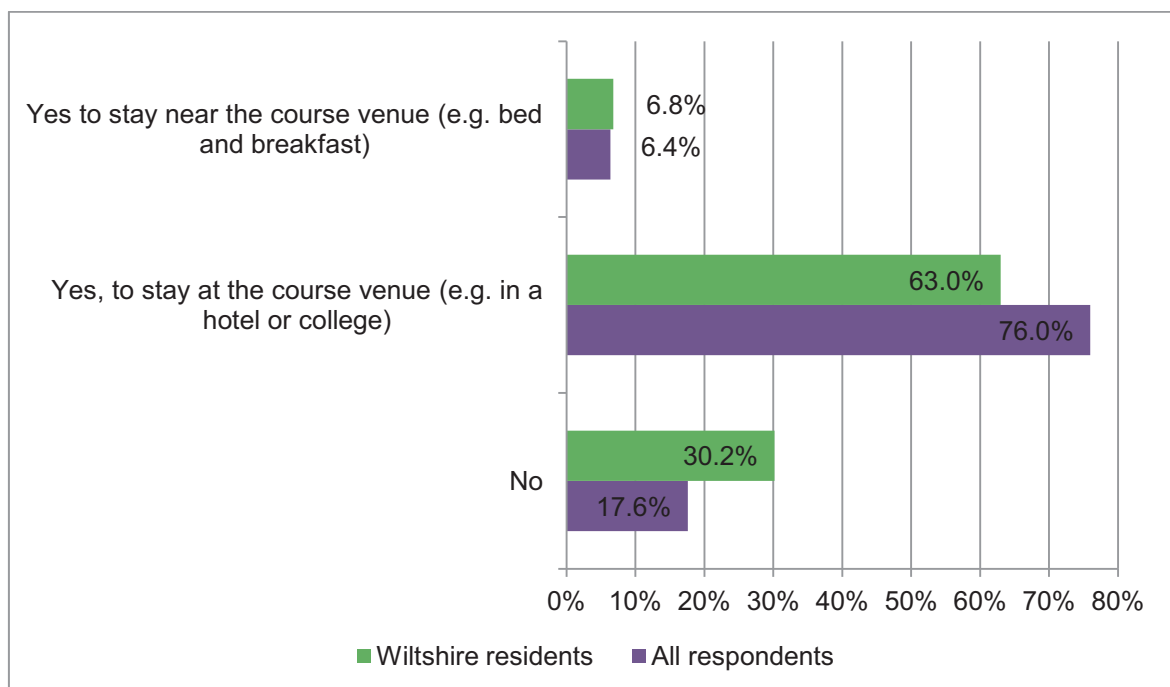


Base: 1622

Figure 6 shows that the majority of respondents would be prepared to travel at least 10 miles to attend a full-day course which interests them, with 38% of Wiltshire residents prepared to travel over 20 miles.

Duration

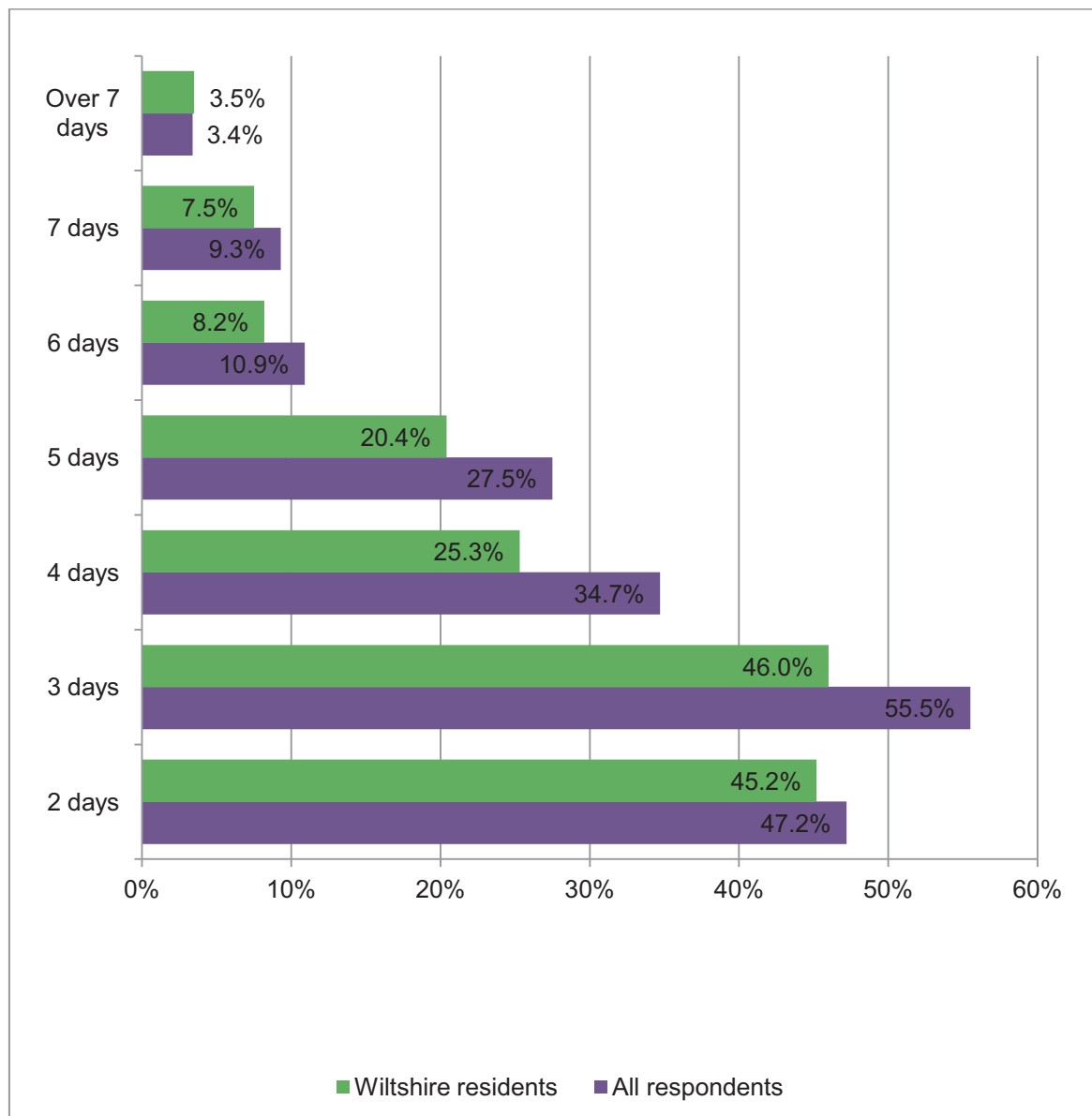
Figure 7 – Would you like to attend a residential course where you stay at or near where the course is being held?



Base: 1636

Figure 7 shows that that the majority of respondents would prefer to attend a residential course and stay at the course venue. Very few respondents would want to stay away from the course venue.

Figure 8 – If you answered ‘yes’ to question 9 above, how long would you like a course to be? (Please tick all that apply)



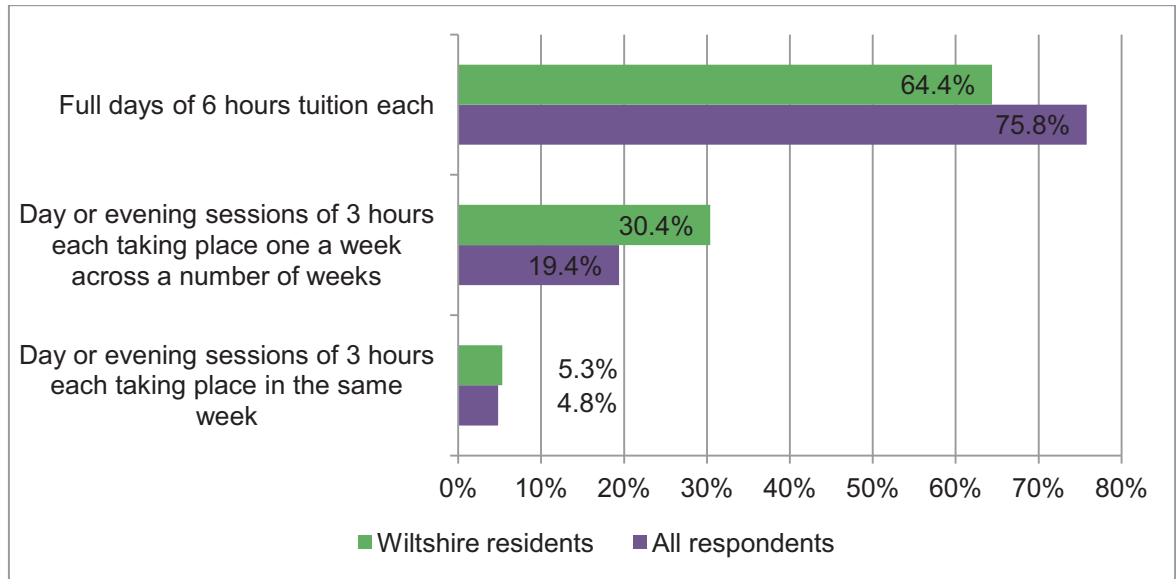
Base: 1348

N.B. A smaller percentage of Wiltshire residents than overall respondents expressed an interest in participating in a residential course, which is how fewer Wiltshire residents can have chosen each of the options.

Figure 8 shows that the majority of respondents would prefer a course to be of 2 or 3 days in length. For lengths of time under 3 days, the longer the course, the less popular it was.

The same trend can be seen amongst the total group of respondents and the Wiltshire residents.

Figure 9 – Would you prefer a non-residential course to be in the form of:

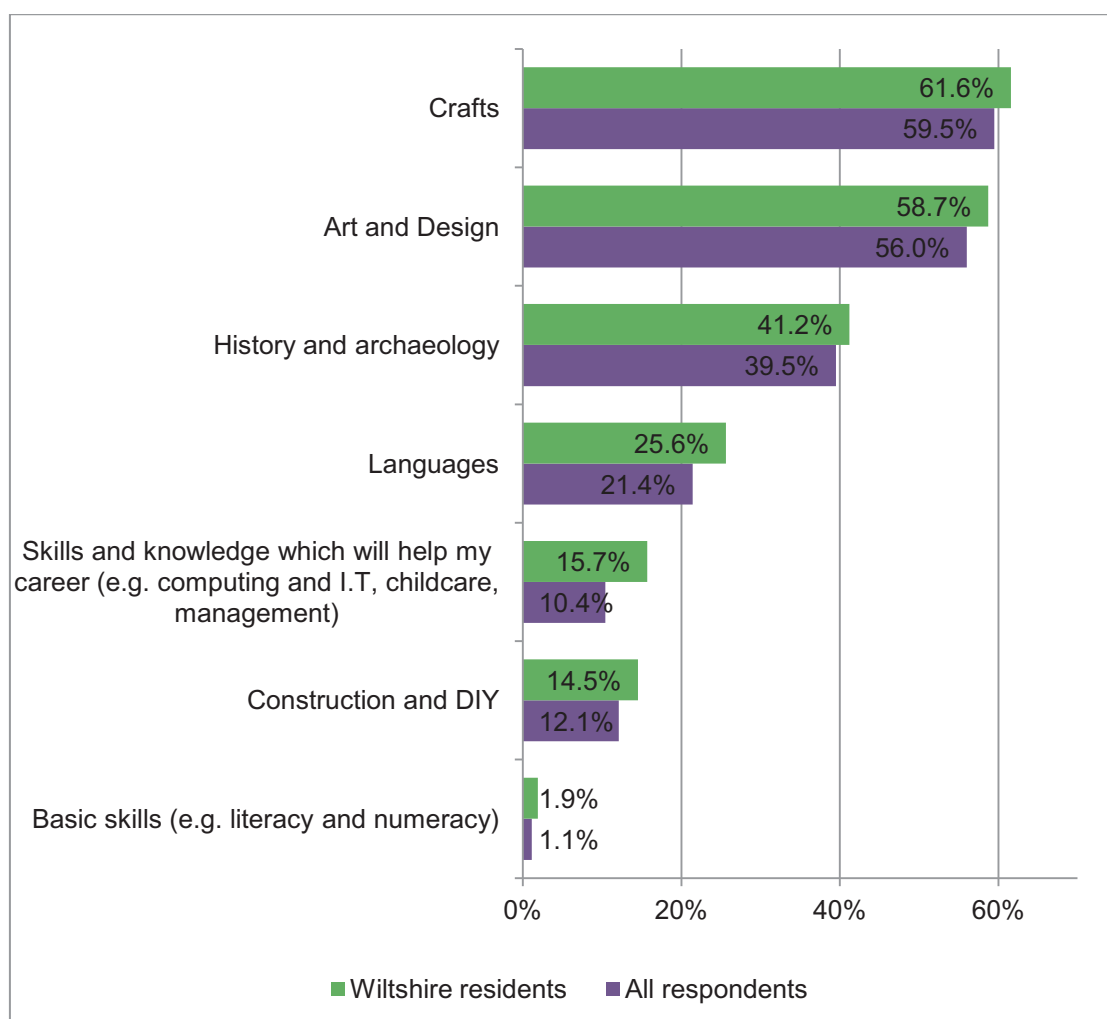


Base: 1551

Figure 9 shows that the majority of respondents would prefer a non-residential course to be in the form of full days of 6 hours tuition each. Day or evening sessions of 3 hours each, taking place across a number of weeks was the second preference. Day or evening sessions of 3 hours each taking place in the same week as only selected by a minority of respondents.

Content

Figure 10 – What subjects and topics might you take part in a course about? (Please tick all that apply)



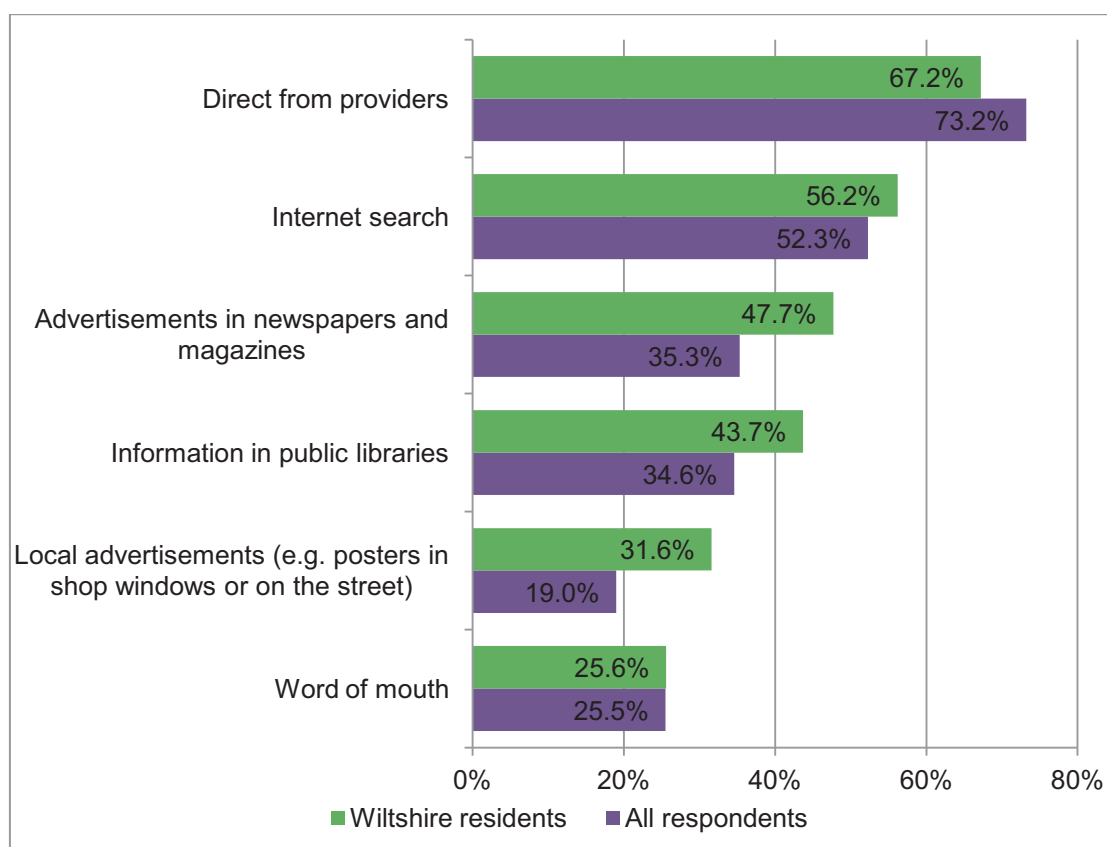
Base: 1741

Figure 10 shows that respondents would consider taking part in all the courses listed. The most popular courses for both respondents overall and those from Wiltshire were crafts, art and design and history and archaeology. Fewer respondents expressed an interest in languages, skills and knowledge to help their career and construction and IT; a minority of respondents were interested in learning basic skills.

See appendix 2 for a list of the other courses which respondents would be interested in taking part in.

Information

Figure 11 – How would you prefer to find out about adult education opportunities? (please tick all that apply)



Base: 1741

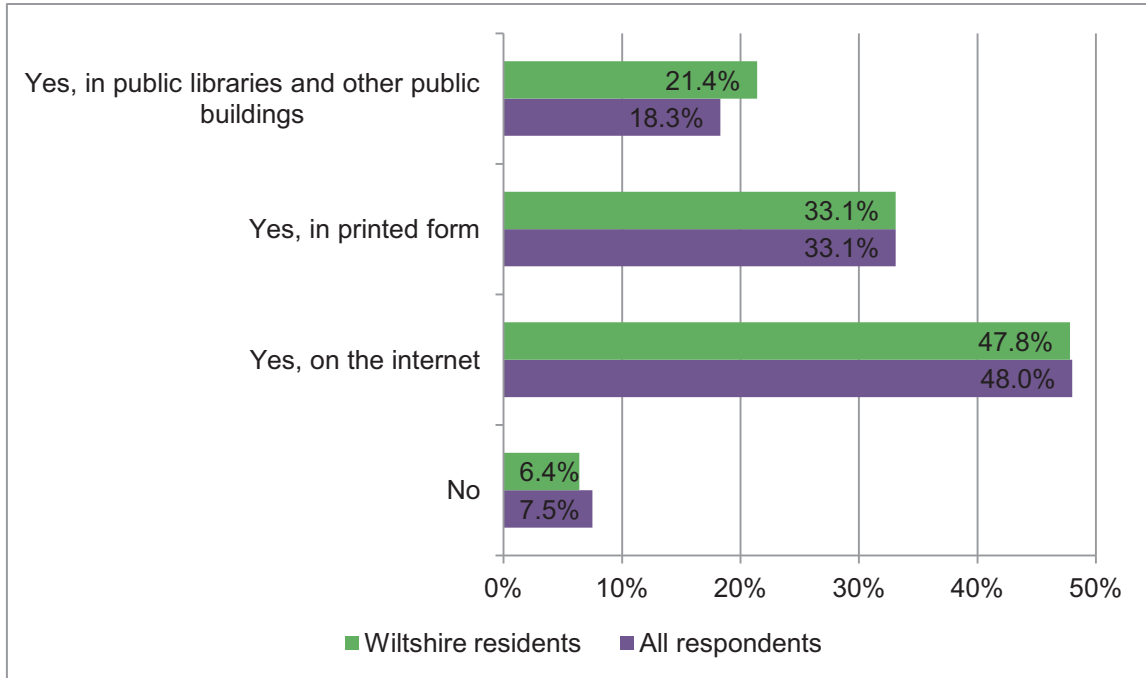
Figure 11 shows that the preferred method for respondents to find out about adult education opportunities was direct from providers – although it is not specified whether this is by post or electronically.

Other preferred methods were through internet searches, through advertisements in newspapers and magazines and from information in public libraries.

By word of mouth and through local advertisements were the least popular methods.

See appendix 3 for a list of other preferred methods for finding out about adult education opportunities.

Figure 12 – Would you like to be able to find information on all adult education opportunities from different providers in your area in one place?



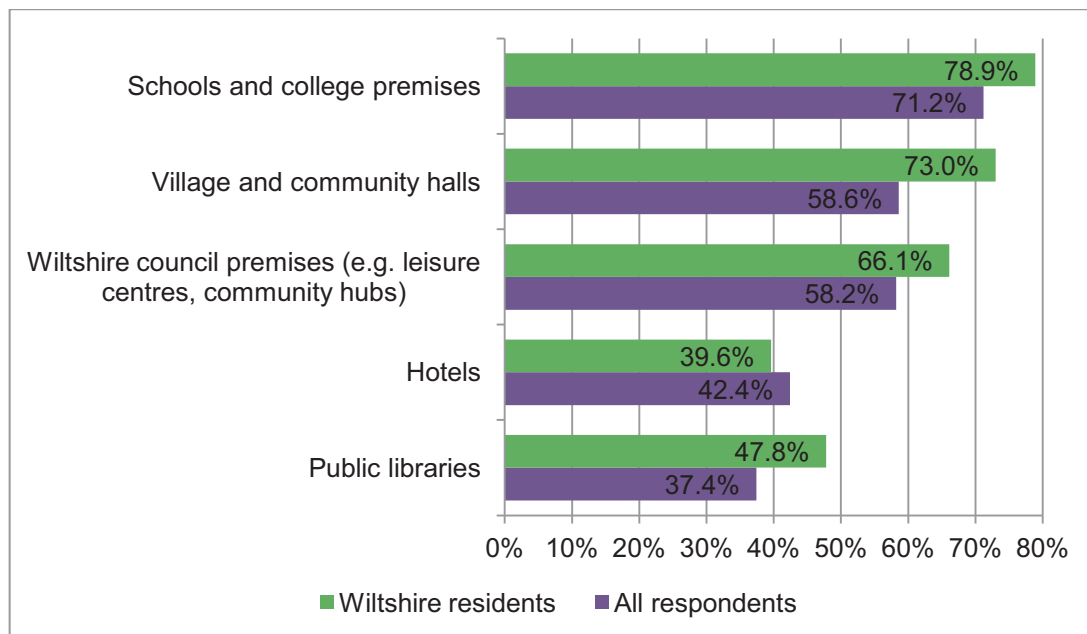
Base: 1741

Figure 12 shows that the majority of respondents would prefer to be able to find information on all adult education opportunities from different providers in their area in one place with only 6% Wiltshire respondents saying that they wouldn't.

Nearly half of respondents would like to be able to find out about all adult education opportunities in their area on the internet, fewer would like to find out about them in printed form and fewer still in libraries and other public buildings.

Suitable accommodation

Figure 13 – Where would you like adult education courses to be held (please tick all that apply)

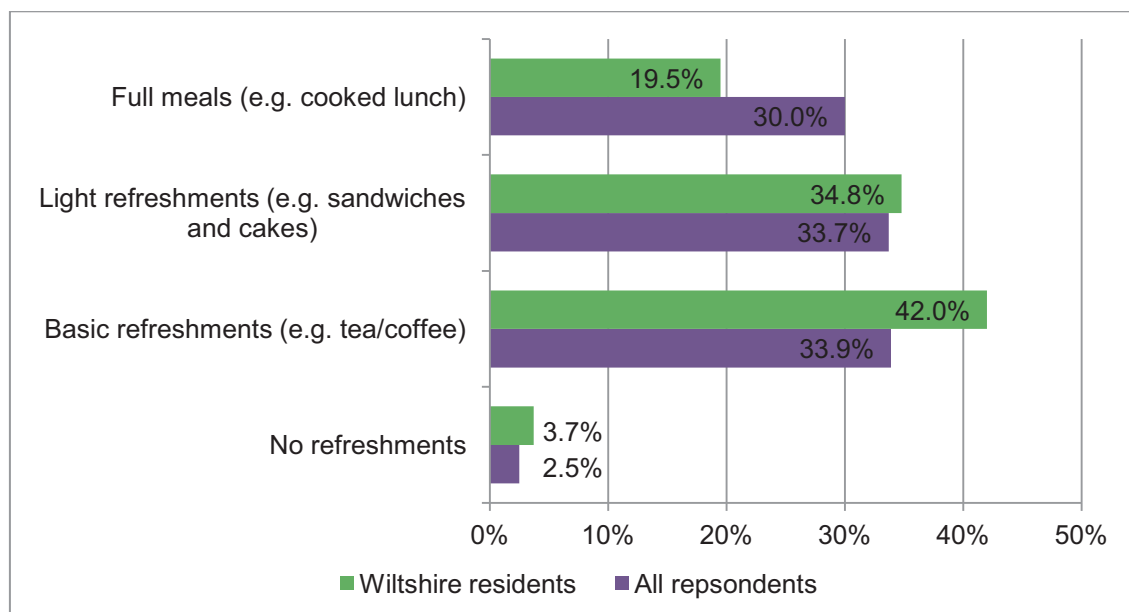


Base: 1741

Figure 13 shows that school and college premises and village and community halls were the most popular choices for locations for adult education courses. Wiltshire Council premises e.g. leisure centres and community hubs were also chosen by over half the respondents.

Hotels and public libraries were the least popular locations but were still chosen by over a third of respondents.

Figure 14 – Would you like adult education courses to offer:



Base: 1609

Figure 14 shows that basic refreshments are the preferred choice, followed by light refreshments and then cooked meals. A minority of respondents would prefer to be offered no refreshments at all.

Information about Wiltshire Council services can be made available on request in other languages including BSL and formats such as large print and audio.

Please contact the council by telephone 0300 456 0100,
by textphone 01225 712500,
or email customerservices@wiltshire.gov.uk

如果有需要我們可以使用其他形式（例如：大字體版本或者錄音帶）或其他語言版本向您提供有關威爾特郡政務會各項服務的資訊，敬請與政務會聯繫，電話：0300 456 0100，文本電話：(01225) 712500，或者發電子郵件至：customerservices@wiltshire.gov.uk

Na życzenie udostępniamy informacje na temat usług oferowanych przez władze samorządowe hrabstwa Wiltshire (Wiltshire Council) w innych formatach (takich jak dużym drukiem lub w wersji audio) i w innych językach. Prosimy skontaktować się z władzami samorządowymi pod numerem telefonu 0300 456 0100 lub telefonu tekstowego (01225) 712500 bądź za pośrednictwem poczty elektronicznej na adres: customerservices@wiltshire.gov.uk

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0300 456 0100

By post

Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

By email

xxxxxxxxxxxx@wiltshire.gov.uk

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Area Board Meetings	Outcome
Amesbury	Recommend Option 3
Bradford on Avon	No recommendation
Calne	Recommend Option 3
Chippenham	Recommend Option 3 + 4
Corsham	Recommend Option 4
Devizes	No recommendation
Malmesbury	Recommend Option 2 + 3
Marlborough	No recommendation
Melksham	Recommend Option 3 + 4
Pewsey	Recommend Option 3
Royal Wootton Bassett and Cricklade	Recommend Option 3 + 4
Salisbury	Recommend Option 3 + 4
South West Wiltshire	Recommend that adult education be provided by local Campuses around the county with assistance from Wiltshire Council
Southern Wiltshire	No recommendation
Tidworth	Recommend Option 3
Trowbridge	No recommendation
Warminster	No recommendation
Westbury	Recommend Option 3

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Wiltshire Council

Cabinet

10 September 2012

Subject: Business Plan Scorecard Report

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

Key decision: No

Purpose of the report

1. This report provides a summary of progress against Wiltshire Council's Business Plan for the first quarter of 2012/13. It includes:
 - Community results and performance scorecards for the period April to June 2012. This now includes an additional column to highlight comments about the performance covering both 'on target' and 'off target' indicators.
 - The status of the council's main work/project programmes.
 - The Workforce Report from Human Resources.
2. The first year of the council's four year Business Plan ended on 31st March. Cabinet members were presented with the first annual update on 19 June, which outlined the progress on each of the council's priorities.
3. Following publication of this annual update, a supplementary report was provided for the overview and scrutiny management committee on 17th July. This supplementary report was produced to support the cabinet report. It provided:
 - Information about the council's performance for 2011/12.
 - The success of the 'on target' (green) indicators.
 - The performance results for indicator ID4003 as a result of a recalculation of base figures.
4. Following feedback on the annual update, this report includes additional information and provides a balanced overview of performance for the first quarter, of the second year of the Plan, and as a result is slightly longer than previous reports relating to performance. The scorecards at Annex 1 now include a new 'comments' column which provides narrative about the majority of the indicators and an additional column to specify whether indicators are designated as 'priority'.
5. The policy, performance and partnerships team is currently undertaking a review of the way performance information is presented and the nature of the indicators and targets which are currently used to measure progress. Options for presenting this key information will be discussed and developed with the corporate leadership team, cabinet and overview and scrutiny.

Background

6. In February 2011 Wiltshire Council published its four year Business Plan, which set out what the council would deliver by 2015 and how it would make the savings required whilst continuing to invest in key front line services.
7. The Business Plan set out the priorities, targets and actions for the council. The performance indicators provide one measure to determine progress in delivering the targets and actions. The targets are challenging and in some areas apply to the four year plan period. A range of external factors can influence the achievement of the targets in any one year, including for example severe weather affecting the condition of the roads, and the economic downturn impacting on business growth and job creation. It is, therefore, unrealistic to deliver on all targets in any one year, but to review targets over the four years.
8. As well as showing results against targets, the performance scorecards also show performance indicators that are reported later in the year as these indicators are annual.
9. The status of the council's main projects and programmes is provided by the programme office and shows whether each programme is on track.
10. The workforce report provides information relating to council employees, and is also reported to the staffing policy committee.

Main considerations for the council

11. Progress against the Business Plan is summarised below.
12. **Community and council scorecards**
There are 53 indicators being measured, of which 11 are priority indicators included as targets in the Business Plan.
13. Of these, 26 are measures with results available later. These are mainly annual measures, but some are new indicators that are still being defined nationally. Once results are available these indicators will be moved into the main scorecard tables.

At the end of the first quarter, 14 of the remaining 27 indicators were on target, another four were within 5 per cent, and seven were still awaiting results. Only two indicators were not on target. All of the 9 priority indicators were either on target or expected to be within 5 per cent of target.

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

- Following a successful Fostering Fortnight campaign the Family Placement Team report that there has been a net gain of 20 foster carers this quarter.
- Customers who began a Help to Live at Home “Initial Support” package (a short service that focuses intensively on helping recovery) – 60 per cent did not require long-term care (this is above the national benchmark).

- 166 new affordable homes were delivered in the first quarter (against a target of 450 for the full year).
- The council's economic and regeneration team supported individual bids by local businesses (total value of £4million) to the Regional Growth Fund to enable their businesses to grow as a result of increased investment.
- Customer telephone call connection rates are above target for third month running.
- New plastic bottle and cardboard collections have helped increase the kerbside recycling tonnages by over 1,000 tonnes in the first two months.

Areas for improvement and attention

- Thirty three per cent of initial assessments were completed within 10 days within the Children's Services Referral and Assessment Team. Further analysis, including the action being taken to improve performance is set out in Annex 1. Performance in this area is being closely monitored by the Improvement Board set up following the Ofsted Inspection of Safeguarding and Looked After Children Services.
- The indicator relating to care leavers in suitable education, jobs or training is not currently on target. Actions to improve performance are set out in Annex 1. The Council's Corporate Parenting Panel has oversight of this indicator and is monitoring improvement. There is a whole Council commitment to improving performance in this area with particular support from Human Resources and Economic Development to progress opportunity for care leavers.

Environmental Impact of the Proposal

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

Equalities Impact of the Proposal

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

Risk Assessment

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

Financial Implications

17. This is a scorecard report so has no direct financial implications.

Legal Implications

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

Options Considered

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

Proposal

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

Paul Mountford

Head of Policy, Performance and Corporate Business Management

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

Date of report: 25th July 2012

Appendices

Annex 1: Business Plan Scorecards

Annex 2: Transformation Programme Paper

Annex 3: Workforce Report

Business Plan Scorecard Results to June 2012

Index

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

Scorecard Key:

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

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

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

Community Results Scorecard to June 2012

MEASURES TO JUNE														
Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to June	2012/13 Actual to June	On target?	2014/15 target	Lead officer	Comments
	Protect and Safeguard Vulnerable Children													
2001	5% increase in children in care receiving high quality local placements: use of in-house foster carers (proportion nights)	Y	H	60.9%	62.8%	59.2%	W	68%	68%	61%	A	68%	Fiona Fitzpatrick	There has been a significant increase in the number of children becoming looked after (national trend). Locally, the outcome of the Ofsted inspection has resulted in the % of looked after children (LAC) accommodated in-house being maintained rather than increased. We continue to strive to increase the number of approved fostering households. The total of inquiries of prospective foster carers over the past 3 months has increased following a successful Fostering Fortnight campaign, and the Family Placement Team report that there has been a net gain of 20 foster carers this year.
	Protect and Safeguard Vulnerable adults													
3001	14% increase in the number of older people receiving our services - advice and services for the rising number of older people	Y	H		8,720	9,283	-	9,405		5,049	Y	9,939	James Cawley	Many of the new customers in quarter 1 are using the council's Help to Live at Home service. It replaces traditional care at home with a more personal service that helps people regain their independence and avoid the need for long term care in their own home or in a care home. Of those customers who began a Help to Live at Home "Initial Support", a short service that focuses intensively on helping recovery, 60% did not require long-term care. This is above the national benchmark of 50% for similar services. Help to Live at Home was recently praised by the Care Services Minister Paul Burstow in a speech at the Kings Fund.
	Invest in: Housing													
3004	1,800 new affordable homes by Mar 2015 (ave 450 pa)	Y	H	554	648	626	I	450	-	166	Y	450	James Cawley	Success is due to a number of factors, including close working with: <ul style="list-style-type: none"> 16 developing Registered Providers in Wiltshire to enable successful

MEASURES TO JUNE

Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to June	2012/13 Actual to June	On target?	2014/15 target	Lead officer	Comments
														delivery of sites owned. <ul style="list-style-type: none"> Working in partnership to negotiate successfully to deliver affordable housing Closer working with spatial planners to develop and interpret robust affordable housing policies to maximise delivery without the need for grant funding. The strategy team ensuring there is a robust understanding of housing need e.g. through surveys.
3005	Affordable homes include 250-350 for rent from PFI	Y	H				-		-	-	-		James Cawley	Not yet completed - work has started on site.
Economy and Unemployment														
4001	Help create 6,000 additional jobs by Mar 2015	Y	H		455	991	-	2,000	500	219	A	1,000	Alistair Cunningham	In the first quarter Welton Bibby Baron has received planning permission for an extension to their premises in Westbury which will enable the creation of 70 jobs. Projects are being progressed to draw down Business Growth Funding to bring forward employment sites early. The status is amber reflecting the number of jobs in the pipeline. There are a large number of businesses and projects that are expected to deliver new investment in the county over the next year. Potentially a total of 3936 jobs are in the pipeline. Unfortunately, not all of these will translate into committed investment, however past trend indicates that a large proportion of these will come to fruition.
4002	Help safeguard 8,000 existing jobs by Mar 2015	Y	H		370	2814	-	2,500	625	31	A	1,500	Alistair Cunningham	In addition to actual safeguarded posts this quarter there are 1,118 potential safeguarded posts in the pipeline where work is ongoing to support existing businesses.
Invest in: Waste Management														

MEASURES TO JUNE

Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to June	2012/13 Actual to June	On target?	2014/15 target	Lead officer	Comments
4004	Recycle 50% of our waste by Mar 2015	Y	H	40.5%	41.4%	42.9%	I	45%	-	48.8%	Y	50%	Tracy Carter	By month three we remain above target. This is due to positive tonnage returns from service changes. The new plastic bottle and cardboard collection has helped increase the kerbside recycle tonnages by over 1,000 tonnes in the first two months. We have also seen a small increase in the compost tonnage although the weather has been unseasonal and the roll out of the non-chargeable garden waste service is on-going. (figures are monthly cumulative figures)
4005	Reduce waste being landfilled to 25% by Mar 2015	Y	L	47.2%	37.5%	36.6%	I		-	31.38%	Y	25%	Tracy Carter	End May comment: By month two we are well on target. This is due to positive tonnage returns from the new service changes as well as no unplanned shutdowns of the Lakeside EfW plant and a favourable April in municipal waste tonnage. (figures are monthly cumulative figures)
Invest in: Energy Efficiency														
4006	Lower our carbon emissions from April 2010 to Mar 2015 by 11,823 tCO2	Y	H	baseline	742 reduction	1,118 reduction	-	-	-	Avail. August	-	11, 823 tCO2 reduction	Alistair Cunningham	A combination of investment in energy efficiency measures and behaviour change has led to a reduction of a cumulative total of 1,118 from our footprint. The invest to save technologies have included combined heat & power, variable speed drives, lighting controls, low energy lighting, fleet telemetry, replacement of oil with low-carbon alternatives and district heating. Further measures have been identified for implementation in 2012/13, including an oil-to-biomass boiler conversion project for a number of schools across Wiltshire. A behaviour change programme undertaken with schools has also garnered savings by optimising heating settings and general increased awareness.

Council Performance Scorecard to June 2012

MEASURES TO JUNE														
Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to June	2012/13 Actual to June	On target?	2014/15 target	Lead officer	Comments
Protect and Safeguard Vulnerable Children														
2006	Care leavers in suitable accommodation	N	H	76.5%	97.1%	94.7%	I	95%	95%	97%	Y	95%	Fiona Fitzpatrick	The return of 97% clearly demonstrates the year on year improvement. Children and family services continues to seek proactive methods to keep young people engaged and to develop a range of accommodation options that enable young people to live in accommodation that is suitable to their needs.
2007	Care leavers in suitable education, jobs or training	N	H	41.2%	65.7%	39.5%	W	72%	72%	53%	N	72%	Fiona Fitzpatrick	See detailed comment below
2008	Timely adoptions	N	H	92.9%	100%	68%	W	90%	90%	100%	Y	90%	Fiona Fitzpatrick	The small cohort means that individual cases have a major impact on outturn. Learning from recent complex cases is leading to improved processes and timeliness. However adoption figures are always a measure of historical rather than current practice.
2009	Safeguarding: initial assessments done in 10 days	N	H	65.1%	73.0%	88.0%	I	80%	80%	33%	N	80%	Fiona Fitzpatrick	See detailed comment below
2010	Safeguarding: child protection plan reviewed on time	N	H	97.9%	100%	100%	I	100%	100%	98%	A	100%	Fiona Fitzpatrick	There has been a significant increase in the number of initial child protection conferences held in the first quarter of 2012/13 as a result of the Ofsted Safeguarding/LAC inspection. This increase in initial CPCs has impacted on the timeliness of review CPCs.
Invest in: Our Communities														
3007	Number of volunteers in the library service	N	H	new	new	670	-	325	325	643	Y	325	Niki Lewis	There has been a decrease this month due to a reduction in the number of computer supporters and home library helpers. However, there has been an increase in the number of community library volunteers of 9.
	Opening hours (per week) supported by volunteers at Level 2 libraries	N	H	new	new	135	-	94	94	137	Y	94	Niki Lewis	Library hours continue to be maintained above target level with no unplanned library closures.
	Opening hours (per week) supported by volunteers at Level 3 libraries	N	H	new	new	45.5	-	34	34	46	Y	34	Niki Lewis	
Economy and Unemployment														

MEASURES TO JUNE

Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to June	2012/13 Actual to June	On target?	2014/15 target	Lead officer	Comments
4009	Number of businesses assisted	N	H			750	-	625	-	217	Y	625	Alistair Cunningham	An extensive range of business support is provided, primarily through the new Business Support Service which has been established by Economy & Regeneration to offset the loss of Business Link and to support start - up and pre-start business. The Wiltshire 100 programme is building stronger partnerships with Wiltshire's leading businesses and helping to secure sustainable jobs and investment in the county, contributing to the economic growth objectives of Wiltshire Council, Enterprise Wiltshire, and Swindon & Wiltshire LEP. Economy and regeneration has supported individual bids (total value of £4m) by local businesses to the Regional Growth Fund to enable their businesses to grow as a result of increased investment.
4010 (a)	Number of people helped with skills (T)	N	H	669	1046	2299	I	tbc	-	264	-	tbc	Alistair Cunningham	This is being achieved through a diverse range of projects including the Flexible Support fund, Project Inspire and the DWP Work experience. Leonardo Work Placements Project and Project Impress are due to start in the second and third quarters respectively which will further contribute to achieving these targets.
4010 (b)	Number of people placed into work (W)	N	H		435	310	-	tbc	-	26	-	tbc	Alistair Cunningham	
Invest in: Highways														
4011	The average days taken to repair a pothole	N	L	13	5.2	8.6	I	10	10	5.2	Y	10	Mark Smith	Average is 5.2 days, whilst the upper control limit (UCL) is 30.2 days.
Invest in: Leisure Services														
4012	The number of visits to our leisure centres (000)	N	H	3,431	3,364	3,163	W	3,487	871	800	Y	3,585	Mark Smith	The number of visits equates to total recorded attendances at all 23 leisure centres in Wiltshire that are receiving some form of financial contribution from the council during the 2012/13 financial year. The totals provided are for the first quarter and include an estimate for two of the facilities, whose actual attendance figures have not yet been received. Attendances are well on target to achieve the annual figure as the figures are up on the same quarter last year and expected to increase further during the

MEASURES TO JUNE

Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to June	2012/13 Actual to June	On target?	2014/15 target	Lead officer	Comments
														second quarter due to the free swimming for under 16's provided during the school holidays.
	Other													
1004	The percentage of budgeted savings achieved	N	H			100%	-	100%	100%	100%	Y	100%	Michael Hudson	The current forecast suggests that savings are being applied as per council decisions. Where corporate targets were set for facilities and procurement, work is underway and significant steps taken to deliver the target, i.e. £1.1m of procurement savings delivered after 3 months.
5001	Customer telephone call connection rates of 90%	N	H		92.6%	88.3%		90%+	90%+	93.4%	Y	90%+	Jacqui White	Above target for third month running. Making good progress on addressing any problem areas.
	Public Health measures													
6001	Hospital admissions - alcohol related (/100,000)	N	L	1,390	1,621	1,615	W	1,350	tbc	1,598	-		Maggie Rae	Actual figure is based on June 11 to May 12 (inclusive) data.
6003	Hospital admissions of older people due to falls	N	L			No Year End Value	-		-	-	-		Maggie Rae	Specification imminent
6004	Drug users in effective treatment (rolling 12 month ave.)	N	H	628	622	Due Q2		No target	-	744	-	No target	Maggie Rae	As of the rolling information from Q4 Green Reports (01/01/2011- 31/12/2011) the number of those in effective treatment are as follows: <ul style="list-style-type: none"> • Opiate and/or Crack Users – 627 • Non Opiate and/or Crack Users – 117

Comments on Council Performance Scorecard

Results that are not on target (No)

Ref 2007 – Care leavers in suitable education, jobs or training

Target: 72%, Actual: 53%

Reason not on target and what we are doing:

Performance in this indicator has improved since March 2012 but there is still improvement needed. Of those young people not in education, employment and training in this cohort (16 out of 34), a third are actively seeking work and/or intend accessing a training or education plan in the new academic year with the support of Personal Advisers. 3 young people are currently not engaging with the local authority and the frequency of contact with them has been increased. We have dedicated Personal Adviser support in place for care leavers.

Projects are in place to support young people, for example:

- Project Inspire supports vulnerable young people who are not in education, employment or training, or are at risk of becoming so.
- A Care to Work Plan is being developed and steps are being taken to strengthen partnership working with the National Care Advisory Service.
- The Council is identifying what additional action it can take as an employer (e.g. Positive Action) to improve access to apprenticeship and job opportunities for Looked After Children and Care Leavers.
- We are progressing to allocate mentors to looked after young people and care leavers via the Corporate Parenting Group.

Ref 2009 – Safeguarding: initial assessments done in 10 days

Target: 80%, Actual: 33%

Reason not on target and what we are doing:

This performance indicator focuses on timeliness of the completion of initial assessments using 10 days as a standard benchmark. 45% of the assessments in April-May were completed within 15 days and 55% were completed within 20 days. As soon as risk is found to be significant, cases are escalated through the child protection processes and cases causing concern are dealt with swiftly. Since the Ofsted Inspection, there has been an increase in referrals to social care and a subsequent increase in all related safeguarding activity, for example, during April-June 2011 there were 1,113 referrals compared to 1,544 this year, and there were 752 initial assessments started during April-June 2011 compared to 996 this year. Extra capacity has been added to the Referral and Assessment Team to address the situation. Recent data indicates that progress is being made and by the end of quarter 2 the majority of assessments will be dealt with within the appropriate timescales.

Community Results Scorecard – results available later

MEASURES - results available later											
Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Comment
Living in Wiltshire											
1001	Percentage of people satisfied with their local area	N	H	86.40%	no survey	90%	I			Maggie Rae	Local survey
Invest in: Broadband											
1002	85% premises able to access superfast broadband by Dec 2015	Y	H				-	contract starts	85% Dec 2015	Carolyn Godfrey	Data available 2012/13
Protect and Safeguard Vulnerable Children											
2002	Children with non-accidental injuries/10,000 children	N	L	109.5	109.3	102.2	I			Fiona Fitzpatrick	Data available May 2013
Invest in: Children's Attainment											
2003	5% more 11 year olds will get Key Stage 2 L4+ by 2015 (Maths and English)	Y	H	71	75	75	-	76.2	79.2	Stephanie Denovan	Annual indicator
2004	5% more young people will get 5 A*-C at GCSE by 2015 (including English and Maths)	Y	H	55.4	55.8	60.3	I	61	62	Stephanie Denovan	Annual indicator
Protect and Safeguard Vulnerable adults											
3002	Good quality of life of people who use social services	N	H		19.4 (best in IPF group)	Due ?	-	tbc		James Cawley	Annual indicator
Invest in: Our Communities											
3003	Level of participation in regular volunteering	N	H	29.90%		28.40%	W			Niki Lewis	Local survey
Invest in: Highways											
4003	Reduce the roads maintenance backlog by 10% by Mar 2015 (£)	Y	L		£59.1m	£53.8m	-	£56.2m	£53.2m	Parvis Khansari	Annual indicator
Public Health measures											
V1	Life expectancy – males (yrs)	N	H	79.3	79.5	79.6	I	80.2		Maggie Rae	Annual indicator
V1	Life expectancy – females (yrs)	N	H	83.3	83.5	83.7	I	84		Maggie Rae	Annual indicator
V2	Reduce health inequalities – males (yrs between most and least deprived)	N	L	5.1	5.8	6.6	W	4.56	4.47	Maggie Rae	Annual indicator
V2	Reduce health inequalities – female (yrs between most and least deprived)	N	L	3.4	3.9	3.8	W	2.96	2.84	Maggie Rae	Annual indicator

Council Performance Scorecard – results available later

MEASURES - results available later											
Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Comment
Overall											
1003	Percentage of people satisfied with the council	N	H	37.9%	No survey	55.9%	I			Maggie Rae	Local survey
Protect and Safeguard Vulnerable Children											
2005	More children in care get 5 A*-C GCSEs (or equivalent)	N	H	14.3%	16%	4%	W	25%	32%	Fiona Fitzpatrick	Annual indicator
Invest in: Our Communities											
3006	Environmental and youth spend by area board	N	H					Due mid 2013		Michael Hudson	Work is aligned to the work on developing community budget models. The community budget programme is developing a pilot in Melksham and that work is spread out throughout 2012 calendar year. As such the reporting of this KPI is expected to be delayed until 2013.
3008	Satisfaction with area boards	N	H	n/a	45%	53%	-	55%	65%	Niki Lewis	Annual indicator
Economy and Unemployment											
4007	Helping business: sites brought forward	N	H			0	-	2	5	Alistair Cunningham	<p>The Government launched the 3rd round of the Regional Growth Fund (RGF) on 23rd February to deliver sustainable jobs and growth, especially where new private sector investment is needed to balance the reliance on public sector employment.</p> <p>A bid for £25million has been submitted for infrastructure investment in key employment sites that would enable them to be brought forward early. A number of strategic sites have been identified including sites in the three Principal settlements of Chippenham, Salisbury and Trowbridge as well as key sites near Westbury, Royal Wootton Bassett and Amesbury.</p>







MEASURES - results available later














































Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Comment
											A separate bid for £10m has also been submitted to the Regional Growth Fund towards the wider development of the Porton Down Science Park. This is in addition to the Growing Places Fund
4008	Helping business: incubation centre facilities created	N	H			0	-	4	0	Alistair Cunningham	Work has been initiated on the Wiltshire Incubation Environments programme now that funding has been secured from a number of sources. The development of 40 incubation spaces at the Castledown centre at Ludgershall is currently underway. The second phase is the imminent redevelopment of sites in Trowbridge, Salisbury and Royal Wootton Bassett. We are currently working with partners in rural areas throughout the county to establish a rural network of incubation sites. The programme has the potential to create up to 300 new businesses across the county.
Invest in: Energy Efficiency											
4013	Units of energy used by the council: Electricity	N	L	60,603,250 kwh	57,705,401 kwh	Available August				Alistair Cunningham	
4013	Units of energy used by the council: Natural Gas	N	L	67,115,842 kwh	61,132,670 kwh	Available August				Alistair Cunningham	
4013	Units of energy used by the council: LPG	N	L	81,659 litres	156,012 litres	Available August				Alistair Cunningham	
4013	Units of energy used by the council: Oil.	N	L	1,343,856 litres	1,829,806 litres	Available August				Alistair Cunningham	
4014	CRC (carbon tax) costs avoided	N	H							Alistair Cunningham	Baseline 2012/13
4015	Reduce carbon emissions by 40% (WTP estate)	N	L							Mark Stone	Baseline 2012/13
Public Health measures											

MEASURES - results available later

Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Comment
6002a	Proportion 4-5 year olds with healthy weight	N	H	78.9% (CI +/- 1.2%)	76.8% (CI +/- 1.2%)	78.2% (CI +/- 1.2%)	-			Maggie Rae	Annual indicator
6002b	Proportion 10-11 year olds with healthy weight	N	H	70.5% (CI +/- 1.4%)	68.9% (CI +/- 1.4%)	68.7% (CI +/- 1.4%)	-			Maggie Rae	Annual indicator

Annex 2: Programme Status


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

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

****Localism Programme**

Direction of Travel - Accelerate asset transfers and service delegation – Remains amber, as reported last month - at the last meeting of the Resilient Communities Steering Group, the interrelationship between service delegation and the new Community Right to Challenge was considered; as well as the interrelationship between community asset transfer and the new Community Right to Bid for Assets of Community Value. An action was agreed to address the amber reports and take forward activity with the new community rights in a joined up way across the council. These issues will be considered by CLT / Cabinet liaison in more depth in the early autumn.

Summary of red issues – there are no red issues for this period

	Programme	Project	Issue
			

Karen Perrett
Head of Corporate Programme
Transformation

Status: June 2012

QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

Delivering the Business Plan
Quarter ending 30th June 2012

Notes on the figures

All reported figures exclude casual employees and agency/professional services staff (unless stated).

Wiltshire Council figures exclude Fire, Police and Schools:

- **Headcount** = Number of positions that are filled, not individual people.
- **FTE** = “Full Time Equivalents” which take into account actual working hours to show accurate staffing levels.

“**Annualised**” means we take the measured amount divide it by the months it covers and multiply it by 12 to give an estimate of the rate that would be seen throughout the year.

“**YTD**” means year to date i.e. all reportable information since April 2012 has been included.

The **Voluntary staff turnover** section does not include information for those who leave due to statutory retirement, ill health, compulsory or voluntary redundancy, dismissals, end of contract, unsatisfactory probation and TUPE transfers as these are classified as compulsory reasons. Only voluntary leavers are included as these are the individuals that have decided to leave for their own reasons and therefore it may not be in Wiltshire’s best interest. Overall turnover rates will be higher and can be analysed upon request.

Although the cost associated with turnover is not readily available, CIPD estimate that the recruitment cost of replacing a leaver is £2,930. Based on last year’s turnover rate (8.3%) we could estimate that 446 employees will leave Wiltshire Council during 2012-13 resulting in costs of **£1,306,780**.

% <1 year turnover rate: The cost of turnover in this group is generally higher as the investment in recruitment, induction and training is unlikely to be recovered within such a short time period.

Redundancy figures relate to all redundancies made not just those as part of major service reviews.

The **sickness measure** given is an estimate of the number of FTE days that each FTE will take over 12 months based on the number of working days lost from April to the end of June 2012.

If you have any queries on these reports or requests for further information, please contact Paul Rouemaine, HR Information Manager, on 01225 756159 or Paul.Rouemaine@Wiltshire.gov.uk

QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

This page gives you information relating to important employee measures:

NB: WC = Wiltshire Council

The number of positions that are filled by contracted staff

Staffing levels		
Measure Relating to Quarter (unless stated)	WC	Change since last period
Headcount (as at end of period)	5258	-118 (-2.19%)
FTE (as at end of period)	4012	-61 (-1.49%)
FTE change due to TUPE transfers in vs. out	+5.6	+81.4 (last quarter)
FTE change due to employee hour changes	-1.3	-9.2 (last quarter)
Ratio of starters to leavers (FTE)	1:2.1	1:1.0 (last quarter)

Part of the FTE/HC change above may be explained by these measures

“Full Time Equivalents” which take into account actual working hours to show accurate staffing levels

How many starters we have had for every one leaver

Workforce Information		
Measure	WC	Last period
Ratio of managers to employees	1:8	1:9
% Exit questionnaires completed (YTD)	8%	14%
% of total vacancies filled by internal appointment - year to date	60%	46%
% management posts filled by internal appointment - year to date	88%	85%
FTE of managers	608	613
Number of redundancies made during quarter	66	33

The % of leavers who completed an exit interview

The % of posts filled by an internal candidate

The FTE of people management posts

The percentage of days lost during absences that last for over 20 days (deemed to be long term)

Sickness Absence		
Measure	WC	Last period
Working days lost per FTE (ytd annualised)	7.8 days	8.7 days
% of total days lost to absences over 20 days (ytd)	42.2%	47.0%

The number of RIDDOR incidents that have occurred. <http://www.hse.gov.uk/riddor/riddor.htm>

Health and Safety		
Measure	WC	Last period
No. of workplace incidents/injuries reported per 1000 employees (ytd annualised)	0.0	2.4

The number of individuals that left voluntarily before completing one year service as a percentage of the employees in post with less than one year's service.

Voluntary Staff Turnover		
Measure	WC	Last period
% staff turnover (ytd annualised)	10.0%	8.3%
% <1 year turnover rate (ytd annualised)	15.2%	13.5%
Average leavers' length of service	9.4 years	9.4 years

Disciplinary and Grievance Cases		
Measure	WC	Last period
New disciplinary cases per 1000 employees (annualised)	6.8	3.0
New grievance cases per 1000 employees (annualised)	2.3	2.0

QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

This section gives you information relating to your workforce costs:

Salary Transparency and Accountability		
Measure	WC	Last period
% of headcount (above) paid over £50,000 annual salary	2.00%	2.01%
% of headcount (above) paid over £100,000 annual salary	0.08%	0.07%
% of headcount (above) paid over £150,000 annual salary	0.00%	0.00%
Headcount paid over £58,200 FTE annual salary	38	40

Why this is important: Under the Code of Recommended Practice for Local Authorities on Data Transparency we are required to publish salary information for employees earning more than £58,200. Under the The Accounts and Audit (England) Regulations 2011 section 7.2.b there is a requirement to publish in the statement of accounts the number of employees earning £50,000 or more.

Employee costs		
Measure Relating to Quarter (unless stated)	WC	Last period
Total paid in salaries to contracted employees (annualised)	£113,517,282.92	£110,656,616.12
Total paid in salary to casual employees (annualised)	£3,062,818.68	£2,715,605.28
Total salary pay (annualised)	£116,580,101.60	£113,372,221.40
Total paid to agency workers	£1,834,390.99	£1,497,232.47
Median employee basic salary (as at end of period)	£18,453.00	£19,276.08

Additional financial information		
Measure	WC	Last period
Cost of sick pay (ytd)	£676,851	£2,778,852.07
Cost/saving of employee hour changes (during period)	£16,679.40	-£123,641.28

The cost or saving made by employee's changing the hours they work

Why this is important: Sick pay amounted to £2,778,852 across Wiltshire Council during the 2011-12 financial year and therefore this is a substantial area of spend that should be minimised whenever possible. Some services may also be looking to employees to work more hours than they previously have done to cover gaps where a reduction in the headcount of employees has been made. It is therefore important that we keep track of the change in FTE resulting from employees changing their hours.

QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

BENCHMARK DATA

Benchmark figures are supplied by DLA Piper Benchmarker. The Local Authority benchmarks represent combined data from 54 subscriber Local Authorities. The Private Sector benchmarks represent data from approximately 250 private sector organisations classified as “large” (over 1000 employees), consisting of a mix of Financial, Professional and Support Services; Manufacturing, Engineering and Processing; and Retail and Leisure.

Sickness Absence			
Measure	Local Authorities Median	Local Authorities lower Quartile	Private Sector Median
Working days lost per FTE	9.9	8.7 (lower q.)	5.7
Average length of absence (FTE days)	5.8	4.9	3.5
% of absences over 20 days	55%	42%	40.5%

Health and Safety			
Measure	Local Authorities Median	Local Authorities Lower Quartile	Private Sector Median
No. of workplace incidents/injuries reported per 1000 employees	5.9	2.8	8.0

Voluntary Turnover			
Measure	Local Authorities Median	Local Authorities Lower Quartile	Private Sector Median
% staff turnover	7.0%	5.6%	10.5%
% staff turnover of leavers within first year’s service	n/a	n/a	n/a

Disciplinary and Grievance Cases			
Measure	Local Authorities Median	Local Authorities Lower Quartile	Private Sector Median
No. of disciplinary cases per 1000 employees	9.2	5.0	44.8
No. of grievance cases per 1000 employees	3.8	2.8	6.4

Wiltshire Council

Cabinet

10 September 2012

Subject: Report on Treasury Management Strategy 2012-13 – First Quarter ended 30 June 2012

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

Key Decision: No

Executive Summary

The Council has adopted a Treasury Management Strategy and an Annual Investment Strategy (AIS) for 2012-13.

In addition to Annual and Interim Reports, the policy also requires quarterly reports reviewing the Treasury Management Strategy (TMS). This report covers the first quarter of 2012-13, 1 April to 30 June 2012.

Proposal

The Cabinet is asked to note the contents of this report in line with the Treasury Management Strategy.

Reasons For Proposals

The report is a requirement of the Council's Treasury Management Strategy.

Michael Hudson
Service Director, Finance

Wiltshire Council

Cabinet

10 September 2012

Subject: Report on Treasury Management Strategy 2012-13 – First Quarter ended 30 June 2012

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

Key Decision: No

Background & Purpose of Report

1. The Council adopted a Treasury Management Strategy for 2012-13 at its meeting on 28 February 2012, incorporating Prudential Indicators (Prls), Treasury Management Indicators (Trls) and an Annual Investment Strategy, in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
2. The Council agreed that in addition to an Annual Treasury Report reviewing the year as a whole, quarterly reports would be submitted to Cabinet reviewing the Treasury Management Strategy. This report covers the first quarter of 2012-13, ended 30 June 2012.

Main Considerations for the Cabinet

3. This report reviews management actions in relation to:
 - a) the Prls and Trls originally set for the year and the position at 30 June 2012;
 - b) other treasury management actions during the period; and
 - c) the agreed Annual Investment Strategy.

Review of Prudential and Treasury Management Indicators and Treasury Management Strategy for 2012-13

4. The following is a review of the position on the key prudential and treasury indicators for the three months to 30 June 2012.
5. A full listing of the indicators required by the CIPFA Prudential Code, Treasury Management Code and Treasury Management Guidance Notes are given in Appendix 1.

Key Prudential Indicators

Prl 2 – Ratio of Financing Costs to Net Revenue Stream

	2011-12 Actual Outturn	2012-13 Original Estimate	2012-13 Revised Estimate
General Fund	6.2%	8.2%	6.9%
Housing Revenue Account	0.6%	19.9%	14.6%

6. The revised estimate for 2012-13 is marginally lower than the original due to a reduction in financing cost estimates due to lower than anticipated borrowing to fund the capital borrowing, as well as a small increase in the amount to be met from Government grant and local taxation figure. It is higher than the 2011-12 actual, mainly due to the decrease in the level of expected grant income.

Prl 4 – Net Borrowing compared to Capital Financing Requirement (CFR)

	2011-12 Actual Outturn £ million	2012-13 Original Estimate £ million	2012-13 Revised Estimate £ million
CFR – General Fund	342.2	389.3	395.7
CFR – HRA	122.6	122.6	122.6
Net Borrowing – General Fund	195.5	268.2	250.5
Net Borrowing – HRA	118.8	118.8	118.8
CFR not funded by net borrowing – General Fund	146.7	121.1	145.2
CFR not funded by net borrowing – HRA	3.8	3.8	3.8

7. Prl 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes.
8. The main reasons for the difference in the 2012-13 revised and original estimates are: the movement in the capital financing requirement due in part to a lower level of borrowing undertaken since the original estimate was formulated; and the revision of the level of short term investments likely to be held at the end of 2012-13.

Key Treasury Management Indicators within the Prudential Code

9. The Operational Boundary and Authorised Limit detailed below are control limits and do not compare with actual borrowing figures as capital funding requirements are not automatically taken as loans and may be funded from cash balances.

Trl 1 – Authorised Limit for External Debt

Authorised Limit	2012-13 £ million	2013-14 £ million	2014-15 £ million
Borrowing – General Fund	418.5	417.6	426.8
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	£0.2
TOTAL	541.3	540.4	549.6

10. The External Debt limit includes a margin above the Operational Boundary to allow for any unusual or unpredicted cash movements. The limit has not been exceeded in the reporting period.

Trl 2 – Operational Boundary for External Debt

Operational Boundary	2012-13 £ million	2013-14 £ million	2014-15 £ million
Borrowing – General Fund	408.5	407.6	416.5
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	531.3	530.4	539.3

11. The Operational Boundary is set at a limit that facilitates the funding of the Council's entire financing requirement through loans, if this was the most cost effective approach. The limit was set to anticipate expected expenditure and has not been exceeded during the reporting period (maximum borrowing during the quarter was £364.0 million).

Trl 3 – External Debt

	31/03/12 Actual £ million	30/06/12 Actual £ million	31/03/13 Expected £ million
Borrowing – General Fund	245.2	245.2	315.3
Borrowing – HRA	118.8	118.8	118.8
Total Borrowing	364.0	364.0	434.1
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	364.2	364.2	434.3

12. Trl 3 shows the gross External Debt outstanding, both long-term loans and temporary borrowing. No long term loans were repaid in first three months of 2012-13. The figure for actual borrowing at 31 March 2012 is stated at the amount that reflects actual outstanding external borrowing at the end of 2011-12 (i.e. excluding accounting adjustments, such as accrued interest and effective interest rate adjustments).
13. The increase of £70.1 million in borrowing between the end of June 2012 and the expected position at the end of the current financial year is the anticipated additional borrowing required to fund planned capital expenditure.

Key Treasury Management Indicators within the Treasury Management Code

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

14. This Trl is now covered by the Annual Investment Strategy for 2012-13, which set a limit of £30 million. During the first three months of 2012-13 no cost effective investments have been identified. The Authority however currently holds on-call deposit accounts and money market funds, which offer both an attractive interest rate and instant access for flexibility of cash management.

Trl 7 - Local Prudential Indicator

15. In addition to the main maturity indicators it was agreed no more than 15% of long term loans should fall due for repayment within any one financial year. The maximum in any one year is currently 6.3% (£23 million) in 2015-16, however, this includes £11 million in LOBO loans based on (as recommended by CIPFA) the earliest date on which the lender can require payment (i.e. the next 'call date'). The likelihood that the lender exercises the right to change (increase) the interest rate, leading to a loan repayment, will depend on market rates at the time of the call option. A summary maturity profile is shown in Appendix 2.

Other Debt Management Issues

Debt Rescheduling

16. No opportunities to reschedule PWLB debt have been identified during the period, mainly because of the high level of premiums payable for early repayment of debt. This is continually monitored and any opportunities to reschedule cost effectively will be considered, should they arise.

Cash Surpluses and Deficits

Short Term Surpluses and Deficits

17. Any short term cash surpluses or deficits have been managed through temporary deposits or loans, respectively. Temporary deposits outstanding at 30 June 2012 amounted to £90.4 million, including outstanding Icelandic bank deposits, shown at their current estimated recoverable amounts (less any repayments received to date), as detailed in Appendix 3.
18. In terms of the position, at 30 June 2012, in respect of the £12 million investment caught up in the collapse of the Icelandic banks, Heritable (£9 million) and Landsbanki (£3 million), the Council has so far received eleven interim payments, totalling circa £6.5 million, from Heritable and two repayments totalling circa £1.3 million from Landsbanki.
19. A further repayment of £0.257 million was received from the administrators of Heritable Bank in July 2012, bringing the total recovered to date of around £8.1 million, from both of the Icelandic banks (£6.5 + 1.3 + 0.3 million).

20. Current indications are that the Council will recover 95% of its deposits with Heritable and 100% of its deposit in Landsbanki. However, repayments, particularly from Landsbanki, are likely to be completed over several more years.

Longer Term Cash Balances

21. Interest rate movements in the period have not provided many opportunities for an increased return by longer term investment of the more permanent cash surpluses, such as reserves and balances. Funds have been invested 'short' during the period, in the light of the continuing uncertainty of the current financial climate, particularly the ongoing Euro zone/sovereign debt issues. However, there have been opportunities to invest, within the Councils approved Treasury Management Strategy in (UK) banks which have offered "special tranche rates" for twelve months.
22. During the first three months of 2012-13 a "special tranche rate" investment was placed with National Westminster Bank for 12 months, adding to a previous "special tranche rate" investment held with Lloyds Banking Group, originally (also) for 12 months. Further details are shown in Appendix 3.

Investment Strategy

23. All investments have been conducted within the agreed Annual Investment Strategy and made only to authorised lenders within the Council's high credit rating policy.
24. Our treasury advisers provide a weekly credit rating document and updates on any changes in ratings between one weekly credit rating document and the next. Ratings are monitored and any changes reflected in a revised lending list and any action considered appropriate is taken. The advisers also provide details of credit default swap spreads, which indicate default risk, if any. These are also taken into account in preparing and updating the Council's lending list.
25. The credit worthiness service uses a sophisticated modelling approach, with credit ratings from all three rating agencies – Fitch, Moodys and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as 'overlays':
 - a) credit watches (typically resolved over a relatively short period) and credit outlooks (indicates the direction a rating is likely to move over a one to two-year period) from credit rating agencies;
 - b) CDS spreads to give early warning of likely changes in credit ratings; and
 - c) sovereign ratings to select counterparties from only the most creditworthy countries

26. This modelling approach combines credit ratings, credit watches, credit outlooks and CDS spreads in a weighted scoring system, which generates a series of colour coded bands, indicating the relative creditworthiness of counterparties. These colour codes are also used by the Council to determine the duration for investments and are therefore referred to as durational bands. The Council is satisfied that this service now gives a much improved level of security for its investments. It is also a service which the Council would not be able to replicate using in house resources.
27. The selection of counterparties with a high level of creditworthiness will be achieved by selection of institutions down to a minimum durational band within the weekly credit list of worldwide potential counterparties provided by the Council's treasury advisers. The Council, where it is considered appropriate and in line with its whole investment strategy, will therefore use counterparties within the following durational bands:
- a) Yellow – 5 years (a new category introduced by the treasury advisers late in 2010 to cover AAA rated Government debt or its equivalent, including a new investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
 - b) Purple – 2 years;
 - c) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries);
 - d) Orange – 1 year;
 - e) Red – 6 months;
 - f) Green – 3 months; and
 - g) No Colour – not to be used.
28. While markets continue to be volatile, particularly in relation to the Euro Zone/ 'sovereign debt worries', Sector continue to recommend that investments are kept short. All ratings (**with the exception of those covered by the Blue, one year rating, which only applies to nationalised or semi nationalised UK Banks and their subsidiaries**) are currently limited to Green, with a maximum duration of three months. All of the investments are within the suggested maturity period. Members will note some have no fixed maturity date, in these instances we take advantage of the market rate and recall these within the maturity period dictated to by our advisers rating. This allows flexibility as ratings change to be balanced against the opportunity to gain higher rates.
29. Ratings outside this structure include those that apply to local authorities, which are rated as AAA and Money Market Funds the Council may place investment in, also rated AAA.

30. The above ratings are incorporated within the approved Investment Strategy as detailed within the Treasury Management Strategy 2012-13 and the current ratings have been shown against the deposits outstanding in Appendix 3.

Environmental and Climate Change Considerations

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

Equalities Impact of the Proposal

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

Risk Assessment and Financial Implications

33. All investment has been at fixed rates during the period. The Council's current average interest rate on long term debt is 3.722%, which remains one of the lowest rates amongst UK local authorities.

Legal Implications

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

Options Considered

35. Further consideration was given to the option of alternative investments such as UK Government gilts and treasury bills (T Bills), together with certificate of deposits (CDs). CDs are deposits, mainly with banks (some not offering fixed term deposits through the market), which can either be retained until maturity or traded through a secondary market. CDs are, therefore, more liquid than a normal fixed term deposit, which (usually) must be retained until maturity and give access to additional counterparties, leading to increased diversification of investments and, therefore, increased security. These types of investments cannot be placed by the Council directly and, therefore, an account was opened with a custodian (with no set up fees). At the end of June 2012 the Council deposited funds via the custodian in the form of a CD. Further details are contained within Appendix 3.
36. Interest rates are expected to remain low for the short to medium term, with current indications that there will not be a rise in the Bank Rate until March 2014 (Source: Sector Treasury Services Limited – U.K. Interest Rate Forecasts June 2012). Consequently, longer term investments have been considered as an enhancement to the Council's investment portfolio, resulting in the placing of funds, at an extremely competitive interest rate, with Lloyds Banking Group.
37. PWLB rates were monitored for opportunities to take out loans in advance of need. However, as there was no immediate necessity to borrow and forward borrowing would incur a 'cost of carry' no loans were taken out during this reporting period.

Conclusion

38. The Cabinet is asked to note the contents of this report in line with the Treasury Management Strategy.

Michael Hudson
Service Director, Finance

Report Author:

Keith Stephens, Business Analyst (Cash and Treasury), Tel: 01225 713603, email: keith.stephens@wiltshire.gov.uk

Background Papers

The following unpublished documents have been relied on in the preparation of this Report: NONE

Appendices

- Appendix 1 Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15
- Appendix 2 Summary of Long Term Borrowing 1 April 2012 – 30 June 2012
- Appendix 3 Summary of Temporary Loans and Deposits 1 April – 30 June 2012

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

Prudential Indicators

Prl 1 – Capital Expenditure

1. The table below shows the revised figures for capital expenditure based on the current capital approved budget.

	2011-12 Actual Outturn	2012-13 Original Estimate	2012-13 Revised Estimate	2012-13 Actual To date 30/06/12
	£ million	£ million	£ million	£ million
General Fund	91.8	113.9	144.4	8.0
HRA	4.0	9.4	9.6	0.9

2. The revised estimate for 2012-13 is higher than the original estimate largely because of major reprogramming of schemes from 2011-12 into 2012-13 since the previous estimate was formulated. It is likely that during the monitoring process there will be more reprogramming of expenditure from 2012-13 into 2013-14 as larger schemes are pushed back into later years.
3. The Capital Programme is monitored closely throughout the year and progress on the programme is reported to the Cabinet Capital Asset Committee (CCAC). A report for the four month period to the end of July 2012 is planned to be taken to CCAC on 14 September 2012. Thereafter bi monthly reports starting with month 6 are due to be taken to the CCAC meetings throughout the year.

Prl 2 – Ratio of Financing Costs to Net Revenue Stream

	2011-12 Actual Outturn	2012-13 Original Estimate	2012-13 Revised Estimate
General Fund	6.2%	8.2%	6.9%
HRA	0.6%	19.9%	14.6%

The revised estimate for 2012-13 is marginally lower than the original due to a reduction in financing cost estimates, due to a lower level of borrowing undertaken in 2011-12 than originally assumed, and a small increase in the amount to be met from Government grant and local taxation figure. It is higher than the 2011-12 actual, mainly due to the decrease in the level of expected grant income.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

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

4. This indicator is only relevant at budget setting time and for 2012-13 was calculated as being £13.98 in respect of the General Fund. The impact in relation to HRA is zero.

Prl 4 – Net Borrowing compared to Capital Financing Requirement (CFR)

	2011-12 Actual Outturn £ million	2012-13 Original Estimate £ million	2012-13 Revised Estimate £ million
CFR – General Fund	342.2	389.3	395.7
CFR – HRA	122.6	122.6	122.6
Net Borrowing – General Fund	195.5	268.2	250.5
Net Borrowing – HRA	118.8	118.8	118.8
CFR not funded by net borrowing – General Fund	146.7	121.1	145.2
CFR not funded by net borrowing – HRA	3.8	3.8	3.8

5. Prl 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes.
6. The main reason for the difference in the 2012-13 revised and original estimates are: the movement in the capital financing requirement; reduced borrowing now anticipated since the original estimate was formulated; and the revision of the level of short term investments likely to be held at the end of 2012-13.

Prl 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services

7. All actions have been compliant with the CIPFA Code of Practice.

Treasury Management Indicators within the Prudential Code

8. The Operational Boundary and Authorised Limit detailed below are control limits and do not compare with actual borrowing figures as capital funding requirements are not automatically taken as loans and may be funded from cash balances.

Trl 1 – Authorised Limit for External Debt

Authorised Limit	2012-13 £ million	2013-14 £ million	2014-15 £ million
Borrowing – General Fund	418.5	417.6	426.8
Borrowing – HRA	122.6	122.6	122.6

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

Other Long Term Liabilities	0.2	0.2	£0.2
TOTAL	541.3	540.4	549.6

9. The External Debt limit includes a margin above the Operational Boundary to allow for any unusual or unpredicted cash movements. The limit has not been exceeded in the reporting period.

Trl 2 – Operational Boundary for External Debt

Operational Boundary	2012-13 £ million	2013-14 £ million	2014-15 £ million
Borrowing – General Fund	408.5	407.6	416.5
Borrowing – HRA	122.6	122.6	122.6
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	531.3	530.4	539.3

10. The Operational Boundary is set at a limit that facilitates the funding of the Council's entire financing requirement through loans, if this was the most cost effective approach. The limit was set to anticipate expected expenditure and has not been exceeded during the reporting period (maximum borrowing during the period was £364.0 million).

Trl 3 – External Debt

	31/03/12 Actual £ million	30/06/12 Actual £ million	31/03/13 Expected £ million
Borrowing – General Fund	245.2	245.2	315.3
Borrowing – HRA	118.8	118.8	118.8
Total Borrowing	364.0	364.0	434.1
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	364.2	364.2	434.3

11. Trl 3 shows the gross External Debt outstanding, both long-term loans and temporary borrowing. No long term loans were repaid in first quarter of 2012-13. The figure for actual borrowing at 31 March 2012 is stated at the amount that reflects actual outstanding external borrowing at the end of 2011-12 (i.e. excluding accounting adjustments, such as accrued interest and effective interest rate adjustments).
12. The increase of £70.1 million in borrowing between the end of June 2012 and the expected position at the end of the current financial year is the anticipated additional borrowing required to fund planned capital expenditure.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

Treasury Management Indicators within the Treasury Management Code

Trl 4a – Upper Limit on Fixed Interest Rate Exposures

The Council's upper limit for fixed interest rate exposure for the period 2012-13 to 2014-15 is 100% of net outstanding principal sums.

Trl 4b – Upper Limit on Variable Interest Rate Exposures

The Council's upper limit for variable interest rate exposure is 40% for 2012-13, 40% for 2013-14 and 45% for 2014-15 of net outstanding principal sums.

13. Options for borrowing during the period were considered, however, (mainly) due to the premium that would be incurred on the early repayment of debt and the desire to maintain the Council's relatively low average borrowing rate, no new borrowing has yet been taken.

Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing

Limits on the Maturity Structure of Borrowing	Upper Limit	Lower Limit	Position at 30/06/12
Maturing Period:			
- under 12 months	15%	0%	7%
- 12 months and within 24 months	15%	0%	4%
- 2 years and within 5 years	45%	0%	16%
- 5 years and within 10 years	75%	0%	10%
- 10 years and above	100%	0%	63%

14. The table above shows that the actual maturity structure is within the agreed limits.
15. No long term borrowing has been taken during the period. If interest rates are favourable and an opportunity exists to take further borrowing this year we will look to match borrowing with this maturity structure.

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

16. This Trl is now covered by the Annual Investment Strategy for 2012-13, which set a limit of £30 million. During the first quarter of 2012-13 no cost effective investments have been identified. The Authority however holds a number of on-call deposit accounts and money market funds, which offer both an attractive interest rate, some of which track the bank rate, and instant access for flexibility of cash management.

Prudential and Treasury Indicators for 2012-13, 2013-14 & 2014-15

Trl 7 - Local Prudential Indicator

17. In addition to the main maturity indicators it was agreed no more than 15% of long term loans should fall due for repayment within any one financial year. The maximum in any one year is currently 6.3% (£23 million) in 2015-16, however, this includes £11 million in LOBO loans based on (as recommended by CIPFA) the earliest date on which the lender can require payment (i.e. the next 'call date'). The likelihood that the lender exercises the right to change (increase) the interest rate, leading to a loan repayment, will depend on market rates at the time of the call option. A summary maturity profile is shown in Appendix 1.

SUMMARY OF LONG TERM BORROWING 1 APRIL 2012 – 30 JUNE 2012

Loans Raised During the Period

Date Raised	Lender	Amount (£m)	Type	Interest rate (%)	Maturity date	No. of years
No Loans were raised during the period						
Total		0.000				

Average period to maturity (years) **0.00**

Average interest rate (%) **0.00**

* Loans taken to restructure debt

** Loans taken for purchases instead of leasing

Maturity Profile at 30 June 2012

Year	Amount (£m)	%age	Average rate (%)
1 to 5 years	97.065	26.7	3.732
6 to 15 years	84.933	23.3	2.779
16 to 25 years	99.500	27.3	3.812
26 to 50 years	82.500	22.7	4.149
Over 50 years	-	-	-
Totals	363.998	100.0	3.712

Average period to maturity (years) **17.31**

SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 APRIL – 30 JUNE 2012

Deposits Outstanding at 30 June 2012

Borrower	Amount £m	Terms	Interest Rate	Sector Credit rating
Lloyds TSB Bank	5.000	Fixed to 10-Aug-12	2.15	Blue - 12 Months
Barclays Bank	8.000	Fixed to 16-Jul-12	0.91	Green - 3 Months
Nationwide Building Society	8.000	Fixed to 16-Jul-12	0.98	Green - 3 Months
National Westminster Bank	8.000	Fixed to 05-Apr-13	2.25	Blue - 12 Months
DBS Bank Limited	8.000	Fixed to 15-Aug-12	0.60	Green - 3 Months
Overseas Chinese Banking Corp	8.000	Fixed to 15-Aug-12	0.50	Green - 3 Months
Commonwealth Bank of Australia	8.000	Fixed to 15-Aug-12	0.65	Green - 3 Months
Standard Chartered Bank (CD)	8.000	Fixed to 28-Sep-12	0.62	Green - 3 Months
Svenska Handelsbanken AB	7.532	No fixed maturity date	0.75	Green - 3 Months
Black Rock	1.349	No fixed maturity date	0.59	AAA
J P Morgan Money Market Funds	0.071	No fixed maturity date	0.52	AAA
Prime Rate Money Market Fund	14.656	No fixed maturity date	0.69	AAA
Goldman Sachs	2.964	No fixed maturity date	0.56	AAA
Heritable Bank	0.469	Est Recoverable Amount	6.00	N/A
Heritable Bank	0.312	Est Recoverable Amount	6.00	N/A
Heritable Bank	0.469	Est Recoverable Amount	6.00	N/A
Heritable Bank	0.157	Est Recoverable Amount	5.42	N/A
Landsbanki	1.372	Est Recoverable Amount	6.10	N/A
Landsbanki	0.021	Est Recoverable Amount	3.40	N/A
Total	90.372			

Outstanding deposits with Icelandic Banks are shown at the estimated recoverable amount, which takes account of estimated impairments and any repayments received to date. The interest rates are the original rates. The last entry reflects the amount paid out in ISK (Icelandic Kronur) which is held in an interest bearing escrow account in Iceland and, as recommended by CIPFA, accounted for as a 'new' investment.

Transactions During the Period

Type	Balance 1 Apr 12 £m	Raised		Repaid		Balance 30 June 12 £m	Interest Variance * High/Low(%)
		Value £m	No.	Value £m	No.		
Temporary loans							
- General	0.000	0.000	0	0.000	0	0.000	
Total	0.000	0.000	0	0.000	0	0.000	
Temporary deposits							
- General	24.507	64.000	8	24.707	3	63.800	2.25/0.50
- HSBC Overnight	0.000	56.290	25	56.290	26	0.000	0.25/0.25
- Call Accounts	0.026	7.506	2	0.000	0	7.532	0.75/0.75
- Money Market Funds	25.132	105.109	30	111.201	31	19.040	0.80/0.52
Total	49.665	232.905	65	192.198	60	90.372	

* Interest variance is the highest/lowest interest rate for transactions during the period.

* In terms of general deposits, the high of 2.25% was obtained on a 12 month deposit.

General deposits include impaired Icelandic investments less any repayments that have been received, to date.

Wiltshire Council

Cabinet

10 September 2012

Subject: Wiltshire Community Infrastructure Levy – Preliminary Draft Charging Schedule

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

Key Decision: Yes

Executive Summary

The Wiltshire Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule sets out the proposed rates of CIL to be charged on different types of new development in Wiltshire. It is informed by three key pieces of evidence - the submitted draft Wiltshire Core Strategy, the Infrastructure Delivery Plan and an economic viability assessment.

At the Preliminary Draft stage, the Council is undertaking an initial period of consultation on the rates of CIL to be charged on new development. This consultation is not about how Wiltshire's CIL might be spent but rather is focused on the proposed tariffs for different types of new development. The Government is still to report back on the outcome of the consultation on CIL Regulations held last year, which should clarify the level of funding to be made available to local communities.

Comments received through this initial consultation will test Wiltshire's proposed CIL Charging Schedule. The outcome of the consultation and any proposed changes to the CIL Charging Schedule will be reported back to Cabinet in December. This will be followed by a final round of public consultation before it is submitted for independent examination.

Proposals

That Cabinet:

- (i) Approves the CIL Preliminary Draft Charging Schedule at **Appendix 1** as the basis for a six week period of public consultation, as proposed, in accordance with the Council's adopted Statement of Community Involvement.
- (ii) Authorises the Service Director for Economy and Regeneration, in consultation with the Cabinet Member for Economic Development and Strategic Planning, to produce the consultation documentation to accompany the CIL Preliminary Draft Charging Schedule.

Reason for Proposals

To ensure that progress is made on preparing a CIL Charging Schedule that will enable the Council to charge CIL on new development to help pay for infrastructure within the county in accordance with the timetable set out in the recently approved Council's Local Development Scheme. The Council should be in a position to adopt the CIL Charging Schedule prior to April 2014, after which the Council will be severely restricted in its ability to pool infrastructure contributions from new development through the existing mechanism of Section 106 agreements.

Alistair Cunningham
Service Director for Economy and Regeneration

Wiltshire Council

Cabinet

10 September 2012

Subject: Wiltshire Community Infrastructure Levy –
Preliminary Draft Charging Schedule

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

Key Decision: Yes

Purpose of Report

1. To:
 - (i) Update Councillors on work undertaken to date in terms of preparing the Community Infrastructure Levy (CIL).
 - (ii) Seek Cabinet approval that the Preliminary Draft Charging Schedule be published for a six week period of consultation.
 - (iii) Set out the arrangements for consultation and next steps.

Background

2. The Wiltshire CIL Charging Schedule, when adopted, will enable the Council to continue pooling contributions from new development across the county to offset a proportion of the costs of delivering local and strategic infrastructure. From April 2014 (or following the implementation of Wiltshire's CIL), the Council will be severely limited in its ability to use the existing mechanism of pooling contributions i.e. planning obligations (generally referred to as Section 106 agreements). The use of Section 106 agreements will largely be limited to securing site-specific infrastructure and affordable housing.
3. As set out in the Council's Local Development Scheme, the timetable for delivering the CIL is as follows:
 - *Oct-Nov 2012* - Preliminary Draft Charging Schedule consultation
 - *Jan-Feb 2013* - Draft Charging Schedule consultation
 - *Mar 2013* - Submit draft Charging Schedule for examination
 - *Apr-Jun 2013* - Independent examination
 - *July 2013* – Adoption

4. Three key pieces of evidence are required to develop a CIL Charging Schedule. These are:
 - (i) An up-to-date local development plan - the submission draft Wiltshire Core Strategy sets out the growth and distribution of new development to be built in Wiltshire up until 2026. CIL is intended to be spent on infrastructure to support this growth.
 - (ii) An infrastructure delivery plan, which identifies the infrastructure required to support this growth. In addition, work has been undertaken to identify the infrastructure funding gap (the gap between the total cost of the infrastructure and the funding available from other sources). For the purposes of meeting the CIL regulations, it is only necessary to demonstrate a funding gap exists in order to justify charging CIL.
 - (iii) An economic viability study, which assesses the effect of implementing a CIL charge on the economic viability of different types of development across Wiltshire.
5. Unlike funds received through Section 106 agreements, CIL revenue does not have to be spent at the site on which it was levied. CIL can be spent on a wide range of infrastructure (e.g. schools, transport, healthcare, open space, leisure, biodiversity, etc.). Currently, CIL is not intended to pay for affordable housing but this may change depending on the outcome of the recent government consultation on Regulations, which is expected in the autumn.
7. As the designated 'Charging Authority', the Council has the option of publishing on their website a list of infrastructure that they intend to fund, wholly or in part, through CIL. The purpose of this list, known as the 'Regulation 123 List', is to avoid developers being charged twice for the same item, or type, of infrastructure. Section 106 agreements cannot be used to ask for infrastructure that is on the CIL list.

Main Considerations for the Council

Developing the CIL Charging Schedule

8. The Wiltshire CIL Charging Schedule has been in preparation since May 2012 once the Core Strategy and its accompanying Infrastructure Delivery Plan was sufficiently advanced. Progress could not be made prior to this because of the requirement to ensure that proposals in relation to CIL are based upon an up-to-date local development plan and an infrastructure planning evidence base.
9. The Council has worked with BNP Paribas to develop the infrastructure evidence base and produce an economic viability report. This work tests the ability of a range of development types throughout Wiltshire to yield contributions towards delivering infrastructure requirements through CIL and has looked at the geographical variations in viability across Wiltshire. Informal discussions have been held with chief officers to inform this work. Proposed levels of CIL have been tested in combination with the Council's other planning requirements, including the provision of affordable housing.

10. The 'Community Infrastructure Levy: Viability Study' sets out recommendations on setting levels of CIL for Wiltshire and can be found accompanying the agenda papers for the meeting on the Council's website at **link to Cabinet agenda**. Hard copies of the Viability Report have been provided to Cabinet Members and available to other Councillors on request. The proposed CIL rates are contained within the Preliminary Draft Charging Schedule at **Appendix 1** to this report. The Executive Summary of the Viability Study is provided at **Appendix 2**.
11. Substantial evidence has been collated in the preparation of the Preliminary Draft Charging Schedule. The proposed Preliminary Charging Schedule is considered to be compliant with the CIL Regulations, government guidance and emerging best practice. Taken together these provide clear advice on producing a CIL Charging Schedule, as set out below:
- (i) In setting the rate of CIL in the Charging Schedule, the Council, as the 'charging authority', must "aim to strike what appears to the charging authority to be an appropriate balance between:
 - Meeting all or part of the infrastructure funding gap; and
 - The potential impact of CIL upon the economic viability of development across its area.
 - (ii) CIL Regulations state that CIL should not be overly complex. CIL is charged on additional floor space per square metre. Some developments in Wiltshire will be mixed-use schemes on sites with existing floor space and a wide variety of charges would make CIL calculation and collection more difficult.
 - (iii) CIL rates must be justified by an objective viability assessment: They cannot be based on wanting to encourage or restrict certain development types or promote specific regeneration locations. In other words, it must be based on economic viability and not on a particular policy stance.
 - (iv) Unlike Section 106 agreements, the CIL Regulations do not allow for CIL to be easily waived or re-negotiated on a site to site basis. It is a charge on the land and if it makes development unviable then the development may not go ahead. Therefore, authorities should not set CIL rates that are at the ceiling of what is considered viable for the majority of their development sites.
12. In summary, the key messages from the government on setting CIL rates are:
- (i) CIL is pro-growth – it should have a positive economic effect on development across Wiltshire.
 - (ii) Whilst the CIL rate needs to be informed by viability evidence, the Council must use its judgement to set an appropriate rate based upon Wiltshire's circumstances.
 - (iii) The CIL rate should not be based upon policy drivers - e.g. they cannot be used to incentivise development in particular localities.

- (iv) The guidance recognises that some individual developments may be unviable because of CIL and that the charging authority cannot rely on 'exceptional circumstances' relief.
13. The Charging Schedule will be subject to independent examination and will need to demonstrate that:
- (i) The charging authority has complied with the required procedures set out in the Planning Act 2008 and CIL Regulations.
 - (ii) The charging authority's draft Charging Schedule is supported by background documents containing appropriate available evidence.
 - (iii) Evidence has been provided that shows the proposed rate would not put at serious risk overall development in the area.

Consultation

14. At this stage, the consultation should focus on the proposed rates of CIL to be charged on different forms of new development and not on how CIL is to be spent. The Localism Act specifies that a 'meaningful proportion' of CIL is to be allocated to communities to spend on infrastructure in their area. Further guidance from Government is anticipated in the autumn
15. It is proposed to publish the Preliminary Draft Charging Schedule and supporting documents for a period of six weeks in accordance with the Council's Statement of Community Involvement and statutory requirements. Supporting documents will include an 'Easy Guide to CIL' (two page leaflet to explain CIL in clear and simple terms) and technical information outlining the evidence underpinning the proposed rates.
16. Consultation is proposed to take place between 1 October and 12 November 2012 and involves:
- (i) Letter or email providing notification of the consultation and a copy of the Preliminary Draft Charging Schedule to the consultation bodies specified in the CIL Regulations 2010 (i.e. town and parish councils, neighbouring authorities and responsible regional authority).
 - (ii) Electronic notification to consultees registered on the Council's online consultation portal and emails/ letters to targeted consultees, such as developers, property agents and landowners.
 - (iii) Publication of an advertisement in local newspapers throughout Wiltshire, the Parish Newsletter and the Wiltshire Magazine.
 - (iv) Notification distributed via the Area Board networks.
 - (v) Consultation documents being made available for viewing at the main Council offices in Chippenham, Devizes, Salisbury and Trowbridge and libraries.
 - (vi) Online publication on the Council's website and consultation portal.
 - (vii) A workshop with commercial and residential developers, property agents and landowners to discuss the implications of the proposed rates of CIL.

Next steps

17. Following the consultation, responses will be considered in order to determine whether any changes are required to the Preliminary Draft Charging Schedule. A Charging Schedule and a consultation report detailing how responses have been taken into account will be submitted to Cabinet in December for approval. Consultation on a final draft Charging Schedule is programmed to take place early 2013 before it is submitted for examination.

Environmental and Climate Change Considerations

18. The emerging Wiltshire Core Strategy sets out the growth and distribution of new development to be built in Wiltshire up to 2026. Growth has implications for the social, economic and physical environment. CIL will help fund the infrastructure required to support sustainable development.

Equalities Impact of the Proposal

19. The Wiltshire CIL Charging Schedule will enable the Council to collect contributions from new development to support a wide range of infrastructure needs across the county. The consultation process aims to ensure that everyone has the opportunity to comment on the Preliminary Draft Charging Schedule.

Risk Assessment

20. It is considered that starting to prepare for CIL implementation at this stage is essential to reducing the risks of not being ready to collect CIL by April 2014 when Section 106 agreements will be restricted to site-specific charging and limited to five pooled contributions. See *Financial Implications* for further details.
21. A delay in the adoption of the Wiltshire Core Strategy could delay the adoption of CIL for Wiltshire.
22. If the right balance is not struck between funding infrastructure and the impact on development either development could be made unviable by high CIL rates or insufficient funds raised to deliver the infrastructure necessary to support growth if the rates are too low; although it should be noted that CIL only provides part of the funding mechanisms for development.

Financial Implications

23. The cost of preparing the CIL Charging Schedule was planned for in the 2012/13 budget. The timeline and associated costs for the independent examination and adoption will fall in financial year 2013/14 and will be subject to consideration during the budget setting process for 2013/14.
24. Under the charging proposals going to consultation the projected income generated from CIL receipts over the plan period of the Core Strategy, up to 2026, is estimated to be circa £57 million. This initial calculation is based only on residential development likely to come forward during the plan period and excludes retail and other uses. It is difficult to predict a more accurate figure for CIL receipt. Many local authorities intend to review their CIL rates after three to

five years to allow them to respond to changing market conditions. Any changes to the CIL rates would have to undergo consultation and examination.

25. Adoption of a Charging Schedule will present the Council with the opportunity to secure CIL funding for infrastructure to support the delivery of new housing and other forms of development across Wiltshire.
26. There may be the expectation within local communities that CIL will deliver significantly more funding than actually can be collected if development is to remain viable. CIL and Section 106 combined should bring more than Section 106 alone; however, in the current economic climate there is only so much additional funding that can be secured.

Legal Implications

27. In accordance with the Planning and Compulsory Purchase Act 2004, the Council has a statutory duty to plan for infrastructure delivery, which has been reinforced through the National Planning Policy Framework and Localism Act. The CIL Regulations 2010 (as amended 2011) introduced legal restrictions on the use of Section 106 agreements to secure developer contributions towards the funding of infrastructure. From April 2014 (or upon local adoption of CIL), Section 106 agreements will be largely restricted to site-specific infrastructure and affordable housing. While there is no legal obligation to introduce a CIL Charging Schedule, CIL will largely be the only means of pooling contributions from new development towards infrastructure after April 2014.
28. The Council has a duty to engage with the public at this stage of preparing a CIL Charging Schedule, as required by Regulation 15 of the CIL Regulations 2010 (as amended 2011). The consultation has been designed in accordance with the Council's Statement of Community Involvement and these legal requirements.
29. The Council also has a duty to co-operate with other local authorities and relevant organisations in the production of planning policy documents. Regulation 15 of the CIL Regulations 2010 specifies that the Council, as charging authority, must send a copy of the preliminary draft Charging Schedule to, and invite representations from, each of the consultation bodies, as defined by Regulation 15(3), which includes neighbouring authorities.

Options Considered

30. The options considered are set out in the Viability Study. Of particular importance to Wiltshire is the consideration around residential developments. For residential developments, the Council has the option of setting different rates in different parts of Wiltshire. However, the areas to which the rates apply are based on an examination of house values within settlements, which are not necessarily adjacent to one another and do not relate to easy recognisable boundaries (e.g. Community Areas, Housing Market Areas) requiring arbitrary ones to be established.
31. Differential rates would optimise the income for infrastructure and are progressive in the sense that the most profitable developments would pay. However, such a system would be more complex to operate potentially off-

putting to developers. The greater the complexity, the more likely it is to require greater justification through the evidence.

32. The option of differential rates also has to be considered alongside the potential income that would be secured. The evidence developed to date shows that the limited additional income gained from introducing differential rates is outweighed by the complexity of its implementation. Therefore, the best option would be to go for a single, flat rate of CIL.
33. While the Viability Study shows that a CIL rate of £70 per sq m could be charged on new retail development in a number of town centres, the same considerations apply in terms of differential rates as for residential development. As such, for the purposes of simplicity a flat rate of £0 per sq m is proposed for new retail development other than 'retail warehouse, supermarkets and similar developments', where £175 per sq m can be justified.

Conclusions

34. Publication of the Preliminary Draft Charging Schedule for an initial stage of consultation for six weeks starting in October will help to ensure that Wiltshire can adopt a CIL Charging Schedule within the current LDS timetable by summer 2013. This will ensure that the Council, within viability constraints, can maximise developer contributions for infrastructure.

Alistair Cunningham
Service Director for Economy and Regeneration

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Date of report: 30 August 2012

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

None

Appendices:

Appendix 1 - Preliminary Draft Charging Schedule
Appendix 2 - Executive Summary, Community Infrastructure Levy: Viability Study

Anyone wishing to obtain further information in relation to the preparation of Wiltshire's CIL should direct their enquiries to CIL@wiltshire.gov.uk

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Wiltshire Council Community Infrastructure Levy (CIL)
Preliminary Draft Charging Schedule
August 2012

Name of charging authority	Wiltshire Council
Rates (£m²) at which CIL is to be chargeable	CIL will be charged in Pounds Sterling (£) per square metre according to the type of development as set out in <i>Table 1</i> in this Schedule.
How the chargeable amount will be calculated	<p>The chargeable amount is calculated in accordance with Regulation 40 of The Community Infrastructure Regulations 2010 as follows:</p> $\frac{\text{CIL Rate (£)} \times \text{Chargeable Amount (m}^2\text{)} \times \text{RICS All-In Tender Price Index (at date of planning permission)}}{\text{RICS All-In Tender Price Index (at date of implementation of the Charging Schedule)}}$ <p>Where there is more than one use class on a development, the chargeable amount in each use class is calculated separately and then added together to provide the total chargeable amount.</p> <p>The <u>CIL Rate</u> (£ per m²) is the applicable rate from <i>Table 1</i> in this Schedule.</p> <p>The <u>Chargeable Amount</u> (m²) is the gross internal floorspace of the development minus the gross internal floorspace of any existing buildings that are going to be demolished, providing that they have been in continuous lawful use for at least six months in the past 12 months (Regulation 64). The chargeable amount should be broken down by use class.</p> <p>The <u>RICS All-In Tender Price Index</u> (%) is an annually updated measure of inflation published by the Building Cost Information Service of the Royal Institute of Chartered Surveyors (RICS). It ensures that the time between the grant of planning permission and commencement of development is taken into account.</p>
Further Information	<p>This summary does not take account of every aspect of the CIL Regulations. Further information on CIL, the consultation and next steps is available from the main Council offices in Trowbridge, Chippenham and Salisbury or the Council's website at www.wiltshire.gov.uk/communityinfrastructurelevy.</p> <p>Alternatively, please email: CIL@wiltshire.gov.uk or telephone 01225 713223.</p>

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

Table 1 – CIL Charging Rates (£/m²)

Statutory Compliance

This preliminary draft charging schedule was approved by the Council's Cabinet on 10 September 2012 and published in accordance with the Community Infrastructure Levy Regulations 2010 (as amended 2011) and Part 11 of the Planning Act 2008.

In setting CIL rates, the Council has struck an appropriate balance between:

- a) the desirability of funding from CIL in whole or part the estimated total cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding; and
- b) the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.

The Council has taken into account the administrative expenses in connection with CIL and the extent to which these will be funded from CIL. As set out in the CIL Regulations, the Council will use 5% of CIL receipts towards administrative expenses.



Community Infrastructure Levy: Viability Study

Prepared for
Wiltshire Council

August 2012

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Appendices

Appendix 1	Private residential sales values
Appendix 2	Residential appraisal results
Appendix 3	Commercial appraisal results

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1 Executive Summary

- 1.1 This report tests the ability of a range of development types throughout the County of Wiltshire to yield contributions to infrastructure requirements through the Community Infrastructure Levy ('CIL'). Levels of CIL have been tested in combination with the Council's other planning requirements, including the provision of affordable housing.

Methodology

- 1.2 The study methodology compares the residual land values of a range of generic developments to a range of benchmark land values. If a development incorporating a given level of CIL generates a higher value than the benchmark land value, then it can be judged that the proposed level of CIL will be viable.
- 1.3 The study utilises the residual land value method of calculating the value of each development. This method is used by developers when determining how much to bid for land and involves calculating the value of the completed scheme and deducting development costs (construction, fees, finance and CIL) and Developer's profit. The residual amount is the sum left after these costs have been deducted from the value of the development, and guides a Developer in determining an appropriate offer price for the site.
- 1.4 The housing and commercial property markets are inherently cyclical and the Council is testing its proposed rates of CIL at a time when values have fallen below their peak but have subsequently recovered to some degree. Despite this recovery, there is some uncertainty as to the likely short term trajectory of house prices. We have allowed for this by running a sensitivity analysis which inflates sales values by 10% and build costs by 5%. This analysis is indicative only, but is intended to assist the Council in understanding the levels of CIL that are viable in today's terms but also the impact of changing markets on viability. We have also tested a fall in sales values of 5%, to enable the Council to take a view on the impact of any adverse movements in sales values in the short term. Our commercial appraisals incorporate sensitivity analyses on rent levels and yields.

Key findings

- 1.5 The key findings of the study are as follows:
- The results of this study are reflective of current market conditions, which are likely to improve over the medium term. It is therefore important that the Council keeps the viability situation under review so that levels of CIL can be reviewed, if necessary, to reflect any future changes.
 - The ability of **residential schemes** to make CIL contributions varies depending on area, the current use of the site and the need to strike a balance between funding for infrastructure and the delivery of affordable housing. Having regard to these variations in sales values and existing use, and the impact of varying CIL rates on affordable housing delivery, residential schemes should be able to absorb a **maximum** CIL rate of between £100 to £200 per square metre, depending on the settlement. CLG guidance requires that charging authorities do not set their CIL at the margins of viability. Other authorities have set their rates at a discount to the maximum rate, with discounts ranging from circa 30% to 50%. The maximum rates shown in Table 1.5.1 below take a broad view across our appraisal results and are pitched at a level that optimises affordable

housing delivery. The full results are shown in tables 6.7.1 to 6.7.5 and we have exercised a degree of judgement in distilling these results into the maximum rates shown in Table 1.5.1. For example, we have arrived at a maximum rate of £160 per sqm for Settlement Category 2 because this would still allow at least 20% affordable on sites in former employment use (and 40% on greenfield sites). A maximum CIL rate of £120 per sqm would allow developments in Settlement Category 3 to provide between 20% and 30% affordable housing on greenfield sites. A maximum CIL rate of £100 per sqm would allow developments in Settlement Category 4 to provide at least 20% affordable housing on greenfield sites. The Council may, of course, decide that a different prioritisation between affordable housing and CIL is appropriate.

Table 1.5.1: Maximum CIL rates – residential

Settlement Categories	Maximum CIL indicated by appraisals (£s per sqm)
Category 1 Marlborough & surrounding area, including Pewsey	£200
Category 2 Bradford upon Avon, Salisbury, rural villages south of Salisbury, Wilton and Chippenham	£160
Category 3 Corsham, Amesbury, Devizes and surrounding villages	£120
Category 4 Melksham, Trowbridge, Westbury, Dilton Marsh, Calne and Warminster	£100

- Our understanding is that the bulk of development is expected to come forward in Settlement categories 2, 3 and 4. In light of this expectation, the Council may wish to consider adopting a single charge across the County at £70 per square metre, as the loss of potential income from Settlement Category 1 will be limited. This would also avoid the need to define a boundary for different charging zones for residential development and result in a simple structure which would be simple to implement. The settlement categories do not form continuous areas and defining appropriate boundaries would be complicated, not least by the variability of sales values on a localised basis. These factors would suggest that variable CIL rates would be difficult to implement and would, in any case, result in very little change in terms of overall CIL income.
- Inevitably, affordable housing delivery on individual schemes may need to be adjusted to accommodate CIL contributions (as is the case now with Section 106 obligations). On sites with lower sales values, the proportion of affordable housing is likely to be lower than on sites with higher sales values. However, as sales values increase, viability of developments on the lower value sites will improve; additional value generated can then be used to provide higher levels of affordable housing, in addition to CIL contributions.
- Whilst the maximum rates are higher than the proposed rates, the buffer will help to mitigate a number of risk factors (primarily the potentially adverse impact on land supply of setting the rates at a high level and 'shocking' the market). However, there is no prescribed percentage buffer and this is entirely a matter for the Charging Authority's judgement.

- Our appraisals indicate that, at the current time, **office, industrial and warehouse** developments are unlikely to be sufficiently viable to absorb CIL contributions. We would therefore suggest a nil rate on these types of development.
 - Residual values generated by **Retail developments in the main shopping centres (Trowbridge, Chippenham, Salisbury, Marlborough and Bradford upon Avon)** are higher than current use values. However, to a degree retail development will involve the re-use of existing retail space, so the difference in value between current and newly developed space is modest in areas where rents are low. Our appraisals indicate that the development of new retail space is sufficiently viable to absorb CIL. We recommend a rate of £175 per square metre, which will allow for a substantial buffer below the maximum rate. Outside these town centre areas, in district centres in these settlements and in town/district centres in other settlements across the county, our appraisals indicate that new retail development (excluding retail warehouses, supermarkets and similar developments) is unlikely to be sufficiently viable to be capable of absorbing a CIL contribution.
 - **Retail warehouse, supermarket** and similar developments are viable throughout the County and could also absorb a CIL contribution. Allowing a buffer below the maximum rates indicated by our appraisals, we would recommend a rate of £175 per square metre.
 - **Student housing** (C2) in the County generates sufficient surplus residual values to absorb a CIL of up to £142 per square metre. After allowing for a buffer for site-specific factors, we suggest a rate of £70 per square metre.
 - **Hotel developments** are able to absorb a maximum CIL of £253 per square metre when built on low values sites. After allowing a buffer for site-specific factors, we suggest a rate of £70 per square metre.
 - **D1 and D2** uses often do not generate sufficient income streams to cover their costs. Consequently, they require some form of subsidy to operate. This type of facility is very unlikely to be built by the private sector. We therefore suggest that a nil rate of CIL be set for D1 and D2 uses.
- 1.6 Tables 1.6.1 and 1.6.2 provide two options on CIL rates that the Council may wish to consider. These rates combine the benefits of a simple structure with optimisation of infrastructure funding.

Table 1.6.1: Proposed CIL rates – Option 1

Development type	CIL Charge £/sq m
Residential	£70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon;	£70
Retail warehouse and superstore development across the County;	£70
Student housing and hotels	£70
All other uses	£0

Table 1.6.2: Proposed CIL rates – Option 2

Development type	CIL Charge £/sq m
Residential	£70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon;	£70
Retail warehouse and superstore development across the County;	£175
Student housing and hotels	£70
All other uses	£0

Wiltshire Council

Cabinet

10 September 2012

Subject: Council Involvement in the Swindon and Wiltshire Local Nature Partnership

Cabinet Member: Councillor Toby Sturgis - Cabinet Member for Waste, Property, Environment and Development Control Services

Key Decision: No

Executive Summary

The UK Government has set out its national policy to protect and enhance our natural environment for future generations through its recent White Paper, which included a commitment to establish a national network of Local Nature Partnerships (LNPs). The Wiltshire and Swindon LNP has formed over the past 12 months and was officially recognised by Richard Benyon in July 2012. This proposal updates the Council on the significance of the Wiltshire and Swindon LNP for the Council's business and requests its support in the establishment and ongoing work of the partnership.

Proposals

Cabinet is requested to:

- (i) Receive this update on the emerging Wiltshire and Swindon LNP.
- (ii) Agree representation of Wiltshire Council on the LNP Board by Cllr Toby Sturgis.
- (iii) Agree to redirect funding from the Wiltshire Biodiversity Action Plan to the Wiltshire and Swindon LNP.
- (iv) Agree to replacement of the Wiltshire Environmental Alliance by the Wiltshire and Swindon LNP, subject to consensus by the wider Wiltshire Assembly.
- (v) Support the work of the Wiltshire and Swindon LNP and give due consideration to its advice on environmental matters.

Reason for Proposals

DEFRA has strongly suggested that successful LNPs must have local authorities as part of their core membership in order to influence key strategic decision making. Wiltshire Council's input will be critical for the effective operation of the Wiltshire and Swindon LNP.

Alistair Cunningham
Service Director for Economy and Regeneration

Wiltshire Council

Cabinet

10 September 2012

Subject: Council involvement in the Swindon and Wiltshire Local Nature Partnership

Cabinet Member: Councillor Toby Sturgis - Cabinet Member for Waste, Property, Environment and Development Control Services

Key Decision: No

Purpose of Report

1. Following the Government's recent White Paper on the environment, the Department for Environment Food and Rural Affairs (DEFRA) is in the process of establishing a national network of Local Nature Partnerships (LNPs). Agreement is sought for Wiltshire Council to support the recently established Wiltshire and Swindon LNP.

Background

Role of the Local Nature Partnerships

2. In June 2011 the UK government published the Natural Environment White Paper, which included a key commitment to '*establish Local Nature Partnerships to strengthen local action*'. The White Paper set out the main purposes of the LNPs to:
 - enable local leadership which may operate across administrative boundaries
 - raise awareness about the services and benefits of a healthy natural environment
 - contribute to the green economy and complement Local Enterprise Partnerships
3. DEFRA subsequently clarified their ambition that LNPs will help their local area to manage the natural environment as a system and to embed its value in local decisions for the benefit of nature, people and the economy. To do this effectively they will need to be self-sustaining strategic partnerships of a broad range of local organisations, businesses and people with the credibility to work with, and influence, other local strategic decision makers.

Development of the Wiltshire and Swindon LNP

4. In July 2011, following discussions with the local authorities and environmental stakeholders, Wiltshire Wildlife Trust submitted an application to DEFRA for capacity funding to develop a joint Wiltshire and Swindon LNP. The bid was successful and DEFRA awarded £20,000 to support the development of a

Wiltshire and Swindon LNP, and the preparation of an application to be formally established as a LNP. In October 2011 a LNP Steering Group was established and in January 2012 a full-time Wiltshire and Swindon LNP Development Officer was employed on a six month contract. The Steering Group set up to develop the application included the Council's Service Director for Economy and Regeneration (Alistair Cunningham).

5. Two workshops have been run during 2012 to identify the main challenges and opportunities for the natural environment in Wiltshire and discuss a governance structure for the emerging LNP. The workshops were well attended by a wide range of stakeholders, including representatives from Wiltshire Council, and identified the main relevant issues as set out in **Appendix A**. The LNP Development Officer has also met with a range of individuals and organisations.
6. An application to become officially recognised as a LNP was submitted to DEFRA at the end of May, and the LNP was officially recognised by the UK government in July. The first LNP board meeting is scheduled for 19 September, 2012.

Main Considerations for the Council

Representation of Wiltshire Council on the LNP Board

7. DEFRA has made it clear that local authorities will have a key role to play in LNPs, particularly through its influence in strategic decision and policy making. This has been recognised by the LNP from the beginning of the process, with both Wiltshire and Swindon Councils being involved in decision making from an early stage.
8. The structure and governance of the LNP has been discussed and agreed (see **Appendix B**). It is proposed that it would be made up of a board to provide strategic leadership. This board would be made up of approximately 12 members representing different sectors, including environment, economy, health and wellbeing, agriculture, education, community, military and youth.
9. The Council is requested to confirm that Cllr Toby Sturgis would represent Wiltshire Council on the LNP Board. As Cabinet Member for Waste, Property, Environment and Development Control Services Cllr Sturgis is well placed to represent the views of the Council on environmental matters and already represents Wiltshire Council in a number of other environmental partnerships.

Funding for the Wiltshire and Swindon LNP

10. It is intended that the LNP will become self-sustaining over time by drawing down funding from a wide range of sources, generating income through social enterprise schemes, fee earning work and through support from its partners. Core funding required to ensure the full establishment and effective operation of the LNP, particularly the role of the Secretariat, will initially need to be provided by the two local authorities. Longer-term funding mechanisms to resource delivery work will be developed during the first 12 months of the partnership being established.

11. It is proposed that Wiltshire Council uses £21,900 of current funding to Wiltshire Wildlife Trust to resource the role of the Secretariat to the Wiltshire and Swindon LNP. This money would be redirected from the following existing budgets:
 - £12,500 previously used to part-fund (with Swindon Borough Council) a fixed term Biodiversity Action Plan (BAP) Officer post (contract ending Sept 2012).
 - £9,400 previously used to provide a core grant to Wiltshire Wildlife Trust.
12. Swindon Borough Council has also agreed to part fund the LNP Secretariat to the value of £13,600.

Role of the Wiltshire and Swindon LNP in the Wiltshire Assembly

13. There are considerable similarities between the aims and scope of the emerging LNP and those of the established Wiltshire Environmental Alliance (WEA), which currently forms part of the family of partnerships which report to the Wiltshire Assembly (see **Appendix C**). The WEA meets regularly and Wiltshire Council is represented by Cllr Toby Sturgis (as vice-chair) and a number of relevant officers. Many of the same individuals on the proposed LNP board also currently attend the WEA.
14. In order to avoid duplication of effort, a number of shadow board members have suggested that the WEA be replaced by the LNP. This would involve the LNP becoming part of the family of partnerships and taking responsibility for helping to deliver relevant objectives and actions within the Wiltshire Community Plan 2011-2026.
15. Although the replacement of the WEA by the LNP will also require agreement from the wider partners, confirmation is requested from Cabinet that it supports this course of action.

General Support of the Wiltshire and Swindon LNP

16. DEFRA has confirmed that they intend the LNPs to have an advisory role, providing a clear voice on environmental issues. The government has also committed that the new 'duty to co-operate' will also extend to LNPs, placing a duty upon local authorities to 'have regard' to the advice of the LNP. The National Planning Policy Framework also sets out a number of obligations for local planning authorities to work with LNPs in drawing up their local plans.
17. The application for the Wiltshire and Swindon LNP clearly set out an ambition to establish the partnership's credibility and to engage and collaborate with a wide range of senior decision makers, which are likely to include departments and councillors from across the Council's business.
18. Although the duty to co-operate will introduce a statutory obligation to have regard to the work of the LNP, further support for the LNP through positive engagement on environmental issues is requested going forward.

Environmental and Climate Change Considerations

19. The Wiltshire and Swindon LNP should help to provide a co-ordinated and clear voice on environmental issues, helping to ensure that more sustainable choices are made for Wiltshire's environment and helping to focus resources on the most relevant issues. It is considered that the Council's support for the LNP (as set out in this proposal) will be fundamental for its success and will ultimately provide benefits for environmental and climate change issues.

Equalities Impact of the Proposal

20. The membership of the LNP will be as broad as possible in order to represent all relevant interests in the environment. A communications strategy is being drawn up to ensure that all relevant individuals and groups have an opportunity to input. The proposal therefore does not impact upon equality and inclusion.

Risk Assessment

21. The risks associated with redirecting funding towards the LNP have been considered. The money formerly used to part fund the BAP Co-ordinator post employed by Wiltshire Wildlife Trust will no longer be required as biodiversity activities will be largely co-ordinated by one of the LNP working groups. The current co-ordinator is employed on a temporary contract which is due to terminate at the end of September 2012; therefore, there will be no severance costs for terminating the position. The Wiltshire BAP has also recently been reviewed to become a more free-standing framework, with less emphasis on the need for constant target setting and monitoring. Discussions have also been held with Wiltshire Wildlife Trust about targeting the funding from their core grant towards the provision of the LNP Secretariat; they are satisfied that this is possible without any threat to their core business, and are willing to contribute towards the LNP in this respect. Wiltshire Council will continue to fund other aspects of Wiltshire Wildlife Trust's work relevant to the Council's business through a Service Level Agreement.
22. The possibility of conflicts of interests may arise as the LNP will be advising on a wide range of issues, particularly through the duty to co-operate, which may impact upon the interests of the partner organisations e.g. local authority statutory interests on planning matters, or a power company's commercial interests in renewable power. It will be necessary for board members to declare their interests in any such formal statements and they may not be involved in their preparation, subject to the Terms of Reference for the board (draft Terms of Reference are included in **Appendix D**).

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

23. If Wiltshire Council does not support the establishment and ongoing work of the Wiltshire and Swindon LNP it is unlikely that the partnership would become fully established. Without an effective LNP public and private sector organisations in Wiltshire are likely to make considerably less sustainable decisions, resulting in higher environmental impacts and degrading of our natural environment. Such damage to the environment will ultimately be paid for by future generations.

24. There would be a clear reputational risk to the Council if it chose not to support the Wiltshire and Swindon LNP. There is an expectation from DEFRA that local authorities will support their relevant LNPs and indeed this support has been observed elsewhere across the country. The decision to withdraw support for the LNP would probably attract media attention and could potentially send out the message that Wiltshire Council is unsupportive of environmental initiatives and partnerships.
25. DEFRA may also use the LNPs to channel resources and future funding opportunities, as the Local Enterprise Partnerships are currently doing for funding streams such as the Regional Growth Fund. Without an effective LNP Wiltshire could potentially miss out on similar funding opportunities for environmental initiatives.

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

26. Any risks to the Council associated with the proposed decision are low and could be avoided for the reasons set out in the risk assessment above (Paras. 21-22).

Financial Implications

27. The proposals include redirecting existing budgeted funds towards the LNP at no additional cost to the Council (see Para. 11 above).

Legal Implications

28. As this is a strategic partnership involving a number of different community and business groups it is essential that there are signed documents that clearly set out robust governance arrangements in place for this partnership.
29. These documents should include, partner responsibilities and monitoring, reporting to partners, member responsibilities, any partner staff protections (if applicable), dispute resolution between partners, and what will happen on failure of the partnership.
30. Therefore, there should be legal services involvement either in the drafting or checking of all proposed governance documents before signing.

Options Considered

31. The alternative of not supporting the Wiltshire and Swindon LNP has been rejected for the reasons set out in Para. 23-25.

Conclusions

32. In conclusion, it is recommended that the Council support the establishment and work of the emerging Wiltshire and Swindon LNP. The partnership will benefit Wiltshire's natural environment and the sustainability of decision making in the county.

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Background Papers

- UK Government (2011) *The Natural Choice: Securing the Value of Nature*
<http://www.defra.gov.uk/environment/natural/whitepaper/>
- DEFRA (2012) *An Overview of the Local Nature Partnership Role*
<http://www.archive.defra.gov.uk/environment/natural/documents/local-nature-partnerships->

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

Wiltshire and Swindon Local Nature Partnership application

Appendices

Appendix A - Main issues arising from the LNP Workshops

Appendix B - Proposed Structure and Membership of the Wiltshire and Swindon LNP

Appendix C – Draft Wiltshire Strategic Structure

Appendix D – Draft Terms of Reference for the LNP board

MAIN ISSUES ARISING FROM THE LNP WORKSHOPS

The LNP workshops identified a number of problems facing the natural environment in Wiltshire, which it is anticipated that an LNP could help to address:

- Lack of strategic leadership for the natural environment
- Poor understanding of natural environment and the services it provides, including economic values
- Lack of coherent communication within and between sectors
- Lack of funding
- Insufficient data
- Sustainable food production/CAP reform
- Adaptation to climate change
- Wiltshire's high ecological footprint per capita
- Water resource management e.g. over-abstraction
- Social wellbeing issues e.g. high levels of obesity, mental health
- Land use planning issues
- Lack of community engagement with their local natural environment
- Not maximising benefits of the natural environment e.g. tourism
- Air quality concerns

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PROPOSED STRUCTURE AND MEMBERSHIP OF THE WILTSHIRE AND SWINDON LNP

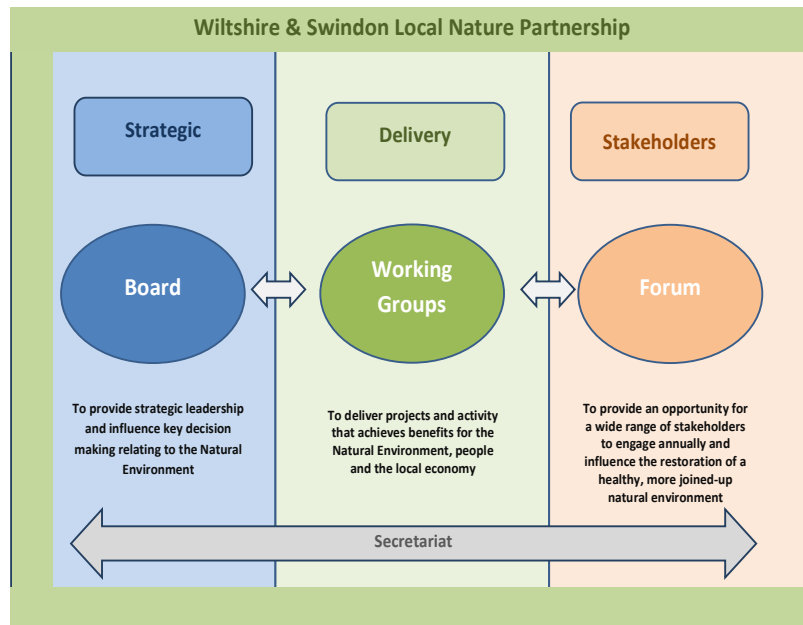


Figure 1 – Structure of the Wiltshire and Swindon LNP

Board members would be expected to:

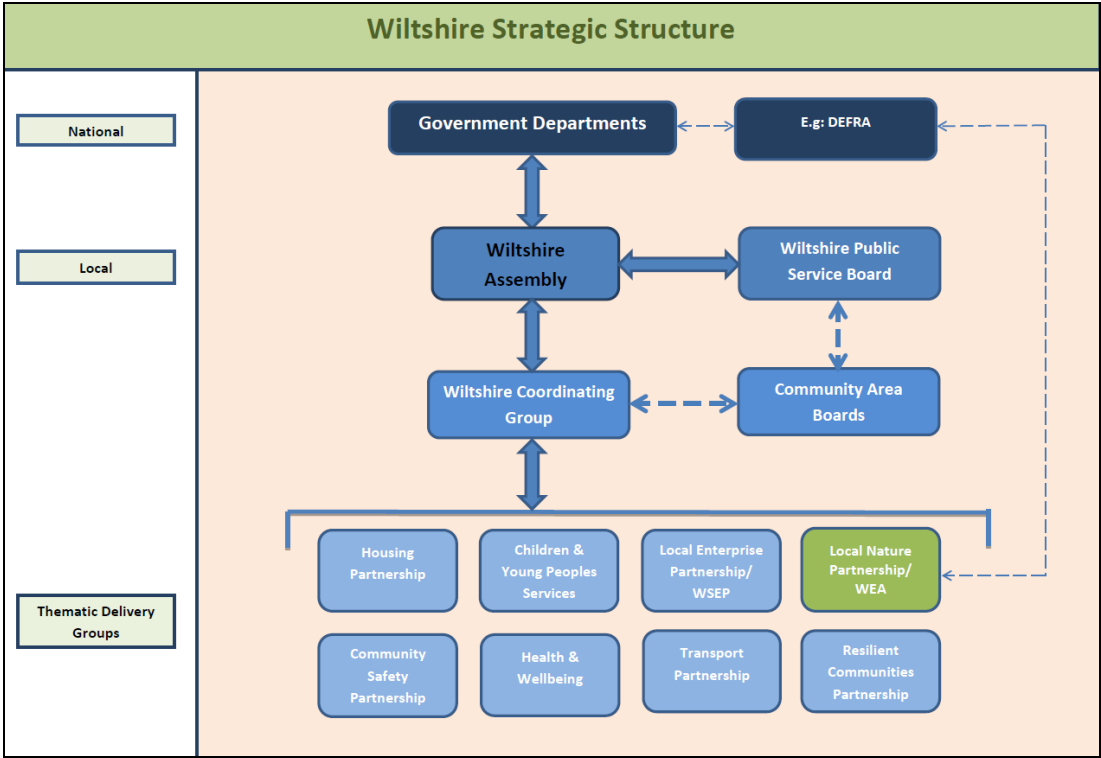
- Champion the work of the Board, its objectives, outcomes and results to relevant partners, organisations, networks and business organisations raising the profile of the natural environment across sectors;
- Actively seek to promote the interests of the LNP at key opportunities to influence government and business, with the broad aim of securing investment in the natural environment and recommending policy where necessary;
- Provide strategic input to the Board on key decisions regarding local planning and development initiatives contributing clear and informed view of the strengths, weaknesses, opportunities and threats facing the natural environment on a local level;
- Contribute to the development of an innovative, effective and sustainable LNP vision and work plan, helping to establish short, medium and long-term objectives;
- Actively seek funding to support task and finish groups that address the key priorities outlined in the LNP Vision that will support and restore the natural environment, providing a lead for specific working groups or providing direct support to a LNP focused project;

- Provide knowledge and skills in one or more sector, being fully accountable for the wider interests of that sector being represented, show a broad understanding of the issues that need to be prioritised;
- Ensure the views from the wider forum are represented and taken into account during key decision making to deliver integrated benefits;
- Monitor and evaluate the effectiveness the LNP to ensure the LNP provides added benefit to the Natural Environment;
- Adhere at all times to high standards of ethics and governance in public life.

The current list of shadow board members and the organisations / partnerships that they will represent are as follows:

- Rod Bluh - Leader of Swindon Borough Council
- Toby Sturgis - Wiltshire Council Cabinet Member
- Fleur de Rhe-Philippe - Swindon and Wiltshire LEP
- Maggie Rae - Corporate Director of Public Health
- Gary Mantle - Director of Wiltshire Wildlife Trust
- Hugo Brooke - Trustee of Butterfly Conservation
- James Sheppard - Deputy Chair of Wiltshire NFU/ Wiltshire farmer
- Person (TBC) - Community First
- Bill Dowling - Military Civilian Integration Officer, MoD
- Dr. Steve Waygood, RWE npower, Head of Environment and Chemistry
- Sabrina Morice-Broom - Wiltshire Assembly of Youth (WAY)
- Gerry Hamersley - Non- voting representative for Defra

DRAFT WILTSHIRE STRATEGIC STRUCTURE SHOWING THE ROLE OF THE LOCAL NATURE PARTNERSHIP (LNP) AND WILTSHIRE ENVIRONMENTAL ALLIANCE (WEA)



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Wiltshire & Swindon Local Nature Partnership Board

Draft Terms of Reference¹

1. Purpose of the LNP Board

It is important that the LNP Board is representative of a diversity of sectors and is able to collectively take a strategic overview of sustainable development priorities, with the natural environment at the heart of their decision making. The board will need to integrate new thinking on the value of the natural environment and the services it provides, into the work of other organisations and agencies.

The Board will require influential strategic thinkers. Their role will be to agree the vision and objectives of the LNP and ensure that this vision is communicated to wider decision makers across a diversity of sectors.

The Board will provide the strategic direction for the LNP, initiating action and delivery through the working groups (supported by the secretariat). It will agree short, medium and long term priorities and objectives of the LNP. The Board will monitor progress achieved against the agreed objectives. It will also provide guidance and advice on securing funding to deliver agreed priorities.

In summary:

- Bring together a diverse range of individuals, businesses and organisations at a local level to create a vision and a plan of action of how the natural environment can be taken into account in decision making.
- To ensure that the natural environment of Wiltshire and Swindon is preserved and enhanced as a result of sustainable development.
- To understand the natural environment and the challenges facing the restoration and enhancement of biodiversity across Wiltshire and Swindon.
- To provide advice and guidance to the LEP promoting the natural environmental contribution to sustainable development.
- To take a strategic view on the restoration of ecological networks, and the preservation of ecosystem services and function.
- To develop a plan for the restoration of ecological networks based on a landscape scale approach.
- To promote and develop in conjunction with the LEP a Green Growth Strategy.
- To develop and promote the principle of 'A Natural Health Service' working alongside the PCT, facilitating the health benefits derived from access the natural environment.
- To identify bold and innovative solutions to help the natural environment achieve the objectives set by the LNP.
- To identify ways of funding those solutions.

¹ Final Terms of Reference are to be agreed by the board during the first meeting of the board on 19th September, 2012.

- To seek to influence government policy at all levels to address the actions needed to achieve the best potential outcome for a sustainable natural environment.

2. Representation of the LNP Board

It is proposed that the Board comprises 12 members, including a chair with each member agreeing to represent a sectoral interest and/or geographical area, not a single organisation. To ensure that this is achieved Board members should be at a senior level within their organisation and have sufficient experience to represent multiple interests. Board members representing Government agencies and funding organisations will attend meetings as non-voting observers, providing balance and perspective to local decisions.

The membership of the Board is anticipated to be as follows:

- The two local authorities representatives within the LNP area – Wiltshire and Swindon
- a conservation/NGO representative
- a farming/agricultural representative
- a business/LEP representative
- a health and wellbeing representative
- a representative from the energy sector
- a representative from the planning/development sector
- a youth representative
- a representative from a college/educational institute within the LNP area
- One representative from a Defra arm's length body – observer status
- One representative from a major funder – observer status??

3. Operation of the LNP Board

The LNP should be steered by a small, agile but representative board. It is expected that the Board will meet twice per year to set strategic direction and monitor progress. Board members should not be restricted to their individual views but those of the wider sector that they represent.

An official nomination process will be promoted in April 2012, inviting potential candidates to nominate potential members. A previously agreed committee will be responsible for appointing the Board, this committee will potentially comprise of the WSLNP Steering Group plus one independent member. The proposed Board will be confirmed in May 2012. If the application to Defra is successful then the Board would be officially invited to be established from July 2012 onwards.

The Board will be accountable to all partners at an annual LNP Forum, all major decisions such as agreeing the work plan for the next year will be approved and working groups will be given the opportunity to update the wider forum on the progression of the delivery projects.

4. Business Arrangement of the LNP Board

Board appointments:

Of the 12 Board members one person will be nominated as a Chairperson for that annual period. The Chairperson on behalf of the Board will represent the Wiltshire and Swindon LNP at national network meetings/events. The Chair will also provide guidance on behalf of the collective board to the secretariat and working groups where appropriate.

A Vice Chair will be appointed to act in the Chair's absence.

The Board will attend the biannual meetings and the annual forum on a voluntary basis.

The Board members will be expected to assist with the challenge of securing funding to sustain the LNP especially the coordination role that will play a vital role in driving forward the development and progression of the LNP.

Terms of Appointment:

Chair: 1 year plus 1 further year

Other Board members: 1 year plus 1 or 2 further years

Normal practice: 2 terms of office as a maximum

Issues that will need to be agreed though not necessarily in this document:

- Where a vote is required- simple majority with casting vote for Chair
- Quorum for meetings shall be eight Board members
- Terms of Board appointments
- Appointment (other than LA members) to be made by a nominated committee (sub set of the Board plus an independent member)

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Wiltshire Council

Cabinet

10 September 2012

**Subject: Delivering the Local Sustainable Transport Fund Project -
'Improving Wiltshire's Rail Offer'**

Cabinet Member: Councillor Dick Tonge – Highways and Transport

Key Decision: No

Executive Summary

This report seeks Cabinet's approval to proceed with the Council's Local Sustainable Transport Fund (LSTF) project, 'Improving Wiltshire's Rail Offer', following the award of £4.250 million by the Department for Transport (DfT) on 27 June 2012.

The LSTF project has three main elements and a projected total cost of £5.750 million (funded through the grant and a local contribution of £1.500 million):

- (i) Support for improved rail services on the Westbury to Swindon line.
- (ii) Interchange improvements at a number of Wiltshire's railway stations.
- (iii) Supporting smarter choices measures.

The current Great Western refranchising process complicates the delivery of the improved train service. While the service has been included as a 'priced option' in the 'Great Western Franchise Invitation to Tender (ITT)' this means that the successful bidder's proposal will not be known until probably February/March 2013. The realistic start date for the improved train service is now December 2013.

The Council has engaged with First Great Western, the franchise bidders and the DfT regarding the need to undertake any necessary preparatory work for the train service. It is considered that the Council should await the outcome of the ITT process before committing any public funds to this work; although there are risks with this approach.

A variety of complementary sustainable transport measures were included in the bid to support the improved train service, as well as current train services.

There are a number of uncertainties and risks with the project, largely as a consequence of the Great Western refranchising process. Given this, it is recommended that while Cabinet approves the commencement and delivery of the package of complementary measures, the decision to approve the required funding for the train service post-March 2015 should be deferred to a future meeting.

Proposals

That Cabinet:

- (i) Welcomes the full grant award (£4.250 million) for the Council's Local Sustainable Transport Fund bid by the Department for Transport.
- (ii) Approves the commencement and delivery of the package of complementary sustainable transport measures (£4.550 million) and delegates the management of this project to the Service Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport.
- (iii) Approves the contribution of £0.300 million from the Local Transport Plan Integrated Transport Block allocation for 2012/13 to 2014/15, the contribution of circa £0.100 million 'in-kind' officer time and the allocation of up to £1.100 million developer contributions.
- (iv) Reiterates its in-principle support for an improved TransWilts rail service.
- (v) Notes the uncertainties and risks associated with the implementation of the improved train service and requests that officers further liaise with the Department for Transport, Great Western franchise bidders and other relevant parties regarding the improved Westbury to Swindon train service, and submit a further report to a future Cabinet meeting.

Reason for Proposals

To enable the LSTF project to commence so ensuring that the programme of measures and required spend can be made in accordance with the grant award.

Parvis Khansari
Service Director, Highways and Transport

Wiltshire Council

Cabinet

10 September 2012

Subject: Delivering the Local Sustainable Transport Fund Project –
'Improving Wiltshire's Rail Offer'

Cabinet Member: Councillor Dick Tonge – Highways and Transport

Key Decision: No

Purpose of Report

1. To seek approval to proceed with the Council's Local Sustainable Transport Fund (LSTF) project, 'Improving Wiltshire's Rail Offer', following the award of £4.250 million by the Department for Transport (DfT).

Background

LSTF process

2. In January 2011, the Government issued a new White Paper on transport entitled 'Creating Growth, Cutting Carbon – Making Sustainable Local Transport Happen'. As part of this White Paper, the Government also announced the LSTF with detailed guidance being issued in February 2011. The overall purpose of the LSTF is "...to enable the delivery by local transport authorities of sustainable transport solutions that support economic growth while reducing carbon".
3. Following consultation with a number of stakeholders and other interested parties, an expression of interest for a tranche two bid was submitted to the DfT on 6 June 2011.
4. During the summer, the Council met with a number of organisations, including the DfT, to discuss the bid proposal. This resulted in the Council commissioning its term consultant, Mouchel, to develop a bid for submission by 24 February 2012. Following further engagement with key stakeholders and relevant interested parties, the Cabinet Member for Highways and Transport approved the Council's bid submission in the report 'Local Sustainable Transport Fund – Bid Application' (reference HT-006-12).
5. As set out in the bid application, the project has three main elements and a projected total cost of £5.750 million:
 - (i) Support for improved rail services on the Westbury to Swindon line.
 - (ii) Interchange improvements at Wiltshire's railway stations (see paragraph 25).

- (iii) Supporting smarter choices measures (see paragraph 25).

Table 1: LSTF spending profile

£million	2012/13	2013/14	2014/15	Total
Revenue funding bid	0.332	1.247	1.117	2.696
Capital funding bid	0.138	0.812	0.604	1.554
Local contribution	0.200	0.688	0.612	1.500
Total	0.670	2.747	2.333	5.750

6. As shown in Table 1, the total amount of funding sought from the DfT was £4.250 million with a local contribution of £1.500 million planned to be made up of a mixture of in-kind contributions, Local Transport Plan (LTP) funding and developer contributions (this is in addition to the £0.650 million the Council paid for the purchase of former railway land adjacent to Melksham station in 2009). Full details of the bid are available from:
<http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies/transportpoliciesandstrategies.htm>.
7. Following an initial DfT announcement on 24 May 2012 (where the Council's bid was placed in the category 'Projects still to be announced'), the bid was awarded full funding by the DfT on 27 June 2012. The DfT's award notification letter dated 4 July 2012 is attached at **Appendix 1**.
8. In terms of joint bids in which Wiltshire Council was a participant, the tranche one bid 'ITSO Smart Ticketing throughout all South West England' was awarded funding by the DfT in June 2011. The Council also submitted a joint tranche two bid, 'Sustainable Transport Solutions for England's Two Newest National Parks', which was led by Hampshire County Council. This was awarded £3.810 million by the DfT in June 2012. It should be noted that the Council only committed in-kind officers' time to both these joint bids.

Great Western refranchising

9. In May 2011, First Great Western (FGW) announced that it would not take up the option to extend its franchise beyond the end of March 2013 (subject to an extension of seven four-week rail periods at the Secretary of State's discretion). As a result of this decision, the DfT has commenced a franchise replacement process which is currently ongoing. As part of this process, an improved Westbury to Swindon (TransWilts) train service has been included as a 'priced option'¹ (see **Appendix 2**) in the 'Great Western Franchise Invitation to Tender (ITT)' published on 27 July 2012. In setting out the timetable for the refranchising (see Table 2), the ITT confirmed that the planned start date for the new 15 year franchise is 21 July 2013.

¹ Priced options enable bidders to submit delivery plans for specified options over and above the base franchise specification. The incremental price of each option is separately identified by each bidder with a proportion of that price (100% in the case of the TransWilts option) being added to the overall price of the base franchise specification.

Table 2: Refranchising timetable

Stage	Description	Party Responsible	Planned Date
Bid Preparation	Preparation of Bids	Bidders	July – Oct 2012
	Submission of Bids	Bidders	25 Oct 2012
Bid Evaluation & Negotiation of Bids	Evaluation of Bids, clarification, negotiation and agreement to terms of the Franchise Agreement and related documentation. Secretary of State consent to the Great Western franchise award	The Department and Bidder(s)	Oct 2012– Jan 2013
			Feb/Mar 2013
Mobilisation	Prepare for transfer of operations	Franchisee	Mar – July 2013

10. As part of the bid preparation process identified in Table 2 above, officers are meeting each of the four bidders (First Group, Arriva, National Express and Stagecoach) to discuss their bid proposals and their approach to the TransWilts 'priced option'.
11. One of the significant consequences of the refranchising process is that the Council has to liaise with FGW, as the current incumbent franchisee (which has certain contractual obligations to hand over the franchise in a fit state), to get the necessary preparatory work undertaken for a train service that will commence operation in the new franchise period.

Main Considerations for the Council

Support for an improved Westbury to Swindon train service

12. Based on engagement with FGW during the LSTF bid application process, the improved train service between Westbury and Swindon is for eight trains per day each way – approximately two hourly. The target start date for this service was May 2013.
13. As per a ministerial written statement by Theresa Villiers MP on 28 February 2011, the funding for the improved train service would need to be locally sourced for three years before the DfT would consider incorporating it within the franchise (as detailed in the DfT's 'Conditions Relating to the Funding of New or Enhanced Services Promoted by Local Bodies'). The funding for 2013/14 and 2014/15 is included within the £5.750 million rail bid. Local funding would therefore be required to support the train service from the end of the LSTF period in March 2015.
14. As part of the LSTF bid, FGW identified the following three year subsidy requirement if the train service commenced in May 2013:

Table 3: Annual subsidy requirement for Westbury to Swindon train service (2011 prices)

2013/14	2014/15	2015/16
£0.572m	£0.603m	£0.159m

Note: These figures are estimated and subject to the approval of FGW's board.

15. In line with the DfT's policy outlined in paragraph 13 and the subsidy estimate from FGW, the Council would be required to fund the train subsidy from the end of the LSTF period in April 2015 up to the end of the three year period in April 2016.
16. Given the estimated and informal nature of the subsidy figures set out in Table 3, and to restrict the Council's liability in these circumstances, the LSTF bid application specified a cap on the Council's contribution to the train service post-March 2015 of £0.250 million.
17. Subsequent to the bid application, however, it has been established through discussions with FGW that a train service start in May 2013 is unrealistic and that a more realistic start date is December 2013. This date has since been reflected in the TransWilts priced option included in the ITT (see **Appendix 2**).
18. Based on the refranchising timetable shown in Table 2, information on the successful bidder's approach to the TransWilts priced option (i.e. train service annual subsidy cost and proposed start date) will not be available until probably February/March 2013. At this point the situation regarding the rail subsidy requirement post-March 2015 should be a lot clearer, with accurate figures provided by the successful bidder. Given this, it will be necessary to submit another report to Cabinet setting out the outcome and implications of the ITT priced option process and detailing the rail subsidy requirement which will be placed upon the Council for the improved rail service.
19. It should be noted that GO-OP, a potential open access train operator, is working towards running a two-hourly service between Westbury and Birmingham (Moor Street) which could have profound implications on the TransWilts service proposal in terms of track access and timetabling. However, as stated in the LSTF bid application, should GO-OP be successful in implementing its service aspirations then it is considered that this would provide a satisfactory train service improvement. The LSTF project could then be adjusted to purely accommodate the complementary measures planned at various rail stations as the objective for an improved rail service would have been satisfied by the open access train operator. The potential change to the project will be looked at if the open access train operator bid is successful and officers will prepare a report to detail changes if this is the case.

Train service preparatory work and start up costs

20. As stated in paragraph 11, the Council has liaised with FGW, as the current incumbent franchisee, to seek to ensure that the necessary preparatory work for the improved train service is undertaken. There are three aspects to this work: rolling stock provision; timetabling and track access; and train crew recruitment and training.

21. Ahead of the Council submitting its LSTF bid application, FGW sent a confidential letter to the DfT setting out three different options for sourcing the additional rolling stock that would be required to operate the improved train service between Westbury and Swindon. While the DfT did not separately appraise the options, it did consider that FGW had sufficient plans in place in relation to rolling stock.
22. In a subsequent meeting, however, FGW has stated that it would now not be able to provide the required rolling stock and that it would be up to the new franchisee to source this rolling stock. More recent engagement with two of the franchise bidders has suggested that while the procurement of rolling stock is a challenge, they would seek to develop workable solutions for a December 2013 train service start. Officers are currently seeking clarification from the DfT concerning these rolling stock matters.
23. In communicating with the DfT on rolling stock, FGW also confirmed that it could apply for the track access rights for the proposed train service. Again, the DfT considered that this demonstrated that FGW had sufficient plans in place in relation to track access. More recently, FGW has begun drawing up a workable December 2013 service timetable and confirmed that it will engage with Network Rail.
24. The requirement to recruit and train the necessary train crew for the proposed improved service only came to light in March 2012 after the submission of the LSTF bid application. FGW has stated that as the recruitment and training period for train drivers is typically up to 20 months, this process needs to be started as soon as possible in order to meet the proposed service start of December 2013. However, recent meetings with two of the franchise bidders has indicated that while the recruitment and training of train crew is a challenge, it should be feasible to complete this process in the period March 2013 to December 2013. Given this, it is considered that the Council should await the outcome of the ITT process before committing any of the Council's funds towards recruitment and training costs; although there is a risk that this approach could delay the start of the train service beyond December 2013. It is the ultimate aim that the successful bidder will fund all staff recruitment and training costs for the improved service. Officers are currently seeking clarification from the DfT concerning these train crew matters.

Package of complementary sustainable transport measures

25. To support the improved Westbury to Swindon service, as well as the current train services in Wiltshire, a package of complementary sustainable transport measures, totalling £4.550 million, were included in the bid application including, in outline, the following (also see **Appendix 3**):
 - (i) Increased cycle parking and walking/cycling route improvements in and around Chippenham, Melksham, Salisbury, Trowbridge, Warminster and Westbury stations.
 - (ii) Support for bus service improvements: alterations to the Melksham town bus service to better serve the rail station; reintroduction of a Warminster

- rail station to Longleat bus service; and the extension of Amesbury to Salisbury buses to the rail station.
- (iii) Parking improvements and the opening of a northern entrance at Melksham rail station.
 - (iv) Implementation of a bus-rail interchange at the northern entrance of Salisbury rail station and traffic management measures in the vicinity of the station.
 - (v) Introduction of a bike hire scheme and electric charging points at Chippenham, Salisbury and/or Trowbridge.
 - (vi) Better travel information (e.g. signage and real time information) and use of travel planning initiatives (e.g. marketing, station travel plans and personalised travel planning) at Chippenham, Melksham, Salisbury, Trowbridge, Warminster and Westbury to encourage a greater take up of sustainable transport modes (e.g. walking, cycling and public transport).
 - (vii) Limited funding pot for improvement measures at the smaller rail stations in Wiltshire.
26. The bus service improvements are expected to at least break even by March 2015 and therefore require no ongoing Council subsidy. The services identified in the complementary measures were assessed on a Value for Money (VfM) basis by officers within Passenger Transport to ensure they would be financially viable following the initial funding from the LTSF bid. If the services require subsidy following 2014/15, a decision by offices will need to be taken to either adjust/cease services or reprioritise current funding to incorporate as part of the public bus service provided by the Council.
27. Following initial work by Mouchel, officers are developing a project management and resource plan to implement all the complementary measures by March 2015. Delivery of the individual measures is likely to involve engagement with key local stakeholders and, where required, the commissioning of expert consultants.

Environmental and Climate Change Considerations

28. The project will allow additional funding to be invested in sustainable transport options which should help reduce carbon and air pollution emissions. **Appendix 4** provides further details.

Equalities Impact of the Proposal

29. The project will allow additional funding to be invested in sustainable transport options which should increase the opportunity for those people without access to a car to travel to jobs and key services and facilities. **Appendix 4** provides further details.

Risk Assessment

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

1.	Loss of government grant funding and resultant negative reputational impact both at a national and local level from not implementing the
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	project.
2.	Inability to spend all the grant funding in a timely manner within the LSTF period to the end of March 2015.

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

	Risk	Action to mitigate the risk
1.	Insufficient progress on 'start-up' actions (rolling stock provision, timetabling and track access arrangements, and train crew recruitment and training).	<ul style="list-style-type: none"> Proactively engage with FGW and the franchise bidders. Liaise with DfT to address any significant issues. Early engagement with new franchisee.
2.	Unpredictable outcomes from refranchising 'priced option' process: <ul style="list-style-type: none"> higher train service subsidy costs no available rolling stock and/or train crew later service start date. 	<ul style="list-style-type: none"> Proactively engage with franchise bidders during ITT process. Liaise with DfT to seek to address any significant issues.
3.	Further delay in the start of the new franchise which reduces the likelihood of the new franchisee being able to introduce the new train service in December 2013.	<ul style="list-style-type: none"> Proactively engage with FGW and the franchise bidders. Liaise with DfT to seek to address any significant issues.
4.	Approval of GO-OP's track access contract application.	<ul style="list-style-type: none"> Seek advice from the Office of Rail Regulation. Maintain good communications with GO-OP. Acknowledge that the GO-OP proposal would provide an initial satisfactory train service improvement.
5.	Difficulty in achieving the timely delivery of significant project measures (e.g. Salisbury station enhancements).	<ul style="list-style-type: none"> Project plan to be in place by September 2012. Early engagement with relevant stakeholders and partners.
6.	Failure to secure the required developer contributions.	<ul style="list-style-type: none"> Early communication with DfT. Reduce project measures.

Financial Implications

30. The DfT grant award letter dated 13 July 2012 (see **Appendix 5**) sets out the terms under which the Secretary of State for Transport is prepared to award grant under Section 31 of the Local Government Act 2003 to Wiltshire Council for the LSTF.

31. The DfT's funding contribution to the project (£4.250 million) will be paid as revenue and capital grant over the period 2012/13 to 2014/15.
32. It is proposed that the Council's commitment to the £1.500 million local contribution will be made up of £0.300 million of LTP capital grant funds and circa £0.100 million of revenue funding (made up of officer time to facilitate the development and delivery of the project). It is anticipated that the remaining part (£1.100 million) will be made up of developer contributions towards sustainable transport measures (secured through Section 106 legal agreements and the proposed Community Infrastructure Levy) and limited monetary and in-kind contributions from local stakeholders and partners.
33. The spend profile of the LSTF Rail bid and the funding from the DfT and Council contributions are set out below (see Table 4).

Table 4: Package spend profile

	£m	2012-13	2013-14	2014-15	Total
Rail Service Improvements	Revenue	0.000	0.572	0.628	1.200
	Capital	0.000	0.000	0.000	0.000
Complementary Measures - Hub Elements	£m	2012-13	2013-14	2014-15	Total
	Revenue	0.170	0.070	0.030	0.270
	Capital	0.235	1.255	1.050	2.540
Complementary Measures - Line Elements	£m	2012-13	2013-14	2014-15	Total
	Revenue	0.230	0.740	0.575	1.545
	Capital	0.030	0.080	0.025	0.135
Complementary Measures - Wilts Network Measures	£m	2012-13	2013-14	2014-15	Total
	Revenue	0.005	0.015	0.010	0.030
	Capital	0.000	0.015	0.015	0.030
TOTAL		0.670	2.747	2.333	5.750

Funded By:

DfT Funding	£m	2012-13	2013-14	2014-15	Total
	Revenue	0.332	1.247	1.117	2.696
	Capital	0.138	0.812	0.604	1.554
Council Contribution					
<i>Revenue Funding</i>	Revenue	0.033	0.033	0.034	0.100
<i>Developer Contributions</i>		0.040	0.117	0.093	0.250
<i>LTP Capital</i>	Capital	0.100	0.100	0.100	0.300
<i>Developer Contributions</i>		0.027	0.438	0.385	0.850
TOTAL		0.670	2.747	2.333	5.750

Note: Subject to re-profiling of 2012-13 and 2013-14 revenue figures to take account of train service preparatory costs.

34. The requirement of the LTP capital budget for the three year period has been built into the LTP Programme and will form part of the LTP Programme Annual Cabinet Member Report.
35. The revenue funding will be made up of 'in kind' contributions of officer's time. The salary budgets for these officers have been built into the 2012/13 budgets

and so this element will not be an additional cost requirement on budgets; it will be the diversion of officer's time from their day-to-day tasks onto the LSTF project.

36. The developer contributions have yet to be formally identified and agreed at the point of writing this report. Officers are confident, however, that the £1.100 million will be able to be secured over the period to March 2015 through new and specific legal agreements for sustainable transport improvements on sites in Salisbury, Westbury, Warminster, Trowbridge, Melksham and Chippenham. With the adoption of the new Community Infrastructure Levy (CIL) officers are also confident this will provide further flexibility in order to secure the developer contributions required.
37. The majority of the developer contributions are required in 2013/14 (£0.555 million) and 2014/15 (£0.478 million) and so there is a lead period to allow officers to work to identify the contributions required. Officers are confident the £0.067 million required in 2012/13 can be secured or used from existing developer contributions.
38. The £1.100 million represents a major risk element for the locally sourced funding. Should it appear that the £1.100 million is not going to be achievable, consideration would have to be given to cutting elements of the scheme within the project. The situation regarding the securing of developer contributions would require regular updates and will be covered in the report once the situation over the successful bidder and rail subsidy has been clarified.
39. As set out in paragraph 13, locally sourced funding will be required to support the rail service from April 2015 up to the end of the third year of the train service. As the incumbent franchise operator, FGW has provided a subsidy figure; however, this is purely an estimate provided by the incumbent franchisee – the actual subsidy requirement identified by the successful bidder to the new Great Western franchise through the priced option process may be different and could be subject to further negotiation with the Council. To restrict the Council's liability in these circumstances, the LSTF bid application and the previous paper on the LSTF rail bid specified a cap on the Council's contribution to the rail service post-March 2015 of £0.250 million.
40. There is a risk that the subsidy requirement post March 2015 is greater than the £0.250 million cap stated above and that the subsidy requirement is for longer than just the 2015/16 financial year. It is also unclear at the point of writing the report where the funds for the rail subsidy will be secured from within the Council; there are currently no budgets earmarked to fund this subsidy. Once the subsidy figures are confirmed by the successful bidder, officers will prepare a report (as mentioned in paragraph 18) to detail the subsidy requirement placed upon the Council and identify potential budgets for funding this. A decision will need to be made at this point as to whether the subsidy requirement placed on the Council is acceptable in order to secure the improved rail requirements.

Legal Implications

41. The Great Western ITT (section 2.10) sets out the following requirement for the bidders:

“Each Specified Priced Option shall be expressed as a clearly defined commitment with clear time plans for implementation that fully describe the circumstances and conditions under which the requested Priced Option may be delivered, including the benefits that will be achieved and how Bidders have, and will, engage with stakeholders in implementing these Priced Options. Bidders should clearly identify any risks, constraints or other factors that may affect deliverability, and set out how they might be mitigated or removed”.

42. Based on the outputs of the above process, the Council will need to determine if it wants to enter into a contract with the winning bidder to fund the specified TransWilts priced option for a three year period. As stated in the ITT document (section 4.11.5):

“After three years of operation a VfM assessment will take place after which point the Department [for Transport] will fund the services, the Local Authorities will fund the services or they will cease”.

43. The procurement of consultancy and other services to help support and deliver the LSTF project will be undertaken in accordance with the Council's 'Procurement and Contract Rules'.

Options Considered

44. Option 1 – to not take forward the LSTF project. However, this would not enable the Council and relevant local communities to benefit from £4.250 million of Government grant funding.
45. Option 2 – to approve the project in its entirety including the train service element. While this ultimately is the aspiration of the Council, it is considered that the uncertainties and risks with the train service (due to the refranchising process) do not make this option a realistic proposition at the moment.
46. Option 3 – to approve the commencement and delivery of the package of complementary sustainable transport measures (£4.550 million), but to await the outcome of the refranchising ITT process and discussions with the DfT before committing funding to subsidise the train service post-March 2015. This is considered to be the most pragmatic option in the current circumstances.

Conclusions

47. The full award of the LSTF bid provides the opportunity to significantly improve the train service between Westbury and Swindon, and to provide enhanced sustainable transport choices for people accessing a number of Wiltshire's rail stations.
48. The Great Western refranchising process creates a number of significant issues particularly in relation to implementing the improved train service.
49. A clear position on the train service will only become known when the output of the Greater Western Franchise process is available probably in February/March 2013.

50. Given the above, it is considered that the Council should not commit public funds to any train service preparatory costs at this stage.
51. Overall, largely as a result of the refranchising process, there are a number of uncertainties and risks associated with the train service element of the LSTF project.
52. Delivering the package of complementary sustainable transport measures by March 2015 is a significant but achievable challenge for the Council.
53. In view of the above conclusions, it is considered that Cabinet should approve the commencement and delivery of the package of complementary sustainable transport measures (£4.550 million), but defer the decision to approve the required funding for the improved Westbury to Swindon train service post-March 2015 to a future meeting (see Option 3 above).

Parvis Khansari
Service Director, Highways and Transport

Report Author:
Robert Murphy
Principal Transport Planner
01225 713458
Date of report: August 2012

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

None

Appendices:

- Appendix 1 – Department for Transport award notification letter dated 4 July 2012.
- Appendix 2 – TransWilts priced option text from Great Western Franchise ITT
- Appendix 3 – Proposed complementary measures.
- Appendix 4 – Summary of LSTF outcomes.
- Appendix 5 – Department for Transport grant award letter dated 13 July 2012.

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4 July 2012

Dear Mr Murphy

Improving Wiltshire's Rail Offer

I am pleased to inform you that Ministers have approved the above Tranche 2 bid to the Local Sustainable Transport Fund, submitted in February 2012. I can tell you that we received a very healthy response to the Fund and a large number of bids which Ministers fully considered before arriving at their decisions. This was a well targeted bid, with a clear rationale and good practical delivery aspects.

The Department's funding contribution to the project takes effect from 27 June, and will be paid as resource and capital grant on the basis of the expenditure profile set out in your bid document. If you have any queries please email the LSTF team on lstf@dft.gsi.gov.uk

We will write to you shortly with a formal offer of grant under Section 31 of the Local Government Act 2003. The letter will include the full terms of funding under which the grant is to be provided. These terms will include accepting full financial responsibility for the project going forward and submitting quarterly reports to the Department on expenditure. You will be asked to confirm acceptance of these terms in writing.

Thank you for taking the time to develop your bid to the Fund. My team and I look forward to working with you and we wish you every success in implementing the project and realising the benefits for your local communities.

Yours sincerely,



Pauline Reeves

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TransWilts priced option text from Great Western Franchise ITT

4.11.5.1 Option GW1 - TransWilts Rail (Phase 1)

Wiltshire Council has been working to develop rail connectivity across the county, with a particular focus on providing an improved level of service for the town of Melksham.

This scheme seeks to introduce additional weekday rail services, and reinstate Sunday services between Westbury and Swindon via Melksham.

This Priced Option requires the provision of the following specification:

- Monday-Friday: six additional trains in each direction, one train approximately every two hours between 08:00 and 19:30 with at least one arrival into Swindon (Northbound) and Westbury (Southbound) before 08:50; and at least one departure from Westbury after 19:15 and one departure from Swindon after 18:00;
- Saturday: six additional trains in each direction, as per Monday-Friday with the addition that one late service must depart Swindon after 19:00; and
- Sunday: four additional trains year round, with at least one arriving into and one departing from Swindon by 12:00, and at least one service departing from Westbury after 18:00, and one departing Swindon after 18:00. Additional seasonal extension from Swindon to connect with a Westbury-Weymouth service at Westbury, before 11:00, and one Westbury-Swindon service to connect with a Weymouth-Westbury service departing Weymouth after 16.59.

Assumed start date: December 2013 subject to rolling stock availability. If rolling stock is a constraint, Bidders should indicate this in the submission and start the service from the earliest achievable timetable change date.

Weighting: 100%

Further information can be found at www.transwiltsrail.org.uk and from Wiltshire Council. Because this scheme is at an advanced stage of development and has secured 3rd party funding, it may be the case that the current Franchisee and promoter are able to mobilise and introduce the service before the end of the current franchise. In this case a revised assumed start date will be advised to Bidders.

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Proposed Complementary Measures

Measure	Revenue(£)	Capital(£)	Total(£)
Common Measures at Each Station			
Walking and cycling maps	50,000		50,000
Walking and cycling signage		70,000	70,000
Real time information	95,000	40,000	135,000
Travel information boards	10,000	5,000	15,000
Electronic travel portal	30,000	20,000	50,000
Branding and marketing	65,000		65,000
Events and promotion	180,000		180,000
Station travel plans	120,000		120,000
Personalised travel planning	550,000		550,000
Travel planning improvements	395,000		395,000
Integrated ticketing stakeholder event	25,000		25,000
Sustrans/Living Streets study	25,000		25,000
Common Measures Tailored to the Local Area			
Chippenham			
Secure cycle parking		15,000	15,000
Cycle route improvements		350,000	350,000
Melksham			
Secure cycle parking		15,000	15,000
Walking and cycling route improvements to/from station		150,000	150,000
Enhancements to town bus service	80,000		80,000
Trowbridge			
Secure cycle parking		15,000	15,000
Walking and cycling route improvements to/from station		100,000	100,000
Westbury			
Secure cycle parking		10,000	10,000
Walking and cycling route improvements to/from station		150,000	150,000
Warminster			
Secure cycle parking		10,000	10,000
Walking and cycling route improvements to/from station		150,000	150,000
Reintroduction of Warminster to Longleat bus service	60,000		60,000
Salisbury			
Secure cycle parking		30,000	30,000
Walking and cycling route improvements to/from station		350,000	350,000
Extension of Amesbury to Salisbury buses to station	150,000		150,000
Locally Specific Measures			
Melksham			
Parking improvements and opening of northern entrance for pedestrians, cyclists and buses		200,000	200,000
Trowbridge			
Cycle hire scheme	20,000	20,000	40,000
Salisbury			
Bus-rail interchange at northern entrance	100,000	400,000	500,000
Congestion relief around station	50,000	200,000	250,000
Cycle hire scheme	35,000	35,000	70,000
Green tourism/travel promotion	15,000		15,000
Chippenham			
Cycle hire scheme	20,000	20,000	40,000
Other Measures			
Electric vehicle charging (Chippenham, Salisbury and/or Trowbridge)	30,000	30,000	60,000
Pot for improvements at smaller stations	30,000	30,000	60,000

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Summary of LSTF Outcomes

Outcome	Main mechanism	How will it be delivered?	Package element
1. Supporting the local economy and facilitating economic growth	Reduced car trips and traffic congestion	<ul style="list-style-type: none"> - More people using rail trips instead of car trips; - Journey time savings for people accessing areas of employment; - Transferring car trips to sustainable modes when accessing the train stations – including walking, cycling and buses; 	Rail improvements and Complementary measures
2. Reducing carbon emissions	Reduced car trips and traffic congestion	<ul style="list-style-type: none"> - Green tourism; - Marketing, promotion and branding – getting more people to travel by sustainable modes. 	
3. Improving sustainable access and social inclusion	More sustainable journey options	<ul style="list-style-type: none"> - Opening up of new station entrances at Salisbury and Melksham; - Improved walking and cycling routes to/from the stations; - Creation of a transport interchange at Salisbury; - Improved walking and cycling routes and signage; - Bike hire and electric vehicle charging points; - Marketing, promotion and branding – making people aware of travel options/improvements; - Station travel plans; - Travel information portal and maps. 	Complementary measures
4. Promoting physical activity and health	More sustainable journey options	<ul style="list-style-type: none"> - Improved walking and cycling routes to/from the stations; - Personalised travel planning; - Marketing and promotion; - Station travel plans; - Travel information portal, maps and signage; - Bike storage and bike hire facilities. 	Complementary measures
5. Improvements to air quality	Reduced car trips	<ul style="list-style-type: none"> - More people using rail trips instead of car trips; - Transferring car trips to sustainable modes when accessing the train stations – including walking, cycling and buses; - Personalised travel planning; - Station travel plans. 	Rail improvements and Complementary measures

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13 July 2012

Dear Mr Murphy,

Local Sustainable Transport Fund (LSTF) Grant Award for Financial Year 2012/13

Following Pauline Reeves' notification letter of early July, I am pleased to confirm the Department's grant funding for your successful LSTF project for financial year 2012/13. The attached document sets out the terms under which the Secretary of State for Transport is prepared to award grant under Section 31 of the Local Government Act 2003 to Wiltshire Council for the Local Sustainable Transport Fund.

The formal grant determination is attached. The Department's funding contribution of the Local Sustainable Transport Fund (LSTF) grant for 2012/13 to the project will be paid as revenue and capital grant as set out in Annex A and the terms of capital grant are set out in Annex B of the grant determination. Acceptance by the Authority of the award is acceptance of those terms. Please note that as mentioned in your notification letter, the LSTF fund takes effect as of 27 June; claims should therefore be made from that date.

You should work on the basis that any unclaimed funds cannot be carried forward into subsequent financial years. Slippage in project timescales can result in claims for DfT grant being lower than the award. Under-spending by promoters in one year could place additional budgetary pressures on the Department in future years. Every effort should therefore be made to avoid such slippage, as we cannot guarantee that a project underspend in one year will be incorporated into higher DfT grants in subsequent years.

Conversely, where variances to spending budget profiles (which result in in-year overspends) are expected to emerge, these should be notified to the Department at the earliest opportunity. The Department cannot guarantee the availability of funds to cover these overspends, but it may be able source some funding from in-year underspends elsewhere within the LSTF programme. This would of course require an offsetting reduction in later years. Arrangements on how the grant will be paid can be found in Annex B.

If any successive annual external audit arrangements are required following the disbanding of the Audit Commission, we will notify you of such arrangements in writing. Award of grant funding will be made on the basis that you will comply with any such

arrangements. The information contained in this letter and the attached forms should be brought to the attention of all relevant staff in the Authority.

Should you wish to discuss the contents of this letter, please contact the LSTF team on, 020 7944 6943; e-mail: lstf@dft.gsi.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to be 'JD' with a horizontal line underneath.

John Dowie

LOCAL SUSTAINABLE TRANSPORT FUND No.3 GRANT DETERMINATION 2012: 31/2067

The Minister for Transport, Norman Baker, in exercise of the powers conferred on him by Section 31 of the Local Government Act 2003, hereby makes the following determination:

Citation

1. This determination may be cited as the Local Sustainable Transport Fund No.2 Grant Determination 2012: 31/2067.

Purpose of the grant

2. The purpose of the grant is to provide support to receiving authorities in England towards capital expenditure lawfully incurred by them.

Determination

3. The Minister for Transport, Norman Baker, determines:

(a) that the authorities listed in Annex A, column 1, are the authorities to which grant under this determination is to be paid; and

(b) that the amount of grant payable to the authorities shall be the capital and revenue amounts shown against the name of the authority in Annex A.

Grant conditions

4. Pursuant to section 31(4) of the Local Government Act 2003, the Minister for Transport, Norman Baker, determines that the grant will be paid subject to the conditions in Annex B.

Treasury Consent

5. Before making this determination the Minister obtained the consent of the Treasury.

Norman Baker

13 July 2012

ANNEX A

Authority: Wiltshire Council

Project name: Improving Wiltshire's Rail Offer

Maximum DfT Funding: £4.250m

£K	2012-13	2013-14	2014-15
Revenue	332	1247	1117
Capital	138	812	604

ANNEX B

GRANT CONDITIONS

1. In this Annex “capital grant”, in relation to an authority, means the amount of grant identified as capital grant in relation to the authority and for the purpose specified in Annex A.
2. Capital grant paid to an authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.
3. Claims for grant payable shall be made in accordance with the arrangements set out in Annex C, or other such arrangements as may from time to time be required by the Secretary of State and notified in writing to the Chief Finance Officer.
4. The Local Sustainable Transport Fund grant is payable quarterly in arrears, based on expenditure lawfully incurred by the Authority. The Authority should note that Section 31 grant claims are therefore made on an accruals basis as set out in “The Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice” (SORP) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).
5. For the avoidance of doubt this means the Authority will not claim in advance of capital work having been undertaken but may claim on the basis of work done but not paid for.
6. The Chief Executive and Chief Internal Auditor of each authority which receives capital grant under this grant determination are required to sign and return to the Local Sustainable Transport Fund team at the Department for Transport a declaration, to be received no later than 31st March 2014, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the Local Sustainable Transport Fund Grant Determination **No.3** 2012: 31/2067 have been complied with”.
7. If an authority fails to comply with any of the requirements of paragraphs 2 and 3, the Minister for Transport may-
 - a. reduce, suspend or withhold grant; or

- b. by notification in writing to the authority, require the repayment of the whole or any part of the grant.
8. Any sum notified by the Minister for Transport under paragraph 4 shall immediately become repayable to the Minister.
9. The authority's Chief Finance Officer is required to complete the slip at ANNEX D and return within 28 days as Wiltshire Council's acknowledgement of the arrangements under which this grant is awarded. **PLEASE NOTE THAT NO GRANT WILL BE PAID UNTIL THE ACKNOWLEDGEMENT SLIP HAS BEEN RECEIVED.**

ANNEX C - INFORMATION ON MAKING CLAIMS FOR CAPITAL AND RESOURCE GRANT

1. Payment of grant will be made quarterly in arrears against certification, by the Chief Finance Officer and the Senior Responsible Owner for the Project, that expenditure has been correctly incurred in accordance with the Grant Conditions. Claims will be made by completing the claim and reporting form sent quarterly by the Department to the Authority. The timetable for claims and payments is set out in the tables below.

2012/13	Quarter 1 (Apr-June 2012)	Quarter 2 (July-Sept 2012)	Quarter 3 (Oct-Dec 2012)	Quarter 4 (Jan-Mar 2013)
Claim deadline	20 July 2012	19 October 2012	21 January 2013	22 April 2013
Payment date	31 August 2012	30 November 2012	1 March 2013	31 May 2013

2. The Department may update this timetable at any point during the financial year. For Department year-end procedures, you may be asked to supply your Quarter 4 grant requirements end of March / beginning April 2013.
3. Claims received after the claim deadline for any quarter may not be paid until the subsequent payment date. The Authority will be liable for any costs incurred through late payment of claims as a result of missing claim deadlines.
4. All claims may be audited annually by the Department or external auditors. The Department will confirm any additional audit arrangements to the Authority in writing. The Authority is expected to comply with any such arrangements.

ANNEX D

ACKNOWLEDGMENT SLIP

I ACKNOWLEDGE RECEIPT OF THE LOCAL SUSTAINABLE TRANSPORT FUND GRANT AWARD LETTER FOR THE IMPROVING WILTSHIRE'S RAIL OFFER PROJECT AND

(A) I ACCEPT THE GRANT OFFER FOR AND ON BEHALF OF WILTSHIRE COUNCIL SUBJECT TO THE CONDITIONS SET OUT IN THIS LETTER. I CONFIRM THAT I AM LAWFULLY AUTHORISED TO DO SO

OR

(B) I CONFIRM THAT WILTSHIRE COUNCIL HAS ACCEPTED THE GRANT OFFER SUBJECT TO THE CONDITIONS SET OUT IN THIS LETTER

[DELETE AS APPROPRIATE]

SIGNED (CHIEF FINANCE OFFICER).....

PLEASE PRINT NAME.....

DATE.....

Please return to The Department for Transport, c/o Barbara Magloire, LSTF Grant Claim Manager, Sustainable Travel & Equalities, 2/16 Great Minster House, 33 Horseferry Road, London SW1P 4DR.

Wiltshire Council

Cabinet

10 September 2012

Subject: Budget Monitoring Period 3 June 2012

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

Key Decision: No

Executive Summary

This report advises Members of the revenue budget monitoring position as at the end of Period 3 (June 2012) for the financial year 2012/2013 and highlights significant new cost pressures or changes since the budget setting report on 15 February 2012.

The Period 3 budget monitoring report identifies significant potential cost pressures that totalled £1.844 million. The principle cause is a £1.762 million overspend in Children's Social Care due to increase in the number in looked after children.

Management are working on actions to address these areas of overspend and initial review suggests that if actions are taken then it is projected that the Council overall will provide a balanced budget by 31 March 2013.

If the budget is balanced by the end of the financial year, the year end balance on the general fund reserves is projected to be £14.145 million. This meets the requirement to keep robust reserves as set out in the Council's financial plan.

The £32.634 million savings identified in the financial plan have been risk assessed as to deliverability.

The majority of the savings have been identified at low risk savings (green and amber/green) 93% (£30.404 million). The main areas in Amber/ Red are realising corporate saving targets. These areas are being reviewed to try to mitigate the risk areas.

No savings are being classed as no longer deliverable (Red).

Proposals

Members are asked to note the outcome of the Period 3 (June) budget monitoring.

Reason for Proposal

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

Michael Hudson
Director of Finance

Wiltshire Council

Cabinet

10 September 2012

Subject: Budget Monitoring Period 3 June 2012

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

Key Decision: No

PURPOSE OF REPORT

1. To advise Members of the revenue budget monitoring position as at the end of Period 3 (June 2012) for the financial year 2012/2013 and highlight any significant new cost pressures or changes since the budget setting report on 15 February 2012.

BACKGROUND

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

SUMMARY

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

	Revised Budget Period 3 £ million	Profiled Budget to date £ million	Actual and committed to date £ million	Projected Position for Year £ million	Projected Over/ (Under)spend £ million
General Fund Total	326.655	81.737	87.417	328.499	1.844
Housing Revenue Account	0.141	0.754	(3.051)	0.141	0

COST AND INCOME PRESSURES

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

5. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountancy regularly, on a risk based approach.
6. The Period 3 report shows more detailed information and includes a number of smaller variances. Full details of service area figures are included in Appendix C.

BUDGET MOVEMENTS IN YEAR

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

Detailed monitoring

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

Adult Social Care (Operations and Commissioning) (including Older People, Physical Impairment, Learning Disability, Mental Health, Supporting People and Resources, Strategy and Commissioning) £0.117 million net overspend projected before action

10. The current projected overspend across the combined Adult Social Care Service areas is £0.117million. Included within this projection are a number of assumptions, which will continue to be monitored through the financial year:
 - Transformational savings attributable to the Help to Live at Home programme will be delivered across the financial year to achieve a balanced position across Older People and Mental Health Older Adults at the year end. Action plans and monitoring processes are in place to manage this throughout the year and the achievement of these savings is essential to the delivery of a balanced position at the end of the financial year;
 - The Supporting People budget has been disaggregated across service blocks for 2012/2013 and ongoing spending pressures in this area will be monitored and managed. The position will be updated, as required, in future reports;
 - Across 18-64 age group services, Other Vulnerable Adults is currently reporting an underspend of £0.533 million and Mental Health Adults of Working Age an overspend of £0.650 million. These areas will continue to be reviewed to ensure that budget and spend have been allocated

appropriately, and that spend continues to be robustly managed, using the panel process.

11. Within Adult Care Services, spending pressures do continue and are monitored and managed, as appropriate, for example through the panels' process. Within Older People services residential and nursing placement unit costs are increasing, particularly for complex need cases, although the actual number of placements is remaining relatively steady. Therefore, an action plan has been put in place to address this through negotiation with providers. Within Other Vulnerable Adults, there continues to be demand for high cost care packages to support very complex cases, for example to support people with acquired brain injuries or people who have suffered strokes. An action plan is being developed to review packages and in particular packages for people who are supported out of county.
12. Adult Social Care services continue to work in partnership with NHS colleagues to achieve improved integration that will benefit both social care and health services. During this year, the service is developing and piloting a STARR bed service, providing "step up" and "step down" bed facilities with direct input from health staff, for example physiotherapy services. The intention is that this will benefit the whole health and social care pathway by reducing hospital admissions, and improving outcomes post hospital admissions.

Housing Services £0.070 million net overspend projected before action

13. Strategic Housing Services are currently projecting a small overspend of £70k against the Private Sector Leasing budget, as a result of a slower than planned reduction in the number of private sector leases. Management action is being taken to reduce the level of this projected overspend.

Highways and Street Scene £0.300 million net overspend projected before action

14. At this early stage in the financial year the service is forecasting an overspend of circa £0.300 million. The main reason is a forecast shortfall on income from the Sewerage Service of £0.200 million. From September 2012 the customer will be reorganising to a regional contract and it is anticipated they will no longer commission work to Wiltshire Council at previous levels. This is an external in year pressure that has arisen since the budget was set. It will be managed within the portfolio.
15. Further income shortfalls are forecast from Markets and Burials. These external pressures will also be offset from within the portfolio.

Leisure Projected balanced

16. The service is reporting a balanced budget at this stage of the financial year. The implementation issues on new system are continuing to be addressed, all income received is being banked and should be allocated correctly onto SAP in the following few weeks.

Car Parking £0.140 million net underspend projected before action

17. The Car Parking income is down on expected levels due to car parking charging concessions that were made to allow free parking during the Jubilee and Olympic Torch events in Wiltshire.
18. At this stage in the financial year, with only three months data available, it is too early to forecast with any certainty an accurate position on income for car parking. The next budget monitoring report will have more information model the position to provide a forecast projection on income.
19. There is a forecast underspend of £0.140 million due to remaining vacancies in the Civil Enforcement and Parking Administration Teams, as well as various small underspends across the Parking service. Before any forecast on income projections the service is reporting a net underspend of £0.140 million.

Children's Services (including Safeguarding, Children's Social Care and Integrated Youth) £1.792 million net overspend projected before action

20. Children's Social Care services are currently projected to overspend by £1.762 million. This projection takes in to account the transfer of £0.500 million from reserves and income of £0.100 million from the national Children's Improvement Board to offset the additional staffing costs incurred through the implementation of the Social Care Improvement Plan.
21. Placement budgets for looked after children are projected to overspend by £1.8 million due to increases in the numbers of young people coming in to care. There are currently 430 children and young people in care compared with 403 at for the same period last year.
22. Actions are being taken to manage the numbers of young people coming in to care, including the implementation of a new higher level Family Support Service, commissioned as part of the Family and Parenting Support Commissioning Strategy, the appointment of additional Adolescent Support Workers within the Integrated Youth Service to carry out direct support to young people on the edge of care, and a new process for Gateway Panels which will be the focal point for all decisions in relation to support for children & young people.

Schools and Learning (including Early Years, School Improvement, Business & Commercial Services and Targeted Services & Learner Support) Projected balanced

23. No significant variances are projected at this point in the year.

Commissioning & Performance (including Commissioning & Performance and Funding Schools) £0.030 million net underspend projected before action

24. No significant variances are projected at this point in the year.

Policy, Performance & Partnership £0.055 million net underspend projected before action

25. This service is projected to underspend by £0.055 million due to the Corporate Extended Leadership Team restructure agreed at budget setting. It is recommended that a virement be actioned to remove the proportion of salary budget no longer required.

Finance, Procurement & Internal Audit £0.120 million net overspend projected before action

26. The service is currently forecasting an overspend of £0.120 million. In the Revenues and Benefits service it has been necessary to employ some agency staff following implementation of the new system, currently forecast at £0.110m over budget. There is also a shortfall of £0.050 million on income from Schools for Accountancy support services. These issues have been offset by underspends in Procurement staffing and general team discretionary budgets across the whole service. Action is being taken to review the need and placement of all agency staffing and further holding of all vacancies. It is anticipated that these actions will deliver a balanced budget. Further action such as ability to raise income from schools would need further decisions by Schools Forum, as well as Cabinet and Council. As such they are not being pursued in 2012/2013 but will be reconsidered in setting 2013/2014 charges and will be brought back to future Cabinet meetings

Legal & Democratic £0.460 million net underspend projected before action

27. The service is currently forecasting an underspend of £0.460 million. This is due mainly to underspends on various budgets allocated for Members (allowances, training, ICT, travel etc) for which entitlement hasn't been fully taken up, additional Legal income is also being achieved by the embedding and shift to a permanent workforce. A drop in demand for the Coroner service has also resulted in a forecast underspend.

Communications & Branding £0.030 million net underspend projected before action

28. The service is currently forecasting an underspend of £0.030 million. Savings achieved on the salary budgets, arising from vacancies, are currently being used to offset the income targets that are unlikely to be achieved.

Human Resources & Organisational Development Projected balanced

29. The service is reporting a balanced budget at this stage of the financial year.

Information Services Projected balanced

30. At this stage in the financial year the service is reporting a balanced budget. It should be noted that there are some pressures on the budget as a result of Transformation, mainly costs arising from canon printers and additional lines required for Broadband to support home working.
31. Software Applications have also not generated all the savings for 2012/2013 due to delays in transformation, for example delays in implementing the planning system and turning off the old revenues and benefits system, and then the required ongoing licence of those ex-systems for a period of time after the new system has been implemented. This is being managed within the overall service budget. The Service is still carrying 14 vacancies due to recruitment difficulties, pay not being at a higher enough level to attract the correctly qualified candidates. This is currently being reviewed by HR.

Customer Care & Business Services Finance Projected balanced

32. At this stage in the financial year the service is reporting a balanced budget.

Strategic Property Services Projected balanced

33. At this stage in the financial year the service is reporting a balanced budget.

Transformation Programme Projected balanced

34. The service is reporting a balanced budget at this stage of the financial year. There are known pressures within this service as well as potential savings to offset e.g. new contracts, but further work is required to analyse and add clarity to the various potential scenarios the service could face.

Economy & Enterprise Projected balanced

35. The service is reporting a balanced budget at this stage of the financial year. The service is also in the process of updating SAP to reflect the new Matrix Management following its restructure. The Service is extremely busy at the moment with additional funding projects including Action for Wiltshire, Incubation Environments and being the secretariat for the Wiltshire & Swindon Local Economic Partnership (LEP) and assisting with bids for the £9 million Growing Places Fund.

Development Services Projected balanced

36. The service is reporting a balanced budget at this stage of the financial year. However the income is currently £0.111 million under achieved against profile although Development Control is slightly ahead of profile by £0.018 million, but Building Control and Land Charges are under achieving against profile by £0.075 million and £0.053 million respectively.
37. Central Government have proposed a 15% fee increase for September/October. Forecasting based on profile suggests that this could generate an additional £0.158 million for 2012/2013. Budget managers have raised concerns though that if approved there could be an increase in planning before the fee increase takes effect.

Highways Strategic Services £0.110 million net overspend projected before action

38. The service is forecasting a net overspend of £0.110 million at this stage of the financial year. Within that there is an anticipated £0.400 million overspend on Street lighting energy costs. The 2012/2013 financial plan savings identified £0.325 against the street lighting energy budget for energy costs but these are unlikely to be achieved. The saving has been rated as amber/red in the appendix to this report as consultation on reduced street lighting is still ongoing and the procurement of a central management system for street lighting is now being explored as a potential, with inclusion in the forthcoming Highways & Amenities contract. This coupled with the anticipated increase of energy prices (£0.075 million) in 2012/2013 have led to the forecast overspend.
39. The overspend is offset by a forecast £0.050 million underspend due to the delay in setting up the Speed Camera Safety Partnership with Wiltshire Police and a £0.050 million underspend relating to increased supervision fees which are currently over the profiled budget for the first quarter of the financial year. A previously agreed saving from the current Highways works contractor is also anticipated in 2012/2013 and this is forecast at £0.190 million assuming a level of spend (capital and revenue) of circa £21 million with the contractor in 2012/2013. These combined underspends totalling £0.290 million have been used to offset the savings not being found from streetlighting, and are reported on the RAG appendix to this report.

Passenger Transport (including Education Transport and Public Transport) **Projected balanced**

40. The Public Transport budget is currently forecasting a £0.100 million underspend due to the fixed pot agreement in place for the concessionary fares scheme element of the budget. This is based on the assumption that income from the recharges payable by Swindon BC are at the 2012/2013 budgeted levels, an assumption which is being monitored as we progress through the financial year.
41. Contract payments for bus services within the Public Transport budget is currently forecast to spend in line with budget. Service reduction and procurement savings of £0.300 million were taken from the budget in 2012/2013 and due to consultation process not all the savings are expected to be achieved in 2012/2013. As a result officers plan to use Transport Section 106 monies to bridge the gap left by savings targets to achieve a balanced budget for the contract element of the budget, this alternative arrangement has been reflected on the RAG appendix to this report.
42. The Education Transport budget is currently forecasting an overspend of £0.100m. The savings target of £0.110 million have been achieved but additional pressure on the Primary, Secondary, 16+ Secondary and 16+ further Education bus contracts has created a forecast overspend. The forecasting of contract costs will become clearer as service contracts are renewed over the summer months, meaning a more precise forecast can be reported in September 2012.
43. There is a forecast overspend of £0.050 million on the 16+ income budget as the early forecast indicates payments will be short of the budgeted income figure.

Waste Projected balanced

44. The service is forecasting an overall balanced budget; however there is an anticipated shortfall on trade waste and other income of £0.380 million. This is balanced out by various forecast underspends on areas such as landfill tax, the Lakeside contract and the FOCSA contract.

Public Health and Public Protection Projected balanced

45. At this stage in the financial year the service is reporting a balanced budget. From April 2013 the responsibility of Public Health will transfer to the local authority. The Public Health shadow estimated budget figure, provided by the Department of Health indicates Wiltshire would have received £11.866 million for financial year 2012/2013 to carry out its Public Health duties. Further work is being completed by the Department of Health to identify the ring fenced public health budget. The final allocation for 2013-14 is expected to be confirmed by December 2012 but will not fall below the shadow estimated budget figure of £11.866 million.

46. The grant will be made under Section 31 of the Local Government Act 2003 and will carry conditions about how it may be used. The intention is for the grant to be spent on activities whose main or primary purpose is to impact positively on the health and wellbeing of local populations, with the aim of reducing health inequalities in local communities.
47. Work is continuing under the guidance of the Public Health transition board to oversee the successful transition from the NHS to the Council. In future budget monitoring reports we aim to be able to report the current level of spending and activity being undertaken to keep members briefed ahead of the April 2013 switch over.

Digital Inclusion Projected balanced

48. No significant variances are projected at this point in the year.

Corporate Directors Projected balanced

49. At this stage in the financial year the service is reporting a balanced budget.

Corporate £0.050 million net overspend projected before action

50. Capital financing is showing an underspend of £1.500 million. This is due to the re-programming of capital expenditure since budget setting.
51. Restructure and contingency is showing an overspend of £1.550 million. This line represents the delivery of corporate saving targets set in February relating to Administration and Facilities Management Review. As is highlighted in the RAG rating attached within the Appendices and discussed below, they have delivered some savings, although not the whole amount, due to some delays in the reviews. The first part of the review of Administration has completed but it is now expected that the next stage will not be completed until later in 2013. Work on identifying the general efficiencies is ongoing.
52. Further work on the corporate savings has commenced and will review current underspends, customer demand and vacancies. A further update will be included in the next monitoring update, but if concerted management action is taken to focus resource as planned it is expected this target will be delivered by the end of the financial year.

Housing Revenue Account Projected balanced

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

SAVINGS REVIEW BACKGROUND

2012/2013 base budget

54. The Council's Annual Budget 2012/2013 identified £32.634 million of savings from across all areas of the Authority. These savings are recurring so any non-delivery will increase the scale of savings required to be found in future years as well as creating an in year cost pressure.
55. The full lists of savings were reported to members as part of the setting of the 2012/2013 budget.
56. As part of the full monitoring process for period 3, the savings have been reviewed and challenged.
57. To help with the focus on priority areas the budget monitoring format to senior officers and members has been revised to use a 'traffic light' risk assessment process, using a RAG (Red Amber Green) rating. Therefore, the reporting against savings is broken down as follows:

Risk assessment	Definition
Green	All of the savings planned have been delivered and signed off as such by Accountancy in removal from base budgets.
Amber/Green	There is still a high likelihood that all or a significant part of the saving being delivered. This could be due to a small slippage in progress, or a restructure being planned to happen later in the year is on target to meet the deadline but as yet it has not happened and posts are yet to be deleted from the system, etc.
Red/Amber	There is a high likelihood that significant levels of the saving will not be delivered in 2012/2013. This could be due to factors such as unforeseen changes in demand or other assumptions, slow progress in implementation, delays due to external factors such as Government policy, etc.
Red	There is a high likelihood that this saving will not be delivered in 2012/2013 at all. This could be caused by changes in such factors as legislation, policy or outcomes of further consultations, etc.

58. The assessment is set out in the following paragraphs and in details by at Appendix D to this report.

Savings per Financial Plan	2011/2012 Target per the Plan £000	Savings risked assessed £000	Green	Amber / Green	Amber / Red	Red
TOTAL SAVINGS	32.634	32.634	21.096	9.308	2.230	0
Total %			65%	28%	7%	0%

59. When the financial plan was set, the original target was £32.634 million. Since then, further management review has identified additional compensating savings in some areas. Therefore in some cases the savings vary slightly from the original plan.
60. The table shows a significant savings are identified in the green and green/amber categories. The levels of savings in these two categories are 93%.
61. Procurement savings of £2 million are shown in amber/ green as overall it is felt savings will be made, but work is ongoing to ensure these savings have not been counted within other saving targets. Corporate Savings of £1.640 million are being reviewed to ensure savings can be made.
62. The main Amber/Red risks are in corporate section. These relate to corporate savings, especially in assuring there is no double counting of savings within service areas. They mainly relate to savings from two projects, administration review and facilities review which have been partially delayed, so the full savings may not be realised in 2012/2013.
63. In all areas marked Amber/ Red, work is ongoing in order to mitigate these risk areas and to look for compensating savings if required.
64. There are a currently no red areas of risk.

RESERVES

65. The tables below provide the forecast as at period 3 on the general fund balance held by the council. The latest forecast on general fund currently stands at £14.145 million at 31 March 2013.

General Fund Reserve	£ million	£ million
Balance as at 1 April 2012		(14.145)
Planned contribution in 2012/2013	0	
Current Forecast Overspend at year end	0	
Total Forecast movement		0
Forecast Balance 31 March 2013		(14.145)

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

Overall conclusions

67. This report has identified an overspend / shortfall on the balanced budget of £1.844 million for period 3 due to cost pressures / shortfalls in income.

68. The early identification of potential issues is part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.

Implications

69. This report informs member's decision making.

Risks assessment

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

Equalities and diversity impact of the proposals

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

Financial implications

72. This is a report from the Chief Finance Officer and the financial implications are discussed in the detail of this report. It is forecast that a balanced budget will be achieved by 31 March 2013.

Legal Implications

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

Proposals

74. Members are asked to note the outcome of the period 3 (June) budget monitoring.

Reasons for proposals

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

Background Papers and Consultation

2011-15 Business Plan
2012-15 Financial Plan

Contact Name:

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michael.hudson@Wiltshire.gov.uk

Report author: Matthew Tiller, Chief Accountant

Appendices:

- Appendix A: Revenue Budget Movements 2012/2013
- Appendix B: Service Area Movements 2012/2013
- Appendix C: Detailed Service Area Budget Statements
- Appendix D: RAG Rating Period 3

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APPENDIX A

Wiltshire Council Revenue Budget Movements 2012/2013

Service	Original Budget	In Year Virements to Period 3	Revised Budget Period 3
	£m	£m	£m
Adult Care Operations			
Older People	44.055	1.326	45.381
Other Vulnerable Adults	8.503	0.381	8.884
Learning Disability	38.444	0.310	38.754
Mental Health	23.748	(2.017)	21.731
Adult Care Commissioning			
Resources, Strategy & Commissioning	2.807	0.000	2.807
Communities, Libraries, Heritage & Arts			
Community Leadership & Governance	3.303	0.000	3.303
Libraries Heritage & Arts	4.540	0.000	4.540
Housing Services			
Housing Services	5.456	0.000	5.456
Neighbourhood Services			
Highways and Street Scenes	19.215	0.209	19.424
Leisure	3.197	0.103	3.300
Car Parking	(5.927)	0.000	(5.927)
Children & Families			
Safeguarding	0.970	0.000	0.970
Children's Social Care	29.704	(0.030)	29.674
Integrated Youth	3.661	(0.450)	3.211
Schools & Learning			
Early Years	9.102	(0.032)	9.070
School Improvement	3.752	0.078	3.830
Business & Commercial Services	0.771	0.099	0.870
Targeted Services & Learner Support	7.572	(0.087)	7.485
Children's Services Commissioning & Performance			
Commissioning and Performance	2.916	0.044	2.960
Funding Schools	0.000	0.000	0.000
Policy, Performance & Partnership			
Policy, Performance & Partnership	0.516	(0.140)	0.376
Finance			
Finance, Procurement & Internal Audit	8.592	0.195	8.787
Revenues & Benefits - Subsidy	0.007	0.000	0.007
Legal & Democratic			
Legal & Democratic	7.488	(0.023)	7.465
Communications			
Comms & Branding	2.238	0.014	2.252
HR & Organisational Development			
Human Resources & Organisational Development	2.689	0.713	3.402
Business Services			
Information Services	14.865	0.212	15.077
Shared Services and Customer Care/ Business Services	5.684	(0.817)	4.867
Strategic Property Services	2.510	(1.437)	1.073
Transformation Programme			
Transformation Programme	15.492	1.263	16.755
Economy and Enterprise			
Economy & Enterprise	3.862	0.005	3.867
Development Services			
Development Services	1.186	0.032	1.218
Strategic Services, Highways and Transport			
Highways Strategic Services	7.054	(0.093)	6.961
Public Transport	11.287	0.012	11.299
Education Transport	8.241	(0.012)	8.229
Waste			
Waste	30.597	(0.531)	30.066
Public Health & Protection			
Public Health & Protection	4.055	0.008	4.063
Digital Inclusion			
Digital Inclusion	0.091	0.147	0.238
Corporate Directors			
Corporate Directors	0.970	(0.109)	0.861
Corporate			
Movement To/ From Reserves	0.000	(0.238)	(0.238)
Capital Financing	25.221	0.492	25.713
Restructure and Contingency	(0.904)	(0.306)	(1.210)
Specific and General Grants	(38.033)	0.000	(38.033)
Corporate Levys	7.158	0.679	7.837
2011-2012 Budget Requirement	326.655	(0.000)	326.655
HRA Budget	0.141	0.000	0.141
	326.796	0.000	326.796

Major Wiltshire Council Virements between Services Areas from Original Budget to Period 3

	£m		£m
Adult Care Operations		HR & Organisational Development	
Original Budget	114.750	Original Budget	2.689
<i>No in Year Virements period 3</i>		<i>In Year Virements period 3</i>	
Revised Budget Period 3	114.750	<i>Transfer of union rep budget</i>	(0.008)
Adult Care Commissioning		<i>Movement of payroll from Business Services</i>	0.747
Original Budget	2.807	<i>Lease car savings</i>	(0.026)
<i>No in Year Virements period 3</i>		Revised Budget Period 3	3.402
Revised Budget Period 3	2.807	Business Services	
Communities, Libraries, Heritage & Arts		Original Budget	23.059
Original Budget	7.843	<i>In Year Virements period 3</i>	
<i>No in Year Virements period 3</i>		<i>Contribution to transformation salaries</i>	(0.100)
Revised Budget Period 3	7.843	<i>ICT budget adjustments</i>	0.100
Housing Services		<i>ICT budget adjustments</i>	0.130
Original Budget	5.456	<i>Transformation base budget adjustment</i>	0.150
<i>No in Year Virements period 3</i>		<i>Waste services transfer re capital</i>	0.044
Revised Budget Period 3	5.456	<i>Movement of legal fees and business support staff</i>	0.027
Neighbourhood Services		<i>ICT base budget alignment</i>	(0.010)
Original Budget	16.485	<i>Salary transfers</i>	(0.136)
<i>In Year Virements period 3</i>		<i>Movement of Unoccupied Sites budget</i>	0.036
<i>Leisure adjustments & release of free swim funding</i>	0.158	<i>Movement of payroll to HR</i>	(0.747)
<i>Movement of legal fees and business support staff</i>	0.019	<i>Movement of Rural and Investment Estates to Transformation</i>	(1.488)
<i>Movement of NNDR</i>	(0.055)	<i>Lease car savings</i>	(0.048)
<i>Realignment of Street Scene budget</i>	0.198	Revised Budget Period 3	21.017
<i>Lease car savings</i>	(0.008)	Transformation Programme	
Revised Budget Period 3	16.797	Original Budget	15.492
Children & Families		<i>In Year Virements period 3</i>	
Original Budget	34.335	<i>Contribution to transformation salaries</i>	0.100
<i>In Year Virements period 3</i>		<i>ICT budget adjustments</i>	(0.100)
<i>Pension backfunding adjustment</i>	(0.081)	<i>ICT budget adjustments</i>	(0.130)
<i>Invest to save adjustment</i>	(0.024)	<i>Transformation base budget adjustment</i>	(0.150)
<i>Pension adjustment movement</i>	0.017	<i>Movement of rent budget</i>	0.007
<i>Movement of Primary Mental Health Service to Commissioning & Performance</i>	(0.362)	<i>Movement of legal fees and business support staff</i>	0.015
<i>Set up of Healthy Minds</i>	(0.030)	<i>Movement of NNDR</i>	0.055
Revised Budget Period 3	33.855	<i>Realignment of Street Scene budget</i>	(0.077)
Schools & Learning		<i>ICT base budget alignment</i>	0.010
Original Budget	21.197	<i>Salary transfers</i>	0.039
<i>In Year Virements period 3</i>		<i>Movement of Unoccupied Sites budget</i>	(0.036)
<i>Pension backfunding adjustment</i>	(0.329)	<i>Movement of Rural and Investment Estates from Business Services</i>	1.488
<i>Invest to save adjustment</i>	(0.008)	<i>Staffing movement</i>	0.053
<i>Base budget correction</i>	(0.003)	<i>Lease car savings</i>	(0.011)
<i>Urchfont adjustment</i>	0.082	Revised Budget Period 3	16.755
<i>Pension adjustment movement</i>	0.050	Economy and Enterprise	
<i>Schools & Learning budget realignment</i>	0.028	Original Budget	3.862
<i>Movement to/from Revenue Grants EMR</i>	0.238	<i>In Year Virements period 3</i>	
Revised Budget Period 3	21.255	<i>Movement of legal fees and business support staff</i>	0.005
Children's Services Commissioning & Performance		Revised Budget Period 3	3.867
Original Budget	2.916	Development Services	
<i>In Year Virements period 3</i>		Original Budget	1.186
<i>Pension backfunding adjustment</i>	(0.224)	<i>In Year Virements period 3</i>	
<i>Invest to save adjustment</i>	0.032	<i>Movement of legal fees and business support staff</i>	0.032
<i>Base budget correction</i>	0.003	Revised Budget Period 3	1.218
<i>Urchfont adjustment</i>	(0.082)	Strategic Services, Highways and Transport	
<i>Pension adjustment movement</i>	(0.067)	Original Budget	26.582
<i>Movement of Primary Mental Health Service from Children & Families</i>	0.362	<i>In Year Virements period 3</i>	
<i>Schools & Learning budget realignment</i>	(0.028)	<i>Movement of legal fees and business support staff</i>	0.028
<i>Commissioning & Performance budget realignment</i>	0.018	<i>Realignment of Street Scene budget</i>	(0.121)
<i>Set up of Healthy Minds</i>	0.030	Revised Budget Period 3	26.489
Revised Budget Period 3	2.960	Waste	
Policy, Performance & Partnership		Original Budget	30.597
Original Budget	0.516	<i>In Year Virements period 3</i>	
<i>In Year Virements period 3</i>		<i>Waste services transfer re capital</i>	(0.535)
<i>Transfer of Risk Management service</i>	(0.140)	<i>Movement of legal fees and business support staff</i>	0.004
Revised Budget Period 3	0.376	Revised Budget Period 3	30.066
Finance		Public Health & Protection	
Original Budget	8.599	Original Budget	4.055
<i>In Year Virements period 3</i>		<i>In Year Virements period 3</i>	
<i>Pension backfunding adjustment</i>	(0.037)	<i>Transfer of union rep budget</i>	0.008
<i>Salary transfers</i>	0.097	Revised Budget Period 3	4.063
<i>Transfer of Risk Management service</i>	0.135	Digital Inclusion	
Revised Budget Period 3	8.794	Original Budget	0.091
Legal & Democratic		<i>In Year Virements period 3</i>	
Original Budget	7.488	<i>Release of investment re digital inclusion</i>	0.147
<i>In Year Virements period 3</i>		Revised Budget Period 3	0.238
<i>Movement of rent budget</i>	(0.007)	Corporate Directors	
<i>Lease car savings</i>	(0.016)	Original Budget	0.970
Revised Budget Period 3	7.465	<i>In Year Virements period 3</i>	
Communications		<i>Pension backfunding adjustment</i>	(0.008)
Original Budget	2.238	<i>Movement of legal fees and business support staff</i>	(0.130)
<i>In Year Virements period 3</i>		<i>Staffing movement</i>	(0.053)
<i>Lease car savings</i>	(0.006)	<i>Lease car savings</i>	0.115
<i>Movement of staff budget (temporary)</i>	0.020	<i>Commissioning & Performance budget realignment</i>	(0.018)
Revised Budget Period 3	2.252	<i>Transfer of Risk Management service</i>	0.005
Corporate		<i>Movement of staff budget (temporary)</i>	(0.020)
Original Budget	(6.558)	Revised Budget Period 3	0.861
<i>In Year Virements period 3</i>		Corporate	
<i>Pension backfunding adjustment</i>	0.679	Original Budget	(6.558)
<i>Release of investment re digital inclusion</i>	(0.147)	<i>In Year Virements period 3</i>	
<i>Leisure adjustments & release of free swim funding</i>	(0.158)	<i>Pension backfunding adjustment</i>	0.679
<i>Waste services transfer re capital</i>	0.491	<i>Release of investment re digital inclusion</i>	(0.147)
<i>Movement to/from Revenue Grants EMR</i>	(0.238)	<i>Leisure adjustments & release of free swim funding</i>	(0.158)
Revised Budget Period 3	(5.931)	<i>Waste services transfer re capital</i>	0.491
SUMMARY TOTALS		<i>Movement to/from Revenue Grants EMR</i>	(0.238)
Original Budget	326.655	Revised Budget Period 3	(5.931)
Revised Budget Period 3	326.655	HRA Budget (Unchanged)	0.141

Wiltshire Council Revenue Budget Monitoring Statement: Period 3

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		Original Budget	Revised Budget Period 3	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Adult Care Operations								
Older People	Gross Costs	53.241	52.696	9.404	12.367	52.696	-	-
	Income	(9.186)	(7.315)	1.808	(2.187)	(7.315)	-	-
	Net	44.055	45.381	11.212	10.180	45.381	-	-
Other Vulnerable Adults	Gross Costs	9.179	9.433	2.554	2.357	8.900	(0.533)	(5.7%)
	Income	(0.676)	(0.549)	(0.140)	(0.184)	(0.549)	-	-
	Net	8.503	8.884	2.414	2.173	8.351	(0.533)	(6.0%)
Learning Disability	Gross Costs	42.018	41.225	10.872	11.328	41.225	-	-
	Income	(3.574)	(2.471)	(0.655)	(0.842)	(2.471)	-	-
	Net	38.444	38.754	10.217	10.486	38.754	-	-
Mental Health	Gross Costs	27.941	25.197	6.463	5.998	25.847	0.650	2.6%
	Income	(4.193)	(3.466)	(0.885)	(0.947)	(3.466)	-	-
	Net	23.748	21.731	5.578	5.051	22.381	0.650	3.0%
Adult Care Commissioning								
Resources, Strategy & Commissioning	Gross Costs	2.955	2.954	0.739	0.640	2.954	-	-
	Income	(0.148)	(0.147)	(0.037)	(0.037)	(0.147)	-	-
	Net	2.807	2.807	0.702	0.603	2.807	-	-
Communities, Libraries, Heritage & Arts								
Community Leadership & Governance	Gross Costs	3.358	3.358	1.736	1.656	3.358	-	-
	Income	(0.055)	(0.055)	(0.033)	(0.398)	(0.055)	-	-
	Net	3.303	3.303	1.703	1.258	3.303	-	-
Libraries, Heritage & Arts	Gross Costs	5.516	5.507	1.377	1.780	5.507	-	-
	Income	(0.976)	(0.967)	(0.242)	(0.139)	(0.967)	-	-
	Net	4.540	4.540	1.135	1.641	4.540	-	-
Housing Services								
Housing Services	Gross Costs	6.627	6.419	1.604	1.563	6.489	0.070	1.1%
	Income	(1.171)	(0.963)	(0.208)	(0.282)	(0.963)	-	-
	Net	5.456	5.456	1.396	1.281	5.526	0.070	1.3%
Neighbourhood Services								
Highways & Street Scene	Gross Costs	21.855	22.010	5.346	5.040	21.980	(0.030)	(0.1%)
	Income	(2.640)	(2.586)	(0.575)	(0.700)	(2.256)	0.330	(12.8%)
	Net	19.215	19.424	4.771	4.340	19.724	0.300	1.5%
Leisure	Gross Costs	8.489	8.842	2.360	2.263	8.842	-	-
	Income	(5.292)	(5.542)	(1.385)	(0.709)	(5.542)	-	-
	Net	3.197	3.300	0.975	1.554	3.300	-	-
Car Parking	Gross Costs	1.900	1.900	0.475	0.396	1.760	(0.140)	(7.4%)
	Income	(7.827)	(7.827)	(1.886)	(1.612)	(7.827)	-	-
	Net	(5.927)	(5.927)	(1.411)	(1.216)	(6.067)	(0.140)	2.4%

		Original Budget	Revised Budget Period 3	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Children & Families								
Safeguarding	Gross Costs	1.058	1.058	0.261	0.343	1.058	-	-
	Income	(0.088)	(0.088)	(0.003)	(0.138)	(0.088)	-	-
	Net	0.970	0.970	0.258	0.205	0.970	-	-
Children's Social Care	Gross Costs	30.533	30.456	7.248	7.477	32.238	1.782	5.9%
	Income	(0.829)	(0.782)	(0.162)	(0.026)	(0.802)	(0.020)	2.6%
	Net	29.704	29.674	7.086	7.451	31.436	1.762	5.9%
Integrated Youth	Gross Costs	4.975	4.489	1.071	1.227	4.524	0.035	0.8%
	Income	(1.314)	(1.278)	(0.230)	(0.537)	(1.283)	(0.005)	0.4%
	Net	3.661	3.211	0.841	0.690	3.241	0.030	0.9%
Schools & Learning								
Early Years	Gross Costs	25.117	25.113	6.269	7.608	25.113	-	-
	Income	(16.015)	(16.043)	-	0.003	(16.043)	-	-
	Net	9.102	9.070	6.269	7.611	9.070	-	-
School Improvement	Gross Costs	6.830	6.774	1.688	0.893	6.744	(0.030)	(0.4%)
	Income	(3.078)	(2.944)	(0.664)	(0.525)	(2.914)	0.030	(1.0%)
	Net	3.752	3.830	1.024	0.368	3.830	(0.000)	(0.0%)
Business & Commercial Services	Gross Costs	4.455	4.119	1.000	1.206	4.119	-	-
	Income	(3.684)	(3.249)	(0.774)	1.239	(3.249)	-	-
	Net	0.771	0.870	0.226	2.445	0.870	-	-
Targeted Services & Learner Support	Gross Costs	23.199	23.186	5.797	4.639	23.186	-	-
	Income	(15.627)	(15.701)	(0.585)	0.587	(15.701)	-	-
	Net	7.572	7.485	5.212	5.226	7.485	-	-
Children's Services Commissioning & Performance								
Commissioning & Performance	Gross Costs	9.426	10.272	3.030	2.629	11.486	1.214	11.8%
	Income	(6.510)	(7.312)	(0.739)	(0.561)	(8.556)	(1.244)	17.0%
	Net	2.916	2.960	2.291	2.068	2.930	(0.030)	(1.0%)
Funding Schools	Gross Costs	283.830	283.830	1.430	1.430	283.830	-	-
	Income	(283.830)	(283.830)	(2.824)	(2.824)	(283.830)	-	-
	Net	-	-	(1.394)	(1.394)	-	-	-
Policy, Performance & Partnership								
Policy, Performance & Partnership	Gross Costs	0.520	0.379	0.095	0.136	0.324	(0.055)	(14.5%)
	Income	(0.004)	(0.003)	(0.001)	-	(0.003)	-	-
	Net	0.516	0.376	0.094	0.136	0.321	(0.055)	(14.6%)
Finance								
Finance, Procurement & Internal Audit	Gross Costs	18.100	18.296	4.619	3.857	18.346	0.050	0.3%
	Income	(9.508)	(9.509)	(1.515)	(0.665)	(9.439)	0.070	(0.7%)
	Net	8.592	8.787	3.104	3.192	8.907	0.120	1.4%
Revenues & Benefits - Subsidy	Gross Costs	138.555	138.555	27.807	26.963	138.555	-	-
	Income	(138.548)	(138.548)	(23.339)	(22.719)	(138.548)	-	-
	Net	0.007	0.007	4.468	4.244	0.007	-	-

Wiltshire Council Revenue Budget Monitoring Statement: Period 3

30-Jun-12

		<i>Original Budget</i>	<i>Revised Budget Period 3</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<u>Legal & Democratic</u>								
Legal & Democratic	Gross Costs	8.295	8.272	1.989	1.773	7.872	(0.400)	(4.8%)
	Income	(0.807)	(0.807)	(0.130)	(0.074)	(0.867)	(0.060)	7.4%
	Net	7.488	7.465	1.859	1.699	7.005	(0.460)	(6.2%)
<u>Communications</u>								
Comms & Branding	Gross Costs	2.318	2.332	0.583	0.680	2.262	(0.070)	(3.0%)
	Income	(0.080)	(0.080)	(0.020)	(0.002)	(0.040)	0.040	(50.0%)
	Net	2.238	2.252	0.563	0.678	2.222	(0.030)	(1.3%)
<u>HR & Organisational Development</u>								
Human Resources & Organisational Development	Gross Costs	3.012	4.529	1.138	1.134	4.529	-	-
	Income	(0.323)	(1.127)	(0.282)	(0.719)	(1.127)	-	-
	Net	2.689	3.402	0.856	0.415	3.402	-	-
<u>Business Services</u>								
Information Services	Gross Costs	15.152	15.364	5.040	6.050	15.364	-	-
	Income	(0.287)	(0.287)	(0.071)	(0.021)	(0.287)	-	-
	Net	14.865	15.077	4.969	6.029	15.077	-	-
Customer Care/Business Services Finance	Gross Costs	8.708	7.087	1.771	2.661	7.087	-	-
	Income	(3.024)	(2.220)	(0.527)	(1.423)	(2.220)	-	-
	Net	5.684	4.867	1.244	1.238	4.867	-	-
Strategic Property Services	Gross Costs	3.854	4.850	1.212	1.434	4.850	-	-
	Income	(1.344)	(3.777)	(0.911)	(0.847)	(3.777)	-	-
	Net	2.510	1.073	0.301	0.587	1.073	-	-
<u>Transformation Programme</u>								
Transformation Programme	Gross Costs	18.740	17.648	4.412	4.658	17.648	-	-
	Income	(3.248)	(0.893)	(0.223)	0.144	(0.893)	-	-
	Net	15.492	16.755	4.189	4.802	16.755	-	-
<u>Economy & Enterprise</u>								
Economy & Enterprise	Gross Costs	3.948	3.957	1.084	1.706	3.957	-	-
	Income	(0.086)	(0.090)	(0.022)	(0.222)	(0.090)	-	-
	Net	3.862	3.867	1.062	1.484	3.867	-	-
<u>Development Services</u>								
Development Services	Gross Costs	5.908	5.940	1.485	1.241	5.940	-	-
	Income	(4.722)	(4.722)	(1.367)	(1.255)	(4.722)	-	-
	Net	1.186	1.218	0.118	(0.014)	1.218	-	-

		Original Budget	Revised Budget Period 3	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Strategic Services, Highways & Transport								
Highways Strategic Services	Gross Costs	8.729	8.495	1.974	2.832	8.655	0.160	1.9%
	Income	(1.675)	(1.534)	(0.356)	(0.150)	(1.584)	(0.050)	3.3%
	Net	7.054	6.961	1.618	2.682	7.071	0.110	1.6%
Public Transport	Gross Costs	14.939	14.951	2.996	3.645	14.851	(0.100)	(0.7%)
	Income	(3.652)	(3.652)	(0.857)	(0.237)	(3.652)	-	-
	Net	11.287	11.299	2.139	3.408	11.199	(0.100)	(0.9%)
Education Transport	Gross Costs	8.964	8.952	1.397	1.534	9.052	0.100	1.1%
	Income	(0.723)	(0.723)	(0.301)	(0.270)	(0.723)	-	-
	Net	8.241	8.229	1.096	1.264	8.329	0.100	1.2%
Waste								
Waste	Gross Costs	33.268	33.417	6.214	4.055	33.037	(0.380)	(1.1%)
	Income	(2.671)	(3.351)	(1.505)	0.715	(2.971)	0.380	(11.3%)
	Net	30.597	30.066	4.709	4.770	30.066	(0.000)	(0.0%)
Public Health & Protection								
Public Health & Protection	Gross Costs	5.164	5.168	1.292	1.435	5.168	-	-
	Income	(1.109)	(1.105)	(0.273)	(0.255)	(1.105)	-	-
	Net	4.055	4.063	1.019	1.180	4.063	-	-
Digital Inclusion								
Digital Inclusion	Gross Costs	0.091	0.238	0.030	0.030	0.278	0.040	16.8%
	Income	-	-	-	-	(0.040)	(0.040)	-
	Net	0.091	0.238	0.030	0.030	0.238	-	-
Corporate Directors								
Corporate Directors	Gross Costs	1.015	0.888	0.321	0.289	0.888	-	-
	Income	(0.045)	(0.027)	(0.003)	(0.001)	(0.027)	-	-
	Net	0.970	0.861	0.318	0.288	0.861	-	-
Corporate								
Movement To/From Reserves		-	(0.238)	(0.060)	(0.236)	(0.238)	-	-
Capital Financing		25.221	25.713	0.729	0.729	24.213	(1.500)	(5.8%)
Restructure & Contingency		(0.904)	(1.210)	0.813	0.533	0.340	1.550	(128.1%)
Specific & General Grants		(38.033)	(38.033)	(14.663)	(14.256)	(38.033)	-	-
Corporate Levys		7.158	7.837	0.657	0.514	7.837	-	-
	Net	(6.558)	(5.931)	(12.524)	(12.716)	(5.881)	0.050	(0.8%)
Wiltshire Council General Fund Total	Gross Costs	865.224	862.225	123.659	126.237	864.638	2.413	0.3%
	Income	(538.569)	(535.570)	(41.922)	(38.820)	(536.139)	(0.569)	0.1%
	Net	326.655	326.655	81.737	87.417	328.499	1.844	0.6%
Housing Revenue Account (HRA)	Gross Costs	24.424	24.424	6.106	2.342	24.424	-	-
	Income	(24.283)	(24.283)	(5.352)	(5.393)	(24.283)	-	-
	Net	0.141	0.141	0.754	(3.051)	0.141	-	-
Total Including HRA	Gross Costs	889.648	886.649	129.765	128.579	889.062	2.413	0.3%
	Income	(562.852)	(559.853)	(47.274)	(44.213)	(560.422)	(0.569)	0.1%
	Net	326.796	326.796	82.491	84.366	328.640	1.844	0.6%

BUDGET SAVINGS 2012-2013 - RAG RATING/TRACKING

30-Jun-12

Item	Description	Financial Plan 2012-13
OLDER PEOPLE		
DCSS01	Accommodation Strategy	328,000
DCSS02	Help to Live at Home Procurement Savings	2,200,000
DCSS03	Procurement Savings - Older People Nursing Contracts	235,000
DCSS04	Help to Live at Home Transformation Savings	4,800,000
Older People Total		7,563,000

Green	Amber / Green	Amber / Red	Red
200,000		128,000	
2,200,000		235,000	
200,000	4,600,000		
2,600,000	4,600,000	363,000	0
34%	61%	5%	0%

OTHER VULNERABLE ADULTS		
DCSS06	Review of adults of working age services & care packages	60,000
Other Vulnerable Adults Total		60,000

Green	Amber / Green	Amber / Red	Red
60,000			
60,000	0	0	0
100%	0%	0%	0%

LEARNING DISABILITY		
DCSS06	Review of adults of working age services & care packages	573,000
DCSS07	Review of services within LD Provider Unit	195,000
Learning Disability Total		768,000

Green	Amber / Green	Amber / Red	Red
	573,000	195,000	
0	573,000	195,000	0
0%	75%	25%	0%

MENTAL HEALTH		
DCSS05	Agreed savings in 2011/12, AWP Management Fee etc	164,000
DCSS03	Procurement Savings - Older People Nursing Contracts	87,000
Mental Health Total		251,000

Green	Amber / Green	Amber / Red	Red
164,000		87,000	
164,000	0	87,000	0
65%	0%	35%	0%

RESOURCES, STRATEGY & COMMISSIONING		
DCSS11	Management Restructuring	34,000
Resources, Strategy & Commissioning Total		34,000

Green	Amber / Green	Amber / Red	Red
	34,000		
0	34,000	0	0
0%	100%	0%	0%

COMMUNITIES, LEADERSHIP & GOVERNANCE		
DCSS10	Voluntary & Community Sector	12,000
Communities, Leadership & Governance Total		12,000

Green	Amber / Green	Amber / Red	Red
12,000			
12,000	0	0	0
100%	0%	0%	0%

LIBRARIES, HERITAGE & ARTS		
DCSS08	Review of Libraries Service during 2011/12	168,000
DCSS08	Additional savings from review to manage income shortfall	50,000
Libraries, Heritage & Arts Total		218,000

Green	Amber / Green	Amber / Red	Red
168,000	50,000		
168,000	50,000	0	0
77%	23%	0%	0%

HOUSING SERVICES		
DCSS13 & 14	Review of Existing Budgets - Siân Walker	300,000
DCSS12	Restructuring Savings - James Cawley	144,000
Housing Services Total		444,000

Green	Amber / Green	Amber / Red	Red
300,000			
144,000			
444,000	0	0	0
100%	0%	0%	0%

HIGHWAYS & STREETSCENE		
DNP 1 a	In Source - Ringway/Mouchel Staff	80,000
DNP 1 b	In Source - Duty Engineer Service	70,000
DNP 2 a	System Thinking Review Savings - Highways & Streetscene	150,000
DNP 2 b	System Thinking Review Savings - Fleet	100,000
DNP 4	In Source - Grounds Maintenance Contract	100,000
DNP 5 a	Rights of Way Maintenance Review	20,000
DNP 5 b i	Reduce Expenditure on Road signs	40,000

Green	Amber / Green	Amber / Red	Red
80,000			
70,000			
150,000			
100,000			
100,000			
20,000			
40,000			

BUDGET SAVINGS 2012-2013 - RAG RATING/TRACKING

30-Jun-12

Item	Description	Financial Plan 2012-13
DNP 5 b ii	Cease the maintenance of Bus Shelters	83,000
DNP 24 a	Enforcement & Events Team - Redesign	75,000
DNP 24 b	Enforcement & Events Team - Reduce Spend & Increase Income	25,000
Highways & Streetscene Total		743,000

Green	Amber / Green	Amber / Red	Red
83,000			
75,000			
25,000			
743,000	0	0	0
100%	0%	0%	0%

LEISURE		
DNP 19	Realignment of Mgmt Resources	100,000
Leisure Total		100,000

100,000			
100,000	0	0	0
100%	0%	0%	0%

CHILDREN'S SOCIAL CARE		
	Defer investment for residential provision	500,000
	Business Support Review - saving agreed in 2011/12 Business Plan	361,000
Children's Social Care Total		861,000

500,000			
150,000	211,000		
650,000	211,000	0	0
75%	25%	0%	0%

INTEGRATED YOUTH		
	Connexions Review - already agreed in 2011/12 Business Plan	417,000
	Youth Development Savings - 11-19 Commissioning Strategy	450,000
	Integrated Youth Structure	915,000
Integrated Youth Total		1,782,000

417,000			
450,000			
915,000			
1,782,000	0	0	0
100%	0%	0%	0%

EARLY YEARS		
	To reduce the early years and childcare workforce support early years set	478,000
Early Years Total		478,000

478,000			
478,000	0	0	0
100%	0%	0%	0%

SCHOOL IMPROVEMENT		
	Reduced curriculum support through reduction in the number of Advisors	85,000
	reduction in direct support and initiatives provided by the LA	150,000
	increase focus on trading with schools in Wiltshire and other areas, and with other LAs	365,000
	Defer Investment from Council Business Plan - in conjunction with reduced activity and increased focus on trading - may limit ability to narrow gaps	200,000
School Improvement Total		800,000

85,000			
150,000			
365,000			
200,000			
800,000	0	0	0
100%	0%	0%	0%

BUSINESS & COMMERCIAL SERVICES		
	Review of former Local Education Teams (Business Support) in line with re	100,000
Business & Commercial Services Total		100,000

100,000			
100,000	0	0	0
100%	0%	0%	0%

TARGETED SERVICES & LEARNER SUPPORT		
	Reduce Local Collaborative Partnership team/identify savings within SEN	293,000
Targeted Services & Learner Support Total		293,000

293,000			
293,000	0	0	0
100%	0%	0%	0%

COMMISSIONING & PERFORMANCE		
	Children's Trust Support	40,000
	Children's Disability Teams and Commissioning for Short Breaks	200,000

40,000			
	200,000		

BUDGET SAVINGS 2012-2013 - RAG RATING/TRACKING

30-Jun-12

Item	Description	Financial Plan 2012-13
	Family & Parenting Support	100,000
Commissioning & Performance Total		340,000

Green	Amber / Green	Amber / Red	Red
100,000			
140,000	200,000	0	0
41%	59%	0%	0%

POLICY, PERFORMANCE & PARTNERSHIP		
DCE 12	Service Restructure	51,000
Policy, Performance & Partnership Total		51,000

Green	Amber / Green	Amber / Red	Red
51,000			
51,000	0	0	0
100%	0%	0%	0%

FINANCE, PROCUREMENT & AUDIT		
CEX 2	Remaining savings of Finance Restructure	250,000
CEX 3 a	Corporate Procurement Unit Restructure - Phases 1 & 2	130,000
CEX 3 b	CPU - Ongoing Agency Staffing Reduction & driving down costs	133,000
CEX 4 a	Rev & Bens - Increase in Court Fees	50,000
CEX 4 b	Rev & Bens - Removal of Vacant posts / Agency staff with the Implementation of new R&B system	230,000
CEX 4 c	Rev & Bens - Recovery of LA benefit overpayments	100,000
CEX 4 d	Rev & Bens - Efficiencies in year end billing due to New system	25,000
Finance, Procurement & Audit Total		918,000

Green	Amber / Green	Amber / Red	Red
250,000			
130,000			
133,000			
50,000			
230,000			
100,000			
25,000			
918,000	0	0	0
100%	0%	0%	0%

LEGAL & DEMOCRATIC		
	Reduction due to centralisation including FOI function	200,000
Legal & Democratic Total		200,000

Green	Amber / Green	Amber / Red	Red
200,000			
200,000	0	0	0
100%	0%	0%	0%

HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT		
DTR 4 c	Harmonisation Team	296,000
DTR 4 d	Learning & Development	250,000
Human Resources & Organisational Development Total		546,000

Green	Amber / Green	Amber / Red	Red
296,000			
250,000			
546,000	0	0	0
100%	0%	0%	0%

INFORMATION SERVICES		
DTR 5 a	Restructure	720,000
DTR 5 b	Telephony	227,000
DTR 5 c	Network Support contract	100,000
DTR 5 d	Consolidate Applications	250,000
	<i>Alternative option to achieve savings - in year service efficiencies</i>	0
Information Services Total		1,297,000

Green	Amber / Green	Amber / Red	Red
720,000			
227,000			
100,000			
125,000			125,000
125,000			(125,000)
1,297,000	0	0	0
100%	0%	0%	0%

CUSTOMER CARE/BUSINESS SERVICES FINANCE		
DTR 3 a	Customer Services	161,000
DTR 3 b	Occupational Health & Safety	115,600
DTR 3 c	Recruitment, Payroll and HR	54,400
DTR 3 d	Transactional Finance e.g. Accounts Payable	85,000
DTR 3 e	Registration	5,000
Customer Care/Business Services Finance Total		421,000

Green	Amber / Green	Amber / Red	Red
161,000			
115,600			
54,400			
85,000			
5,000			
421,000	0	0	0
100%	0%	0%	0%

STRATEGIC PROPERTY		
DTR 3 f	Staffing	71,000
Strategic Property Total		71,000

Green	Amber / Green	Amber / Red	Red
71,000			
71,000	0	0	0
100%	0%	0%	0%

BUDGET SAVINGS 2012-2013 - RAG RATING/TRACKING

30-Jun-12

Item	Description	Financial Plan 2012-13
TRANSFORMATION PROGRAMME		
DTR 1 a	Capital Financing Savings (£300k now moved to Capital Financing)	0
DTR 1 b	Reduction of Property Running Costs	180,000
DTR 1 c	Reduce Reactive Repairs & Maintenance Budget	200,000
DTR 1 d	Movement out of Bradley Rd - Saving on Running Costs	150,000
DTR 2	Maintenance Contract - Full Year Savings	100,000
Business Transformation Total		630,000

Green	Amber / Green	Amber / Red	Red
0			
180,000			
200,000			
150,000			
100,000			
630,000	0	0	0
100%	0%	0%	0%

ECONOMY & ENTERPRISE		
DNP 20	Restructure & Redesign of service	366,000
Economy & Enterprise Total		366,000

Green	Amber / Green	Amber / Red	Red
366,000			
366,000	0	0	0
100%	0%	0%	0%

DEVELOPMENT SERVICES		
DNP 21	Restructure of Admin Team	90,000
DNP 22	Discretionary budget line reductions within service	60,000
Development Service Total		150,000

Green	Amber / Green	Amber / Red	Red
90,000			
60,000			
150,000	0	0	0
100%	0%	0%	0%

HIGHWAYS STRATEGIC SERVICES		
DNP 6	Reduce Street Lighting by 20% on Minor Roads	525,000
	<i>Alternative option to achieve savings - In year service efficiencies</i>	0
DNP 7	Sustainable Transport - Review Of Monitoring Requirements	40,000
DNP 8	Supervision Fees - Increase in Receipt of Income	150,000
DNP 9 a	Consultant Budget - Bridge Maintenance	30,000
DNP 9 b	Consultant Budget - Traffic Signal Maintenance	25,000
DNP 10	Road Safety: Reduce support for Safety Camera Partnership	65,000
DNP 11	Reduce Traffic Engineering Expenditure	30,000
DNP 28	Highways Strategic Services - Budget Reductions	130,000
DNP 29	Highways Consultancy Contract	15,000
Highways Strategic Services Total		1,010,000

Green	Amber / Green	Amber / Red	Red
200,000			
290,000		325,000 (290,000)	
40,000			
150,000			
30,000			
25,000			
65,000			
30,000			
130,000			
15,000			
975,000	0	35,000	0
97%	0%	3%	0%

PASSENGER TRANSPORT		
DNP 12	Public Transport - Bus Service Provision	180,000
DNP 13	Public Transport - Re-procurement of Bus Services	120,000
	<i>Alternative option to achieve savings - S.106 transport monies</i>	0
DNP 14	Public Transport - Re-profiling of Bus Services	80,000
DNP 12	Education Transport - Bus Service Provision	80,000
	Education Transport - Denominational Transport	30,000
Passenger Transport Total		490,000

Green	Amber / Green	Amber / Red	Red
60,000			120,000
120,000			(120,000)
120,000			
80,000			
80,000			
30,000			
490,000	0	0	0
100%	0%	0%	0%

WASTE		
DNP 16 a	Reduction of the network of bring sites	110,000
DNP 16 b	Removal of bring sites from North and West Wiltshire	160,000
DNP 17	Recycling, Transformation & Consultants	300,000
DNP 18	Reduction of Grant to WWT for Waste Education	30,000
Waste Total		600,000

Green	Amber / Green	Amber / Red	Red
110,000			
160,000			
300,000			
30,000			
600,000	0	0	0
100%	0%	0%	0%

PUBLIC HEALTH & PUBLIC PROTECTION		
CEX 5 a	Reduction to Community Safety Partnership	100,000
CEX 5 b	Contribution from Research	50,000

Green	Amber / Green	Amber / Red	Red
100,000			
50,000			

BUDGET SAVINGS 2012-2013 - RAG RATING/TRACKING

30-Jun-12

Item	Description	Financial Plan 2012-13
CEX 5 c	Restructure - Carry forward from 2011/12 saving	47,000
CEX 5 d & g	Reduction in Supplies and Services	196,000
CEX 5 e	Abolition of Market Forces Supplements	23,000
CEX 5 f	Removal of Vacant posts	34,000
Public Health & Public Protection Total		450,000

Green	Amber / Green	Amber / Red	Red
47,000			
196,000			
23,000			
34,000			
450,000	0	0	0
100%	0%	0%	0%

DIGITAL INCLUSION		
	Reprofiling due to extra external income	161,000
Digital Inclusion Total		161,000

Green	Amber / Green	Amber / Red	Red
161,000			
161,000	0	0	0
100%	0%	0%	0%

ADDITIONAL SAVINGS PROPOSALS		
DNP 25	Reduction of Business Support Team	115,000
DNP 26	Service Restructures	600,000
DNP 27 a	Removal of Lease Car Scheme/Lump Sum	210,000
DNP 27 b	Review of Discretionary Budgets across all services	140,000
	Carbon reduction (£100K now moved to Capital Financing)	0
TOTAL ADDITIONAL SAVINGS PROPOSALS		1,065,000

Green	Amber / Green	Amber / Red	Red
115,000			
600,000			
210,000			
140,000			
0			
1,065,000	0	0	0
100%	0%	0%	0%

CORPORATE DIRECTORS		
CEX 1	Corporate Restructure	400,000
Corporate Directors Total		400,000

Green	Amber / Green	Amber / Red	Red
400,000			
400,000	0	0	0
100%	0%	0%	0%

CORPORATE		
	Capital Financing Efficiencies	400,000
	Investment Savings Redundancy	1,750,000
	Investment Savings Broadband	71,000
	Investment Savings Housing PFI	50,000
	Investment Big Society	800,000
	Investment Energy Efficiency	250,000
	Procurement Savings	2,000,000
	Admin Savings	1,000,000
	Facility Savings	1,000,000
	Corporate Savings	1,640,000
Corporate Total		8,961,000

Green	Amber / Green	Amber / Red	Red
400,000			
1,750,000			
71,000			
50,000			
800,000			
250,000			
	2,000,000		
100,000		900,000	
350,000		650,000	
	1,640,000		
3,771,000	3,640,000	1,550,000	0
42%	41%	17%	0%

TOTAL SUMMARY - As per Financial Plan Totals		Financial Plan 2012-13
Original Financial Plan 2012-2013		32,634,000
		32,634,000

Green	Amber / Green	Amber / Red	Red
21,096,000	9,308,000	2,230,000	0
21,096,000	9,308,000	2,230,000	0
65%	28%	7%	0%

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