

AGENDA

Meeting: Cabinet
Place: Kennet Room - County Hall, Bythesea Road, Trowbridge,
BA14 8JN
Date: Tuesday 11 December 2018
Time: 9.30 am

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

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

Membership:

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

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Public Participation

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


The full constitution can be found at [this link](#). Cabinet Procedure rules are found at Part 7.

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

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Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 7 - 18*)

To confirm and sign the minutes of the Cabinet meeting held on 27th November, 2018 previously circulated.

3 **Declarations of Interest**

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

4 **Leader's announcements**

5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Stuart Figini of Democratic Services by 12.00 noon on Wednesday, 5 December 2018. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Outdoor Education** (*Pages 19 - 30*)

 Report by Corporate Director Terence Herbert.

7 **Proposed closure of Lypiatt Primary School** (*Pages 31 - 52*)

 Report by Corporate Director Terence Herbert.

8 **Council Tax Base 2019/2020** (*Pages 53 - 64*)

Report by Corporate Director Alistair Cunningham.

9 **Revenue & Capital Budget Monitoring Report** (*Pages 65 - 108*)

Report by Corporate Director Alistair Cunningham.

10 **Performance Management and Risk Outturn Report: Q2 2018/19** (Pages 109 - 124)

Report by Corporate Directors Dr Carlton Brand, Alistair Cunningham and Terence Herbert.

11 **Prioritisation of Community Infrastructure Levy Spending** (Pages 125 - 144)



Report by Corporate Director Alistair Cunningham.

12 **LED Lighting Project** (Pages 145 - 162)



Report by Corporate Director Alistair Cunningham.

13 **Integrated Community Equipment and Support Services - Recommissioning** (Pages 163 - 172)



Report by Corporate Director Dr Carlton Brand

14 **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

15 **Exclusion of the Press and Public**

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

To consider passing the following resolution:

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

Numbers 16 and 17 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking item in private:

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

16 **Outdoor Education** (*Pages 173 - 364*)

 Report by Corporate Director Terence Herbert.

This item is exempt due to financial information provided in the appendix.

17 **Integrated Community Equipment and Support Services - Recommissioning** (*Pages 365 - 370*)

 Report by Corporate Director Dr Carlton Brand

This item is exempt due to financial information provided in the appendix.

CABINET

MINUTES OF THE CABINET MEETING HELD ON 27 NOVEMBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

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

Also Present:

Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Jane Davies, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Gavin Grant, Cllr David Halik, Cllr Deborah Halik, Cllr Darren Henry, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Brian Mathew, Cllr Ashley O'Neill, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Graham Payne, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Philip Whalley, Cllr Roy While, Cllr Christopher Williams, Cllr Graham Wright, Cllr Robert Yuill, Cllr Ernie Clark, Cllr Ian Thorn and Cllr Trevor Carbin

295 Apologies

Apologies were received from Cllr John Thomson.

296 Minutes of the previous meeting

The minutes of the meeting held on 9 October 2018 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 9 October 2018.

297 Declarations of Interest

There were no declarations of interest.

298 **Leader's announcements**

The Leader explained the approach to public participation for the Special Schools item.

299 **Public participation and Questions from Councillors**

Colin Gale raised a question on the minutes of the previous meeting in relation to the decision on Everleigh Household Recycling Centre, it was commented the reason for the decision recorded in the minutes did not reflect the conclusion at the meeting. Cllr Wayman responded she was satisfied the reason in the minutes was an accurate record and this would be checked with the Legal team.

Anne Henshaw expressed concern that Wiltshire's Local Plan did not include a policy to protect the area of land around Junction 17 of the M4 from unsustainable development. Cllr Sturgis advised the review of the Local Plan was still in progress and a written response to questions was to follow.

Cllr Jon Hubbard asked a supplementary question on the expansion of Melksham Cemetery. The Councillor asked when the facility would be available and would this include being open to the Muslim community. Cllr Wyman responded the facility would be available in the New Year 2019 and available to the Muslim community.

300 **Consideration of Proposals for the Development of Special Schools for Children and Young People with complex SEND/Severe learning Difficulties**

Cllr Laura Mayes thanked members of the public that had taken the time to attend the meeting and responded to the consultation on the proposals for Special Schools. The Cabinet member gave a presentation which set out proposals for special schools and advised that surgeries would be available to families affected by the decision to meet with the Council and discuss how the plans would affect them. Cllr Mayes explained the proposal was to invest £20 million in a purpose built Centre of Excellence at Rowde, to accompany provision at Exeter House in Salisbury. The Special Schools Larkrise and St Nicholas would stay open until the new school is built in 2023, with staff and pupils transferring to the new Centre of Excellence. The changes were necessary due to increased demand for specialist SEND provision, increased pupil population as a result of Army Rebasing and additional statutory responsibilities on the local authority. In total an additional 120 school places were needed for specialist SEND provision, and this was to be met by the expanded centre in Rowde.

The Cabinet member explained there was overcrowding in the current schools and the best option was to expand the school site at Rowde. Cllr Mayes highlighted the investment was an opportunity to improve the quality of education for those in a Special School setting, as well as improving

opportunities for pupils with SEND in mainstream schools. The councillor outlined that Rowde was the ideal site for expansion due to its location and excellent community links. The councillor was confident an expanded site in Rowde would give the best opportunity for travel times to the majority of pupils and families. It was explained the expanded site would keep its small, safe setting by separate small learning areas on the site, landscaped to maintain a 'countryside' feel and additional therapy facilities would also be available at the school. The presentation was concluded by the reading of letter from a parent which expressed support for the proposal. Finally, the councillor informed the meeting, the next step for proposals was to engage in statutory consultation and to bring the matter for final decision by Cabinet in March 2019, families would also be offered a personal travel plan to support the transition to a new school.

The Leader invited statements and questions as detailed below:

Mike Loveridge (Head of Rowdeford School), thanked stakeholders for showing support for the school and spoke in support of the school's education provision and outdoor learning approach. The Head spoke in support of the expansion of the school and stated he would work with Wiltshire Council to support the success of the school.

The Vice Chair of Governors (Rowdeford School), also spoke highly of the school.

June Flemming-Simms spoke on behalf of parents with pupils at Larkrise School who wanted the school retained in the town, and expressed concern over the impact of increased school travel time on SEND children.

Phil Cook (Head of Larkrise School) spoke about Larkrise's work to form links with the local community and nearby mainstream schools, Mr Cook felt the new proposals would not continue this approach. It was argued the Children's Select Committee had recommended a school be available in Devizes, Chippenham and Rowde and considered SEND pupils should be at school within their community.

Ros Way (Head of St Nicholas School) argued SEND Pupils should be educated in the area in which they live to allow them to integrate with the community. It was considered the proposals ignored the recommendations of the Children's Select Committee Task Group.

Linda Bell, a petition organiser, made a statement to support the retention of Larkrise School on the grounds of unacceptably increased travel time to Rowdeford school causing distress for SEND pupils.

John Hawkins (Rowde Parish Council), spoke in support of the proposal to expand Rowdeford School and advised the Parish Council would help support the integration of the pupils with the local community.

Duncan Carter spoke of his experience as a parent of a child with SEND and argued the proposal would endanger the health of his child due to the location of the school in Rowde.

Melissa Loveday, a petition organiser, spoke against the proposals, suggesting the increased travel time and distance from hospital would increase health risks for her child. It was also argued the proposal gave parents a lack of choice on where to educate their children, and the location in Rowde would isolate children from the community in which they live. Concern was also expressed that the new school would be too large a setting for SEND pupils to flourish in.

Teresa Lilley spoke of her experience as a parent of a child with Special Educational Needs at Larkrise School and of the integration with Paxcroft school, which she argued should continue to support SEND children to be part of mainstream community and learn life skills.

Lance Allan, Trowbridge Town Council, spoke against the proposals on the basis that travel time would be increased for most pupils transferring to an expanded Rowdeford School. Mr Allan requested a choice be provided to parents as to the location of their child's education. More flexibility in when the expanded school was to open, and others to close, was requested.

Jo Waltham asked whether the Council could assure parents that no child with SEND would travel longer than the Department for Education guidelines under the new proposal.

Jon Hamp, Spingfields Academy, advised the academy would work to support the proposal.

Matt Sambrook, Head at Exeter House, spoke in support of the proposal as a development opportunity for better facilities and access to professionals.

Stuart Hall, Wiltshire Parent Carer Council, expressed thanks for inviting the Council to contribute to the consultation. It was highlighted parents felt the current provision did not meet all the needs of their children. Parents also expressed concern about long travel distance times. WPCC asked that if the proposal was agreed, that families be supported to transition into the new school. WPCC concluded that current Special schools were at capacity and action needed to be taken.

Cllr Hubbard spoke in his capacity as Chair of the SEND School Provision Task Group and thanked the officers, headteachers, parents, young people and Governors for their involvement in the process. The councillor explained the Task Group initially wanted two sites for specialist school provisions. The Task Group had challenged the location and the travel time for pupils attending Rowdeford School, and the councillor gave examples of how the school had detailed that it could support travel arrangements in-house. Ultimately the Task Group requested an investment into resource hubs in mainstream schools across the county so that the first opportunity for young people was to be educated in these local environments. It was highlighted that resource hubs for

SEND pupils were not available for secondary schools in Wiltshire and this should be a requirement.

Cllr Oldrieve spoke against the proposal, arguing the Cabinet had previously discussed that expanding Rowdeford School was not an option. It was requested that any consultation responses received since the initial Cabinet report in May 2018 be released.

The Leader advised that in May 2018 the Cabinet had agreed to consider 3 possible options for specialist school provision. It was confirmed that consultation responses would be available for public inspection.

Cllr Thorn spoke of his experience meeting with parents at St Nicholas' School. The councillor was pleased to hear parents would be involved in designing the new proposals and in accessing surgeries. The Councillor requested receipt from the sale of the two sites Larkrise and St Nicholas be ringfenced for SEND pupils.

Cllr Payne spoke against the proposals and requested assurance that the number of students receiving education privately out of county would reduce.

Cllr Simon Jacobs advised the Devizes community would welcome the new pupils at Rowdeford School into the community.

Cllr Ernie Clark spoke against the proposal and argued it ignored the views that stakeholders had expressed in the consultation period.

Cllr Sheppard spoke about how seriously the Task Group had considered the proposals and evidence to support them.

Cllr Peter Fuller encouraged the Cabinet to consider all representations received. The councillor spoke in support of an expanded site at Rowdeford, however felt the other two schools should also be retained.

Cllr Alan Hill defended the impartiality of officers and their dedication to constructing evidence-led proposals.

Baroness Scott spoke of her experience as the parent of a disabled child and her desire for excellent education provision, therapy opportunities, and medical support in Special Schools. The Leader explained she was confident this proposal was the best opportunity for the pupils in the county.

Cllr Clewer recognised the concern of the parents, however highlighted the current sites were too small to accommodate the services parents required for their children.

Cllr Mayes thanked all parents and stakeholders who had contributed to the discussion in writing and at the meeting, and understood the uncertainty expressed. However, the Cabinet Member went on to highlight specialist school provision needed to change due to the overcrowding in schools. It was noted that 80% of SEND children were already education in a different town due to

Wiltshire being a large rural county. The Cabinet member supported resource bases in every community and confirmed the plan was to have full time medical staff at the new school. In response to public statements, the Cabinet member responded that parents of children already at Rowdeford School felt their children were integrated in the community. The Cabinet member agreed with comments raised that post-16 provision was important. Finally it was confirmed that the new school could have a dedicated officer responsible for organising pupil transport, and existing staff from Larkrise and St Nicholas would be offered positions at Rowdeford School.

Resolved:

- a) To approve consultation on the establishment of a new special school with buildings using the existing Rowdeford site and a new build adjacent;**
- b) To approve the issue of a subsequent statutory notice of a proposal to discontinue St Nicholas, Larkrise and Rowdeford Special Schools with effect from 31st August 2023 at the latest. The notice also to refer to the opening of a new special school from 1st September 2023;**
- c) To note that on the approval of a statutory notice there will be a four week statutory period for representations on the closure proposals and that a final decision by Cabinet will be required. It is anticipated that this decision will come to Cabinet in March 2019;**
- d) To approve a parallel non-statutory consultation on a proposed specification for the new provision, so that the Council can undertake the process of identifying a preferred provider to be recommended to the Secretary of State;**
- e) To note and support the proposal for a parallel programmes to create a cross county approach to Post 16 special education, including provision in Chippenham and Trowbridge;**
- f) To note and support the proposal for a parallel programme to develop the outreach provision from Exeter House, Salisbury.**

Reason for decision:

Wiltshire Council has a statutory duty to secure sufficient school places and quality provision for all pupils with special education needs (SEND) and to ensure that these places and provision provide both high quality support, education and value for money. The resolutions outlined above will enable the Council to meet this duty.

301 **Service Devolution and Asset Transfer Report - Parish Councils**

Cllr Clewer presented a report to dispose of the free hold of service based assets to small Town and Parish Councils, complementing the Service Devolution and Asset Transfer Policy. The Cabinet member also advised the Council was recruiting additional staff to speed up the asset transfer process. Examples of the assets to be transferred were small car parks and public conveniences.

Councillors welcomed the decision however requested further details for the timescales for transfers in their areas, the Cabinet member advised he would give timescales when new solicitors were in post. Typographical errors in the report were confirmed, in particular that throughout the process of asset transfer officers would keep elected members informed by advising that discussions were being held with their respective parish council and informing the Cabinet member that transactions had completed

Resolved:

To approve the freehold and long leasehold disposal of the service based assets identified to smaller Town and Parish Councils, subject to the criteria being met in each instance.

To authorise the Head of Strategic Assets and Facilities Management to dispose of freehold or long leasehold interest of the assets.

Reason for decision:

Following the approval of the Service Devolution and Asset Transfer Policy a programme for packages of transfers is being established. The Council is receiving a number of small scale requests from, predominantly, Parish Councils and the approach set out in this report will allow the Council to deal with those small scale requests in conjunction with the programme established under the Service Devolution and Asset Transfer Policy in a timely and effective manner.

302 **Freehold of assets to be sold**

Cllr Toby Sturgis presented a report proposing assets surplus to the Council's operational requirements and to be added to the list for disposals. Details of each site were provided, in particular the requirements at St Stephens Car Park. Lance Allan, Trowbridge Town Council, required further detail to clarify whether an option for free parking would be available to a new owner of St Stephens Car Park. Cllr Sturgis responded the parking charges were to be determined by the new owner, but must not exceed an upper limit.

Cllr Payne requested detail how much money the council had spent since April 2009 to maintain the St Stephens car park. Cllr Kirk suggested the car park had been left as a public resource and requested further detail on the arrangements.

Cllr Sturgis responded that nothing had been agreed as yet for a future buyer. Baroness Scott suggested a briefing be arranged for Trowbridge councillors to receive answers to detailed questions.

Cllr Thorn questioned why the car park could only be available for freehold purchase by the shopping centre, the open market value, and the impact of a special-purchaser arrangement. Cllr Sturgis advised open market value was limited. It was confirmed a special-purchaser would be in control of the covenant.

Lance Allan expressed concern at the proposal for Manvers House and recommended that public open space also be considered as part of the decision. Cllr Sturgis confirmed open space could be considered, this proposal was just the initial decision.

Resolved:

To confirm that freehold interested of the 4 assets can be sold by the Council;

To note the continuing approach set out in paragraph 8 of the report;

To authorise the Director for Housing and Commercial Development to dispose of the freehold interest in the assets, or in his or her absence, the Corporate Director for Growth, Investment and Place.

To request a briefing is provided for all Trowbridge Area Board members to discuss further the arrangements for St Stephen's Car Park.

Reason for decision:

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

303 Intermediate Care Bed Service

Cllr Jerry Wickham introduced a report on the extension of Intermediate Care Bed Service contracts for a further 12 months beyond March 2019 to enable a full Wiltshire bed review to be completed in order to ensure that the appropriate number and type of beds were commissioned across the system.

Cllr Thorn highlighted this was the second extension and considered that issues should have been addressed during the first extension period. The councillor was disappointed to find patients referred to as customers in the report. The Cabinet confirmed that patients were very much considered as real people and were taken seriously. Legal advice was that the Council could proceed with a contract extension.

Resolved:

To approve an additional extension of the Intermediate Care Bed Service contracts as an exception for a further 12 months;

To delegate authority to the Corporate Director with responsibility for Adult Care to approve the contract variations needed to achieve the above;

To note a full review of bed based services will commence in September for completion in February. This will inform discussions with all providers, including the residential, nursing and intermediate care block providers, and then clearly identify how many and what type of beds will need to be commissioned. Time will be needed to fully engage with the market.

Reason for decision:

The current Intermediate Care bed service contracts will expire on 31st March 2019; this decision approves an additional extension of these contracts as an exception for a further 12 months to enable a full Wiltshire bed review to be completed in order to ensure that the appropriate number and type of beds are commissioned across the system.

304 **Exemption Request – Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing**

Cllr Jerry Wickham presented proposals to extend the current contracts for supporting living, floating support and supporting housing for customers with a learning disability or mental health need. The Cabinet member highlighted the proposal had been subject to a Rapid Scrutiny exercise.

Cllr Hubbard expressed concern that the proposal was an extension of an already extended contract. In response, it was explained this extension was part of adult social care transformation process, and it was legal and sensible to build extensions into a contract.

Resolved:

To extend the contractual agreements detailed at Appendix 1 of the report until 31 August 2019;

To delegate authority to the Corporate Director with responsibility for Adult Care to approve:

a) the contract variations needed to achieve the above within the approved budget;

b) the award of contracts within the approved budget following required tender processes

Reason for decision:

This extension is being requested for the following reasons to allow sufficient time to:

- consult with customers and providers around current services and to coproduce new service specifications for future services*
- Undertake an accommodation review and develop a strategy*
- carry out thorough research across other local authorities, and develop how we wish to commission and tender for these services from 1 July 2019*
- allow sufficient time to allow any required tender processes to take place in keeping with procurement regulations.*
- take into account that we have fragile market places that may take some time to shape and for relationships to be sufficiently developed to maximise opportunities*
- ensure we are aligned on the future pathway with services and approaches as required by LD and MH transformation work to ensure services commissioned are fit for future purpose*

305 **Urgent Items**

There were no urgent items, however members expressed thanks to colleagues and officers for their support in agreeing a sustainable solution for Assize Court in Devizes.

306 **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 307-308 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 5 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.

307 **Intermediate Care Bed Service**

Resolved:

To approve an additional extension of the Intermediate Care Bed Service contracts as an exception for a further 12 months;

To delegate authority to the Corporate Director with responsibility for Adult Care to approve the contract variations needed to achieve the above;

To note a full review of bed based services will commence in September for completion in February. This will inform discussions with all providers, including the residential, nursing and intermediate care block providers, and then clearly identify how many and what type of beds will need to be commissioned. Time will be needed to fully engage with the market.

Reason for decision:

The current Intermediate Care bed service contracts will expire on 31st March 2019; this decision approves an additional extension of these contracts as an exception for a further 12 months to enable a full Wiltshire bed review to be completed in order to ensure that the appropriate number and type of beds are commissioned across the system.

308 **Exemption Request - Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing**

Resolved:

To extend the contractual agreements detailed at Appendix 1 of the report until 31 August 2019;

To delegate authority to the Corporate Director with responsibility for Adult Care to approve:

- a) the contract variations needed to achieve the above within the approved budget;**
- b) the award of contracts within the approved budget following required tender processes**

Reason for decision:

This extension is being requested for the following reasons to allow sufficient time to:

- consult with customers and providers around current services and to coproduce new service specifications for future services*
- Undertake an accommodation review and develop a strategy*
- carry out thorough research across other local authorities, and develop how we wish to commission and tender for these services from 1 July 2019*
- allow sufficient time to allow any required tender processes to take place in keeping with procurement regulations.*
- take into account that we have fragile market places that may take some time to shape and for relationships to be sufficiently developed to maximise opportunities*

- ensure we are aligned on the future pathway with services and approaches as required by LD and MH transformation work to ensure services commissioned are fit for future purpose

(Duration of meeting: 9.30 am - 1.05 pm)

These decisions were published on 29 November 2018 and will come into force on 7 December 2018.

The Officer who has produced these minutes is Libby Johnstone of Democratic Services, direct line 01225 718214, e-mail libby.johnstone@wiltshire.gov.uk

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

Part I

Wiltshire Council

Cabinet

11 December 2018

Subject: Outdoor Education

Cabinet Member: Councillor Philip Whitehead - Cabinet Member for Finance, Procurement, ICT and Operational Assets

Key Decision: Key

Executive Summary

- The Cabinet at its meeting on the 27 March 2018 considered a review of outdoor education facilities. Outdoor education is a non-statutory function of the Council and to avoid significant medium to long term costs Cabinet at that meeting decided that both the Braeside and Oxenwood Outdoor Education Centres would close on the 31 August 2018.
- Following this decision Council received representations from the public and community groups and contact by organisations expressing an interest in continuing the operation of the centres as an outdoor education facility. As a consequence, a soft market testing exercise was conducted to explore the interest further. As a result, Cabinet at its 2 June 2018 meeting resolved to keep the centres open until Christmas 2018 and to commence a formal bidding process. The aim was to market the sites as going concerns to explore any viable alternatives to complete closure of the services.
- The marketing of the services and offer process concluded on 1 October 2018 with the receipt of 7 proposals that have been evaluated against an agreed set of criteria.
- The offers received do present the opportunity for the Council to consider selling and/or transferring to other providers the outdoor education operation which would enable outdoor education to be continued to be offered within Wiltshire.

Proposals

- I. Cabinet delegates to the Director for Children's Services in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the commencement of negotiations with the preferred bidders Wiltshire College and Community First, having regard to the recommendations and advice of the Outdoor Education Scrutiny Task Group.

- II. Cabinet approves the deferral of closure of Braeside and Oxenwood outdoor education site until at the latest January 2020 to allow for negotiations and successful transfer arrangements.
- III. Cabinet delegates to the Director for Children's Service in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets the completion of contracts to sell and/or transfer the Councils outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated.

Reason for Proposal

- I. Following the Council's review of the two outdoor education sites, Braeside and Oxenwood, and the Cabinet's decision to close both sites, interested parties have come forward through a formal process with viable proposals for the continuation of outdoor education in Wiltshire.
- II. This report considers the formal submissions received and how best to continue the provision of outdoor education in Wiltshire.

Terence Herbert – Corporate Director, Children and Education

Wiltshire Council

Cabinet

11 December 2018

Subject: Outdoor Education

Cabinet member: Councillor Philip Whitehead - Cabinet Member for Finance, Procurement, ICT and Operational Assets

Key Decision: Key

1. Purpose of Report

- 1.1 To consider the proposals received for the sale of the Council's outdoor education sites and operation and to identify preferred bidders.

2. Proposals

Cabinet delegates to the Director for Children's Services in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the commencement of negotiations with the preferred bidders Wiltshire College and Community First, having regard to the recommendations and advice of the Outdoor Education Scrutiny Task Group.

Cabinet approves the deferral of closure of Braeside and Oxenwood outdoor education site until at the latest January 2020 to allow for negotiations and successful transfer arrangements.

Cabinet delegates to the Director for Children's Service in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets the completion of contracts to sell and/or transfer the Councils outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated.

3. Relevance to the Council's Business Plan

- 3.1 The proposals are relevant to the Council's priorities and objectives as laid down in the Councils Business Plan; specifically, the proposal supports the following outcomes:
- a. Strong communities and particularly the ambition of communities where everyone can achieve their part.
 - b. Protecting the vulnerable and schools that help all pupils achieve.

4. Background

- 4.1 Wiltshire Council currently operates outdoor education centres at Braeside, Devizes and Oxenwood near Marlborough. Both sites offer a range of outdoor education activities, residential courses and some off-site sessions.
- 4.2 Outdoor education is a discretionary function for the Council and after an extensive review of the services, Cabinet at its meeting on the 27 March 2018 decided that it no longer wanted to continue with direct provision of this service. At the time of this decision there was no identified viable alternative but to close both outdoor education sites.
- 4.3 Following this decision, and as a consequence of public interest, several interested parties contacted the Council with a variety of proposals for the continued operation of outdoor education. As a result, a soft market testing exercise, open to all was undertaken and reported to Cabinet on the 12 June 2018.
- 4.4 This 'soft market' testing exercise illustrated considerable interest from the private and charity sectors in purchasing the outdoor education venues as going concerns and Cabinet agreed on the 12 June to keep both outdoor education sites open until Christmas 2018 to allow for formal offers via an open and transparent sale process.
- 4.5 At the 12 June Cabinet Meeting, Cabinet recognised the need to consider social value as part of the requirements to meet Best Value which may mean that the financial value gained for the sites could be less than what could be achieved for alternate uses (subject to planning).
- 4.6 The calling for formal offers gave the opportunity for interested parties to submit offers for the purchase outright of the business and or assets (freehold interest) of one or both of Braeside and Oxenwood outdoor education centres. These offers were due to be received on the 31 August 2018 but following feedback from potential bidders, the deadline was extended to the 1 October 2018.
- 4.7 To make every 'best effort' to find an alternative provider the outdoor education sale process was supported by extensive marketing through a specialist external property agent. This led to a range of leisure and property trade based publicity and marketing, that developed 985 impressions on LinkedIn newsfeed, 976 Twitter hits, and 591 website hits. Overall the approach yielded 32 solid enquiries which translated into 7 offers for the outdoor education businesses.
- 4.8 A set of criteria to evaluate the bids was developed that placed a broad 50:50 balance on price offered and social value. In terms of social value bidders were asked to explain how their offer was of benefit to Wiltshire young people and the bidders approach to staff and management of the operation, target market and activities offered. The evaluation criteria are at table 1 overleaf.

Table 1	
Outdoor education facilities - Evaluation Criteria	
Price: the price payable on completion. To include – Analysis of assumptions: the valuation basis and assumptions applied in arriving at offer price. Any additional due diligence required by the bidder. Approvals: required for your offer	50%
Commercial plans: Commercial plans for the business, including a summary of how outdoor education would be positioned within your operation going forward.	10%
Management and employees: an outline of plans for involving the existing management and employees in the future success of the business including your approach to TUPE of the sites employees.	10%
Plans for maintenance and provision of a safe and secure site.	10%
Benefits and opportunities to young people and the education sector and delivery of social value.	20%
	100%

5. Submissions

5.1 The submissions received are summarised in table 2 below.

Table 2: Submissions received summary			
Organisation	Site	Offer	Proposal
Adventure Learning Foundation	Braeside	Details included in Part 2	Adventure Learning are an established outdoor education provider. The proposal is to continue outdoor education at the site and to develop the existing programme expanding out centre use into birthday parties, family fun days, etc.
Adventure Learning Foundation	Oxenwood	Details included in Part 2	Adventure Learning are an established outdoor education provider. The proposal is to continue outdoor education at the site and to develop the existing programme expanding out centre use into birthday parties, family fun days, etc.
Wiltshire College & University Centre	Braeside and Oxenwood	Details included in Part 2	The proposal is for the transfer of Wiltshire Council employees to the Wiltshire College site at Lackham where a new outdoor education facility will be created (120 beds). The provision will be a comprehensive range of outdoor education facilities and opportunities that exploits the location next to the river Avon and agricultural college facilities. The college is looking for a grant/loan/assistance in initial start-up costs; however, this proposal enables Wiltshire Council to sell the current Braeside and Oxenwood sites.
Magdalen Environmental Trust	Braeside	Details included in Part 2	Magdalen is an experienced outdoor education provider and will continue to provide outdoor education experiences from Braeside. The proposals create a registered charity; trustees include Devizes TC and Wilts Wildlife Trust.

			The charity has a successful track record of obtaining grant funding to support work with young people used to target missed opportunities at weekends and evenings for charitable community work. A teacher training role will also be developed as well as weekend and evening activities.
Community First	Oxenwood	Details included in Part 2	Community First propose to continue outdoor education at Oxenwood, with curriculum based outdoor education services that build on the current, ethos, approach and existing delivery plan. The proposal integrates Community First's established work with Wiltshire young people and youth groups. For example, providing free access to the service for 250 young people who are vulnerable and facing disadvantage.
Classes Abroad	Braeside	Details included in Part 2	Classes Abroad will continue outdoor education at Braeside combined with a focus as a foreign language school. Core business is providing for and managing European school visits for educational stays in the UK.
Oxenwood CIC	Oxenwood	Details included in Part 2	The Oxenwood Community Interest Company has been established to bid for the Oxenwood operation and will continue outdoor education at the site. It will build on the existing offer and curriculum based approach. Additional activities will be provided at weekends and evenings and some outreach work into local communities.

- 5.2 The submissions received present a range of opportunities for the continuation of outdoor education in Wiltshire and have been reviewed and evaluated by officers from Human Resources, Finance, Commercial and Property services. In addition, they have also been considered by the outdoor education staff, outdoor education specialists and the outdoor Education Scrutiny Task Group (Please also see section 7).
- 5.3 The recommended preferred bidders both from the evaluation and from the Scrutiny Task Group deliberations (see comments at section 7) are Wiltshire College and Community First. To deliver a successful potential transfer of the outdoor education operations both preferred bidders will need to be engaged in more detailed dialogue and negotiation to bring a successful conclusion to the process. Therefore, the recommendation is to progress these negotiations but to not preclude other bidders at this stage in case such negotiations do not come to fruition.
- 5.4 To allow for these negotiations to take place it is proposed that the current outdoor education provision at both Oxenwood and Braeside will need to continue. This will facilitate transition to the new providers and ensure no breaks in service provision. It is recommended that Cabinet approves the deferral of

closure of both Braeside and Oxenwood outdoor education sites until January 2020 subject to final negotiations and transfer arrangements.

- 5.5 It should be noted that if any of the proposals are accepted Council is potentially accepting a 'less than best financial consideration' for one or both sites for alternative uses. This decision, if made, is offset by the broader social and economic values which are likely to be delivered through the proposals.
- 5.6 When the decision was made to close the outdoor education sites in March 2018 the Council received many communications and expression of concern from local community groups, schools and via the save Braeside and Oxenwood Facebook petition. The proposal to enter more detailed dialogue with a preferred set of bidders supports the desires of these interested parties as it potentially retains outdoor education provision in the county and can make Wiltshire an outdoor education destination fit for the future.

6. Property Considerations

- 6.1 The sites will have multiple values depending upon their intended use; if, for example, a site is to be used as an outdoor education centre it will be valued differently than if it were to be used for development.
- 6.2 It should be noted that Cabinet needs to consider a value for the sites being less than could be achieved, based on Red Book Valuations received. The social value of any proposals has been considered in the market testing process.
- 6.3 The sites have been valued by an independent Registered Valuer, who has determined the market value in accordance with recognised market valuation guidelines:
- Braeside - £500,000
 - Oxenwood - £80,000 to £155,000 (depending on whether the value of bio-mass income is taken into account)
- 6.4 In anticipation of the potential requirement to repurpose the sites a report was agreed at the 12 June Cabinet 2018 that granted formal agreement for permission to dispose of the Braeside and Oxenwood sites. This allows officers, in consultation with the relevant Cabinet members, to consider the most appropriate method of disposal.
- 6.5 To aid the Cabinet in the decision-making process and support the interested parties in development of their proposals the condition surveys for both sites have been updated.

7. Overview and Scrutiny Engagement

- 7.1 Scrutiny has been engaged in two rapid scrutiny exercises on outdoor education and traded services conducted on 13 September and 18 October 2017, following which a specific outdoor education Task Group was established.

- 7.2 The Outdoor Education Scrutiny Task Group met on 7 February 2018 and subsequently carried out site visits to Oxenwood and Braeside on 27 February 2018. A report from the Task Group was included in the papers considered by Cabinet on the 27 March 2018. The Cabinet decision on the 27 March to close both outdoor education sites were called in and the decision was upheld.
- 7.3 Further meetings of the outdoor education Scrutiny Task Group have been held on the 20 June, 26 September and 17 October 2018. At the meeting on the 17 October the Task Group were supplied with all the information from the 7 bidders and reviewed each submission in detail.
- 7.4 Based on its key findings on the draft Cabinet report, and the evidence it has received so far, the task group would recommend that the Cabinet member/Director:
- open negotiations as soon as possible with Community First with regards to the Oxenwood site, independently of negotiations with other bidders;
 - open negotiations with Wiltshire College and University Centre taking into account the task group's concerns raised in paragraphs 35 to 41 (of the scrutiny task force report, see appendix 2) and that consideration be given to loaning the money to the centre, or agree terms that guarantee a return for the council on its investment;
 - undertake a detailed assessment of Adventure Learning Foundation's performance in other locations where it has been working in partnership or on behalf of local authorities;
 - consider further engagement with Classes Abroad to ascertain if a mutually satisfactory sale value for Braeside could be achieved.
- 7.5 These recommendations are welcome and have been considered and reviewed. key areas of concern have shaped consideration of the Scrutiny Task Group report:
1. The need to give staff clarity on the future and the route forward, they have faced a considerable period of uncertainty and this will be ongoing during the negotiation period.
 2. The sites continue to be a financial risk to the Council; this can be mitigated through swift negotiations and transfer arrangements.
- 7.6 Given this context delaying decision making while further investigations are undertaken seem unreasonable for staff and potentially costly to the Council. Given this context it is recommended that these negotiations are progressed quickly with Wiltshire College and Community First but that they do not preclude other bidders at this stage in case such negotiations do not come to fruition.

8. Safeguarding Considerations

- 8.1 The outdoor education centres provide an education experience for all children including those in vulnerable groups. Safeguarding standards and implications

will be the responsibility of the organisation which purchases the business the Council will though make sure that safeguarding issues are a key component of a bid and new operations.

9. Public Health Implications

- 9.1 The outdoor education centres provide outdoor activities for children, contributing to a healthy lifestyle. Access to these activities will remain available through the potential purchaser(s) and the various facilities within Wiltshire and in neighbouring counties.

10. Procurement Implications

- 10.1 The formal market offer and bidding process for the outdoor education sites enables a fair and transparent process to be followed that is compliant with procurement guidelines and legislation.

11. Equalities Impact of the Proposal

- 11.1 A full Equalities Impact Assessment has been completed and as the outdoor education process progresses it has been and will be updated at key milestones of this project. The sale of the operation or new purchaser/s potentially mitigates any detrimental effect or impact for disadvantaged communities and ethnic minorities who may not get the chance to experience the benefits of outdoor education. Equality impacts will be reviewed during this process.

12. Environmental and Climate Change Considerations

- 12.1 There are no environmental or climate change impacts.

13. Risks & Opportunities of this report have been considered.

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

If the decision is to **not** sell the outdoor education businesses, then the risks identified below as part of the planned closure process will remain:

Risk	Action to mitigate the risk
1. Negative feedback from customers re new provider/s	Engagement and consultation with all major stakeholders through established routes. Marketing and communication of new provider.
4. Inability to honour future bookings during transition phase	Working closely with the new purchaser/s to transfer any existing bookings/provide support for local schools.

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. Negative feedback from customers re new provider/s	Engagement and consultation with all major stakeholders through established routes. Marketing and communication of new provider.
2. Inability to honour future bookings during transition phase	Working closely with the new purchaser/s to transfer any existing bookings/provide support for local schools.
3. Redundancy risks to staff	Opportunities to TUPE transfer into new roles to be fully explored.
4. Impact on income	Options for promoting the services during transition phase.
5. Risk of commercial failure from the potential new purchaser/s.	Robust evaluation of the proposals and commercial models to ensure a satisfactory service for local schools.
6. Financial Risk to the Local authority	Mitigated through swift negotiation and transfer.
7. Risk of parties not willing to proceed based on offers made	Open dialogue with bidders and further due diligence on proposals.
8. Value of the asset potentially more than the offer made.	Adjusted through negotiation and dialogue with bidders.
9. Potential costs of keeping sites open for longer	Swift negotiation and transfer arrangements
10. Qualified and Experienced Workforce	The continued successful operation of the sites and transition will require the goodwill and cooperation of the workforce.

14. Financial Implications

- 14.1 The decision was made at the Cabinet meeting in March to examine and consider a variety of proposals for the continuation of outdoor education both in terms of financial burden to the Council and a measure of social value in Wiltshire.

- 14.2 Any decision to sell the two sites to continue the provision of outdoor education in Wiltshire must be with the least financial detriment, burden or, risk to the local authority either now or in future years.

15. Legal Implications

- 15.1 The Council is not required to provide Outdoor Education services or facilities.
- 15.2 The proposed disposals will take the form of sales as going concerns, therefore TUPE requirements will apply. Legal advice will be provided on any arrangements for transfer.
- 15.3 The issue of State Aid has been considered in the development of this report and full advice is set out in Part 2. The proposals are considered to present a low risk of being successfully challenged on the basis of State Aid.
- 15.4 Section 123 of the Local Government Act 1972 requires the Council to secure the best consideration reasonably obtainable for any disposal or for such disposal to fall within The Local Government Act: General Disposal Consent (England) 2003, which can include the consideration of the value of social and environmental benefits as well as economic or purely financial benefits.

16. Conclusions

- 16.1 The submissions made contain innovative and exciting propositions outdoor education services. They have the potential to bring significant social, educational and economic benefits to the County and present a unique opportunity for the Council to move away from direct provision of a non-statutory function, while retaining the benefits of this type of educational activity within easy access to local schools and Wiltshire young people.

Terence Herbert, Corporate Director, Children and Education

Report Author: Nick Cave – Education and Skills

December 2018

Background Papers

None

Confidential appendices

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Wiltshire Council

Cabinet

11 December 2018

Subject: Proposed Closure of Lypiatt Primary School

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

Key Decision: Key

Executive Summary

Following Cabinet 25 September 2018, a Statutory Notice was published on 18 October 2018 proposing to discontinue (close) Lypiatt Primary School, with effect from 31 March 2019. The final date for comments on, or objections to, the proposal was 23 November 2018. No objections have been received so far (21 November 2018).

Lypiatt Primary School is located on the site of the Services Cotswold Centre (SCC) near Corsham. The centre provides secure, affordable temporary housing for Service families in need of short-term accommodation. In 2016, OFSTED assessed the school as Good.

Pupil numbers at the school have always been low and subject to a high level of fluctuation. Over the last 7 years, the highest number of pupils attending the school at a census time was 30 in May 2015 and the lowest was 3 pupils in January 2017. In May 2018 there were 10 pupils on roll. This increased to a maximum of 27 pupils at one point during the Summer term.

The low pupil numbers and high level of fluctuation has led to increasing concern from staff, governors and Wiltshire Council about the financial viability of the school. Funding allocated through the local funding formula for schools, which mirrors the national funding formula, cannot sustain the school's current staff structure without creating a large deficit, as there are insufficient pupil numbers at the school for it to attract viable levels of funding. In recent years, the school and Local Authority have worked hard to mitigate this through seeking and securing funding from other sources. However, with the ending of these grant funds, the Ministry of Defence - Directorate Children and Young People (DCYP), Headquarters Army Welfare Service (AWS) and Headquarters Support Commands (HQ Sp Comd) have all confirmed no further support funding is available from them. In the absence of further support, the school will have an in-year budget deficit of £106k in 2018/19, rising to £180k by 2021/22, with a cumulative deficit of £540k by 2021/22.

Proposal

That Cabinet approves the proposal to discontinue (Close) Corsham Lypiatt Primary School with effect from 31st March 2019 (as published) or 31 August 2019 to allow pupils to complete the academic year at the school. Sufficient external additional funding has been identified to allow for the closing date of 31 August 2018.

Reason for Proposal

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

Terence Herbert
Corporate Director Children's Services

Subject: Proposed Closure of Lypiatt Primary School

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

Key Decision: Key

Purpose of Report

1. The purpose of this report is to provide Cabinet Members with all the relevant information to make an informed decision on the closure proposal in relation to Corsham Lypiatt Primary School.

Relevance to the Council's Business Plan

2. The Council's vision is to make Wiltshire a great place to live and work. This initiative specifically delivers increased wellbeing and/or safeguarding, by ensuring that resources are utilised effectively and efficiently, in coordination with partners and providers.

Main Considerations for the Council

3. Wiltshire Council recognises the government's presumption against the closure of village schools, and will only bring forward proposals to close a village school where it can be demonstrated that one or more of the criteria below can be met. Relevant criteria are italicised:
 - 1) *There is only very limited demand for places at the school from children living within the designated area.*
 - 2) *Surplus places at the school exceed 25%.*
 - 3) Standards are low and there is little confidence in the likelihood of improvement.
 - 4) Recruitment of a head teacher has not proved possible.
 - 5) The necessary improvements to the school accommodation are either not possible or not cost effective.
 - 6) *The school has a deficit budget without realistic prospects of recovery.*
4. For all schools with fewer than 90 pupils on roll, Wiltshire Council will actively encourage the governors of the school to consider further collaboration by joining a Multi Academy Trust, federation or amalgamation with one or more neighbouring schools.

5. In the present circumstances, Lypiatt Primary School meets the first, second and sixth criteria for closure in the list above. Note, in terms of local demand the school's admissions are restricted to service children living at the Cotswold centre.

Background

6. The process for decision making regarding school closures is set out in the Department for Education's statutory process as prescribed in the following legislation: The 'Education & Inspections Act 2006', as amended by the 'Education Act 2011'. The 'School Organisation (Establishment and Discontinuance) Regulations 2013' and in guidance published in April 2016 'Opening and Closing Maintained Schools'. The process consists of the following key stages:
 - I. Informal consultation for a recommended period of 6 weeks.
 - II. Cabinet considers the responses to the consultation and determines whether to proceed with publishing statutory notices together with a further period of statutory consultation.
 - III. Statutory notices published regarding the nature of the proposal and commencement of a statutory consultation period of 4 weeks.
 - IV. Cabinet considers the consultation responses and determines whether or not the school should be closed.
7. The informal consultation (I.) was conducted between 12th June and 25th July (6 weeks). On 26 September 2018, Cabinet considered the responses to the consultation and decided to take the next step in the statutory process to issue a Statutory Notice (II.). This notice was published on 18 October 2018 proposing to discontinue (close) Lypiatt Primary School, with effect from 31 March 2019 (III.). The final date for comments on, or objections to, the proposal was 23 November 2018. None were received. The final stage (IV.) is for Cabinet to consider all the consultation responses and determine whether or not the school should be closed and, if so, the final closing date.
8. Based on a Published Admission Number of seven per year the school has a capacity for 49 pupils. Pupil numbers at the school have always been low and subject to a high level of fluctuation. Over the last 7 years the highest number of pupils attending the school at a census time was 30 in May 2015, and the lowest was 3 pupils in January 2017. In January 2018 there were 4 pupils on roll. Table A below shows the pupil numbers on roll (NOR) from 2011 to 2018. The table shows a declining number of pupils on roll since the beginning of 2017. Based on the overall capacity of the school (49), the rate of surplus places has varied from 39% in May 2015 (lowest) to 91% in January 2018 (highest).

Table A: School Census Pupil Numbers from Jan 2011 to May 2018

Year	NOR (January)	NOR (May)	NOR (October)
2011	13	9	23
2012	11	24	15
2013	16	10	18

2014	13	16	16
2015	11	30	8
2016	4	8	16
2017	3	6	5
2018	4	10	12

9. The admissions team and school keep records of the total number of individual pupils offered places and attending the school, irrespective of their presence on those termly census days.

Table B shows the cumulative total number of attending pupils at some point for each academic year from 2011/12.

Academic Year	Pupils attending during the academic year (cumulative total)
2011-12	74
2012-13	44
2013-14	47
2014-15	52
2015-16	24
2016-17	29
2017-18	20

10. The low pupil numbers and high level of fluctuation has led to increasing levels of concern from staff, governors and Wiltshire Council about the financial viability of the school. The high staff / pupil ratios mean that children receive high levels of individual attention.
11. However, the key issue is that funding allocated through the local funding formula for schools, which mirrors the national funding formula, cannot sustain the school's current staff structure without creating a large deficit as there are insufficient pupil numbers at the school for it to attract viable levels of funding. In recent years, the school and Local Authority have worked hard to mitigate this through seeking and securing funding from other sources. Before the consultation to seek viable alternatives to closure started, the Ministry of Defence confirmed that no further support funding is available from them.
12. In 2018/19 the school benefits from the balance of the MOD Education Support Funding of £60k plus £37k from the Armed Forces Education Trust, which has enabled the school to operate at a deficit in terms of conventional funding. The in-year budget deficit in 2018/19 is £106k. However, the deficit is expected to rise to £180k by 2021/22, with a cumulative deficit of £540k by 2021/22. Given the size of the deficit, the only viable long term option is to close the school.
13. The pre-statutory consultation was conducted between 12 June and 25 July 2018. A summary of all feedback received during this period can be found below. Each consultation response received during the consultation is included in full as appendix A to this report. Also included (as Appendix B)

are the key issues raised during the public consultation meeting, held on 3rd July 2018.

Consultation Response Summaries

14. There were seven written responses received to the consultation

- 1 Corsham Town Councillor – Closure No, as the facility concerned is the only one in the country; I feel we should support the parents. We should give a service to the people who use the facilities who come at a difficult time regardless of the funding shortage.
- 2 Corsham Town Council - Closure No, as the school provides an essential service to single parents returning to the UK. Look for a Multi Academy Trust or Federation, e.g. with Corsham primary. There is concern over access to the Cotswold Services Centre to other schools, due to its isolated location. In addition, several of the existing schools are at capacity, which makes it difficult for Lypiatt pupils to join them. Families using the centre should be supported regardless of funding shortages. Every child matters.
- 3 Armed Forces Education Trust – Closure yes, but later. Closure viewed with dismay as the school provides specialist support to some of the most potentially vulnerable forces children. Closure seems to be at odds with the June 2018 publication of the ‘Kin and Country’ report by the Children’s Commissioner and Government stated intentions regarding the welfare of Armed Service families. However, the trust recognises the low pupil numbers and the decision to cease MOD Education Support Funding unfortunately makes a strong case for closure. The Trust recommends finding funding to complete the academic year to August 2019, to avoid unnecessary disruption to pupils’ learning. While the number of children at the Cotswolds centre is small, their needs are often complex – a mainstream primary school could understandably have difficulties supporting them. Recommend a single point of contact to facilitate the transition of the children into the education system and to provide specialist interventions where needed to prevent children from being further disadvantaged.
- 4 Chair of Governors, Lypiatt School – Closure yes - but later until August 2019 or until the repatriation of Service families from Germany to the UK is complete. It will be difficult to accommodate the pupils in nearby schools as they are currently full in many year groups. Threat of closure appears to directly contradict the Kin and Country report written by the Children’s Commissioner in June this year which recommends the need to minimize disruption to Service families and their children. Funding Deficit expected to fall as a result of rising pupil numbers. Bid made to MOD to cover any shortfall – awaiting response.
- 5 Pickwick Academy Trust CEO - Closure Yes, because the school is not financially sustainable using the current staffing model both now and in the future. However, the unique service offered by the school to vulnerable military families is valued in the area. Consideration should be

given to an alternative quality provision for children and their families while the military service move back to the UK.

6 Durrington Infants School - Closure Yes.

7 Army Welfare Service

There is a need to maintain this unique Defence welfare facility. Supporting the challenges faced by military families, and in particular vulnerable children, is an essential part of the welfare package that is required for the military community.

For the last few years Lypiatt has applied for and been awarded monies from the MOD's Educational Support Fund (ESF). 2017/18 was the last year ESF was available, so cutting a funding stream that would otherwise have prevented the school going into deficit. ESF is likely to be reinstated but the aim of the ESF is not to support enduring costs, therefore Lypiatt does not fit the criteria for this funding in the long term. ESF cannot be relied upon to fund the school in the long term and a more sustainable option needs to be sought.

Following this response, a decision was taken by the MOD to re-establish the ESF as discussed earlier in this report.

Tri-Service Funding. Wiltshire Council and the Army have been approached to fund the required shortfall but neither will support such a deficit. It is unclear as to whether Royal Navy and RAF have been approached for funding; this must be investigated. Other funding options such as Grant in Aid, Contract for the Supply of Services are not appropriate in part owing to financial constraints and also to education in the UK being the responsibility of the Department for Education.

CEA. The MoD provides Continuity of Education Allowance (CEA) at a cost of circa £80M/year. CEA caters for children that are generally in stable, happy and well catered for circumstances. Lypiatt School also provides a form of continuity of education but to a community that is stressed and almost entirely composed of vulnerable children. It is felt that it is counter intuitive not to fund the cohort that desperately needs cohesion, continuity and family structure. The potential for siblings to be split up and sent to separate schools, at the most difficult of times, does not fit the welfare model at all and breaks those basic tenets of when a family need each other the most.

15. Lypiatt Primary school is designated as a rural primary school as such by an order made for the purposes of section 15. There is a presumption against the closure of rural schools. In order to close a rural school the decision maker must ensure that the following issues have been considered:

a. Displaced pupils

The pupils attending the school would require places in local schools. Arrangements are being made to provide the additional places in local schools (Corsham Broadwood Primary, located 2.3 miles from Lypiatt is due to expand by 105 places in 2019). Pound Pill and Corsham Regis schools are under 2 miles and it is 2.3 miles to Broadwood.

The local area is well supported with a range of good quality Early Years provision. In the nearby village of Neston there is a sessional pre-school that takes children aged two to school age. Corsham, the nearest town to the Lypiatt Primary School has several nurseries. A new one is due to open shortly in the Springfield Campus. All schools in Corsham including the Corsham Broadwood Primary school have Early Years provision available on their school sites meaning that parents can chose to have their school age children and Early Years children all on one site.

b. The likely effect of the closure of the school on the local community

Lypiatt School is located on the site of the Services Cotswold Centre (SCC) near Corsham. SCC is a tri-service facility managed by Headquarters Army Welfare Service (AWS) and funded by Headquarters Support Commands (HQ Sp Comd) on behalf of the MOD. The centre provides secure, affordable temporary housing for Service families in need of short-term accommodation. Lypiatt School and early years centre is there for families with younger children (primary school age) who need to stay longer at the Cotswold Centre. Older children (secondary school age) currently attend Corsham Secondary School, which is nearby. The designated area of Lypiatt Primary School is only the Services Cotswold Centre (SCC). Although it is true that there will be significant army family movements until September 2019 for army basing, there is no direct linkage between those movements and the need for Lypiatt school. SSC and Lypiatt School is specifically for short-term transit accommodation for Service Personnel (SP), Civil Servants and their family for periods of up to six months pending placement elsewhere. SCC provides accommodation in circumstances such as: evacuation from overseas assignments; responding to family disruption e.g. estrangement or divorce; injured SP recuperation; between assignments, and; for those leaving the Services.

The number of families using the SCC is expected to fall significantly following the substantial draw down of soldiers from Germany in summer 2019, representing the majority of the UK's overseas deployment.

The Local Authority has a duty and responsibility to provide sufficient school places both in terms of mainstream and specialist provision to meet demand arising from all areas of the community including in response to inward migration. A programme of work has already been undertaken for the needs arising from the Army Basing programme.

c. Educational standards at the school and the likely effect on standards at neighbouring schools

In 2016, OFSTED assessed the school as Good. The inspectors reported that the small number of pupils, all children of service families, found stability, high-quality care and success during the typically short time they were at the School. The school created a strong family culture, which welcomed newcomers and placed the highest value on pupils' learning. Pupils, teachers, parents and governors were proud to be part of the school community. The whole school staff team worked together with the determination to provide the best possible welfare and learning environment and continually strived to make further improvements.

Places will be available in local schools (Corsham Broadwood Primary, located 2.3 miles from Lypiatt is due to expand by 105 places in 2019). Pound Pill and Corsham Regis schools are under 2 miles and it is 2.3 miles to Broadwood. The number of pupils who could be displaced from Lypiatt initially would be relatively small and expected to reduce further. It is therefore anticipated that there would not be a significant effect on standards at neighbouring schools.

Overall, there is consensus in the responses from the consultation was that Lypiatt school is not financially sustainable with the sources of funding currently available.

d. the availability, and likely cost to the LA, of transport to other schools and any increase in the use of motor vehicles which is likely to result from the closure of the school, and the likely effects of any such increase.

Should the decision be taken to close Corsham Lypiatt Primary School, provision has been made for ongoing transport costs of up to £5k per annum. Children will either walk to the nearest school or travel on school transport if the school is further than the statutory walking distance. Any increase in the use of motor vehicles resulting from the closure of the school will be modest due to the low number of pupils attending the school.

e. Alternatives to the closure of the school

The consultation explored the option for Lypiatt Primary School to join a Multi Academy Trust or Federation with a local School. However, for a funding or federation agreement to be approved, this would have required a radical staff restructure and redundancies to allow the partner to operate within the stated available resources. No proposal from another school or an Academy Trust was received that would allow the school to remain open.

Safeguarding Implications

16. There is a risk that young people would need to be transported to schools from their locality if there are no safe walking routes. In the case of Lypiatt's closure, pupils will attend one of the local schools. Both Pound Pill and

Corsham Regis are under 2 miles and it is 2.3 miles to Broadwood. So free transport would not be provided to Pound Pill or Regis and would only be provided to Broadwood for children aged 8+ if a space was applied for and refused after appeal for both the other schools during the normal admission round.

Public Health Implications

17. Lypiatt pupils will continue to benefit from a range of sports facilities including dedicated sports halls, primary activity halls, hard games courts and grass football/hockey pitches at their new school. The closure of Lypiatt school will not affect the opportunity for young people in the community to participate in sports and thereby promote healthy behaviours and practices in the population.

Corporate Procurement Implications

18. Since this proposal relates to the closure of Lypiatt school, there are no direct corporate procurement implications. Indirect corporate procurement implications include the already planned expansion of a local school and potential new transport routes from the Service Cotswolds Centre. Responsibility for approving related procurement activity rests with the Council's Corporate Procurement and Commissioning Board, arrangements will be compliant with European and domestic procurement legislation.

Equalities Impact of the Proposal

19. The Local Authority has a duty and responsibility to provide sufficient school places both in terms of mainstream and specialist provision to meet demand arising from all areas of the community including in response to inward migration. A programme of work has already been undertaken for the needs arising from the Army Basing programme. As a public body, the Council must take into account the Equality Act 2010, a consolidating Act which brings together previous Acts dealing with discrimination. Decisions must be reviewed for potential impact on persons with "protected characteristics". S.149 of the 2010 Act also lays down the Public Sector Equality Duty whereby from the 5 April 2011, local authorities and other organisations exercising public functions must have due regard to 3 key areas:
 - (a) Eliminate unlawful discrimination, harassment and victimisation.
 - (b) Advance equality of opportunity between those who share a relevant protected characteristic and those who don't; and
 - (c) Foster good relations between those who share a relevant protected characteristic and those who don't. The relevant "protected characteristics" are: age, disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
20. Although not a protected characteristic specified in the Equality Act 2010, members of the Armed Forces can be considered as vulnerable as one of the "other" groups of characteristics, and as such it should be acknowledged

that they may face disadvantage in accessing public services. The cohort of families affected by this decision are exclusively part of the Armed Forces. In the consultation, many stated that the unique service offered by the school to vulnerable military families is valued in the area. It is clear all stakeholders wish to work to minimise disruption to Service families and their children. In this context, Wiltshire Council would support any proposals to grant awarding bodies to establish alternative quality provision offering additional support to children and their families if the school closes.

Environmental and Climate Change Considerations

21. In all education-related capital investment schemes, officers continue to work with establishments to develop and enhance the learning environment taking account of sustainability and environmental impact, including the move towards reducing carbon emissions from schools for the benefit of pupils, staff and the community. In the eventuality that Lypiatt school remained open, the environmental impact of the school would be expected to remain high compared to other schools. This is based on the fact that Lypiatt school operates with a large surplus of capacity.

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

22. The risks of keeping Lypiatt Primary School open are primarily financial; see financial implications section below.

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

23. A decision to close Lypiatt Primary School would require the potential redundancy of the school's staff. The pupils attending the school would require places in local schools. Arrangements are being made to provide the additional places in local schools (Corsham Broadwood Primary, located 2.3 miles from Lypiatt is due to expand by 105 places in 2019). Corsham Regis Primary Academy is also located 2.0 miles from Lypiatt school. Wiltshire Council will support any bid proposals from the receiving schools, seeking grant funding from the MOD or Army welfare organisations for supporting vulnerable pupils and their families.

Overview and Scrutiny Engagement

24. The Chairman and Vice Chairman of the Children's Select Committee were provided with a written briefing on the proposals for Lypiatt Primary School including closure. It was agreed that further scrutiny involvement was not required.

Financial Implications

25. If the proposal proceeds to closure by April 2019, there would be no direct impact (positive or negative) on the Council's long-term revenue budget since school revenue funding in the form of the Dedicated Schools Grant (DSG) is ring-fenced from all other Council revenue streams.

Should the decision be taken to close Corsham Lypiatt Primary School, there will be redundancy costs associated with this decision. There will also be possible ongoing transport costs of approximately £5k per annum.

These costs need to be seen in the context of an in-year budget deficit of £106k in 2018/19, rising to £180k by 2021/22, with a cumulative deficit of £540k by 2021/22 if the school remains open. Schools have delegated budgets, but if a school closes any deficit balance remains with the Council, which must meet the cost of writing-off the deficit from its general funds.

Surplus balances of closing schools are credited to the Council. The funding framework governing schools finance, which replaced Local Management of Schools, is based on the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998. Under this legislation the Council is required to publish a Scheme of Financing for Schools. The scheme sets out the financial relationship between the authority and the maintained schools which it funds, including the respective roles and responsibilities of the authority and the schools. The scheme does not limit unreasonably the flexibility of schools to control and deploy their budgets, recognising the need for public monies are involved to be properly accounted for and recorded. The scheme includes provisions which are binding on both parties. Under the scheme, any deficits of expenditure against budget share (formula funding and other income due to the school) in any financial year will be charged against the school and will be deducted from the following year's budget share to establish the funding available to the school for the coming year. Schools cannot set a deficit budget without the prior agreement in writing of the authority. For clarity, a deficit budget is one where the gross expenditure in the budget plan exceeds the total of funding, income and the balance (surplus or deficit) brought forward from the previous year. This consent is given by the Section 151 officer - The scheme of delegation allows for deficit budgets, but only for three years, and no more than 20% of the school's budget share, up to a maximum of £750,000. In certain cases these provisions can and have been breached in Wiltshire, with the consent of the s151 Officer.

Following a recent review of the school's current budget, and forecast income and expenditure the cost of implementing the proposed options can be anticipated.

- a. 31 March 2019 (as published in the statutory notice)
The school has sufficient reserves to operate without a closing deficit
- b. Or modify to 31 August 2019 which is the final day of the academic year.
The school does not have sufficient reserves to operate without a closing deficit. The forecast deficit is estimated at £38,000. Strenuous efforts have been made to secure additional external funding. The MOD ESF had previously allocated a grant for the Lypiatt Early Years centre. A balance of £38k remains. The MOD has agreed for this balance to be redirected into the schools general fund to offset the anticipated deficit. The Governing Body have agreed to use their best endeavours to adhere to the budget forecast. The main advantage of an August closure is not

moving vulnerable pupils in the final term of the academic year, some of whom may be taking national tests.

Legal Implications

26. Under the Education and Inspections Act 2006 (as amended by the Education Act 2011), the closure of maintained schools, such as Lypiatt Primary School, is governed by The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 (“Establishment and Discontinuance Regulations”). When exercising functions under these regulations regard must be had to guidance published by the Department of Education (DoE), including ***Opening and closing maintained schools: Statutory guidance for proposers and decision-makers***, which sets out the statutory 5 step process. The procedure as set out in this report has followed that guidance.
27. The Cabinet, as the Local Authority decision maker, will need to have regard to a list of factors included in further guidance, namely, ***Guidance for decision-makers: Statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals (2016)***. Of specific relevance is *Section 5: Factors relevant to discontinuance (closure) proposals*. In addition, as this is a designated rural school, attention needs to be paid to the considerations set out at page 17 of the guidance, *Rural schools and the presumption against closure*.

A copy of these statutory guidance documents has been placed in the Cabinet Room or can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/514556/16-04-06_FINAL_SO_Guidance_ED_Regs.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/514570/16-04-06_FINAL_SO_Guidance_DM.pdf

Conclusions

28.
 - 1) Pupil numbers have been low and highly variable, with the school operating at surplus capacity that has ranged from 30% to 90%.
 - 2) As a result, the school has been unable to attract sufficient funding through the local funding formula and has only continued to operate through assistance from MOD Education Support Funding (ESF) and other grants
 - 3) The decision by the above body to cease funding of the school will result in an unsustainable deficit that is expected to reach £540k by 2020/21.
 - 4) Considering the above, in the absence of funding that addresses the deficit, the only viable option is to close the school.

Recommendations

29. To approve the closure of Lypiatt Primary School.

30. To determine the date to discontinue (close) Corsham Lypiatt Primary School. The options are:
- a. 31 March 2019 (as published in the statutory notice)
 - b. Or modify to 31 August 2019 which is the final day of the academic year.

Delaying closure of the school would minimise disruption to pupils and ideally should take place at the end of the academic year 2018/19. The financial implications of each option are set out in para. 25 above.

31. Liaise with local stakeholders to place appropriate mechanisms in place to support pupils with the transition to their new schools.

Proposal

32. Subject to the Cabinet's approval to proceed with closure, the next steps are:
- a. To agree the closure date
 - b. To offer alternative places to children on roll for the term following the agreed closure date.
 - c. To put in place appropriate human resources arrangements for staff.
 - d. To put in place practical arrangements to ensure continuance of early years provision.
 - e. To implement the logistical requirements of discontinuing the school.

Reason for Proposal

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

Terence Herbert
Corporate Director – Children's Services

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Tel: 01225 718695 Ext 18695

30 November 2018

Background Papers

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

Wiltshire School Places Strategy 2017-2022

Appendix A - Consultation responses received

1. Response from a Corsham Town Councillor

Option B is supported (keep Lypiatt school open).

Why not a multi-academy trust? I think you (the LA) has decided to close it (the school) already.

As the facility concerned is the only one in the country; I feel we should support the parents. We should give a service to the people who use the facilities who come at a difficult time regardless of the funding shortage. Every child matters, but not in Wiltshire.

2. Response from Corsham Town Council

Option B is supported (keep Lypiatt school open).

Lypiatt Primary School provides an essential safe and caring environment for children who have experienced an unsettled period. Our proposal is for the school join a Multi Academy Trust or Federation such as Corsham Primary. This would, of course, require their agreement and co-operation but would provide a much better solution for Lypiatt pupils and those of the existing primary schools. There is concern over access and transport for residents of the Cotswold Services Centre to other schools, as it is in a somewhat isolated location. Whilst your report states that impact of Lypiatt pupils joining other schools is said to be marginal, it is nevertheless a negative impact on those existing schools and disruptive to existing pupils. Several of the existing schools are at capacity, so if pupils from Lypiatt are to join them, they would be taking away current capacity.

If necessary, the catchment area should be adjusted in a way which has the least negative impact on pupils of Lypiatt Primary School and on existing schools. This should consider accessibility and transport issues as well as educational, welfare and financial factors.

3. Response from Armed Forces Education Trust

Support Closure in the long term – *‘the Trust recognises that from a local education perspective, the recent fall in pupil numbers, even if only temporary, and the decision to cease the MOD Education Support Fund unfortunately make a strong case for closure.’*

I am writing on behalf of the Armed Forces Education Trust which currently provides 14% of the funding for Lypiatt School.

Given the objects of our Trust, which are to support children whose education is affected by parents’ service in the Armed Forces, we view the proposed closure of a school which provides specialist support to some of the most potentially vulnerable forces children with dismay.

It is particularly unfortunate that the consultation coincides with the publication in June of the “Kin and Country” report by the Children’s Commissioner, sponsored

by the MOD and strongly supported at the recent launch by the Minister of State, the Shadow Secretary of State for Defence and members of the Defence Select Committee.

The report recommends: "It is vital that children do not lose additional support when they move between areas...greater action is needed on the transfer of support when children move between local authorities and devolved nations". Clearly the same principle applies even more strongly to children moving to the UK from abroad.

Closure of Lypiatt Primary School would be directly counter to this recommendation and flies in the face of Government and MOD stated intentions regarding the welfare of Armed Service families and the spirit of the Military Covenant.

However, the Trust recognises that from a local education perspective, the recent fall in pupil numbers, even if only temporary, and the decision to cease the MOD Education Support Fund unfortunately make a strong case for closure.

Completing the academic year

Many of the children who arrive at Lypiatt Primary School have already suffered disruption and in some cases are in distressing family circumstances which risk compromising their education further as they obviously would be if the closure happens as proposed in April 2019 in the middle of the school year. We believe that every effort should be made to source bridging funding to allow the School to remain open until the end of the academic year in July 2019. The sum involved is small and should not be beyond the means of Wiltshire Council.

Supporting children in the future

While numbers of children of primary school age arriving at the Cotswold Centre may be small, their needs are often complex. They are unlikely to arrive conveniently between school years and may have education needs which will be exacerbated by a break in, or further disruption of, their early years of education. A mainstream primary school, with its own pressures and not geared specifically for the needs of such individuals, will understandably have difficulties supporting them.

It is therefore vital that:

1. A single point of contact, either an individual or a specific post, be identified within the local education system, or within the MOD welfare system at the Cotswold Centre, to take responsibility for children as they arrive at the Centre with the expertise and experience to facilitate their transition into the education system and identify and meet specific educational needs.
2. An appropriate funding stream be identified to provide specialist interventions where needed to ensure children arriving are not further disadvantaged.

The trust recognises the difficulties of finding funding, but a modest fund to support these vulnerable children would surely be the least that those responsible in both the military and education worlds could offer if and when the School closes.

While it would not be appropriate for the Trust to provide total funding, it would be open to consider contributing to such a fund if it were to be established under suitable accountable management.

We look forward to hearing your comments, particularly on the last two proposals.

Brigadier Alan Behagg
Chair, Armed Forces Education Trust

4. Response from governors of Lypiatt school

Support Closure in the long term

The Governors of The Lypiatt School do not support the closure of the school in the short term and recommend that it remain open until at least August 2019 or until the repatriation and housing of Service families from Germany to the UK is complete.

Closure in April 2019 is the very worst option both in the wider context of the Services withdrawal from Germany and the hugely detrimental impact it will have on the children attending the school. Whilst planning for the withdrawal is well underway there has to be a contingency to support those families who fall outside the net. The Services Cotswold Center and the Lypiatt School provide that contingency, closure at this time would be both unwise and harsh for these Service children at a critical stage in their education. May is a key month for KS1 SAT's and year six national curriculum tests. Continuity of education is essential, closure in April will force vulnerable children into new schools three weeks before their tests.

Whilst we acknowledge that numbers attending the school over the last few years have been declining we predict this trend to change significantly over the coming months as the withdrawal accelerates. This is already happening, school numbers have increased from seven in June this year to twenty nine today, a 400% increase. It is fair to expect this trend to continue for some months even beyond April 2019. Finding local schools for such numbers will create a real problem particularly in light of your statement that 'many of the nearby schools are currently full in many year groups'.

The timing of this consultation and threat of closure is to say the least unfortunate as it appears to directly contradict the Kin and Country report written by the Children's Commissioner in June this year which recommends the need to minimize disruption to Service families and their children. To close the only school in the country at this time which provides unique and special support to vulnerable Service children returning to the UK would be wholly inappropriate.

School Funding.

Whilst our predicted school budget shows a deficit of £73.5K for one term, until August 2019, we expect this to be significantly reduced. We have £38K carried forward from the Education Support Fund (money already awarded and in the

bank but not set against the deficit). Furthermore the deficit is based on five pupils being on roll at the October census. If as expected these numbers are far greater the actual deficit will again be significantly reduced.

We have bid on the MOD to cover any shortfall but still await their response which is expected shortly. In light of this and the offer by the Armed Forces Education Trust (AFET) to contribute to a support fund we request that no decision be made pending the MOD's response.

Signed
JM Wyatt OBE
Chair of Governors, the Lypiatt School

5. Response from CEO of Pickwick Academy Trust

Support school Closure. From the consultation document it seems the school is not financially sustainable using the current staffing model both now and in the future. For this reason I see no other option than to close the school.

However, having worked in the Corsham area for many years I fully appreciate the unique service the school provides for vulnerable military families. While closure seems to be the only option on the table at the moment serious consideration needs to be made to ensure alternative quality provision is provided for the children and their families while military families move back to the UK.

6. Response from Durrington Infants School

Support school Closure.

7. Response from Army Welfare Service

The school is only open to children residing at SCC and provides excellent support through delivering immediate and vital educational support when families need it most, often at times of considerable distress. The staff are uniquely experienced in addressing the challenges faced by Service families and in particular families who are often under significant emotional stress. Many of the children only attend the school for short periods of time, but in that time the school is adept at responding quickly to the needs of the individual – a provision that the local state schools would find extremely difficult to match.

Funding

As a maintained school, WCC funding for Lypiatt is based heavily around pupil numbers together with some core funding. Due to the reliance on pupil numbers to set the school funding, Lypiatt is disadvantaged - pupil numbers from the October census determine funding for the following academic year. This works well for the vast majority of schools who have a stable population but clearly does not for a school like Lypiatt; the 'on the day' numbers massively impact the census, as potentially, they could only have one or two pupils on the role that day. Such uncertainty means that the school often finds itself underfunded. Additionally, with a high turnover of pupils the funding is not appropriate to support the number of children coming and going throughout a school year.

Lypiatt has a shortfall of approximately £150,000 each year. For the last few years Lypiatt has applied for and been awarded monies from the MoD's Educational Support Fund (ESF). 2017/18 was the last year ESF was available, so cutting a funding stream to pick up the shortfall required. ESF is likely to be reinstated but the aim of the ESF is not to support enduring costs, therefore Lypiatt does not fit the criteria for this funding. ESF cannot be relied upon to fund the school and a more sustainable option needs to be sought.

Tri-Service Funding. WCC and the Army have been approached to fund the required shortfall but neither will support such a deficit. It is unclear as to whether RN and RAF have been approached for funding; this must be investigated. Other funding options such as Grant in Aid, Contract for the Supply of Services are not appropriate in part due to financial constraints and also due to education in the UK being the responsibility of the Department for Education.

CEA. The MoD provides Continuity of Education Allowance (CEA) at a cost of circa £80M/year. CEA caters for children that are generally in stable, happy and well catered for circumstances. Lypiatt School also provides a form of continuity of education but to an audience that is stressed and almost entirely comprised of vulnerable children. It is felt that it is counter intuitive not to fund the cohort that desperately need cohesion, continuity and family structure. The potential for siblings to be split up and sent to separate schools, at the most difficult of times, does not fit the welfare model at all and breaks those basic tenets of when a family need each other the most.

Welfare Delivery Due to there currently being a surplus of school places in the Corsham area, combined with the transient nature of the SCC residents, WCC are under no obligation to maintain the current levels of funding required. Should Lypiatt cease to exist they would meet their statutory obligation to provide school places by dispersing SCC children into spare places in other local schools. This could easily include sending siblings to different schools if sufficient places were not available at a specific school – the adverse impact on such vulnerable children is obvious.

Unique challenges for military families. The MoD commits financial and other resources to, among others, policing, fire, health and social work in the UK and yet these are all the responsibility of other government departments. We do this because the standards of service offered by the regular public services do not meet the unique needs of the MoD. Other local schools would meet the statutory requirement but they would not meet the bespoke needs that the MoD has and hence it is entirely appropriate that we should support the school and hence our personnel and families.

The recent publication of the '*Kin and Country*' report by the Children's Commissioner for England explores the lives and experiences of children who grow up in a military family. Sponsored by the MoD and strongly supported by the Minister of State, and members of the Defence Select Committee, the recommendations in the report include "*It is vital that children do not lose additional support when they move between areas greater action is, therefore, needed on the transfer of support when children move between local authorities and devolved nations*". Surely the concept behind these

recommendations is even more valid when supporting vulnerable children, such as those at SCC. Closure of Lypiatt would directly counter the recommendations in the report.

Past Closures/BFG Drawdown. Re-basing and closures have impacted the stability of education for many military children in recent years and will continue to do so; the closure of BFG will cause similar issues. The move back to the UK can be a difficult time for families; many families choose or have to use the facilities offered at SCC to support their family move. With the drawdown of BFG during 2019, SCC is likely to have an increase in families looking to take advantage of the SCC facilities.

Summary

There is a need to maintain this unique Defence welfare facility. Supporting the challenges faced by military families, and in particular vulnerable children, is an essential part of the welfare package that is required for the military community.

Appendix B - Notes from Lypiatt Primary School Consultation Meeting

Tuesday 3 July 2018, 5.30PM Springfield Centre, Corsham

Present. Carolyn Atkins (CA) - Head, Andy Newman (AN) - GMB, Martha de Bruxelles (MdB) GMB, Carole Vallyelly (CB) - GMB, Jayne Hartnell (JH) - Wilts, Grant Davis (GD) – Wilts, John Wyatt (JW) – CoG, Tom Lindsay (TL – Wilts

Issues Raised

AN – Pupil numbers and funding

GD explained the funding arrangements and the change from planned places in the past to a flat rate plus AWPUs based on October census. The new nationally derived formula does not provide the school with sufficient budget to sustain the current staffing levels. The MOD Education Support Fund has provided the shortfall. However, this source of funding has ceased.

CV - Concern about impact on other schools if Lypiatt is closed. CV closure is financially motivated – Sarah Church Labour Councillor in South Swindon had expressed concerns. CV reported strong support and sympathy for the school in the wider community around Corsham. Some had directly benefited from Lypiatt before settling in Corsham. The financial decision was regrettable.

JW agreed the financial situation was regrettable. He was lobbying the MOD to find funding. He believed the school had a key role to play during Army basing as safety net for any displaced families returning from overseas. Up to 60 homes were available at the Cotswold centre if needed. He was waiting for a response.

CA pointed out that the school's contribution was more than just education as it allowed families to look at their wider welfare needs. CA now 22 pupils in school with 5 more expected before the end of term.

MdM described how pupils with attachment disorder need significant additional support.

AN discussed the support GMB could offer in lobbying the MOD through parliamentary questions, writing to local councillors and MPs.

CA explained that pupils could be in school from 1 week to up to a year.

TL said he would report to cabinet any relevant information received up to the time of the meeting. TL explained the timeline

25 July 2018 consultation closes
August 2018 Feedback report prepared
September 2018 Cabinet Meeting
October 2018 Statutory Notice if applicable
December 2019 final decision by cabinet
Closure April 2019 or later determined by any additional funding

Meeting closed at 6.30pm

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Wiltshire Council

Cabinet

11 December 2018

Subject: Council Tax Base 2019/2020

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

Key Decision: No

Executive Summary

The Council is required to approve its Council Tax Base annually, in accordance with the Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base (England)) Regulations 2012.

The Council Tax Base 2019/2020 has to be notified to Major Precepting Authorities (the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset & Wiltshire Fire and Rescue Service) and Local Precepting Authorities (Town and Parish Councils) by 31 January 2019.

Proposal

For Cabinet to:

- Consider and approve the Council Tax Base 2019/2020.
- Note that the recommended collection rate adjustments are set at 99.75% and 82.50%, to give a resulting overall collection rate adjustment of 98.92% which reflects current expectations for collection (further details are outlined in the main body of the report).
- Approve that The Chief Finance Officer is continued to be given delegated authority to determine the estimated Collection Fund balances (council tax and business rates) as at 31 March 2019 by 15 January 2019.

Reason for Proposal

Before the Council Tax can be set by the Council in February 2019 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Finance Act 1992.

Alistair Cunningham

Corporate Director Growth, Investment & Place

Wiltshire Council

Cabinet

11 December 2018

Subject: Council Tax Base 2019/2020

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

Key Decision: No

Purpose of Report

1. To ensure that the Council Tax Base for 2019/2020 is approved by Cabinet.

Relevance to the Council's Business Plan

2. There is a statutory requirement for the Council Tax Base to be set. The Tax Base is used to calculate the Council Tax Requirement included in the Financial Plan which supports the Council's Business Plan.

Main Considerations for the Council

3. The calculation of the Council Tax Base for the year 2019/2020 has to be approved.
4. The Chief Finance Officer is given delegated authority to determine the estimated Collection Fund balances (council tax and business rates) as at 31 March 2019 by 15 January 2019.

Background

5. The Council Tax Base is the taxable capacity of an area (e.g. Wiltshire) or part of an area (e.g. a Parish/Town Council).
6. The County of Wiltshire is split into 2 primary taxable areas: the Wiltshire Area and the Swindon Area. Wiltshire Council is responsible for setting the Council Tax Base for the Wiltshire Area whilst Swindon Borough Council is responsible for setting the Council Tax Base for the Swindon Area.
7. The Council Tax Base 2019/2020 has to be notified to Major Precepting Authorities (the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset & Wiltshire Fire and Rescue Service) and Local Precepting Authorities (Town and Parish Councils) by 31 January 2019.

Council Tax Base Calculation

8. This is a two stage process:

Completion of CTB1 Form to Central Government

9. The starting point for the calculation is the list of properties and their tax band as at 10 September 2018 which has been supplied to the Council by the external Valuation Office, which is an executive agency of HM Revenue & Customs (HMRC).
10. The list is broken down into Town and Parish order and then adjusted to allow for various discounts, reductions and exemptions, for each band, which it holds on 1 October 2018. These include:
- Properties which will be entirely exempt so no tax is payable e.g. those occupied entirely by students.
 - Properties which will attract a 25% reduction e.g. those with a single adult occupier.
 - Properties which will attract a 50% reduction e.g. those where all of the adult residents qualify for a reduction (certain Care Homes for example).
 - Properties which attract a 50% levy because they have been unoccupied for over 2 years
 - Properties which will be treated as being in a lower band because they have been adapted for a severely disabled person.
 - Properties which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year.
 - Properties which are in receipt of local council tax support
11. This results in an estimate of the number of full year equivalents within each band.
12. Each band is then converted into "band D equivalents" by applying the factor laid down by legislation.

Band	A	B	C	D	E	F	G	H
Ratio	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

(For example, a band A property is multiplied by 6 and divided by 9 to arrive at the "band D equivalent" figure, whilst a band H property is multiplied by 18 and divided by 9 (equal to multiplying by 2). All these are then added together to give a total of "band D equivalents").

13. The total is then adjusted in respect of class O exempt dwellings. This refers to an adjustment to add in a consolidated figure for the MOD estate.
14. This final figure provides a tax base that is submitted to Central Government by 12 October 2018 This form was previously used in

calculating Revenue Support Grant allocations but this is no longer the case.

Adjusting CTB1 Tax Base to set Council Tax Base for 2019/2020

15. Additions are made to the tax base for estimates of newly built and occupied properties in 2019/2020 and the remaining part of 2018/2019.
16. The Council is then required to decide what its collection rate is likely to be and multiply its relevant tax base by this percentage to give its Council Tax Base (see Adjustment for Collection Rate in the table, paragraph 18). A collection rate of 100% would assume 100% collection and thus a zero adjustment whereas a collection rate of less than 100% allows for an element of non-collection and subsequently results in a reduction to the Tax Base.
17. In 2018/2019 the Council set its collection rate at 99.75% with an adjusted collection rate of 82.50% where local council tax support reductions (discounts) in respect of working age claimants were applied. The resulting 2018/2019 overall collection rate adjustment was 98.88%. For 2019/2020 this report recommends that it is prudent to retain both collection rates at 99.75% and 82.50% respectively as this reflects current expectations for collection; current debt levels are consistent with previous years and although Universal Credit is now being rolled out, at this stage the cohort affected is not material but will be kept under review. There have been no other changes to the Council Tax Reduction scheme. The resulting 2019/2020 overall collection rate adjustment is 98.92%.
18. The following table summarises the calculation:

	Wiltshire Council Taxbase (Number of band D Equivalent Properties)
Approved Council Tax Base 2018/2019	182,705.43
Council Tax Base 2019/2020:	
Council Tax Base per CTB1 Form (as at 12 October 2018)	184,896.40
Adjustment for New Builds	2,725.95
Adjustment for Discount Review	421.84
Adjustment for Collection Rate	(2,031.19)
Council Tax Base 2019/2020	186,013.00

19. To calculate the Band D Council Tax for Wiltshire Council, the Council Tax Base is divided into the Council's Council Tax Requirement. The Council Tax Requirement is formally set at the budget setting meeting of Full Council on 26 February 2019. This date is subject to Wiltshire Council being notified of the major precepting requirements.
20. An estimate of the surplus or deficit on the Council Tax Collection Fund has to be made, by law, on or before 15 January 2019. Council Tax surplus or deficits will be credited or charged to Wiltshire Council, the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset & Wiltshire Fire and Rescue Service in proportion to their precepts, and will be taken into account in setting the 2019/2020 Revenue Budget and Council Tax levels.
21. The Council Tax Base 2019/2020 for the whole of the Wiltshire Area broken down for each Town and Parish is set out in Appendix A. The Council Tax Base for the Wiltshire Area for 2019/2020 is 186,013.00 band D equivalent properties (182,705.43 in 2018/2019).

Overview & Scrutiny Engagement

22. The overall financial plan will be reviewed by Overview & Scrutiny.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposals (detailing conclusions identified from Equality Analysis, sections 4 and 5)

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

Environmental and Climate Change Considerations

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

Risk Assessment

28. There is a low risk that the Council has overestimated the number of band D properties. However, assumptions on new builds and their occupation are prudent and controls are in place to ensure large variations are investigated.

29. There is a low risk that the actual collection rate of Council Tax due is less than the anticipated level because of the current economic conditions. This risk has been assessed within this report has been reflected in the light of previous experience.

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

30. The setting of the Council Tax Base is not optional, it is a legal requirement.

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

31. None identified.

Financial Implications

32. The financial implications are outlined in the report.
33. The Council Tax Base is used to calculate the level of Council Tax for the financial year 2019/2020.

Legal Implications

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

Options Considered

35. The setting of the Council Tax Base is not optional, it is a legal requirement.

Conclusions

36. Having taken all of the above into account, the Council Tax Base for 2019/2020 be approved and set as 186,013.00 band D equivalent properties.

Proposal

37. For Cabinet to:
- Consider and approve the Council Tax Base 2019/2020.
 - Note that the recommended collection rate adjustments are set at 99.75% and 82.50% which reflects current expectations for collection (further details are outlined in the main body of the report). The resulting overall collection rate adjustment is 98.92%.
 - Approve that The Chief Finance Officer is continued to be given delegated authority to determine the estimated Collection Fund balances (council tax and business rates) as at 31 March 2019 by 15 January 2019.

Reason for Proposal

38. Before the Council Tax can be set by the Council in February 2019 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Finance Act 1992.

Alistair Cunningham
Corporate Director Growth, Investment & Place

Becky Hellard
Interim Director Finance & Procurement

Report Author:

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Tel: 01225 718582

21 November 2018

Background Papers

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

None

Appendices

Appendix A – Council Tax Base for Wiltshire Council 2019/2020

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Wiltshire Council Tax Base 2019/2020

Parish / Town	2019/2020 Band D Tax Base	Parish / Town	2019/2020 Band D Tax Base
Aldbourn Parish Council	791.83	Chirton Parish Council	177.46
Alderbury Parish Council	958.10	Chitterne Parish Council	137.92
All Cannings Parish Council	275.75	Cholderton Parish Council	90.24
Allington Parish Council	209.61	Christian Malford Parish Council	354.47
Alton Parish Council	111.67	Chute Forest Parish Council	91.98
Alvediston Parish Meeting	47.60	Chute Parish Council	170.70
Amesbury Town Council	4,201.92	Clarendon Park Parish Council	127.25
Ansty Parish Council	73.98	Clyffe Pypard Parish Council	150.91
Ashton Keynes Parish Council	685.09	Codford Parish Council	351.54
Atworth Parish Council	492.85	Colerne Parish Council	956.33
Avebury Parish Council	218.57	Collingbourne Ducis Parish Council	383.09
Barford St Martin Parish Council	208.49	Collingbourne Kingston Parish Council	223.98
Baydon Parish Council	300.49	Compton Bassett Parish Council	116.79
Beechingstoke Parish Council	67.15	Compton Chamberlayne Parish Council	61.50
Berwick Bassett & W/Bourne Monkton Parish Council	91.46	Coombe Bissett Parish Council	363.58
Berwick St James Parish Council	82.88	Corsham Town Council	4,882.59
Berwick St John Parish Council	135.81	Corsley Parish Council	356.50
Berwick St Leonard Parish Council	15.10	Coulston Parish Council	81.08
Biddestone Parish Council	257.59	Cricklade Town Council	1,561.21
Bishops Cannings Parish Council	1,194.94	Crudwell Parish Council	525.89
Bishopstone Parish Council	276.74	Dauntsey Parish Council	260.40
Bishopstrow Parish Council	71.86	Devizes Town Council	5,852.41
Bowerchalke Parish Council	178.65	Dilton Marsh Parish Council	722.87
Box Parish Council	1,691.93	Dinton Parish Council	308.99
Boyton Parish Council	87.13	Donhead St Andrew Parish Council	253.71
Bradford On Avon Town Council	4,015.37	Donhead St Mary Parish Council	476.28
Bratton Parish Council	500.65	Downton Parish Council	1,394.39
Braydon Parish Council	30.79	Durnford Parish Council	184.33
Bremhill Parish Council	466.79	Durrington Town Council	2,366.04
Brinkworth Parish Council	626.90	East Kennett Parish Council	53.29
Britford Parish Council	168.41	East Knoyle Parish Council	346.73
Broad Hinton & W/Bourne Bassett Parish Council	394.09	Easterton Parish Council	240.77
Broad Town Parish Council	270.58	Easton Grey Parish Council	44.33
Broadchalke Parish Council	322.18	Easton Royal Parish Council	141.02
Brokenborough Parish Council	100.68	Ebbesbourne Wake Parish Council	107.35
Bromham Parish Council	776.01	Edington Parish Council	326.45
Broughton Gifford Parish Council	362.72	Enford Parish Council	260.71
Bulford Parish Council	1,316.79	Erlestoke Parish Council	91.62
Bulkington Parish Council	117.41	Etchilhampton Parish Council	71.86
Burbage Parish Council	838.51	Everleigh Parish Council	94.09
Burcombe Parish Council	64.46	Figheldean Parish Council	231.97
Buttermere Parish Council	31.60	Firsdow Parish Council	277.04
Calne Town Council	6,055.49	Fittleton Parish Council	113.11
Calne Without Parish Council	1,335.57	Fonthill Bishop Parish Council	44.89
Castle Combe Parish Council	172.85	Fonthill Gifford Parish Council	63.02
Chapmanslade Parish Council	315.08	Fovant Parish Council	336.45
Charlton Parish Council	237.70	Froxfield Parish Council	148.56
Charlton St Peter & Wilsford Parish Council	83.49	Fyfield & West Overton Parish Council	406.87
Cherhill Parish Council	354.01	Grafton Parish Council	340.72
Cheverell Magna (Great Cheverell) Parish Council	245.54	Great Bedwyn Parish Council	576.47
Chicklade Parish Council	39.49	Great Hinton Parish Council	101.88
Chilmark Parish Council	243.57	Great Somerford Parish Council	382.54
Chilton Foliat Parish Council	194.55	Great Wishford Parish Council	138.18
Chippenham Town Council	12,305.39	Grimstead Parish Council	278.92

Wiltshire Council Tax Base 2019/2020

Parish / Town	2019/2020 Band D Tax Base	Parish / Town	2019/2020 Band D Tax Base
Chippenham Without Parish Council	92.47	Grittleton Parish Council	285.64
Parish / Town	2019/2020 Band D Tax Base	Parish / Town	2019/2020 Band D Tax Base
Ham Parish Council	109.42	North Wraxall Parish Council	218.21
Hankerton Parish Council	154.67	Norton & Foxley Parish Meeting	64.41
Heddington Parish Council	197.08	Norton Bavant Parish Council	57.69
Heytesbury & Knook Parish Council	349.22	Oaksey Parish Council	249.74
Heywood Parish Council	311.02	Odstock Parish Council	252.11
Hilmarton Parish Council	308.53	Ogbourne St Andrew Parish Council	192.20
Hilperton Parish Council	1,619.24	Ogbourne St George Parish Council	231.38
Hindon Parish Council	238.08	Orcheston Parish Council	108.54
Holt Parish Council	676.95	Patney Parish Council	67.37
Horningsham Parish Council	169.97	Pewsey Parish Council	1,558.95
Hullavington Parish Council	497.21	Pitton & Farley Parish Council	372.10
Idmiston Parish Council	902.01	Potterne Parish Council	595.01
Keevil Parish Council	227.81	Poulshot Parish Council	157.02
Kilmington Parish Council	137.18	Preshute Parish Council	84.24
Kington Langley Parish Council	379.52	Purton Parish Council	2,437.65
Kington St Michael Parish Council	326.36	Quidhampton Parish Council	156.14
Lacock Parish Council	504.67	Ramsbury Parish Council	944.85
Landford Parish Council	967.68	Redlynch Parish Council	1,188.15
Langley Burrell Parish Council	184.13	Rowde Parish Council	496.95
Latton Parish Council	248.84	Royal Wootton Bassett Town Council	4,755.75
Laverstock & Ford Parish Council	3,686.75	Rushall Parish Council	75.42
Lea & Cleverton Parish Council	414.70	Salisbury City Council	14,501.07
Leigh Parish Council	147.26	Savernake Parish Council	137.02
Limpley Stoke Parish Council	305.32	Seagry Parish Council	173.22
Little Bedwyn Parish Council	134.13	Sedgehill & Semley Parish Council	290.58
Little Cheverell Parish Council	83.08	Seend Parish Council	536.92
Little Somerford Parish Council	186.20	Semington Parish Council	385.73
Longbridge Deverill Parish Council	396.26	Shalbourne Parish Council	328.80
Luckington Parish Council	304.73	Sherrington Parish Council	35.99
Ludgershall Town Council	1,547.74	Sherston Parish Council	725.78
Lydiard Millicent Parish Council	769.00	Shrewton Parish Council	769.92
Lydiard Tregoze Parish Council	221.09	Sopworth Parish Council	68.49
Lyneham & Bradenstoke Parish Council	1,534.43	South Newton Parish Council	229.52
Maiden Bradley Parish Council	133.37	South Wraxall Parish Council	227.31
Malmesbury Town Council	2,196.04	Southwick Parish Council	757.40
Manningford Parish Council	194.65	St Paul Without	1,026.91
Marden Parish Council	56.77	Stanton St Bernard Parish Council	83.22
Market Lavington Parish Council	768.64	Stanton St Quintin Parish Council	266.38
Marlborough Town Council	3,432.93	Stapleford Parish Council	143.68
Marston Meysey Parish Council	113.52	Staverton Parish Council	687.70
Marston Parish Council	76.88	Steeple Ashton Parish Council	444.72
Melksham Town Council	5,517.70	Steeple Langford Parish Council	243.53
Melksham Without Parish Council	2,656.84	Stert Parish Council	93.78
Mere Parish Council	1,169.96	Stockton Parish Council	87.08
Mildenhall Parish Council	218.84	Stourton Parish Council	100.96
Milston Parish Council	55.03	Stratford Tony Parish Council	32.83
Milton Lilbourne Parish Council	270.04	Sutton Bengier Parish Council	545.85
Minety Parish Council	700.29	Sutton Mandeville Parish Council	135.74
Monkton Farleigh Parish Council	180.65	Sutton Veny Parish Council	320.72
Netheravon Parish Council	380.26	Swallowcliffe Parish Council	106.37
Netherhampton Parish Council	68.85	Teffont Parish Council	149.66
Nettleton Parish Council	353.49	Tidcombe & Fosbury Parish Council	57.99

Wiltshire Council Tax Base 2019/2020

Parish / Town	2019/2020 Band D Tax Base	Parish / Town	2019/2020 Band D Tax Base
Newton Toney Parish Council	169.95	Tidworth Town Council	2750.51
North Bradley Parish Council	688.67	Tilshead Parish Council	131.43
North Newnton Parish Council	202.78	Tisbury Parish Council	960.90
Parish / Town	2019/2020 Band D Tax Base	Parish / Town	2019/2020 Band D Tax Base
Tockenham Parish Council	118.88	Whiteparish Parish Council	712.33
Tollard Royal Parish Council	63.38	Wilcot & Huish Parish Council	275.47
Trowbridge Town Council	11,673.87	Wilsford-cum-Lake Parish Council	63.64
Upavon Parish Council	471.38	Wilton Town Council	1,578.48
Upper Deverills Parish Council	172.26	Wingfield Parish Council	161.88
Upton Lovell Parish Council	90.11	Winsley Parish Council	930.90
Upton Scudamore Parish Council	142.72	Winterbourne Parish Council	572.11
Urchfont Parish Council	537.59	Winterbourne Stoke Parish Council	84.75
Warminster Town Council	6,146.54	Winterslow Parish Council	911.97
West Ashton Parish Council	233.94	Woodborough Parish Council	144.27
West Dean Parish Council	106.84	Woodford Parish Council	231.36
West Knoyle Parish Council	68.09	Wootton Rivers Parish Council	124.11
West Lavington Parish Council	477.63	Worton Parish Council	265.79
West Tisbury Parish Council	282.85	Wylve Parish Council	218.13
Westbury Town Council	5,072.88	Yatton Keynell Parish Council	370.72
Westwood Parish Council	484.09	Zeals Parish Council	280.78
		Total Tax Base	186,013.00

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Wiltshire Council

Cabinet

11 December 2018

Subject: Revenue and Capital Budget Monitoring Period 7 2018/19

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

Key Decision: No

Executive Summary

This report advises members of the revenue and capital budget monitoring positions as at the end of Period 7 (end of October 2018) for the financial year 2018/19 with recommended actions as appropriate.

The forecasts indicate a general fund variance, if no further action is taken, of £2.064 million. This is 0.6% of the Council's net budget and is improvement on the period 4 variance of £2.558 million.

Overall a good proportion of service expenditure is in line with budget profiles and forecasts. There are some services which have identified larger variances at this stage of the year than originally planned. Directors and Heads of Service are identifying compensating actions in order to bring these back into a balanced year end position. Individual recovery plans will be produced for areas showing overspends, and these will be reported to Members in the next monitoring report at period 9.

The report includes commentary on the Dedicated Schools Grant (DSG). This is coming under increased pressure in Wiltshire as it is across the country. Current forecast is for a £3.045 million overspend.

This report also details changes to the capital budget made since the 2018/19 budget was set on 20 February 2018 and reflects the forecast year end position of the 2018/19 capital spend against budget as at Period 7 (as at 31 October 2018).

Proposal

Cabinet is asked to note the outcome of the period 7 (end of October) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.

Cabinet is asked to reinforce the need for expenditure to be contained within the budget agreed in February 2018. Individual recovery plans will be produced for areas showing

overspends, and these will be reported to Members in the next monitoring report at period 9.

To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £37.980 million capital budget between 2018/19 and 2019/20.

Reason for Proposal

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

To inform Cabinet of the position of the 2018/19 capital programme as at Period 7 (31 October 2018), including highlighting any budget changes.

Becky Hellard, Interim Director – Finance and Procurement

Wiltshire Council

Cabinet

11 December 2018

Subject: Revenue and Capital Budget Monitoring Period 7 2018/19

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

Key Decision: No

Purpose of Report

1. To advise Members of the revenue and capital budget monitoring position as at the end of period 7 (end of October 2018) for the financial year 2018/19 with suggested actions as appropriate.
2. To inform Cabinet on the position of the 2018/19 capital programme, as at period 7 (31 October 2018), including budget changes.

Background

3. The Council approved the 2018/19 budget at its meeting on 20 February 2018 for the sum of £327.746 million. The report focuses on forecast exceptions to meeting the approved budget. Action will be required to bring expenditure within budget. Comprehensive appendices showing the individual service headings are included in Appendix C. More details on any revisions to the original base budgets in year are also included in the report.

Revenue Summary

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

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
General Fund Total	327.746	280.644	252.600	329.810	2.064	2.558	(0.494)
Dedicated Schools Grant (DSG) *	180.580	60.193	60.513	181.539	3.045	0.959	2.086
Housing Revenue Account	(0.245)	(8.771)	(8.578)	(0.445)	(0.200)	0.000	(0.200)

*High Needs Block

5. This projected position is the current projected outturn position after any current approved recovery actions have been actioned.
6. There have been a number of budget movements during 2018/19. These are due to budget virements (transfers) relating to factors such as structural changes or allocation of funding for the pay award. A full breakdown is shown in appendix A. The overall net budget remains the same as agreed by Full Council in February 2018.
7. In accordance with the scheme of delegation those budget transfers amounting to more than £0.250 million are shown in appendix B

8. The breakdown of the projected year end position by services is set out as follows

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Adult Care & Public Health Services	144.049	81.214	85.943	146.507	2.458	4.087	(1.629)
Children & Education Services	76.662	145.582	119.698	78.570	1.908	0.581	1.327
Growth, Investment & Place Services	103.572	61.271	57.104	107.612	4.040	5.285	(1.245)
Corporate Services	3.463	(7.422)	(10.144)	(2.879)	(6.342)	(7.395)	1.053
General Fund Total	327.746	280.644	252.600	329.810	2.064	2.558	(0.494)

General Fund Monitoring Details

9. Overall the period 7 report identifies potential net year end forecast overspend of £2.064 million. Below are the details of the services and comments on the main forecast variances over £0.250 million.

10. Overall a significant proportion of service expenditure is in line with budget profiles and forecasts. There are some services which have identified larger variances at this stage of the year than originally planned. Details of these areas are included below. Directors and Heads of Service are identifying compensating actions in order to ensure a balanced year end position. Individual recovery plans will be produced for areas showing forecast overspends, and these will be reported to Members in the next monitoring report at period 9.

ADULT SOCIAL CARE, PUBLIC HEALTH & PROTECTION AND LEGAL & DEMOCRATIC SERVICES

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Adults 18+	50.667	28.360	32.546	50.502	(0.165)	0.451	(0.616)
Mental Health	16.338	10.491	11.323	16.149	(0.189)	0.865	(1.054)
Learning Disabilities	46.194	26.594	31.870	50.980	4.786	3.224	1.562
Adults Commissioning	25.395	16.896	11.667	23.321	(2.074)	(0.589)	(1.485)
Total Adults	138.594	82.341	87.406	140.952	2.358	3.951	(1.593)
Public Health Grant	0.084	(3.842)	(6.891)	(0.163)	(0.247)	0.000	(0.247)
Other Public Health & Public Protection	1.126	0.313	2.735	1.373	0.247	0.070	0.177
Total Public Health & Protection	1.210	(3.529)	(4.156)	1.210	0.000	0.070	(0.070)
Legal & Democratic	4.245	2.402	2.694	4.345	0.100	0.066	0.034
Adult Care & Public Health Services Total	144.049	81.214	85.943	146.507	2.458	4.087	(1.629)

11. Adult Social Care budgets are projecting a net forecast overspend of £2.358 million for 2018/19 after incorporating the additional £1.8 million Winter Pressure Grant and £2 million from the Improved Better Care Fund. This is split as per the below.

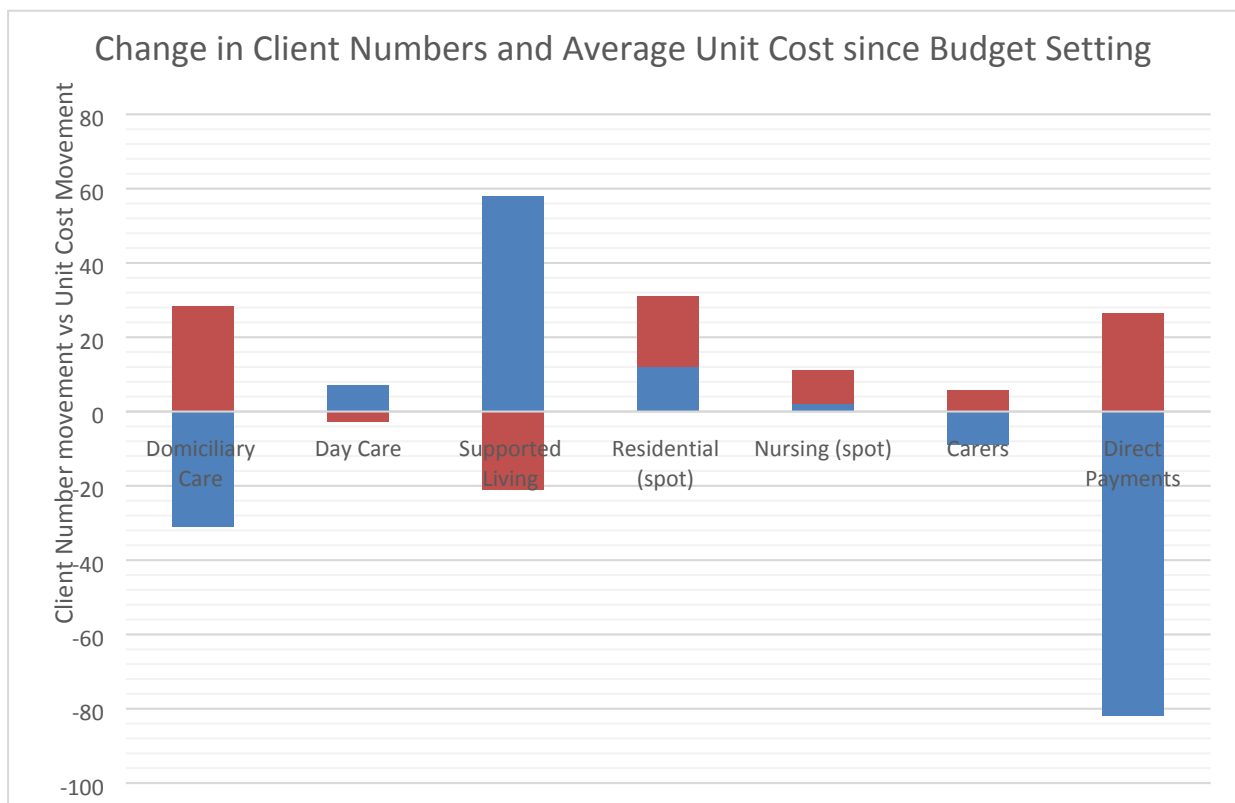
12. Adults 18+ is currently projecting an underspend of £0.165 million, however this includes additional grant funding (as per point 11 above). Whilst the service is underspending on staff due to the implementation of transformation programme Phase 1, this is mitigating forecast overspends on placements.

13. Mental Health is currently projecting a forecast underspend of £0.189 million, however this includes additional grant funding (as per point 11 above). There is pressure on nursing and residential placements.

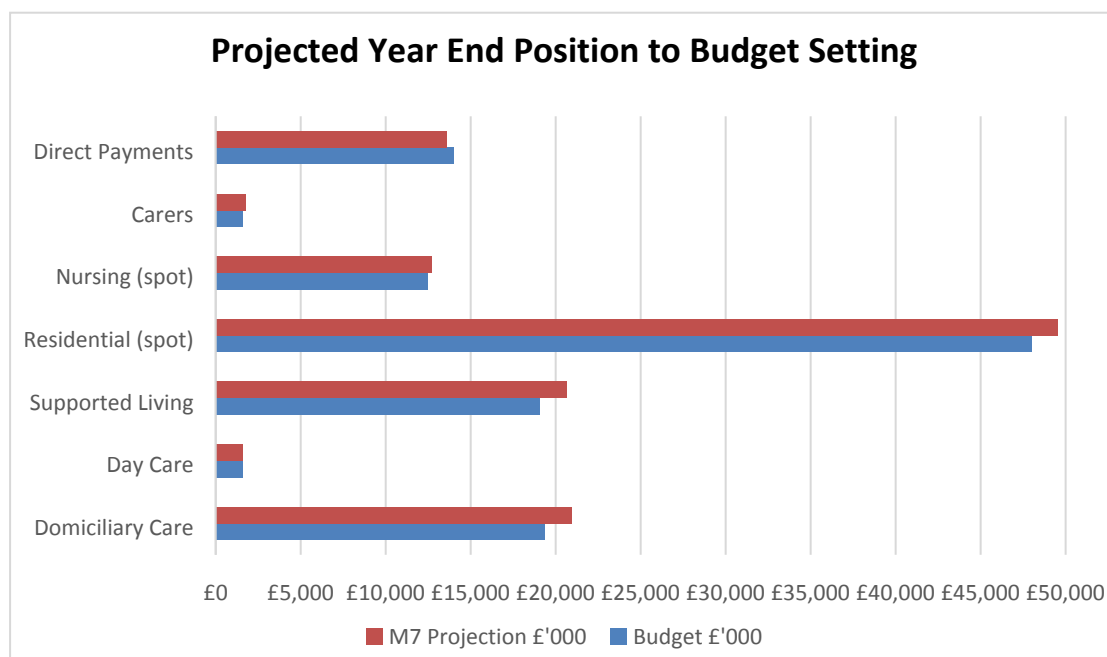
14. Learning Disabilities is currently projecting a £4.786 million overspend, however this includes additional grant funding (as per point 11 above). £1.000 million of this relates to the undeliverable savings from the Care Fund Calculator Programme and £1.700 million attributable to the increase in residents going into a Supported Living setting. £0.577 million relates to additional staffing costs to cover vacancies within the in-house provider services. This also includes 2 ordinary residency cases transferring over to the council, with a backdated charge of £0.436 million. Furthermore, there is pressure on residential placements. Work is ongoing within the team to find compensating savings to address this.

15. Adults' Commissioning are forecasting an underspend of £2.100 million which relates to savings in Supported Housing, Telecare and block residential placements.

16. The main underlying pressure across Adult Social Care relates to placements and the movement in both activity and unit cost. The below table shows the effect of both these dynamics together to explain this by care group.



17. The impact of the above movements identifies an ongoing budgetary pressure identified by care groups as per the below table:



18. After movements in the seven months of the financial year, the council is projecting to spend £121.194 million supporting 4,638 different packages of care.

Care Type	Projected Year End Figures at Budget Setting			Period 7 Forecast		
	No of Clients	Costs £'000	Average Unit Cost per Week £	No of Clients	Costs £'000	Average Unit Cost per Week £
Domiciliary Care	1,381	£19,366	£270	1,350	£20,923	£298
Day Care	279	£1,569	£108	286	£1,565	£105
Supported Living	498	£19,059	£736	556	£20,667	£715
Shared Lives	28	£575	£395	25	£457	£352
Residential (spot)	813	£48,017	£1,136	825	£49,542	£1,155
Nursing (spot)	299	£12,467	£802	301	£12,692	£811
Carers	574	£1,617	£54	565	£1,763.45	£60
Direct Payments	812	£13,993	£331	730	£13,583	£358
Total	4,684	£116,663	£479	4,638	£121,194	£503

CHILDREN & EDUCATION, COMMUNITIES & COMMUNICATION AND HUMAN RESOURCES SERVICES

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Childrens Commissioning	5.362	21.665	18.884	5.362	0.000	0.000	0.000
Childrens Social Care	41.269	25.039	23.829	41.322	0.053	0.000	0.053
0-25 Service: Disabled Children & Adults	19.519	31.329	33.404	19.846	0.327	(0.576)	0.903
Early Help	(0.050)	(0.279)	0.139	0.033	0.083	0.059	0.024
School Effectiveness	1.899	4.601	2.687	1.899	0.000	0.000	0.000
Funding Schools	0.000	58.314	34.398	0.000	0.000	0.000	0.000
Children & Education Totals	67.999	140.669	113.341	68.462	0.463	(0.517)	0.980
Communications	1.435	0.795	0.997	1.373	(0.062)	0.000	(0.062)
Libraries, Heritage & Arts	4.010	2.021	3.128	5.272	1.262	0.883	0.379
Leisure	(0.173)	(0.010)	0.301	0.072	0.245	0.215	0.030
Human Resources & Org Development	3.391	2.106	1.930	3.391	0.000	0.000	0.000
Children & Education Services Totals	76.662	145.582	119.698	78.570	1.908	0.581	1.327

Children & Young People with Social Care Needs

19. The table below shows a significant increase in numbers of children and young people with social care needs. Additional growth for demography and inflation was added to the placement budgets to reflect the anticipated upward trend particularly in relation to unaccompanied asylum-seeking children. Although the placement

budgets continue to be under pressure, they are closely monitored and currently within budget.

	Child Protection Plans	Children in Need	Children Looked After	Total
Number as at Budget Setting (Aug 17)	340	1,975	425	2,740
Number as at October 2018	417	3,269	458	4,144
Movement	77	1,294	33	1,404
% Change	23%	66%	8%	51%

20. In June 2018 Cabinet approved part year investment of £0.900 million in additional social care posts. A recruitment campaign is underway to recruit to these posts and agency staff are being used in the interim.

21. There is currently a £0.053 million projected overspend from the approved budget which comprises an underspend on placements and an overspend on social work staff. The national shortage of experienced social workers and the Councils commitment to keeping caseloads of social workers at acceptable levels has led to reliance on agency staff which has put pressure on the staffing budget.

0-25 Service: Disabled Children & Adults

22. The 0-25 SEND Service is currently projected to overspend by £0.327 million.

23. There are a number of children with SEND for which we have responsibility and whose needs will require support from adult services upon reaching stability or age 25 years. The original base budget allowed for element of placement budget being passed to adult services alongside the case. This funding arrangement has now ceased and the placements budget is therefore projecting a forecast underspend.

24. The number of children with education, health and care plans (EHCP) and statements at the time of setting the budget was 2,956. Additional growth representing demography and inflation was added to the budget to reflect the anticipated upward trend. The number of children with EHCP plans and statements at the end of October was 3,273. Most children require specialised or additional educational support, some medical, some social care and some more require support across more than one of these.

25. Of the 3,273 children with an EHCP statement, the budget plan was for 222 children to have support from the SEN social care placement budgets. The table below shows the different types and cost of care settings:

Care Type	At Budget Setting		Period 7 Forecast Expenditure		Variance	
	No of Clients	Costs £m	No of Clients	Costs £m	No of Clients	Costs £m
Independent Fostering Agencies	9	0.670	8	0.532	(1)	(0.138)
Residential Homes	16	1.864	14	1.742	(2)	(0.122)
Residential School	21	1.938	21	1.769	-	(0.169)
Supported Living	26	1.607	20	1.126	(6)	(0.481)
Direct Payments	12	0.492	14	0.595	2	0.103
Respite	0	0.000	0	0.018	-	0.018
Care Packages and Personal Budgets	138	0.691	151	0.997	13	0.306
Total	222	7.262	228	6.779	6	(0.483)

Early Help

26. Oxenwood Education Centre is a fully traded service. The proposed closure and later Cabinet decision to extension of the opening period until 31 March 2019 has affected income and costs which will now not be covered in full for 2018/19.

Libraries, Heritage & Arts

27. Libraries, Heritage & Arts is currently projecting a forecast net overspend of £1.262 million. This is due to a delay in actioning 2018/19 savings proposals. It is expected that these savings will be delivered in full for 2019/20.

28. The 2018/19 £0.200 million savings target to review and fund area board youth activity from Public Health grant cannot be taken forward and will be rebased as part of 2019/20 budget setting.

29. In addition, the service is managing historic savings targets in relation to Melksham Lunch Club, Income generation regarding City Hall, Advertising and Sponsorship. It is currently forecast that income targets will not be fully achieved in 2018/19.

Leisure

30. Leisure is currently projecting a new forecast overspend of £0.245 million this is in relation to the 2018/19 savings target for renegotiating the contract with Places for People. The target was for £0.750 million of which £0.505 million has been delivered by the negotiations. For 2018/19 Leisure continue to look at ways to improve income and one off ways to reduce expenditure in order to deliver a balanced budget. This has been rebased as part of 2019/20 budget setting.

GROWTH, INVESTMENT & PLACE, CORPORATE SERVICES AND FINANCE & PROCUREMENT SERVICE

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Economic Development & Planning	1.929	0.992	1.357	1.929	0.000	0.150	(0.150)
Highways	18.194	11.097	10.159	18.194	0.000	0.900	(0.900)
Transport	17.203	8.854	8.163	17.203	0.000	0.000	0.000
Car Parking	(6.807)	(3.836)	(3.407)	(6.807)	0.000	0.130	(0.130)
Waste & Environment	36.456	14.222	14.756	40.421	3.965	3.786	0.179
Housing Services	4.252	3.305	2.384	4.252	0.000	0.000	0.000
Strategic Asset & Facilities Management	11.642	8.155	4.790	11.642	0.000	0.124	(0.124)
Growth, Investment & Place Totals	82.869	42.788	38.202	86.834	3.965	5.090	(1.125)
Corporate Services	5.392	3.255	3.368	5.542	0.150	0.150	0.000
Information Services	9.004	6.412	7.412	9.004	0.000	0.000	0.000
Finance & Procurement	7.007	6.786	6.071	6.932	(0.075)	0.045	(0.120)
Revenues & Benefits - Subsidy	(0.700)	2.031	2.050	(0.700)	0.000	0.000	0.000
Growth, Investment & Place Service Totals	103.572	61.271	57.104	107.612	4.040	5.285	(1.245)

Highways

31. Highways is currently projecting a forecast net overspend of £0.900 million in relation to street lighting energy. The energy budgets have been under pressure due to significant increases in previous years for energy costs. Some of this has been mitigated by reducing street lighting usage in certain areas, however there is a forecast base budget pressure of £0.500 million. In addition to this a saving proposal was put forward for 2018/19 to move to LED lighting of £0.400 million. This requires significant investment of circa £12.000 million. The business case for the LED street lighting has been evaluated and the conclusion is that the full programme can deliver the £0.400 million saving target in addition to covering the capital financing costs of the investment. The move to LED reduces the Council's energy consumption by 57.4% overall for the Highways network reducing it from 12,977,500 kwh to 5,262,291 kwh this will also help the Council mitigate the impact of any future significant energy increases. A report will be presented to cabinet in December 2018 for approval to proceed. This is a two year plan to replace 45,000 units so the savings will not be delivered in full in year one.
32. Car parking is projecting a net forecast overspend of £0.450 million, this is based on income projections and is in part due to a delay in the implementation of parking consultation proposals and the removal of Sunday car parking charges.
33. Overall Highways and Car parking will present a balanced budget in 2018/19 as one off mitigating savings have been identified to offset the above forecast overspend. This includes use of Development control income, revenue savings as a result of delaying and slowing down programmes in street scenes and car parking, review of and use where appropriate of S106 and commuted sums and the holding vacancies in the service where possible.

Waste & Environment

34. Waste is currently projecting a net forecast overspend of £3.965 million, a net movement of £0.179 million since period 4. This is after the release of the reserve identified for Waste of £1.250 million that was set aside as part of 2017/18 outturn. The release of the reserve is mitigating the other movements that are detailed below.
35. The previous contract with Hills for management of materials has ended and the final account has been received. This was higher than expected due to tonnes of waste treated being higher than forecast. The increase equates to circa £0.157 million.
36. Landfill tax variance has moved by £0.531 million and is now forecast to be £0.754 million above budget. In 2018/19 the budget was reduced to reflect a forecast reduction in tonnes of waste to landfill as a result of the cessation of collection of commercial waste and other 2018/19 savings initiatives. These savings proposals have been implemented but the anticipated reduction in tonnes has not been seen. Tonnes managed will continue to be monitored and investigated.

37. The in house waste and recycling collection service and FCC contract have now ceased, the outturn position on this is £0.100 million above budget.

38. The forecast for the contract for collection of waste and recycling has moved by a further £0.380 million due to the pension costs which pass through to the council for employees who are members of the Local Government Pension Scheme that transferred under TUPE from Wiltshire Council to Hills.

CORPORATE EXPENDITURE

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Corporate Directors	1.054	0.663	0.679	1.054	0.000	0.000	0.000
Members	2.227	1.279	1.273	2.227	0.000	0.000	0.000
Movement on Reserves	(1.011)	(0.111)	(0.111)	(1.011)	0.000	(1.250)	1.250
Capital Financing	21.024	4.433	3.961	21.024	0.000	0.000	0.000
Restructure & Contingency	(1.813)	(1.773)	(0.494)	(0.455)	1.358	1.555	(0.197)
General Government Grants	(24.846)	(16.567)	(19.848)	(32.046)	(7.200)	(7.200)	0.000
Corporate Levies	6.828	4.654	4.396	6.328	(0.500)	(0.500)	0.000
Corporate Totals	3.463	(7.422)	(10.144)	(2.879)	(6.342)	(7.395)	1.053

Movement on Reserves

39. Period 4 showed a release of £1.250 million waste transformation earmarked reserve that was created at the end of 2017/18. This has now been shown against waste.

Capital Financing

40. This shows the revenue costs of funding the capital programme. As discussed in the capital section below, the capital programme is currently being reviewed to ensure affordability and deliverability. At present it is forecast that £2.600 million will be transferred into the capital financing ear marked reserve at the end of the financial year. This is required against large capital schemes in the future plan, such as special schools and digital programme.

Restructure & Contingency

41. This is showing as £1.358 million overspend. This relates to corporate saving targets agreed as part of the 2018/19 budget setting, with some mitigation from one off savings.

General Government Grants

42. General Government Grants are forecasting to be £7.200 million higher than budget, mainly in respect of business rates. In prior years, this was used at year end to mitigate spending pressures and support the earmarked reserve for forecast losses in business rates. For 2018/19 the whole amount is being used to support revenue budget forecasts. There is no movement forecast from period 4 report.

Corporate Levies

43. This is currently forecasting a £0.500 million underspend. This is mainly due to a combination of lower than budgeted gross cost in terms of purchasing and surrendering Carbon Reduction Commitment (CRC) trading allowances for the year, together with additional business rates income of circa £0.200 million for renewable energy schemes. There is no movement forecast from period 4 report.

DEDICATED SCHOOLS GRANT

44. The Education and Skills Funding Agency (ESFA) provides pre-16 funding for schools to local authorities via the dedicated schools grant (DSG). This grant is ringfenced and is separate to local authority budget. Any underspend or overspend is also ringfenced. At the end of 2017/18, the positive balance of the DSG reserve was £0.846 million.
45. DSG comprises, four blocks: schools; central school services; high needs; and early years. Spend in each block is prescribed by the ESFA. The commentary in this report relates to pressures on the high needs block.
46. High needs funding is for children and young people with special educational needs or disabilities who need extra support at school, college or alternative provision settings. Many local authorities are now incurring deficit on their overall DSG account largely because of overspending on their high needs block. When children with additional needs are placed in Wiltshire schools, funding is passed to schools to support those children. Where children are placed outside Wiltshire schools, commissioning budgets are held and managed by the Head of Service for SEND. Following new placements for the new academic year the projected overspend of DSG spend on the high needs block for 2018/19 are an overspend of £4.125 million this is largely attributable to spend rising in line with increased numbers of children in Wiltshire with an EHCP statement exceeding the amount of DSG available for high needs. Approval will be sought from Schools Forum to use the DSG reserve to partially fund the high needs overspend in 2018/19.

47. Underspend anticipated in other DSG blocks will partially offset the overspend in 2018/19. A task and finish group; the High Needs Block Working Group comprising Heads, the Director of the Wiltshire Parent Carer Council and Officers from SEN, Childrens commissioning, education and finance was set up in September to identify contributory factors and to make proposals to reduce the cost pressure on the high needs block. The findings and proposed mitigations of the group have been summarised in a report being taken to Schools Forum in December.
48. The residue of £2.427 million will be carried forward and plans will be required to make good this amount and also identify a sustainable means of financing higher needs in the future. This is being tackled through the High Needs Block Working Group. An update from the group with proposals for mitigation is being presented to Schools Forum on the 6th December 2018.

Summary Position	2018/19 Budget	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 4	Movement since period 4
	£ m	£ m	£ m	£ m	£ m
Schools Funding	113.149	113.149	0.000	0.000	0.000
High Needs Block	38.422	42.547	4.125	1.248	2.877
FTE ECHP Pupils	2,956	3,273	417 (14% increase)		
Early Years Block	26.756	25.987	(0.769)	(0.323)	(0.446)
FTE EY Pupils	5,360	5,238	(122) (23% decrease)		
Central Schools Block	2.252	2.134	(0.118)	0.000	0.000
TOTAL DSG	180.580	182.998	3.238	0.925	2.313

HOUSING REVENUE ACCOUNT SUMMARY

49. The HRA is currently projecting a forecast underspend of £0.220 million on Repairs & Maintenance. The service is currently going through a review as void repairs are being moved in house from April 2019.

SAVINGS DELIVERY PERFORMANCE

50. The Council has a savings requirement of £26.706 million within its 2018/19 budget. These were identified in the February budget setting. The deliverability of these proposals are closely monitored and reported to CLT on a regular basis.
51. The latest assessment on the deliverability of the savings are set out in detail in Appendix 4. The table below summarises the position.

	Saving Target	Green	Amber	Red	Alternative Savings
RAG analysis by Service	(£ m)	(£ m)	(£ m)	(£ m)	(£m)
ASC Operations - Access & Reablement	(5.660)	(4.607)	(1.053)	-	-
Learning Disabilities & Mental Health	(1.940)	(0.614)	(0.326)	(1.000)	-
Public Health & Protection	(1.793)	(1.223)	-	(0.570)	(0.500)
Commissioning	(0.300)	-	(0.200)	(0.100)	(0.100)
Family & Children Services	(1.040)	(0.955)	-	(0.085)	(0.085)
Education & Skills	(0.325)	(0.230)	-	(0.095)	(0.095)
Economic Development & Planning	(1.083)	(0.683)	-	(0.400)	(0.400)
Highways & Transport	(1.714)	(0.964)	-	(0.750)	(1.250)
Waste & Environment	(2.570)	(1.740)	-	(0.830)	-
Housing & Commercial Development	(1.000)	(0.346)	-	(0.654)	(0.655)
Communities & Communications	(2.469)	(1.049)	-	(1.420)	(0.280)
Corporate Services & Digital	(1.043)	(0.465)	-	(0.578)	(0.428)
Finance	(0.575)	(0.130)	(0.075)	(0.370)	(0.370)
Legal & Democratic	(0.166)	(0.050)	(0.050)	(0.066)	(0.066)
Human Resources & Org Development	(0.373)	(0.278)	(0.095)	-	-
Corporate	(4.655)	(3.000)	(0.100)	(1.555)	(0.188)
	(26.706)	(16.334)	(1.899)	(8.473)	(4.417)

Key Green = Deliverable
 Amber = Deliverable with risks
 Red = Unlikely to be delivered
 Alternative savings = Other compensating savings identified

52. Out of £26.706 million savings proposals £1.899 million are accessed as amber rated. This means that they are deemed to be deliverable in 2018/19, but with some risks associated with them.
53. £8.473 million (32%) of savings targets are currently assessed as red. This means they are deemed unlikely to be delivered as planned. Officers are currently identifying compensating savings and corresponding mitigating actions. So far £4.417 million of alternative savings have been identified, some of which are one-off in nature.
54. Overall a shortfall of £4.056 million (15.2% of target) is forecast for the year. This is included in the General Fund figures set out above.
55. Work is also being undertaken to assess the deliverability of a number of historic savings targets built into the budget base. This work is currently ongoing.

CAPITAL SUMMARY

56. The original budget for 2018/19 was approved by Council during budget setting on 20 February 2018. Since that date there have been a number of changes to the budget for 2018/19, largely due to reprogramming of budget from 2017/18 and to 2019/20; but also, to reflect additional funding being available. The changes to the budget since it was last amended in the Budget setting report are summarised in the table that follows, a fuller breakdown of the changes made at a scheme by scheme level is attached as Appendix F.

Breakdown of Budget Amendments from Original Budget to Period 7 Budget (as at 31 October 2018)

Summary of Movements in Capital Programme	£m	Further information
Budget Period 4	169.642	Appendix F
Amendments to Capital Programme 2018/19 Since Original Budget Setting:		
Additional Budgets added to Programme	15.065	Appendix F & G
Grant Amendments	0.000	Appendix F
Reduced Budgets	(8.668)	Appendix F
Budgets Reprogrammed from 2018/19 to 2019/20	(37.980)	Appendix F & G
Current Budget 2018/19	138.059	

57. The budget additions shown above largely reflect increases in funding being available and brought into the programme under the Chief Financial Officer delegated authority. They largely comprise additional grants from Central Government, such as the £7.358 million Local transport capital funding, Section 106 contributions and other contributions used to finance capital spend within the capital programme. Further information on the budget movements at an individual scheme level is shown in Appendix E and in further detail in Appendix G.
58. The budgets that have been reprogrammed into 2019/20 are shown in further detail in Appendices F and G.

Summary of Capital Position as at 31 October 2018

59. The current budget for the year 2018/19 is £138.059 million. Actual spend on schemes as at 31 October 2018 was £49.062 million. A full breakdown of these figures is attached in Appendix F.

RESERVES

60. The table below provides the projected position for the year as at period 7 on the general fund balance held by the Council.

General Fund Balance	£ million	£ million
Balance as at 1 April 2018		(12.943)
Support for budget agreed in February 2018	0.900	
Projected underspend at period 7	2.064	
Total Forecast movement		2.964
Forecast Balance 31 March 2019		(9.979)

61. Without further mitigating actions the general fund reserve will be below the minimum level of £12 million set by the Council in February 2018. The Corporate Leadership Team will continue to identify measures to keep expenditure within budget for the year

Overall Conclusions

62. 2018/19 is proving to be a challenging year on the financial front. A combination of: an ambitious savings target; senior officers having to focus on the incidents at Salisbury and Amesbury and; complications with the waste contract have led to budgets not expected to be achieved. This is despite additional income of £7.200 million from business rates grant.
63. It is vital that focussed attention is given to keep expenditure within budget to avoid the unplanned use of our limited level of reserves. The Corporate Leadership Team will continue to prioritise the identification of opportunities and actions to limit spending and improve income. Further monitoring reports will be brought to Cabinet throughout 2018/19.

Implications

64. This report informs Members' decision making.

Overview & Scrutiny Engagement

65. Regular reports are taken to Overview & Scrutiny relating to the Council's financial position.

Safeguarding Implications

66. Safeguarding remains a key priority for the Council and this report reflects the additional investment support the ongoing spend in looked after children and safeguarding.

Public Health Implications

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

Procurement Implications

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

Equalities and diversity impact of the proposals

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

Environmental and Climate Change Considerations

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

Risks Assessment

71. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on 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.

Financial implications

72. This is the subject of the report.

Legal Implications

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

Proposals

74. Cabinet is asked to note the outcome of the period 7 (end of October) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.
75. Cabinet is asked to reinforce the need for expenditure to be contained within the budget agreed in February 2018. Individual recovery plans will be produced for areas showing overspends, and these will be reported to Members in the next monitoring report at period 9.
76. To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £37.980 million capital budget between 2018/19 and 2019/20.

Reasons for Proposals

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

Background Papers and Consultation

None

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Appendices:

- Appendix A: Revenue Budget Movements 2018/19
- Appendix B: Major Virements between Service Areas from Original budget
- Appendix C: Revenue Budget Monitoring Statements
- Appendix D: Forecast Variance Movements
- Appendix E: 2018/19 Budget Setting Savings
- Appendix F: 2018/19 Capital Programme Budget Movements and spend to 31 July 2018
- Appendix G: Delegated authority for budget movements

Wiltshire Council Revenue Budget Movements 2018/2019

Service	Original Budget	Structural Changes	Revised Original Budget	In Year Virements to Period 4	Revised Budget Period 4	In Year Virements to Period 7	Revised Budget Period 7	Major Virements See Appendix B
	£m	£m	£m	£m				
ASC Operations - Access & Reablement								
Adults 18+	54.388	0.000	54.388	(3.935)	50.453	0.214	50.667	
Learning Disabilities & Mental Health								
Mental Health	18.497	0.000	18.497	(1.722)	16.775	(0.437)	16.338	*
Learning Disabilities	45.162	0.000	45.162	1.032	46.194	0.000	46.194	
Public Health & Protection								
Public Health Grant	0.000	0.000	0.000	0.000	0.000	0.084	0.084	
Other Public Health & Public Protection	0.668	0.000	0.668	0.000	0.668	0.458	1.126	*
Commissioning								
Adults Commissioning	20.643	0.000	20.643	4.743	25.386	0.009	25.395	
Childrens Commissioning	4.873	0.000	4.873	0.352	5.225	0.137	5.362	
Family & Children Services								
Children's Social Care	39.535	0.000	39.535	0.690	40.225	1.044	41.269	*
0-25 Service: Disabled Children & Adults	20.035	0.000	20.035	0.005	20.040	(0.521)	19.519	*
Early Help	(0.036)	0.000	(0.036)	0.034	(0.002)	(0.048)	(0.050)	
Education & Skills								
School Effectiveness	2.084	0.000	2.084	0.008	2.092	(0.193)	1.899	
Funding Schools	0.000	0.000	0.000	(0.480)	(0.480)	0.480	0.000	
Economic Development & Planning								
Economic Development & Planning	2.581	(0.787)	1.794	0.095	1.889	0.040	1.929	
Highways & Transport								
Highways	17.405	0.000	17.405	0.789	18.194	0.000	18.194	
Transport	17.180	0.000	17.180	0.023	17.203	0.000	17.203	
Car Parking	(6.826)	0.000	(6.826)	0.019	(6.807)	0.000	(6.807)	
Waste & Environment								
Waste & Environment	36.367	0.000	36.367	(0.051)	36.316	0.140	36.456	
Housing & Commercial Development								
Housing Services	4.189	0.000	4.189	0.063	4.252	0.000	4.252	
Strategic Asset & Facilities Management	11.579	0.000	11.579	0.063	11.642	0.000	11.642	
Communities & Communication								
Communications	1.848	0.000	1.848	(0.520)	1.328	0.107	1.435	
Libraries, Heritage & Arts	3.271	0.000	3.271	0.594	3.865	0.145	4.010	
Leisure	(0.362)	0.000	(0.362)	0.189	(0.173)	0.000	(0.173)	
Corporate Services & Digital								
Corporate Services	4.966	0.000	4.966	0.426	5.392	0.000	5.392	
Information Services	9.255	0.000	9.255	(0.245)	9.010	(0.006)	9.004	
Finance & Procurement								
Finance & Procurement	6.088	0.000	6.088	(0.120)	5.968	1.039	7.007	*
Revenues & Benefits - Subsidy	(0.500)	0.000	(0.500)	0.000	(0.500)	(0.200)	(0.700)	
Legal & Democratic								
Legal & Democratic	3.299	0.787	4.086	0.159	4.245	0.000	4.245	
Human Resources & Org Development								
Human Resources & Organisational Development	3.126	0.000	3.126	0.265	3.391	0.000	3.391	
Corporate Directors								
Corporate Directors	1.058	0.000	1.058	(0.004)	1.054	0.000	1.054	
Members	2.118	0.000	2.118	0.109	2.227	0.000	2.227	
Corporate								
Movement on Reserves	(0.900)	0.000	(0.900)	(0.070)	(0.970)	(0.041)	(1.011)	
Capital Financing	21.024	0.000	21.024	0.000	21.024	0.000	21.024	
Restructure & Contingency	0.177	0.000	0.177	(0.680)	(0.503)	(1.310)	(1.813)	*
General Government Grants	(23.891)	0.000	(23.891)	(0.353)	(24.244)	(0.602)	(24.846)	*
Corporate Levies	8.845	0.000	8.845	(1.478)	7.367	(0.539)	6.828	*
2018/2019 Budget Requirement	327.746	0.000	327.746	0.000	327.746	(0.000)	327.746	
HRA Budget	(0.245)	0.000	(0.245)	0.000	(0.245)	0.000	(0.245)	
	327.501	0.000	327.501	0.000	327.501	(0.000)	327.501	

More details are given of major virements in Appendix B. These areas are marked above with *

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Major Virements between Services Areas from Period 4 to Period 7

APPENDIX B

Net virements over £250,000

	£m
Mental Health	
Move Substance Misuse	(0.437)
In Year Virements period 4-7	(0.437)
Other public Health & Public protection	
Move Substance Misuse	0.437
Redundancies	0.021
In Year Virements period 4-7	0.458
Childrens Social Care	
Childrens Services reallocation	0.792
Salary Growth release from corporate	0.346
Troubled families Funding from commissioning	(0.300)
Redundancies	0.206
In Year Virements period 4-7	1.044
0-25 Service Disabled Children & Adults	
Childrens Services reallocation	(0.492)
Salary Growth release from corporate	(0.029)
In Year Virements period 4-7	(0.521)
Funding Schools	
Funding Schools Realignment	0.480
In Year Virements period 4-7	0.480
Finance & Procurement	
Centralise renewable energy budgets to corporate levies	0.458
Collection Fund budget Realignment	0.581
In Year Virements period 4-7	1.039
Restructure & Contingency	
Redundancies	(1.260)
Corporate Realignment	0.602
Salary Growth release from corporate	(0.352)
Collection Fund budget Realignment	(0.300)
In Year Virements period 4-7	(1.310)
General Government Grants	
Corporate Realignment	(0.602)
In Year Virements period 4-7	(0.602)
Corporate Levys	
Centralise renewable energy budgets from finance	(0.458)
Finance Realignment	(0.081)
In Year Virements period 4-7	(0.539)

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		Original Budget	Revised Budget Period 7	Profiled Budget to Period 7	Actual 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	
ASC Operations - Access & Reablement								
Adults 18+	Gross Costs	66.848	66.916	39.203	42.156	66.751	(0.165)	(0.2%)
	Income	(12.460)	(16.249)	(10.843)	(9.610)	(16.249)	-	-
	Net	54.388	50.667	28.360	32.546	50.502	(0.165)	(0.3%)
Learning Disabilities & Mental Health								
Mental Health	Gross Costs	21.682	19.286	12.230	12.526	19.097	(0.189)	(1.0%)
	Income	(3.185)	(2.948)	(1.739)	(1.203)	(2.948)	-	-
	Net	18.497	16.338	10.491	11.323	16.149	(0.189)	(1.2%)
Learning Disabilities	Gross Costs	48.786	51.919	30.560	34.655	56.705	4.786	9.2%
	Income	(3.624)	(5.725)	(3.966)	(2.785)	(5.725)	-	-
	Net	45.162	46.194	26.594	31.870	50.980	4.786	10.4%
Public Health & Protection								
Public Health Grant	Gross Costs	16.933	16.634	8.732	6.283	16.634	-	-
	Income	(16.933)	(16.550)	(12.574)	(13.174)	(16.797)	(0.247)	1.5%
	Net	-	0.084	(3.842)	(6.891)	(0.163)	(0.247)	(294.0%)
Other Public Health & Public Protection	Gross Costs	1.895	5.703	3.024	3.492	5.703	-	-
	Income	(1.227)	(4.577)	(2.711)	(0.757)	(4.330)	0.247	(5.4%)
	Net	0.668	1.126	0.313	2.735	1.373	0.247	21.9%
Commissioning								
Adults Commissioning	Gross Costs	28.257	48.929	30.031	22.861	46.855	(2.074)	(4.2%)
	Income	(7.614)	(23.534)	(13.135)	(11.194)	(23.534)	-	-
	Net	20.643	25.395	16.896	11.667	23.321	(2.074)	(8.2%)
Childrens Commissioning	Gross Costs	31.715	35.101	23.263	19.398	35.101	-	-
	Income	(26.842)	(29.739)	(1.598)	(0.514)	(29.739)	-	-
	Net	4.873	5.362	21.665	18.884	5.362	-	-
Family & Children Services								
Children's Social Care	Gross Costs	42.798	44.852	26.247	25.095	44.905	0.053	0.1%
	Income	(3.263)	(3.583)	(1.208)	(1.266)	(3.583)	-	-
	Net	39.535	41.269	25.039	23.829	41.322	0.053	0.1%
0-25 Service: Disabled Children & Adults	Gross Costs	50.921	53.961	32.063	34.006	54.288	0.327	0.6%

<u>Communities & Communication</u>		Net	11.579	11.642	8.155	4.790	11.642	-	-
Communications		Gross Costs	2.068	1.655	1.003	1.036	1.593	(0.062)	(3.7%)
		Income	(0.220)	(0.220)	(0.208)	(0.039)	(0.220)	-	-
		Net	1.848	1.435	0.795	0.997	1.373	(0.062)	(4.3%)
Libraries, Heritage & Arts		Gross Costs	4.758	5.648	3.048	3.997	6.910	1.262	22.3%
		Income	(1.487)	(1.638)	(1.027)	(0.869)	(1.638)	-	-
		Net	3.271	4.010	2.021	3.128	5.272	1.262	31.5%
Leisure		Gross Costs	7.721	7.834	4.493	4.418	8.079	0.245	3.1%
		Income	(8.084)	(8.007)	(4.503)	(4.117)	(8.007)	-	-
		Net	(0.363)	(0.173)	(0.010)	0.301	0.072	0.245	(141.6%)
<u>Corporate Services & Digital</u>									
Corporate Services		Gross Costs	6.120	6.473	3.886	4.200	6.623	0.150	2.3%
		Income	(1.154)	(1.081)	(0.631)	(0.832)	(1.081)	-	-
		Net	4.966	5.392	3.255	3.368	5.542	0.150	2.8%
Information Services		Gross Costs	11.663	11.413	8.199	9.100	11.413	-	-
		Income	(2.408)	(2.409)	(1.787)	(1.688)	(2.409)	-	-
		Net	9.255	9.004	6.412	7.412	9.004	-	-
<u>Finance</u>									
Finance & Procurement		Gross Costs	19.326	20.540	12.350	11.821	20.465	(0.075)	(0.4%)
		Income	(13.238)	(13.533)	(5.564)	(5.750)	(13.533)	-	-
		Net	6.088	7.007	6.786	6.071	6.932	(0.075)	(1.1%)
Revenues & Benefits - Subsidy		Gross Costs	111.386	91.751	54.584	54.603	91.751	-	-
		Income	(111.886)	(92.451)	(52.553)	(52.553)	(92.451)	-	-
		Net	(0.500)	(0.700)	2.031	2.050	(0.700)	-	-
<u>Legal & Democratic</u>									
Legal & Democratic		Gross Costs	6.195	6.403	3.642	3.731	6.503	0.100	1.6%
		Income	(2.110)	(2.158)	(1.240)	(1.037)	(2.158)	-	-
		Net	4.085	4.245	2.402	2.694	4.345	0.100	2.4%
<u>Human Resources & Organisational Development</u>									
Human Resources & Organisational Development		Gross Costs	4.872	5.114	2.986	2.786	5.114	-	-
		Income	(1.746)	(1.723)	(0.880)	(0.856)	(1.723)	-	-
		Net	3.126	3.391	2.106	1.930	3.391	-	-
<u>Corporate Directors</u>									
Corporate Directors & Membs		Gross Costs	1.072	1.068	0.671	0.688	1.068	-	-
		Income	(0.014)	(0.014)	(0.008)	(0.009)	(0.014)	-	-
		Net	1.058	1.054	0.663	0.679	1.054	-	-

Members	Gross Costs	2.118	2.227	1.279	1.273	2.227	-	-
	Income	-	-	-	-	-	-	-
	Net	2.118	2.227	1.279	1.273	2.227	-	-
Corporate								
Movement on Reserves		(0.900)	(1.011)	(0.111)	(0.111)	(1.011)	-	-
Capital Financing		21.024	21.024	4.433	3.961	21.024	-	-
Restructure & Contingency		0.178	(1.813)	(1.773)	(0.494)	(0.455)	1.358	(74.9%)
General Government Grants		(23.891)	(24.846)	(16.567)	(19.848)	(32.046)	(7.200)	29.0%
Corporate Levys		8.845	6.828	4.654	4.396	6.328	(0.500)	(7.3%)
	Net	5.256	0.182	(9.364)	(12.096)	(6.160)	(6.342)	(3484.6%)
Wiltshire Council General Fund Total	Gross Costs	733.435	772.728	434.796	412.190	774.792	2.064	0.3%
	Income	(405.689)	(444.982)	(154.150)	(159.590)	(444.982)	-	-
	Net	327.746	327.746	280.646	252.600	329.810	2.064	0.6%
Housing Revenue Account (HRA)	Gross Costs	25.028	25.592	6.131	6.833	25.392	(0.200)	(0.8%)
	Income	(25.273)	(25.837)	(14.902)	(15.411)	(25.837)	-	-
	Net	(0.245)	(0.245)	(8.771)	(8.578)	(0.445)	(0.200)	81.6%
Total Including HRA	Gross Costs	758.463	798.320	440.925	419.024	794.963	(3.357)	(0.4%)
	Income	(430.962)	(470.819)	(169.052)	(175.001)	(470.819)	-	-
	Net	327.501	327.501	271.875	244.022	329.365	1.864	0.6%

Appendix D: Variance Movements

	Variance Reported for Period 4 £m	Movement in Period	Variance Reported for Period 7
<u>ASC Operations - Access & Reablement</u>			
Adults 18+	0.451	(0.616)	(0.165)
<u>Learning Disabilities & Mental Health</u>			
Mental Health	0.865	(1.054)	(0.189)
Learning Disabilities	3.224	1.562	4.786
<u>Public Health & Protection</u>			
Public Health Grant	0.000	(0.247)	(0.247)
Other Public Health & Public Protection	0.070	0.177	0.247
<u>Commissioning</u>			
Adults Commissioning	(0.589)	(1.485)	(2.074)
Childrens Commissioning	0.000	0.000	0.000
<u>Family & Children Services</u>			
Children's Social Care	0.000	0.053	0.053
0-25 Service: Disabled Children & Adults	(0.576)	0.903	0.327
Early Help	0.059	0.024	0.083
<u>Education & Skills</u>			
School Effectiveness	0.000	0.000	0.000
Funding Schools	0.000	0.000	0.000
<u>Economic Development & Planning</u>			
Economic Development & Planning	0.150	(0.150)	0.000
<u>Highways & Transport</u>			
Highways	0.900	(0.900)	0.000
Transport	0.000	0.000	0.000
Car Parking	0.130	(0.130)	0.000
<u>Waste & Environment</u>			
Waste & Environment	3.786	0.179	3.965
<u>Housing & Commercial Development</u>			
Housing Services	0.000	0.000	0.000
Strategic Asset & Facilities Management	0.124	(0.124)	0.000
<u>Communities & Communication</u>			
Communications	0.000	(0.062)	(0.062)
Libraries, Heritage & Arts	0.883	0.379	1.262
Leisure	0.215	0.030	0.245
<u>Corporate Services & Digital</u>			
Corporate Services (includes Business Services)	0.150	0.000	0.150
Information Services	0.000	0.000	0.000
<u>Finance & Procurement</u>			
Finance & Procurement	0.045	(0.120)	(0.075)
Revenues & Benefits - Subsidy	0.000	0.000	0.000
<u>Legal & Democratic</u>			
Legal & Democratic	0.066	0.034	0.100
<u>Human Resources & Organisational Development</u>			
Human Resources & Organisational Development	0.000	0.000	0.000
<u>Corporate Directors</u>			
Corporate Directors & Members	0.000	0.000	0.000
Members	0.000	0.000	0.000
<u>Corporate</u>			
Movement on Reserves	(1.250)	1.250	0.000
Capital Financing	0.000	0.000	0.000
Restructure & Contingency	1.855	(0.497)	1.358
General Government Grants	(7.500)	0.300	(7.200)
Corporate Levies	(0.500)	0.000	(0.500)
TOTAL FORECAST VARIANCE MOVEMENT	2.558	(0.494)	2.064
HRA Budget	0.000	0.000	(0.200)

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Appendix E 2018/2019 Budget Setting Savings

Period 7

31/10/18 Key

Green	Deliverable
Amber	Deliverable with risks
Red	Unlikely to be delivered

Saving Number	Reporting area	Service Area	Saving / Income Idea	Total Saving (£ m)	Green (£ m)	Amber (£ m)	Red (£ m)	Alternative Savings (£m)
1	Adults 18+	ASC Operations - Access & Reablement	New In-house Reablement Project	(1.500)	(0.574)	(0.926)		
2	Adults 18+	ASC Operations - Access & Reablement	Placement (18 Plus) Savings	(0.440)	(0.313)	(0.127)		
3	Adults 18+	ASC Operations - Access & Reablement	17/18 carefirst placement review	(2.720)	(2.720)			
4	Adults 18+	ASC Operations - Access & Reablement	Client Contributions Review	(1.000)	(1.000)			
5	Learning Disabilities	Learning Disabilities	Care Fund Calculator	(1.000)			(1.000)	
6	Learning Disabilities	Learning Disabilities	LD placements (reduction in S28a Income)	(0.300)	(0.157)	(0.143)		
7	Learning Disabilities	Learning Disabilities	Closure of respite unit	(0.300)	(0.300)			
8	Mental Health	Mental Health	Placement (Mental Health) Savings	(0.340)	(0.157)	(0.183)		
9	Public Health Grant	Public Health & Protection	Savings to be achieved in PH Grant to enable grant to be badged against other services	(0.750)	(0.750)			
10	Other Public Health & Public Protection	Public Health & Protection	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.392)	(0.392)			
11	Other Public Health & Public Protection	Public Health & Protection	Secure efficiencies by managing the animal licensing inspections in Public Health	(0.010)	(0.010)			
12	Other Public Health & Public Protection	Public Health & Protection	A review of Public Protection statutory and commercial services is underway to assess the scope for greater efficiencies or income opportunities	(0.500)			(0.500)	
13	Other Public Health & Public Protection	Public Health & Protection	Travel costs across all areas will be reviewed to reduce the need for unnecessary journeys.	(0.022)	(0.022)			
14	Other Public Health & Public Protection	Public Health & Protection	The consumer education budget is a legacy that is actually being covered in other ways and as such the base budget can be reduced.	(0.003)	(0.003)			
15	Other Public Health & Public Protection	Public Health & Protection	Emergency planning to charge for business continuity advice to private companies	(0.002)	(0.002)			
16	Other Public Health & Public Protection	Public Health & Protection	Review of Occupational Health thresholds, hours and travel to secure efficiencies	(0.020)	(0.020)			
17	Other Public Health & Public Protection	Public Health & Protection	Buy with confidence income	(0.004)	(0.004)			
18	Other Public Health & Public Protection	Public Health & Protection	Third party income for management of the trading standards team, a joint Substance Misuse service and a joint Public Protection (Env. Health) service	(0.070)			(0.070)	
19	Other Public Health & Public Protection	Public Health & Protection	To fund an element of the Anti-Social Behaviour spend against Public Health Grant	(0.020)	(0.020)			
Compensating	Public Protection	Public Health & Protection	Compensating Savings					(0.500)
20	Children's Commissioning	Commissioning	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.300)		(0.200)	(0.100)	

Compensating	Children's Commissioning	Commissioning	Compensating Savings A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.640)	(0.555)	(0.085)	(0.100)
	21 Children's Social Care	Family & Children Services					
Compensating	Children's Social Care 0-25 Service: Disabled	Family & Children Services	Compensating Savings Re-commissioning / procurement of SEND transport at reduced rates	(0.100)	(0.100)		(0.085)
	22 Children & Adults 0-25 Service: Disabled	Family & Children Services					
	23 Children & Adults	Family & Children Services	Review of placements to identify opportunities to continually improve services at reduced costs	(0.300)	(0.300)		
	24 School Effectiveness	Education & Skills	Delete vacant posts within School Effectiveness and review of other structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.165)	(0.165)		
	25 School Effectiveness	Education & Skills	Reduce Academy Development Budget	(0.030)	(0.030)		
	26 School Effectiveness	Education & Skills	Utilisation of grant income to support management costs within Education and Employment	(0.035)	(0.035)		
	27 School Effectiveness	Education & Skills	Increase in fees for current traded services in School Effectiveness	(0.095)		(0.095)	
Compensating	School Effectiveness	Education & Skills	Compensating Savings Enterprise Network income. Carriage works, Porton, Corsham Mansion House come online, potential to generate more income collectively as a Network	(0.100)	(0.100)		(0.095)
	28 Economic Development & Planning	Economic Development & Planning					
	29 Economic Development & Planning	Economic Development & Planning	Manage the Wiltshire top 100 programme with existing internal resources	(0.050)	(0.050)		
	30 Economic Development & Planning	Economic Development & Planning	A review of structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.200)		(0.200)	
	31 Economic Development & Planning	Economic Development & Planning	Reduce the grant for Visit Wiltshire, this is in line with previous discussions	(0.033)	(0.033)		
	32 Economic Development & Planning	Economic Development & Planning	Increase planning fees per Government scales rates, i.e. 20%	(0.500)	(0.500)		
	33 Economic Development & Planning	Economic Development & Planning	To seek efficiencies from the way we work with the Local Enterprise Partnership	(0.100)		(0.100)	
	34 Economic Development & Planning	Economic Development & Planning	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.100)		(0.100)	
Compensating	Economic Development & Planning	Economic Development & Planning	Compensating Savings To continue the previously Council supported approach of turning off street lights, particularly in rural areas, whilst maintaining provision at key risk and safety locations. Also undertake a commercial business case review of some areas moving to usage of LED fittings to reduce costs.	(0.400)		(0.400)	(0.400)
	35 Highways	Highways & Transport					
	36 Highways	Highways & Transport	Review the commissioning and contracting of all major contracts to seek efficiencies and managed risk. This will include review of all routine maintenance, grass cutting and litter picking and work with service providers to achieve savings - Funded from one off Rural Grant 2018/2019	(0.535)	(0.535)		
	37 Highways	Highways & Transport	Increase Developer contribution Income	(0.025)	(0.025)		
	38 Highways	Highways & Transport	Salisbury Asset Transfer	(0.090)	(0.090)		
Compensating	Highways	Highways & Transport	Compensating Savings				

	39 Transport	Highways & Transport	Analyse the implementation of the 2017 bus subsidies changes to secure any further efficiencies	(0.050)	(0.050)		
	40 Transport	Highways & Transport	To utilise other income from third parties	(0.016)	(0.016)		
	41 Transport	Highways & Transport	Concessionary Fares full year affect of 2017/18 Decision	(0.080)	(0.080)		
	42 Transport	Highways & Transport	Continued reduction on Community Transport grant	(0.018)	(0.018)		
Compensating	Transport	Highways & Transport	Compensating Savings				(1.250)
43	Car Parking	Highways & Transport	Full effect of parking charges	(0.500)	(0.150)	(0.350)	
Compensating	Car Parking	Highways & Transport	Compensating Savings				
	44 Waste	Waste and Environment	Introduce residents' restricted use only at household recycling centres	(0.200)	(0.200)		
	45 Waste	Waste and Environment	service restructure following contracts commencement on 30 July 2018 may provide opportunity for in-year savings	(0.100)	(0.017)	(0.083)	
	46 Waste	Waste and Environment	Renegotiate the contract over the disposal of commercial waste	(0.300)	(0.300)		
	47 Waste	Waste and Environment	Increase charges for collection of garden waste to £48 per household to recover reasonable costs	(0.410)	(0.410)		
	48 Waste	Waste and Environment	Reduction in number of waste vehicles due to collection rounds efficiencies	(0.400)		(0.400)	
	49 Waste	Waste and Environment	Savings associated with transfer of commercial waste tonnage to private sector when service ceases	(0.600)	(0.600)		
	50 Waste	Waste and Environment	To coincide with the new recycling service we will increase recycling and reduce waste collected and sent to landfill. This will include standardising the size of residual waste bins across the County	(0.100)		(0.100)	
	51 Waste	Waste and Environment	Introduce charges for non household waste deposited at household recycling centres	(0.100)		(0.100)	
	52 Waste	Waste and Environment	Charge for delivery for replacement bins	(0.050)		(0.050)	
	53 Waste	Waste and Environment	Additional efficiencies to be secured from review of the services operations	(0.310)	(0.213)	(0.097)	
	54 Housing Services	Housing & Commercial Development	To remove vacant posts	(0.031)	(0.031)		
	55 Housing Services	Housing & Commercial Development	Secure savings from retender of housing related Support Contracts.	(0.075)	(0.075)		
	56 Strategic Asset & Facilities Management	Housing & Commercial Development	Proposal to be agreed by Cabinet to close Christie Miller Leisure Centre and provide some alternative facilities until replacement provision is built	(0.110)	(0.050)	(0.060)	
	57 Strategic Asset & Facilities Management	Housing & Commercial Development	Proposal to be brought to Cabinet to consider closure Melksham Highways Depot	(0.060)		(0.060)	
	58 Strategic Asset & Facilities Management	Housing & Commercial Development	Proposal to be brought to Cabinet to consider review of Outdoor Education Centres	(0.135)		(0.135)	
	59 Strategic Asset & Facilities Management	Housing & Commercial Development	Review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites	(0.100)		(0.100)	
	60 Strategic Asset & Facilities Management	Housing & Commercial Development	End catering subsidy at Monkton Park and County Hall, but introduce catering at Bourne Hill (unsubsidised)	(0.075)		(0.075)	
	61 Strategic Asset & Facilities Management	Housing & Commercial Development	Consider options to relocate Chippenham Library in a different Town location at reduced cost to the Council, but with better provision	(0.060)		(0.060)	
	62 Strategic Asset & Facilities Management	Housing & Commercial Development	Capital Investment in energy reduction projects based on commercial business case appraisal, £2m capital to return 5% net of borrowing	(0.100)		(0.100)	

	Strategic Asset & Facilities Management	Housing & Commercial Development	Demolition of sites to eliminate on site and security costs associated with empty buildings	(0.080)	(0.080)			
	Strategic Asset & Facilities Management	Housing & Commercial Development	Energy Saving Programme targeting improvements in staff behaviours and responsibilities to reduce unnecessary usage of utility services	(0.060)	(0.060)			
	Strategic Asset & Facilities Management	Housing & Commercial Development	Increase commercial estate income from regular and ongoing rent reviews	(0.050)	(0.050)			
	Strategic Asset & Facilities Management	Housing & Commercial Development	Capital investment in commercial property in Wiltshire on commercial business case appraisal, £2m to return 3-4% net of borrowing	(0.064)			(0.064)	
Compensating	Strategic Asset & Facilities Management	Housing & Commercial Development	Compensating Savings					(0.655)
	67 Communications	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.144)	(0.144)			
	68 Communications	Communities & Communications	Increased income from advertising and sponsorship	(0.150)			(0.150)	
Compensating	Communications	Communities & Communications	Compensating Savings					(0.267)
	69 Libraries Heritage & Arts	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.350)			(0.350)	
	70 Libraries Heritage & Arts	Communities & Communications	Review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites	(0.350)			(0.350)	
	71 Libraries Heritage & Arts	Communities & Communications	Review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites (Reduce mobile libraries and have greater devolution and ordering)	(0.035)			(0.035)	
	72 Libraries Heritage & Arts	Communities & Communications	Reduce the Arts and Museums Grants	(0.090)	(0.090)			
	73 Libraries Heritage & Arts	Communities & Communications	Review Youth Area grants to ensure a focus on health and prevention of poor health, and fund from Public Health.	(0.200)			(0.200)	
	74 Libraries Heritage & Arts	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas - Review archaeology and conservation teams within Economy & Regeneration	(0.100)	(0.009)		(0.091)	
	75 Libraries Heritage & Arts	Communities & Communications	Increase Heritage income through online services, increased charges, and expanding commercial operation of conservation service, plus potential commercial let of ground floor space	(0.050)	(0.050)			
Compensating	Libraries Heritage & Arts	Communities & Communications	Compensating Savings					(0.013)
	76 Leisure	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas - Reduce Management					
	77 Leisure	Communities & Communications	Renegotiate contract	(0.750)	(0.506)		(0.244)	
	78 Leisure	Communities & Communications	Increase in Leisure charges (c 4%)	(0.250)	(0.250)			
Compensating	Leisure	Communities & Communications	Compensating Savings					
	Corporate Services & Digital	Corporate Services & Digital	Securing contributions from Wiltshire police for the provision of ICT services that reflect actual usage	(0.343)	(0.265)		(0.078)	

	Corporate Services & Digital	Corporate Services & Digital	A review of structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.250)			(0.250)	
	Corporate Services & Digital	Corporate Services & Digital	Corporate Office savings from removing vacant posts, stop grant to the Community Foundation and other operational efficiencies	(0.050)			(0.050)	
Compensating	Corporate Services & Digital	Corporate Services & Digital	Compensating Savings					(0.428)
	Information Services	Corporate Services & Digital	Renegotiate and commissioning review of IT licence and contracts.	(0.200)			(0.200)	
	Information Services	Corporate Services & Digital	Reduce IT base budget	(0.200)	(0.200)			
	Finance & Procurement	Finance & Procurement	Explore opportunities to merge teams with Revenues & Benefits, as already completed for Free School Meals. A continuation of this approach with other teams to reduce duplications or inefficiencies, will yield savings in staffing and potentially other costs such as IT	(0.050)	(0.050)			
	Finance & Procurement	Finance & Procurement	Manage workforce levels following introduction of benefits E-Forms to not replace vacancies and secure apprenticeships.	(0.050)	(0.050)			
	Finance & Procurement	Finance & Procurement	Reduce the fees for external audit	(0.075)	(0.030)		(0.045)	
	Finance & Procurement	Finance & Procurement	A review of structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.400)		(0.075)	(0.325)	
Compensating	Finance & Procurement	Finance & Procurement	Compensating Savings					(0.370)
	Legal & Democratic	Legal	Income Target	(0.116)	(0.050)		(0.066)	
	Legal & Democratic	Legal	Charge for referendum work	(0.050)		(0.050)		
Compensating	Legal & Democratic	Legal	Compensating Savings					(0.066)
	Human Resources & Org Development	Human Resources & Org Development	Senior officer structure and vacant posts	(0.172)	(0.172)			
	Human Resources & Org Development	Human Resources & Org Development	Rebalance OD budget to meet cost of additional resources (2 x trainers and 1 OD officer) now in place (with costs met from salary budget) to deliver OD programmes and training as a result of the additional budget allocated in 2017/18. Savings to be released from OD budget	(0.106)	(0.106)			
	Human Resources & Org Development	Human Resources & Org Development	Additional income	(0.095)		(0.095)		
	Capital Financing Restructure &	Corporate	Realign capital investment and financial calculation to push back debt repayment several years	(3.000)	(3.000)			
	Contingency	Corporate	Salary sacrifice for AVC	(0.100)		(0.100)		
	Restructure & Contingency	Corporate	Additional 1% vacancy factor. This will then be reviewed alongside reviews of establishment and potential to reduce services levels of vacancy factor will be appraised	(1.155)			(1.155)	
	Restructure & Contingency	Corporate	Systems & Change Management Team review	(0.400)			(0.400)	
Compensating	Restructure & Contingency	Corporate	Compensating Savings					(0.188)
TOTAL SAVINGS				(26.706)	(16.334)	(1.899)	(8.473)	(4.417)
Savings per Budget Setting Papers				(25.956)	61% 0.000	7% 0.000	32% 0.000	0.000

Bought forward from Public Health Grant included in revised opening budget	<u>(0.750)</u>
Total	<u>(26.706)</u>
Difference	0.000

Capital Programme Budget Movements and Spend to 31 October 2018

Scheme Name	2018/2019 Budget Breakdown								
	Period 4 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix F)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2018/2019 into 2019/2020 (Section 2 Appendix F)	Current Budget Period 7 2018/2019	Spend to 31 October 2018	Spend to 31 October 2018
	£m	£m	£m	£m	£m	£m	£m	£m	%
Economy									
Oil to Biomass Schemes	0.319				(0.291)		0.028	0.000	0.00%
Other Economic Development Schemes	0.000		0.074				0.074	0.054	72.97%
Strategic Economic Plan	2.000				(2.000)		0.000	0.000	0.00%
Corsham Mansion House	1.898						1.898	1.313	69.18%
A350 West Ashton/Yarnbrook Junction Improvements	0.000						0.000	0.000	0.00%
Chippenham Station HUB	6.997					(5.497)	1.500	0.112	7.47%
A350 Dualling Chippenham Bypass	3.385						3.385	3.553	104.96%
M4 Junction 17	0.185						0.185	0.340	183.78%
Porton Science Park	0.054		0.042				0.096	0.081	84.38%
Wiltshire Ultrafast Broadband	1.551					(1.051)	0.500	(0.059)	-11.80%
Salisbury Central Car Park & Maltings	1.825					(0.138)	1.687	0.419	24.84%
Boscombe Down	1.896						1.896	0.011	0.58%
Integrated Transport	2.227		0.056				2.283	1.354	59.31%
Structural Maintenance (Grant & Council Funded)	17.654		7.358			(5.000)	20.012	9.512	47.53%
National Productivity Investment Schemes	0.298						0.298	0.277	92.95%
Pothole Spotter 16/17	0.054						0.054	0.000	0.00%
Pothole Fund Grant	2.806						2.806	0.000	0.00%
Wiltshire Online	3.043						3.043	(2.556)	-84.00%
Farmers Roundabout	0.915						0.915	0.150	16.39%
Total Economy	47.107	0.000	7.530	0.000	(2.291)	(11.686)	40.660	14.561	35.81%
Community									
Health and Wellbeing Centres - Live Schemes	9.926	0.010	0.250		(0.126)	0.285	10.345	3.639	35.18%
Health and Wellbeing Centres - In Development	0.000						0.000	0.000	0.00%
Area Boards and LPSA PRG Reward Grants	0.941						0.941	0.165	17.53%
Fitness Equipment for Leisure Centres	0.050						0.050	0.000	0.00%
Churchyards & Cemeteries	0.000						0.000	0.000	0.00%
Highway flooding prevention and Land Drainage schemes	0.604	0.613					1.217	1.217	100.00%
Bridges	3.607	(0.600)					3.007	1.170	38.91%
Passenger Transport Capital	0.361					(0.361)	0.000	0.000	0.00%
Waste Services	0.482						0.482	0.284	58.92%
Fleet Vehicles	3.055						3.055	0.000	0.00%
Basic Need	38.375	0.167	3.210			(16.677)	25.075	6.760	26.96%
Schools Maintenance & Modernisation	10.179	(0.002)				(2.900)	7.277	2.234	30.70%
Devolved Formula Capital	0.679						0.679	0.679	100.00%
Access and Inclusion	0.003	0.002					0.005	0.000	0.00%
New Schools	0.820	(0.167)					0.653	0.294	45.02%
School Expansions & Replacements	0.230						0.230	0.204	88.70%
Early Years & Childcare	1.028					(0.091)	0.937	0.176	18.78%
Army Rebasing	2.961		2.397				5.358	5.358	100.00%
Healthy Pupils Capital Fund	0.247						0.247	0.023	9.31%
SEND Capital	0.329		0.042				0.371	0.000	0.00%
Other Education Schemes	0.000						0.000	0.000	0.00%
Salisbury CCTV	0.237						0.237	0.177	74.68%
Total Community	74.114	0.023	5.899	0.000	(0.126)	(19.744)	60.166	22.380	37.20%

Capital Programme Budget Movements and Spend to 31 October 2018

Scheme Name	2018/2019 Budget Breakdown								
	Period 4 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix F)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2018/2019 into 2019/2020 (Section 2 Appendix F)	Current Budget Period 7 2018/2019	Spend to 31 October 2018	Spend to 31 October 2018
	£m	£m	£m	£m	£m	£m	£m	£m	%
Supporting People									
Disabled Facilities Grants	3.843		0.013				3.856	0.838	21.73%
Gypsies and Travellers Projects	0.000						0.000	0.008	0.00%
Council House Build Programme	7.179	2.300	1.600			(2.100)	8.979	4.718	52.54%
Affordable Housing including Commuted Sums	0.094						0.094	0.094	100.00%
Social Care Infrastructure & Strategy	2.934	(2.300)					0.634	0.000	0.00%
HRA - Refurbishment of Council Stock	12.166				(2.015)		10.151	4.367	43.02%
Sensory Stimulation & Development Play Equipment	0.354					(0.200)	0.154	0.068	44.16%
Virgincare Scanning Project	0.000						0.000	0.000	0.00%
Total Supporting People	26.570	0.000	1.613	0.000	(2.015)	(2.300)	23.868	10.093	42.29%
Changing The Way We Do Business									
Facilities Management Works	3.762	(0.023)					3.739	0.510	13.64%
Whole Life Building & Equipment Refresh	0.830		0.013				0.843	0.245	29.06%
Rural Estates	0.266				(0.250)		0.016	0.008	50.00%
Leisure Centres & Libraries - Capital Works Requirement	0.500						0.500	0.009	1.80%
Hub Programme Office Rationalisation	0.000						0.000	0.000	0.00%
Operational Estate	0.458				(0.258)		0.200	0.000	0.00%
Depot & Office Strategy	0.250					(0.250)	0.000	0.000	0.00%
ICT Schemes	6.131					(4.000)	2.131	0.334	15.67%
Other Schemes including cross cutting systems	0.148		0.010				0.158	0.143	90.51%
Organisational Change	2.500				(2.500)		0.000	0.000	0.00%
Digitisation	1.228				(1.228)		0.000	0.000	0.00%
Microsoft Cloud Navigator	5.778						5.778	0.779	13.48%
Total Changing The Way We Do Business	21.851	(0.023)	0.023	0.000	(4.236)	(4.250)	13.365	2.028	15.17%
Total 2018/2019 Programme	169.642	0.000	15.065	0.000	(8.668)	(37.980)	138.059	49.062	35.54%

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

Cabinet Meeting
Financial Year:

11th December 2018

2018/2019

SECTION 1 - DELEGATED CFO POWERS

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

Project Name: Other Economic Development Schemes
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
73,840				

Funding Source: Contribution from Contractor towards works at Castledown Innovation Centre

Project Name: Porton Science Park
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
42,084				

Funding Source: Contributions from leaseholders for fit out costs

Project Name: Integrated Transport
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
55,771				

Funding Source: Parish and Town Council CATG contributions towards Integrated Transport Works

Project Name: Health and Wellbeing Centres - Live Schemes
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
250,000				

Funding Source: Contribution from Calne Sports Centre Trust

Project Name: Basic Need
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
3,210,418				

Funding Source: Developer Section 106 Contributions

Project Name: Army Rebasing
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
2,397,219				

Funding Source: Section 106 contributions from the MOD

Project Name: SEND Capital
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
42,140				

Funding Source: Developer Section 106 Contributions

Project Name: Disabled Facilities Grants
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
13,472				

Funding Source: Returned Housing Grant

Project Name: Council House Build Programme
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
1,600,000				

Funding Source: Housing Commuted Sums

Project Name: Whole Life Building & Equipment Refresh
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
12,500				

Funding Source: Leisure Section 106 contributions

Project Name: Other Schemes including cross cutting systems
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
9,840				

Funding Source: Income received from schools to cover leasing of equipment

Project Name: Structural Maintenance
Budget Change:

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023

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

Cabinet Meeting
Financial Year:

11th December 2018

2018/2019

7,358,000

Funding Source: DfT grant announced 13/11/18 for Local highways maintenance, including repair of potholes,
keep local bridges and structures of e and sage and aid minor highways works

15,065,284

Total Delegated Changes Approved by Section 151 Officer

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

Cabinet Meeting
Financial Year:

11th December 2018

2018/2019

SECTION 2 - DELEGATED CFO POWERS

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

Project Name:	Health and Wellbeing Centres - Live Schemes				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	284,922	(284,922)			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Passenger Transport Capital				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(361,000)	361,000			
Funding Source:	DFT Grant				
Project Name:	Basic Need				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(526,656)	526,656			
Funding Source:	EFA Grant & Developer Section 106 Contributions				
Project Name:	Early Years & Childcare				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(90,743)	90,743			
Funding Source:	Developer Section 106 Contributions				
Project Name:	Council House Build Programme				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(2,100,000)	2,100,000			
Funding Source:	DOH Social Care Capital Grant & Housing Commuted Sums				
Project Name:	Sensory Stimulation & Development Play Equipment				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(200,000)	200,000			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Depot & Office Strategy				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(250,000)	(500,000)	(3,000,000)	3,750,000	
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	ICT Schemes				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(4,000,000)	4,000,000			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Basic Need				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(16,150,000)	16,150,000			
Funding Source:	EFA Grant & Developer Section 106 Contributions				
Project Name:	Schools Maintenance & Modernisation				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(2,900,000)	2,900,000			
Funding Source:	EFA Grant & Developer Section 106 Contributions				
Project Name:	Structural Maintenance				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(5,000,000)	5,000,000			
Funding Source:	Wiltshire Council Resources Borrowing				
Project Name:	Chippenham Station Hub				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(5,497,000)	5,497,000			
Funding Source:	LGF Grant				

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

Cabinet Meeting
Financial Year:

11th December 2018

2018/2019

Project Name:	Ultra Fast Broadband				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(1,051,000)	1,051,000			
Funding Source:	LGF Grant				
Project Name:	Salisbury Central car park & Maltings				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(138,000)	138,000			
Funding Source:	LGF Grant				
37,979,477	Total Re-programming between years				

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

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

Project Name:					
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Funding Source:					
0	Total requests for additional resources				

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

CHIEF FINANCE OFFICER: Becky Hellard

DATE: December 18

Wiltshire Council

Cabinet

11 December 2018

Subject: Performance Management and Risk Outturn Report: Q2 2018/19

Cabinet member: Councillor Philip Whitehead Cabinet Member for Finance

Key Decision: No

Executive Summary

This report provides an update on performance against the stated aims in the council's Business Plan 2017-27. The information provided includes key measures as well as the council's strategic risk register.

Proposals

Cabinet to note updates and outturns

1. Against the measures and activities ascribed against the council's priorities.
2. To the strategic risk register.

Reason for Proposal

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

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

**Carlton Brand, Alistair Cunningham, and Terence Herbert,
Corporate Directors**

Wiltshire Council

Cabinet

11 December 2018

Subject: Performance Management and Risk Outturn Report: Q2 2018/19

Cabinet member: Councillor Philip Whitehead Cabinet Member for Finance

Key Decision: No

Purpose of Report

1. This report provides an update on the progress against the stated aims in the council's Business Plan. It includes measures from the corporate performance framework as well as the latest version of the council's strategic risk register. This report covers the period July to September 2018.

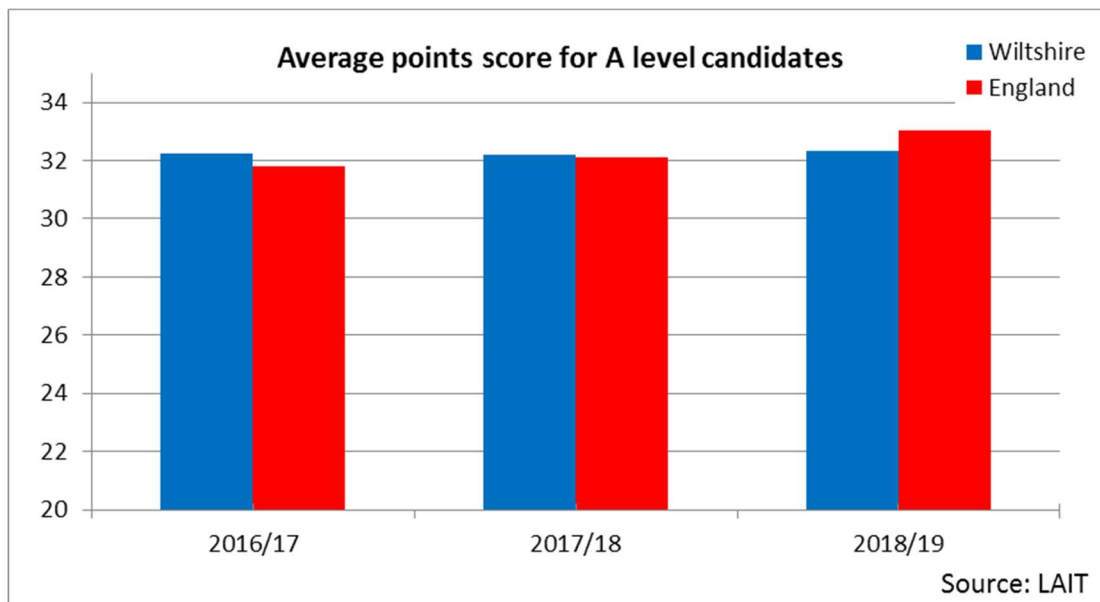
Relevance to the Council's Business Plan

2. This report updates Cabinet on the performance against each of the stated goals contained in the Business Plan 2017 to 2027 at the end of quarter two 2018/19.

Overview of outturns

Priority 1.1 Growing the Economy – Highly Skilled Jobs

3. To create the workforce needed to match the demands of a future economy Wiltshire Council is keen to promote high educational standards. The standards achieved by young people taking A levels in Wiltshire remained high. The average point score per A level entered grew by 0.2% points over the last two years. Over the same period the England average grew by 4.0% points but from a lower base.

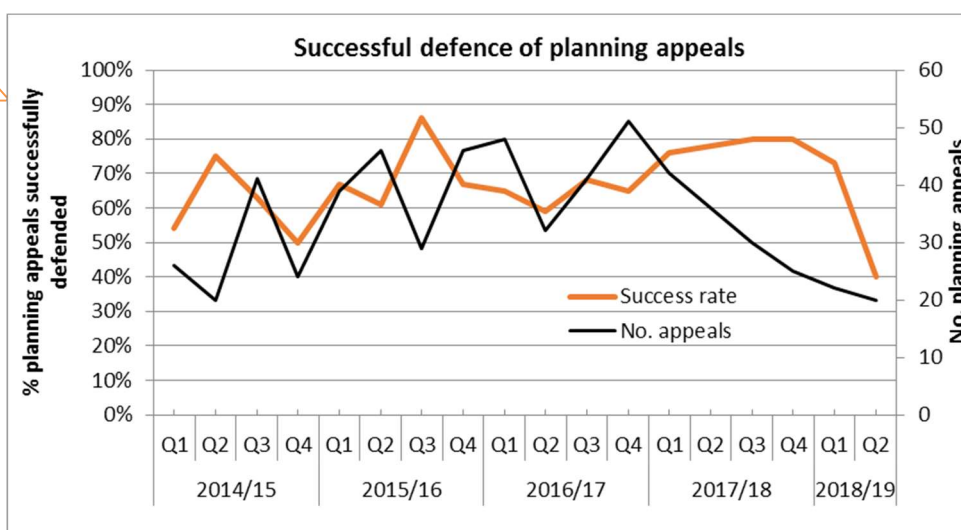


Better performance is shown by a higher number

Priority 1.2 Growing the Economy – Sustainable Development

4. Wiltshire Council’s Business Plan states that sustainable development will be achieved by delivering development where it is needed and in accordance with Wiltshire’s Core Strategy. Making the right planning decisions helps enable that ambition. In quarter two this year there were just 20 appeals against planning decisions made by the council (just 1.7% of the total), the lowest number in more than three years. In quarter one 40% of appeals were successfully defended. This is the lowest proportion in more than three years. There were a total of 12 successful appeals which is the highest number in two years. Only 1.8% of the decisions made were appealed against and more decisions were made in this quarter than at any other time in the past two years.

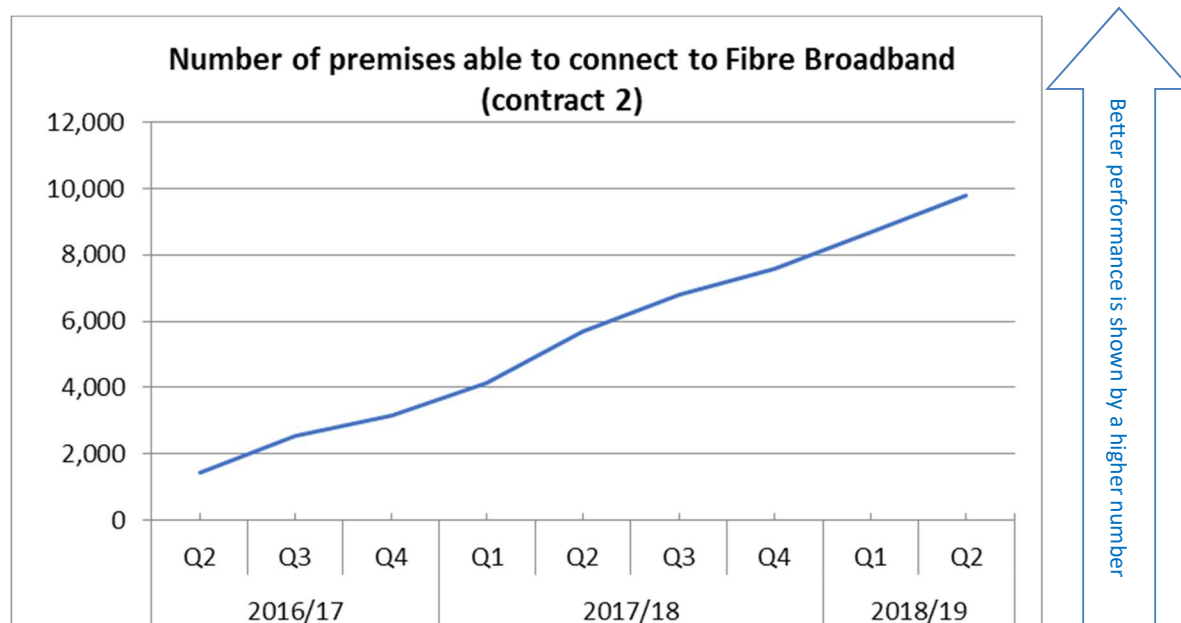
Better performance is shown by a higher rate



Better performance is shown by lower number

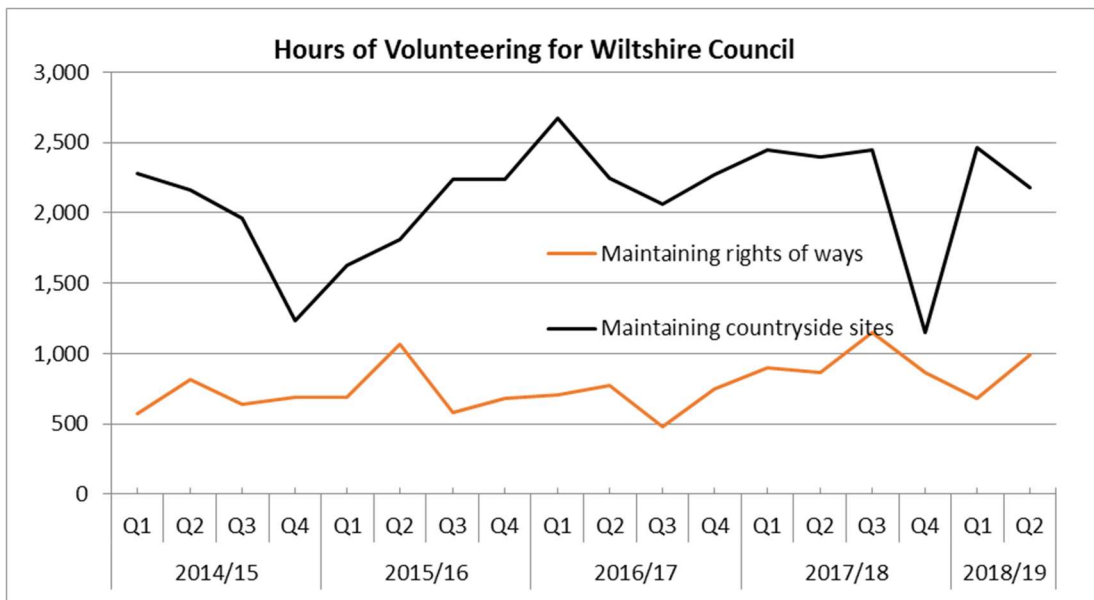
Priority 1.3 Growing the Economy – Transport and Infrastructure

5. In order to support a growing economy Wiltshire Council invests in, and promotes investment in, the county's infrastructure. As well as roads and rail this includes communication. The Council is partnered with BT to deliver super-fast broadband across Wiltshire. The first contract ended in 2017 and saw a total of 80,321 premises connected. The current contract (contract 2) has already seen an additional 9,804 premises receive broadband of at least 24Mbps. In quarter two this year an additional 1,100 premises were connected and the total for the last 12 months was more than 4,000 connected to super-fast broadband.



Priority 2.1 Strong Communities – Community Wellbeing

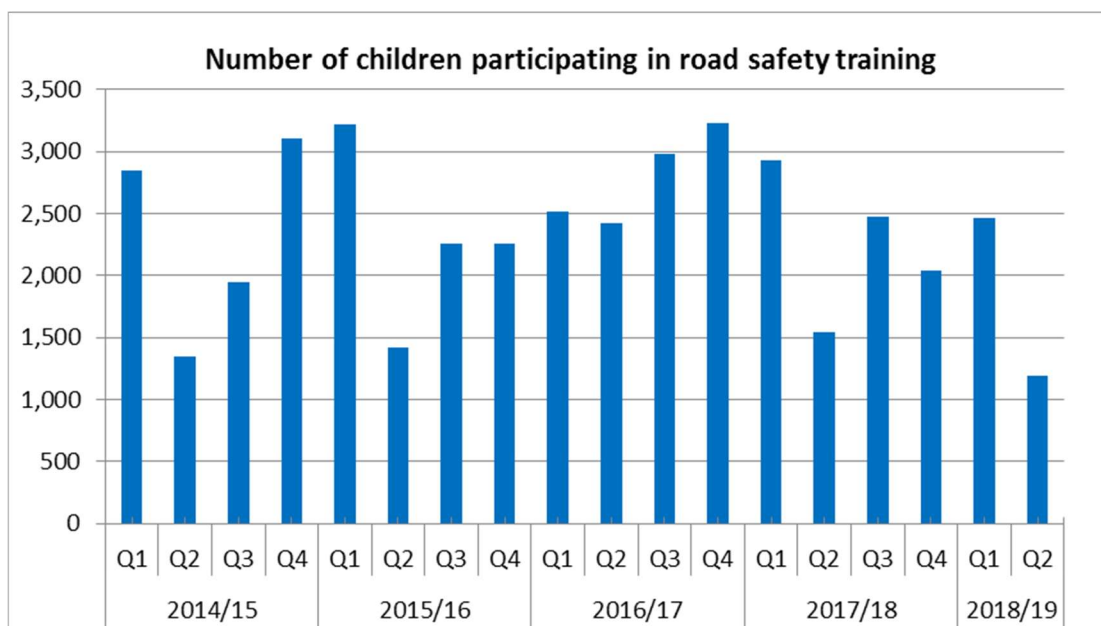
6. Wiltshire's communities are strengthened by constructive and productive volunteering. Wiltshire Council provides a number of volunteering opportunities and encourages others to make use of volunteers. In quarter two nearly 1,000 volunteer hours were used in maintaining Wiltshire's rights of way. Additionally, more than 2,100 hours were given by volunteers to help maintain countryside sites by clearing, tree planting and care, litter picking, maintenance of furniture and fences. The work is seasonal in nature and the number of hours required varies between quarters. In the first six months of this financial year a total of more than 6,300 hours volunteered in these two roles. That's a 4.5% reduction on the same period last year.



Better performance is shown by a higher number

Priority 2.2 Strong Communities – Safe Communities

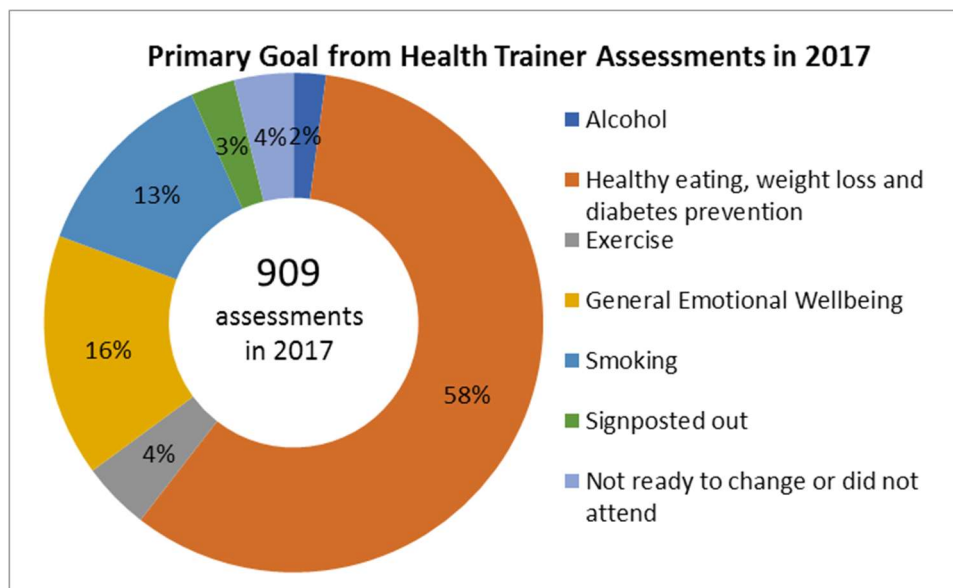
- Wiltshire Council, through its management of highways and through public safety training hopes to make communities safer by reducing the number of casualties from road traffic accidents. In quarter two nearly 1,200 children participated in road safety training. This includes Walk Safe pedestrian training, scooter skills training and Bikeability training. This is a lower number than both the last quarter and the same period last year. Quarter two is traditionally the time when fewer young people attend training because of the school summer holidays and it's expected that the number will rise in the next quarter.



Better performance is shown by a higher number

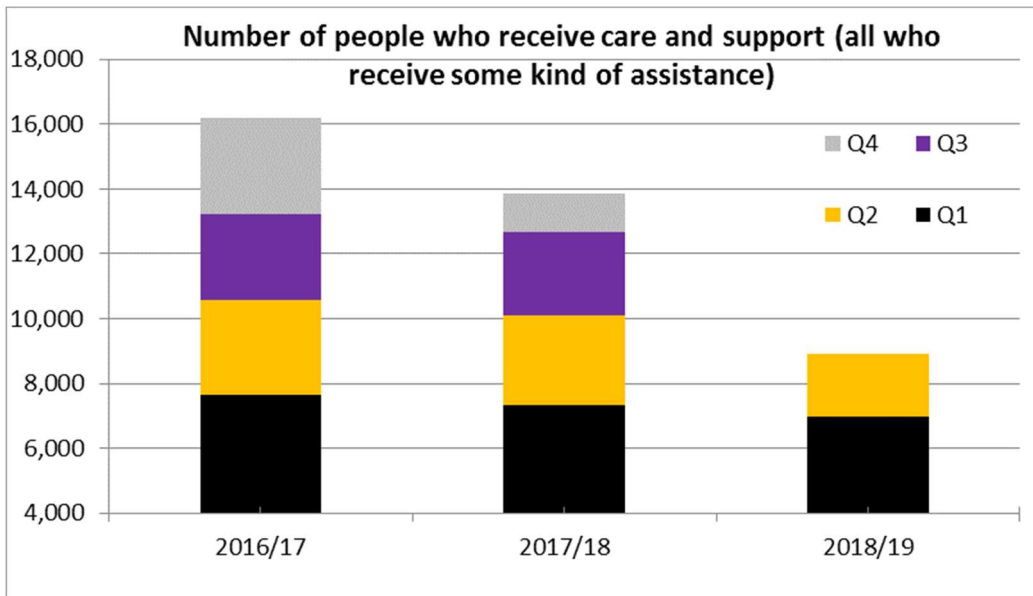
Priority 2.3 Strong Communities – Personal Wellbeing

8. In order to achieve healthier communities Wiltshire Council works with many groups to promote and facilitate healthier choices in the county's population. Wiltshire Council's dedicated team of professionally qualified health trainers provides support to individuals in communities who want to make positive lifestyle changes by helping people understand how their behaviour effects their health, explaining positive choices and reduce social isolation. The latest data relates to 2017 when over 900 people engaged with Wiltshire Council health trainers which is an increase of 13% on 2016. 97% of those that engaged in 2017 achieved or partially achieved their primary goal which was an increase of 11% points on the previous year.



Priority 3.1 Protecting the Vulnerable – Early Intervention

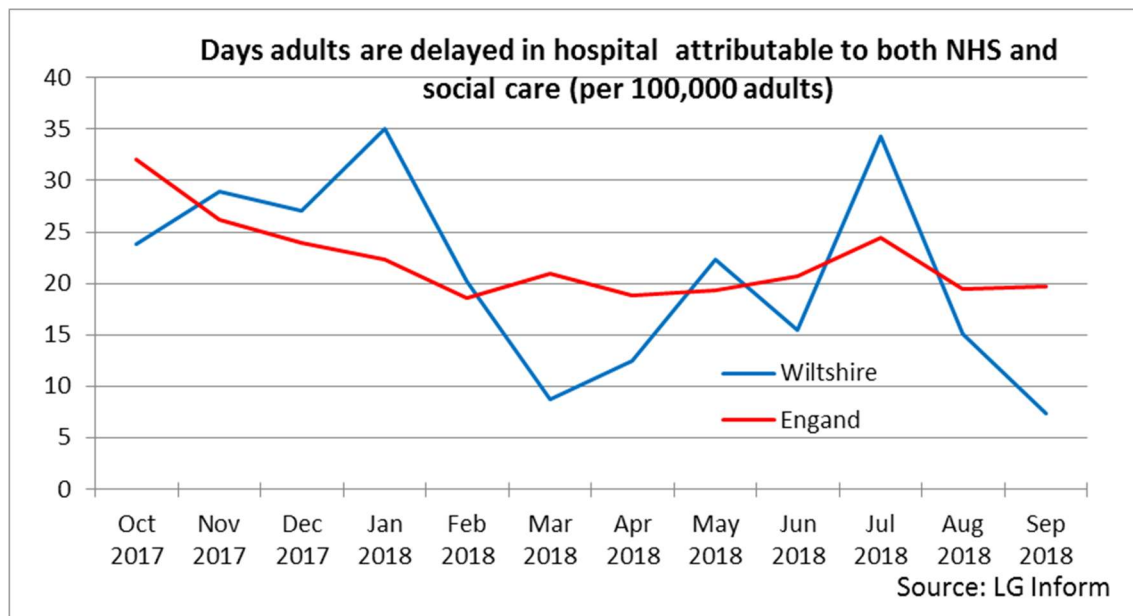
9. Wiltshire Council's business plan puts a great emphasis on early intervention for vulnerable and potentially vulnerable people. The aim is to support people before they become in need of statutory services. In the last two and a half years the number of adults requiring social care has reduced. The figures supplied are cumulative within the financial year. The base figure (quarter one) is 9% lower in 2018/19 than it was in 2016/17. The increase in quarter two in the current year was just under 2,000 which is 30.8% lower than in the same period last year. An Occupational Therapy led re-ablement service was introduced in May 2018 that aims to deliver early intervention to maximise an individual's independence and prevent the need for long term support from adult care services.



The desired impact is shown by lower numbers

Priority 3.2 Protecting the Vulnerable – Integration

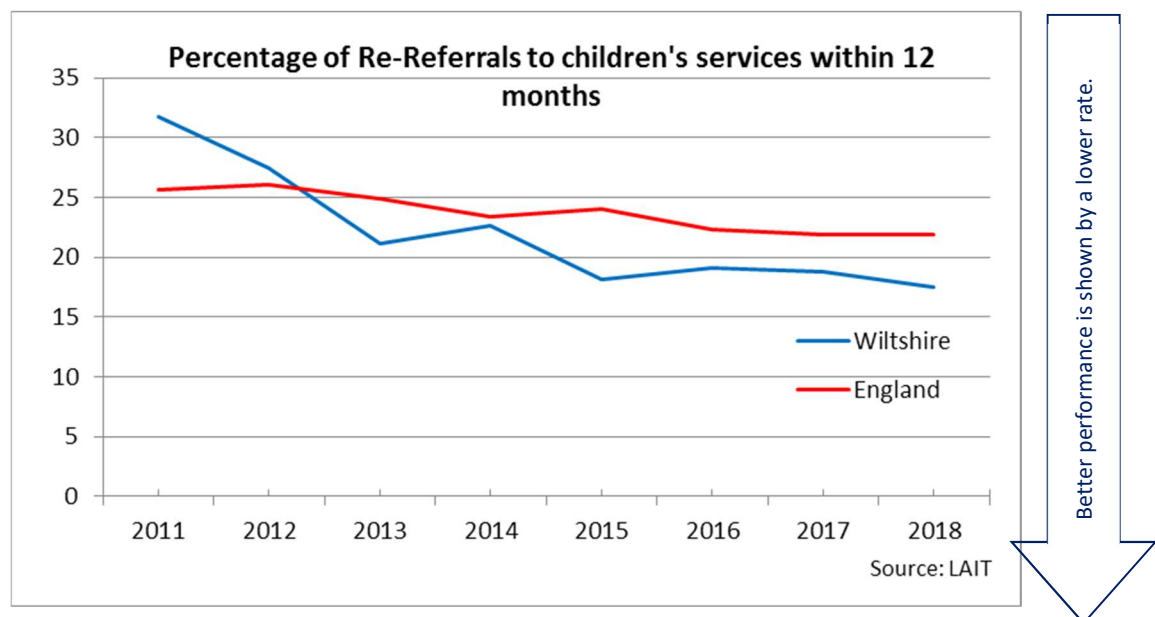
10. It's a strategic goal of Wiltshire Council to support and promote the integration of health and social care to provide a single seamless service for the benefit of the people of Wiltshire. A combined health and social care service should see a reduction in the number of people staying in hospital longer than is necessary. Over the last 12 months the number of days (per 100,000 adults) spent delayed in hospital has varied in Wiltshire although the overall trend is down and below the national average by the end of quarter two.



Better performance is shown by a lower rate

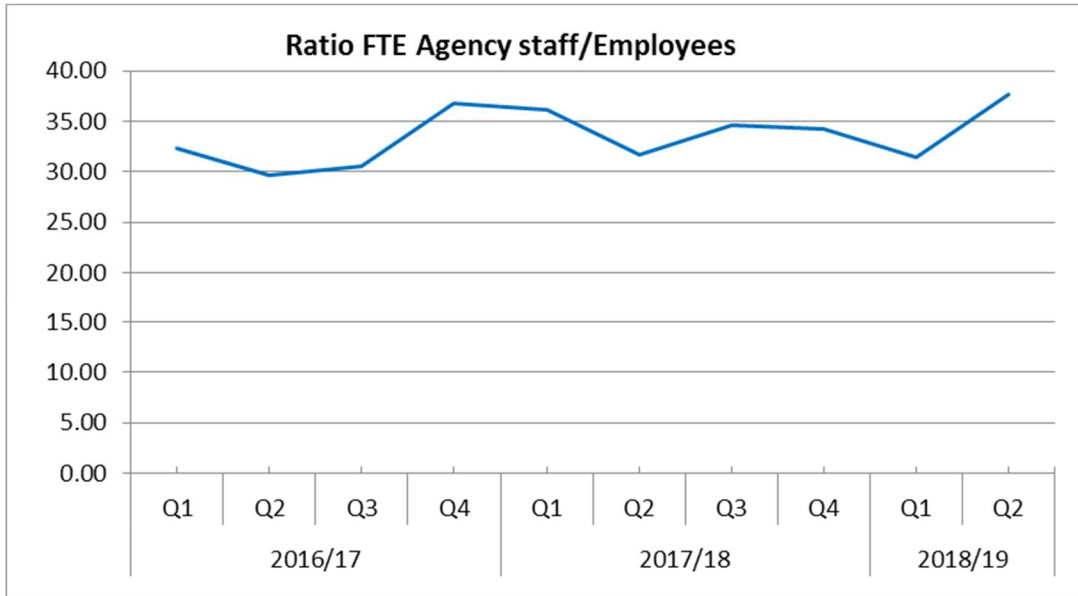
Priority 3.3 Protecting the Vulnerable – Personalisation

11. Wiltshire Council takes opportunities to work with its partners to protect the most vulnerable. Children and young people referred into the social care teams are amongst the most vulnerable. Effective multi-agency working should mean that these young people get the support they need. One way to measure the effectiveness of the service is to consider how many are re-referred back into the service – a re-referral might suggest a failure of that multi-agency support. The national average of the proportion of children re-referred within 12 months has remained largely stable at around 23.5%. The Wiltshire rate, at 17.5%, is below the national average and has been since 2013. In 2018 the gap between the Wiltshire rate and the England rate was 4.4% points.



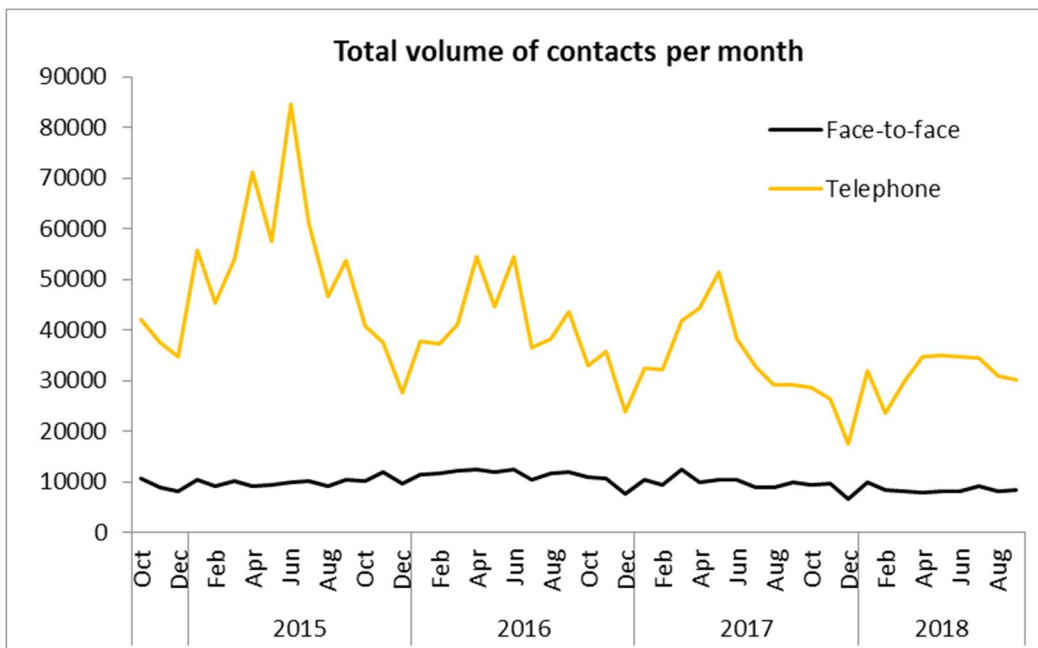
An Innovative and Effective Council

12. It's important for Wiltshire Council to be effective in delivering services to our customers as well as with its inhouse processes.
13. As part of being more efficient and effective Wiltshire Council is building a workforce that shares the corporate values, vision and philosophy. In order to do this is important for the council to have a settled workforce. Ensuring that more of the council's staff are permanent employees rather than employed through an agency also has the effect of releasing funds for spending elsewhere. The graph below shows the number of employees per agency worker. The ratio is at its highest point in the past 30 months and is 18.9% higher than it was at the same point last year.



Better performance is shown by a higher rate

14. Wiltshire Council is improving the efficiency of its interactions with its residents by providing more, and more efficient, ways for people to contact the council and conduct transactions. The number of occasions where people need to interact with a member of council staff face-to-face or by telephone has reduced. The trend in the number of telephone contacts over the last four years shows a reduction of 43.9% and a slight increase in the last 12 months. Face-to-face contacts fell 10.7% in the last year and 20.5% in the last four years. With a trend of increased service requests being reported through MyWiltshire App, this suggests an element of channel shift and changing customer behaviour in how they contact us. Despite these reductions there were still over 95,000 telephone contacts and over 25,000 face-to-face contact in quarter two 2018/19



Better performance may be shown by a higher or lower number

Strategic Risk Register (as at end June 2018)

15. Delivering the Council's new Business Plan will continue to offer a significant challenge given an increasing demand for key services, such as care for vulnerable children and adults, waste management and highways maintenance, as well as rising inflation costs and smaller central government grants. The Strategic Risk Register reflects these challenges.
16. The simplified version of the current strategic risk register is provided in appendix 1. The description of how the strategic risk register works, which previously appeared at this point in the report is now available on the first page of appendix 1.
17. National risks, which mirror the most significant risks on the Cabinet Office's [national risk register](#) and is Wiltshire's response should these risks be realised, will be reported once a year as there is very little movement in the impact or likelihood of these risks.
18. Of the nine risks listed on the strategic risk register four have an inherent score that puts them in the 'high' bracket.
19. The immediate response to the issue in Salisbury involved the work of many staff from across the organisation including large contributions from the corporate office, public health, communications and economy and growth. In addition, many of the council's most senior staff were required to be involved. There was a danger that these areas would be unable to maintain the level of work they had expected to achieve while supporting work in Salisbury. As the activity required to support the recovery in Salisbury was planned, and the resources required identified, the risk of negatively impacting the council's ability to deliver its other priorities reduced.
20. The second incident in southern Wiltshire occurred right at the end of the previous quarter and therefore did not impact the strategic risk register in quarter one. Since then the council has had to respond to the second incident in addition to the first and as a result required further resources redirected. Consequently, the inherent risk to delivering business as usual while providing resource to the southern Wiltshire recovery project is higher in September than it was in June. Resources required to support the southern Wiltshire recovery have been identified and staff will be recruited in the next quarter to fulfil these roles with backfill where appropriate.
21. The impact on south Wiltshire's economy from the incidents in March and June is significant. The risk to the council and its strategic aims is that economic recovery from the combined shock is slow resulting in difficulty in achieving the council's strategic aim of growing the county's economy. The mitigation of this risk is being undertaken by the Recovery Coordination Group and its sub groups.
22. Risks associated with children's safeguarding remain high in this quarter due to vacancies continuing to be covered by agency staff. Existing proven strategies are being stepped up to rectify the situation.
23. The corporate composite risk of budget overspends remains high. Individual service risks are generally rated as low but the potential impact

at an organisation level is greater. Ongoing monitoring and support including training of budget managers is in place in order to reduce the likelihood as far as possible.

24. The procurement of a new Safety Management System and the continual monitoring and management of service level safety risks has meant that the overall likelihood of a health and safety issue arising has been reduced this quarter.
25. The corporate composite risk around Information Governance has a reduced inherent score this quarter due to full implementation of new processes. Those managing information governance compliance are seeing greater reporting of incidents and potential incidents. They warn that as the awareness of information governance requirements grows across the council there could be more reporting and this would likely mean a higher risk score.
26. All other risks on the strategic risk register have an inherent score of medium or low and remain at the same level as in the previous quarter.
27. The implications for Wiltshire Council of the United Kingdom leaving the European Union in March 2019, either with or without a transition deal, are continuing to be discussed across the organisation. Preparations are being made within services to mitigate the potential impact on the ability of the council to deliver its strategic aims. Part of the ongoing discussions is whether those risks should be reflected on the strategic risk register.

Overview & Scrutiny Engagement

28. The Financial Planning Task Group is due to consider this report at its next meeting on 5th December. The Task Group will also play a role in the development of the new performance management framework helping to ensure clear links to the council's new business plan.

Safeguarding Implications

29. A number of indicators are regularly analysed which directly relate to the safeguarding of children and adults. Action is taken where improvements in performance are required.

Public Health Implications

30. Not applicable as no decision is required.

Procurement Implications

31. Not applicable as no decision is required.

Environmental and Climate Change Considerations

32. Not applicable as no decision is required.

Equalities Impact of the Proposal

33. Not applicable as no decision is required.

Risk Assessment

34. Not applicable as no decision is required.

Financial Implications

35. Not applicable as no decision is required.

Legal Implications

36. Not applicable as no decision is required.

Options Considered

37. Not applicable as no decision is required.

Conclusions

38. This report brings together updates performance indicators that make up the corporate performance framework as well supplementary commentary to provide further context around the council's activities in these areas and the risks faced by the council.

Robin Townsend
Director, Corporate Services & Digital

Report Author:

Toby Eliot, Corporate Support Manager | toby.eliot@wiltshire.gov.uk

November 2018

Appendices

- Appendix 1: Strategic Risk Register (Q2 September 2018)
-

Wiltshire Council Strategic Risk Register Q2 2018/19

There are significant challenges for Wiltshire Council as it looks to build stronger communities, grow the county's economy and protect the vulnerable. The Strategic Risk Register reflects these challenges.

The Strategic Risk Register draws together information recorded on risk registers of individual services across Wiltshire Council.

Information that has significance across the council as a whole is displayed in two categories on the Strategic Risk Register.

1. Critical service risks: significant risks that sit in a single service but which, should they become an issue, will have a significant impact on the council as a whole.
2. Composite strategic risks: where similar risks exist in a number of different services which would not have a significant impact on the organisation on their own but put together represent a significant impact. These risks are compiled into a single strategic composite risk and included within the strategic risk register. These risks are scored by reviewing the service component risks.

Page 121 Each risk is fully defined by the responsible service (who assess the cause, event and effect that make up the identified risk).

Each risk is scored for impact and likelihood to give an overall score. A risk is scored twice; firstly, as inherent (the current level of risk) and then as residual (the risk as it would be once all mitigating actions are in place).

The progress towards implementing mitigating actions is assessed as red, amber or green. This RAG guides the reader of the register to understand the true current risk.

A whole range of service risks are kept under observation each quarter.

Risk short name	Primary Risk Category	Secondary Risk Category	Q2 Inherent Impact	Q2 Inherent Likelihood	Q2 Inherent Risk Rating	Q2 DoT	Q2 Actions RAG	Q2 Residual Impact	Q2 Residual Likelihood	Q2 Res Risk Rating	Q2 Comments
Critical Service Risks											
Safeguarding Children	Service Delivery	Reputation	4	3	12	▶	Amber	4	2	8	Work is ongoing to reduce the number of agency staff covering vacancies in Families and Children's teams.
Safeguarding Adults	Service Delivery	Reputation	4	2	8	▶	Amber	4	1	4	Ongoing focus on safeguarding issues and a multi agency approach mean that the likelihood of issues arising is being reduced as far as is possible.
Inability to deliver business as usual or respond to another 'major incident' while providing resource to Salisbury Recovery	Service delivery	Reputation	3	3	9	▲	Green	3	2	6	The second incident in South Wiltshire occurred at the very end of the previous quarter, necessitating the council to maintain its role and associated resources in leading the recovery programme. This meant a greater risk of the required resources not being available to deliver the council's normal business. Resources have been reviewed and additional funding allocated to response and recovery work streams as well as supporting normal business and in particular ICT and the Digital programme.
Failure to revive Salisbury's economy	Reputation		3	3	9	▶	Green	3	3	9	We are now approaching the later stages of remedial work, and the focus of recovery moves from decontamination to longer term economic recovery. Progress is underway on the detail of the longer-term recovery plan. The Economic Strategy presents four areas critical to achieving long term success in the economic development of Salisbury and the surrounding area and it is envisaged that the long-term recovery plan will build on existing/ opportunities to reinvigorate the high-street sector in both Salisbury and Amesbury, develop and enhance the cultural offer, transform perception of the area and stimulate new growth across South Wiltshire.

Risk short name	Primary Risk Category	Secondary Risk Category	Q2 Inherent Impact	Q2 Inherent Likelihood	Q2 Inherent Risk Rating	Q2 DoT	Q2 Actions RAG	Q2 Residual Impact	Q2 Residual Likelihood	Q2 Res Risk Rating	Q2 Comments
Composite Corporate Risks											
Staff capacity: Recruitment and Retention	Staffing/ People		3	2	6	▶	Green	3	2	6	Ongoing controls include increased staff engagement, promoting Wiltshire Council as an employer, specific strategies in areas of high concern.
Budget management	Financial	Reputation	3	3	9	▶	Amber	3	3	9	Ongoing controls include regular ongoing monitoring and reporting, training budget managers, ensuring ledgers are up to date.
Contract monitoring and management (Composite Risk)	Service delivery	Financial	4	2	8	▶	Amber	4	2	8	More than 130 council officers have now been trained in contract management. Contract management across the council is supported by an easily accessible framework and toolkit. Council contract worth over £25,000 per annum are kept under review with risks and mitigations discussed with services.
Corporate Health, Safety & Wellbeing	Health & Safety		2	2	4	▼	Amber	2	2	4	Individual service level risks continue to be monitored in order to keep the likelihood of incidents low. A safety management system has been precured and is now in place to assist in the monitoring of risk.
Information Governance	Reputation	Financial	3	2	6	▼	Green	2	2	4	The residual impact is lower due to implementation of new processes but may rise in the short term due to increased awareness of requirement for reporting,

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Wiltshire Council

Cabinet

11 December 2018

Subject: Prioritisation of Community Infrastructure Levy Spending

Cabinet Member: Councillor Toby Sturgis - Cabinet Member for Spatial Planning, Development Management and Property

Key Decision: Yes

Executive Summary

Cabinet on 14 March 2017 approved the process for the review of the Regulation 123 List and prioritising the spending of strategic funds raised through the Community Infrastructure Levy (CIL). The purpose of this report is to agree funding towards priority projects on the Council's Regulation 123 List following the workshop that took place in July 2018. The informal workshop with members of Cabinet and the Wiltshire Public Services Board considered a shortlist of priority projects drawn up by officers against approved criteria.

Given the limited amount of strategic CIL funding available, the shortlist was drawn up from 'essential' projects only, which are prioritised over 'place shaping' projects in the event of competing demands. It focused on education and transport projects, as well as those projects that also support growth and are necessary to ensure compliance with the Habitats Regulations.

The workshop recommended that a preliminary study and preparatory works for the expansion of secondary school places at Abbeyfield School, Chippenham, be prioritised in this funding round. This would help firm up the costs and profile of expenditure for delivery of the remainder of the project and release of future funds ensuring the Council is well placed to deliver places needed by 2021.

Regarding the transport projects, in line with the recommendation of the workshop, further information has now been prepared to help determine the sequence of delivery for the 8 priority transport projects and those that require immediate CIL funding. Subsequently, it has been identified that preliminary studies should be funded for three projects (Malmesbury Road Roundabout and Bridge Centre Gyratory in Chippenham, and the A361 Holy Trinity Gyratory in Trowbridge) to refine costs and firm up the profile of spend for delivery. This in turn would inform further release of CIL funds and significantly improve the Council's ability to access alternative sources of funding.

The workshop recognised that part of CIL is ring-fenced for projects relating to European protected sites and that funding would need to be allocated in a timely way. Strategies are currently in development and will identify projects

that require funding in the short term. These relate to the Nutrient Management Plan for the River Avon Special Area of Conservation and the Trowbridge Bat Mitigation Strategy (not currently referenced on the Regulation 123 List but is likely to contain projects that require funding through CIL). Funding for the Stone Curlew and Salisbury Plain Special Protection Area will need to come from CIL in 2019/20 as Section 106 funds will have been exhausted.

In the interest of efficient decision making and in line with the agreed prioritisation criteria, delegated authority is sought for future allocations of the strategic CIL fund to be directed towards projects as and when needed that support growth and ensure compliance with the Habitats Regulations.

A proposal for CIL to form match funding and help deliver third generation artificial turf pitches (3G ATP) was also tabled at the workshop. An initial appraisal against the prioritisation criteria does not support the use of strategic CIL funds and further consideration needs to be given to alternative sources of match funding including the neighbourhood proportion of CIL received by parish and town councils in the locality of the proposals.

To allow strategic CIL funding to be allocated towards relevant projects in the emerging Trowbridge Bat Mitigation Strategy an amendment would be needed to the Regulation 123 List. Adding projects to the Regulation 123 List requires consultation and the subsequent approval of a Revised List by Cabinet. This should be undertaken in a timely way once the strategy is sufficiently developed and projects have been identified.

Proposal(s)

That Cabinet:

- (i) Approve the allocation of £119,000 CIL funding for preliminary studies for the expansion of secondary school places at Abbeyfield School, Chippenham.
- (ii) Approve the allocation of £136,000 CIL funding for preliminary studies for the following three transport projects; Malmesbury Road Roundabout, Chippenham; Bridge Centre Gyratory, Chippenham, and A361 Holy Trinity Gyratory, Trowbridge.
- (iii) Delegate authority to the Director for Economic Development and Planning, in consultation with the Cabinet Member for Spatial Planning, Development Management and Property and Director for Finance and Procurement, to approve variances to the funding approved in (i) and (ii).
- (iv) Delegate authority to the Director for Economic Development and Planning to approve in consultation with the Cabinet Member for Spatial Planning, Development Management and Property and Director for Finance and Procurement the allocation of CIL funding towards projects on the current and future Regulation 123 Lists relating to European protected sites as and when required.

- (v) Delegate authority to the Director for Economic Development and Planning to undertake consultation on the inclusion of relevant projects on the Regulation 123 List, for subsequent approval by Cabinet, once identified in the Trowbridge Bat Mitigation Strategy.

Reason for Proposal(s)

To assist with the effective operation of CIL and ensure open and transparent decision making in the allocation of strategic CIL funds.

Alistair Cunningham
Corporate Director

11 December 2018

Subject: Prioritisation of Community Infrastructure Levy Spending

Cabinet Member: Councillor Toby Sturgis - Cabinet Member for Spatial Planning, Development Management and Property

Key Decision: Yes

Purpose of Report

1. To recommend and seek approval for: the first allocation of CIL funding from the strategic fund; delegated authority to approve allocation of strategic CIL funding in relation to projects needed to support growth and ensure compliance with the Habitats Regulations; and consultation to be undertaken on a limited change to the Regulation 123 List.

Relevance to the Council's Business Plan

2. The priorities 'Growing the Economy' and 'Strong Communities' are relevant, together with the general need for effective and efficient working practices.
3. Effective prioritisation will help ensure open and transparent decision making in the allocation of strategic CIL funds. CIL supports the Council's vision to create strong communities, raising and spending revenue from new development to help pay for infrastructure to support growth. The purpose of CIL is to contribute to the funding of the infrastructure needed to support growth and aspirations as set out in the Wiltshire Core Strategy.

Background

4. On 14 March 2017, Cabinet approved the process for the review of the Regulation 123 List and prioritising the spending of strategic funds raised through the Community Infrastructure Levy (CIL). This is summarised at **Appendix 1**. Cabinet also agreed that the next step would be to prioritise projects for funding from the Regulation 123 List approved by Cabinet on 13 September 2016.
5. The process for the prioritisation of strategic projects involves an informal workshop with members of Cabinet (now Cabinet Capital Asset Committee has been dissolved) to which members of the Wiltshire Public Service Board are also invited. The purpose of the workshop is to consider infrastructure projects on the Regulation 123 List against set criteria to inform a subsequent formal recommendation to Cabinet to agree spending.

- 6 The total estimated cost of all 67 projects on the Regulation 123 List is circa £150m. At the end of September 2018, total CIL receipts stood at around £9.5m. Of this, circa £8m is in the strategic fund available to spend on projects on the Regulation 123 List. This is the level of funds left once administrative costs and the local proportion that is passed to town and parish councils has been accounted for. The total projected CIL receipt by 2026 is only around 5% of the total cost of projects on the Regulation 123 List and, therefore, it is necessary to prioritise spending. Many individual projects cost more than the funds accrued and spending could be deferred to allow the pot to grow further.

7. The informal workshop took place on 3 July 2018. To inform discussion and given the limited pot of funding, officers drew up a shortlist of priority projects from the Regulation 123 List against the prioritisation criteria. Projects requiring funding will need to be supported by evidence including the costs and practicality of delivering the scheme or project and the implications of not achieving funding. **Appendix 2** sets out the prioritisation criteria and explains how the shortlist was derived, together with the estimated costs for each project.

Main Considerations for the Council

8. The shortlist of priority projects was generally agreed at the workshop and included only 'essential' infrastructure given the limited funding in the strategic CIL fund. In accordance with Core Policy 3 of the Wiltshire Core Strategy, 'essential' projects are prioritised over 'place shaping' projects in the event of competing demands. The shortlist therefore related to education and transport projects, as well as those that also support growth and are necessary to ensure compliance with the Habitats Regulations. The outcomes of the workshop and subsequent work that has been undertaken to inform the recommendations in this report is set out below.

Priority education projects

9. The expansion of secondary school places at Abbeyfield School, Chippenham, has been identified as an immediate priority for CIL funding to fulfil the Council's statutory duty to provide school places. These places are needed to meet the cumulative demand from strategic housing sites at the town. No Government funding has been identified or is likely to become available to support the project. Table 1 below sets out the profile of spend and phasing.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total phase 1 & 2
Phase 1 (300 places)	£72,500	£304,500	£1,391,500	£5,228,000	£0	£0	£0	

Phase 2 (200 places)	£46,500	£195,500	£158,500	£0	£0	£3,201,000	£1,003,000	
Totals:	£119,000	£500,000	£1,550,000	£5,228,000	£0	£3,201,000	£1,003,000	£11,601,000

Table 1: Spend profile for additional secondary school places at Abbeyfield School, Chippenham

10. The expansion of Abbeyfield School can be split into two phases. The first phase would deliver 300 additional places for occupation in September 2021. Phase two would deliver the final 200 places for occupation in September 2024. The timing is based upon the housing delivery rate in the *Wiltshire Housing Land Supply Statement 2017* (published March 2018). If the housing delivery rate is slower this could delay the requirement for the extra places. The design for phases one and two would be done together so planning permission is secured for all 500 places, which is why there are costs for phase two starting in 2018/19. As a first step, the Council will need to commission a preliminary study and preparatory work shortly to take the project forward. The costs for this are set out against the year 2018/19.
11. It is therefore recommended that the expansion of secondary school places at Abbeyfield School, Chippenham, be prioritised and a first tranche of funding is released to undertake preliminary work (circa £119,000 as shown in Table 1). This will firm up the actual costs and inform timing for the future release of CIL funds.

Priority transport projects

12. The majority of the eight priority projects on the shortlist were highways schemes proposed in transport strategies. They were considered necessary either to: mitigate the cumulative impact of strategic growth; reduce congestion; support the strategic road network; improve the accessibility and attractiveness of town centres, railway stations and/ or schools; or to improve road safety. Further information was requested to help determine the sequence of delivery and those that require immediate funding. **Appendix 3** sets out estimates for the profile of spend for all projects. It was recognised that commencing the projects would enable them to be progressed to a point where they could attract other sources of funding (see paragraph 1.15, Appendix 2).
13. Appendix 3 shows that funding for preliminary studies for three of these transport projects will be needed at the start of the financial year 2019/20. These are the Malmesbury Road Roundabout and Bridge Centre Gyratory schemes in Chippenham, and the A361 Holy Trinity Gyratory in Trowbridge; and are the strongest candidates for alternative funding sources. Table 2 shows the spend profiles for these projects. As such it is recommended that £136,000 CIL funding is allocated.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Malmesbury Road	£0	£80,000	£280,000	£3,640,000	£0	£0	£0

Roundabout, Chippenham							
Bridge Centre Gyrotory, Chippenham	£0	£36,000	£126,000	£1,638,000	£0	£0	£0
A361 Holy Trinity Gyrotory, Trowbridge	£0	£20,000	£70,000	£91,000	£0	£0	£0
Totals:	£0	£136,000	£476,000	£5,369,000	£0	£0	£0

Table 2 - Spend profile for the transport projects requiring CIL funding by the start of the financial year 2019/20

Environmental priority projects

14. The workshop recognised that an agreement with Natural England during the Core Strategy's preparation means that part of the strategic CIL pot is in effect ring-fenced for projects relating to European protected sites. As such, strategic CIL funds may need to be directed towards projects relating to European protected sites before other projects to meet the requirements of the Habitats Regulations and support growth.
15. The items identified on the Regulation 123 List currently comprise the Stone Curlew and Salisbury Plain Special Protection Area, Nutrient Management Plan for the River Avon Special Area of Conservation and New Forest Recreation Management Project. In addition, as reported to Cabinet and Council in July 2018 in relation to the submission of the Wiltshire Housing Site Allocations Plan, the Trowbridge Bat Mitigation Strategy is in preparation to support the delivery of the Plan. It is anticipated that CIL may be the appropriate funding mechanism for specific projects identified in the strategy and if so, these items will need to be added to the Regulation 123 List once they have been identified.
16. While changes can be made to the Regulation 123 List to include new projects these must first be subject to 'appropriate local consultation', following which a decision can be made by Cabinet to approve revisions to the List.
17. Delegated authority is therefore sought to undertake consultation in accordance with the CIL Regulations 2010 (as amended) on the inclusion of relevant projects on the Regulation 123 List, for subsequent approval by Cabinet, once identified in the Trowbridge Bat Mitigation Strategy. This will facilitate timely decision making and support the examination of the Wiltshire Housing Site Allocations Plan. The consultation would be for a period of four weeks in accordance with the agreed process set out in Appendix 1. It would include notification to consultees on the consultation database and online publication on the Council's website including consultation portal. The proposed addition of any projects on the list from the Trowbridge Bat Mitigation Strategy is unlikely to significantly impact on the viability evidence that supports the examination of the charging schedule (see paragraph 40 below).

18. In addition, to support efficient and effective decision making and the timely allocation of funds, it is proposed that delegated authority be given to the Director of Economic Development and Planning in consultation with the Cabinet Member for Spatial Planning, Development Management and Property and Director for Finance and Procurement to approve the allocation of CIL funding towards projects relating to European protected sites as and when required.
19. The level of funding required will be determined by the nature of the project but is not considered to be so substantial to negatively impact on the ability to allocate strategic funds to other essential projects. For example, funding for the Stone Curlew and Salisbury Plain Special Protection Area project will need to come from CIL in 2019/20 as Section 106 funds will have been exhausted at that point. This is currently circa £21,000 per annum.
20. Another example is the anticipated funding that will need to be allocated in the short term once the additional work relating to the Nutrient Management Plan to identify offsetting measures to ensure phosphate neutral development within the catchment of the River Avon Special Area of Conservation has been completed. This is likely to include measures such as the creation of wetlands at a cost of around £20,000 each. Funding through CIL will need to be allocated in a timely way to support growth in the emerging Wiltshire Housing Site Allocations Plan.

Leisure projects

21. At the workshop, a proposal was tabled to consider the use of CIL as part of wider match funding to support the provision of six projects for third generation artificial turf pitches at: Green Lane, Devizes; Doric Park, Trowbridge; Sarum Academy, Salisbury; Boscombe, Amesbury; Matravers School, Westbury; and at Salisbury in the parish of Laverstock and Ford. This would require new projects to be added to the Regulation 123 List and it has been suggested that the fund could be directed towards the 'floodlighting' element of the projects. However, there is a risk that the use of the strategic CIL pot alongside the anticipated use of Section 106 contributions (even if directed towards the pitch element of the projects) would be perceived as double dipping, which is not permitted under the CIL Regulations 2010 (as amended).
22. While the proposed projects could be considered to perform well against criterion (vi) given the potential to secure significant external funding towards each project from the Football Foundation, as place shaping infrastructure and given the competing demands from essential infrastructure funds would be diverted away from such projects. An appraisal of the proposal against the prioritisation criteria therefore does not support the use of strategic CIL funds and further consideration needs to be given to alternative sources of match funding including the neighbourhood proportion of CIL received by parish and town councils in the locality of the proposals.

Overview and Scrutiny Engagement

23. No scrutiny engagement has been undertaken for this item. However, the Environment Select Committee recently discussed the Council's approach to Community Infrastructure Levy funds at its 1 May 2018 meeting

Safeguarding Implications

24. There are no safeguarding issues related to this report.

Public Health Implications

25. Utilisation of CIL funding for programmes should be considered alongside the opportunity costs of alternative calls on this funding. CIL funding can be used for a range of specific healthcare infrastructure needs as a result of development, such as GP surgeries, hospitals and other health and social care facilities. It can also be used for wider infrastructure that could improve health or reduce health inequalities such as green infrastructure, park improvements, cycle paths, safer road schemes, flood defences, schools and leisure centres.

Procurement Implications

26. There will be direct procurement implications if CIL funding for one or more of the priority projects is approved. The Strategic Procurement Hub will be consulted to ensure any such projects comply with the Council's Procurement and Contracts Regulations and UK Procurement Law.

Equalities Impact of the Proposal

27. There are no direct equalities impacts arising from the proposal.

Environmental and Climate Change Considerations

28. CIL can help fund infrastructure to support sustainable development and adapt to a changing climate, by funding specific projects. For example, sustainable transport, strategic open space and green infrastructure, flood mitigation measures, sustainable energy infrastructure and strategic habitat protection.
29. CIL may need to be directed towards projects relating to European protected sites before other projects to meet the requirements of the Habitats Directive. This is recognised in the prioritisation criteria.

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

30. The Council has set out its process and criteria for the prioritisation of CIL in the interest of openness and transparency. The allocation of spending in line with this will help ensure CIL is effective in supporting growth.

31. Without the allocation of CIL funding, there is a substantial risk that the Council would not be able to fulfil its statutory duty in relation to school place provision and the additional places at Chippenham would not be provided alongside planned development. Not taking forward the transport projects would severely compromise the Council's ability to exploit other funding sources and mitigate the impact of development on road infrastructure.
32. The delegated authority proposed supports the Council's ability to be efficient and effective. The inability to make timely decisions on delivering habitats projects could compromise the plan making process and decisions on planning applications.

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

33. Local communities may continue to have the expectation that CIL funds raised in the area should be spent on local infrastructure requirements rather than strategic requirements to support growth. Officers will continue to work with parish and town councils to help manage expectations.
34. The delegations in proposals (iii) and (iv) could be considered less transparent than decisions by Cabinet. To manage this risk, the Council sets out how funds have been spent in their annual monitoring reports which are made publicly available on the Council's website. In addition, Cabinet will also be updated on the position when future recommendations are made to allocate CIL.

Financial Implications

35. As set out above, strategic CIL funds that could be allocated are around £8m (see paragraph 6). The proposed allocations of funds of around £255,000 will enable priority projects to be commenced and costs to be firmed up to inform the future draw down of CIL funding in relation to these projects. While the total estimated costs of these projects exceed the current strategic CIL fund it is expected that the fund will grow further enabling further allocations to be made in line with the projected expenditure. In addition, officers will keep under review the ability to lever in alternative funding streams to deliver later stages of the transport projects (see paragraph 11).
36. All approved allocations will be actioned by Finance as appropriate and additional allocations will only be made in line with the delegated authorities proposed in the report. The likely allocation of funds in relation to habitats projects is not expected to be so significant to undermine the ability to allocate funding in the future to other essential infrastructure projects.
37. On adoption of CIL in May 2015 it was estimated that income from CIL in the period to 2026 would be around £48m. Since then Government has introduced further exemptions for CIL payments e.g. self-build and custom

build, which has had a negative effect on the level of CIL. Current estimates based on the rate of CIL receipts up to end of 2017/2018 financial year suggests that CIL funding could be around £25 million, with a strategic fund of around £19 million by 2026.

Legal Implications

38. The Community Infrastructure Levy was introduced by the Planning Act 2008. The Community Infrastructure Levy Regulations 2010 (as amended) govern how the levy is spent. The Regulations restrict the use of Section 106 Agreements and projects on the Regulation 123 List cannot be funded by such agreements (see paragraph 21 above).
39. A Regulation 123 List is a list prepared under the Community Infrastructure Levy Regulations 2010. There is no prescribed procedure for amending a Regulation 123 List. However, the Government's Planning Practice Guidance (PPG) makes it clear that local planning authorities are able to amend the list so long as they undertake appropriate consultation.
40. The Government's PPG has the following guidance on amending a Regulation 123 List:

When charging authorities wish to revise their regulation 123 list, they should ensure that these changes are clearly explained and subject to appropriate local consultation. Charging authorities should not remove an item from the regulation 123 list just so that they can fund this item through a new section 106 agreement. Authorities may amend the regulation 123 list without revising their charging schedule, subject to appropriate consultation. However, where a change to the regulation 123 list would have a very significant impact on the viability evidence that supported examination of the charging schedule, this should be made as part of a review of the charging schedule.
41. Cabinet when making this decision must take account of this advice in the PPG.
42. As set in the Main Considerations, the use of CIL funding to support appropriate infrastructure will ensure compliance with the Conservation of Habitats and Species Regulations 2017.

Options Considered

43. See Main Considerations section and Financial Implications.

Conclusions

44. Approval of the proposals for CIL funding towards projects on the Regulation 123 List enables transparency in the spending of strategic funding and will help deliver the provision of strategic infrastructure in Wiltshire. The proposed delegated authority will enable efficient and effective decision making and ensure funds can be allocated to projects

that are needed to support growth and ensure compliance with Habitats Regulations in a timely way.

Tim Martiensen (Director - Economic Development and Planning)

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22 November 2018

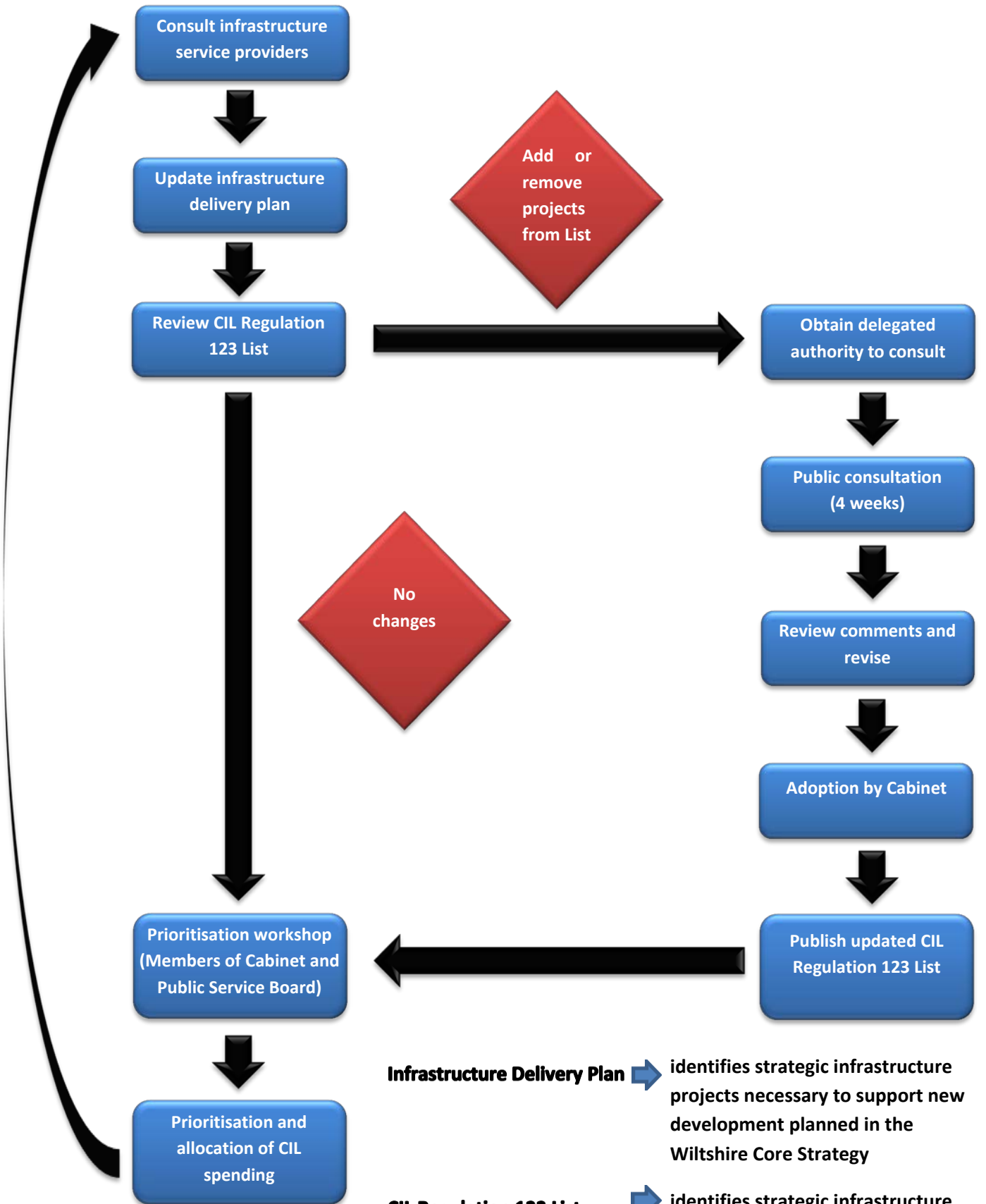
Appendices

Appendix 1 - Process for review of CIL Regulation 123 List and prioritisation of spending strategic funds

Appendix 2 - Shortlist of Regulation 123 priority projects (July 2018)

Appendix 3 - Projected spend profile for transport priority projects

PROCESS FOR THE REVIEW OF CIL REGULATION 123 LIST AND PRIORITISATION OF SPENDING STRATEGIC FUNDS



Infrastructure Delivery Plan ➔ identifies strategic infrastructure projects necessary to support new development planned in the Wiltshire Core Strategy

CIL Regulation 123 List ➔ identifies strategic infrastructure Wiltshire Council may fund through CIL. Site-specific infrastructure is funded through S106. The same project cannot be funded through both CIL and S106.

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APPENDIX 2 SHORT LIST OF REGULATION 123 PRIORITY PROJECTS (JULY 2018)

- 1.1. To inform the workshop, held on 3 July 2018, officers prepared a short-list of priority projects against criteria previously agreed by Cabinet.
- 1.2. Paragraph 16 of the Report to Cabinet on '*Governance Arrangements for the Prioritisation of Spending Community Infrastructure Levy*' (March 2017) sets out the criteria:
 - (i) Whether it is on the Regulation 123 List;
 - (ii) How the proposal supports the delivery of growth within the Council's Local Plan (Wiltshire Core Strategy);
 - (iii) Whether it would be 'Essential' (e.g. sustainable transport, education) or 'Place Shaping' (e.g. leisure and recreation) Infrastructure, as set out in the Wiltshire Core Strategy (paragraphs 4.41 and 4.42) - Core Policy 3 prioritises 'Essential' Infrastructure in the event of competing demands;
 - (iv) Is it needed in line with (ii) and to ensure development complies with Habitats Regulations and would not be delivered through other means;
 - (v) Whether alternative sources of funding could be used to deliver the project, and if so which source(s); and
 - (vi) Whether it would enable other sources of funding to be secured that would not otherwise be available (e.g. needed to match or draw down grant funding)

Step 1

- 1.3. Officers took the starting point of looking at all 67 projects on the Regulation 123 List ([see link](#)), in line with criterion 1 above.

Step 2

- 1.4. The total estimated cost of projects on the Regulation 123 List is circa £150m. At the end of September 2018, the amount of CIL available to spend on these projects is around £8m.
- 1.5. Due to the relative low level of CIL funds accrued, officers then removed 'place-shaping' projects from further consideration for this financial year. This follows criterion 2 above and Core Policy 3 of the Wiltshire Core Strategy, which prioritises 'essential' infrastructure in the event of competing demands. Paragraphs 4.41 and 4.42 of the Core Strategy set out which infrastructure is classified as 'essential' and 'place-shaping'.

Step 3

- 1.6. Even with only the essential projects left to be considered, at an estimated total cost of circa £88m, there remain insufficient CIL funds.

APPENDIX 2 SHORT LIST OF REGULATION 123 PRIORITY PROJECTS (JULY 2018)

- 1.7. Therefore, the essential projects that come under the categories 'education', sustainable transport, health and emergency services were considered further against the remaining criteria agreed by Cabinet; (ii) and (iv) to (vi) as set out in paragraph 1.2 above.

Health and social care

- 1.7. There is one project in this category, the Shared Primary Care Centre at Chippenham Hospital. Wiltshire CCG and partners are currently reviewing the Chippenham Community Hospital Estate and will be developing a business plan. Once the business plan is in place, there will be a better understanding of the available funding streams. Therefore, due to the present uncertainty, officers removed this project from further consideration for this financial year.

Emergency services

- 1.8. There are four projects in this category; improvements to fire stations in Chippenham, Trowbridge, Tidworth/ Ludgershall and Warminster. The relatively recently combined Wiltshire and Dorset Fire Authority need to undertake a local fire cover review. This will determine the impact of proposed developments will have on the ability of the service to maintain an acceptable level of cover. Therefore, due to the present uncertainty from this and the recent merger, officers removed these projects from further consideration for this financial year.

Education

- 1.9. There are eight projects in this category relating to additional places at identified secondary schools across Wiltshire and at Shaftesbury. Apart from Abbeyfield Secondary School, Chippenham, CIL funding is not required at the present time. Therefore, officers removed the other seven projects from further consideration for this financial year.
- 1.10. The requirement for additional secondary places at Abbeyfield School is to meet the cumulative demand from the strategic housing sites in Chippenham. Phase 1, the provision of 300 additional places, is required in the short-term (next five years) and has an estimated cost of £7m. Phase 2 is for 200 places and is estimated to cost £5m. A preliminary study will determine actual costs and profile of expenditure but the estimate is based upon the Council's cost per place calculator. No other funding has been secured. Through the preparation of the Chippenham Site Allocations Plan it was determined that CIL rather than Section 106 agreements would be the appropriate form of developer funding. CIL would not enable other alternative sources of funding to be secured.

APPENDIX 2 SHORT LIST OF REGULATION 123 PRIORITY PROJECTS (JULY 2018)

Sustainable transport

- 1.11. There are 30 projects in this category; specific highways, pedestrian/ cycle and railway schemes. Out of these, transport officers identified nine higher priority projects. The other projects are now either fully or partly funded, or assessed as a lower priority through the Local Transport Plan and emerging transport strategies.
- 1.12. Four of the priority sustainable transport projects come from the Chippenham Transport Strategy. They comprise the Malmesbury Road Roundabout and Bridge Street Gyrotory (capacity improvement) projects, and the Timber Street and A420 Marshfield/ Dallas Roads (road safety) projects. They support the strategic function of the A350 and strategic growth in Chippenham.
- 1.13. A further two come from the Trowbridge Transport Strategy; the A361 Holy Trinity gyratory and B3105 Staverton Bridge (capacity improvement) projects. They support strategic growth around Trowbridge and reduce congestion, improving network efficiency.
- 1.14. The other three priority sustainable transport projects support and enhance the Trans Wilts train service. They comprise the Trans Wilts train service and improvements (Westbury - Swindon) - annual service support; improvements to Melksham railway station, and the installation of intermediate signals on the single track rail line through Melksham. The north-south A350 corridor through Wiltshire is a key growth priority. The success of the initial Trans Wilts scheme would suggest that there is significant demand in the north-south A350 corridor.
- 1.15. There is potential to secure other sources of funding. Release of some CIL funding towards projects may help lever in funding from additional sources from, for example, the Local Enterprise Partnership, National Productivity Investment Fund (NPIF), Train Operator Competition (TOC), Network Rail, Customer and Communities Improvement Fund (CCIF) and Major Road Network fund. There may also be opportunities at some point in the future to apply for new government funding streams which are unknown at present.

Open space, green infrastructure and the environment

- 1.16. Three of the projects in this category fall under 'essential' infrastructure. These are the European-protected sites schemes; the Stone Curlew and Salisbury Plain Special Protection Area; Nutrient Management Plan – to address the level of phosphate in the River Avon, and the New Forest Recreation Management Project. A proportion of CIL is ring-fenced for these projects in order to ensure compliance with the Habitat Regulations, reflecting an agreement with Natural England during the preparation of the Wiltshire Core Strategy.

APPENDIX 2 SHORT LIST OF REGULATION 123 PRIORITY PROJECTS (JULY 2018)

Short-list of priority projects

1.17. The complete officer short-list of priority projects is as follows:

- Additional secondary school places at Abbeyfield School, Chippenham (£12m)
- Malmesbury Road Roundabout Additional Capacity Improvements (£4m)
- Bridge Centre Gyratory Capacity Improvements (£1.8m)
- Timber Street Safety Scheme (£0.4m)
- A420 Marshfield Rd / Dallas Road Safety Scheme (£0.4m)
- A361 Holy Trinity gyratory capacity improvement (£1m)
- B3105 Staverton Bridge capacity improvement (£0.8m)
- Improvements to Melksham railway station (£0.6m)
- Trans Wilts train service and improvements (Westbury - Swindon) - annual service support (£1.5m)
- Installation of intermediate signals on the single track rail line through Melksham (included in Trans Wilts service and improvements)

APPENDIX 3 PROJECTED SPEND PROFILE FOR TRANSPORT PROJECTS

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL:
Malmesbury Road Roundabout Additional Capacity Improvements, Chippenham	£0.08m	£0.28m	£3.64m						£4m
Bridge Centre Gyratory Capacity Improvements, Chippenham	£0.036m	£0.126m	£1.638m						£1.8m
A361 Holy Trinity Gyratory capacity improvement, Trowbridge	£0.02m	£0.07m	£0.91m						£1m
Timber Street Safety Scheme, Chippenham		£0.052m	£0.348m						£0.4m
A420 Marshfield Road/ Dallas Road Safety Scheme, Chippenham			£0.052m	£0.348m					£0.4m
B3105 Staverton Bridge capacity improvement, Trowbridge		£0.016m	£0.784m						£0.8m
Improvements to Melksham railway station	[£0.05m now provided]	£0.45m							£0.45m
Capacity improvements to Melksham Rail Line: <i>(Trans Wilts train service and improvements – Westbury to Swindon – annual service support), and (Installation of intermediate signals on the single track rail line through Melksham)</i>		£0.03m	£0.105m	£1.365m	£0.4m	£0.4m	£0.4m		£2.7m
TOTAL:	£0.136m	£1.024m	£7.477m	£1.713m	£0.4m	£0.4m	£0.4m	£0m	£11.55m

Colour key

	Preliminary studies
	Detailed design and implementation
	Build/ delivery
	Revenue support

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Wiltshire Council

Cabinet

11 December 2018

Subject: LED Street Lighting

Cabinet Member: Councillor Bridget Wayman – Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Executive Summary

There are almost 45,000 street lights on the Council's highway network. Energy costs have risen sharply in recent years, and they are likely to continue to rise in the longer term. The annual energy costs for street lighting are currently over £1,900,000, and with current budget restrictions these costs are becoming increasingly unaffordable.

Consideration has previously been given to the possibility of introducing Light Emitting Diode (LED) lighting, but the cost of the units and energy costs made this a less attractive option at that time. The Council did implement a scheme to reduce energy consumption by operating the street lighting in the side roads in towns for part of the night only. This scheme was introduced from 2014 in all of the larger towns, and has operated successfully.

Rising energy costs, and the reducing cost of LED lighting, have justified reviewing the case for LED lighting. At present, only 3% of the Council's street lighting is LED lighting, with the majority being the older low pressure sodium (SOX) or high pressure sodium (SON) units. The SOX units are becoming obsolete and going out of production, and are becoming increasingly difficult to obtain.

LED lights use considerably less energy than the older SOX and SON units. A major advantage is that LED lights provide the opportunity to dim the lighting during off-peak periods to further reduce energy consumption. LED lighting dimmed between 8.00pm and 6.00am, with additional dimming after 11.00pm, would typically reduce energy consumption by 69% compared to the current SOX units.

The cost of converting the majority of the Council's street lighting to LED lighting is estimated as being £12,295,000. It is considered that it should be feasible to carry out the installation within two years. Once the installation is complete the scheme is expected to deliver savings of at least £1,312,000 annually at current prices, comprising £250,000 reduction in street lighting maintenance costs and £1,062,000 in reduced energy usage.

A cost benefit analysis has been undertaken. Based on anticipated energy cost increases and borrowing costs, the project would have a positive economic return, and will pay back in 11.88 years.

There are various scheme delivery options, but it is considered that there would be advantages in using the term maintenance contractor to install the equipment so that it can be co-ordinated with existing maintenance work. In order to ensure value for money it is proposed that tenders should be invited for the new LED lighting units.

There is other Council owned lighting in public open space, car parks and housing estates, and consideration could be given to converting this to LED as part of the project, subject to suitability and funding.

Proposals

It is recommended to:

- (i) Agree to proceed with a scheme to replace the Council's older street lighting lanterns with LED units.
- (ii) Acknowledge the economic benefits of the proposed LED lighting project and the environmental benefits it will bring, especially in terms of reduced carbon footprint.
- (iii) Include provision in the Council's capital budget from 2019/20 for the scheme.
- (iv) Approve the proposal to dim the new lighting between 8.00pm and 6.00am, with additional dimming after 11.00pm.
- (v) Give consideration to the options for extending the LED lighting to other suitable Council owned lighting, including in public open space and car parks.
- (vi) Delegate authority to the Director, Highways and Transport to invite tenders and award contracts, instruct legal to execute all necessary documentation: that officer should consult with the Director of Finance and Procurement and the Cabinet Member, Highways, Transport and Waste.

Reasons for Proposals

There is a good economic and environmental case for replacing the Council's aging street lighting stock with energy efficient LED lighting, especially in view of the cost and difficulty of maintaining the existing equipment and the rising cost of energy.

Alistair Cunningham
Corporate Director

Subject: LED Street Lighting

Cabinet Member: Councillor Bridget Wayman – Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Purpose of Report

1. To seek approval to proceed with an 'invest to save' project to convert the Council's existing street lighting to more energy efficient LED units, and to approve the procurement of the new lighting units.

Relevance to the Council's Business Plan

2. Wiltshire Council Business Plan 2017 – 2027 sets out the vision to create strong communities, with priorities for growing the economy, strong communities and protecting the vulnerable.
3. The proposal to introduce LED lighting will improve the quality and reliability of the Council's street lighting which will help people get around and access good services (Growing the Economy), reduce anti-social behaviour and improve road safety (Strong Communities).

Background

4. The Council is responsible for the maintenance of the roads in Wiltshire, with the exception of motorways, trunk roads and those in private ownership. There are almost 45,000 street lights on the Council's highway network.
5. Street lighting is a highly technical service, which in Wiltshire is managed by a specialist consultant, Atkins, on behalf of the Council, with a specialist contractor, Ringway Infrastructure Services, carrying out the lighting maintenance. The electricity for the lighting is procured corporately as part of corporate energy purchasing.
6. Energy costs have risen sharply in recent years, and they are likely to continue to rise in the longer term. The annual energy costs for street lighting is currently over £1,900,000, and with current budget restrictions these costs are becoming increasingly unaffordable. The Council has an aspiration to achieve a 50% reduction in carbon by 2020, and street lighting energy provides a significant opportunity to reduce the Council's carbon footprint.

7. At the Council meeting on 28 February 2012 Members asked for a report for Cabinet regarding ways to improve the efficiency of street lighting and reduce energy costs. Subsequently, consideration was given to the possibility of introducing LED lighting, but at that time the cost of the units and energy costs made this a less attractive option.
8. Although the majority of the Council's street lighting is managed by the highways team, there are some that are managed by the Strategic Assets and Facilities Management (SA&FM) team. There are approximately 1,067 lighting columns distributed around the county across 140 sites which include car parks, amenity space and parks and un-adopted roads, with a substantial number of others on housing estate roads.
9. The Council did implement a scheme to reduce energy consumption by operating the highway street lighting in the side roads in towns for part of the night. This scheme was introduced from 2014 in all of the larger towns, and has operated successfully. However, the rising energy costs justify reviewing the situation with regard to LED lighting.

Main Considerations for the Council

Existing Street Lighting

10. The Council's highway lighting stock is generally increasing, especially as new housing estates are adopted and particular lights are repaired or upgraded. These new lights are now usually LED units. However, there are about 45,000 existing street lights of which only 3% are the modern energy efficient LED units.

Lamp Type	Quantity	Percentage
Low Pressure Sodium SOX	20,726	46%
High pressure Sodium SON	20,420	46%
LED	1,493	3%
Other	2,210	5%
Total	44,862	

11. Of particular concern are the SOX units which are now becoming obsolete and going out of production. This is increasing the cost of the few units still available, or requiring the use of more expensive alternatives.
12. It is expected that a similar situation will start to develop with SON units as many users replace these with more energy efficient units. The county's street lighting comprises 92% these older SOX and SON units.
13. The street lighting columns are also an increasing concern as many are reaching the end of their life. This is being managed by a programme of testing of the highest risk columns, and replacement when required.
14. Some street lighting assets, such as illuminated bollards, have already been converted to LED operation. Illuminated signs will need consideration in due course, but these use considerably less energy than the street lighting and are a lower priority for upgrading.

Potential benefits of LED lighting

15. Since the previous consideration of the potential introduction of LED lighting, the costs of LED units have reduced, whilst during the same period the cost of energy for the street lighting has increased substantially.
16. The LED lights use considerably less energy than the older SOX and SON units. A major advantage is that they also provide the opportunity to dim the lighting during off-peak periods to further reduce energy consumption.
17. Lower power LED units can be used to provide similar lighting levels to the older units (see **Appendix 1**). With LED lighting dimming between 8.00pm and 6.00am this would reduce energy consumption by 69% compared to the current SOX units. Further reductions in energy consumption could be obtained by dimming the units more, or by operating the lights for part of the night only as some of the SOX units currently do.
18. Even where part night operation of SOX units is already taking place, a further 45% reduction in energy consumption would be achieved with LED lighting dimmed for part of the night instead.
19. The part night lighting introduced in Wiltshire to date has been on the lower powered units on minor roads. The lighting on main roads has not been changed, and there are considerable energy savings to be made on converting these higher powered units to LED lighting.
20. The current SOX and SON lighting generally requires lanterns to be replaced every three of four years. Already a number of lights have been converted to LED units where carrying out these routine lamp changes is difficult because of restricted access, for example on narrow footpaths, alleyways between buildings and at busy junctions. The LED units are expected to last 25 years which reduces maintenance costs, but they still need regular electrical testing and column inspections.

Potential issues with introducing LED lighting

21. The main disadvantage of the LED units is their higher initial cost. They have reduced in price in recent years, but are still significantly more expensive than the older types of lighting.
22. It is important that the LED units used are specified to ensure that they do have the extended life required, and this would need to be specified as part of the procurement process.
23. The LED lighting units can be heavier than the existing units and can require replacement of the arm or other alterations to the street lighting column, which adds to the cost of conversion.
24. The LED lighting provides a good level of lighting, but it is often different in appearance to the existing lighting. It can be considered by some to appear particularly bright or harsh, especially when the units are newly installed and the

dimming has not started operating. It should be noted that there have been some mixed views about the type of light provided by LED lighting.

25. The existing street lighting has been installed over many decades to different design standards, and in some cases with minimal design. In order to get all of the lighting on the highway network to meet modern standards it would be necessary to redesign it in detail, which would require the positions and spacing of columns to be changed. This would be prohibitively expensive, and it needs to be accepted there will still be some inconsistencies in lighting levels on the network compared to modern standards even with the introduction of more LED lighting.
26. The LED lights are good at directing light to the areas needing to be lit. This is helpful in reducing light pollution and supporting dark skies initiatives. However, the reduced light spill with LED lighting will mean that some residents who have relied on the street lighting to illuminate their garden paths or private properties will have to consider alternative arrangements.

Business Case

27. The cost of converting the street lighting to LED units is estimated to be £12,295,000, which includes costs of £280,000 associated with managing and supervising the installation and implementation of the new units.
28. A cost benefit analysis has been undertaken which is described below. The assessment demonstrated that, with the assumptions made about energy cost increases and borrowing costs, the project has a positive economic return, which will pay back in 11.88 years (see **Appendix 2**).
29. The assessment did not specifically take into account the cost avoidance likely with regard to increasing costs associated with maintaining and replacing the SOX and other older units, and with regard to potential energy increases above the assumed rate of increase. There are likely to be further benefits in cost avoidance as on recent experience energy cost increases may well be greater than 1.5% annually.
30. From the cost benefit analysis it is apparent that there is a good business case for making this investment.

Installation of lighting

31. Should the installation of LED lighting proceed there would be benefits in progressing the scheme in order to complete installation as soon as is possible. This would ensure that the benefits are realised as soon as possible in order to reduce the budget pressures currently being caused by energy costs.
32. The procurement and manufacture time of the units will be a factor in determining the roll out of the new lighting, together with ensuring adequate resources for deployment. In practical terms two years is likely to be the minimum period for installation. A start early in 2019/20 is proposed, subject to procurement and approval of the proposals.

33. It is proposed that the LED lighting should be installed with dimming operating between 8.00pm and 6.00am, with a greater level of dimming after 11.00pm. This regime has been applied at a number of the existing locations in the county without issue.
34. Where existing lighting currently has part night operation it is proposed that rather than switch off the lights completely they will instead be dimmed to a very low level. This still provides large energy savings compared to the existing arrangement, but avoids some of the issues with turning the lights off. Should there be requests to continue the part night operation of specific lights these could be returned to part night operation.
35. The Central Management System (CMS) allows the lighting to be managed remotely. This has enabled lighting to be increased if there are concerns, particularly because of anti-social behaviour. In some cases the CMS has enabled lighting to be turned off after certain hours at the request of the police. The flexibility of the LED lighting and CMS control provides significant benefits to the operation of the street lighting.
36. The installation of the new lighting units is likely to take place based on geographical areas, and will include the introduction of the CMS in many of those areas not currently covered by the system. The CMS enables the remote control of the lighting, which allows dimming to be applied at various levels and the operation to be adjusted to allow for local events or incidents.
37. It is proposed that the installation of LED lighting should start in those areas with the highest number of SOX lamps which were last changed the longest time ago. In the past, a three year cycle has been used to bulk clean and change cycle these lamps and a similar programme will be used to install the LED lighting.
38. Any suitable non-LED lamps installed in the last two years would be taken into storage for potential use in repairs in the short term.
39. The equipment in town centres, decorative lighting and special units in conservation areas will be left to later in the programme as these can use a disproportionate amount of time to arrange and it is important to get as many of the county's lights converted as soon as possible to realise the benefits.
40. Consideration could be given to converting suitable non highway lighting to LED as part of the project, subject to suitability and funding. This could include lighting in public open space, car parks and housing estates. These are managed and maintained via separate legacy contractual arrangements inherited via the district councils prior to creation of Wiltshire Council. Only a small proportion of these lights have been upgraded to LED and many are still older SOX and SON units which are becoming obsolete.
41. Work is underway to identify supply and energy costs of the non-highway lighting, but servicing and maintenance costs are approximately £32,000 annually. A third group of streetlight assets are separately managed as part of the HRA. The Housing team are currently undertaking an asset verification exercise to gain a better understanding of these assets.

42. While separately funded, there may be scope to use the proposed investment in Highways street lighting as a catalyst to regularise and centralise the management of street lighting within the Council to remove duplication. It is not possible to quantify the investment needed to upgrade housing and SA&FM managed streetlights at this stage, though work is underway to establish this.
43. The procurement exercise for the highways lighting could be structured in such a way as to enable the housing and SA&FM streetlights to be upgraded by the same contractor, subject to availability of funding which could be from either a separate capital bid, or from the existing housing maintenance and SA&FM maintenance budgets. Once brought up to the same standard, these streetlights could potentially be managed collectively with the highway lighting.
44. Swindon Borough Council is considering a similar LED project. As the authorities both have the same consultant and contractors the projects are being co-ordinated in order to share knowledge and experience. In view of varying timescales and requirements it is not currently proposed to carry out a joint tender on this occasion.

Overview and Scrutiny Engagement

45. The Environment Select Committee discussed this item at its 6 November 2018 meeting. The Committee was supportive of the 'invest to save' scheme and acknowledged the economic benefits and reduced carbon footprint which would be realised following implementation. The Committee asked for the Cabinet Member and Director to consider dimming the LED lights at additional times (other than those listed in the report) and whether LED lights could be used for further Council-owned areas, such as public open spaces and car parks.
46. The progress on implementation and operation of the new LED lighting will be monitored and reported to the Environment Select Committee as part of the annual review of the highways service usually made in the autumn.

Safeguarding Implications

47. Does not apply.

Public Health Implications

48. Street lighting has an important role in road safety, and public safety, particularly in town centres and urban areas. It can make an important contribution to reducing the fear of crime and crime prevention in some circumstances.
49. There are some public concerns about the health implications of LED lighting, including potential effects on sleep patterns. There is no definitive guidance to indicate that they are unsafe or more damaging to health in normal circumstances than other lighting sources or natural light. These potential concerns need to be balanced against the clear road and public safety benefits, and environmental benefits of upgrading the street lighting.

Corporate Procurement Implications

50. The current term maintenance contract with Ringway Infrastructure Services includes lighting maintenance, and has rates for the provision of LED lighting. However, these rates were based on the assumption that fairly low numbers of LED units would be required. The scale of the current proposal means that there are likely to be economies of scale in bulk purchasing units which would reduce costs.
51. A stand-alone tender for the supply and installation of the LED lighting would be possible, with a single contractor sourcing and installing the equipment. The contractor would need to obtain the units from the various manufacturers and manage the installation. This would probably provide better value for money than using the rates in the current term contract. However, the work of the contractor would need to be integrated with that of the existing term maintenance contractor who would still be dealing with ongoing routine maintenance and repairs to damaged street lighting and equipment.
52. A series of tenders for the different types of lighting unit required on the network based either on geographical areas or unit types would be feasible. It would, however, be more complex to manage with multiple contractors working on the network at the same time. It would be important to ensure not just the quality of the workmanship and materials, but also the accuracy of recording and updating of the inventory in order to ensure that the reduced energy costs are realised quickly.
53. The lessons learnt from the introduction of the lighting CMS in 2013 indicated that there are advantages in having a single contractor carrying out the installation of new equipment and the routine maintenance of the street lighting. The installation of the LED units is not likely to be straightforward in some cases as column testing or replacement, or arm replacement, may be required before the unit can be fitted. The complexity of the management of this aspect of the work should not be underestimated. It needs to be managed carefully as it could have significant costs which could undermine some of the economic benefits of the scheme.
54. It is proposed that the installation should be managed by the existing term maintenance contractor and co-ordinated with their other work on the network. Most of the existing lighting units have to be changed every three or four years so the contractor is likely to be visiting a third of the units each year anyway. This will enable the amount of advanced design and assessment to be kept to the minimum in order to reduce costs and speed up delivery to realise the project benefits as soon as possible. It will be necessary for the contractor to inspect the column, determine whether column testing or arm replacement is required before installation, and to determine that the correct type of unit is being fitted.
55. The contractor would be responsible for co-ordinating the works, arranging any necessary traffic management, any column replacement, special equipment and wiring required, and updating the inventory. A benefit of offering the installation of the units to the term maintenance contractor would be that it would make up for the significantly reduced reactive and routine maintenance work which will be a consequence of the transfer to LED lighting. It will reduce the risk of any early

warning notices or compensation events under the existing contract. The existing term maintenance contractor already has specialist sub-contractors in place to speed up delivery if required.

56. It is proposed that the Council should invite a series of tenders for the supply of the LED lighting units, which represents the majority of the cost involved in the scheme. The installation would be managed by the existing term maintenance contractor and co-ordinated with their other work on the network. The contractor would be responsible for co-ordinating the works and updating the inventory.
57. The specification for the new lighting units would be jointly developed by the consultant and contractor who both have extensive specialist knowledge and experience of this type of work, particularly in connection with Private Finance Initiative (PFI) lighting schemes, which is a funding mechanism used to deliver similar schemes in the past. As part of the implementation, the contractor would carry out some on site assessments regarding the suitability of the equipment. This would help reduce advance preparation and design costs and provide greater flexibility in delivery.
58. It is considered that the proposed delivery method, with a tender for the supply of the LED units offers the best potential for value for money, and is a practical means of delivering the project with a high certainty of success.

Equalities Impact of the Proposal

59. Having good quality street lighting on the county's roads and footways has benefits for all road users, especially the more vulnerable road users, including pedestrians, cyclists and others.
60. Street lighting has the potential to improve public safety on the streets and in town centres, and the presence of street lighting can be reassuring, especially for the more vulnerable.
61. Fear of crime is a serious consideration, even in a safe county like Wiltshire, and walking along streets with unlit areas may inhibit some members of the community from walking at night or early in the morning, or result in parents refusing to let children walk to school.

Environmental and Climate Change Considerations

62. The introduction of part night street lighting has already reduced the carbon footprint of the Council significantly in recent years, with street lighting energy consumption reducing by 2,830,450KWh since 2013/14.
63. The introduction of LED lighting provides the opportunity to further reduce the energy consumption. The energy consumption for the street lighting units to be converted to LED with this project is expected to reduce from 12,977,500 KWh to 5,262,291 KWh. This equates to a reduction in CO2 of 1,770 tCO2 (from 4,950 tCO2 to 3,180 tCO2).
64. The proposed conversion of existing lighting units to LED supports the aims of the Council's Energy Change and Opportunity (ECO) strategy.

65. The introduction of new street lighting provides the opportunity to enhance the lighting within the town centres to improve the appearance of key locations. The new lighting would generally have less light spill and should reduce the light pollution of the night sky which occurs with many of the older types of lighting.
66. There are special street lights in conservation and heritage lighting units which would be suitable for conversion. These will require detailed consideration, and will be considered for conversion towards the end of the programme.
67. Street lighting can have an adverse effect on the environment, with potential impacts on wildlife and nature conservation. The current proposal involves the replacement of existing lighting with new lighting in the same locations, and is not expected to change the existing situation significantly in most locations. The CMS will offer the potential to use dimming or different lighting regimes to address any particular issues identified.

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

68. The rising cost of energy and the obsolescence of the county's substantial amount of older street lighting will make the provision of street lighting increasingly unaffordable. This would inevitably result in a reduction in the number of operating street lights and reduced hours of operation.
69. The hours of operation of some of the Council's street lighting has already been reduced through the part night scheme. That scheme only affected some of the minor roads in towns, and was achieved by careful design to avoid large dark areas and to ensure that key routes and town centres remain well lit. Further reductions in lighting are likely to be significantly less popular and could lead to concerns about safety and crime.
70. The removal of street lighting would address the rising cost of energy, but there are substantial costs in decommissioning the existing lighting, disconnecting it and making it safe, as well the adverse publicity aspects.

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

71. There is a risk that the tendered prices may be above those anticipated. The scope of the scheme is flexible enough to accommodate changes in prices, provided the overall budget is not exceeded, and the business case is not adversely affected. The scheme will be reviewed at the various stages of its implementation to ensure its continuing viability.
72. A tried and tested contract management process is already in place in the highways service which is currently successfully delivering a wide range of services each year with a value of several million pounds. This process would be used to manage the safety, financial and reputational risks associated with the implementation of the LED lighting project.
73. These risk management processes and contract procedures would be used to manage the project, and the delivery of the new lighting units and manufacturers will be integrated in the existing processes.

74. There is a risk that adequate resources to install the equipment may be difficult to obtain, with the current high work levels across the industry. The timescale for manufacture may be a problem, but early indications are that there should be capacity in the industry. It will be necessary to monitor these potential issues as part of the management process.

Financial Implications

75. Some authorities have been successful in obtaining PFI or Capital Challenge funding for improvements to their street lighting. This Council was unsuccessful in its last bid for such funding, and it seems that these opportunities are reducing.
76. The most appropriate source of funding for lighting improvements in the current circumstances would be an 'invest to save' scheme, with the borrowing being paid back from the energy and maintenance savings. The Treasury team will look to finance the programme by the best available option which may include part funding by an interest free Salix loan; however, for the purpose of assessment it has been modelled on annuity borrowing.
77. The LED lighting proposals have been assessed with a 25 year business case model using a standard Net Present Value (NPV) appraisal method. Energy cost increases have been modelled to allow for uncertainties about future energy costs.
78. The cost benefit assessment has been carried out using the assumption that energy costs will increase by 1.5% annually, which is considerably less than recent increases. It has been assumed that maintenance costs of existing lighting will increase by 2% annually. The cost of borrowing is 2.78% and a discount rate of 3.5% has been used.
79. The cost of converting the street lighting to LED units (45,000 units in total) is estimated to be £12,295,000, which includes £280,000 costs associated with managing and supervising the installation and implementation. Any column replacement will be funded through the structural maintenance capital programme and has not been included in this assessment. Columns will only be replaced where necessary for safety reasons. The majority of the expenditure would be incurred in the first two years of implementation.
80. Once the installation is complete the scheme is expected to deliver savings of at least £1,312,000 annually at current prices, comprising £250,000 reduction in street lighting maintenance costs and £1,062,000 on reduced energy usage. The LEDs are forecast to reduce the Highways network energy consumption by 57.4% overall.
81. The benefits of the reduction in energy costs would start within a month of the start of installation as the inventory is updated. It is anticipated that there would be a continuous increase in savings as installation progresses until the full benefits are realised after two years.

82. The assessment indicated that, with the assumptions made about energy cost increases and annuity borrowing costs, the project has a positive economic return, which will pay back in 11.88 years.
83. The capital financing cost (Minimum Revenue Provision and interest) on this programme would be £785,000 per year based on an interest rate of 2.28% and 25 year asset life.
84. A savings target of £400,000 was included in the Highways Street Lighting Energy budget in 2018/2019 for Street Lighting LED programme. This programme can deliver these saving and cover the capital financing costs of £785,000 once the installation is complete. This pressure is being managed in 2018/2019 by one off savings and will need to be managed in 2019/2020 until the programme completes in 2020/2021 and delivers the full savings.
85. As well as the calculated economic and environmental benefit there are also considerable cost avoidance benefits with the scheme. The increasing cost of SOX and SON units in the future is a serious concern.
86. Overall, the schemes would have economic benefits for the Council.

Legal Implications

87. The Council has a duty under the Highways Act 1980 to maintain the county's roads. The highway inspection procedures, policies and improvement plans ensure that this duty is fulfilled.
88. There is no legal requirement for the Council to provide street lighting, but where lighting is provided there is a responsibility to keep it in safe condition.
89. Procurement of the new lighting units would have to be in accordance with current legislation and the Council's approved procurement procedures.

Options Considered

90. Not addressing the issue of rising energy costs was not considered to be a viable option in view of current budget limitations. A saving of £400,000 has already applied to the Highways Street Lighting budget in relation to this programme.
91. The option of extending the existing part night light scheme is no longer considered a viable long-term option because of the increasing cost and difficulty of obtaining the SOX and SON units currently in use.
92. The turning off and decommissioning of existing street lighting is undertaken in the small number of cases where lighting is no longer required, but doing this on a larger scale would have an impact on the public with concerns about road and public safety. There are also considerable costs involved in decommissioning and removing street lighting.

93. The project could be extended to include the replacement of the lighting columns as well as the lanterns. This would have benefits but would significantly increase costs and undermine the economic case for the project based on the NPV assessment. The testing and replacement of the street lighting columns will have to continue as part of the ongoing programme of lighting maintenance.

Conclusions

94. The Council has considered options for reducing street lighting energy costs in view of rising energy costs and has concluded that a scheme to replace older lighting units with LED units would be beneficial.

Parvis Khansari
Director – Highways and Transport

Report Author:

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October 2018

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

None

Appendices

Appendix 1 – Energy Consumption of Lighting Units

Appendix 2 – Cost Benefit Assessment Summary

Energy consumption for typical minor road lighting is shown below:

Lighting unit type	Annual energy usage KWh	% energy saving compared to SOX all night operation
SOX Normal Operation	58W x 4154hrs = 240kWh	0%
SOX part night operation (off midnight – 6.00am)	58W x 2328hrs = 135kWh	44%
LED Normal operation (with standard dimming from 8pm with further reduction at 11.00pm until 6.00am)	26W x 783hrs = 20.3kWh 20W x 1093hrs = 21.8kWh 14W x 2278 = 31.8kWh Total = 73.9kWh	69%
LED part night operation (dimming and off midnight – 6.00am)	26W x 783hrs = 20.3kWh 20W x 1093hrs = 21.8kWh 14W x 365hrs = 5.1kWh Total = 47.2kWh	80%
LED reduced output operation (dimming and 20% midnight – 6.00am)	26W x 783hrs = 20.3kWh 20W x 1093hrs = 21.8kWh 14W x 365hrs = 5.1kWh 6W x 1913hrs = 11kWh Total = 58.2kWh	76%

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SUMMARY OF PROPOSED EXPENDITURE

	2019/20	2020/21	2021/22	2022/23
LED Lanterns and related equipment	£6,007,500	£6,007,500		
Deployment Management	£80,000	£80,000	£80,000	£40,000
Total	£6,087,500	£6,087,500	£80,000	£40,000

SUMMARY OF COST BENEFIT ANALYSIS

Energy Increase %	1.50%
Maintenance Rates %	2.00%
Cost of Borrowing %	2.78%
Discount rate %	3.50%

Costs	TOTAL £
<u>Initial Capital Cost</u>	
LED Lanterns - Including CMS and Install Cost (Market Rates)	12,015,000
Deployment Management	280,000
TOTAL capital receipts	12,295,000
- Discounted Rate	
- Discounted Cashflow	-11,201,072
<u>Revenue Implications</u>	
Minimum revenue provision	12,295,000
Cost of borrowing	1,957,130
Annual operating Cost (Driver replacement)	896,625
LED Lighting - Energy	-29,895,993
Maintenance - Non-routine	-2,397,597
Maintenance - Routine	-5,083,644
Reduced CRC	0
NET REVENUE impacts	-22,228,478
- Discounted Cashflow	-11,201,072
Cumulative Cashflow	0
TOTAL NPV (25 YEARS)	-11,201,072
TOTAL NPV (10 YEARS)	1,862,462
PAYBACK	11.88

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Wiltshire Council

Cabinet

11 December 2018

Subject: **Integrated Community Equipment and Support Services -
Recommissioning**

Cabinet Member: **Councillor Jerry Wickham, Cabinet Member for Adult
Social Care, Public Health and Public Protection**

Key Decision: **Yes**

Executive Summary

Wiltshire Council and NHS Wiltshire Clinical Commissioning Group (CCG) currently deliver their Integrated Community Equipment and Support Services (details of the current service can be found at Part 2) through a contract with Medequip. This contract, held by the Council on behalf of both organisations, was extended for two years in July 2016 and was due to end on 3rd January 2019.

An exemption to the Medequip contract was granted through March 2018 Cabinet following a proposal from Bath & North-East Somerset (B&NES) and Swindon to explore opportunities around commissioning these services jointly as part of the B&NES, Swindon and Wiltshire (BSW) Sustainability and Transformation Partnership (STP). The contract is now due to end on 31st August 2019.

The ICESS Partnership Board, with advice from Procurement, took the decision about the procurement approach, including that there will continue to be a single contract in place in Wiltshire for the provision of commissioned services as efficiencies could not be realised under the BSW STP within the timeframe.

Proposal(s)

Cabinet is asked to:

- a. Note the scope of this joint procurement of Integrated Community Equipment and Support Services in Wiltshire.
- b. Authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS (as set out in paragraph 29).

- c. Delegate the authority, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 below):
- i. to approve the terms of the contract and all associated documents within the parameters set out in this report; and
 - ii. to award and enter into the contract and all associated documents,
- to the Corporate Director for Adult Social Care in consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care.

Reason for Proposal(s)

The purpose of this paper is to provide an update to Cabinet on the joint procurement process between Wiltshire Council and NHS Wiltshire CCG for Integrated Community Equipment and Support Services and sets out the approach that is being taken, including an indicative timetable for the procurement and scope of services.

The need to facilitate hospital discharges and to support more people within the community has increased the need for efficient, appropriately resourced equipment services and referrals into the service have subsequently grown. This increase in demand is expected to continue and, where equipment may avoid the need for spend on more costly interventions (such as home care and care home placements), this is encouraged.

This report is seeking approval to delegate authority to award contract, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 below).

Cabinet is asked to authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS (as set out in paragraph 29).

Carlton Brand
Corporate Director

Wiltshire Council

Cabinet

11 December 2018

Subject: Integrated Community Equipment and Support Services
- Recommissioning

Cabinet Member: Councillor Jerry Wickham, Cabinet Member for Adult
Social Care, Public Health and Public Protection

Key Decision: Yes

Purpose of Report

1. Wiltshire Council and NHS Wiltshire Clinical Commissioning Group (CCG) currently deliver their Integrated Community Equipment and Support Services (ICESS) (details of the current service can be found at Part 2) through a contract with Medequip.
2. The current contract ends on 31st August 2019 and to ensure the continued availability of services, to meet our statutory duties, an OJEU tender will be completed for the following services:
 - **Home nursing equipment** such as beds, mattresses and commodes.
 - **Equipment for daily living** such as shower chairs and raised toilet seats.
 - **Moving and handling equipment** such as hoists and slide sheets.
 - **Pressure relieving equipment** such as cushions and mattresses.
 - **Continence products** including procurement and delivery.
 - **Minor Adaptations** such as grab rails, access rails and concrete ramps.
 - **Mobility Aids** such as walking frames and walking sticks.
 - **Assessment equipment** for demonstration and assessment purposes.
 - **Short term wheelchairs** and accessories for both adults and children.
 - **Paediatric equipment** seating, bathing, mobility aid and moving and handling.
 - **Retail and demonstration** facilities – to promote self-care and private funder options.
3. This paper is seeking approval to delegate authority to award contract, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 above).

Relevance to the Council's Business Plan

4. Procuring Wiltshire Council's Integrated Community Equipment and Support Services via an integrated commissioning process with NHS Wiltshire CCG supports the Council's Business Plan and priorities set out within the plan, particularly:
 - Protecting those who are most vulnerable through joined up health and social care, and
 - Strong communities that can take responsibility for their personal wellbeing.

Background

5. The ICESS contract has an important role in enabling people to remain in their own homes and links with other community based services delivered by health and social care by providing:
 - Provision of community products and equipment
 - Telecare (installation and maintenance)
 - Provision of minor adaptations
 - Delivery of continence products
 - Retail outlets and demonstration facilities
 - Home Improvement Agency (HIA) which includes the Handyperson service
 - Pressure area care.
6. Service quality and performance is monitored by the ICESS Contract Monitoring and Review Group (CMRG) and this will continue during the lifetime of the new contract. CMRG is also responsible for the continual development of ICESS and will work with the provider to identify and implement opportunities to deliver efficiencies and improvements.
7. The type of equipment required and the speed at which it needs to be delivered is determined by Health and Social Care authorised prescribers. The ICESS provider is monitored on the level of equipment delivered within the speed of delivery requested (current target is 100%) and by the level of equipment that is collected and reused (current target is 90%).
8. The table below shows the delivery performance for 2017/18:

Deliveries requested	Achieved on time
31,446	99.34%

9. Collection and recycling of equipment after it has been used is a key performance measure. During 2017-18, the provider collected equipment to the value of £5,238,176 and, of this equipment to the value of £4,523,689 was returned for re-use and equipment to the value of £714,487 was scrapped as not fit for re-use. This represents a recycling rate of 86.36% which compares very well with the performance of similar contracts elsewhere.

10. Telecare, sometimes referred to as Technology Enabled Care and Support (TECS) (installation and maintenance) has already been commissioned as part of the Integrated Urgent Care contract and will be delivered by Medvivo from January 2019, so will not be included within a future ICESS procurement for Wiltshire.
11. The HIA market is made up of smaller organisations that are not equipped to deliver or meet the selection criteria to deliver a Community Equipment Service and therefore would be disadvantaged from bidding. Housing Services and Adult Care have taken the decision to transfer the budget for this service to Housing services, who will develop recommissioning options.
12. As the Handyperson service is more aligned to HIA than Community Equipment, Adult Care are working with Housing to look at service options, subject to TUPE costs, for Handyperson with the potential of transferring the budget to Housing rather than any recharging. Both HIA including the Handyperson service is excluded from the ICESS procurement.

Main Considerations for the Council

13. The need to facilitate earlier discharges and to support more people within the community has increased the need for efficient, appropriately resourced equipment services and referrals into the service have subsequently grown. This increase in demand is expected to continue and, where equipment may avoid the need for spend on more costly interventions (such as home care and care home placements), this is encouraged.
14. The key objectives are to provide services that:
 - are sustainable, efficient and effective for the benefit of all customers in Wiltshire, whether they receive the service through the Commissioning Partners or fund the service themselves
 - offer a single point of contact for all community equipment and products and provide practical help to enquiries/requests
 - provide a one-stop-shop where assessment, provision and delivery of products/equipment and related services can be provided where appropriate
 - allow people to maintain their independence and live their life by having access to appropriate equipment, adaptations and products to support them to meet their outcomes
 - enable health and social care support to be delivered where the customer lives
 - contribute to the prevention of inappropriate hospital admission or care home placement through the provision of timely and appropriate equipment and support services
 - support safe and timely hospital discharge
 - contribute to supporting a Carer to continue safely in their caring role

- maximise opportunities to recycle equipment by offering Customers a 'buy back' service for equipment that is no longer required that can be offered to others through the contract
- give value for money to Commissioners and Customers.

Overview and Scrutiny Engagement

15. Wiltshire Council and NHS Wiltshire CCG have undertaken joint workshop sessions with key stakeholders. A briefing report was provided to the Chair and Vice Chair of the Health Select Committee on the 12th November and any comments will be reported to Cabinet as appropriate. Comments have not been received and a face to face briefing has been offered.

Safeguarding Implications

16. The contract arrangements with the ICESS provider contains robust safeguarding measures in line with Council and CCG policy.
17. Contracts give clear direction on how and when to raise a safeguarding alert to avoid any confusion about who will do this and/or assumptions that someone else will raise the alert. Contracts also ensure that any issues relating to child protection are identified and appropriate referrals made to children's services.
18. The new service specification and contract terms and conditions continue to include these robust measures and part of the evaluation requires bidders to evidence what processes and procedures will be put in place to achieve this.

Public Health Implications

19. As part of the recommissioning route, public health data and evidence has been analysed to support the development of the specification for optimum service coverage and delivery. The Key Performance Indicators have been underpinned by public health data.

Procurement Implications

20. Officers from the Strategic Procurement Hub have been involved in the analysis of options available and informed the decision about the most appropriate commissioning approach. This will ensure that awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable legislation including, where relevant, the EU Procurement Directives.
21. The procurement route being taken is an OJEU tender with two lots available within the tender. Lot 1 will include the following service elements:
 - Provision of community products and equipment
 - Provision of minor adaptations
 - Delivery of continence products

- Retail outlets
- Pressure area care

22. Lot 2 will be the Demonstration Centre. This allows the different markets to compete on an equal footing and could bring forward other competitors that would not have been able to bid for the whole ICESS tender.

23. Indicative timetable is included below:

When	Task
7 th January 2019	Tender Go Live
21 st January 2019	Deadline for clarification questions submitted via Pro-contract
4 th February 2019	Deadline for clarification responses circulated to all tenderers
11 th February 2019 at 12:00	Closing Date for Submissions
Complete by 14 th February 2019	Tender Opening / Verification
15 th February - 8 th March 2019	Evaluation
11 th March 2019	Moderation session
14 th - 15 th March 2019	Presentations and moderation
15 th March - 2 nd April 2019	Standstill & Sign Off
3 rd April 2019	Contract Award
3 rd April - 31 st August 2019	Implementation
1 st September 2019	Contract Commence

Equalities Impact of the Proposal

24. The ICESS recommissioning will support equitable access to any individual to health and social care community equipment and adaptations. The specification of ICESS will state that providers be expected to demonstrate use of local resources. It will require the provision of services which take account of and are committed to ensuring that the organisation/s values diversity and promotes equality and inclusivity on all aspects of its business.

Environmental and Climate Change Considerations

25. The recommissioning of the ICESS contract has no environmental or climate change impacts as:

- the energy consumption will be remaining roughly at current levels
- carbon emissions will be managed through energy efficient options
- the impacts of environmental risks are eliminated where possible

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

26. Wiltshire Council and NHS Wiltshire CCG have a duty to provide people with health and social care related equipment/adaptations if they are assessed as having an eligible need. Without an ICESS provider equipment/adaptations would be sourced on a case by case basis which

would not be efficient or effective and both organisations would incur unnecessary costs.

27. The scope of the procurement across two commissioning organisations adds complexity to the procurement process due to differing governance arrangements. If the decision to delegate authorisation to award contract is not taken this would cause a delay in the procurement timetable and reduce the time allowed for the implementation period.

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

28. With any integrated procurement, it is important to avoid the risk of dispute by agreeing the relationship between both commissioning organisations. Legal Services have been involved throughout the procurement and given advice on the contract documentation.
29. ICESS is part of a Section 75 agreement between Wiltshire Council and NHS Wiltshire CCG which sets out how the partner commissioners will work together to manage the contract and deal with any risks or liabilities during the lifetime of the contract.

Financial Implications

30. Wiltshire Council and NHS Wiltshire CCG commission ICESS under a pooled budget within the Better Care Fund. Expenditure against the contract is based upon prescribing/ordering of equipment by health and social care professionals across the system, more detail is set out in Appendix 1: Current Service Provision.
31. With the increase in demand across the health and social care sector expected to increase, activity within ICESS, where equipment may avoid the need for spend on more costly interventions (such as home care and care home placements), is encouraged.
32. Spend for both the Council and CCG is monitored by the ICESS Contract Monitoring and Review Group (CMRG) and this will continue during the lifetime of the new contract. CMRG is also responsible for the continual develop of ICESS and will work with the provider to identify and implement opportunities for savings.

Legal Implications

33. Legal Services have been consulted regarding the service model and procurement approach to ensure we mitigate any issues. Procurement colleagues are working with Legal Services to develop the contract terms and conditions.
34. Arrangements with the NHS Wiltshire CCG for joint use of the current contract are co-ordinated through a Section 75 agreement (as referenced in paragraph 29 above).

Options Considered

35. The opportunities for a joint commissioning exercise between Bath and North-East Somerset, Swindon and Wiltshire Sustainability and Transformation Partnership, of integrated community equipment and support services were explored. It was decided that efficiencies could not be realised under the BSW STP within the required timeframe.

Conclusions

Cabinet is asked to:

- a. Note the scope of the joint procurement of Integrated Community Equipment and Support Services in Wiltshire.
- b. Authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS.
- c. Delegate the authority, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 above):
 - i. to approve the terms of the contract and all associated documents within the parameters set out in this report; and
 - ii. to award and enter into the contract and all associated documents, to the Corporate Director for Adult Social Care in consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care.

Report Author: Sue Geary sue.geary@wiltshire.gov.uk
Date of report; 30/11/2018

Confidential Appendices

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