

SUMMONS

Meeting: Council

Place: Council Chamber, County Hall, Trowbridge, BA14 8JN

Date: Tuesday 20 February 2018

Time: 10.30 am

Councillors are reminded to sign the attendance book before entering the Council Chamber

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

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

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

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

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

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

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

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

PART I

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

1 **Apologies**

To receive any apologies for the meeting.

2 **Minutes of Previous Meeting** (*Pages 9 - 32*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 17 October 2017.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

To receive any announcements through the Chair.

5 **Petitions**

5a) **Petitions Received**

No petitions have been received for this meeting.

5b) **Petitions Update** (*Pages 33 - 38*)

Report on behalf of the Head of Democratic Services.

6 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice

of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on 13 February 2018 in order to be guaranteed of a written response, and no later than 5pm on 15 February in order to receive a verbal response. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

BUDGET 2018/19

To consider Wiltshire Council's Financial Plan
The updated Budget Report, Budget Book and Fees and Charges as
proposed can be accessed on the following link of the Council's website:

[Budget Papers Page](#)

7 **Treasury Management Strategy 2018/19** *(Pages 39 - 68)*

Report by Dr Carlton Brand, Corporate Director

8 **Wiltshire Council's Financial Plan Update 2018/19** *(Pages 69 - 70)*

Details of the Budget Process which will be used at the meeting are attached.

8a) **Leader's Budget Speech**

8b) **Proposed Amendments to the Budget proposals from the Liberal Democrat Group** *(Pages 71 - 74)*

8c) **The reports of the Special Overview and Scrutiny Management Committee held on 5 February and 9 February 2018** *(Pages 75 - 92)*

8d) **Relevant extract of the minutes of Cabinet held on 6 February 2018** *(Pages 93 - 96)*

8e) **Financial Plan 2018/19**

Report by the Corporate Directors can be accessed via this link:

<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=1160&MId=12035&Ver=4>

9 **Council Tax Setting 2018/19** *(Pages 97 - 122)*

Report by Dr Carlton Brand, Corporate Director

10 **Pay Policy Statement** *(Pages 123 - 142)*

Report by Dr Carlton Brand, Corporate Director

POLICY FRAMEWORK ITEMS

11 **Wiltshire Council Electoral Review**

A report with a revised draft submission, taking into account the comments made by the Electoral Review Committee at their meeting on the 7 February 2018, will be published as a supplement.

12 **Proposed Changes to the Council's Allocations Policy** *(Pages 143 - 180)*

Report by Alistair Cunningham, Corporate Director

13 **Carers Strategy** *(Pages 181 - 210)*

Report by Graham Wilkin, Interim Corporate Director

14 **Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026** *(Pages 211 - 214)*

A minutes extract from the Cabinet Meeting on 30 January 2018 is attached.

COUNCILLORS' MOTIONS

15 **Notices of Motion**

To consider the following notices of motions:

15a) **Notice of Motion No.5 - Salisbury Athletics Track** *(Pages 215 - 216)*

To consider the attached motion.

15b) **Notice of Motion No.6 - Shared Lives Programme** *(Pages 217 - 218)*

To consider the attached motion.

MINUTES OF CABINET AND COMMITTEES

16 Minutes of Cabinet and Committees

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book enclosed separately.
- b. The Chairman will refer to Cabinet and each Committee in turn:
 - i. The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.
 - ii. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- c. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority (none available for this meeting, as the Fire Authority is scheduled to meet on 14 February).

OTHER ITEMS OF BUSINESS

17 Membership of Committees

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

18 Councillors' Questions

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) not later than 5pm on **13 February 2018**. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

PART II

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

None

Dr Carlton Brand, Alistair Cunningham, Terence Herbert and Graham Wilkin (interim)
Corporate Directors
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

This page is intentionally left blank

COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 17 OCTOBER 2017 AT COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE, BA14 8JN.

Present:

Cllr Phil Alford, Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Derek Brown OBE, Cllr Allison Bucknell (Chairman), Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Anna Cuthbert, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Tony Deane, Cllr Christopher Devine, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr David Halik, Cllr Deborah Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Darren Henry, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Jim Lynch, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Nick Murry, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Paul Oatway QPM, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Graham Payne, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr James Sheppard (Vice Chairman), Cllr John Smale, Cllr Hayley Spencer, Cllr Toby Sturgis, Cllr Melody Thompson, Cllr John Thomson, Cllr Ian Thorn, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

137 Apologies

Apologies for absence were received from Councillors Richard Britton, Ernie Clark, Brian Dalton, Stuart Dobson, Sarah Gibson, Gordon King, Leo Randall and Fred Westmoreland.

138 Minutes of Previous Meeting

The minutes of the Meeting held on 11 July 2017 were presented. The Chair drew the meeting's attentions to changes in the draft published circulated on 16 October at minutes referenced as follows:

127 Overview and Scrutiny Annual Report 2016-17 to be read as follows:

At the invitation of the Chairman, Councillor Graham Wright introduced Overview and Scrutiny Annual Report 2016/17. As the new Chairman of the Overview and Scrutiny Management Committee, Councillor Wright paid tribute to work of the Councillors undertaken in the previous year, and encouraged all non-executive members to consider how they wanted to get involved in Scrutiny work over the course of the next year.

Having been put to the vote, the meeting;

Resolved

To note the Overview & Scrutiny Annual Report 2016/17

128 Wiltshire Council Draft Business Plan 2017-2027

Votes recorded against the motion in the 2nd recorded vote should be 60

135 Minutes of Cabinet and Committees to be read as follows:

The Chairman moved that Council receive and note the minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman.

The Chairman then invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

Resolved:

That the minutes be received and noted

Resolved:

That the minutes of the last Council meeting held on 11 July 2017 be approved, as amended, as a correct record and signed by the Chairman.

139 Declarations of Interest

The following non-pecuniary declarations were made:

- Councillor Steve Oldrieve stated, with regard to item 11 b – Staff Pay Cap, that he would not be speaking or voting on the item;
- Councillor Clare Cape stated, with regard to item 11 b – Staff Pay Cap, that as an employee of the NHS, she would not vote on the item but did intend to speak; and

- Councillor Anna Cuthbert stated that she was married to one of the officers presenting the item on the Fire Authority Annual Report but that she intended to speak under the item.

140 **Announcements by the Chairman**

The Chairman made the following announcements:

Engagements

The Chairman drew the meeting's attention to the following list of engagements undertaken by herself and the Vice-Chairman had undertaken:

Tidworth War Memorial Opening Ceremony.

Red Ensign Flag Raising Ceremony, County Hall

Chippenham Civic Service, St. Andrew's Church

Royal Wootton Bassett Mayor's Civic Service, St. Bartholomew and All Saints

Trowbridge in Bloom Awards

Official opening of OSJCT Goodson Lodge, Hilperton Road, Trowbridge by the Lord-Lieutenant of Wiltshire.

Official opening of Needham House, Devizes.

Calne Town Criers Competition, The Lansdowne Strand Hotel, Calne.

CPRE Best Kept Village Competition Presentation Day, Tollard Royal, Rushall, Great Bedwyn and Mildenhall

Longleat Military Spectacular Reception and Sunset Ceremony.

Royal visit by HRH The Duke to Gloucester to AB Dynamics current factory and official opening of new factory, Bradford on Avon.

SSAFA Evensong to commemorate the Centenary of the Battle of Passchendaele, Salisbury Cathedral.

The Showmen's Guild of Great Britain Western Section Reception, Town Hall, Marlborough.

Official opening of Devizes Community Hub and Library, 25 Sheep Street, Devizes.

Ludgershall Town Council Parade to commemorate the Freedom of the Town exercised by 26 Engineer Regiment.

Wiltshire Scout Council AGM and Celebration of Wiltshire Scouting, Potterne Wick, Devizes.

Member's Briefing – Spatial Planning

The Chairman reminded members that they had been invited to a briefing to be held on the 1 November 2017 regarding Spatial Planning.

MOD's Employer Recognition Scheme Gold Award

The Chairman announced that the council's work to support the Armed Forces was officially recognised by the Ministry of Defence at a special awards ceremony last week.

It was noted that, alongside Corporate Director Alistair Cunningham and Programme Manager, Kevin Ladner, Baroness Scott of Bybrook, OBE, met HRH Prince Harry and Defence Secretary Sir Michael Fallon MP as she was presented with the MOD's Employer Recognition Scheme Gold Award; and that the accolade is the highest badge of honour for organisations that have signed the Armed Forces Covenant and demonstrated outstanding support for those who serve and have served.

Carolyn Godfrey, Corporate Director

The Chairman stated that this would be the last Full Council meeting for Carolyn Godfrey, Corporate Director at Wiltshire Council.

The Chairman invited Cabinet Members, Councillors Laura Mayes and Jerry Wickham, and the Chair of the Children Select Committee, Councillor Jon Hubbard, to offer their thanks for Carolyn Godfrey's hard work and dedication on behalf of the Council and Wiltshire's residents.

The meeting, through an expression of acclamation, recorded their thanks.

141 Petitions Received

The Chairman reported the receipt of a petition to the meeting regarding the request to remove the housing allocations on Netherhampton Rd between Netherhampton and Harnham from the Draft Housing Site Allocations Plan on the grounds of transport and infrastructure concerns, and noted that it did not meet the threshold for debate.

The Chairman gave Mr Paul Cunningham, one of petitioners, the opportunity to present the petition. In presenting the petition, Mr Cunningham highlighted the concerns of the community as the impact possible development would have and made particular mention of the risks of increased traffic disruption.

In response to the petition, Councillor Toby Sturgis noted the petition had been registered as part of the consultation on the Draft Housing Site Allocations Plan and stated that it would be considered along with the other representations submitted. He noted that transport plans for the Salisbury community area were

being reviewed, and he would endeavour to keep Mr Cunningham informed of any developments. He finished by encouraging councillors and the public to submit their views as part of the consultation.

142 **Petitions Update**

The Chairman reported that, as of 30 June 2017, three petitions had been received since the last meeting.

In response to a question from Councillor Ian Thorn in relation to the petition submitted at the last meeting regarding traffic calming in Calne, Councillor Bridget Wayman stated that she had authorised officers to arrange a meeting on this matter but that this had not yet taken place. She also stated that she would be happy for all Calne Area Board members to be involved in the meeting.

Having been duly proposed and seconded, and upon being put to the vote, it was,

Resolved

To note the petitions received and the action taken, as set out in the appendix to this report.

143 **Public Participation**

Mr Brian Warwick, Older People's Champion for Wiltshire, commended Wiltshire Council on its approach to housing policy and implored the council to continue with sufficient dynamism to meet the needs of older people in the county.

144 **Dorset & Wiltshire Fire Authority Annual Report**

At the invitation of the Chairman, Ben Ansell, Chief Fire Officer, presented the annual report of the Dorset & Wiltshire Fire Authority. The slides presented are appended to the minutes.

In the course of the presentation, the Chief Fire Officer highlighted: how governance is organised across the authority area, and the ability of locality committees to scrutinise performance; the priorities within the community safety plan; the focus on protection, prevention and response; the activities undertaken to reduce fire risk; that there were no fire deaths in the Wiltshire area in the last year; the changes made since the merger; the investment in staff and facilities, and the activities around staff recruitment and retention with a focus on a developing diverse workforce; the relatively low funding from central government and the comparison of the precept with other combined authorities; the continuing financial challenges ahead and the activities undertaken to increase efficiencies including the sharing of resources with partners such as the police and the council; the changes to the national inspection regime; and the preparations in response to national emergency risks, and the specific activities in response to Grenfell.

In response to questions from Councillors, officers of the Authority stated that: the results of a funding review were awaited, but that it was clear that the area did suffer from lower funding due, in part, to its rural demographic profile; that response times in rural areas are slower than those in urban areas, but that preventions work can be targeted at vulnerable rural residents to mitigate against the risk of negative effects; that the Authority was part of national efforts to address recruitment and retention issues; that the number of staff and appliance in each areas was under review.

The Chief Fire Officer stated that some questions in relation to how the changes to governance arrangement, in particular: whether targets on response times in Wiltshire and rural areas could be more accessible within the annual report; and the proposals by Government for great working with Police Commissioners and the possible impact of the reduction in the number of Councillors on the Authority, would more appropriately be dealt with by the Chairman of the Authority rather than by officers but that he would be happy to refer these on. Having said that, he did confirm that the authority was meeting with the Wiltshire and Dorset Police Commissioners to continue to explore opportunities for joint working.

In the following discussion, Councillors comments included: commendation for the officers on their work during a successful merger of two authorities; the work of Councillors with different governance roles in the authority; the support given by fire officers to areas of the Council's work such as improving the lives of vulnerable adults; and examples of the good engagement of fire officers with the wider public.

Having been duly proposed and seconded, and upon being put to the vote, it was,

Resolved

- 1. To note the report;**
- 2. To thank the Chief Fire Officer for his presentation;**
- 3. To write to the Chairman of the fire authority setting out issues raised by the council, and to extend an open invitation for him to attend the council at a future date.**

145 Update on Syrian Vulnerable Persons Relocation Scheme

At the invitation of the Chair, the Leader presented the report which provided an update on Syrian Vulnerable Persons Relocation Scheme.

A presentation was received from some beneficiaries of the scheme who shared their personal experiences of their move from Syria and their experiences of living in Wiltshire.

During the course of the discussion, issues raised included: the cross party support for the scheme; the excellent work undertaken by staff and volunteers to make the scheme a success; that the services provided to new Wiltshire residents helped under the scheme had not been to the detriment to the existing residents; and the favourable performance of the council in comparison to other similar councils

Having been duly proposed and seconded, and upon being put to the vote, it was,

Resolved

- 1) That the Council expresses deep thanks to all council and partner staff, and all the great many volunteers, who have assisted with the scheme; and**
- 2) That the Council continues to offer its welcome to all those who have made Wiltshire their home through the scheme.**

146 Independent Remuneration Panel's Report

At the invitation of the Chairman, the Cabinet member for Corporate Services, Councillor Richard Clewer, presented a report which set the financial context for the report on the agenda from the Independent Remuneration Panel. He thanked the Panel for their work reviewing the Scheme, which had involved comparisons with other authorities and submissions from members. He highlighted the small number of proposed changes to the scheme in terms of the remuneration of specific roles, the overall cost being very similar, and in particular that, as had been the case for the last four years, annual adjustments to the basic allowance and special responsibility allowances would be indexed to the annual pay award to council staff.

Following the invitation of the Chairman, Group Leaders commented broadly in support of the proposals from the Independent Panel.

Having been duly proposed and seconded, and upon being put to the vote, it was,

Resolved

To accept the recommendations made in the Independent Remuneration Panel's report, without amendment, as follows:

- (1) To adopt the annual pay award to the majority of council staff subject to the NJC local government services terms and conditions as the index by which annual adjustments are made to the basic allowance, currently £12,811.80. The same index will apply to the special responsibility allowances (SRA) payable to individual councillors, co-opted members and the group leaders' allowance. Indexing will apply for the period up to 2020/2021.**

- (2) All of the allowances recommended in this report are unless stated otherwise backdated to 8 May 2017, being the first day of office for elected councillors and will be rounded to the nearest pound. All figures given below are subject to that backdated indexing.**
- (3) The Council maintains the maximum cap of 2 SRAs be payable to individual councillors.**
- (4) The Leader's SRA remains at 250% of the basic allowance resulting in an SRA of £32,028.98 per annum (Band 1).**
- (5) The Deputy Leader SRA remains at 80% of the Leader SRA or £25,622.56 per annum (Band 2).**
- (6) The Cabinet Member SRA remains at 60% of the Leader SRA or £19,217.18 per annum (Band 3).**
- (7) The Chairman of Council SRA remains at 40% of the Leader SRA or £12,811.80 (Band 4).**
- (8) The Chairman of the Overview and Scrutiny Management Committee SRA is increased to 40% of the Leader SRA or £12,811.80 (Band 4).**
- (9) The Chairman of the Health and Wellbeing Board SRA remains at 30% of the Leader SRA or £9,608.07 per annum (Band 5).**
- (10) The Chairman of the Police and Crime Panel SRA be reduced to 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).**
- (11) The Portfolio Holders' SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).**
- (12) SRAs for the Chairmen of the Children's Select Committee, the Environment Select Committee and the Health Select Committee remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).**
- (13) The Vice-Chairman of the Overview and Scrutiny Management Committee SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).**
- (14) The Chairman of Area Board SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).**
- (15) The Vice-Chairman of the Council SRA remains at 20% of the Leader SRA or £6,405.38 per annum (Band 7).**
- (16) The Chairman of Area Planning Committee SRA remains at 20% of the Leader SRA or £6,405.38 per annum (Band 7).**
- (17) The Chairman of the Strategic Planning Committee SRA is increased to 20% of the Leader SRA or £6,405.38 per annum (Band 7).**

- (18) The Chairman of Licensing Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (19) The Chairman of the Audit Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (20) The Chairman of the Staffing Policy Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (21) The Chairman of the Wiltshire Pension Fund Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (22) The Chairmen of the Operational Flood Working Groups' SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (23) The Chairman of the Standards Committee's allowance remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (24) The allowance for the Lead representative on South West Councils SRA be removed.
- (25) (a) The scrutiny fund, which is intended to reward Councillors performing specific scrutiny functions such as chairing task groups, rapid scrutiny exercises, serving on active project boards and acting as Vice Chairmen of Select Committees, is retained within the scheme at £15,000.
- (b) The fund is to be allocated by the Overview and Scrutiny Management Committee in accordance with a scheme which it will approve annually.
- (26) The Group Leader Allowance to be allocated as follows:
- (a) Group Leaders to receive a flat rate allowance dependent on level of representation on the council with the following proportions:
- I) For Groups holding at least 30% of seats the Leader will receive an allowance of £8000.00.
 - II) For Groups holding at least 20% of seats the Leader will receive an allowance of £6000.00.
 - III) For Groups holding at least 10% of seats the Leader will receive an allowance of £2000.00.
 - IV) For Groups holding fewer than 10% of seats the Leader will receive a proportion of £2000 allowance
- (b) The Group Responsibility Allowance be removed.
- (c) The Group Leader Allowance remains exempt from the SRA per Councillor cap.

- (d) **The Group Leader Allowance to receive annual adjustment as detailed in recommendation 1, but not to be backdated to 8 May 2017.**
- (27) **The remuneration for the Independent Persons for Standards to be increased to £2,336.00 per annum**
- (28) **The Co-opted Members of the Standards Committee's allowance to be increased to £1,168.00 per annum.**
- (29) **The Co-opted Member of the Children's Select Committee's allowance to be increased to £934.00 per annum.**
- (30) **The Co-opted Members of the Police and Crime Panel's allowance to be increased to £2,008.00 per annum.**
- (31) **To confirm Panel agreement with the February 2017 decision of Council to remove the payment of a Technology Allowance of £250 per Councillor from the scheme.**
- (32) **To remove paragraph 15 of the scheme concerning the withholding of allowances to reflect changes in legislation.**
- (33) **All other aspects of the scheme are, for the avoidance of doubt, confirmed as remaining unchanged.**

Admin Note: Following a request for noting, Councillor Graham Payne voted against the motion and Councillor George Jeans abstained from the vote.

147 **Local Government Boundary Commission for England - Proposed Electoral Review of Wiltshire**

At the invitation of the Chairman, cabinet member for Corporate Services, Councillor Richard Clewer presented the report which informed members of the forthcoming Electoral Review to be carried out by the Commission and to propose the creation of a Committee to consider the issues arising from this Review and made recommendations to the Council as appropriate.

Having been duly proposed and seconded, and upon being put to the vote, it was,

Resolved

- a) **That the Council notes the current position regarding the proposed Electoral Review to be carried out by the Commission.**
- b) **That an Electoral Review Committee, comprising 10 members, is established to progress the proposed Review on behalf of the Council and to formulate recommendations to the Council on any submissions to the Commission during the Review process comprising of the following members:**

Conservative Group: Councillors Richard Clewer, Stuart Wheeler, Christopher Newbury, Ashley O’Neil, Ian Blair – Pilling, and Jonathon Seed -with appropriate substitutes to be notified to the Monitoring Officer.

I. *Admin Note: Subsequent to the meeting, the Monitoring received notification of the following additional substitutes: Councillors Jacqui Lay and Peter Fuller.*

II. Liberal Democrat Group: Councillors Gavin Grant and Clare Cape, with Councillors Ruth Hopkinson and Ian Thorn as substitutes.

III. Independent Group: Councillor Graham Wright with Councillor Nick Murry as a Substitute.

IV. Labour Group: Councillor Ian Mclennan with Councillor Ricky Rogers as a Substitute.

c) That the terms of reference for the Electoral Review Committee as set out in the Appendix to this report are agreed;

d) That any proposed parish community governance reviews are put on hold pending the conclusion of the Electoral Review, unless the Electoral Review Committee considers otherwise in relation to specific cases; and

e) That the council approves, as a one-off funding, use of the Enabling Fund Earmarked Reserve for the provision of any additional resources required for this significant programme of work.

148 Notices of Motion

The meeting considered the following motions:

148a) Notice of Motion No.03 - Recorded Votes

The Chairman reported receipt of the listed motion from Councillors Jon Hubbard and Ross Henning. Accordingly, Councillor Jon Hubbard moved the following motion which was duly seconded by Councillor Ross Henning:

“Wiltshire Council is committed to being an open and transparent local authority and aims to do all it can to encourage participation by members of the public, and to be as open as is possible on how and why it has made decisions.

Council notes that the agendas for its meetings are split into sections and that substantive items usually fall into POLICY FRAMEWORK or COUNCILLOR MOTIONS.

Council therefore resolves to expand the current requirement, imposed by central government, that all budget matters must be resolved by a recorded vote to all policy matters, the council's business plan and councillor motions considered by council.

Details of the recorded vote to be published with the minutes of every meeting and made available to elected members and the public following each meeting on request".

Presenting his motion, Councillor Hubbard stated that he believed that motion would promote further transparency in decision making and would be relatively easy to implement given the technology available.

In response to the motion, Councillor Richard Clewer stated that he was broadly supportive of the motion and that following discussions with Councillor Hubbard, he was confident that amendments designed to strengthen and clarify the motion further would be accepted.

Councillor Hubbard and Councillor Henning, as moved and seconder of the original motion, indicated that they would accept the amendments into the substantive motion.

Following the invitation of the Chairman, Group Leaders commented broadly in support of the amended motion

Following a vote, the meeting;

Resolved

That Wiltshire Council is committed to being an open and transparent local authority and aims to do all it can to encourage participation by members of the public, and to be as open as is possible on how and why it has made decisions.

That all future votes undertaken by members at Full Council should be carried out using the electronic voting system and that data be recorded.

To note that agendas for its meetings are split into sections and that substantive items usually fall into Items for Council, Policy Framework or Councillor Motions. The votes of each councillor on items in these sections should be recorded and appended in the minutes of the meeting under the relevant item.

That details of the recorded votes on those items are to be published with the minutes of every meeting and to be made available publicly following each meeting.

148b) Notice of Motion No.04 - Staff Pay Cap

The Chairman reported receipt of the listed motion from Councillors Brian

Mathew and Chris Hurst. Accordingly, Councillor Brian Mathew moved the following motion which was duly seconded by Councillor Chris Hurst:

“Council welcomes the change in Government policy towards the pay cap for Police and Prison staff. It believes that the wider public sector pay cap is having an unreasonable effect on the living standards of many public-sector staff, and is also affecting recruitment and retention.

Council therefore instructs the Corporate Team and Leader of Council to write to the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government to request that the cap is lifted to allow the implementation of the recommendations of Pay Review Bodies and negotiations with employers, and that subsequent pay increases be fully funded via Central Government settlement.

Further, Council urges the Local Government Association to make urgent representations to Government to fund and notify us of their actions in this regard.”

Presenting his motion, Councillor Mathew stated that he believed that the time was right to ask government to provide funding to enable Council to consider increasing staff pay to mitigate against the effect of the fall in living standards.

In response to the motion, the Leader stated that she would continue to lobby central government regarding funding for local government but would not agree to writing a letter to the minister as this would be additionally effective.

Following a vote, the motion was agreed for debate.

In the course of the debate, issues raised included: the legitimacy of the Council lobbying central government on a national policy issue; the effect of any unfunded increases of payroll on staffing and service levels; the views of the wider community both for and against the proposals; the political implications of the proposed motion; the impact of the cost of living and the lower pay settlements on staff; the impact of pay levels on recruitment and retention; and the views of staff on the balance between increasing staff pay and protecting existing jobs.

Following a debate and a request for a recorded vote, and having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (22):

Cllr Andy Phillips, Cllr Bill Douglas, Cllr Bob Jones MBE, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Christopher Devine, Cllr David Jenkins, Cllr Gavin Grant, Cllr Graham Wright, Cllr Hayley Spencer, Cllr Ian McIennan, Cllr Ian Thorn, Cllr Jim Lynch, Cllr John Walsh, Cllr Jon Hubbard, Cllr Nick Fogg MBE, Cllr Nick Murry, Cllr Pat Aves, Cllr Ricky Rogers, Cllr Ross Henning,

Cllr Ruth Hopkinson, Cllr Stewart Palmen.

Against the motion (54):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Ashley O'Neill, Cllr Ben Anderson, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr Deborah Halik, Cllr Derek Brown OBE, Cllr Edward Kirk, Cllr Fleur de Rhe-Philippe, Cllr Horace Prickett, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr James Sheppard, Cllr Jane Davies, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jonathon Seed, Cllr Jose Green, Cllr Laura Mayes, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Melody Thompson, Cllr Paul Oatway QPM, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Robert Yuill, Cllr Roy While, Cllr Simon Jacobs, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Toby Sturgis, Cllr Tom Rounds, Cllr Tony Deane, Cllr Tony Jackson and Cllr Tony Trotman.

Abstained from the vote (5):

Cllr Atiqul Hoque, Cllr Clare Cape, Cllr George Jeans, Cllr Graham Payne and Cllr Stephen Oldrieve

149 **Minutes of Cabinet and Committees**

The Chairman moved that Council receive and note the minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman.

The Chairman then invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

Resolved:

That the minutes be received and noted

150 **Membership of Committees**

The Chairman invited Group Leaders to present any requests for changes to committee membership in accordance with the allocation of seats to political groups previously approved by Council.

Following a request made by Baroness Scott of Bybrook, OBE, Leader of the Conservative Group, it was;

Resolved

1. Overview & Scrutiny Management Committee:

Add: Councillor Mathew Dean

Remove: Councillor Pip Ridout

Add: Councillor Pip Ridout as a substitute.

2. Health Select Committee:

Add: Councillor Tony Trotman

Remove: Councillor Melody Thompson

3. Staffing Policy Committee:

Add: Councillor Tony Trotman as a substitute

151 Councillors' Questions

The Chairman reported receipt of eight questions for this meeting from Councillors Jon Hubbard, Ian Thorn, Nick Fogg, and Alan Hill. details of which were circulated in Agenda Supplement No. 1.

Questioners were permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded as summarised below:

1. Councillor Jon Hubbard to Councillor Baroness Scott (Ref 17-53)

There was no supplementary question.

2. Councillor Ian Thorn to Councillor Toby Sturgis (Ref 17-54)

There was no supplementary question.

3. Councillor Nick Fogg to Councillor Bridget Wayman (Ref 17-49)

In response to a supplementary question, Councillor Wayman stated that: there had been a response to the consultation, that there was no preferred option identified in the consultation, and that she did not personally support further devolution of collection to a lower tier of government.

4. Councillor Alan Hill to Councillor Philip Whitehead (Ref 17-59)

Councillor Whitehead gave a detailed verbal response, included in the appendix to these minutes, regarding the current progress and the likely implications regarding the roll-out of the Universal Credit scheme.

5. Councillor Ian Thorn to Councillor Toby Sturgis (Ref 17-55)

In response to a supplementary question, Councillor Sturgis stated that a business plan would be required to assess the viability of any options.

6. Councillor Jon Hubbard to Councillor Bridget Wayman (Ref 17-58)

Councillor Wayman gave a verbal response, appended to these minutes, to the effect that charities should only be collecting goods that can be reused and should not be collecting goods that require disposal.

In response to a supplementary question, Councillor Wayman stated that she would consult with officers as to the whether this approach contradicts other regulations that state that charities should not be charged for disposal of waste that would otherwise be treated as domestic waste.

7. Councillor Ian Thorn to Councillor Toby Sturgis (Ref 17-59)

In addition to the written response circulated, Councillor Sturgis clarified that whilst Core Policy 49 was concerned with the protection of rural facilities, a similar approach could be taken to apply to facilities in other settings.

In response to a supplementary question, Councillor Sturgis stated that he did not agree that the council should identify where this policy applied for the disposal of assets.

In response to a supplementary question, Councillor Wayman stated that she would consult with officers as to the whether this approach contradicts other regulations that state that charities should not be charged for disposal of waste that would otherwise be treated as domestic waste.

8. Councillor Jon Hubbard to Councillor Bridget Wayman (Ref 17-60)

Councillor Wayman gave a verbal response, appended to these minutes, to the effect that officers and the council's contractors had met with the representative of the local community safety partnership to agree work on the CCTV system. Following this agreement, further request for work were received, but as there was no further funding available, it was not felt necessary for further meetings to take place.

Councillor Wayman stated that she would respond at a later date as to whether this approach had missed an opportunity for the Town Council to consider additional funding.

In response to a supplementary question, Councillor Wayman stated that she would consult with officers as to the whether this approach contradicts other regulations that state that charities should not be charged for disposal of waste that would otherwise be treated as domestic waste.

(Duration of meeting: 11:00 – 14:21)

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01225 713935, e-mail william.oulton@wiltshire.gov.uk

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

Wiltshire Council

Council

17 October 2017

Councillor Jon Hubbard, Melksham South Division

To Councillor Bridget Wayman, Cabinet Member for Highways, Transport and Waste

Question (17-58)

I refer Cllr Wayman to the letter sent to her on 14 July 2017 by the four reuse charities in Wiltshire, a letter sent as a follow up to the one sent to Cllr Sturgis on 21 March 2017.

May I ask:

- 1) Why, as at the time of writing this question, has no substantive reply been received by the authors of this letter;
- 2) Does the cabinet member recognise the considerable challenges and threat to the service provided by these charities as a result of the council's introduction of punitive charges for these charities carrying out their business;
- 3) Does the cabinet member recognise the considerable savings gained by Wiltshire Council as a direct result of the provision of the services by these charities and does she agree with me that exposing the council to potentially having to meet these additional costs is both inappropriate and unwise?

Response

The following was provided as a verbal response at the meeting.

- 1) A substantive reply has now been sent to the authors of the letter. I have apologised for the delay but am aware that officers have had further discussions with representatives of some of the charities concerned in the interim.
- 2) The charges which the council has introduced are not punitive but seek to enable the council to recover its reasonable costs on behalf of council tax payers. The council is under no obligation to provide free waste disposal services for the charities. To reduce the costs they incur, the charities could apply their donation policies which state that they will collect items that would be suited to the charities, are serviceable and in good condition. They should collect items which could be reused or refurbished and not collect waste for disposal.
- 3) The council values the work that the charities do and the support they provide to residents. The way for the charities to avoid incurring costs of disposal is to ensure that they do not collect waste but only items which have a value.

Wiltshire Council

Council

17 October 2017

Councillor Alan Hill, Calne South and Cherhill Division

**To Councillor Philip Whitehead, Cabinet Member for Finance, Procurement,
ICT and Operational Assets**

Question (17-59)

Please would the Cabinet Member for Finance, Procurement, ICT and Operational Assets update me on the current Wiltshire Council position with regard to the roll-out of Universal Credit in Wiltshire?

Response

A verbal response was provided as follows.

Universal Credit (UC) is very complicated and because of this at the end of this response there is notice of forthcoming briefings that will be arranged to go through the implications of UC in more detail.

UC will not apply to everyone. It currently does not apply to over 65s and parents with three or more children. For this to change new regulations would need to be passed.

Universal Credit rolls several previous benefit payments (Housing Benefit, Child Tax Credits, Job Seekers Allowance, ESA, Working Tax Credits and Income Support) in to one assessment which is capped at an annual level. As such UC does not cover Council Tax.

Payment of UC in normal circumstances is paid monthly and direct to the claimant.

The first tranche of Universal Credit was implemented in Wiltshire in March 2015 for single claimants without children and with no identified support needs. (this was known as Live Service).

Wiltshire is fairly early in rolling out Full Service: May 2017 in Chippenham Job Centre Plus; June 2017 in Salisbury Job Centre Plus; July 2017 in Devizes and Trowbridge Job Centre Plus. However, please note that the Job Centre Plus (JCP) geographic areas differ from Wiltshire areas. As such there are 12 JCPs affecting Wiltshire and because some of these are outside Wiltshire they will roll out to a different timescale. For example, Andover which covers Tidworth, will not roll out full service until April 2018.

As Full Service is rolled out, anyone living in a Full Service area who makes a new claim or who is receiving existing benefits or tax credits and has a change in circumstances will be directed to claim Universal Credit. A change can also mean a movement in post code, for example Someone moving from Tidworth to Trowbridge would have been on housing benefit in Tidworth will move to UC by the fact that Trowbridge is now a Full Service Area. Another example would be a single mother receiving benefit in Trowbridge who has a second child will be judged to have changed circumstances and will thus again move from Housing Benefit to UC on the birth.

Full Service requires users to make a claim online, notify changes of circumstances, and receive notifications, all online. This makes digital the primary channel to interact with DWP and is a significant difference to how claimants have worked with the Council. We are supporting this significant change with support for people in our Libraries, through the local Citizens Advice Bureau (CAB) and other partners to remove the fear and help people understand the online processes.

DWP figures at August 2017 show 592,256 people on UC in Great Britain. In Wiltshire, we had 1,855 households on UC relating to 3,075 people, of which 1,001 were aged 18 to 25 years old.

When someone transfers from Housing Benefit (HB) to UC their HB claim is automatically closed. Since Universal Credit commenced in March 2015 (Live Service) 853 of Wiltshire's housing benefit claims have been closed; however 559 of these have been closed since May 2017, Full Service roll out. New claimants go straight on to UC and there is no HB closure.

However, there are still currently 22,350 households in Wiltshire receiving housing benefit. (Just over 8,000 of those being over 65 and thus will not come on to UC.)

When claimants go onto UC from Housing Benefits the Council will pay benefits until we are told to stop by DWP. It could be around 3 weeks until an existing claimant receives a payment from DWP, if the individual is a new claimant then they will go through a circa 6-week process before a payment is made.

However, in both cases DWP will agree to an advance payment based on initial assessments, which should alleviate some of the problems caused by the delay. As such it should be exceptional cases only where a claimant is not receiving payment but there is an inherent risk in advance payments in that any overpayment made will be recovered over the following months which may cause future hardship.

Wiltshire Council is working proactively with DWP to ensure this does not occur and looking at its own emergency payments and support with partners to protect housing. We are also working within the Council to ensure that we have a joined-up approach to plan for children in care and their families. In addition, we are working with the various Housing Associations and others through Action for Wiltshire.

This change is the first in decades and as such there will be a process during which we will build up experience and learning and UC us reaches a wider group of applicants. We are keen to ensure we focus on cultural shifts as well as processes.

In respect of risk for the council rather than the residents, Wiltshire Council has on average 27,000 Council Tax Benefit or Reduction claimants, many of whom are on Housing Benefit and who will move or have moved to UC. We rely on the DWP to inform us of the level of income a claimant gets from UC and there is a risk that delays in the process of informing us may lead to overpayments or debt. We will continue to monitor this risk to the Council and whilst the numbers on UC so far are small in relativity to the overall population we are working closely with DWP to improve this process and work with claimants around recovery.

There are many more aspects to UC and a single response at Full Council will not provide a councillor with enough information to support their residents. Consequently, we will run a number of sessions on UC for Councillors that will go into more detail. All Councillors are encouraged to attend and further details on the dates and locations will be issued shortly.

Wiltshire Council

Council

17 October 2017

From Councillor Jon Hubbard, Melksham South Division

To Councillor Bridget Wayman, Cabinet Member for Highways, Transport and Waste

Question (17-60)

I refer the cabinet member to the email sent to her by myself on 18th July, to which I have received no reply, and the subsequent email sent on 30th July where I received a response promising a full reply which I have never received.

For the cabinet member convenience I repeat the messages below:

Email sent 18th July 2017

Hi Bridget

I'm writing to you in my capacity as Chair of the Melksham Area Board asking if you could use your influence to try and move us on from an impasse that we seem to have with regard to the siting of the CCTV camera and associated equipment in the Market Place.

I have been contacted by xxxxxxxx leads our Community Safety Partnership team in the town, and who volunteers countless hours of his own time to run the CCTV scheme in the town.

It seems that there has been a communication breakdown between his group and xxxxxxxx regarding the siting of the camera and the associated equipment. I am not going to pretend to understand the detail of the problem and have come into the situation quite late on so cannot comment on who is responsible for the issue, although I do have to say that having read them I do not consider xxxxxxx's emails to xxxxxxxxxxxxxx to have been overly helpful or mindful of the fact that xxxxxxxxxxxxxx is a volunteer who is spending his own money and time on supporting this project.

I had asked xxxxxxxxxxxxxx, to arrange a meeting with both xxxxxxxx and xxxxxxxx present so that we could find a solution to the problem that everyone was happy with and understood, and had said that if the solution was that I needed to go cap-in-hand to the Town Council to ask them to support the cost of additional equipment then I would do so.

However, today xxxxxxxx has contacted me to say that xxxxxxxx has refused to attend the requested meeting.

Frankly I find it astonishing that a Wiltshire Council officer is refusing to attend a meeting with the Chair of an Area Board where they are trying to find a settlement to an issue in the community.

I would appreciate your urgent attention to this matter and I look forward to hearing from you.

Email sent 30th July 2017

Hi Bridget

I haven't seen a response to this email yet - could I please check that it did arrive with you?

Many thanks

Email received 31st July 2017

Dear Jon,

I did receive it and requested some information to try to resolve the issue – I will follow it up this morning.

Bridget.

Could the Cabinet Member please reply to the original email sent to her and provide some form of reply to the issued raised within it. Particularly:

- Why have no replies been given to the emails sent?
- How is it acceptable for a Wiltshire Council officer to refuse to meet with a local member to discuss an issue?
- What efforts have been made to resolve this issue, and if any efforts have been made, why has the member who raised it not been informed?

Response

The following was given as a verbal response.

Council Officers and Atkins representatives met with the CSP Chair on a number of occasions to agree the requirements for the CCTV during the early stages of the Melksham Market Place enhancement works. Following discussions it was agreed to install a duct from the Town Hall through the Market Place works to the relevant lighting column. A formal site meeting was undertaken between the CSP Chair and Atkins, as the council's representatives, at the end of June and a solution was agreed to accommodate the CCTV equipment by mounting it externally on the lighting column.

Subsequently it was requested other equipment to be installed, including an additional mast or cabinet. Due to the lateness of these further requests, and with no funding available for the work, it was not possible to agree to these requests. The request for a further meeting was noted at the time, but was considered unnecessary for the reasons given previously. The arrangements for the CCTV equipment had been previously agreed and there was no point in having a meeting to discuss further changes or additions when it was clear that these could not be funded or accommodated in the works programme.

I apologise if Mr Hubbard was not kept informed with regard to these additional requests.

This page is intentionally left blank

Wiltshire Council

Council

20 February 2018

Petitions Update

Petitions Received

As of 9 February 2018, eleven petitions have been received by Wiltshire Council since the last report to Council on 17 October 2017.

Proposal

That Council notes this update on petitions.

Libby Johnstone
Senior Democratic Services Officer

This page is intentionally left blank

NAME	DATE RECEIVED	RESPONDENTS	ACTION
<p>Sharon High</p> <p>Petition for better living conditions at Oak Tree Fields and Dairy House Bridge Gypsy and Traveller sites in Salisbury.</p>	06.10.17	27	<p>Petition referred to the Cabinet Member and Housing Operations service. The petitioner was advised the Council acknowledged improvements could be made to the sites and, following a discussion with informal cabinet, the Council has put together a project team to review the options in regard to the long-term management of these sites. A more detailed analysis on the options is being pulled together in preparation for a formal decision in the summer. The residents will be consulted on the proposal in mid March / April 2018.</p>
<p>Emma Timbrell</p> <p>Petition to address problematic parking in Newport/The Mews Warminster.</p>	06.10.17	33	<p>The petition was referred to the Cabinet Member for Highways and Transport and Network Management Team. This location is now on the list for consideration by the Network Management Team and will be reviewed alongside all other parking control requests.</p>
<p>Jane Archer</p> <p>Petition against the unsafe build out proposed by Baydon Parish Council at the junctions of Ermin Close and Finches Lane, Baydon, Marlborough.</p>	09.11.17	82	<p>Petition referred to the Cabinet Member for Highways and Transport. The petitioner was advised a safety audit had confirmed the visibility of the scheme was acceptable under DoFT guidelines, in addition to this lines and bollards will give warning to motorists from 80m. Other queries raised in the petition were also addressed. Marlborough Area Board agreed the proposals on 28.11.17 and the petitioner was informed.</p>

<p>Daniel Webb</p> <p>Petition for safety measures at Chippenham crossing.</p> <p>Petition available here</p>	20.12.17	556	<p>Petition referred to the Cabinet Member for Highways and Transport and the matter is to be discussed at the Chippenham CATG in February 2018.</p>
<p>Box Parish Council</p> <p>Petition for reduction of speed limit and SLOW marking on Lower Kingsdown Road.</p>	04.01.17	56	<p>Petition referred to the Cabinet Member for Highways and Transport and the Parish Council was advised to log the issue with CATG.</p>
<p>Jill Muns</p> <p>Petition for roundabout or traffic lights at black dog crossroads on the A360.</p>	10.01.18	258	<p>Petition referred to the Cabinet Member for Highways and Transport. Petitioner advised the intervention level is currently set at identifying locations which have recorded three personal injury collisions in the preceding three year period. On review of this particular junction, two personal injury collisions have been recorded by the Police and consequently no action is currently proposed as the Council is prioritising sites where the intervention threshold is satisfied.</p>
<p>John Saunders</p> <p>Petition for Electric Vehicle Charging Points</p>	18.01.18	193	<p>Petition referred to the Cabinet Member for Highways and Transport. Petitioner advised there are currently 60 charging points across the county, and following an assessment of the current infrastructure, there are no immediate plans to install</p>

			additional charging points. The Council continues to keep this under review, along with funding opportunities, and uses the assessments to make plans for the future of the infrastructure.
<p>Maggie Daniell</p> <p>Petition against Westbury Waste Incinerator</p> <p>Petition available here</p>	22.01.18	113	<p>Petition referred to the Cabinet Member for Highways, Transport and Waste, Public Health, and Planning services and received a coordinated response. In summary, it was explained the proposed gasification facility is not an incinerator and construction of this facility is a commercial enterprise which is intended to receive commercial and industrial waste from across the region, and is not a product of Wiltshire's waste strategy. The Council has no plans to review the planning permission granted which was made after a full assessment of the relevant planning considerations. In addition to the planning permission, a separate permit from the Environment Agency (EA) is required under the environmental permitting regime. The facility is required to have a permit granted before it can enter into use. This permit is specifically designed to control emissions to air, soil and water.</p>
<p>Frances Machin</p> <p>Petition to extend the off-street resident permit parking schemes at Wood Street and Borough Fields Car Parks.</p>	29.01.18	60	<p>Petition presented to the Royal Wootton Bassett and Cricklade Area Board and referred to the Cabinet Member for Highways and Transport. The petitioner was advised the Council has been subsidising the Royal Wootton Bassett RPS for a number of years, resulting in unfairness of charges elsewhere. With the need to fund vital services, the Council</p>

			has to question discretionary spending and subsidised schemes, therefore the decision was made not to subsidise the Resident and Season Ticket schemes after September of this year. Everyone will be moved onto a percentage of the day rate to ensure fairness in every car park.
Suzanne Humphries Petition proposing Southwick Country Park remains free of parking charges.	29.01.18	435	Petition presented to Cabinet on 30.01.18 and the Cabinet Member for Highways and Transport agreed to meet with representatives to discuss their options for a community asset ahead of the implementation of any decision.
Carol Boddy Petition for zebra crossing around the Queens Crescent School area.	31.01.18	247	Petition referred to the Cabinet Member for Highways and Transport. The petitioner was advised the issue was already logged with CATG and is to be discussed at the next meeting. The Town Council supports the request for an up to date survey and agreed to contribute 25% towards costs.

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

Wiltshire Council

Council

20 February 2018

Subject: Treasury Management Strategy 2018/2019

Cabinet member: Councillor Philip Whitehead - Finance

Key Decision: No

Executive Summary

This report presents the Treasury Management Strategy for 2018/2019 including:

- a) the Prudential and Treasury Indicators for the next three years
- b) Debt management decisions required for 2018/2019 that do not feature within the Prudential or Treasury Indicators (paragraphs 21 to 29)
- c) the Minimum Revenue Provision Policy 2017/2018 (revised) and 2018/2019
- d) the Annual Investment Strategy for 2018/2019 (Appendix B) **one change to last year, being the removal of the minimum requirement for high credit quality relating to viability ratings**

This report has been prepared in accordance with CIPFA Code of Practice for Treasury Management in the Public Services 2011, as revised December 2017. Any relevant changes within the code of practice have been reflected within the Treasury Management Strategy 2018/2019. Cabinet considered the Treasury Management report and Strategy at its meeting on 6 February 2018 and has recommended its approval to this Council meeting. The report to Cabinet is attached to this summary.

Proposals

That Council:

- a) Adopt the Minimum Revenue Provision Policy as set out at paragraph 46.
- b) Adopt the Prudential and Treasury Indicators (Appendix A)
- c) Adopt the Annual Investment Strategy (Appendix B), **including the ratification of the removal of the minimum requirement for high credit quality relating to viability ratings**

- d) Delegate to the Director of Finance the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
- e) Authorise the Director of Finance to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio
- f) Agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits
- g) Agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Director of Finance the authority to select such funds

Reasons for Proposals

To enable the Council to agree a Treasury Management Strategy for 2018/2019 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Dr Carlton Brand – Corporate Director

Wiltshire Council

Cabinet

6 February 2018

Subject: Treasury Management Strategy 2018/2019

Cabinet member: Councillor Philip Whitehead - Finance

Key Decision: No

Purpose of Report

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2018/2019.

Background

2. The Council is required to operate a balanced budget, which means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in appropriately risk assessed counterparties or instruments commensurate within the Council's risk appetite set out in the Strategy, providing adequate liquidity initially before considering investment return.
3. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
4. CIPFA defines treasury management as:

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

Reporting Requirements

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

Treasury Management Consultants

6. The Council uses Link Asset Services, Treasury solutions as its external treasury management advisors.
7. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.
8. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

Prudential Indicators and Treasury Indicators

9. A summary of the Prudential and Treasury Indicators are shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit and the Operational Boundary, which control the Council's maximum exposure to debt.
10. The indicators have been set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the Council.

Monitoring and Reporting of the Prudential Indicators

11. Progress will be monitored throughout the year, particularly against the two borrowing limits above. Cabinet will be kept informed of any issues that arise, including potential or actual breaches.
12. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long-term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Director of Finance and Procurement, the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members. The operational boundary is a key management tool for in-year monitoring. It will not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary is considered significant and will lead to further investigation and action as appropriate. Any breach of the operational boundary will be reported to members at the earliest meeting following the breach. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for unusual cash movements, for example, and should not be breached.

Borrowing Strategy

13. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, known as the Capital Financing Requirement (CFR), has not been fully funded (please refer to Appendix A – paragraph 6) with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are low and counterparty risk is still an issue that needs to be considered. This also drives the Council's assessment of investment in relation to the liquidity of investments.

14. Against this background and the risks within the economic forecast, caution will be adopted with the 2018/2019 treasury operations. The Director of Finance will, through delegation and reporting, monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
- a) if it was considered that there was a significant risk of a sharp fall in long and short-term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
 - b) if it was considered that there was a significant risk of a much sharper rise in long and short-term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.
15. Any decisions will be reported to Cabinet at the earliest meeting following the decision.

Rate and Timing of Borrowing

16. In 2018/2019 two (PWLB) loans totalling £14.81 million mature and become repayable (March 2019).
17. The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.
18. It is, of course, not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.
19. In supporting the capital programme, the Council will consider all borrowing options, such as:
- a) internal borrowing, using medium term cash balances;
 - b) fixed rate Public Works Loan Board (PWLB) borrowing;
 - c) long term fixed rate market loans at rates,

20. The decision will be made whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

Other Debt Management Issues

- Policy on Borrowing in Advance of Need

21. The Council will not borrow more than, or in advance of, its needs purely in order to profit from the investment of the extra sums borrowed, because this is ultra vires. Any decision to borrow in advance will be within forward approved CFR estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the security of such funds is ensured.

- Debt Rescheduling

22. As short term borrowing rates will be cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the debt repayment cost (i.e. premiums for early repayment).

23. The reasons for any rescheduling to take place will include:

- a) the generation of cash savings and / or discounted cash flow savings;
- b) helping to fulfil the treasury strategy;
- c) enhancing the balance of the portfolio (the maturity profile and/or the balance of volatility).

24. Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt early as short term rates on investments are likely to be lower than rates paid on current debt.

25. All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

Lender Option Borrower Option (LOBO) Market Loans

26. Wiltshire Council currently has borrowings of £61 million in LOBO loans.

27. There are two main types of LOBO loan (of which the Council has both in its portfolio)

- a) a loan with an 'initial period' at a relatively low rate of interest, on the completion of which, the rate will automatically increase to a 'secondary rate' under the terms of the loan agreement. The interest rate is then subject to 'call option dates' at

certain predetermined stages (e.g. every six months, every five years) over the life of the loan, at which time the lender has the option to set a revised interest rate and the borrower has the option to repay the loan without penalty;

- b) a loan subject to 'call option dates' only (i.e. there is no 'secondary rate') at which time the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.

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

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

Annual Investment Strategy

30. The Annual Investment Strategy for 2018/2019, which sets out the policy framework for the investment of cash balances, is shown in Appendix B.

Other Key Issues

31. Other key issues to note are:

- a) the risk appetite of the Council is low in order to give priority to the security of its investments;
- b) the borrowing of monies purely to invest or on-lend is unlawful;
- c) all investments will be in sterling, which will avoid foreign exchange rate risk.

- Markets in Financial Instruments Directive (MiFID) II

32. The second Markets in Financial Instruments Directive is now effective (commenced January 2018). In order to maintain the range of investments available to the Council there has been an administrative exercise to opt up from retail to professional classification for all counterparties where this has been required.

- Capital Strategy

33. To comply with the revised CIPFA Treasury Management Code, from 2019/2020 the Council will be required to prepare a Capital Strategy Report. This is intended to provide the following,

- a. A high-level overview of how capital expenditure, capital financing and treasury management activity contribute towards the provision of services
 - b. An overview on how the risk is managed
 - c. The implications for future financial sustainability
34. The Capital Strategy will include capital expenditure, investments and liabilities and treasury management in sufficient detail to allow members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured.

- **Short Term Cash Deficits**

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

- **Short Term Cash Surpluses**

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

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

37. Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long-term basis. These cash surpluses may be used for capital financing requirements, where longer term interest rates mean that it is less cost effective to take out longer term loans.
38. Improved returns may be obtained by placing these surpluses in money market funds. The Director of Finance has delegated authority to select money market funds

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

39. The proposed Investment Strategy for 2018/2019 includes the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that the Council's treasury adviser may recommend for investment of longer term cash surpluses.

- **Minimum Revenue Provision Policy**

40. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.

41. In October 2017, a review of the Council's MRP policy was undertaken with Link Asset Services. The objective was to optimise the benefits available under the MRP Guidance issued by the Department for Communities and Local Government in light of current budget pressures, whilst ensuring that the Council maintains a prudent provision for repayment of its debt liability.

42. A number of options were considered

- **Option 1: Regulatory Method (Supported borrowing)**

MRP is equal to the amount determined in accordance with the former regulations 28 and 29 of the 2003 Regulations, as if they had not been revoked by the 2008 Regulations. For the purposes of that calculation, the Adjustment A should normally continue to have the value attributed to it by the authority in the financial year 2004-05. However, it would be reasonable for authorities to correct any perceived errors in Adjustment A, if the correction would be in their favour.

Option 2: CFR Method (Supported borrowing)

MRP is equal to between 2 and 4% of the CFR at the end of the preceding financial year without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation.

- **Option 3: Asset Life Method (Unsupported borrowing)**

Where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset. There are two main methods by which this can be achieved, as described below. Under both variations, authorities may in any year make additional voluntary revenue provision, in which case they may make an appropriate reduction in later years' levels of MRP.

o **(a) Equal instalment method**

MRP is the amount given by the following formula:

$$\frac{A - B}{C}$$

Where:

- **A** is the amount of the capital expenditure in respect of the asset financed by borrowing or credit arrangements
- **B** is the total provision made before the current financial year in respect of that expenditure
- **C** is the inclusive number of financial years from the current year to that in which the estimated life of the asset expires.

○ **(b) Annuity method**

- MRP is the principal element for the year of the annuity required to repay over the asset life the amount of capital expenditure financed by borrowing or credit arrangements. The authority should use an appropriate interest rate to calculate the amount. Adjustments to the calculation to take account of repayment by other methods during the repayment period (e.g. by the application of capital receipts) should be made as necessary.

- **Option 4: Depreciation Method (Unsupported borrowing)**

MRP is to be equal to the provision required in accordance with depreciation accounting in respect of the asset on which expenditure has been financed by borrowing or credit arrangements. This should include any amount for impairment chargeable to the Income and Expenditure Account.

For this purpose standard depreciation accounting procedures should be followed, except in the following respects.

- a) MRP should continue to be made annually until the cumulative amount of such provision is equal to the expenditure originally financed by borrowing or credit arrangements. Thereafter the authority may cease to make MRP.
 - b) On disposal of the asset, the charge should continue in accordance with the depreciation schedule as if the disposal had not taken place. But this does not affect the ability to apply capital receipts or other funding sources at any time to repay all or part of the outstanding debt.
 - c) Where the percentage of the expenditure on the asset financed by borrowing or credit arrangements is less than 100%, MRP should be equal to the same percentage of the provision required under depreciation accounting.
43. MRP charges should reflect the economic benefit the Council gets from using the asset to deliver services over its useful life. This ensures the Council Tax payers are being charged each year in line with asset usage and prevents current taxpayers meeting the cost of future usage or future Council Tax payers being burdened with “debt” and the costs of that debt, relating to assets that are no longer in use.
44. An analysis of the average remaining asset life of the assets financed from previous supported borrowing, determined the average remaining life to be around 50 years and

this has been used as the basis of calculation. An annuity calculation method was considered, which would result in a lower MRP payments in the early years, but increasing year on year. However, this was not considered to be a prudent approach given uncertainties amount the Council's future finances and not wishing to burden future Council Tax payers with additional costs. As such, a straight line (equal instalments) calculation basis over 50 years has been used. In the short to medium term this will also put the CFR more in line with the level of external borrowing, reducing any over/under borrowing.

45. This change in policy will generate a saving of £3.0m in 2017/18, compared to the previous calculation basis. It is proposed to take this as a base budget revenue saving in 2017/18.
46. As a result of the review we therefore recommend that Council approves the following revised MRP policy to be applied from 2017/18:
 - a. In respect of the Council's supported borrowing – Option 2: MRP will be provided for in accordance with existing practice outlined in the former regulations but on a 2% straight-line basis, i.e. provision for the full repayment of debt over 50 years.
 - b. **MRP for capital expenditure incurred wholly or partly by unsupported (prudential) borrowing or credit arrangements** - Option 3, Equal Instalments: is to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
 - c. **MRP in respect of unsupported (prudential) borrowing** - Option 3, Equal Instalments: taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
 - d. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.

Overview and Scrutiny Engagement

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

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

Risks Assessment

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

54. The strategies in Appendix A and Appendix B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.

55. The Council's treasury adviser is currently reporting the following rate movements:

a) In November 2017, the Monetary Policy Committee (MPC) delivered a 0.25% increase in Bank Rate (to 0.50%). This removed the emergency cut in August 2016 after the EU referendum. The MPC also gave forward guidance that they expected to increase Bank rate only twice more by 0.25% by 2020 to end at 1.00%.

b) The Link Asset Services forecast as above includes increases in Bank Rate of 0.25% in November 2018, November 2019 and August 2020.

56. The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list is based on counterparty categories relating to country, type, sector, maximum investment, and maximum duration of investment (see Appendix B). The Council uses the credit worthiness service provided by its treasury advisers, which is a comprehensive modelling approach incorporating the credit ratings of all three major credit rating agencies, together with

'overlays' of Credit Default Swap (CDS) spreads (default risk), credit watches, credit outlooks and sovereign ratings from the agencies (a more detailed explanation is included within the Annual Investment Strategy in Appendix B).

57. Interest earnings are an important source of revenue for the Council and it is, therefore, critical that the portfolio is managed in a way that maximises the investment income stream, whilst managing exposure to risk and maintaining sufficient liquidity.

Financial Implications

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

Legal Implications

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

Options Considered

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

61. The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

Michael Hudson
Director of Finance

Report Author: Stuart Donnelly, Head of Finance (Corporate)
Tel: 01225 718582, email: stuart.donnelly@wiltshire.gov.uk

Background Papers

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

Appendices

Appendix A Prudential and Treasury Indicators 2018/2019, 2019/2020 & 2020/2021

Appendix B Annual Investment Strategy 2018/2019

Appendix C Specified and non-specified Investments

Appendix D Approved countries for investments

Appendix E Treasury Management Scheme of Delegation and Role of the Section 151 Officer

Prudential and Treasury Indicators for 2018/2019, 2019/2020 & 2020/2021

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

Capital Expenditure

2. This indicator shows the actual and anticipated level of capital expenditure for the five years 2016/2017 to 2020/2021. The Capital Programme 2018/2019 will be submitted to Cabinet and Council in February 2018. The estimates for 2019/2020 and 2020/2021 are based on indicative figures as part of the Capital Programme, and are therefore subject to change.

	2016/2017 Actual £million	2017/2018 Expected £million	2018/2019 Estimate £million	2019/2020 Estimate £million	2020/2021 Estimate £million
General Fund	61.2	114.3	113.1	67.3	41.8
Housing Revenue Account (HRA)	18.8	22.6	10.5	5.5	4.9
Total	80.0	136.9	123.6	72.8	46.7

3. The capital expenditure figures above assume a certain level of financing from borrowing each year. New and existing borrowing needs to be affordable and sustainable.

Affordability - Ratio of Financing Costs to Net Revenue Stream

4. This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream (funding receivable from the Government and council tax payers for the General Fund and rents receivable in the case of the HRA).

	2016/2017 Actual	2017/2018 Expected	2018/2019 Estimate	2019/2020 Estimate	2020/2021 Estimate
General Fund	7.3%	4.7%	4.9%	5.1%	5.3%
HRA	15.0%	14.8%	14.9%	14.7%	14.2%

Gross Borrowing and the Capital Financing Requirement (CFR)

5. The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure which has not immediately been paid for will increase the CFR.

Prudential and Treasury Indicators for 2018/2019, 2019/2020 & 2020/2021

6. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with the asset life, and so charges the economic consumption of capital assets as they are used.

	2016/2017 Actual £million	2017/2018 Expected £million	2018/2019 Estimate £million	2019/2020 Estimate £million	2020/2021 Estimate £million
CFR – General Fund	399.3	407.6	408.2	422.3	422.3
CFR – HRA	122.6	122.6	122.6	122.6	122.6
Gross Borrowing – Gen Fund	219.0	209.1	199.1	199.1	199.1
Gross Borrowing – HRA	118.8	118.8	114.0	106.0	102.0
CFR not funded by gross borrowing – Gen Fund	180.3	198.5	209.1	223.2	223.2
CFR not funded by gross borrowing – HRA	3.8	3.8	8.6	16.6	20.6

Treasury Management Indicators

Operational Boundary

7. The operational boundary is the limit beyond which external debt is not normally expected to exceed.
8. The operational boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for General Fund borrowing 2018/2019 (£436.3 million) is:
- Expected CFR at 31/03/2018 = £408.2 million
 - Plus the expected long-term borrowing to finance capital expenditure (unsupported only £16.1million)
 - Less the expected set-aside for debt repayment (£8.0 million)
 - Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£20.0 million).

Prudential and Treasury Indicators for 2018/2019, 2019/2020 & 2020/2021

9. The basis of the calculation for HRA borrowing 2018/2019 is the debt settlement of £123.2 million.

Operational Boundary	2018/2019 £million	2019/2020 £million	2020/2021 £million
General Fund	436.3	433.3	432.3
HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	559.7	556.7	555.7

10. The operational boundary for each year also includes a small provision for other long term liabilities.
11. The operational boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Cabinet.

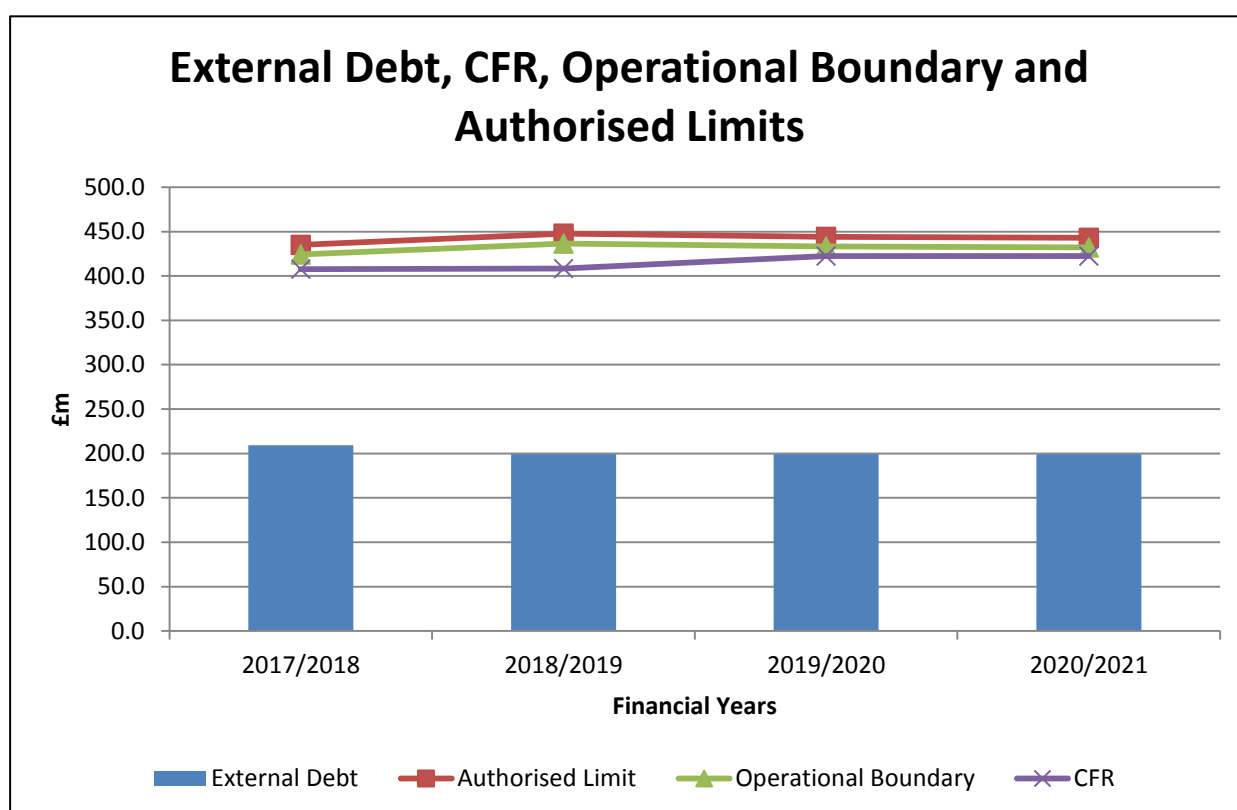
Authorised Limit for External Debt

12. This key indicator represents a control on the maximum level of borrowing. It is the statutory limit determined under section 3 (1) of the Local Government Act 2003, and represents a limit beyond which external debt is prohibited. It reflects the level of debt which, while not desired, could be afforded in the short term, but is not sustainable in the long term.
13. The authorised limit is the operational boundary, including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict, Cabinet approved an amended allowance of 2.5% in the Treasury Management Strategy 2012/2013 at its meeting on 15 February 2012.
14. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2018/2019 to 2020/2021, but this will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast).

Prudential and Treasury Indicators for 2018/2019, 2019/2020 & 2020/2021

15. There is no allowance in respect of HRA borrowing as it is capped and, therefore, cannot be exceeded.

Authorised Limit	2018/2019 £million	2019/2020 £million	2020/2021 £million
General Fund	447.5	444.1	443.1
HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	570.6	567.5	566.5



Treasury Management Indicators for Debt

16. There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance.

Upper Limits on Variable Interest Rate Exposure

17. This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Prudential and Treasury Indicators for 2018/2019, 2019/2020 & 2020/2021

Upper Limits on Fixed Interest Rate Exposure

18. This is similar to the previous indicator and covers a maximum limit on fixed interest rates.

Maturity Structure of Borrowing

19. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

20. In order to protect the Council from the above interest rate risks and to safeguard the continuity in treasury management financing costs, the following limits have been adopted.

	2018/2019	2019/2020	2020/2021
Interest rate exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	100%	100%	100%
Limits on variable interest rates based on net debt	48	52	52
Maturity structure of fixed interest rate borrowing 2018/2019			
	Lower	Upper	
Under 12 months	0	25	
12 months to 2 years	0	25	
2 years to 5 years	0	45	
5 years to 10 years	0	75	
10 years and above	0	100	

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

Annual Investment Strategy 2018/2019

Investment Policy

1. The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then return.
2. The Council will aim to achieve the optimum return on investments commensurate with high levels of security and liquidity. The risk appetite of this Council is low in order to give priority to the security of its investments.
3. In accordance with the above guidance, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enable diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.
4. Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.
5. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
6. Investment instruments identified for use in the financial year are listed in Appendix C under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set through the Council's treasury management practices – schedules.
7. All Council investments will be in sterling. This will avoid foreign exchange rate risk.

Annual Investment Strategy 2018/2019

Creditworthiness Policy

8. The Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays: credit watches and credit outlooks from credit rating agencies; CDS spreads to give early warning of likely changes in credit ratings; sovereign ratings to select counterparties from only the most creditworthy countries.
9. The above modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands

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

10. Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalent) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

Annual Investment Strategy 2018/2019

11. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link Asset Services' creditworthiness service.
- if a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
 - in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
12. Sole reliance will not be placed on the use of this external service. In addition, the Council will also use market data and market information, information on any external support for banks to help support its decision making process.

Minimum Requirements for High Credit Quality

13. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
14. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect of money market funds, as shown below, where a different overall AAA rating is the highest.
15. The minimum requirements for high credit quality, by type of institution, are as follows:
- Banks incorporated inside the UK with a short term credit rating of at least F1 or Government backed and their subsidiaries;
 - Banks incorporated outside the UK with a short term credit rating of at least F1+ and a long term rating of A+;
 - UK building societies with a short term credit rating of at least F1 or Government backed;
 - All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for most of these bodies);
 - Multilateral development banks (as defined in SI2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;

Annual Investment Strategy 2018/2019

- Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor's, Moody's Investor Services Ltd or Fitch Ratings Ltd.; and subject to individual signed management agreements.
16. The minimum requirement for high credit quality relating to the viability rating from Fitch (one of the ratings agencies) has been removed this year, following advice from Link Asset Services. A viability rating is no longer issued for every counterparty regardless of their credit quality. The Council already utilises the creditworthiness service provided by Link Asset Services, and their sophisticated modelling approach takes account of a wide variety of credit checks (including a viability rating where issued), so there is no need to consider the viability rating as a separate check.
17. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership)

Monetary Limit	Counterparties
Up to £15 million	UK incorporated banks with a long term credit rating of at least AA
	Overseas banks that have a long term credit rating of at least AA
	Multilateral development banks
	Local authorities and other public bodies
	Money market funds
Up to £12 million	Government backed UK banks and UK building societies and their subsidiaries
Up to £8 million	Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);
	Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);
	UK Building societies with long term credit rating of at least A
	Government backed overseas banks and their subsidiaries

Annual Investment Strategy 2018/2019

Country Limits

18. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix D. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

Investment Strategy

19. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short term interest rates (i.e. rates for investments up to 12 months)

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

Investment Returns Expectations

21. Bank rate is forecast to stay flat at 0.50% until quarter 4 of 2018, and not to rise above 1.25% by quarter 1 of 2021. Bank rate forecasts for financial year ends are as follows:

Year	Bank Base Rate
2017/2018	0.50%
2018/2019	0.75%
2019/2020	1.00%
2020/2021	1.25%

22. The suggested budgeted investment earnings rates for returns on investments places for periods up to about 3 months during each financial year are as follows,

Year	Budgeted Earnings Rate
2017/2018	0.40%
2018/2019	0.60%
2019/2020	0.90%
2020/2021	1.25%
2021/2022	1.50%
2022/2023	1.75%
2023/2024	2.00%
Later Years	2.75%

Annual Investment Strategy 2018/2019

23. The overall balance of risks to these forecasts is currently skewed to the upside and are dependent on how strong GDP growth turns out, how quickly inflation pressures rise, and how quickly the Brexit negotiations move forwards positively.

Investment Treasury Indicator and Limit

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

25. The Council is asked to approve the treasury indicator and limit,

Maximum principal sums invested > 365 days		
2018/2019	2019/2020	2020/2021
£30m	£30m	£30m

Investment Risk Benchmarking

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

End of Year Investment Report

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

Treasury Management Practice (TMP) 1 Credit and Counterparty Risk

Specified Investments.

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

Non-Specified Investments.

2. These are any investments which do not meet the specified investment criteria.
3. A variety of instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.
4. The criteria, time limits and monetary limits applying to institutions or investment vehicles are as follows,

	Minimum credit criteria/ colour band	Maximum maturity period
Specified Investments		
DMADF – UK Government	N/A	6 months
UK Government Gilts	UK sovereign rating	12 months
UK Government Treasury Bills	UK sovereign rating	12 months
Bonds issued by multilateral development banks	AAA	6 months
Money Market Funds CNAV	AAA	Liquid
Money Market Funds LVAV	AAA	Liquid
Money Market Funds VNAV	AAA	Liquid
Ultra Short Dated Bonds (1.25)	AAA	
Ultra Short Dated Bonds (1.5)	AAA	
Local Authorities	N/A	
Term Deposits with Banks and Building Societies	Blue	12 months
	Orange	12 months
	Red	6 months
	Green	100 days
	No Colour	Not for use
Certificates of Deposit or Corporate Bonds	Blue	12 months
	Orange	12 months
	Red	6 months
	Green	100 days
	No Colour	Not for use
Gilt Funds	UK sovereign rating	
Non-Specified Investments		
Term Deposits with Banks and Building Societies	Purple	2 years
	Yellow	5 years

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

UK Government Gilts	UK sovereign rating	50 years
---------------------	---------------------	----------

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

Accounting treatment of investments.

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

Approved Countries for Investments

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

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

Treasury Management Scheme of Delegation

Full Council

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

Cabinet

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

Scrutiny – Finance Task Group

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

The Treasury Management Role of the Section 151 Officer

1. Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
2. Submitting regular treasury management policy reports;
3. Submitting budgets and budget variations;
4. Receiving and reviewing management information reports;
5. Reviewing the performance of the treasury management function;
6. Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
7. Approving the selection of external service providers and agreeing terms of appointment.
8. Ensuring the adequacy of internal audit, and liaising with external audit;
9. Recommending the appointment of external service providers.

This page is intentionally left blank

COUNCIL – 20 FEBRUARY 2018

BUDGET DEBATE PROCESS

1. Introduction by Chairman

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

2. Councillor Jane Scott - Leader of the Council

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

3. Councillor Philip Whitehead - Cabinet member for Finance

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

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

- To present the report of the Committee on the consideration of the Financial Plan – 5 February
- To highlight particular areas of discussion
- No time limit on speech

5. Councillor Ian Thorn – Chair of Financial Planning Task Group

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

6. Group Leaders – Response to Budget

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

7. Group Leaders – Opportunity for amendments

- Group Leaders' opportunity to move amendments to the motion – each amendment needs to be seconded and the seconder may reserve their speech until later in the debate

- Debate on each amendment to budget – Group Leaders to be asked to speak first on any amendments followed by Chairman of Overview and Scrutiny Committee then widen debate to other Councillors.

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

- Report of the Special meeting of the Committee on 9 February
- To respond to opposition budgets

9. Other Councillors – Amendment

- each councillor to speak once only
- the mover of the original motion (Councillor Whitehead) has the right of reply
- Vote on amendment – if agreed this amends the original or substantive motion (or incorporated in the motion by agreement) – if not it falls
- Recorded votes on any amendments
- Proceed to next amendment and repeat process

10. The Substantive Motion

(This could be the original motion or the motion as amended in 9 above)

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

Wiltshire Council

Overview and Scrutiny Management Committee

9 February 2018

Meeting of the Overview and Scrutiny Management Committee Report on Proposed Amendments for the 2018/19 Budget

Purpose of report

1. To report to the Overview and Scrutiny Management Committee the proposed amendments from opposition groups to the budget recommended by Cabinet on 6 February 2018 for the committee to appraise and raise any comments to Full Council.

Background

2. This meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Liberal Democrat Group, on the group's proposed amendments before the budget is considered by Full Council on 20 February 2018.
3. The proposals are set out in detail at Appendix A. In summary, the proposals are:

Proposal	Saving £m	Investment £m
To use the Rural Grant (£0.655m) for two years to fund the Communities investment whilst further recurring savings are identified. The balance being used to fund further the interest payments for the LED investment proposal.	(0.262)	
To recommend the number of portfolio holders is reduced by 50%	(0.058)	
To reduce councillor's travel mileage allowance to 25p a mile	(0.025)	
Total saving proposals	(0.345)	
To replace in part the Administration's proposal 49 in relation to ' <i>Communities - A review of structures and job design to identify inefficiencies and potential duplication with other service areas</i> '		0.245
To set aside further revenue ability to fund borrowing in order to allow for more LED replacement in support of the Administration's budget proposal 27 – ' <i>To ... undertake a commercial business case review of some areas moving to usage of LED fittings to reduce costs</i> '		0.100
Total investment proposals		0.345

Corporate Directors Operational comments

4. The reduction in councillors' mileage rates would require an Independent Remuneration Panel to consider and advise before any changes are agreed by Council. A part year change in rates will require councillors to maintain personal records for any reclaim from HMRC, and a tax return to be completed by 31 January 2020. This will also mean a differential in payment rates between officers and councillors.
5. The proposed change in portfolio holder numbers is a decision of the Leader, so no further comment is possible.

Financial comments

6. A Financial Summary is appended. This identifies that the proposals balance and therefore do not impact on the net base budget proposed in the original paper to Cabinet.
7. Due to the need for an Independent Remuneration Panel to consider any changes to councillor mileage rates before Council makes a decision, the full year saving of £30,000 to £35,000 is unlikely to be realised. As such a part year saving has been noted. Other savings would require immediate consultation in order to achieve a full year saving. No review has been possible at this stage in relation to the proposed staff savings and any consequential impact that these could have on the 2018/19 savings or the Business Plan priorities and targets. There is a risk that there is delay in delivery of some of the staffing proposals that need further development and this would need to be considered from General Fund reserves.

Monitoring Officer Comments

8. As indicated, the proposals contain a change to the current level of councillors' mileage allowances included in Wiltshire Council's Members' Allowances Scheme. As such, this will require a review by the Independent Remuneration Panel and their recommendation to be considered by Council before this may be implemented. The Panel will therefore need to be reconvened and look at the proposal in the round. As such the saving reflects that this would not be in place for 1st April 2018. As the saving will need to await the outcome of that panel and council's consideration of their recommendation there is a risk it will not be delivered.
9. The proposal regarding the number of portfolio holders is a matter within the discretion of the Leader. The impact of this proposal on other roles will need to be considered, which may again warrant a further review by the Independent Remuneration Panel.
10. The other proposals do not impact adversely on the statutory duties of the Section 151 Officer, or any of the other statutory requirements set out in the Cabinet report at Section 13.

Head of Paid Service Comments

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

Conclusion

13. Overview and Scrutiny Management Committee are asked to consider the proposed amendments to the financial plan 2018/19 and inform Full Council on 20 February 2018.

Liberal Democrat DRAFT & CONFIDENTIAL 2018/19 Budget - Amendment Proposals

Revenue Budget:

Investment	2018/19 £m	Funding	2018/19 £m
To replace in part the Administration's proposal 49 in relation to 'Communities - A review of structures and job design to identify inefficiencies and potential duplication with other service areas'	0.245	To reduce the current number of portfolio holders by 50%, with duties passed to Cabinet Members or dispersed in other ways.	(0.058)
Streetlighting - investment to fund borrowing for LED units (see capital proposal)	0.100	To reduce councillors' mileage allowance from 45p a mile to 25p. Any councillor wishing to reclaim the difference could do so as part of an annual tax claim and recoup monies from HMRC.	(0.025)
		To use the Rural Grant funds (£0.655m) as announced by the Secretary of State MHCLG on 6 th February for two years funding towards revenue and the remaining balance funding ten years of interest payments, i.e. £0.017m (£0.655m less £0.245m x 2 used for investment = £0.165m divided by 10) to fund the LED proposals.	(0.262)
Total invest	0.345	Total Funding	(0.345)

Balance	0.000
---------	-------

Capital Budget:

Investment	2018/19 £m	Funding	2018/19 £m
To allow for £1,000,000 more of borrowing to install more LED units into streetlighting across the County.	0.910	Borrowing - fund investment principal from recurring revenue savings identified (£0.100m of savings to fund borrowing repayable for 10 years)	(0.100)
Loan interest repayment (based on today's PWLB rates the Council will be able to borrow £1m over 10 years with an annual repayment of £0.090m, meaning the loan will be fully repaid (interest & principal) at the end of that period.	0.090		
Total invest	1.000	Total Funding	(0.100)

Balance	-
---------	---

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 FEBRUARY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Simon Jacobs, Cllr Gordon King, Cllr Andy Phillips, Cllr John Walsh, Cllr Graham Wright (Chairman), Cllr Clare Cape (Substitute) and Cllr Pip Ridout (Substitute)

Also Present:

Cllr David Jenkins, Cllr Laura Mayes, Cllr Baroness Scott of Bybrook OBE, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Bridget Wayman, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Richard Clewer, Cllr Darren Henry, Cllr Brian Mathew and Cllr Christopher Williams

1 Apologies

Apologies for absence were received from Councillors Howard Greenman, Jon Hubbard and Jacqui Lay.

Councillor Greenman was substituted by Councillor Pip Ridout, and Councillor Hubbard was substituted by Councillor Clare Cape.

Councillor Alan Hill also gave apologies he would arrive late to the meeting.

2 Minutes of the Previous Meeting

The minutes of the meeting held on 28 November 2017 were presented for consideration and it was,

Resolved:

To approve and sign as a true and correct record.

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

The Chairman advised the Committee of the new camera set up in the meeting room.

5 **Public Participation**

There were no questions submitted or statements received.

6 **Procedure of Meeting**

The procedure for the meeting was noted.

7 **Wiltshire Council's Financial Plan Update 2018/19**

The draft Wiltshire Council Financial Plan Update for 2018/19 was presented by Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, and by Michael Hudson, Director of Finance and Section 151 Officer, ahead of its submission to Cabinet on 6 February 2018 and Full Council on 20 February 2018.

The proposals for 2018/19 were considered within the framework of the Medium Term Financial Plan and Efficiency Statement 2017-2020, which had been agreed by Council on 18 October 2016. The budget proposed 2.99% rise in Council Tax and a 3% Social Care Levy. The report from the Financial Planning Task Group in consideration of the budget was also received and considered.

The Committee, along with other members in attendance including all members of the Executive, discussed the proposed budget, and clarification was sought on many issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes.

Particular attention was given to savings proposals arising from the transformation of adult social care, reserve levels, commercialism to increase income, reablement to reduce longer term care costs, savings from staff vacancy management and the housing service, how proposed savings would be achieved, impacts upon staffing levels, community grants and adult social care along with other topics as detailed in the appended report.

On the motion of Councillor Graham Wright, seconded by Councillor Alan Hill, it was,

Resolved:

To note the Financial Plan Update 2018/19 and to refer the comments of the Committee to Cabinet and Full Council for consideration on 6 and 20 February respectively.

8 **Commercial Policy**

The Council's Medium Term Financial Plan identified £57.5million as a target for savings or more income, With the removal of central government grants it is expected that council's will become more self-financing. A Commercial Policy and Approach has been drafted to assist the council in developing a new way of working.

Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, presented the draft policy and approach. The Financial Planning Task Group's report on the initial draft was also presented, along with details of changes made to the policy arising from the recommendations of the Task Group.

The Committee received the reports and noted their contents. It was emphasised that the new policy would require a cultural change within the organisation, and the Leader of the Council, during the budget discussion, had stated this was being taken into account with the selection and appointment of new Directors. It was also raised the communicating the intent and extent of the new policy to the public would be essential.

At the conclusion of discussion, and on the motion of Councillor Graham Wright, seconded by Councillor Pip Ridout, it was,

Resolved:

- 1) **To endorse the recommendations of the Financial Planning Task Group and note that those pertaining to the Commercial Policy and Approach document have already been reflected in the revised version.**
- 2) **To endorse the Task Group recommendations 5 and 7, which are as follows:**
 5. ***That the Overview and Scrutiny Learning and Development programme gives OS councillors the specific skills and knowledge required to scrutinise the council's commercial ventures effectively.***
 7. ***That the Management Committee ask the Financial Planning Task Group to undertake more detailed scrutiny work on the actions plans relating to the document once available.***

9 **Date of Next Meeting**

The date of the next meeting was confirmed as 9 February 2018 to consider opposition group or other amendments to the proposed budget.

10 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.35 - 11.15 am)

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

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

This page is intentionally left blank

Wiltshire Council

APPENDIX to the Minutes of 5 February 2018

Cabinet 5 February 2018

Council 20 February 2018

Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2018/19

Purpose of report

1. To report to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 5 February 2018.

Background

2. The meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Cabinet Member with responsibility for Finance and the Director for Finance on the draft 2018/19 Financial Plan before it is considered at Cabinet on 6 February 2018 and Full Council on 20 February 2018.
3. The Cabinet Member for Finance, Procurement, ICT and Operational Assets, Councillor Philip Whitehead, supported by the Director of Finance, Michael Hudson, was in attendance along with the Leader of the Council, Councillor Baroness Scott of Bybrook OBE and all members of the Executive and the Corporate Leadership Team to provide clarification and answers to issues and queries raised by the Committee.
4. In addition to the draft Financial Plan update available on the website a briefing from the Cabinet Member open to all members was held on 30 January 2018.
5. Details had included:
 - Council Tax to be increased by 2.99%, plus a 3% Social Care Levy.
 - That 2018/19 would be the final year the council would receive a Revenue Support Grant from central government.
 - Details of the £25.956m savings proposed.
 - Increases in investment to protect vulnerable children and adults, with an overall increase in the budget of 1.9%.

Main issues raised during questioning and debate

6. This report is divided into sections relating to each of the Select Committee areas as budget proposals and impacts on services were discussed, before opening up to general queries.

Financial Planning Task Group

7. The report of the Task Group on the proposals was received and noted. The report would be forwarded for attention at Cabinet and Full Council along with the report of the Management Committee itself.

Health Select Committee

8. Details were sought of the £6.900m of savings that would be required within Adult Social Care in order to maintain a sustainable service with the increasing demand as detailed in the papers. It was also noted in the budget papers that with a 3% Social Care Levy taken for 2017/18 and 2018/19, there could be no levy in 2019/20.
9. It was stated in response that the transformation of Adult Social Care had now been underway for approximately 12 months, and that this would now be delivering significant savings, though at 5% of the overall Adult Social Care budget, this was not enough to cover the entirety of savings required to allow for increased investment for other aspects of the service.
10. Particular mention was made of a new reablement service that was in the process of being set up, which would seek to provide support for adults at an early stage following hospital visits avoiding further care for several years. There was also a new charging policy that would increase income, and a new 'front door' policy was being implemented to reduce the level of unnecessary council involvement for people self-funding their care, though the council would still know who was receiving care.
11. In summary, it was confirmed that the savings proposed were deliverable, though exact numbers might depend on negotiations with external providers. It was highlighted that the Chair and Vice-Chair of the Health Select Committee were both representatives on the Adult Social Care Transformation Programme Board. This presented a valuable opportunity for timely monitoring, by overview and scrutiny, of the delivery of the transformation programme and of the expected savings.

Children's Select Committee

12. A series of questions from the Chairman and Vice-Chairman of the Children's Select Committee, who were not able to be present, was presented to the Cabinet Member for response.
13. It was confirmed there would be a £0.600m increase in costs of children with Learning Disabilities transitioning into adult care, which reflected the budgetary impact this transition had.
14. It was confirmed that the £0.516m apprenticeship levy cost had now been built into the base budget, and that the same amount would be paid in 2018/19, and that £0.165m savings in Education and Skills related specifically to deletion of 2 currently vacant posts.
15. In response to other queries there was a saving of £0.035m relating to utilising an EU grant for management charges, and that a review of Youth Area Grants to achieve a saving of £0.200m would be funded from the Public Health budget.
16. It was also detailed in response to the questions that around 1% of the £1.155m that was to be saved through raising of the vacancy factor would come from Children's services. The vacancy factor, at 6%, was explained as being below the council's actual vacancy level, and would allow services to review their four-year operational workforce plans and ensure effective management.

17. Other issues raised included mention of funding for young people from central government for the National Citizens Service, and how this could be encouraged further.
18. In summary, it was confirmed the budget and proposed savings within children's services? were deliverable and would enable the council to deliver its services.

Environment Select Committee

19. Confirmation was sought around the Council's Housing budget, specifically in relation to the increase in pressure on the service as a result of the rise in individuals registered on Homes4Wiltshire, impacts arising from implementation of Universal Credit, and new regulations.
20. In response it was stated that the council was only responsible for approximately 20% of the social housing in Wiltshire, and that no budgetary concerns had been raised from the Housing Associations. It was also stated that the council house building programme was progressing, however, at present, demand was still outstripping supply.
21. In relation to Universal Credit it was stated a briefing note had been circulated on how any financial impacts might be mitigated. The Cabinet Member for Finance confirmed that Housing would be receiving additional funding of £368,000; which would help with any added pressures.
22. Details were sought on the Council's duty to combat homelessness and whether the budget was sufficient to meet this priority. The Cabinet Member for Corporate Services, Housing, Heritage, Arts and Tourism detailed that Wiltshire had relatively low levels of homelessness; for example there were 32 individuals who were classed as homeless in Wiltshire, with 10% of this figure relating to those moving through the county.
23. Clarification was also sought on the Campus Programme, and it was confirmed the £23.8m listed was the end of the monies to be available for the programme, and that the £30m leisure funding was separate to the Campus funding.

General Enquiries and Observations

24. It was noted that in order for the council to adopt a more commercial approach effectively and appropriately both officers and councillors needed the appropriate skills and knowledge, and it was stated that a commercial skillset had been a factor in the recent recruitment programme for new council Directors.
25. It was also raised that there was significant public concern regarding social care, housing, and other issues discussed, and that it was important that communicating the changing way the council was working was essential both internally to staff and to members of the public, and it was confirmed appropriate communications formed part of planning for council policy implantation.

26. Details were also sought regarding the level of council reserves and whether these were too low. It was stated in response that risks were carefully calculated and that Section 151 officers have a legal duty to set appropriate levels of reserves, which would differ from council to council, and that it was felt Wiltshire's were set appropriately.

Conclusion

27. To note the Financial Plan Update 2018/19 and to refer the comments of the Committee to Cabinet and Full Council for consideration on 6 and 20 February 2018 respectively.

Councillor Graham Wright

Chairman of the Overview and Scrutiny Management Committee

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

5 February 2018

Overview and Scrutiny Management Committee

5 February 2018

**Report of the Financial Planning Task Group – 1 February 2018:
Financial Plan Update 2018/19**

Issue (page and paragraphs numbers refer to the Budget Papers)	Further information / Comments
Revenue Budget Monitoring 2017/18	
Overall the period 9 report identifies potential cost pressures of £2.276 million. However, action has been identified to address the Period 9 forecast and it is expected that the budget will be delivered balanced by 31 March 2018.	The Task Group will scrutinise the final outturn figures once available.
Specific budget areas 2018/19	
(page 21, para 6.3) Central Government Grant reductions	2019/20 will be the final year the council will receive any Revenue Support Grant (RSG)*. Although this reduction has presented significant challenges, it also now provides the opportunity of becoming financially independent from central government, giving the council the ability to manage growth within Wiltshire locally. *The Business Rates Retention Grant remains, pending the conclusion of National Non Domestic Rates Reform (NNDR).
(page 18) Commercial (saving 34, page 63)	The projected savings/income of £7.580M from 'Commercial' includes a variety of savings areas and income streams. Some are simple to implement and low risk, such as increasing fees for garden waste collections (£0.410M) (though a reduction of take-up has been accounted for).

<p>(saving 48, page 66)</p> <p>(savings 14, 28 and 32)</p> <p>(saving 69, page 69 and page 117)</p>	<p>A smaller proportion require new approaches, such as generating greater income from advertising and sponsorship (£0.150M). Therefore the income is profiled to increase in later years.</p> <p>Just over £1M come from procurement savings, such as on SEND Transport and major waste and environment contracts.</p> <p>£3M comes from a commercial review of debt management, reducing the council's Minimum Revenue Contribution from 4% to 2% (see below).</p>
<p>(page 69, Appendix 1C, saving 69)</p> <p>Minimum Revenue Provision</p>	<p>In previous years the Council has selected an MRP rate of 4%. However, in line with CIPFA rules, the Council is seeking in 2018/19 to reduce its MRP rate from 4% to 2%. This will reduce the annual financial calculation of debt repayment levels, releasing £3M of revenue funds in 2018/19.</p> <p>It is expected that the council will return the MRP rate to 4% in future years as it becomes able to re-profile debt. Although prudent in the short term, the decrease to the MRP needs to be temporary in order to avoid shifting excessive debt to future years.</p>
<p>(from page 60, Appendix 1C)</p> <p>Reviews of structures and job design</p>	<p>Some services will be able to achieve their savings through deleting vacant posts. Others will restructure teams, having identified potential inefficiencies and duplication. The savings projected take account of the timescales within which savings can be identified and delivered.</p>
<p>(page 60, Appendix 1C, saving 1)</p> <p>Transformation of Adult Social Care</p>	<p>The savings target of £6.600M is significant, but only represents approximately 5% of the overall adult social care budget.</p>
<p>(page 67, Appendix 1C, saving 52)</p> <p>Review Youth Area grants to ensure a focus on health and prevention of poor health, and fund from Public Health</p>	<p>This £0.200M saving does not represent a decrease in spend, but a new way of funding youth area grants through the ringfenced Public Health grant. Area Boards can therefore award these funds, taking account of JSA data, to address local young</p>

	people's health needs, reducing future costs to the health and care system.
(page 69, Appendix 1C, saving 70) Additional 1% staff vacancy factor	The council's current overall vacancy factor is above 6%. Services will be asked to review their structures (as a result of budget savings proposals or transformation), then produce a 4 year operational workforce plan within that envelope. Services demonstrating effective management and transformation will be rewarded with reduced vacancy factors.
Future scrutiny of the Financial Plan 2018/19	
Tracking delivery of savings and income generation	Undertaken by the task group, focusing on the key savings/income areas and monitoring how any slippage is balanced elsewhere.
Monitoring impacts on services and outcomes for residents	Undertaken by the select committees, with the focus recommended as being on areas of significant transformation and savings.

Cllr Ian Thorn, Chairman of the Financial Planning Task Group

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052,
henry.powell@wiltshire.gov.uk

Report date 2 February 2018

This page is intentionally left blank

Cabinet 5 February 2018

Council 20 February 2018

**Report of the Overview and Scrutiny Management Committee on the Draft
Financial Plan Update 2018/19**

Purpose of report

1. To report to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 5 February 2018.

Background

2. The meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Cabinet Member with responsibility for Finance and the Director for Finance on the draft 2018/19 Financial Plan before it is considered at Cabinet on 6 February 2018 and Full Council on 20 February 2018.
3. The Cabinet Member for Finance, Procurement, ICT and Operational Assets, Councillor Philip Whitehead, supported by the Director of Finance, Michael Hudson, was in attendance along with the Leader of the Council, Councillor Baroness Scott of Bybrook OBE and all members of the Executive and the Corporate Leadership Team to provide clarification and answers to issues and queries raised by the Committee.
4. In addition to the draft Financial Plan update available on the website a briefing from the Cabinet Member open to all members was held on 30 January 2018.
5. Details had included:
 - Council Tax to be increased by 2.99%, plus a 3% Social Care Levy.
 - That 2018/19 would be the final year the council would receive a Revenue Support Grant from central government.
 - Details of the £25.956m savings proposed.
 - Increases in investment to protect vulnerable children and adults, with an overall increase in the budget of 1.9%.

Main issues raised during questioning and debate

6. This report is divided into sections relating to each of the Select Committee areas as budget proposals and impacts on services were discussed, before opening up to general queries.

Financial Planning Task Group

7. The report of the Task Group on the proposals was received and noted. The report would be forwarded for attention at Cabinet and Full Council along with the report of the Management Committee itself.

Health Select Committee

8. Details were sought of the £6.900m of savings that would be required within Adult Social Care in order to maintain a sustainable service with the increasing demand as detailed in the papers. It was also noted in the budget papers that with a 3% Social Care Levy taken for 2017/18 and 2018/19, there could be no levy in 2019/20.
9. It was stated in response that the transformation of Adult Social Care had now been underway for approximately 12 months, and that this would now be delivering significant savings, though at 5% of the overall Adult Social Care budget, this was not enough to cover the entirety of savings required to allow for increased investment for other aspects of the service.
10. Particular mention was made of a new reablement service that was in the process of being set up, which would seek to provide support for adults at an early stage following hospital visits avoiding further care for several years. There was also a new charging policy that would increase income, and a new 'front door' policy was being implemented to reduce the level of unnecessary council involvement for people self-funding their care, though the council would still know who was receiving care.
11. In summary, it was confirmed that the savings proposed were deliverable, though exact numbers might depend on negotiations with external providers. It was highlighted that the Chair and Vice-Chair of the Health Select Committee were both representatives on the Adult Social Care Transformation Programme Board. This presented a valuable opportunity for timely monitoring, by overview and scrutiny, of the delivery of the transformation programme and of the expected savings.

Children's Select Committee

12. A series of questions from the Chairman and Vice-Chairman of the Children's Select Committee, who were not able to be present, was presented to the Cabinet Member for response.
13. It was confirmed there would be a £0.600m increase in costs of children with Learning Disabilities transitioning into adult care, which reflected the budgetary impact this transition had.
14. It was confirmed that the £0.516m apprenticeship levy cost had now been built into the base budget, and that the same amount would be paid in 2018/19, and that £0.165m savings in Education and Skills related specifically to deletion of 2 currently vacant posts.
15. In response to other queries there was a saving of £0.035m relating to utilising an EU grant for management charges, and that a review of Youth Area Grants to achieve a saving of £0.200m would be funded from the Public Health budget.
16. It was also detailed in response to the questions that around 1% of the £1.155m that was to be saved through raising of the vacancy factor would come from Children's services. The vacancy factor, at 6%, was explained as being below the council's actual vacancy level, and would allow services to review their four-year operational workforce plans and ensure effective management.

17. Other issues raised included mention of funding for young people from central government for the National Citizens Service, and how this could be encouraged further.
18. In summary, it was confirmed the budget and proposed savings within children's services? were deliverable and would enable the council to deliver its services.

Environment Select Committee

19. Confirmation was sought around the Council's Housing budget, specifically in relation to the increase in pressure on the service as a result of the rise in individuals registered on Homes4Wiltshire, impacts arising from implementation of Universal Credit, and new regulations.
20. In response it was stated that the council was only responsible for approximately 20% of the social housing in Wiltshire, and that no budgetary concerns had been raised from the Housing Associations. It was also stated that the council house building programme was progressing, however, at present, demand was still outstripping supply.
21. In relation to Universal Credit it was stated a briefing note had been circulated on how any financial impacts might be mitigated. The Cabinet Member for Finance confirmed that Housing would be receiving additional funding of £368,000; which would help with any added pressures.
22. Details were sought on the Council's duty to combat homelessness and whether the budget was sufficient to meet this priority. The Cabinet Member for Corporate Services, Housing, Heritage, Arts and Tourism detailed that Wiltshire had relatively low levels of homelessness; for example there were 32 individuals who were classed as homeless in Wiltshire, with 10% of this figure relating to those moving through the county.
23. Clarification was also sought on the Campus Programme, and it was confirmed the £23.8m listed was the end of the monies to be available for the programme, and that the £30m leisure funding was separate to the Campus funding.

General Enquiries and Observations

24. It was noted that in order for the council to adopt a more commercial approach effectively and appropriately both officers and councillors needed the appropriate skills and knowledge, and it was stated that a commercial skillset had been a factor in the recent recruitment programme for new council Directors.
25. It was also raised that there was significant public concern regarding social care, housing, and other issues discussed, and that it was important that communicating the changing way the council was working was essential both internally to staff and to members of the public, and it was confirmed appropriate communications formed part of planning for council policy implantation.

26. Details were also sought regarding the level of council reserves and whether these were too low. It was stated in response that risks were carefully calculated and that Section 151 officers have a legal duty to set appropriate levels of reserves, which would differ from council to council, and that it was felt Wiltshire's were set appropriately.

Conclusion

27. To note the Financial Plan Update 2018/19 and to refer the comments of the Committee to Cabinet and Full Council for consideration on 6 and 20 February 2018 respectively.

Councillor Graham Wright

Chairman of the Overview and Scrutiny Management Committee

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

5 February 2018

**Report of the Overview and Scrutiny Management Committee on the Draft
Financial Plan Update 2018/19**

Purpose of report

1. To report to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 9 February 2018.

Background

2. The meeting of the Overview and Scrutiny Management Committee provided an opportunity to scrutinise amendments to the budget that were proposed after the committee meeting on 5 February 2018, which considered the initial proposals from the Administration which were published on 26 January 2018. The only proposed amendments received were from the Liberal Democrat Group.
3. Councillor Ruth Hopkinson, Deputy Leader of the Liberal Democrat Group acknowledged the difficult financial environment the council faced and limited flexibility in meeting its budgetary requirements, and then presented the proposals to the Committee as follows:

Savings (£0.345m)

- To use the Rural Grant (£0.655m) for two years to fund the Communities investment whilst further recurring savings are identified. The balance being used to fund further the interest payments for the LED investment proposal (£0.262m)
- To recommend the number of Cabinet Portfolio Holders is reduced by 50% (£0.058m)
- To reduce councillor's travel mileage allowance to 25p a mile (£0.025m)

Investments £0.345m

- To replace in part the Administration's proposal 49 in relation to '*Communities - A review of structures and job design to identify inefficiencies and potential duplication with other service areas*' £0.245m
 - To set aside further revenue ability to fund borrowing in order to allow for more LED replacement in support of the Administration's budget proposal 27 - '*To...undertake a commercial business case review of some areas moving to usage of LED fittings to reduce costs*' £0.100m
4. The proposals had been commented upon by the Corporate Leadership Team, including the Director of Finance and the Monitoring Officer.

Main issues raised during questioning and debate

5. The Chairman gave the opportunity for the Leader of the Council and the Cabinet Member for Finance respond to the amendments, before seeking any queries or

comments from the Committee and other Members in attendance including those detailed below.

6. In relation to use of the Rural Grant it was confirmed that £0.262m would be required in the next financial year to meet the commitment. There were also questions on whether the grant could be used to supplement a programme such as streetlighting replacement, which would predominantly affect urban areas more than rural ones. In response, it was confirmed the proposals had been assessed by officers as acceptable to use the grant to partly fund the LED street lighting replacement programme.
7. In relation to expanding the LED street lighting programme it was stated that in addition to the greater efficiency of the lights meaning the programme would pay for itself over a 20 year period, it would also significantly reduce the council's carbon footprint and contribute to national targets for reducing carbon emissions. The Cabinet Member also clarified that with the Rural Grant announced after the Administration had published its own proposals, the Administration would detail its alternatives to such a use of the grant at Council on 20 February.
8. In relation to reducing the councillors' mileage allowance from 45p per to 25p per mile it was confirmed that the amount to be saved was not calculated as a full year saving, acknowledging that any change to the Members' Allowances Scheme would require consultation with an Independent Remuneration Panel before it was implemented. In response to queries it was stated the administration cost of a different rate for councillors and officers would be minimal.
9. It was further stated that councillors would be able to claim back the difference from the rate set by HM Revenue and Customs if the mileage rate were set at 25p, and that the efficiency of modern vehicles meant this rate met or exceeded average running costs. Details were sought on how the 25p rate had been calculated and whether it was up to date. In response it was stated that previous council calculations had indicated such a cost, or lower, and that the AA's figures stated this remained an accurate estimate.
10. Regarding the proposal to reduce the number of Portfolio Holders, the Leader of the Council stated she did not believe it was a proper budget proposal to condition how the executive governance arrangements of the council needed to be organised.

Conclusion

11. To note that the amendments to the Financial Plan Update 2018/19 proposed by the Liberal Democrat group have been scrutinised; and
12. To ask Full Council to take note of the comments of the Committee as detailed above.

Councillor Graham Wright Chairman of the Overview and Scrutiny Management Committee

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

Report Date: 12 February 2018

CABINET

EXTRACT OF THE DRAFT MINUTES OF THE CABINET MEETING HELD ON 6 FEBRUARY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

Also Present:

Cllr Ian Thorn, Cllr Graham Wright, Cllr Ian Blair-Pilling, Cllr Clare Cape, Cllr Pauline Church, Cllr Richard Gamble, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Johnny Kidney, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Ashley O'Neill, Cllr Steve Oldrieve, Cllr Horace Prickett, Cllr Tom Rounds, Cllr John Smale and Cllr Hayley Spencer

196 Treasury Management Strategy 2018/2019

Councillor Philip Whitehead presented the report which asked the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2018/2019. In presenting the report, Councillor Whitehead highlighted: the statutory indicators and decisions that need to be identified in the strategy; the amendments proposed in the strategy this year; the activities that are covered by the strategy; and outlined the council's developing approach to risk.

There being no further comments, the Cabinet;

Resolved

To recommend to Council to:

- a) Adopt the Minimum Revenue Provision Policy as set out at paragraph 46;**
- b) Adopt the Prudential and Treasury Indicators (Appendix A);**

- c) **Adopt the Annual Investment Strategy (Appendix B), including the ratification of the removal of the minimum requirement for high credit quality relating to viability ratings;**
- d) **Delegate to the Director of Finance the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- e) **Authorise the Director of Finance to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio;**
- f) **Agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- g) **Agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Director of Finance the authority to select such funds.**

Reason for Decision:

To enable the Council to agree a Treasury Management Strategy for 2018/2019 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

197 **Wiltshire Council's Financial Plan**

The Leader introduced the Financial Plan, stating that she was pleased to see that the Councillors Briefing and Scrutiny meetings had been well attended, and that she did not want to add further the information presented at those meetings.

Councillor Philip Whitehead presented the report which provided an assessment to full Council to set a budget for 2018/19, that takes into account the impact on Council Tax, Social Care Levy, rents, fees and charges, the capital investment programme, schools overall budgets, as well as council reserves. The report also sets out an indicative Medium Term Financial Plan (MTFP) to highlight expenditure and income from 2018-19 to 2021/22.

In presenting the report, Councillor Whitehead: thanked officers for their assistance in putting the proposals together; outlined the process already undertaken; and highlighted how the information was presented.

Councillor Graham Wright, Chair of the Overview and Scrutiny Management Committee, thanked officers for producing the report of the previous days scrutiny meeting so promptly, and stated there had been good opportunities to ask questions.

The Leader noted that the Council had yet to receive confirmation of the final financial settlement from central government, but that it was hoped that this information would be available on the 7 February 2018.

There being no further comments, the Cabinet;

Resolved

To recommend to Council to:

- a. Endorses the update of the Financial Plan for 2018/19.**
- b. Approve the investment and savings proposals summarised at Sections 7 and 9 respectively of this report and at Appendix 1C, to provide a net revenue budget for 2018/19 of £327.746 million.**
- c. To vote separately:**
 - i. Set the Council's total net expenditure budget for 2018/19 at £327.746 million.**
 - ii. Set the Social Care Levy increases in line with Council's February 2017 decision, at 3%; and a Council Tax at 2.99%.**
 - iii. Approve the capital programme proposed at Appendix 1E of this report.**
 - iv. Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1G of this report.**
 - v. Set a 1% reduction for social dwelling rents.**
 - vi. Set the Housing Revenue Account (HRA) Budget for 2018/19 as set out at Appendix 1F of this report.**
 - vii. That all other service charges related to the HRA be increased by 4% (CPI September 2017 plus 1%), including garage rents. Except for sheltered housing schemes, as these have been reviewed individually this year and will be increased by a reasonable amount each year to move to a full cost recovery position.**
- d. Endorse the Medium Term Financial Strategy and receive annual updates on delivery against the strategy in setting future annual budgets.**

Reason for Decision:

To enable Council to:

- *Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax and Social Care Levy for 2018/19, as well as to issue Council Tax and rent bills.*
- *Provide the Council with a strong business and financial plan for sustainable delivery for 2018/19.*
- *Provide the Council with a Medium Term Financial Strategy and Plan that drives long term financial sustainability and delivery of its Business Plan.*

(Duration of meeting: 9.30 - 10.09 am)

These decisions were published, earlier, on the 7 February 2018 and will come into force on 15 February 2018

The Officer who has produced these minutes is Will Oulton of Democratic Services, direct line 01225 713935, e-mail william.oulton@wiltshire.gov.uk

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

Wiltshire Council

Council

20 February 2018

Council Tax Setting 2018/2019

Executive Summary

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set the Council Tax for the year 2018/2019.

Using the tax base, approved by Cabinet on 12 December 2017 of 182,705.43 band D equivalent households, and the draft net budget requirement of £327.746 million (which in order to fund requires a council tax requirement of £258.450 million) gives a band D council tax, inclusive of the 3% Social Care levy, for 2018/2019 of £1,414.57.

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

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

Proposal

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

Reason for Proposal

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

Dr Carlton Brand – Corporate Director

Council Tax Setting 2018/2019

Purpose of Report

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2018/2019.

Background

2. The Localism Act 2011 requires the billing authority to calculate the council tax requirement for the year.
3. Cabinet approved the 2018/2019 Wiltshire Council tax base of 182,705.43 on 12 December 2017.

Wiltshire Council

4. The 2017/2018 Local Government Finance Settlement confirmed the continuation of the adult social care precept that was introduced for 2016/2017, where local authorities responsible for adult social care (ASC authorities) will be given an additional flexibility on their current council tax referendum threshold to be used entirely for adult social care. This flexibility is being offered in recognition of demographic changes which are leading to growing demand for adult social care, and increased pressure on council budgets.
5. The 2017/2018 Local Government Finance Settlement announced that these local authorities will be able to increase the adult social care precept by no more than 6% in the 3 years from 2017/2018 and 2018/2019 and by no more than 3% in any 1 year. For 2017/2018 Wiltshire Council approved a 3% increase in respect of the adult social care precept.
6. The 2018/2019 Local Government Finance Settlement announced that it would give councils the ability to increase their core Council Tax by an additional 1% without a local referendum, bringing the core principle in line with inflation.
7. At the Cabinet meeting on 6 February 2018 it was recommended that Wiltshire Council increase its basic element of the band D Council Tax by 2.99% for 2018/2019 (1.99% for 2017/2018).
8. It was also recommended at the same meeting that Wiltshire Council take up the additional 3.00% flexibility in respect of adult social care for 2018/2019 (3.00% for 2017/2018).

9. The total recommended increase to the average band D Council Tax for 2018/2019 is therefore 5.99% (4.99% for 2017/2018). This results in an average band D Council Tax of £1,414.57 for 2018/2019 (£1,334.63 for 2017/2018).
10. Since the Cabinet meeting on 6 February 2018, the precept levels of other precepting authorities have been received. These are detailed below:

Town & Parish Councils

11. There is no cap for Parish and Town Councils in 2018/2019. The Town & Parish Council Precepts for 2018/2019 are detailed in Appendix B and total £19,804,325.09. The increase in the average band D Council Tax for Town & Parish Councils is 13.68% and results in an average band D Council Tax figure of £108.39 for 2018/2019 (£95.35 for 2017/2018).

Office of the Police & Crime Commissioner for Wiltshire & Swindon

12. The Office of the Police & Crime Commissioner for Wiltshire & Swindon met on 1 February 2018 and set their precept in respect of the Wiltshire area at £33,301,719 exclusive of a Council Tax Collection Fund contribution of £702,483. This results in a band D Council Tax of £182.27 for 2018/2019. This represents an increase of 7.05% compared to £170.27 for 2017/2018.

Dorset & Wiltshire Fire and Rescue Authority

13. Dorset & Wiltshire Fire and Rescue Authority met on 9 February 2018 and set their precept in respect of the Wiltshire area at £13,282,685 exclusive of a Council Tax Collection Fund contribution of £291,233. This results in a band D Council Tax of £72.70 for 2018/2019. This represents an increase of 2.99% compared to £70.59 for 2017/2018.

Conclusions

14. The recommendations are set out in the formal Council Tax Resolution in Appendix A.
15. The Wiltshire Council element of the Council Tax is recommended to be increased as follows:

	2017/2018 %	2018/2019 %
Wiltshire Council (Basic Amount)	1.99	2.99
Wiltshire Council (Adult Social Care)	3.00	3.00
Total	4.99	5.99

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

	2017/2018 £	2018/2019 £	Increase £	Increase
Wiltshire Council	1,334.63	1,414.57	79.94	2.99% + 3.00%
Office of the Police & Crime Commissioner for Wiltshire & Swindon	170.27	182.27	12.00	7.05%
Dorset & Wiltshire Fire and Rescue Authority	70.59	72.70	2.11	2.99%
Sub – Total	1,575.49	1,669.54	94.05	5.97%
Town & Parish Council (average)	95.35	108.39	13.04	13.68%
Total	1,670.84	1,777.93	107.09	6.41%

17. The Adult Social Care Precept will account for £102.61 of the 2018/2019 Wiltshire Council Band D figure above.
18. These increases do not require a referendum.

Risks Assessment

19. A full risk assessment of the budget proposals has been provided to Cabinet on 6 February 2018 in Wiltshire Council's Financial Plan 2018/2019.

Equality and Diversity Impacts of the Proposal

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

Financial Implications

21. The financial implications are outlined in the report.

Legal Implications

22. The legal implications are outlined in the report.

Public Health Implications

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

Environmental Implications

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

Safeguarding Implications

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

Options Considered

26. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Reasons for Proposals

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

Proposal

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

Michael Hudson
Director of Finance

Report Author: Stuart Donnelly, Head of Finance (Corporate)

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

Local Government Finance Act 1992

Localism Act 2011

Local Government Finance Settlement 2018 to 2019: technical consultation

Local Government Finance Settlement 2018 to 2019: response

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

Wiltshire Council's Financial Plan 2018/2019

Council Tax Base 2018/2019 Cabinet Report 12 December 2017

Appendices:

Appendix A Wiltshire Council - Council Tax Resolution 2018/2019

Appendix B Wiltshire Council - Council Tax Banding Schedule by Authority 2018/2019

Appendix C Wiltshire Council - Town & Parish Precepts 2018/2019

The Council is recommended to resolve as follows:

1. It be noted that on 12 December 2017 the Council calculated:
 - (a) the Council Tax Base 2018/2019 for the whole Wiltshire Council area as 182,705.43 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2018/2019 (excluding precepts) is £258,449,620.
3. That the following amounts be calculated for the year 2018/2019 in accordance with Sections 31 to 36 of the Act:
 - (a) £947,510,948 **(Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
 - (b) £669,257,003 **(Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £278,253,945 **(Net Revenue Expenditure including parish precepts)** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
 - (d) £1,522.96 **(Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax)** being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
1,015.31	1,184.50	1,353.75	1,522.96	1,861.40	2,199.83	2,538.27	3,045.92

- (e) £19,804,325.09 **(Aggregate of Town & Parish Council Precepts)** being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
- (f) £1,414.57 **(band D Council Tax for Wiltshire Council purposes only)** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
943.05	1,100.22	1,257.40	1,414.57	1,728.92	2,043.27	2,357.62	2,829.14

This page is intentionally left blank

Wiltshire Council - Council Tax Banding Schedule by Authority 2018/2019

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council (inclusive of Adult Social Care Levy)	943.05	1,100.20	1,257.40	1,414.57	1,728.92	2,043.27	2,357.62	2,829.14
Office of the Police & Crime Commissioner for Wiltshire & Swindon	121.51	141.77	162.02	182.27	222.77	263.28	303.78	364.54
Dorset & Wiltshire Fire and Rescue Authority	48.47	56.54	64.62	72.70	88.86	105.01	121.17	145.40
Town & Parish Council (Average)	72.26	84.30	96.35	108.39	132.48	156.56	180.65	216.78
Total	1,185.29	1,382.81	1,580.39	1,777.93	2,173.03	2,568.12	2,963.22	3,555.86

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Council Tax Charge by band per Parish/Town Council								
Aldbourn Parish Council	26.91	31.39	35.88	40.36	49.33	58.30	67.27	80.72
Aldbourn Parish Council	33.31	38.87	44.42	49.97	61.07	72.18	83.28	99.94
All Cannings Parish Council	37.77	44.07	50.36	56.66	69.25	81.84	94.43	113.32
Allington Parish Council	28.96	33.79	38.61	43.44	53.09	62.75	72.40	86.88
Alton Parish Council	30.13	35.16	40.18	45.20	55.24	65.29	75.33	90.40
Alvediston Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amesbury Town Council	58.81	68.61	78.41	88.21	107.81	127.41	147.02	176.42
Ansty Parish Council	18.04	21.05	24.05	27.06	33.07	39.09	45.10	54.12
Ashton Keynes Parish Council	32.79	38.25	43.72	49.18	60.11	71.04	81.97	98.36
Atworth Parish Council	38.58	45.01	51.44	57.87	70.73	83.59	96.45	115.74
Avebury Parish Council	35.96	41.95	47.95	53.94	65.93	77.91	89.90	107.88
Barford St Martin Parish Council	29.54	34.46	39.39	44.31	54.16	64.00	73.85	88.62
Baydon Parish Council	39.39	45.96	52.52	59.09	72.22	85.35	98.48	118.18
Beechingstoke Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Berwick Bassett & W/Bourne Monkton Parish Council	32.53	37.96	43.38	48.80	59.64	70.49	81.33	97.60
Berwick St James Parish Council	10.32	12.04	13.76	15.48	18.92	22.36	25.80	30.96
Berwick St John Parish Council	35.25	41.12	47.00	52.87	64.62	76.37	88.12	105.74

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Berwick St Leonard Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Biddestone Parish Council	20.50	23.92	27.33	30.75	37.58	44.42	51.25	61.50
Bishops Cannings Parish Council	34.67	40.44	46.22	52.00	63.56	75.11	86.67	104.00
Bishopstone Parish Council	18.55	21.65	24.74	27.83	34.01	40.20	46.38	55.66
Bishopstrow Parish Council	12.96	15.12	17.28	19.44	23.76	28.08	32.40	38.88
Bowerchalke Parish Council	20.52	23.94	27.36	30.78	37.62	44.46	51.30	61.56
Box Parish Council	54.45	63.52	72.60	81.67	99.82	117.97	136.12	163.34
Boyton Parish Council	10.89	12.71	14.52	16.34	19.97	23.60	27.23	32.68
Bradford On Avon Town Council	116.28	135.66	155.04	174.42	213.18	251.94	290.70	348.84
Bratton Parish Council	47.39	55.28	63.18	71.08	86.88	102.67	118.47	142.16
Braydon Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bremhill Parish Council	11.63	13.57	15.51	17.45	21.33	25.21	29.08	34.90
Brinkworth Parish Council	26.18	30.54	34.91	39.27	48.00	56.72	65.45	78.54
Britford Parish Council	10.61	12.38	14.15	15.92	19.46	23.00	26.53	31.84
Broad Hinton & W/Bourne Bassett Parish Council	10.51	12.27	14.02	15.77	19.27	22.78	26.28	31.54
Broad Town Parish Council	21.25	24.80	28.34	31.88	38.96	46.05	53.13	63.76
Broadchalke Parish Council	14.20	16.57	18.93	21.30	26.03	30.77	35.50	42.60
Brokenborough Parish Council	10.21	11.92	13.62	15.32	18.72	22.13	25.53	30.64
Bromham Parish Council	33.88	39.53	45.17	50.82	62.11	73.41	84.70	101.64
Broughton Gifford Parish Council	21.81	25.44	29.08	32.71	39.98	47.25	54.52	65.42
Bulford Parish Council	27.05	31.56	36.07	40.58	49.60	58.62	67.63	81.16
Bulkington Parish Council	27.47	32.04	36.62	41.20	50.36	59.51	68.67	82.40
Burbage Parish Council	24.52	28.61	32.69	36.78	44.95	53.13	61.30	73.56
Burcombe Parish Council	31.97	37.30	42.63	47.96	58.62	69.28	79.93	95.92
Buttermere Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Calne Town Council	140.21	163.57	186.94	210.31	257.05	303.78	350.52	420.62
Calne Without Parish Council	5.28	6.16	7.04	7.92	9.68	11.44	13.20	15.84
Castle Combe Parish Council	20.03	23.37	26.71	30.05	36.73	43.41	50.08	60.10
Chapmanslade Parish Council	11.41	13.32	15.22	17.12	20.92	24.73	28.53	34.24
Charlton Parish Council	20.15	23.51	26.87	30.23	36.95	43.67	50.38	60.46
Charlton St Peter & Wilsford Parish Council	10.77	12.56	14.36	16.15	19.74	23.33	26.92	32.30
Cherhill Parish Council	14.12	16.47	18.83	21.18	25.89	30.59	35.30	42.36

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Cheverell Magna (Great Cheverell) Parish Council	26.77	31.24	35.70	40.16	49.08	58.01	66.93	80.32
Chicklade Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chilmark Parish Council	21.37	24.93	28.49	32.05	39.17	46.29	53.42	64.10
Chilton Foliat Parish Council	24.60	28.70	32.80	36.90	45.10	53.30	61.50	73.80
Chippenham Town Council	116.13	135.49	154.84	174.20	212.91	251.62	290.33	348.40
Chippenham Without Parish Council	54.17	63.20	72.23	81.26	99.32	117.38	135.43	162.52
Chirton Parish Council	38.79	45.25	51.72	58.18	71.11	84.04	96.97	116.36
Chitterne Parish Council	39.79	46.43	53.06	59.69	72.95	86.22	99.48	119.38
Cholderton Parish Council	33.33	38.89	44.44	50.00	61.11	72.22	83.33	100.00
Christian Malford Parish Council	19.60	22.87	26.13	29.40	35.93	42.47	49.00	58.80
Chute Forest Parish Council	36.65	42.76	48.87	54.98	67.20	79.42	91.63	109.96
Chute Parish Council	31.06	36.24	41.41	46.59	56.94	67.30	77.65	93.18
Clarendon Park Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clyffe Pypard Parish Council	13.46	15.70	17.95	20.19	24.68	29.16	33.65	40.38
Codford Parish Council	31.58	36.84	42.11	47.37	57.90	68.42	78.95	94.74
Colerne Parish Council	38.99	45.49	51.99	58.49	71.49	84.49	97.48	116.98
Collingbourne Ducis Parish Council	37.55	43.80	50.06	56.32	68.84	81.35	93.87	112.64
Collingbourne Kingston Parish Council	31.33	36.56	41.78	47.00	57.44	67.89	78.33	94.00
Compton Bassett Parish Council	29.46	34.37	39.28	44.19	54.01	63.83	73.65	88.38
Compton Chamberlayne Parish Council	29.32	34.21	39.09	43.98	53.75	63.53	73.30	87.96
Coombe Bissett Parish Council	20.20	23.57	26.93	30.30	37.03	43.77	50.50	60.60
Corsham Town Council	102.35	119.40	136.46	153.52	187.64	221.75	255.87	307.04
Corsley Parish Council	17.46	20.37	23.28	26.19	32.01	37.83	43.65	52.38
Coulston Parish Council	24.57	28.67	32.76	36.86	45.05	53.24	61.43	73.72
Cricklade Town Council	123.65	144.25	164.86	185.47	226.69	267.90	309.12	370.94
Crudwell Parish Council	19.86	23.17	26.48	29.79	36.41	43.03	49.65	59.58
Dauntsey Parish Council	41.01	47.84	54.68	61.51	75.18	88.85	102.52	123.02
Devizes Town Council	102.51	119.60	136.68	153.77	187.94	222.11	256.28	307.54
Dilton Marsh Parish Council	27.55	32.14	36.73	41.32	50.50	59.68	68.87	82.64
Dinton Parish Council	23.63	27.56	31.50	35.44	43.32	51.19	59.07	70.88
Donhead St Andrew Parish Council	21.34	24.90	28.45	32.01	39.12	46.24	53.35	64.02
Donhead St Mary Parish Council	21.44	25.01	28.59	32.16	39.31	46.45	53.60	64.32

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Downton Parish Council	53.67	62.62	71.56	80.51	98.40	116.29	134.18	161.02
Durnford Parish Council	11.53	13.46	15.38	17.30	21.14	24.99	28.83	34.60
Durrington Town Council	36.14	42.16	48.19	54.21	66.26	78.30	90.35	108.42
East Kennett Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
East Knoyle Parish Council	19.16	22.35	25.55	28.74	35.13	41.51	47.90	57.48
Easterton Parish Council	42.98	50.14	57.31	64.47	78.80	93.12	107.45	128.94
Easton Grey Parish Council	3.03	3.54	4.04	4.55	5.56	6.57	7.58	9.10
Easton Royal Parish Council	29.91	34.90	39.88	44.87	54.84	64.81	74.78	89.74
Ebbesbourne Wake Parish Council	21.88	25.53	29.17	32.82	40.11	47.41	54.70	65.64
Edington Parish Council	19.37	22.60	25.83	29.06	35.52	41.98	48.43	58.12
Enford Parish Council	38.60	45.03	51.47	57.90	70.77	83.63	96.50	115.80
Erlestone Parish Council	49.67	57.95	66.23	74.51	91.07	107.63	124.18	149.02
Etchilhampton Parish Council	27.63	32.24	36.84	41.45	50.66	59.87	69.08	82.90
Everleigh Parish Council	25.48	29.73	33.97	38.22	46.71	55.21	63.70	76.44
Figheledean Parish Council	52.27	60.99	69.70	78.41	95.83	113.26	130.68	156.82
Firsdow Parish Council	32.55	37.98	43.40	48.83	59.68	70.53	81.38	97.66
Fittleton Parish Council	34.22	39.92	45.63	51.33	62.74	74.14	85.55	102.66
Fonthill Bishop Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fonthill Gifford Parish Council	22.23	25.93	29.64	33.34	40.75	48.16	55.57	66.68
Fovant Parish Council	19.51	22.76	26.01	29.26	35.76	42.26	48.77	58.52
Froxfield Parish Council	33.76	39.39	45.01	50.64	61.89	73.15	84.40	101.28
Fyfield & West Overton Parish Council	16.43	19.16	21.90	24.64	30.12	35.59	41.07	49.28
Grafton Parish Council	16.59	19.36	22.12	24.89	30.42	35.95	41.48	49.78
Great Bedwyn Parish Council	23.39	27.29	31.19	35.09	42.89	50.69	58.48	70.18
Great Hinton Parish Council	18.95	22.11	25.27	28.43	34.75	41.07	47.38	56.86
Great Somerford Parish Council	14.39	16.79	19.19	21.59	26.39	31.19	35.98	43.18
Great Wishford Parish Council	21.66	25.27	28.88	32.49	39.71	46.93	54.15	64.98
Grimstead Parish Council	28.49	33.23	37.98	42.73	52.23	61.72	71.22	85.46
Grittleton Parish Council	9.23	10.77	12.31	13.85	16.93	20.01	23.08	27.70
Ham Parish Council	9.05	10.56	12.07	13.58	16.60	19.62	22.63	27.16
Hankerton Parish Council	17.59	20.52	23.45	26.38	32.24	38.10	43.97	52.76
Heddington Parish Council	15.49	18.08	20.66	23.24	28.40	33.57	38.73	46.48

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Heytesbury & Knook Parish Council	17.35	20.25	23.14	26.03	31.81	37.60	43.38	52.06
Heywood Parish Council	10.83	12.63	14.44	16.24	19.85	23.46	27.07	32.48
Hilmarton Parish Council	17.16	20.02	22.88	25.74	31.46	37.18	42.90	51.48
Hilperton Parish Council	9.52	11.11	12.69	14.28	17.45	20.63	23.80	28.56
Hindon Parish Council	33.77	39.39	45.02	50.65	61.91	73.16	84.42	101.30
Holt Parish Council	20.47	23.88	27.29	30.70	37.52	44.34	51.17	61.40
Horningsham Parish Council	54.46	63.54	72.61	81.69	99.84	118.00	136.15	163.38
Hullavington Parish Council	27.61	32.22	36.82	41.42	50.62	59.83	69.03	82.84
Idmiston Parish Council	22.24	25.95	29.65	33.36	40.77	48.19	55.60	66.72
Keevil Parish Council	19.17	22.37	25.56	28.76	35.15	41.54	47.93	57.52
Kilminster Parish Council	32.35	37.75	43.14	48.53	59.31	70.10	80.88	97.06
Kington Langley Parish Council	35.89	41.88	47.86	53.84	65.80	77.77	89.73	107.68
Kington St Michael Parish Council	47.85	55.82	63.80	71.77	87.72	103.67	119.62	143.54
Lacock Parish Council	23.51	27.42	31.34	35.26	43.10	50.93	58.77	70.52
Landford Parish Council	33.73	39.36	44.98	50.60	61.84	73.09	84.33	101.20
Langley Burrell Parish Council	45.35	52.91	60.47	68.03	83.15	98.27	113.38	136.06
Latton Parish Council	23.03	26.86	30.70	34.54	42.22	49.89	57.57	69.08
Laverstock & Ford Parish Council	23.39	27.29	31.19	35.09	42.89	50.69	58.48	70.18
Lea & Cleverton Parish Council	18.04	21.05	24.05	27.06	33.07	39.09	45.10	54.12
Leigh Parish Council	18.37	21.43	24.49	27.55	33.67	39.79	45.92	55.10
Limpley Stoke Parish Council	44.75	52.20	59.66	67.12	82.04	96.95	111.87	134.24
Little Bedwyn Parish Council	15.47	18.05	20.63	23.21	28.37	33.53	38.68	46.42
Little Cheverell Parish Council	20.53	23.95	27.37	30.79	37.63	44.47	51.32	61.58
Little Somerford Parish Council	31.06	36.24	41.41	46.59	56.94	67.30	77.65	93.18
Longbridge Deverill Parish Council	12.53	14.62	16.71	18.80	22.98	27.16	31.33	37.60
Luckington Parish Council	19.99	23.33	26.66	29.99	36.65	43.32	49.98	59.98
Ludgershall Town Council	67.31	78.53	89.75	100.97	123.41	145.85	168.28	201.94
Lydiard Millicent Parish Council	44.66	52.10	59.55	66.99	81.88	96.76	111.65	133.98
Lydiard Tregoze Parish Council	22.96	26.79	30.61	34.44	42.09	49.75	57.40	68.88
Lyneham & Bradenstoke Parish Council	20.83	24.30	27.77	31.24	38.18	45.12	52.07	62.48
Maiden Bradley Parish Council	78.99	92.15	105.32	118.48	144.81	171.14	197.47	236.96
Malmesbury Town Council	133.01	155.17	177.34	199.51	243.85	288.18	332.52	399.02

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Manningford Parish Council	21.38	24.94	28.51	32.07	39.20	46.32	53.45	64.14
Marden Parish Council	18.39	21.45	24.52	27.58	33.71	39.84	45.97	55.16
Market Lavington Parish Council	44.49	51.90	59.32	66.73	81.56	96.39	111.22	133.46
Marlborough Town Council	125.31	146.20	167.08	187.97	229.74	271.51	313.28	375.94
Marston Meysey Parish Council	19.63	22.90	26.17	29.44	35.98	42.52	49.07	58.88
Marston Parish Council	17.33	20.22	23.11	26.00	31.78	37.56	43.33	52.00
Melksham Town Council	93.85	109.50	125.14	140.78	172.06	203.35	234.63	281.56
Melksham Without Parish Council	49.98	58.31	66.64	74.97	91.63	108.29	124.95	149.94
Mere Parish Council	78.66	91.77	104.88	117.99	144.21	170.43	196.65	235.98
Mildenhall Parish Council	68.07	79.42	90.76	102.11	124.80	147.49	170.18	204.22
Milston Parish Council	10.93	12.75	14.57	16.39	20.03	23.67	27.32	32.78
Milton Lilbourne Parish Council	30.61	35.71	40.81	45.91	56.11	66.31	76.52	91.82
Minety Parish Council	15.03	17.53	20.04	22.54	27.55	32.56	37.57	45.08
Monkton Farleigh Parish Council	20.83	24.30	27.77	31.24	38.18	45.12	52.07	62.48
Netheravon Parish Council	43.34	50.56	57.79	65.01	79.46	93.90	108.35	130.02
Netherhampton Parish Council	14.09	16.44	18.79	21.14	25.84	30.54	35.23	42.28
Nettleton Parish Council	11.52	13.44	15.36	17.28	21.12	24.96	28.80	34.56
Newton Toney Parish Council	49.09	57.27	65.45	73.63	89.99	106.35	122.72	147.26
North Bradley Parish Council	13.26	15.47	17.68	19.89	24.31	28.73	33.15	39.78
North Newnton Parish Council	50.69	59.13	67.58	76.03	92.93	109.82	126.72	152.06
North Wraxall Parish Council	19.47	22.71	25.96	29.20	35.69	42.18	48.67	58.40
Norton & Foxley Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Norton Bavant Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oaksey Parish Council	45.58	53.18	60.77	68.37	83.56	98.76	113.95	136.74
Odstock Parish Council	31.94	37.26	42.59	47.91	58.56	69.20	79.85	95.82
Ogbourne St Andrew Parish Council	13.33	15.56	17.78	20.00	24.44	28.89	33.33	40.00
Ogbourne St George Parish Council	34.52	40.27	46.03	51.78	63.29	74.79	86.30	103.56
Orcheston Parish Council	14.00	16.33	18.67	21.00	25.67	30.33	35.00	42.00
Patney Parish Council	40.94	47.76	54.59	61.41	75.06	88.70	102.35	122.82
Pewsey Parish Council	41.95	48.95	55.94	62.93	76.91	90.90	104.88	125.86
Pitton & Farley Parish Council	26.35	30.75	35.14	39.53	48.31	57.10	65.88	79.06
Potterne Parish Council	29.88	34.86	39.84	44.82	54.78	64.74	74.70	89.64

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Poulshot Parish Council	52.46	61.20	69.95	78.69	96.18	113.66	131.15	157.38
Preshute Parish Council	31.79	37.09	42.39	47.69	58.29	68.89	79.48	95.38
Purton Parish Council	74.44	86.85	99.25	111.66	136.47	161.29	186.10	223.32
Quidhampton Parish Council	39.57	46.17	52.76	59.36	72.55	85.74	98.93	118.72
Ramsbury Parish Council	36.01	42.01	48.01	54.01	66.01	78.01	90.02	108.02
Redlynch Parish Council	25.62	29.89	34.16	38.43	46.97	55.51	64.05	76.86
Rowde Parish Council	46.36	54.09	61.81	69.54	84.99	100.45	115.90	139.08
Royal Wootton Bassett Town Council	133.21	155.41	177.61	199.81	244.21	288.61	333.02	399.62
Rushall Parish Council	47.15	55.00	62.86	70.72	86.44	102.15	117.87	141.44
Salisbury City Council	138.67	161.78	184.89	208.00	254.22	300.44	346.67	416.00
Savernake Parish Council	6.10	7.12	8.13	9.15	11.18	13.22	15.25	18.30
Seagry Parish Council	55.59	64.85	74.12	83.38	101.91	120.44	138.97	166.76
Sedgehill & Semley Parish Council	20.67	24.12	27.56	31.01	37.90	44.79	51.68	62.02
Seend Parish Council	22.59	26.35	30.12	33.88	41.41	48.94	56.47	67.76
Semington Parish Council	21.93	25.59	29.24	32.90	40.21	47.52	54.83	65.80
Shalbourne Parish Council	16.09	18.78	21.46	24.14	29.50	34.87	40.23	48.28
Sherrington Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherston Parish Council	28.92	33.74	38.56	43.38	53.02	62.66	72.30	86.76
Shrewton Parish Council	26.73	31.19	35.64	40.10	49.01	57.92	66.83	80.20
Sopworth Parish Council	4.87	5.69	6.50	7.31	8.93	10.56	12.18	14.62
South Newton Parish Council	14.84	17.31	19.79	22.26	27.21	32.15	37.10	44.52
South Wraxall Parish Council	10.23	11.94	13.64	15.35	18.76	22.17	25.58	30.70
Southwick Parish Council	19.73	23.02	26.31	29.60	36.18	42.76	49.33	59.20
St Paul Without	9.43	11.01	12.58	14.15	17.29	20.44	23.58	28.30
Stanton St Bernard Parish Council	28.52	33.27	38.03	42.78	52.29	61.79	71.30	85.56
Stanton St Quintin Parish Council	15.29	17.83	20.38	22.93	28.03	33.12	38.22	45.86
Stapleford Parish Council	27.35	31.91	36.47	41.03	50.15	59.27	68.38	82.06
Staverton Parish Council	21.96	25.62	29.28	32.94	40.26	47.58	54.90	65.88
Steeple Ashton Parish Council	33.19	38.73	44.26	49.79	60.85	71.92	82.98	99.58
Steeple Langford Parish Council	13.81	16.11	18.41	20.71	25.31	29.91	34.52	41.42
Stert Parish Council	6.60	7.70	8.80	9.90	12.10	14.30	16.50	19.80
Stockton Parish Council	5.39	6.29	7.19	8.09	9.89	11.69	13.48	16.18

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Stourton Parish Council	16.13	18.81	21.50	24.19	29.57	34.94	40.32	48.38
Stratford Tony Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton Benger Parish Council	14.07	16.42	18.76	21.11	25.80	30.49	35.18	42.22
Sutton Mandeville Parish Council	6.36	7.42	8.48	9.54	11.66	13.78	15.90	19.08
Sutton Veny Parish Council	26.44	30.85	35.25	39.66	48.47	57.29	66.10	79.32
Swallowcliffe Parish Council	41.74	48.70	55.65	62.61	76.52	90.44	104.35	125.22
Teffont Parish Council	32.45	37.86	43.27	48.68	59.50	70.32	81.13	97.36
Tidcombe & Fosbury Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tidworth Town Council	90.19	105.23	120.26	135.29	165.35	195.42	225.48	270.58
Tilshead Parish Council	31.16	36.35	41.55	46.74	57.13	67.51	77.90	93.48
Tisbury Parish Council	61.47	71.72	81.96	92.21	112.70	133.19	153.68	184.42
Tockenham Parish Council	33.77	39.39	45.02	50.65	61.91	73.16	84.42	101.30
Tollard Royal Parish Council	49.29	57.50	65.72	73.93	90.36	106.79	123.22	147.86
Trowbridge Town Council	99.33	115.88	132.44	148.99	182.10	215.21	248.32	297.98
Upavon Parish Council	29.94	34.93	39.92	44.91	54.89	64.87	74.85	89.82
Upper Deverills Parish Council	32.12	37.47	42.83	48.18	58.89	69.59	80.30	96.36
Upton Lovell Parish Council	23.13	26.98	30.84	34.69	42.40	50.11	57.82	69.38
Upton Scudamore Parish Council	17.14	20.00	22.85	25.71	31.42	37.14	42.85	51.42
Urchfont Parish Council	59.83	69.81	79.78	89.75	109.69	129.64	149.58	179.50
Warminster Town Council	82.75	96.55	110.34	124.13	151.71	179.30	206.88	248.26
West Ashton Parish Council	19.52	22.77	26.03	29.28	35.79	42.29	48.80	58.56
West Dean Parish Council	60.26	70.30	80.35	90.39	110.48	130.56	150.65	180.78
West Knoyle Parish Council	42.17	49.19	56.22	63.25	77.31	91.36	105.42	126.50
West Lavington Parish Council	43.66	50.94	58.21	65.49	80.04	94.60	109.15	130.98
West Tisbury Parish Council	23.73	27.68	31.64	35.59	43.50	51.41	59.32	71.18
Westbury Town Council	86.39	100.78	115.18	129.58	158.38	187.17	215.97	259.16
Westwood Parish Council	33.94	39.60	45.25	50.91	62.22	73.54	84.85	101.82
Whiteparish Parish Council	27.17	31.70	36.23	40.76	49.82	58.88	67.93	81.52
Wilcot & Huish Parish Council	17.45	20.35	23.26	26.17	31.99	37.80	43.62	52.34
Wilsford-cum-Lake Parish Council	5.24	6.11	6.99	7.86	9.61	11.35	13.10	15.72
Wilton Town Council	85.52	99.77	114.03	128.28	156.79	185.29	213.80	256.56
Wingfield Parish Council	53.71	62.66	71.61	80.56	98.46	116.36	134.27	161.12

Council Tax Schedule 2018/2019	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Winsley Parish Council	18.61	21.72	24.82	27.92	34.12	40.33	46.53	55.84
Winterbourne Parish Council	28.00	32.67	37.33	42.00	51.33	60.67	70.00	84.00
Winterbourne Stoke Parish Council	57.03	66.54	76.04	85.55	104.56	123.57	142.58	171.10
Winterslow Parish Council	46.75	54.55	62.34	70.13	85.71	101.30	116.88	140.26
Woodborough Parish Council	28.30	33.02	37.73	42.45	51.88	61.32	70.75	84.90
Woodford Parish Council	17.17	20.04	22.90	25.76	31.48	37.21	42.93	51.52
Wootton Rivers Parish Council	14.58	17.01	19.44	21.87	26.73	31.59	36.45	43.74
Worton Parish Council	25.41	29.64	33.88	38.11	46.58	55.05	63.52	76.22
Wylve Parish Council	17.16	20.02	22.88	25.74	31.46	37.18	42.90	51.48
Yatton Keynell Parish Council	24.65	28.75	32.86	36.97	45.19	53.40	61.62	73.94
Zeals Parish Council	12.17	14.2	16.23	18.26	22.32	26.38	30.43	36.52

This page is intentionally left blank

Wiltshire Council - Town & Parish Precepts 2018/2019

Parish/Town Council	2017/2018			2018/2019			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Aldbourn Parish Council	785.54	28,000.00	35.64	792.78	32,000.00	40.36	13.24%
Aldbourn Parish Council	939.46	46,944.00	49.97	949.63	47,453.01	49.97	0.00%
All Cannings Parish Council	267.28	14,310.00	53.54	273.98	15,525.00	56.66	5.83%
Allington Parish Council	197.88	9,446.00	47.74	217.54	9,450.00	43.44	(9.01%)
Alton Parish Council	111.05	5,000.00	45.02	110.62	5,000.00	45.20	0.40%
Alvediston Parish Meeting	48.69	0.00	0.00	46.67	0.00	0.00	0.00%
Amesbury Town Council	3,841.80	335,000.00	87.20	4,081.27	360,000.00	88.21	1.16%
Ansty Parish Council	76.41	1,800.00	23.56	73.91	2,000.00	27.06	14.86%
Ashton Keynes Parish Council	676.71	33,650.00	49.73	684.24	33,650.00	49.18	(1.11%)
Atworth Parish Council	487.65	28,221.00	57.87	493.74	28,573.00	57.87	0.00%
Avebury Parish Council	221.58	12,100.00	54.61	224.33	12,100.00	53.94	(1.23%)
Barford St Martin Parish Council	198.84	9,000.00	45.26	203.11	9,000.00	44.31	(2.10%)
Baydon Parish Council	295.67	17,650.00	59.69	296.15	17,500.00	59.09	(1.01%)
Beechingstoke Parish Council	63.64	0.00	0.00	63.41	0.00	0.00	0.00%
Berwick Bassett & W/Bourne Monkton Parish Council	91.29	4,052.00	44.39	91.70	4,475.00	48.80	9.93%
Berwick St James Parish Council	77.10	1,250.00	16.21	80.75	1,250.00	15.48	(4.50%)
Berwick St John Parish Council	130.61	7,000.00	53.59	132.40	7,000.00	52.87	(1.34%)
Berwick St Leonard Parish Council	15.52	0.00	0.00	15.46	0.00	0.00	0.00%
Biddestone Parish Council	257.91	8,080.00	31.33	262.79	8,080.00	30.75	(1.85%)
Bishops Cannings Parish Council	1,092.59	45,250.00	41.42	1,124.79	58,489.00	52.00	25.54%
Bishopstone Parish Council	272.34	7,217.00	26.50	276.89	7,705.00	27.83	5.02%
Bishopstrow Parish Council	73.78	1,200.00	16.26	72.00	1,400.00	19.44	19.56%
Bowerchalke Parish Council	178.26	5,515.36	30.94	175.46	5,400.00	30.78	(0.52%)
Box Parish Council	1,627.57	139,960.00	85.99	1,672.13	136,561.00	81.67	(5.02%)
Boyton Parish Council	84.77	1,075.00	12.68	85.53	1,397.50	16.34	28.86%
Bradford On Avon Town Council	3,894.70	546,708.00	140.37	3,953.66	689,590.00	174.42	24.26%
Bratton Parish Council	492.67	37,270.00	75.65	497.45	35,357.00	71.08	(6.04%)
Braydon Parish Council	33.27	0.00	0.00	30.72	0.00	0.00	0.00%

Bremhill Parish Council	461.85	8,000.00	17.32	458.57	8,000.00	17.45	0.75%
Brinkworth Parish Council	608.99	23,218.50	38.13	620.19	24,357.96	39.27	2.99%
Britford Parish Council	165.31	2,650.00	16.03	166.43	2,650.00	15.92	(0.69%)
Broad Hinton & W/Bourne Bassett Parish Council	387.08	6,030.71	15.58	389.69	6,145.41	15.77	1.22%
Broad Town Parish Council	267.81	7,649.00	28.56	266.32	8,490.00	31.88	11.62%
Broadchalke Parish Council	314.29	6,800.00	21.64	319.30	6,800.00	21.30	(1.57%)
Brokenborough Parish Council	99.89	1,332.00	13.33	100.00	1,532.00	15.32	14.93%
Bromham Parish Council	747.34	39,000.00	52.19	767.40	39,000.00	50.82	(2.63%)
Broughton Gifford Parish Council	343.25	10,350.00	30.15	348.04	11,385.00	32.71	8.49%
Bulford Parish Council	1,194.20	48,714.57	40.79	1,186.59	48,152.61	40.58	(0.51%)
Bulkington Parish Council	118.62	4,750.00	40.04	117.71	4,850.00	41.20	2.90%
Burbage Parish Council	812.89	31,375.00	38.60	828.25	30,466.00	36.78	(4.72%)
Burcombe Parish Council	62.86	3,000.00	47.73	62.55	3,000.00	47.96	0.48%
Buttermere Parish Council	30.62	0.00	0.00	30.92	0.00	0.00	0.00%
Calne Town Council	5,525.19	1,162,003.00	210.31	5,785.47	1,216,742.00	210.31	0.00%
Calne Without Parish Council	1,144.61	8,000.00	6.99	1,262.54	10,000.00	7.92	13.30%
Castle Combe Parish Council	172.99	5,000.00	28.90	174.68	5,250.00	30.05	3.98%
Chapmanslade Parish Council	309.68	5,200.00	16.79	309.62	5,300.00	17.12	1.97%
Charlton Parish Council	238.45	6,100.00	25.58	238.17	7,200.00	30.23	18.18%
Charlton St Peter & Wilsford Parish Council	81.73	1,100.00	13.46	83.60	1,350.00	16.15	19.99%
Cherhill Parish Council	349.49	7,500.00	21.46	354.03	7,500.00	21.18	(1.30%)
Cheverell Magna (Great Cheverell) Parish Council	244.28	9,374.00	38.37	246.96	9,919.00	40.16	4.67%
Chicklade Parish Council	38.63	0.00	0.00	40.20	0.00	0.00	0.00%
Chilmark Parish Council	241.17	7,300.00	30.27	241.84	7,750.00	32.05	5.88%
Chilton Foliat Parish Council	193.23	6,390.00	33.07	189.71	7,000.00	36.90	11.58%
Chippenham Town Council	11,835.70	2,001,771.00	169.13	12,090.23	2,106,118.00	174.20	3.00%
Chippenham Without Parish Council	93.32	7,000.00	75.01	98.45	8,000.00	81.26	8.33%
Chirton Parish Council	176.91	9,993.50	56.49	178.32	10,374.66	58.18	2.99%
Chitterne Parish Council	134.42	8,095.70	60.23	135.63	8,095.70	59.69	(0.90%)
Cholderton Parish Council	86.18	4,065.00	47.17	89.51	4,475.50	50.00	6.00%
Christian Malford Parish Council	348.13	10,033.11	28.82	351.05	10,320.87	29.40	2.01%
Chute Forest Parish Council	89.94	4,858.00	54.01	88.36	4,858.00	54.98	1.80%
Chute Parish Council	167.67	7,982.00	47.61	171.33	7,982.00	46.59	(2.14%)
Clarendon Park Parish Council	124.31	400.00	3.22	129.49	0.00	0.00	(100.00%)

Clyffe Pypard Parish Council	148.68	0.00	0.00	148.59	3,000.00	20.19	N/A
Codford Parish Council	342.95	14,491.22	42.25	351.24	16,638.00	47.37	12.12%
Colerne Parish Council	940.66	53,495.94	56.87	948.95	55,500.64	58.49	2.85%
Collingbourne Ducis Parish Council	376.35	20,579.00	54.68	381.68	21,496.22	56.32	3.00%
Collingbourne Kingston Parish Council	218.75	10,209.00	46.67	218.54	10,271.00	47.00	0.71%
Compton Bassett Parish Council	111.69	4,580.00	41.01	113.16	5,000.00	44.19	7.75%
Compton Chamberlayne Parish Council	60.59	2,500.00	41.26	60.26	2,650.00	43.98	6.59%
Coombe Bissett Parish Council	358.07	11,000.00	30.72	363.06	11,000.00	30.30	(1.37%)
Corsham Town Council	4,467.53	667,717.00	149.46	4,732.89	726,604.00	153.52	2.72%
Corsley Parish Council	349.01	8,556.00	24.52	354.12	9,275.37	26.19	6.81%
Coulston Parish Council	81.71	2,934.72	35.92	81.60	3,008.09	36.86	2.62%
Cricklade Town Council	1,524.99	272,568.00	178.73	1,553.83	288,190.00	185.47	3.77%
Crudwell Parish Council	510.47	15,206.00	29.79	527.59	15,716.91	29.79	0.00%
Dauntsey Parish Council	255.48	16,000.00	62.63	260.13	16,000.00	61.51	(1.79%)
Devizes Town Council	5,667.19	838,955.00	148.04	5,786.76	889,834.00	153.77	3.87%
Dilton Marsh Parish Council	686.80	27,915.00	40.65	701.78	29,000.00	41.32	1.65%
Dinton Parish Council	299.10	10,500.00	35.11	301.89	10,700.00	35.44	0.94%
Donhead St Andrew Parish Council	250.02	8,000.00	32.00	249.94	8,000.00	32.01	0.03%
Donhead St Mary Parish Council	466.89	15,160.00	32.47	472.59	15,200.00	32.16	(0.95%)
Downton Parish Council	1,305.14	89,509.73	68.58	1,335.54	107,527.27	80.51	17.40%
Durnford Parish Council	181.41	2,615.93	14.42	182.64	3,159.67	17.30	19.97%
Durrington Town Council	2,153.38	113,340.00	52.63	2,177.10	118,020.59	54.21	3.00%
East Kennett Parish Council	52.12	0.00	0.00	52.85	0.00	0.00	0.00%
East Knoyle Parish Council	345.77	9,500.00	27.47	347.02	9,975.00	28.74	4.62%
Easterton Parish Council	244.12	15,650.90	64.11	244.23	15,745.00	64.47	0.56%
Easton Grey Parish Council	44.45	200.00	4.50	43.94	200.00	4.55	1.11%
Easton Royal Parish Council	137.91	6,150.00	44.59	137.07	6,150.00	44.87	0.63%
Ebbesbourne Wake Parish Council	104.96	3,500.00	33.35	106.64	3,500.00	32.82	(1.59%)
Edington Parish Council	329.13	8,500.00	25.83	326.89	9,500.00	29.06	12.50%
Enford Parish Council	254.72	13,875.00	54.47	260.88	15,105.00	57.90	6.30%
Erlestoke Parish Council	90.59	6,795.00	75.01	91.33	6,805.00	74.51	(0.67%)
Etchilhampton Parish Council	75.05	3,000.00	39.97	72.38	3,000.00	41.45	3.70%
Everleigh Parish Council	90.97	3,448.01	37.90	94.27	3,602.88	38.22	0.84%
Figheledean Parish Council	228.17	17,893.00	78.42	231.99	18,190.00	78.41	(0.01%)
Firsdown Parish Council	277.87	13,050.47	46.97	276.49	13,500.00	48.83	3.96%
Fittleton Parish Council	99.75	4,910.00	49.22	110.17	5,655.00	51.33	4.29%

Fonthill Bishop Parish Council	46.71	0.00	0.00	45.09	0.00	0.00	0.00%
Fonthill Gifford Parish Council	54.12	2,000.00	36.95	59.98	2,000.00	33.34	(9.77%)
Fovant Parish Council	325.98	9,850.00	30.22	336.60	9,850.00	29.26	(3.18%)
Froxfield Parish Council	145.45	6,000.00	41.25	148.11	7,500.00	50.64	22.76%
Fyfield & West Overton Parish Council	394.84	9,957.86	25.22	404.10	9,957.86	24.64	(2.30%)
Grafton Parish Council	333.87	8,000.00	23.96	341.53	8,500.00	24.89	3.88%
Great Bedwyn Parish Council	559.66	18,000.00	32.16	569.90	20,000.00	35.09	9.11%
Great Hinton Parish Council	103.64	3,500.00	33.77	105.54	3,000.00	28.43	(15.81%)
Great Somerford Parish Council	373.17	7,822.00	20.96	376.03	8,118.49	21.59	3.01%
Great Wishford Parish Council	135.06	4,500.00	33.32	138.50	4,500.00	32.49	(2.49%)
Grimstead Parish Council	278.06	11,500.00	41.36	280.81	12,000.00	42.73	3.31%
Grittleton Parish Council	281.09	3,934.00	14.00	284.14	3,934.00	13.85	(1.07%)
Ham Parish Council	109.52	1,500.00	13.70	110.45	1,500.00	13.58	(0.88%)
Hankerton Parish Council	154.34	3,764.00	24.39	155.40	4,100.00	26.38	8.16%
Heddington Parish Council	194.11	4,125.00	21.25	195.24	4,538.00	23.24	9.36%
Heytesbury & Knook Parish Council	347.16	9,050.00	26.07	347.69	9,050.00	26.03	(0.15%)
Heywood Parish Council	306.14	4,240.00	13.85	309.42	5,025.00	16.24	17.26%
Hilmarton Parish Council	310.89	8,000.00	25.73	310.74	8,000.00	25.74	0.04%
Hilperton Parish Council	1,591.38	22,725.00	14.28	1,597.00	22,805.00	14.28	0.00%
Hindon Parish Council	230.79	9,000.00	39.00	236.93	12,000.00	50.65	29.87%
Holt Parish Council	674.75	19,725.00	29.23	682.11	20,938.00	30.70	5.03%
Horningsham Parish Council	168.23	13,072.18	77.70	169.73	13,865.40	81.69	5.14%
Hullavington Parish Council	486.62	19,000.00	39.04	494.95	20,500.50	41.42	6.10%
Idmiston Parish Council	899.85	26,104.65	29.01	904.40	30,170.78	33.36	14.99%
Keevil Parish Council	226.79	6,522.00	28.76	227.86	6,553.25	28.76	0.00%
Kilmington Parish Council	134.91	6,175.00	45.77	136.00	6,600.55	48.53	6.03%
Kington Langley Parish Council	364.02	19,418.00	53.34	367.84	19,806.00	53.84	0.94%
Kington St Michael Parish Council	316.26	17,810.00	56.31	323.36	23,207.28	71.77	27.46%
Lacock Parish Council	497.42	17,374.00	34.93	501.67	17,689.00	35.26	0.94%
Landford Parish Council	967.59	24,000.00	24.80	968.35	49,000.00	50.60	104.03%
Langley Burrell Parish Council	186.55	11,725.00	62.85	180.79	12,300.00	68.03	8.24%
Latton Parish Council	237.11	7,043.30	29.70	241.27	8,334.00	34.54	16.30%
Laverstock & Ford Parish Council	3,330.97	70,920.00	21.29	3,606.07	126,543.00	35.09	64.82%
Lea & Cleverton Parish Council	409.43	9,842.00	24.04	412.35	11,160.00	27.06	12.56%
Leigh Parish Council	142.48	4,164.69	29.23	144.45	3,979.99	27.55	(5.75%)
Limpley Stoke Parish Council	303.27	18,936.00	62.44	303.25	20,354.00	67.12	7.50%

Little Bedwyn Parish Council	132.71	3,095.00	23.32	133.32	3,095.00	23.21	(0.47%)
Little Cheverell Parish Council	79.01	2,500.00	31.64	81.20	2,500.00	30.79	(2.69%)
Little Somerford Parish Council	183.69	7,900.00	43.01	182.46	8,500.00	46.59	8.32%
Longbridge Deverill Parish Council	398.41	7,434.00	18.66	395.33	7,434.00	18.80	0.75%
Luckington Parish Council	296.79	8,812.45	29.69	302.49	9,071.68	29.99	1.01%
Ludgershall Town Council	1,396.67	138,954.70	99.49	1,468.39	148,263.00	100.97	1.49%
Lydiard Millicent Parish Council	759.25	45,760.00	60.27	761.49	51,010.00	66.99	11.15%
Lydiard Tregoze Parish Council	214.27	7,500.00	35.00	217.80	7,500.00	34.44	(1.60%)
Lyneham & Bradenstoke Parish Council	1,486.72	44,000.00	29.60	1,502.69	46,943.00	31.24	5.54%
Maiden Bradley Parish Council	134.60	14,341.78	106.55	132.77	15,730.08	118.48	11.20%
Malmesbury Town Council	1,958.85	381,173.00	194.59	2,120.98	423,156.71	199.51	2.53%
Manningford Parish Council	191.27	6,300.00	32.94	196.44	6,300.00	32.07	(2.64%)
Marden Parish Council	52.84	860.00	16.28	54.39	1,500.00	27.58	69.41%
Market Lavington Parish Council	745.16	48,282.00	64.79	762.91	50,909.00	66.73	2.99%
Marlborough Town Council	3,289.53	600,913.00	182.67	3,332.16	626,331.00	187.97	2.90%
Marston Meysey Parish Council	114.35	3,206.37	28.04	112.19	3,302.87	29.44	4.99%
Marston Parish Council	77.48	2,000.00	25.81	76.91	2,000.00	26.00	0.74%
Melksham Town Council	5,196.28	600,115.00	115.49	5,425.19	763,750.00	140.78	21.90%
Melksham Without Parish Council	2,535.97	178,000.00	70.19	2,535.46	190,091.74	74.97	6.81%
Mere Parish Council	1,130.30	121,204.51	107.23	1,162.87	137,206.66	117.99	10.03%
Mildenhall Parish Council	211.95	15,000.00	70.77	215.45	22,000.00	102.11	44.28%
Milston Parish Council	55.27	900.00	16.28	54.90	900.00	16.39	0.68%
Milton Lilbourne Parish Council	270.84	10,160.00	37.51	272.29	12,500.00	45.91	22.39%
Minety Parish Council	695.07	13,570.00	19.52	698.16	15,740.00	22.54	15.47%
Monkton Farleigh Parish Council	179.36	5,500.00	30.66	182.43	5,700.00	31.24	1.89%
Netheravon Parish Council	385.77	27,112.00	70.28	381.71	24,816.00	65.01	(7.50%)
Netherhampton Parish Council	83.84	1,425.00	17.00	67.42	1,425.00	21.14	24.35%
Nettleton Parish Council	342.99	6,000.00	17.49	347.22	6,000.00	17.28	(1.20%)
Newton Toney Parish Council	166.32	11,339.76	68.18	168.94	12,439.80	73.63	7.99%
North Bradley Parish Council	684.56	10,852.00	15.85	683.04	13,586.00	19.89	25.49%
North Newton Parish Council	195.90	15,000.00	76.57	200.78	15,265.00	76.03	(0.71%)
North Wraxall Parish Council	214.20	6,288.77	29.36	215.35	6,288.77	29.20	(0.54%)
Norton & Foxley Parish Meeting	65.64	0.00	0.00	66.93	0.00	0.00	0.00%
Norton Bavant Parish Council	57.35	0.00	0.00	57.56	0.00	0.00	0.00%
Oaksey Parish Council	238.37	15,000.00	62.93	248.65	17,000.00	68.37	8.64%
Odstock Parish Council	248.84	12,068.38	48.50	251.74	12,060.00	47.91	(1.22%)

Ogbourne St Andrew Parish Council	195.42	3,908.40	20.00	192.31	3,846.20	20.00	0.00%
Ogbourne St George Parish Council	229.52	9,277.00	40.42	231.52	11,989.00	51.78	28.10%
Orcheston Parish Council	105.06	1,950.00	18.56	107.12	2,250.00	21.00	13.15%
Patney Parish Council	63.47	6,000.00	94.53	65.14	4,000.00	61.41	(35.04%)
Pewsey Parish Council	1,491.63	94,000.00	63.02	1,541.34	97,000.00	62.93	(0.14%)
Pitton & Farley Parish Council	364.60	17,800.00	48.82	366.79	14,500.00	39.53	(19.03%)
Potterne Parish Council	576.90	18,910.00	32.78	593.91	26,620.00	44.82	36.73%
Poulshot Parish Council	155.08	11,386.00	73.42	156.01	12,277.00	78.69	7.18%
Preshute Parish Council	84.66	4,000.00	47.25	83.88	4,000.00	47.69	0.93%
Purton Parish Council	2,058.01	225,290.35	109.47	2,286.66	255,328.46	111.66	2.00%
Quidhampton Parish Council	153.09	8,755.00	57.19	155.16	9,210.00	59.36	3.79%
Ramsbury Parish Council	919.99	48,952.00	53.21	944.56	51,015.00	54.01	1.50%
Redlynch Parish Council	1,177.61	45,251.00	38.43	1,187.45	45,633.70	38.43	0.00%
Rowde Parish Council	488.91	34,000.00	69.54	496.76	34,544.69	69.54	0.00%
Royal Wootton Bassett Town Council	4,504.49	877,520.00	194.81	4,700.54	939,215.00	199.81	2.57%
Rushall Parish Council	73.32	5,122.80	69.87	74.71	5,283.80	70.72	1.22%
Salisbury City Council	14,147.21	1,740,096.00	123.00	14,492.10	3,014,336.00	208.00	69.11%
Savernake Parish Council	138.69	1,000.00	7.21	136.66	1,250.00	9.15	26.91%
Seagry Parish Council	167.03	12,100.00	72.44	167.91	14,000.00	83.38	15.10%
Sedgehill & Semley Parish Council	281.66	9,000.00	31.95	290.24	9,000.00	31.01	(2.94%)
Seend Parish Council	514.37	13,256.00	25.77	528.26	17,895.00	33.88	31.47%
Semington Parish Council	375.77	12,000.00	31.93	387.57	12,750.00	32.90	3.04%
Shalbourne Parish Council	325.07	4,500.00	13.84	331.38	8,000.00	24.14	74.42%
Sherrington Parish Council	35.89	0.00	0.00	34.01	0.00	0.00	0.00%
Sherston Parish Council	710.94	26,966.00	37.93	725.53	31,472.62	43.38	14.37%
Shrewton Parish Council	752.22	30,780.00	40.92	767.58	30,780.00	40.10	(2.00%)
Sopworth Parish Council	66.11	500.00	7.56	68.43	500.00	7.31	(3.31%)
South Newton Parish Council	225.39	4,778.27	21.20	227.83	5,071.50	22.26	5.00%
South Wraxall Parish Council	229.67	3,500.00	15.24	228.04	3,500.00	15.35	0.72%
Southwick Parish Council	736.62	19,000.00	25.79	743.16	22,000.00	29.60	14.77%
St Paul Without	976.24	12,554.00	12.86	1,018.53	14,412.20	14.15	10.03%
Stanton St Bernard Parish Council	84.54	3,570.00	42.23	85.08	3,640.00	42.78	1.30%
Stanton St Quintin Parish Council	261.60	5,500.00	21.02	261.63	6,000.00	22.93	9.09%
Stapleford Parish Council	143.12	3,348.24	23.39	146.24	6,000.00	41.03	75.42%
Staverton Parish Council	685.22	22,571.15	32.94	689.04	22,696.97	32.94	0.00%
Steeple Ashton Parish Council	436.80	21,748.00	49.79	436.94	21,755.24	49.79	0.00%

Steeple Langford Parish Council	241.28	4,500.00	18.65	241.43	5,000.00	20.71	11.05%
Stert Parish Council	93.26	915.05	9.81	92.47	915.05	9.90	0.92%
Stockton Parish Council	82.91	500.00	6.03	86.56	700.00	8.09	34.16%
Stourton Parish Council	99.14	1,974.00	19.91	97.76	2,365.00	24.19	21.50%
Stratford Tony Parish Council	31.56	0.00	0.00	32.32		0.00	0.00%
Sutton Benger Parish Council	521.22	10,789.25	20.70	542.54	11,453.02	21.11	1.98%
Sutton Mandeville Parish Council	137.29	1,535.00	11.18	136.33	1,300.00	9.54	(14.67%)
Sutton Veny Parish Council	314.05	12,455.22	39.66	319.87	12,686.04	39.66	0.00%
Swallowcliffe Parish Council	106.63	3,495.00	32.78	108.79	6,811.00	62.61	91.00%
Teffont Parish Council	145.81	7,463.00	51.18	153.30	7,463.00	48.68	(4.88%)
Tidcombe & Fosbury Parish Council	55.00	0.00	0.00	56.76	0.00	0.00	0.00%
Tidworth Town Council	2,260.62	282,463.00	124.95	2,490.91	337,000.00	135.29	8.28%
Tilshead Parish Council	134.33	6,270.00	46.68	134.79	6,300.00	46.74	0.13%
Tisbury Parish Council	941.97	75,220.00	79.85	974.35	89,840.00	92.21	15.48%
Tockenham Parish Council	116.24	6,000.00	51.62	118.46	6,000.00	50.65	(1.88%)
Tollard Royal Parish Council	64.49	4,768.00	73.93	64.40	4,761.09	73.93	0.00%
Trowbridge Town Council	11,194.66	1,619,251.00	144.64	11,549.55	1,720,783.00	148.99	3.01%
Upavon Parish Council	463.93	18,500.00	39.88	467.61	21,000.00	44.91	12.61%
Upper Deverills Parish Council	172.54	7,373.00	42.73	173.78	8,373.00	48.18	12.75%
Upton Lovell Parish Council	91.40	3,085.00	33.75	88.94	3,085.00	34.69	2.79%
Upton Scudamore Parish Council	137.16	3,280.00	23.91	140.33	3,608.00	25.71	7.53%
Urchfont Parish Council	516.19	45,420.00	87.99	526.40	47,244.40	89.75	2.00%
Warminster Town Council	5,891.59	552,612.00	93.80	6,033.98	749,012.00	124.13	32.33%
West Ashton Parish Council	232.89	6,500.00	27.91	233.66	6,842.00	29.28	4.91%
West Dean Parish Council	105.88	9,570.00	90.39	103.70	9,373.44	90.39	0.00%
West Knoyle Parish Council	64.98	4,031.00	62.03	67.59	4,274.92	63.25	1.97%
West Lavington Parish Council	461.12	29,608.00	64.21	468.30	30,668.00	65.49	1.99%
West Tisbury Parish Council	278.02	9,828.00	35.35	280.67	9,990.00	35.59	0.68%
Westbury Town Council	4,742.32	538,649.00	113.58	4,858.37	629,552.00	129.58	14.09%
Westwood Parish Council	478.41	23,650.00	49.43	482.35	24,556.00	50.91	2.99%
Whiteparish Parish Council	705.70	28,764.33	40.76	712.21	29,029.68	40.76	0.00%
Wilcot & Huish Parish Council	271.19	6,759.00	24.92	275.33	7,205.39	26.17	5.02%
Wilsford-cum-Lake Parish Council	63.98	500.00	7.81	63.61	500.00	7.86	0.64%
Wilton Town Council	1,418.75	175,193.00	123.48	1,597.05	204,869.00	128.28	3.89%
Wingfield Parish Council	159.82	12,500.00	78.21	161.37	13,000.00	80.56	3.00%
Winsley Parish Council	920.24	25,000.00	27.17	931.16	26,000.00	27.92	2.76%

Appendix C

Winterbourne Parish Council	569.02	22,926.46	40.29	571.45	24,000.00	42.00	4.24%
Winterbourne Stoke Parish Council	85.88	7,290.00	84.89	85.21	7,290.00	85.55	0.78%
Winterslow Parish Council	904.78	42,840.00	47.35	916.34	64,260.00	70.13	48.11%
Woodborough Parish Council	139.92	6,000.00	42.88	141.35	6,000.00	42.45	(1.00%)
Woodford Parish Council	233.98	5,606.16	23.96	233.94	6,026.29	25.76	7.51%
Wootton Rivers Parish Council	127.27	2,530.00	19.88	125.84	2,752.12	21.87	10.01%
Worton Parish Council	265.54	11,324.06	42.65	264.90	10,096.00	38.11	(10.64%)
Wylve Parish Council	213.01	5,000.00	23.47	213.64	5,500.00	25.74	9.67%
Yatton Keynell Parish Council	369.01	13,321.00	36.10	367.48	13,587.00	36.97	2.41%
Zeals Parish Council	273.48	5,046.00	18.45	276.31	5,046.00	18.26	(1.03%)
TOTAL / AVERAGE	177,805.08	16,954,100.51	95.35	182,705.43	19,804,325.09	108.39	13.68%

Wiltshire Council

Council

20 February 2018

Pay Policy Statement

Summary

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

The statement has been updated for 2018/19 with minor revisions. This includes the impact of forthcoming legislation on pay arrangements, information regarding the trade union negotiations in early 2016 and the recommencement of annual increments from April 2018, updated job titles, amendments to the levels of authorisation for market supplements and the definition of a severance payment.

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

Proposals

That Council approve the updated Pay Policy Statement set out in Appendix1.

Reason for Proposal

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

Dr Carlton Brand, Corporate Director

Pay policy statement

Purpose of Report

1. This report presents the updated pay policy statement for 2018/19 which applies to all non-schools employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

Background

2. Under section 38 of the Localism Act 2011 every local authority is required to update their pay policy statement each financial year.
3. Wiltshire Council published its first pay policy statement in February 2012 and is required to publish an updated policy by 1 April 2018.
4. The legislation requires that approval of the pay policy statement is sought from full council.

Main Considerations for the Council

5. The pay policy statement has been updated to include:
 - A revised introduction stating the forthcoming legislation that will impact on the council's pay arrangements. This includes the implications of the apprenticeship levy, the increase to the national living wage and the requirements for gender pay gap reporting.
 - Information regarding the trade union negotiations in early 2016 and the recommencement of annual increments from April 2018.
 - Some further clarification in a small number of areas such as updated job titles, the level of authorisation for market supplements and the definition of a severance payment.
 - An updated total number of council employees and the latest pay ratios.
6. The current ratio of lowest paid to highest paid employee within the council is 1:10.1 and is marginally lower than last year at 1:10.2 which reflects the increase in pay rates at the lower end of the pay scale due to increases in the national living wage.

7. At its meeting on 10 January 2018 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by full council.

Environmental and climate change considerations

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

Equalities Impact of the Proposal

9. The pay policy statement was equality impact assessed on 1st February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2018/19.

Risk Assessment

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

Financial Implications

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

Legal Implications

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

Conclusions

14. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.
15. Full council is recommended to approve the pay policy statement for 2018/19.

Joanne Pitt: Director – HR&OD

Report Author: Amanda George, HR Strategic Delivery Manager
Date of report: 20 February 2018

Appendices

Appendix 1 – Pay Policy Statement (2018/19 update)

This page is intentionally left blank

Wiltshire Council Human Resources Pay Policy Statement

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

What is it?

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2018-2019.

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

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

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

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

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

- basic salary
- any other allowances arising from employment

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

Corporate Director
Director
Head of Service
Some specialist roles

The term “lowest paid employees” refers to those employees on the lowest pay point of our grading system which is spinal column point 6, £15,014 per annum.

Go straight to the section:

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

Introduction

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with an annual budget of around £328m (2018/19).

In order to deliver these services around 4,602 people work for the council (non schools) in a variety of diverse roles such as corporate director, social worker, public protection officer and general cleaner.

The council published the new business plan 2017 – 2027 last year. At the heart of the business plan the vision continues to be to create strong communities, and the ten year plan sets out the key actions that will be taken to deliver this. The key priorities of the business plan are to grow the economy, protect the vulnerable, build strong communities and ensure the council is innovative and effective across all services.

The coming year will be challenging with the council having to find innovative ways to deliver services within strict cost parameters. It is now more important than ever to ensure the council has the right people in the right place at the right time to deliver services. An annual review of market pay for senior roles will ensure the council is able to compete in the jobs market to recruit and retain the right people in these senior roles.

The apprenticeship levy came into force on 6 April 2017 which means that the council is now paying a levy of 0.5% of the pay bill into a digital apprenticeship account which can be used to fund the cost of training for apprenticeships. As well as focussing on recruiting new apprentices, the council is also using the levy to fund upskilling current employees. In 2018 there will be a focus on developing our future and current leaders in order to improve our skills in this area. Two accredited programmes will be available for aspiring and developing managers and the levy funding will be used to purchase the apprenticeship training modules.

In early 2016, negotiations took place between Wiltshire Council and the recognised trade unions in order to deliver annual savings of £2.5m over a 4 year period. The trade unions agreed to an increment freeze for a two year period covering 2016/17 and 2017/18 in order to avoid permanent changes to any terms and conditions as well as further redundancies. Incremental progression will recommence in April 2018.

The National Living Wage (NLW) will increase to £7.83 per hour from 1st April 2018 and is set to increase to over £9.00 by April 2020. As a result of this the national employers and trade unions have been meeting to discuss and agree a new pay spine which will take effect from April 2019. The new pay spine will mean the erosion of spinal points at the lower end of the scale to take account of the increases to the NLW, and will mean that some spinal column points will be combined. There is an expectation that the total increase to the national pay bill over the two-year period 2018/19 will be around 5.5% due to these changes, and this will mean savings will have to be made to account for this.

The Gender Pay Gap regulations came into effect in 2017 and the council must publish this data in March 2018. This will be set out alongside the equality monitoring report and will include an action plan to address any issues that arise.

Legislation was expected in 2017 on a proposed cap of £95,000 on public sector total exit payments as well as the recovery of exit payments from employees in the public sector with annual earnings of £80,000, where they return to work in the public sector within 12 months of leaving. However, this legislation has not been forthcoming this year and there is no firm news of when, or if, this is likely to be progressed.

Who does it apply to?

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

When does it apply?

This pay policy statement was first published in February 2012 and is updated on an annual basis. It has now been updated for the financial year 2018/2019.

What are the main points?

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

The level and elements of remuneration for employees

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

HAY job evaluation scheme:

6. The HAY job evaluation scheme is used to evaluate senior manager jobs within the council (currently 112 employees), which include the following roles:
 - Corporate Director
 - Director
 - Head of Service
 - Strategic and technical specialists
7. Each job is assessed by a panel of three HAY trained evaluators. The evaluators consider the job against each HAY element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
8. The HAY Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade for the job. There are 6 HAY grades each containing a salary range over 4 spinal column points.

10. See the [HAY job evaluation scheme](#), the [points to grades](#) and [salary bands](#) for further details.
11. The council's policy is to pay the median market rate for the jobs evaluated using the HAY job evaluation scheme, and aims to ensure that the pay scales for HAY graded posts are sensitive to labour market pressures. There can be exceptions to this where the market pay for particular roles indicates that pay above the median may be required, in which case a market supplement may be applied.
12. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for HAY grades are determined using the HAY pay databank for the public and not for profit sector and are reviewed on an annual basis and realigned should a pay drift be identified.

Greater London Provincial Council job evaluation (GLPC) scheme:

13. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council.
14. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a suite of agreed role profiles that set out the level of work required of the grade within the relevant job family.
15. There are 8 job families each containing a set of role profiles stating the requirements at each grade.
16. There are 15 grades, each grade containing between 3 and 4 increments except for the lowest grade which has just one salary point. The GLPC pay grades were first implemented and agreed with the unions as part of the Pay Reform agreement in 2007.
17. See the [GLPC evaluation scheme](#), [the points to grades](#) and [salary bands](#) for further details.
18. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process has been checked externally by job evaluation specialists in the South West Councils organisation.
19. For jobs evaluated using the GLPC job evaluation scheme the national pay spine determined by the National Joint Council (NJC) for Local Government Services applies and changes to the national pay spine are subject to annual pay negotiations.

Remuneration on recruitment

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

Market supplements

27. The council has a [market supplement policy](#) which stipulates that if there are recruitment and retention difficulties for a particular post and it is shown that the council are paying below the market rate for the job, a market supplement may be paid.
28. Market supplements are only payable to a small number of jobs which are evaluated using the GLPC or HAY schemes. See the list of [market supplements](#) for current details.
29. Where skills shortages exist in specific areas, or where despite paying at the median market rate for the role the pay rate for the role is still not sufficient to recruit and retain the skills required, a rate higher than the market median

may be paid. This could be an additional increment or a percentage market supplement, and requires the authorisation of the Director – HR&OD in conjunction with the Corporate Directors.

30. The level of market supplement applied to GLPC posts is determined by analysing market data from an external source e.g. Croner Solutions.
31. The data used for assessing market supplements for HAY graded posts is the HAY pay databank for the public and not for profit sector. The HAY databank provides the market median, upper quartile and upper decile pay range for each HAY pay grade.

Salary protection

32. As a result of service redesign, employees may be redeployed to a role which is one grade lower than their current role. In this case, the employee will be in receipt of salary protection for a period of 12 months. Incremental progression and any negotiated pay award will not be applicable during the period of salary protection. Redeployment (and salary protection) is subject to the following criteria:

- transferable skills,
- knowledge of work / experience
- agreement to undertake relevant training, which may include formal qualification
- match behaviours framework and skills profile
- working hours
- location

Increases and additions to remuneration

33. The council's policy is to apply the nationally negotiated NJC pay award for GLPC graded employees which takes effect from 1st April each year and which applies to the national pay spine.
34. Most NJC employees received a pay award of 1% in April 2017 whilst those on the lower spinal points (below SCP 18) received a higher percentage increase. Negotiations are currently ongoing between the national employers and the trade unions to reach agreement on a pay deal for 2018/19.
35. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1st April each year, or six months after the start date (if the starting date is between October and April). There is no provision for the payment of an increment at any other time, unless there are recruitment or retention difficulties.

36. The council's policy for HAY graded employees is to review salaries on an annual basis using the HAY pay databank and realign these should a pay drift be identified. As a result the JNC pay award is not applied to HAY graded employees.
37. For HAY graded employees incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1st April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time.
38. As one of a number of cost saving measures a two year increment freeze was agreed jointly between Wiltshire Council and the recognised unions. This meant that no annual increments were paid in April 2016 and April 2017, and incremental progression will recommence in April 2018.
39. The council also employs a small number of specialist employees covered by either Youth and Community, Teachers or Soulbury salary scales which are also negotiated nationally.

The use of performance-related pay

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

The use of bonuses

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

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

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

46. If employees choose to volunteer and are accepted for redundancy they are entitled to a payment calculated as follows:

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

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

Statutory weeks x weekly salary (capped at £479), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).

48. If employees are aged 55 or over, and have been a member of the pension scheme for at least 3 months, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.

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

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

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

51. These conditions apply for 12 months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

52. In accordance with the Localism Act 2011, full council will be given the opportunity to vote on severance packages over £100,000 before they are approved. In line with the council's redundancy pay policy the severance package includes the redundancy payment and any other non contractual payments which may be appropriate e.g. outplacement support.

The pension scheme

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

54. The LGPS changed in 2014 and the benefits structure has moved from a Final Salary basis to a Career Average Revaluation Earnings (CARE) approach for benefits accruing after this date. Employee contribution bandings have also changed and the new regulations have introduced 9 bandings with rates varying between 5.5 – 12.5% according to the employee's salary, with the employer contributions varying on an annual basis.

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

- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
- Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
- The right to voluntarily retire from age 55 (on an actuarially reduced pension), even though the Scheme's normal pension age is 65.
- Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.

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

Any other allowances arising from employment

Payment for acting up or additional duties

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

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

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

Unsocial hours allowances

59. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings/early mornings/nights/Sundays. These payments are graduated according to the

degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.

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

Overtime allowances

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

Standby and callout allowances

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

Sleeping in allowance

63. The council pays a sleep in allowance to employees required to sleep in on the premises. This includes up to 30 minutes call out per night, after which the additional hours provisions will apply. The sleep in allowance payable is currently £34.68 and increases in line with the NJC pay award. The Local Government Association are currently considering the application of this allowance in light of recent case law which states that employees should earn at least the national minimum wage whilst on sleeping in duties.

Local election duties – Acting Returning Officer

64. The role of Acting Returning Officer is currently being carried out by a nominated corporate director. Fees are paid in line with the guidance stipulated from the Elections and Democracy Division for the relevant elections.

Governance arrangements

65. The council's policy is to apply the nationally negotiated NJC pay award to the pay scales for jobs evaluated using the GLPC job evaluation scheme.
66. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for HAY grades are determined using the HAY

pay databank for the public and not for profit sector and are reviewed on an annual basis and realigned should a pay drift be identified.

67. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.
68. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.
69. For these local conditions of employment, the council consults and negotiates with the relevant trade unions in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.
70. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.
71. The full remit of the council's Staffing Policy Committee is contained within the constitution.

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

72. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to senior employees via the council's website:
- Senior employees salaries which are £50,000 and above. This is updated on a monthly basis
 - A list of their responsibilities
 - An organisational chart of the staff structure for the top three tiers of the local authority to include each individual's job title, contact details, grade, salary in a £5,000 bracket, grade maximum and whether each individual is a permanent or temporary employee. This is updated on an annual basis or more frequently if a significant restructure takes place

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

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

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

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

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

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

	Annual FTE Salary November 2016	Ratio November 2016	Annual FTE Salary November 2017	Ratio November 2017
Highest Paid	£149,767		£151,265	
Lowest paid	£14,514	10.2	£15,014	10.1
Mean Salary	£25,908	5.8	£26,106	5.8
Median Salary	£23,935	6.3	£24,174	6.3

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

77. The apprentice rate of pay varies according to the age and level of apprentice and ranges from £8,146 to £14,470 per annum at the lower levels. The apprentice pay rates have not been taken into account when calculating the highest to lowest pay ratios as the apprentice rate of pay reflects the requirement for all apprentices to spend 20% of their working week undertaking learning away from the job, and therefore this is not a viable comparison with other jobs.

78. The current ratio of highest to lowest paid employees is well within the guidelines and is 1:10.1. This has reduced slightly since last year due to the increase at the bottom of the pay scale in line with the national living wage.

The ratios for the mean and median salary levels remain the same as last year at 5.8 and 6.3 respectively.

Definitions

NJC – National Joint Council

JNC – Joint Negotiating Committee

GLPC – Greater London Provincial Council

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

Equal Opportunities

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

Legislation

Local Government Transparency Code 2015
Equality Act 2010

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

Further information

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

HAY job evaluation policy and procedure

GLPC job evaluation policy and procedure

Market supplements policy and procedure

Moving home policy and procedure

Redundancy payments policy

Overtime policy

Unsocial hours guidance

Standby and callout policy

Starting salaries and incremental progression policy and procedure

Acting up and additional duties policy and procedure

The Local Government Transparency Code 2015

Trade Union Recognition Agreement

The policies not published with this report are available from the HR department at Wiltshire Council on request.

Policy author	HR Strategic Delivery Team – AG
Policy implemented	28 February 2012
Policy last updated	18 December 2017 (AG)

This page is intentionally left blank

Wiltshire Council

Council

20 February 2018

Subject: Proposed changes to the Councils Allocation Policy

**Cabinet Member: Councillor Richard Clewer - Cabinet Member for
Corporate services, heritage, arts, tourism and Housing**

Executive Summary

An identified priority last year was to both upgrade our existing IT system and review our social housing allocation policy and make recommended changes for improvement. This report provides an update on the IT upgrade as well as recommendations following a consultation to make amendments to our existing policy.

It is recommended that Council consider and approve the recommendations approved by Cabinet to amend the council allocation policy

Proposal

To approve the adoption of the amended allocations policy

Reason for Proposals

To make improvements to the allocation policy in line with recommendations following recent consultation as well as welfare reform and legislative changes to help make the system more effective and efficient.

Alistair Cunningham, Corporate Director

20 February 2018

Subject: Proposed changes to the Councils Allocation Policy

Cabinet Member: Councillor Richard Clewer - Cabinet Member for Corporate services, heritage, arts, tourism and Housing

Purpose of Report

1. To consider and approve the recommendations approved by Cabinet in October 2017 to amend the council allocation policy

Relevance to the Council's Business Plan

2. The council's allocation policy helps to deliver on the council's vision to create stronger and more resilient communities by ensuring we make best use of our social stock and allocate to local people. This will also help bring communities together to enable and support them to do more for themselves which is a key priority within the plan.

Background

3. The Homes4Wiltshire (H4W) policy was developed in partnership with Wiltshire Council and 32 other housing providers who have social housing stock in Wiltshire. The policy is used for letting and selling affordable housing and allows applicants to make informed choices about the type of accommodation that best meets their housing needs and aspirations. The policy meets the statutory requirements for the allocation of social housing and the recommendations include suggested amendments following consultation, legislative changes, welfare reform and customer feedback and learning from complaints received.
4. The recommended changes in this document have been discussed and agreed with providers in meetings throughout 2016 and the start of 2017 as well as a 9 week external formal consultation period from January 17 to April 17, which generated 157 snap* responses and 12 responses after the consultation closed.

** SNAP is a cloud-based integrated survey software system used by Wiltshire Council to produce electronic and paper based customer surveys that can be efficiently reported on.*

Main Considerations for the Council

5. When the new allocation system went live on 3rd February 2015 we had a total of 1184 on our housing register who were identified as having a housing need on the 6th February 2018 we had 1739 which is an increase of 47%.

5.1 Below is a breakdown of the register taken on 1st April 2015 as well as a more recent breakdown from 6th February 2018. It shows the number of applicants on the register by band; Band 1 and 2 are the highest need while the open market register is those applicants with no identified housing need.

1 st April 2015		6 th February 2018	
Band 1	129	Band 1	131
Band 2	7	Band 2	5
Band 3	564	Band 3	820
Band 4	484	Band 4	783
	1184		1,739
OMR*	141	OMR*	666
*OMR – Open Market Register. This is the register for client who have no identified housing need			

5.2 Applicants on the open market register make up just over 36% of the register. This is an area that we have recently prioritised to increase numbers by working with local housing providers, developers and parish councils on a marketing campaign to try and increase demand in areas where new developments are taking place. We have now introduced a much simpler process to register on the open market register which requires less documentation to be provided by the applicant and significantly reduces the administration burden on the H4W staff.

Recommended Changes

5.3 In producing the recommended policy changes we have carried out a 9 week external consultation as well as consulting with housing managers and staff, the housing providers through the Homes4wiltshire partnership, other internal departments as well as considering the learning from a number of complaints and reviews we have dealt with since the revised policy was implemented

Below is a list of the 12 recommended changes

6.0 Recommendation One

6.1 An additional section (s4.7) has been included on page 4&5 of the Allocation Policy¹ to clarify the situation for single applicants aged under 21 who due to the changes in Welfare Reform have no entitlement to housing costs, and although they can still join the register they will need to satisfy the landlord that they can pay the rent and meet their living costs as well as for those single and aged under 35 who are subjected to single room rent.

6.2 From the 1st April 2017 the government introduced through the Welfare Reform Act 2012 that most single applicants aged 18 – 21 years old who claim universal credit are no longer entitled to assistance with rent costs. The government has however introduced some exclusions which include, those who are claiming Personal Independence Payment or the care component of medium or high rate Disability Living Allowance, care leavers before the age of 18 and for those in temporary accommodation.

¹ Appendix 1 – Allocation Policy

6.3 This recommendation has been supported by all Housing providers across Wiltshire and is something that they currently consider when doing shortlists for this age group.

7.0 Recommendation Two

7.1 Due to issues associated with the current definition and interpretation of what unacceptable behaviour is we have strengthened the wording in section 4.8, page 5 of the Allocation Policy to make it easier for officers to apply and applicants to understand.

7.2 This recommendation has been supported by the Housing Providers,

8.0 Recommendation Three

8.1 We have also suggested a number of amendments in section 4.9, page 5&6 of the Allocation Policy to strengthen the wording in regard to rent arrears and housing related debt to explain that even if applicants with rent arrears are able to join the register, some housing providers may still refuse them due to having rent arrears even when a 6 month repayment programme has been maintained.

8.2 Due to Universal Credit being paid in arrears of around 4-6 weeks, we will start to see an increase in the number of applicants who will have current rent arrears.

8.3 A recommendation from the Pause Pilot* operational and strategic group has been included in section 4.9.4, page 6 of the Allocation Policy which confirms a reduction in the exclusion period from 6 months to 3 months for those who are successfully engaging with the Pause Pilot*

**Pause Pilot - Pause works with women who have experienced – or are at risk of – repeated pregnancies that result in children needing to be removed from their care. The programme gives women the chance to pause and take control over their lives, breaking a destructive cycle that causes both them and their children deep trauma.*

These amendments have been supported by our housing providers with some minor amendments to the wording of this section.

9.0 Recommendation Four

9.1 We have suggested some changes in regards to the references to fraud in section 4.11, page 6 of the Allocation Policy to explain that the council takes it very seriously and appropriate action will be taken

This recommendation has again been fully supported

10.0 Recommendation Five

10.1 To assist further with the understanding of section 4.13.3, page 8 of the Allocation Policy we have further defined within our exclusion group* the

definition of someone who is homeless, those fleeing abuse and a person from the transient community.

**Exclusion Group - If an applicant meets any of the definitions defined within 4.13.3, a local connection to Wiltshire will not be required to qualify for the register and they will be considered as households in the 'local connection exclusion group'.*

10.2 An amendment has been recommended by the Armed Forces task and finish group for armed forces personal to remove the requirement to have left the army within 5 years and to apply the exclusion to anyone who has served in the armed forces and to also include separated or divorced spouse who area being asked to leave services family accommodation. This helps to further enhance our support for those who have served in the Armed Forces

10.3 As part of the recommendation from the Armed Forces task and finish group we have suggested that a minimum service time of at least three years should be included as well as an exclusion if the officer had been dishonourably discharged. We would also like to see that for those being considered after the 5 years they should be able to confirm a connection to Wiltshire as this is an additional benefit above the statutory requirement and should benefit those with a connection to this area.

10.4 The suggested re wording is:

- a person who has left the Armed Forces within the last 5 years or
- any veteran who can demonstrate a connection to Wiltshire as well as serving a minimum of three years and who has not been dishonourably discharged,

11.0 Recommendation Six

11.1 We have amended the wording in Section 4c, 4.14 page 9 of the Allocation Policy to help clarify the financial resource limit for all applicants to ensure that if they have the financial resources available to meet their housing need in the market place they will not be considered as having an identified housing need.

11.2 This recommendation has again been fully supported with some minor amendments being made to the wording

12.0 Recommendation Seven

12.1 To clarify in more detail and update the examples in regard to the definitions in s4.17, page 10 of the Allocation Policy for deliberately worsening circumstances.

This was included as part of the consultation feedback

13.0 Recommendation Eight

13.1 We have clarified in s5.1, page 10 of the Allocations Policy on how we will assess who a dependent child resides with as her/his main or principal home.

No issues or concerns were raised throughout the consultation on the revised wording

14.0 Recommendation Nine

14.1 Due to increasing number of applicants wanting to share a home to provide mutual support/minimise living costs we have expanded s6.1, page 11 of the Allocation policy to provide greater clarity for customers and staff

No issues or concerns were raised throughout the consultation on the revised wording

15.0 Recommendation Ten

15.1 In section 9.4 and 9.5, page 15 of the allocation Policy we have worked with housing providers to provide improved wording in regard to the development of local lettings and sensitive letting plans.

15.2 We have also included an additional section s10.1, page 16 of the Allocation Policy for when direct lets can be used on occasions where it is unreasonable for an existing tenant to remain in her/his home because of harassment or violence and it would be considered a risk if they were to remain

This recommendation has again been fully supported with some minor amendments being made to the wording

16.0 Recommendation Eleven – Banding changes

16.1 To reinforce our commitment to Armed Forces personnel and to strengthen the use of Band 2 we would like to remove section 8.4 and 8.5 from the allocation policy and insert an additional section in Band 2 to re confirm our priority to injured, sick or disabled serving or former armed forces personnel. The suggested wording for Band 2 is:-

16.2 In accordance with the legislation (section 166A(3) of the 1996 Act) as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who meet one of the following criteria:

- a) a person serving in the regular forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service, or
- b) a person who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of the person's spouse or civil partner who was serving in the regular forces and whose death was attributable (wholly or partly) to that service, or
- c) a person serving or formerly serving in the reserve forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

And Band 4 will read:-

16.3 In accordance with the legislation (section 166A(3) of the 1996 Act as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who are a person formerly served in the regular forces.

16.4 This amendment has been strongly supported with 68% of those responding either strongly agree or agree with this amendment and only 9% in disagreement. This amendment again helps to further enhance our support for those who have served in the armed forces

16.5 Due to our corporate parenting responsibilities it has been recommended that we introduce care leavers into Band 1 to provide them priority for re housing once ready to leave the care system into independent accommodation. Band 1 for care leavers will read:-

Applicants leaving care in a planned way where planned housing options have not been successful. The applicant must have been assessed as ready to move into independent living accommodation by both Children's Services and the Housing Department

16.6 This amendment has been strongly supported internally with 76% of those responding to the consultation either strongly agreeing or agree with this amendment and only 6% in disagreement.

16.7 Due to recent corporate pressures on residential placements it was suggested that we included a corporate duty section within Band 1. These are for exceptional cases and the suggested wording is:-

Referrals from both Adult Care and Children's Services will be considered under this band where it is identified that a corporate duty exists and it is demonstrated that an allocation will prevent a residential placement or a placement outside the council's area.

17.0 Recommendation Twelve

17.1 To retain the current wording in regard to the criteria for family local connections but discontinue with the authorisation process and just conduct random checks as required

17.2 The family local connection criteria is well liked by parish councils and rural provider's as it helps to build stronger communities with better support for families. Cabinet agreed to support the recommendation and ensure random checks on applications are made to ensure compliance with the policy

18.0 IT Upgrade

18.1 We have been running on version 6.4 of our IT system since 2010 and have not made any annual upgrades. We had none of the latest features and the system was becoming very inefficient and was no longer being supported by Abritas so caused a number of issues for providers and our staff. For the past 6

months we have been working on a revised specification and programme to upgrade to 8.5 which also comes with annual free upgrades. Version 8.5 is now in place and running effectively.

18.2 As part of the new upgrade which went live on 1st June it introduced the ability to bid on mobile phones. This was in place of the telephone bidding line which was no longer being used by applicants. In the 4 bidding cycles since we went live with the new system we received a total of 3391 bids and 1689 of these were made from a mobile phone device rather than the main Homes4Wiltshire site. This is 49.8 % of bids in that period and is enabling a more accessible and digital service.

19.0 Overview and Scrutiny Engagement

19.1 Environment and Select committee considered this report and its recommendation during its meeting held on 19th September 2017. Full support was provided for recommendations 1 – 12.

20.0 Safeguarding Implications

20.1 As a corporate parent it has been recognised that the local authority has a duty to ensure that care leavers are able to access and secure suitable accommodation once they are ready to live independently and therefore the policy has been amended to reflect this.

21.0 Public Health Implications

21.1 This report has no known health implications

22.0 Procurement Implications

22.1 The amendments contained within this report have no procurement implications

23.0 Equalities Impact of the Proposal

23.1 An EIA was completed during the consultation and development of this policy. Once the recommendation have been finalised the EIA will be completed.

24.0 Environmental and Climate Change Considerations

24.1 There are no significant environmental or climate change implications associated with this proposal

25.0 Financial Implications

25.1 The only direct financial impact of the changes discussed in this report would be if Cabinet recommend, Option 1 in Recommendation Twelve. This option however is not recommended by Housing Officers for reasons set out in the report. If the policy were to remain as it is and option one agreed then additional staffing is likely and there is no proposals as to how the circa £28k

(including on-costs) for this post would be funded and as such it is not supported as a viable option.

26.0 Legal Implications

26.1 The Homes4wiltshire policy is considered to be a lawful policy and in line with the governments allocation framework. The recommended changes contained within this report are still within the government framework and would continue to be a lawful policy.

27.0 Risks

27.1 The risks associated with amending or not the allocations policy is minimal. If the policy is not amended the following risks are likely to apply

- We would not be able to amend the criteria associated with the armed forces which has been agreed at a task and finish group which was set up to review and improve the offer to armed forces personnel
- Clarity would not be provided in the policy for under 35s following the changes to Welfare Reform which could cause some confusion.
- The definition of unacceptable behaviour would continue to be interpreted in different ways along with clarity in regard to the wording around rent arrears, fraud, financial resource limit and deliberately worsening circumstances.
- We would not be able to improve our responsibilities in housing in relation to being a corporate parent and providing care leavers with additional priority within the policy.
- Continued complaints in regard to the allocation of homes in rural locations to those who have a local connection to the area but due to the current policy they are not able to bid for these homes

28.0 Options Considered

28.1 The options considered have been detailed in the report

29.0 Conclusions

29.1 To approve the councils revised allocation policy

Alistair Cunningham, Corporate Director

Report Author: Nicole Smith, Head of Housing Operations and People,
nicole.smith@wiltshire.gov.uk, Tel: 01249 706567

8th January 2018

Appendices

Appendix One – Allocation Policy 2018

Background Papers

None

This page is intentionally left blank

Wiltshire Council Allocation's Policy February 2018



Contents		Page
Section 1	Introduction	2
Section 2	Allocation scheme aims	2
Section 3	Wiltshire's allocation scheme in brief	2
Section 4	Eligibility criteria	3
Section 4a	Unacceptable behaviour	5
Section 4b	Connection to the Wiltshire Council area	7
Section 4c	Financial resource limit	9
Section 4d	People who have no identified housing need	9
Section 4e	Housed within the last 12 months	9
Section 4f	Deliberately worsening circumstances	10
Section 5	Dependent children	10
Section 6	Sharing a home to provide mutual support	11
Section 7	Property size criteria	11
Section 8	Allocation framework	12
Section 9	Allocation of housing within Part 6	14
Section 10	Allocation of housing outside of Part 6	16
Section 11	Reviews and appeals	18
Appendices		
<i>Appendix 1</i>	<i>Eligibility criteria</i>	19
<i>Appendix 2</i>	<i>Bedroom matrix</i>	20
<i>Appendix 3</i>	<i>Detailed banding structure</i>	22
<i>Appendix 4</i>	<i>Provider reason for refusal</i>	26

1.0 Introduction

1.1 There is high demand for most types of affordable rented homes in Wiltshire Council's area. The purpose of the Allocation Policy to set a framework for Wiltshire Council and its partners for the registration and assessment of applicants for affordable homes and describes how prioritisation will ensure that those in greatest housing need are offered affordable housing in Wiltshire Council's area. During the development of this scheme we have had regard to our Tenancy and Homelessness Strategies and relevant legislation -

- Housing Act 1996, Part 6 and 7
- Homelessness Act 2002
- Localism Act 2011
- Housing and Planning Act 2016
- Immigration Act 2014 (Right to Rent legislation)

2.0 Wiltshire Allocation Scheme aims

2.1 Wiltshire Council's allocation scheme aims to:

- Meet the Council's statutory duties in the allocation of its own rented homes and in making nominations to other affordable housing providers
- Create and maintain inclusive, balanced, and sustainable communities throughout Wiltshire Council's area whilst giving applicants as much choice and control as possible over where they live.
- Ensure that the scheme is transparent, fair and accountable
- Operate a customer focused scheme that is easy to understand and is accessible
- Ensure that available housing stock is allocated in a way that is responsive to the needs and demands of the community

3.0 Wiltshire's allocation scheme in brief

3.1 Wiltshire's allocation scheme is a Choice Based Lettings (CBL) scheme that covers the Wiltshire Council area. The scheme determines priorities and procedures for the allocation of affordable housing across Wiltshire Council's area, including:

- Eligibility and other qualifying criteria for registration
- Property size criteria
- How housing applicants' housing need will be assessed
- Banding structure that determines how housing applicants will be prioritised
- How homes will be allocated

3.2 The scheme allows all housing applicants a choice of accommodation along with the opportunity for them to express a preference about the type of accommodation they prefer.

3.3 Whilst all housing applications are assessed in the same way, and determine admission to the Housing Register, all housing providers have different criteria to let their homes, operating individual lettings policies. The council works with these providers with a view to achieving some consistency in the overall approach for the allocation of properties.

3.4 All housing vacancies from Wiltshire Council and other providers are advertised on a weekly basis. Any household registered with Homes4Wiltshire can 'choose' to apply for homes for which they qualify in terms of size, facilities, age criteria, design and need, a process known as "bidding".

3.5 Applicants must meet the criteria for the vacancy and bid for the property during the advertising period. A shortlist will be run at the end of the bidding period and selection of the successful short-listed applicant is based on the following, in strict order –

- her/his ability to meet the stated criteria for the advertised home
- connection to the parish where the advertised property is located or an adjacent parish
- band (reflecting their housing need) and
- finally the length of time they have been in that band

3.6 Elected council members cannot take part in the assessment and allocation process but this does not prevent them from seeking or providing information on behalf of their constituents or being involved in future policy development.

3.7 Wiltshire Council's allocation scheme considers applications from people in housing need only. Housing need is based upon current housing circumstances and any change of housing circumstances will affect housing applicants' entitlement to priority for re-housing. Where housing applicants are not in housing need, the council maintains a separate list known as the Open Market Register, allowing applicants to express an interest in Low Cost Home Ownership opportunities and in specialist accommodation for older people or disabled people.

4.0 Eligibility Criteria

4.1 Anyone can approach the council for housing advice and assistance. However, the amount of social housing in Wiltshire Council's area is limited, and the capacity of the social rented system to meet housing need will not support large volumes of applications from people without a connection to the area or a good reason to live here.

4.2 The eligibility criteria complies with sections 160ZA(2) and (4) of the Housing Act 1996. Most people subject to immigration control, and certain other people from abroad excluded by law or regulation, are not eligible for an allocation of accommodation.

For more information on this please see Appendix 1.

4.3 In some instances a person may be eligible despite being subject to immigration control. The council will disregard as members of the household those who are 'restricted', such as those who are:

- Not eligible
- Those who are subject to immigration control
- Those with no leave to enter or remain in the UK
- Those with leave but subject to a condition of no recourse to public funds

4.4 For households eligible to be re-housed only because of the housing need of the restricted person, the Council has a duty to arrange as far as practicable, an assured shorthold tenancy with a private landlord.

4.5 If the main applicant is eligible and not subject to immigration control, non-eligible dependent children and other dependent family members will be taken into account. Non-dependent adult children, live in carers and close relatives who form part of the household may be taken into account depending upon the circumstances.

Applicants who do not qualify

4.6 There are some applicants who will not qualify to join the register. They include:

1.	Unacceptable behaviour	Applicants who have caused unacceptable behaviour serious enough to make them unsuitable as a prospective tenant	Section 4a
2.	Connection to Wiltshire Council's area	Applicants who do not meet the criteria or connection to live in Wiltshire Council's area	Section 4b
3.	Financial resource limit	Applicants who have assets or income above the financial resource limit	Section 4c
4.	No identified housing need	Applicants who have no identified housing need	Section 4d
5.	Housed within the last 12 months	Applicants who have been housed within the last 12 months	Section 4e
6.	Those who have deliberately worsened their circumstances	Applicants who have deliberately worsened their circumstances	Section 4f

4.7.1 Applicants who are single and are aged 21 or under, may join the housing register. However, due to changes in the welfare system, they may not qualify for help with their housing costs and will need to satisfy housing providers they can pay their rent and meet their other living costs.

4.7.2 Applicants who are single and aged under 35 will be subject to the single room rent and will need to satisfy providers that they will be able to afford the tenancy in the long term.

4.7.2 Applicant's aged under 16 will not be able to join the register. Applicants aged 16 and 17 are required to have a responsible adult to hold the tenancy in trust until they reach the age of 18. The young person has to demonstrate s/he has the relevant skills to care for her/his home and maintain a tenancy. Registered providers may require the young person to have an adult to act as a guarantor. The guarantor is personally liable for any issues with the conduct of any tenancy granted, such as rent payments in the event of a tenant defaulting.

4a Unacceptable behaviour

4.8. If an applicant or a member of his/her household has been guilty of unacceptable behaviour within the previous 12 months which makes her/him unsuitable to be a tenant, s/he will not qualify to join the register unless there is professional evidence that the applicant has committed to change her/his and has support to do so. Unacceptable behaviour includes, but is not limited to –

- Recorded anti-social behaviour in the last 12 months where the applicant was issued with a formal warning, an acceptable behaviour contract or an order made under the anti social behaviour legislation
- Other behaviour in the last 12 months where the applicant or a member of his or her household has caused a nuisance or annoyance by which has affected neighbours or members of the local community in which s/he lives or has lived
- Incidents of domestic abuse, harassment on grounds of race, ethnicity, gender, age, disability, religion, gender identity or sexual orientation, any threats of and/or actual violence to people or damage to property or any activity potentially threatening the community will be considered unacceptable behaviour.
- Possession proceedings or other legal action taken or pending by a professional agency or landlord in direct consequence of anti-social behaviour will be taken to constitute evidence. Legal action includes, but is not limited to, formal action under the anti-social behaviour legislation and the service of notice on the ground of anti-social behaviour. Convictions, cautions and bind overs for offences likely to make someone unsuitable to be a tenant will be considered as evidence too.

Housing Related Debt

4.9 If an applicant or joint applicant has any housing related debt, including any damage recharges, rent arrears or possession costs, they will be excluded or suspended from the Housing Register or Open Market Register until they have maintained a repayment plan for 6 consecutive months and/or cleared the majority of the debt. If an applicant owes multiple debts to different landlords it is expected that they maintain repayment plans for them all. Applicants ought to note that, whilst they

may fulfil these repayment criteria, this does not mean that a housing provider will necessarily offer accommodation. Each housing provider has its own Lettings Policy and approach to housing related debt.

4.9.1 If an applicant who had been maintaining a repayment plan stops paying in accordance with that repayment plan, s/he will be excluded from the register until they have maintained payments for a further 6 consecutive months. If the applicant is in the Band 1, s/he will be excluded from the register until they have maintained payments for 3 consecutive months rather than 6 consecutive months. The purpose of these more flexible arrangements is to reflect this group's acute housing need.

4.9.2 Any existing social housing tenant who is in rent arrears solely as a consequence of the spare room subsidy will not be excluded or suspended from the register for having rent arrears as long as they are contributing towards the shortfall

4.9.3 If it can be confirmed that the rent arrears have occurred through no fault of the applicant, s/he will not be excluded or suspended from the register, but housing providers may choose not offer to accommodation while the arrears are outstanding.

4.9.4 If an applicant has successfully been engaging in the Pause Pilot programme for a period of 3 months, is confirmed as ready to live independently by a professional person in the programme, and has shown positive engagement as well regular repayments towards any former housing debt, then she will not be excluded from joining the register. She will be excluded from the register until she has maintained payments for 3 consecutive months rather than 6 consecutive months. The purpose of these more flexible arrangements is to reflect this group's acute housing need.

Prison

4.10 An applicant presently serving prison sentences are not permitted to join the register until a confirmed discharge date has been provided and she or he is within 28 days of discharge. Any active applicant who is currently serving a prison sentence will be suspended from the register until a confirmed discharge date has been provided and s/he is within 28 days of discharge.

Fraud

4.11 Where housing applicants seek to secure social housing by making false statements or failing to divulge information about who they are, where they live, who lives with them and their housing and financial resources is fraud and a criminal offence. Wiltshire Council will proactively investigate any allegations of fraud where the evidence indicates that housing applicants have not been truthful in their applications. Investigations in partnership with the housing providers in the Wiltshire Council area may take place if evidence comes to light after a tenancy is granted that a tenancy has been obtained under false pretences. Other fraud, for example in the completion of a homelessness application form or a form for help with housing costs, illegal subletting or any fraud leading to an eviction that has already taken place, will be considered in the same way.

4.11.1 Following an investigation, if it is satisfied that there has been an intent to commit fraud to secure housing to which the applicant would not otherwise be entitled, Wiltshire Council may prosecute the housing applicant and/or, where a tenancy has been granted, co-operate with the provider in seeking possession and evicting the tenant. In cases of housing applications, the person concerned will be excluded from the register for a period of 12 months from the date that it was proved. Any such decision can be appealed (see Section 11).

Refusal of a notification of nomination or offer of direct let

4.12 Any applicant who has unreasonably refused two properties following a notification of a proposed letting from a nomination or direct let by the council or a registered provider (either by telephone, email or letter) that is deemed suitable for the household will be suspended from the register for a period of 12 months from the date of the second suitable offer, unless the applicant is or lacks mental capacity, excluding Band 1 applicants – See 4.12.2.

4.12.1 Any applicant in Band 1 receives one offer of suitable accommodation. Any applicant in Band 1 who has unreasonably refused one offer of suitable accommodation following a notification of a proposed letting from a nomination or direct let by the council or a registered provider (either by telephone, email or letter) is suspended from the register for a period of 12 months from the date of the second suitable offer, unless the applicant lacks mental capacity. It is the council's decision in the particular case whether the offer of accommodation is suitable. These decisions carry a right of appeal.

4.12.2 Autobids are automatic bids placed on vacant properties that meet the needs of an applicant who is not able to place bids themselves. Any applicant placing bids automatically by use of the autobid feature of the computer system would not be excluded for refusing suitable properties, unless s/he is in Band 1.

4.12.3 Automatic bids will be placed for any applicant in Band 1 after 3 months in the band because the household is in acute housing need and will have restricted reasons for refusal relating to suitability – see 4.12.1.

4b Agreed connection to the Wiltshire Council area

4.13 If an applicant does not meet the connection criteria to live in the Wiltshire Council area they will not qualify to register.

4.13.1 An applicant's individual circumstances will be considered when deciding if they meet the connection requirement to live in the Wiltshire Council area, and will comply with any appropriate statutory guidance. This includes the statutory guidance regarding members of the Armed Forces and Reserve Forces.

4.13.2 A connection to live in the Wiltshire Council area is defined as any person:

- Who is currently resident in the Wiltshire Council area and has continuously lived in the Wiltshire Council area for the past two years; or

- Who is in permanent paid employment or has a fixed term contract for a minimum of one year in the Wiltshire Council area; or
- Who has an offer of paid employment for a minimum period of 12 months in the Wiltshire Council area; or
- Who is self-employed and works predominantly in the Wiltshire Council area; or
- With close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have continuously lived in the Council area for 5 years or longer; or
- Who has a connection with the Wiltshire Council area through special circumstances, such as a need to receive specialist medical services, services in the area which are not provided elsewhere or support from a close family member, or
- Who is currently residing in the Wiltshire Council area and is placed in Band 1 for medical and welfare needs and does not meet any of the other connection criteria listed above.

Connection criteria exclusion group

4.13.3 If an applicant meets any of the definitions below, a connection to Wiltshire Council's area will not be required to qualify for the register and they will be considered as households in the 'connection criteria exclusion group

- A person who is homeless within the meaning of Part 7, Housing Act 1996 to whom Wiltshire Council has accepted a full re-housing duty under Section 193(2) or Section 195(2) of the act, or
- A person to whom the full re-housing duty is owed where s/he is a homeless applicant re-applying after a private rented sector offer under S195A(1) of the above Act, regardless of whether the applicant has a priority need and where
 - (a) the person makes a re-application for assistance within two years of accepting a private rented sector offer, and
 - (b) is eligible for assistance and has become homeless unintentionally
 or
- A person who was provided with accommodation in Wiltshire Council's area under section 95 of the Immigration and Asylum Act 1999, or
- A person who is serving in the Armed Forces, or
- A person who has left the Armed Forces within the last 5 years, or
- any veteran who can demonstrate a connection to Wiltshire as well as serving a minimum of three years and who has not been dishonourably discharged, or
- A bereaved spouse or civil partners of members of the Armed Forces leaving services family accommodation following the death of their spouse or partner, or
- A separated or divorced spouse who is being asked to leave services family accommodation in the Wiltshire area
- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service, or
- A person who is being accommodated through an official witness protection scheme authorised by the Home Office, or
- A person who has been confirmed as having suffered domestic abuse and who needs to move to the Wiltshire Council area or from one part of Wiltshire

Council's area to another to ensure his/her safety or a person who has suffered any other violent assault or threat of violence making his/her home unreasonable to occupy under Part 7, Housing Act 1996, or

- A person from the transient community or a household leaving armed forces accommodation who does not have a connection to another Local Authority area which would confer upon her/him the right to join that Local Authority's Housing Register, or
- A person who has been accommodated outside the area by Wiltshire Council in exercising its statutory duty to accommodate, or
- A person with a connection to an adjoining parish that is outside of Wiltshire Council's area but whose housing need has been used to develop affordable housing within a parish in the Wiltshire Council area. These households will only be allowed to bid for properties within the parish identified to meet their housing need, or
- A person who has been verified as a rough sleeper, where there is proof of rough sleeping in the Wiltshire Council area, where the person has no connection with another Local Authority area as defined by S199 Housing Act 1996

4c Financial resource limit

4.14 This section is waived for those applicants who require extra care housing or supported housing as well as any applicant who has received a lump sum payment in respect of compensation for an injury or disability.

4.14.1 Applicants with sufficient financial resources available to meet their housing needs in the areas of the district in which they live will not qualify to join the register. Any income, savings and investments will be taken into account when calculating the financial resources available. Appendix X sets out how the principles are applied.

4.14.2 Consideration will be given to applicants who have deliberately or intentionally disposed of capital on a case by case basis.

4.14.3 Each individual housing provider will apply its own financial assessment under its own Lettings Policy in the course of a pre tenancy assessment. Providers may differ in these assessments when determining whether a particular allocation is affordable for a particular applicant.

4d People who have no housing need

4.15 Any applicant who has no identified housing need – i.e. any applicant who does not meet any of the banding criteria as specified within the scheme will not qualify to join the Housing Register. Those that do not qualify for registration may have the option to express an interest in other forms of housing – see section 10.0.

4e Housed within the last 12 months

4.16 Any applicant who has been housed by a housing provider within the last 12 months and has no material change in housing circumstances will not qualify to join the Housing Register or the Open Market Register.

4f Deliberately Worsening Circumstances

4.17 Where there is evidence that an applicant has deliberately worsened their circumstances in order to join the Housing Register or qualify for higher banding, the application will be suspended from the register for a period of 12 months.

4.17.1 Examples of the deliberate worsening of circumstances include (but are not limited to) are

- Selling a property within the last 12 months that is affordable and suitable for the applicant's needs in order to be able to join the housing register or qualify for higher bands on the register
- Moving from an assured/assured shorthold tenancy to insecure, overcrowded accommodation with family or friends within the last 12 months in order to qualify for higher band
- Moving family member(s), friend (s) and/or any other household into the current home, within the last 12 months where there is no need, including cases where this conflicts with agreements with any landlord

4.17.2 For an applicant to have deliberately worsened their circumstances where accommodation has been left, there must be evidence that it would have been reasonable for the applicant to have remained in that accommodation and that the accommodation would have continued to be available to her/him.

5.0 Dependent children

5.1 The decision by the council about whether a dependent child resides with an applicant is considered on the facts. A dependent child's residence is generally considered to be the home where s/he lives and is cared for by a parent or parents, a guardian or another person with whom the parties with parental responsibility or its legal equivalent have agreed that s/he may live. Facts about where the child sleeps, attends school and undertakes her/his studies may be considered were two parties state that a child lives with them.

Relevant evidence will include but it not limited to –

- Payment of Child Benefit to the applicant
- Confirmation of the child's residence from relevant professionals (social worker, health visitor, doctor, head teacher)

5.2 In the case of divorced or separated parents/guardians, if the child does not reside with the applicant as her/his main and principal residence on the facts in 5.1 above, the application cannot include the child. Where a child is co-resident with two parents, if the child is already adequately housed with one parent, s/he cannot be included on the housing application of the second parent.

6.0 Sharing a home to provide mutual support/minimise living costs

6.1 Joint applications from relatives, friends, carers or companions who are not partners, who have a established relationship (for example, who have lived with each other for 12 months or more or been associated for a long period) and would be providing mutual support will be considered where the applicants' aim is to create a sustainable tenancy. NB It must be noted that most providers will not consider granting tenancies where people have lived together for less than 12 months.

6.1.1 Applications where a carer and/or an extended family member whose presence is to facilitate care or support are included and considered on a case by case basis. A carer or extended family member could be included on an application, up to a maximum of 4 household members, subject to the following conditions:

- The applicant and carer (or extended family member) would provide mutual support to create a sustainable tenancy and;
- The applicant (or extended family member) has a significant medical need or disability and/or;
- The applicant requires overnight care

6.2 This could apply when an applicant has a physical disability, learning disability or a mental health problem. We will request evidence that members of the household currently live or intend to live with the applicant. This can include (but is not limited to) a signed statement of fact, adequate evidence of residence or confirmation from social services.

7.0 Property Size Criteria

7.1 Applicants must meet the criteria for the size of property they are applying for in line with the guidelines below. This is to ensure full occupancy of properties and to reduce those under occupying properties, making the best use of the housing stock.

7.2 Our bedroom matrix has been developed in accordance with the size criteria set out in Housing Benefit Regulations 2006, and Universal Credit Regulations 2013, as amended determining the maximum rent rules for Housing Benefit and housing costs element of Universal Credit -

- One bedroom per couple or single person
- One bedroom for any other adult aged 16 or over regardless of sex
- One bedroom for two children aged under 16 years of same sex
- One bedroom for each child aged 10 to 15 years of different sex
- One bedroom per two children aged less than 10 years old regardless of sex
- An extra bedroom for an applicant who requires overnight care
- A foster child will be allocated his / her own bedroom regardless of age and sex
- Any disabled child who for medical reasons requires his / her own bedroom.

As the above regulations do not apply to those over pensionable age, those over pensionable age will be able to apply for either a 1 or 2 bedroom property.

The full bedroom matrix can be found in Appendix 2.

8.0 Allocation Framework

8.1 The banding structure sets out the preferences in allocating housing accommodation. It will prioritise all advertised properties to those with parish connections to the parish in which properties are located (see Section 9.2), to the immediate surrounding area and in greatest housing need, unless the property is allocated as part of a local lettings plan, sensitive lettings plan, a single sensitive let or a letting on a rural exception site. There are four bands, Band 1, Band 2, Band 3 and Band 4, with a further Open Market Register group that will not form part of the Housing Register as this will be for households who would like to express an interest in a certain type of product such as low cost shared ownership or older persons' accommodation.

8.2 Households who qualify for Band 1 will hold the greatest preference, followed by Band 2, Band 3 then finally Band 4.

8.3 The Housing Act 1996 (as amended) requires local authorities to give 'reasonable preference' in their allocations schemes to people with high levels of assessed housing need who are defined as:

- a) People who are homeless within the meaning of Part 7 of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need)
- b) People who are owed a duty by any housing authority under section 192(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
- c) People occupying in sanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) People who need to move on medical or welfare grounds, including grounds relating to a disability, and
- e) People who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others)

BANDING STRUCTURE

8.6 The bands that are included within the policy and which determine a household's need is as follows:-

Band	Eligible to Bid for all properties
Band 1 (Emergency Need)	Statutory Requirement Move On Emergency Medical or Welfare need Care Leavers Corporate Responsibility
Band 2 (High Need)	Under Occupying and suffering financial hardship – transfers only Social Care Injured, sick or disabled serving or former Armed Forces personnel Move On Urgent medical and welfare need
Band 3 (Medium Need)	No Fixed Abode & Insecurity of tenure Temporary Accommodation Seriously overcrowded Medical and Welfare need Under Occupying in social housing Other Statutory requirements
Band 4 (Low Need)	Lacking or sharing facilities Overcrowded Armed Forces Intentionally homeless Sheltered or Extra Care
Open Market Register	Eligible to bid on selected properties
	Low Cost Home Ownership Home Buy Shared Ownership Market rented properties Older people accommodation Specialist accommodation for those with specific needs

A more detailed description of bandings can be found at Appendix 3.

9.0 Allocation of housing under Part 6 of the Housing Act 1996

9.1 Parish Connection

9.1.1 Homes will be allocated to applicants with a connection to a town or parish or where an area has an adopted neighbourhood plan priority will be given to applicants with a connection to the designated neighbourhood area as defined within the neighbourhood plan. A parish connection will be based on the following criteria:-

- *A person who is resident in the parish, town or city and has been resident in the same parish, town or city for the past 12 months, or*
- A person who is in permanent paid employment or has a fixed term contract for a minimum of one year or an offer of paid employment for a contract for a minimum of one year or is self employed and works predominantly in the parish
- A person with close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have lived in the parish or town for 5 years or longer.

However for extra care properties the connection criteria will be defined within the extra care procedure to ensure that those in rural locations are not unfairly disadvantaged as all extra care schemes are located in towns and large villages.

9.2 Property Matching

9.2.1 The majority of vacant homes will be matched to the person who has a connection to an adopted neighbourhood plan area or to the town or parish and is in the highest band with the longest effective date. The effective date is the applicant's date of application that will change following a suspension of the application or a change in band. No applicant from the connection exclusion criteria will be overlooked for not having a connection to a particular parish or town as s/he has no connection to anywhere in Wiltshire Council's area.

9.2.2 If no applicant can be found who has a connection to the parish, town or neighbourhood plan area, the second allocation will be to any household with a connection to a surrounding parish or town where the two parishes and towns have a common boundary with each other. If no connection can be found to the surrounding parishes then the property will be awarded to the applicant with the highest band and earliest date in her/his current band.

9.2.3 Where a property for which an allocation is proposed is owned and managed by a housing provider, it is known as a nomination. The provider will apply its own current Lettings Policy to the decision, in the particular case, about whether to accept the nomination. The Lettings Policies of providers may include particular restrictions upon capital and past behaviours which vary from the policy of the council. In any case where a housing applicant disagrees with the decision of a provider to refuse a nomination, s/he must contact the provider directly and use the provider's appeals and/or complaints procedure.

9.2.4 Allocations made to specialist supported accommodation or extra care will be allocated based on meeting the advertised support and/or care needs for the property rather than by connection to the parish or town. A shortlist will be provided

identifying all applicants who are eligible for the vacancy to a specialist panel to determine the most suitable applicant for the scheme based on the level of support needed and the balance of existing residents.

9.2.5 The property must be both affordable and suitable for the applicant's needs before an offer is made. This will be assessed by the landlord of the property. Appendix 4 sets out acceptable reasons for a registered provider to refuse to accept an applicant.

9.2.6 If a property is constructed to accessible standard or has major adaptations making it suitable for a person with a physical disability and/or visual impairment, it will be matched to applicants with specific needs for the type of property advertised. Connections to parishes would not apply as the need for the adaptations in the property would override any connection to the area in which the property is located. Where an accessible or adapted property cannot be matched to an applicant with specific needs it will be allocated in accordance with the policy.

9.2.7 Extra care housing properties will be matched to clients who have a specific care and support need rather than priority to a household with a connection to the area in which the scheme is located.

9.3 Planning agreements and former exception sites

9.3.1 In all cases, any vacant property will be advertised as per terms held within a planning agreement (any agreement made under Section 106 of the Town and Country Planning Act 1990 (as amended)) and/or planning conditions that apply to the site.

9.4 Local Lettings Plans

9.4.1 The Council or its partners may decide to let properties on a slightly different basis from normal in the interests of building strong and sustainable communities or to deal with particular local issues such as serious and repeated breaches of tenancy conditions in schemes and/or the serious and repeated anti-social behaviour of existing tenants which has caused the landlord, the local authority or the police to take formal action under the anti-social behaviour legislation.

This would apply for all new build properties on 1st let and in exceptional circumstances on future lets. The decision to apply a Local Lettings Plan will be jointly made by the landlord of the property and the Council. The allocation of housing accommodation will be made in accordance with local lettings policy. Local Lettings Plans may not include limiting the letting of units outside the terms described in 9.1 and 9.2 above.

9.5 Sensitive Lets

9.5.1 A 'sensitive let' may need to occur where, for reasons related to the behaviour of a former tenant who has been evicted, or serious and repeated breaches of tenancy conditions in schemes and/or serious and repeated anti social behaviour of existing tenants, there is a departure from the routine property matching process.

For a property to be a sensitive let the housing provider must provide Wiltshire Council with proof that:

- the previous tenant was evicted or an eviction process had started because of anti social behaviour, had been guilty of criminal acts at the dwelling or in the area (this would include allowing the property to be used for selling or using controlled substances), abandonment where there had been anti-social behaviour or serious nuisance;
- the previous tenant was the victim of serious and long-term anti-social behaviour or other criminal acts; or housing officers or police had used all powers within housing, criminal and anti-social behaviour law to resolve the issues.
- The nature and location of the accommodation requires a sensitive let to ensure the scheme meets the ongoing needs of the residents e.g. a general needs property within a scheme for older people

10.0 Allocation of housing outside Part 6 of the Housing Act 1996

Part 6 of the Housing Act 1996 does not apply to the allocation of the following properties:

10.1 Direct lets made by housing providers

10.1.1 Subject to terms set out in the relevant stock transfer and nomination agreements, a small number of vacant properties will be directly allocated to an applicant rather than being advertised through the allocation system, including from the council's own stock. This may happen in the following situations:

- If a property is needed to house someone on a temporary basis
- In the case of a specially adapted property built for a specific person
- Decants, these are properties that need to be vacated for a specific purpose
- Where it is unreasonable for an existing tenant to remain in her/his home because of violence or a threat of violence which it is probable will be carried out, or serious harassment such that the tenant could not be expected to remain in the property (including harassment in relation to any protected characteristic under the Equality Act 2010), or the tenant's life is at risk if s/he remains in the property because of the risk to her/his health
- Where a homeless applicant has failed to bid or accept a property and needs to move from temporary accommodation
- Allocations of Supported Housing (vacancies are not advertised for bidding)
- A property has a layout that would allow adaptations to make the property suitable for a particular disabled person and their family, such provision to be made in complex and exceptional cases
- Emergency planning i.e. emergency accommodation due to a force of nature such as fire or flood.

- Properties required in support of a national government scheme such as the Syrian Refuge programme or anything similar where the Local Authority has agreed to assist
- Hard to let properties, where the properties have been advertised through the system but there have been no suitable bids
- Other reasons which are detailed in the registered providers own lettings' policies

10.2 Gypsy and Traveller Site allocations

10.2. Applicants for Gypsy and Traveller sites are not required to register through this allocation scheme. All enquiries for permanent pitches should be directed to the Council's Traveller Liaison Team who will issue an application form which will be assessed in accordance with the gypsy and traveller permanent site allocations scheme.

10.3 On acceptance to the register, applicants are required to notify the Council of any change in circumstances and ensure that up to date contact details are available to officer. The register will be reviewed every 6 months to ensure that applicants wish to remain on the list.

10.3 Low Cost Home Ownership / Shared Ownership / Home buy

10.3.1 Low Cost Home Ownership properties will be advertised for those who have expressed an interest in purchasing a share in a property. Applicants will be prioritised according to parish connection, banding then length of time on the register. For all cases affordability will be a key consideration. NB Applicants to note that most of the Low Cost Home Ownership properties advertised by the council are Discounted Market Units and a small number of shared ownership units. Applicants interested in Low Cost Home Ownership may find more properties advertised by Help to Buy South, the government's local Help to Buy Agent, and by individual local providers on their own websites.

10.4 Transfers

10.4.1 A transfer applicant is a secure tenant of Wiltshire Council or an assured tenant of a housing provider, resident in the Wiltshire Council area, who has requested a move to alternative accommodation within the area. Some allocations to existing social tenants do not fall within Part 6 of the Housing Act 1996 and so do not come under the usual allocation scheme. For Part 6 to apply to an allocation, special conditions must be met. These will be where:

- The allocation involves a transfer
- The transfer is made at the tenant's request and
- The housing authority is satisfied that the tenant has reasonable preference for an allocation

Additionally, transfers initiated by a housing provider for management purposes do not fall within Part 6.

10.4.2 Transfers will be banded according to this allocation scheme. If a transfer applicant does not meet any of the banding criteria they can express an interest for alternative accommodation and will become part of the Open Market Register group. These applicants will then only be able to bid for properties allocated for transfers or any other property advertised for the Open Market Register group.

11.0 Reviews and Appeals

An applicant has the right to request a review of decisions on the following:

11.1 S/he considers that s/he has not been awarded the correct banding or on any decision made about the facts of their case which has been, or is likely to be, taken into account in considering whether to make an allocation to them (s.166A(9)(b)).

Any review requests must be in writing and within 21 days of receiving notice of the banding status. Any necessary evidence or information must be supplied at this stage to substantiate the case that the council has made the wrong decision under the Allocation Policy based on the facts. Reviews of bandings will be undertaken initially by an appropriate officer of the council uninvolved in the original decision. If the applicant is still unhappy with the outcome, a further review will be carried out by a more senior officer. Customers who are unable to put their appeals in writing can arrange a meeting where the appeal will be heard and any supporting evidence can be considered.

11.2 Not having their application included on the register due to being ineligible for an allocation of accommodation under s160ZA (2) or (4) or is not a qualifying person under S160ZA (7).

In these cases a senior officer from the council who has not been involved in the original decision will carry out the review. As in 11.1 any review request will need to be made in writing and within 21 days of receiving notification. If the customer is unable to put their review request in writing they can request a meeting for their review to be heard and any supporting evidence to be provided.

If a customer is unhappy with a partner landlord decision to refuse her/him for an advertised property, s/he will be required to follow the landlord's appeal/complaints procedure.

APPENDIX ONE

Those not eligible to join the register

There are some households who will not be eligible to join the register. They include:

- People from abroad who are subject to immigration control as defined in s.13(2) of the Asylum and Immigration Act 1996
- People who are not habitually resident in the Common Travel Area, subject to certain exceptions as defined in Section 3.14 of the Allocation of Accommodation Guidance for Local Housing Authorities in England (2012)
- People whose only right to reside in the UK is derived from his status as a jobseeker. For this purpose, 'jobseeker' has the same meaning as for the purpose of regulation 6 (1) (a) of the Immigration (European Economic Area) Regulations 2006 (SI 2006/1003) *
- People whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under Regulation 13 of the EEA Regulations above
- People whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned above highlighted * and which is derived from EU Treaty rights.
- People who have rights of residence in the UK as a result of regulation 15A(1) and (4A) of the Immigration (European Economic Area) (Amendment) (No 2) Regulations 2012 (the EEA Amendment Regulations)
- People who have a right derived from Article 20 of the Treaty on the Functioning of the European Union, in a case where rights of residence arise because a British citizen would otherwise be deprived of the genuine enjoyment of the substance of their rights as a European Union citizen

APPENDIX TWO

Bedroom size criteria

Below confirms the size of property a household can bid for, however on occasion an opportunity may apply when a household could under occupy, but this will be specified on any advert and would form part of a lettings plan.

Household make-up	Bedroom Size	Bed spaces
Single person	1	1
Couple	1	2
Couple or single and expecting a child within next 14 weeks	2	3
Two people not in a relationship but being accommodated together	2	3
Parent or Couple with 1 Child	2	3
Parent or Couple with 2 Children (both under 10yrs, regardless of gender)	2	4
Parent or Couple with 2 Children (both under 16yrs and same gender)	2	4
Parent or Couple with 2 Children (one of which over 10yrs but of a different gender)	3	4
Parent or Couple with 3 Children (all under 16yrs)	3	5
Parent or Couple with 3 Children (one of which is over 16yrs and the other 2 are of different gender and over 10yrs)	4	5
Parent or Couple with 4 Children (all under 10yrs)	3	6
Parent or Couple with 4 Children (one of which is over 16yrs and the other 3 are of different gender and over 10yrs)	4	6
Parent or Couple with 5 Children	4	7
Parent or Couple with 6 or more Children	4	8

An additional bedroom will be allocated to:-

- applicants who receive overnight care from carers who do not reside with them but are required to stay overnight for at least one night a week, where the applicants are in receipt of the relevant care or daily living components of Disability Living Allowance, Personal Independent Payment or any other

benefit providing for care needs and would be entitled to another bedroom under the rules for help with housing costs.

- a disabled child where that child would normally share a bedroom under the rules above but will disturb the sleep of another child if obliged to share or another child with whom s/he would otherwise have to share will be at risk from the disabled child
- a disabled adult member of the household if an Occupational Therapist's report confirms that the care and/or recovery of the adult would be compromised by a failure to provide a separate bedroom and based on the 'bedroom matrix' she would not otherwise be allocated their own room. NB Any decision to admit anyone to the register on these grounds is subject to an affordability assessment at the point of allocation in light of the rules for help with housing costs
- to enable Children's Services to meet its S22G duty under the Children Act 1989 any approved prospective foster carer or adopter should be allocated the required bedroom size as recommended by Children's Services to ensure the family are allocated the correct size property to enable the family to foster a child or can continue to do so
- Those over pensionable age with a 1 bed need will be excluded from this criteria and will be eligible to bid for 1 or 2 bed properties.

However there may be restrictions on the amount of Housing Benefit or help with housing costs such applicants are eligible for. In these circumstances Homes4Wiltshire will award the additional bedroom/s but individual landlords may apply a test of affordability before making an offer of accommodation.

APPENDIX THREE

Band 1

Band 1 is for households who need to be housed in emergency. This includes households for whom there is a specific statutory requirement of an immediate nature or for whom there is a serious risk to health, safety or wellbeing in the present living situation which cannot be resolved by other means.

Statutory Requirement

A household who is owed a duty by Wiltshire Council under the Housing Act 1996 Part 7 ss 193(2) or 195(2). These are households who have been accepted as statutorily homeless. A household which has been assessed as being statutorily overcrowded or is lacking more than 3 bedrooms (the bedroom matrix will be applied to assess overcrowding). A household to which the authority has a statutory duty to provide care which requires accommodation in which that care may be provided and an allocation will prevent a residential or out of area placement.

Emergency Medical or Welfare need

An applicant's health or social care needs either –

- cannot be met in the current accommodation to the extent that clinicians advise it will make the condition life threatening or will result in a life changing injury or condition
- where the applicant or a member of the applicant's household is terminally ill, cannot be met in the present housing conditions with dignity and respect
- cannot be met because the applicant's household has no accommodation to which s/he can safely return (patients ready for discharge from hospital and applicants in short stay rehabilitative care environments)

Care Leavers

Applicants leaving care in a planned way where planned housing options have not been successful. The applicant must have been assessed as ready to move into independent living accommodation by both the Children's Services and the Housing Department

Corporate Duty

Referrals from Adult Social Care and Children's Services will be considered under this band where it is identified that a corporate duty exists under social care legislation and it is demonstrated that an allocation will prevent a residential placement or a placement outside the council's area.

Band 2

Under-Occupying and suffering financial hardship

The applicant is a current social housing tenant of working age who is under-occupying by two or more bedrooms and who is suffering or would suffer financial hardship if s/he remained in her/his existing home.

Social Care

For an applicant to be able to provide or receive support in suitable accommodation. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. It would also include special guardians, holders of a residence order and family and friends carers who are not foster carers but who have taken on the care of a child because the parents are unable to provide care.

Injured, sick or disabled serving or former Armed Forces personnel

In accordance with the legislation (section 166A(3) of the 1996 Act) as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who meet one of the following criteria:

- a) a person serving in the regular forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service, or
- b) a person who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of the person's spouse or civil partner who was serving in the regular forces and whose death was attributable (wholly or partly) to that service, or
- c) a person serving or formerly serving in the reserve forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

Move on from supported accommodation

This applies to applicants in shared or supported accommodation where there is a move on protocol in place with the council. The applicant must have been assessed as ready to move into independent living accommodation by both the support provider and a housing officer of the council.

Urgent medical or welfare need

An applicant's or household member's functional ability or psychological state is severely compromised and the applicant cannot care for her-/himself in the home, where -

- that home cannot reasonably be adapted for her/his needs to maximise independence and the disabled person could be more independent in a more accessible home
- chronic or episodic ill health directly caused or exacerbated by the living conditions at home has required repeated clinical or care intervention in the past six months which in the opinion of clinicians could have been avoided had the applicant been adequately housed
- repeated admissions to hospital in the last 6 months (non-life threatening) are attributed to the current living conditions by clinicians

and a move to alternative accommodation would either ensure that the applicant can be properly cared for or will help improve their condition.

Band 3

No fixed accommodation & Insecurity of Tenure

These are applicants who have been confirmed as homeless with no fixed accommodation or threatened with homelessness by the council's Housing Options service. Applicants assessed as being insecure in their accommodation will generally be under a 2 month or 93 day notice period to vacate their accommodation.

Temporary Accommodation

Those applicants currently residing in temporary accommodation under part 7 of the 1996 Act and are awaiting a homeless decision

Seriously Overcrowded

Applicants living in overcrowded accommodation (in need of at least two additional bedrooms), the size criteria set out in Housing Benefit Regulations 2006, and Universal Credit Regulations 2013, as amended will be applied to assess overcrowding

Under Occupying in Social Housing

Applicants who are currently in social housing and under occupying by 1 bedroom under the size criteria set out in Housing Benefit Regulations 2006, and Universal Credit Regulations 2013, as amended and willing to move into a smaller home

Medical and Welfare grounds

Applicants who are suffering from serious harassment, violence, or threat of violence at their current property, providing evidence exists to substantiate their claim.

An applicant's physical safety and functional ability are compromised by the current living conditions and re-housing would prevent a future deterioration in functional ability or psychological state and promote independence and/or recovery. Relevant where the current home cannot be adjusted or adapted to meet these needs or where the housing conditions significantly contribute to social isolation (including an episode of illness requiring intervention of mental health or other clinical professionals during the past six months) or there is evidence that the immediate housing environment is causing the applicant emotional distress which cannot be relieved by standard clinical/therapeutic interventions.

Other Statutory duties

Any applicant who is owed a full housing duty by any housing authority under section 192(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any housing authority under s.192(3)

Band 4

Band 4 would include households with a low need for accommodation.

Lacking facilities

Any households who is lacking either a bathroom, kitchen or inside WC.

Sharing facilities

Applicants who are sharing facilities and who have no security of tenure in their current accommodation.

Overcrowded

Applicants living in overcrowded accommodation (in need of one additional bedroom).

Armed Forces

Applicants from the Armed Forces currently stationed in the Wiltshire Council area, due to be discharged within the next 12 months, or, in accordance with the legislation (section 166A(3) of the 1996 Act as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who are a person formerly served in the regular forces

Intentionally homeless

Any households who has been found intentionally homeless by Wiltshire Council's housing option team.

Sheltered Accommodation and Extra Care Housing

Those aged 60 or over that require sheltered accommodation or have an identified support need that would be best met in supported accommodation. May include younger people (eg 50 and over) with similar needs

Those aged 55 or over who require the support or care that would best be met in an Extra Care Housing scheme

APPENDIX FOUR

Acceptable reasons for a registered provider to refuse to offer a property to an applicant. Registered providers may refuse to accept an applicant nominated by Wiltshire Council. This can occur when even an applicant has been nominated for a property.

The circumstances when this could apply are, but not limited to:

- An applicant has bid for another property and accepted that property
- An application appears to be false or misleading and further investigation is required
- An applicant has evidenced support needs and does not have support appropriate to those needs in place
- An applicant has displayed threatening, violent or otherwise unreasonable behaviour, such as towards a member of staff or neighbouring tenant in the last 12 months
- Where there is evidence that an applicant might endanger the health, safety or well being of a community because of a history of violent or abusive behaviour against particular individuals in the area.
- Where an applicant is unable to provide evidence of access to sufficient funds to enable them to pay the rent and meet their essential living costs at the particular property.
- An applicant is unsuitable for the property because of a recent tenancy management issue at the property.
- An applicant has bid for a property that does not meet her/his immediate needs, eg an adapted property where the applicant does not need the adaptations provided or their needs that cannot be met without making considerable, unreasonable or inappropriate adaptations to the property.
- Where support or adaptations are provided which are not needed by the applicant or members of their household
- The property is subject to a local authority S106 Agreement and the applicant does not meet the required criteria
- The provider is unable to make contact with the applicant either by phone, email or letter over a period of 3 working days
- An applicant has pets which are not permitted in the property, in line with the provider's pet policy.
- An applicant is under 18 years of age and has failed to provide an appropriate guarantor or trustee
- The reference obtained from a previous landlord is not satisfactory
- Where a property has become unavailable since the advertisement was placed.

A registered provider will comply with the Equality Act 2010 and evidence their reason for refusing an applicant for a property

This page is intentionally left blank

Wiltshire Council

Council

20 February

Subject: Carers Strategy

Cabinet Members: Cllr Jerry Wickham - Adult Social Care, Public Health and Public Protection
Cllr Laura Mayes - Children, Education and Skills

Key Decision: Yes

Executive Summary

The Carers in Wiltshire Joint Strategy 2017 – 22 has been drafted following consultation with a wide range of stakeholders. This strategy details how we will deliver the commitment made in the Wiltshire Council Business Plan 2017 – 27 to increase support for carers through a new carer strategy that supports carers to care for as long as possible.

A multi-agency commitment has been made by members of the Health and Wellbeing Board to work together to recognise, support and promote the wellbeing of carers in line with the principles of the memorandum of understanding “*Supporting an integrated approach to the identification and assessment of carers’ health and wellbeing needs*” and through delivery of this strategy.

Proposal

To approve the Carers in Wiltshire Strategy 2017 – 22, to be published in March 2018.

Reason for Proposal

The draft Carers in Wiltshire Joint Strategy 2017 – 22 (Appendix 1) is intended to build on the progress since the publication of the Joint Wiltshire Carers’ Strategy in 2012.

Graham Wilkin, Corporate Director

Wiltshire Council

Council

20 February

Subject: Carers Strategy

Cabinet Members: Cllr Jerry Wickham - Adult Social Care, Public Health and Public Protection
Cllr Laura Mayes - Children, Education and Skills

Key Decision: Yes

Purpose of Report

1. This paper requests that, subject to the addressing of any concerns raised by the Children's Trust Commissioning Executive and during scrutiny by the Children's Select Committees, Cabinet be requested to recommend the draft Carers in Wiltshire Strategy 2017 – 22 to full Council in February 2018 and, subject to approval by full Council, this strategy be published in March 2018.

Relevance to the Council's Business Plan

2. The Wiltshire Council Business Plan 2017 - 27 makes a commitment to increase support for carers through a new carer strategy that supports carers to care for as long as possible. This draft Carers in Wiltshire Joint Strategy 2017 – 22 details how we will deliver that commitment to Carers throughout Wiltshire. It is a strategy for all carers, including young carers and parent carers, and recognises the contribution made by carers to the sustainability of the health and social care system. It seeks:
 - To ensure that the strategic direction for the commissioning of health and social care services reflects both the contribution made by Wiltshire's carers, including young carers, to the health and social care system and our duty to meet carers' needs for support;
 - To maintain carers' health to enable them to continue caring (should they wish to);
 - To holistically identify the needs of carers and the people they care for and work together to improve individual outcomes for carers by taking a whole family approach;
 - To continue to invest in early intervention and prevention services to reduce, prevent and delay carers' needs for support;
 - To improve the identification of young carers, carers of people with needs relating to mental health and substance misuse;
 - To support communities to become more carer aware and supportive of carers living within them; and
 - To provide services that support carers in crisis.

Background

3. The Joint Wiltshire Carers' Strategy was published in 2012. The Council and the CCG have since worked together on the commissioning of services for carers and there is a pooled budget in place which supports this. Details of this progress, linked to the principles of the memorandum of understanding "*Supporting an integrated approach to the identification and assessment of carers' health and wellbeing needs*" can be found in Appendix 2
4. The Young Carers Joint Commissioning Strategy 2012-2015 is replaced by the Carers in Wiltshire Strategy with an ambition to offer more equitable support to young people providing care.
5. The Care Act 2014 and the Children and Families Act 2014 improved and extended carers' rights to assessment and support to meet their eligible needs. The Care Act focuses on carers aged 18+ who care for someone aged 18+ and the Children and Families Act outlines our statutory duties to assess and support young carers and parent carers.

Main Considerations for the Council

6. Nationally, the Strategy for Carers has been delayed and its publication, originally planned for autumn 2016, has been postponed. Initially, the revised publication date was late November 2016, and then spring 2017. The current position on the national strategy is that there is no firm timescale for its completion, however, an updated Wiltshire strategy is required to drive forward our commitment to carers and to take into account of the changes to our statutory duties since the implementation of the Care Act and Children and Families Act.
7. It is, therefore, proposed that this strategy be recommended to full Council in February 2018 and, subject to approval by full Council, be published in March 2018.
8. This strategy has been co-produced by the adult care commissioning lead for carers, members of the Wiltshire Carers' Action Group (WCAG), Wiltshire Carer Involvement Group (WCIG) and Wiltshire's carers. A wide-ranging consultation was undertaken including workshops (Trowbridge and Salisbury), a Healthwatch event in Chippenham, meetings with diverse smaller groups of carers at "Meet the Commissioner" events and an on line public consultation undertaken in April 2016. A workshop was held in November 2016 where members of WCAG and WCIG contributed to the creation of the strategy's implementation plan which has since been developed with input from both groups.

Overview and Scrutiny Engagement

9. The Health Select committee have endorsed the proposal in this report that Cabinet recommend the draft Carers in Wiltshire strategy to full Council next February, to be published, subject to Council's approval, in March 2018 with the addition of measurement for schools.

The Children's Select committee chair and vice chair have received a briefing on the strategy in place of it also being scrutinised by the Children's Select committee. The measurement for schools was be discussed further at this briefing.

Safeguarding Implications

10. Contractual arrangements with providers of carer support services commissioned to contribute to the delivery of this strategy contain, and will continue to contain, robust measures in line with council policy.

Public Health Implications

11. The 2011 Census (of England and Wales) identified that in Wiltshire:
- More than 47,608 people said they provide unpaid care
 - 2,723 of carers (5.8%) are aged 24 and under
 - 11,876 of carers (25.1%) are aged 65 or over
 - 19.9% of carers provide 50+ hours of care each week

The priorities in this strategy supplement Public Health activities and initiatives as well as priorities identified by the Better Care Plan's Prevention Board.

Procurement Implications

12. Procurement of carer support services commissioned to contribute to the delivery of this strategy will be in line with procurement regulations and policies.

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

13. An equalities impact assessment of this draft strategy was undertaken in 2016. The strategy acknowledges the importance of the Equality Act 2010 which protects carers of someone who is elderly or disabled against direct discrimination or harassment because of their caring responsibilities as carers are "associated" with someone who is protected by the law because of their age or disability.

Environmental and Climate Change Considerations

14. There are no specific environmental or climate change considerations.

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

15. If cabinet does not recommend this strategy to full council then the publication and implementation of this strategy will be delayed which will impact on our ability to deliver the commitment to carers in the Wiltshire Council Business Plan 2017 – 27.

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

16. This is an ambitious strategy and a multi agency approach will be required to implement it. The risk associated with this have been mitigated by a strategic and senior commitment having been made to the strategy by members of the health and wellbeing board through the Memorandum of Understanding *“Supporting an integrated approach to the identification and assessment of carers’ health and wellbeing needs”*.

Financial Implications

17. Carer support services are funded from the carers pooled budget of £1,411,196 per year. The Joint Commissioning Board has committed to maintaining the pool at current levels for 5 years from 2018/19.

Legal Implications

18. The Care Act 2014 and the Children and Families Act 2014 improved and extended carers’ rights to assessment and support to meet eligible needs (including parent carers and young carers). Adults and carers have similar rights to an assessment on the appearance of needs. For most carers this means that the previous requirement to provide ‘substantial’ and ‘regular’ care will be removed. Carers and cared for persons, together with any other members of the family, may have a combined assessment to ensure a ‘whole family’ approach. Assessments will need to consider what else (apart from the provision of support) would help to meet desired outcomes.

19. The Children and Families Act 2014 includes a number of new measures to protect the welfare of children, including making young carers’ and parent carers’ rights to support from councils much clearer.

20. Local authorities must meet their duties to identify, assess and support young carers, young adult carers and their families. They need to work with other local organisations to make sure they are proactively identifying all young carers. They must make sure the assessment process meets the criteria set out in the legislation. They have to make sure that they join up the work of children’s services and adult services so that young carers and young adult carers benefit from professionals working together.

21. This strategy seeks to ensure that the council meets all statutory duties outlined in the Care Act and the Children and Families Act.

Options Considered

22. Consideration was given to delaying publication of this strategy until the updated national carers strategy was published. However, as there are no firm timescales for publication of the national strategy it is now felt that the risk of not publishing the Wiltshire strategy outweigh the risk of doing so.

Conclusions

23. Subject to the addressing of any concerns raised by the Children’s Trust Commissioning Executive and during scrutiny by the Health Select and

Children's Select Committees, Cabinet is requested to recommend the draft Carers in Wiltshire Strategy 2017 – 22 to full Council in February 2018.

Alison Elliott, Corporate Director

Report Author: Maria Keel, Community Commissioner(Carers),
maria.keel@wiltshire.gov.uk

21 November 2017

Appendices

Appendix 1 – Carers' Strategy (Draft)

Background Papers

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

None

Carers in Wiltshire

Joint Strategy 2017-22

Foreword

3 in 5 people in the UK will become carers at some point in their lives.

We recognise the invaluable contribution made by carers to ensuring the sustainability of the health and social care system. We also recognise that, in a time of reducing resources and increasing demand, we will need carers to continue to provide care and to do so in increasing numbers and that, for them to do so, carers need and deserve our support.

This strategy is the result of an extensive consultation with Wiltshire's carers and health, social care and voluntary sector partners and it reflects what carers have told us about themselves, their needs and their views on existing services. It builds on the substantial progress made since the publication of the Joint Wiltshire Carers' Strategy in 2012 and is intended to drive forward our commitment to carers in Wiltshire over the next 5 years.



Cllr. Jerry Wickham
Cabinet Member for Adult
Social Care, Health and
Public Protection
Wiltshire Council



Cllr. Laura Mayes
Cabinet member for
Children, Education and
Skills
Wiltshire Council



Dr. Richard Sandford-Hill
Chair
Wiltshire Clinical
Commissioning Group

Acknowledgments

Many carers in Wiltshire were instrumental in the development of this strategy, giving their time and views to ensure the strategy reflects carers' needs and wishes in the county. In addition, a range of organisations have committed to the development of this strategy and to supporting carers in Wiltshire.

Introduction

Who is a carer?

A carer could be someone of any age, including a child, who provides unpaid support (excluding voluntary work) to a family member or friend who could not always manage without them. This could be caring for a relative (a parent, grandparent, sibling, child, spouse, partner) or friend who is ill, frail, disabled or who has needs relating to mental health or substance misuse.

We acknowledge that not everyone who provides unpaid support will identify with the term “carer” but the term has been used for consistency of approach and to reflect the terminology used in the Care Act and Children and Families Act.

These are the Wiltshire definitions of carers, developed to be carer, parent carer and young carer friendly and to be Care Act and Children and Families Act compliant:

Carer 18+

Someone (aged 18 or over) who helps another person (aged 18 or over) in their day to day life, usually a relative or friend, who could not always manage without that support. This is not the same as someone who provides care professionally or through a voluntary organisation.

Parent carer

A parent, or other adult with parental responsibility, who cares for a child or young person who requires more care and support than other children or young people of the same age.

Young carer

A child or young person who cares for another person. This may be someone in their family who needs looking after because they have a disability or an illness. It could be a brother or sister or a parent or guardian. A young carer should not have to do so much caring that it makes them upset, unwell or miss school.

Young adult carers are carers aged 18-25.

Where there are any references in this strategy, or related documents, to someone who provides care professionally, they are referred to as a **care worker**. Where any reference is made to someone who provides care as voluntary work they are referred to as a **volunteer carer**.

This is a strategy for all carers, including young carers and parent carers. The word **carer** in this strategy is, therefore, inclusive of young carers and parent carers.

Our vision

Carers living in Wiltshire are identified and accepted as expert partners in care; are well informed; and maintain a good quality of life and healthy lifestyle outside of their caring responsibility.

Context

Legislation

The **Care Act 2014** and the **Children and Families Act 2014** improved and extended carers' rights to assessment and support to meet their eligible needs. Carers' rights to achieve their day to day outcomes and to access information about the support available to them have been improved. The Care Act focuses on **carers 18+** and the Children and Families Act outlines our statutory duties to assess and support **young carers** and **parent carers**.

The Care Act includes a duty to reduce, prevent and delay the development of carers' needs for support and encourages greater integration of health and social care services. It provides opportunities for us to support carers to build their own resilience, ensure that they can access support where and when they need it and support them to become better equipped to avoid crisis and plan for the future.

The Children and Families Act 2014 includes new measures to protect the welfare of children, including making young carers' and parent carers' rights to support from councils clearer. The impact of these changes is reflected in the Carers Trust Network Briefing for Carers March 2015¹ which states:

"Young carers, young adult carers and their families now have stronger rights to be identified, offered information, receive an assessment and be supported using a whole-family approach."

To meet the duties to young carers, local authorities will need to work with health and voluntary sector partners to ensure that all are proactively identifying young carers and referring them to services who can support them. Local authorities must ensure that they join up the work of children's services and adult services so that young carers and young adult carers benefit from professionals working together.

The **Equality Act 2010** brings previous acts and pieces of legislation in relation to anti-discrimination together into one single piece of legislation. The protected characteristics in the Equality Act include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Race
- Religion or belief
- Gender
- Sexual orientation

¹ Rights for young carers and young adult carers in the Children and Families Act, Carers Trust briefing for Network Partners, March 2015 <https://professionals.carers.org/i-work/commissioning?page=5>.

For carers, this act is important because, if they are caring for someone who is elderly or disabled, the law will now protect them against direct discrimination or harassment because of their caring responsibilities. This is because they are counted as being 'associated' with someone who is protected by the law because of their age or disability.

National Strategy

Publication of the National Carers Strategy has been delayed and there is currently no confirmed timetable for publication. Information available to date suggests it will include a focus on:

- a) building carer friendly communities;
- b) recognising the scale and scope of caring and its impact on carers' health and wellbeing;
- c) how employers' attitudes to caring impact on carers in employment;
- d) how technological support can help carers balance education and training with their caring role;
- e) young carers; and
- f) supporting carers to look after their own health and wellbeing.

Wiltshire's Population and Community Areas

Wiltshire is a rural county, with a population of 471,000 based on the 2011 census. It has 20 defined community areas within its boundary. These community areas include a market town and its surrounding villages. In 2009, 18 Area Boards were established, one for each community area, except for Mere, Tisbury and Wilton which are collectively covered by the South West Wiltshire Area Board. Each community area has its own Joint Strategic Needs Assessment.

Wiltshire's Carer Population

The 2011 Census (of England and Wales) identified that in Wiltshire:

- More than 47,608 people said they provide unpaid care
- 2,723 of carers (5.8%) are aged 24 and under
- 11,876 of carers (25.1%) are aged 65 or over
- 19.9% of carers provide 50+ hours of care each week

Wiltshire Council's Business Plan 2017 - 27

The Council's business plan for 2017-2027 focuses on three key priorities:

- a) Growing the economy;
- b) Strong communities;
- c) Protecting those who are most vulnerable.

There will be an increased focus on prevention and early intervention to reduce demand for some of our services and so people get help as early as possible to prevent problems escalating. Alongside this we will integrate health and social care to meet the increasing demand for care services. The business plan acknowledges the need to work closer with our partners on public protection and for greater personalisation of care and safeguarding services, focused on the needs of families and individuals.

The business plan also acknowledges the invaluable role of carers in enabling their loved ones to stay at home for longer than they would otherwise and our statutory duties to assess and support them.

Wiltshire's Joint Health and Wellbeing Strategy

The Wiltshire Joint Health and Wellbeing Strategy, published by the Wiltshire Health and Wellbeing Board, focuses on sustainable, integrated services and its aims are:

- a) Healthy Lives
- b) Empowered Lives

The Wiltshire Health and Wellbeing Board has made a commitment to supporting carers and to their members contributing to the delivery of the Wiltshire Carers' Strategy by adopting the national memorandum of understanding "*Supporting an integrated approach to the identification and assessment of carers' health and wellbeing needs*"

Adult Care Transformation: Supporting independent lives in thriving, resilient and connected communities

The Council is in the process of completing a comprehensive review, working with stakeholders, to develop a new vision and blueprint for its adult social care provision that is future proofed to ensure it is sustainable and adaptable to future needs and demands.

The review will focus on the following key areas;

- a) Reducing demand for our services by working with our partners to streamline and integrate our services;
- b) Increased public access to information and guidance and increasing independence;
- c) Enhancing communities and their independent care services including reablement, Help to Live at Home, voluntary sector support services and integration with partners building stronger resilient local communities; and

- d) Enhanced safeguarding provision and processes to support and protect the most vulnerable people in our communities.

The transformation programme will focus on providing;

- a) A one stop approach for the public to access information and guidance on social care services. This is aimed at reducing the demand for those who are not in need of local authority intervention whilst supplying them with the information and advice to support them retaining their independence through choice longer.
- b) The establishment of a reablement service. This will provide services and integration with our partners, ensuring our customers receive the right support, in the right place, by the right people at the right time to maximise their independence.
- c) A review and redesign of our commissioning and procurement of services, approach and voluntary sector engagement to ensure a strategically managed diverse and sustainable market
- d) Remodelling of our adult safeguarding provision to ensure that those who are most vulnerable in our society are identified promptly and that the processes and procedures to support them are run efficiently and effectively to provide the best outcome for the individual.
- e) Align Wiltshire Council services with our partners in health and our local communities to identify opportunities to integrate services to become proactive in prevention of demand for adult social care service
- f) Implementing a performance management framework to enable us to manage our services more efficiently and effectively

It will deliver against five key objectives:

- a) To ensure all services are structured efficiently and effectively across the whole system.
- b) To ensure Wiltshire has a robust and effective workforce to meet the needs of our customers now and into the future.
- c) To work more efficiently and effectively with our partners utilising integrated systems and technology
- d) Target cost efficiencies of 10% off the base of the spend on Adult Social Care services to enable service to be maintained at the predicated increase in demand for services rate of 5% per annum

Wiltshire's Early Help Strategy

The Wiltshire Children and Young People's Trust and Wiltshire Safeguarding Board's Wiltshire Early Help Strategy is currently being updated. The 2014 – 17 strategy, developed through consultation with young people, set out Wiltshire's early help offer. Its vision is to improve outcomes for children and young people in Wiltshire; ensure good safeguarding practice; reduce, prevent and mitigate the effects of child poverty; and enable resilient individuals, families and communities. The strategy has the following objectives:

- Ensure the best start in life;
- Gaining the skills required to begin school;
- Being ready for adult life;
- Develop a family-based approach to early help;
- Develop effective structures and processes to access early help.

Transformation Plan for Child and Adolescent Mental Health

The Transformation Plan acknowledges the increased vulnerability of our most disadvantaged children to poor emotional wellbeing and mental ill-health. The plan has three objectives:

- Promote good mental health, build resilience and identify and address emerging mental health problems early on.
- Provide children, young people and families with simple and fast access to high quality support and treatment they need.
- Improve care and support for the most disadvantaged children by closing critical service gaps, improving support at key transitions and tailoring services to meet their needs.

Other Wiltshire Strategies

A partnership approach across health, social care and the voluntary sector will be required to fully meet our statutory duty to carers and those they care for. The following Wiltshire strategies will also be of interest to carers, those who support them and those they support:

Wiltshire End of Life Strategy

Wiltshire Dementia Strategy

SEND Strategy 2016 – 19

SEN for Schools 2015 – 19

Our commitment to carers in Wiltshire

Our core priorities

- To ensure that the strategic direction for the commissioning of health and social care services reflects both the contribution made by Wiltshire's carers to the health and social care system and our duty to meet carers' needs for support
- To maintain carers' health to enable them to continue caring (should they wish to)
- To holistically identify the needs of carers and the people they care for and work together to improve individual outcomes for carers by taking a whole family approach
- To continue to invest in early intervention and prevention services to reduce, prevent and delay carers' needs for support
- To improve the identification of young carers, carers of people with needs relating to mental health and substance misuse.
- To support communities to become more carer aware and supportive of carers living within them
- To provide services that support carers in crisis

Our approach

We acknowledge that delivering this strategy will require all health, social care and voluntary sector partners to work together to raise carer awareness and to identify and support carers. We will seek to ensure that this strategy informs all relevant health and social care strategies and commissioning plans.

We acknowledge that carers should be supported equitably but that information advice and support must also take into account the differing statutory duties which apply depending on the carer's age and the age of the person they care for.

We acknowledge that an holistic and whole family approach is required in order to meet all carers' needs, whether specifically related to their caring role or not. We recognise that carers' needs are not always clearly defined and that information and advice solutions must, therefore, acknowledge that people do not always know what they need or what is available to support them and that we cannot depend on individuals identifying themselves as carers.

We recognise that carers must be supported in a way which is, sustainable and cost effective. This will require taking an "asset-based approach" which places the emphasis on people's and communities' assets alongside their needs². We also recognise the importance of local support networks to reduce isolation and share experiences.

² <http://www.scie.org.uk/future-of-care/asset-based-places/introduction>

We recognise the value of early intervention and prevention to ensure that carers are supported to maintain their health, build and maintain their resilience and avoid crisis.

We recognise that there are opportunities offered by technology which can support carers in their caring role and to enable carers who would otherwise find it difficult to access information, advice and support, but we equally recognise that not all carers are able to access technological solutions, particularly those which require access to the internet.

We will measure progress and future performance against the following five key strategic outcomes:

DRAFT

Outcome 1

Carers have improved physical health, mental health and wellbeing

Carers have told us that being healthy is important; not only to maintain their wellbeing but also to ensure they are well enough to continue caring. Priority areas identified by carers included: local support close to where they live; opportunities to have breaks; support when facing a crisis; and opportunities to socialise. It is also acknowledged that caring can impact on the mental health of carers but that this impact may not become apparent until the carer is in crisis and feels unable to cope.

Progress made so far

Provision of complementary therapies, outings, counselling, befriending services, support work (individual and group), prescription breaks, carers emergency cards and carer clinics. The triangle of care (good practice for mental health services in working with carers) is now embedded into the assessment and all carers are offered a proportionate assessment. GP practices and schools are now playing an important role in identifying and referring carers.

How will we know if we have made further progress?

If carers tell us we have through:

- Carers' assessments and reviews which evidence that carers feel safer, less lonely or isolated, more likely to consider their own health needs, less likely to have trouble sleeping or to feel low, tense, tearful, stressed or anxious, more able to do the things they like to do and more in control of their life; and
- Case studies from providers that evidence positive changes in carers physical health, mental health and wellbeing.

If carer support providers tell us that:

- The number of carers registered with their organisation is increasing year on year as more carers are identified;
- The number of carers whose needs have been met through an early intervention and prevention approach which has reduced, prevented or delayed their needs for support has increased;
- The number of carers from key priority areas registered with their organisation have increased including carers of people with mental health and substance misuse needs and young carers;
- The number of carers accessing breaks has increased;
- Peer support opportunities, and the number of carers accessing them, have increased;
- GP and school referrals have increased;
- Carers registered with GP's as a carer have increased; and
- Joint assessment and joint working to support a holistic and whole family approach has increased.

Outcome 2

Carers are empowered to make choices about their caring role and to access appropriate support and services for themselves and the people they care for

Carers have told us that they want to be able to access flexible and appropriate breaks and respite services, access support without complex processes and receive an holistic approach to information, advice and support from the organisation they contact first. They want information that is easy to access both by using technological devices and by those without internet access. The need to improve opportunities to access training has also been highlighted.

Progress we have made so far

Day service provision and respite services are available to provide eligible carers with a break, provided via a direct service or direct payment. Carers' assessments, a programme of training and breaks, grants for personalised breaks, carers' groups and cafes, training, advocacy, information and advice and individual support work are all services designed to empower and support carers in Wiltshire.

How we know if we have made further progress?

If carers tell us we have through:

- Carers' assessments and reviews which tell us that carers know where to get the information they need, feel more in control, feel more able to continue in their caring role (if they wish to do so), are more likely to have the opportunity to take a break from their caring role and feel more positive about their future; and
- Case studies from providers which evidence that carers have been supported to make positive decisions about their future, particularly at times of transition;

If carer support providers tell us that:

- The number and range of breaks carers accessed has increased;
- More carers in employment or education have been identified and supported;
- Carers have been enabled to access technological solutions should they wish to; and
- Carers have accessed a range of training activities which have met their training needs.

Outcome 3

Carers have the best financial situation possible, and are less worried about money

Carers have told us that caring can have a significant impact on their financial situation and that they would like to be able to access flexible financial solutions including direct payments.

Progress we have made so far

Welfare, debt and money management advice is available and regularly accessed with successful outcomes. Carers can access assistance to apply for grants and can access money mentoring, budget training courses and the Direct Payment Support Service. Carers' assessments can lead to funded services and/or personal budgets whilst there are also free workshops on lasting power of attorney, wills and probate. Volunteering opportunity and young adult carer support offer opportunities for carers to build skills and confidence and facilitate the transition to study or training. 'Working for Carers' also encourages employers to provide support to carers to enable them to remain or return to employment.

How we know if we have made further progress?

If carers tell us we have through:

- Carers' assessments and reviews which tell us that carers feel more in control and less worried about money; and
- Case studies which evidence positive changes the support provided has made to carers' financial position.

If carer support providers tell us that:

- All carers who need specialist advice and case management relating to benefits, debt and money management have been able to access this; and
- A range of volunteering has been promoted to carers.

Outcome 4

Carers' needs, and the value of carers, are better understood in Wiltshire

Carers have told us that they want to be treated with respect and dignity, and that they can feel ignored by professionals. Carers also report feeling left to cope rather than consideration being given to whether they are willing and able to continue caring. Carers would like health and social care professionals to appreciate their knowledge of those they care for and for there to be better communication between community and hospital services.

Progress we have made so far

Carer awareness training for health and social care professionals and employers takes place regularly with many staff members accessing training. Outreach and development work with a range of statutory and voluntary sector organisations has taken place. Schemes including Working for Carers, the GP Investors in Carers Scheme and the new School Carers Scheme contribute to increased carer awareness and appreciation.

How we know if we have made further progress?

If carers tell us we have through:

- Carers' assessments and reviews which tell us that carers feel more able to voice their opinions and concerns about the person they care for; and
- Case studies which evidence that carers, including young carers, have been involved as expert partners in the care when decisions have been made about those they care for.

If carer support providers tell us that:

- The range and number of professionals and voluntary sector staff accessing carer awareness training remains consistent or has increased; and
- The number of employed carers accessing carer support services has increased.

Outcome 5

Carers influence services

Carers have told us that they want to be listened to and accepted as expert and equal partners in care and for their contribution to the sustainability of the health and social care system to be acknowledged. Carers have a key role to play in informing strategy, contributing to the development of services (both for themselves and for the person they care for), and assessing the quality of these services.

Progress we have made so far

Carer involvement takes place through a variety of different opportunities including regular formal meetings such as Wiltshire Carer Involvement Group and Wiltshire Carers Action Group and a range of consultations such as the one for this strategy.

How will we know if we have made further progress?

If carers tell us we have through:

- Case studies which evidence that feedback from carers has contributed to improving and developing services; and
- Wiltshire Carer Involvement Group reporting that they feel involved and influential.

If carer support providers tell us that:

- The number and range of carers in Wiltshire Carer Involvement Group has increased;
- The number and range of carers involved in other carer involvement activity including consultations and engagement has increased;
- Both statutory and voluntary agencies report that input from carers has influenced decisions.

Delivery and progress

There is a detailed multi-agency partnership implementation plan which has been co-developed with carers and other stakeholders to support the commitments in this strategy. See Appendix 1.

The implementation plan details how progress being made in delivering each outcome will be measured. Carer data will be collected by the commissioned carer support service and children's services to enable the preparation of an annual report on the progress being made.

Delivery partners

Key participants responsible for delivering against the strategy:

- Wiltshire Council
- NHS Wiltshire Clinical Commissioning Group
- Wiltshire Parent Carer Council
- Wiltshire Carers' Action Group

Delivery and development

The Wiltshire Carers' Action Group is responsible for the strategic development and implementation of the strategy's action plan and is accountable to the Health and Wellbeing Board. The Wiltshire Carer Involvement Group is responsible for maintaining a clear carer presence within all strategic planning and development and ensuring the voice of the carer is heard.

Funding

A pooled budget is managed by Wiltshire Council on behalf of the council and NHS Wiltshire Clinical Commissioning Group. This funds the majority of the commissioned carers' services in Wiltshire with the exception of funded social care services such as personal budgets and direct payments. The intention is that this strategy will be delivered within current levels of investment and the challenge to commissioners and partners will be to ensure that the needs of carers are met within this level of investment.

However, as demand for services increase, so will the need to review levels of funding. Any commissioning activity or service that cannot be met within current funding levels shall be supported with a full business case and cost model and presented to the Joint Commissioning Board.

Policy information sheet

Policy number	2	Version number	4.0	Status	Final draft
Implementation lead	Cabinet Member for Adult Social Care, Health and Public Protection			Implementation date	1 April 2017
Policy approved by	Cabinet Member for Adult Social Care, Health and Public Protection Cabinet member for Children, Education and Skills NHS Wiltshire Clinical Commissioning Group Wiltshire Carers Action Group			Date approved	
Next review date	1 April 2018				

Policy control sheet

Policy title	Carers in Wiltshire Joint Strategy 2017 - 2022
Purpose of policy	To set out the current provision and future intentions of Wiltshire Council and NHS Wiltshire Clinical Commissioning Group in supporting carers in Wiltshire
Policy author(s)	Maria Keel
Lead Director	Graham Wilkin (Interim Director, Adult Care, Wiltshire Council)
Target audience	Carers and the people they care for Frontline health and social care staff Public health services Health and social care commissioners Partner organisations Community Engagement Managers Voluntary and community sector Schools and further education Employers Members of the public
This policy supersedes	Previous versions of the Carers' Strategy (including the Young Carers' Joint Commissioning Strategy 2012 – 2015)
This policy should be read alongside	Voluntary and Community Sector Support Strategy Charging Policy Any other commissioning plan, strategy or policy that will impact on the lives of carers
Related Procedures	Carers Handbook
Monitoring and review lead	Graham Wilkin (Interim Director, Adult Care, Wiltshire Council)
First year review date	April 2018
Internet link	To be confirmed

Implementation plan

The plan below details how the carers' strategy will be implemented. The headings are our core priorities. Implementation outcomes are broken down into work streams with each contributing to delivering the overarching outcomes within the strategy. It is anticipated that meeting, or making progress towards, the outcomes below will, in most cases, require a review of current arrangements by a working group followed by proposed actions to be taken and the relevant timescales for undertaking these actions. Where the outcome is for all carers, it should be noted that the intention is to achieve equity for carers regardless of their age or the age of the person they care for but the way this outcome is achieved may be different for young carers and parent carers.

The Wiltshire Carers' Action Group (WCAG) will identify the priority work streams for that year and will identify the lead and key contributors required to deliver the outcome. The lead will be responsible for agreeing realistic timescales with the key contributors and for providing quarterly updates to the adult care commissioning lead for carers who will coordinate the quarterly progress report to be sent to all WCAG members. Therefore, by default, all work streams will be reviewed quarterly with a formal review of the strategy and implementation plan being undertaken annually.

"Local" outcomes refer to projects being led by other health and/or social care commissioners. They are on this plan as they have been identified as key issues for carers. Updates on these projects will be provided within the quarterly WCAG reports with opportunities for WCAG to contribute or provide feedback highlighted.

Ensure that the strategic direction for the commissioning of health and social care services reflects both the contribution made by Wiltshire's carers to the health and social care system and our duty to meet carers' needs for support.

Work stream	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
WCAG	All stakeholders	Membership of WCAG includes representatives of all organisations whose contribution is necessary to fully deliver this strategy.	Membership of, and attendance at, WCAG.	WCAG
Carer Involvement	All carers	Carers contribute to the commissioning of health and social care services which support them and the person they care for.	Carer involvement in consultations and commissioning activity to be reported to WCAG quarterly.	WCAG
	All carers	There are a variety of opportunities for encouraging and acting upon carer feedback in relation to services provided to the carer and the person they care for.	A mechanism is put in place which enables commissioners to capture and interrogate carer feedback and to share information about actions taken and improvements made to services.	WCAG
Communication	All stakeholders	WCAG, Wiltshire Carer Involvement Group (WCIG) and Wiltshire carers are aware of local and national issues which impact on carers and those they care for.	Communication Tool developed.	WCAG

Maintain carers' health to enable them to continue caring (should they wish to do so)

Work stream	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
Carer breaks	All carers	Carer break activities include options which are age and gender appropriate and which give the carer the opportunity to have a supported break with the person they care for should they wish to.	Carer support service reports and feedback from carers.	WCAG
	All carers	Options for respite care are flexible and can be accessed at short notice if required (e.g. due to an emergency/crisis)	Carer support service reports and feedback from carers.	Local
	Young carers	Respite care can be accessed by young carers when it is necessary to enable the young carer to have a break.	Inclusion in the memorandum of understanding "No wrong doors: working together to support young carers and their families" with an agreed process for young carers accessing respite care.	WCAG
GP surgeries	All carers	Support offered by GP surgeries to carers is consistent and is of a high standard across Wiltshire.	Annual report to WCAG on numbers of carer clinics and carer health checks including feedback from carers.	WCAG

Page 20 of 25

		GPs are able to identify young carers and have a better understanding of the issues faced by young carers and the services that are available to support them.	Children's services reports which identify how many young carers are being referred to them by GPs.	
		Any patients with a long-term health condition, terminal condition and/or disabilities who is seen by a GP will be asked if they have someone at home who provides care or support that they couldn't always manage without.	Carer support service reports and feedback from carers.	

Holistically identify the needs of carers and the people they care for and work together to improve individual outcomes for carers by taking a whole family approach

	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
Page 20 Assessment and support	All carers	All carers' assessments, joint carer/cared for and whole family assessments are holistic and whole family with support packages, for those eligible for them, put in place which maximise the flexibility offered by direct payments to meet the needs of the whole family in a creative and affordable way.	Audit completed of all assessments to an agreed template and actions agreed where required.	WCAG
	All carers	Carers of those who are not eligible for a support package funded by social care, including "self-funders", can access information, advice and signposting to enable them to access the support and care the person the care for needs to meet their needs.	Information, advice and signposting is available to self-funders and their carers.	Local
	All carers	All health and social care needs assessments of the cared for person ask if they have someone at home who provides care and support that they could not always manage without and considers whether there are multiple carers or co-caring, and offer signposting to appropriate information, advice and support.	Audit completed of all assessments to an agreed template and actions agreed where required.	Local
Safeguarding	All carers	Carers are supported to understand how safeguarding relates to them and their caring role.	Information and advice relating to safeguarding available to carers via the carers handbook and Your Care Your Support carers' web pages.	WCAG
Joint Working	Young carers and parent carers	A coordinated approach is taken when a family is entitled to support from both adult care and children's services.	Memorandum of understanding "No wrong doors: working together to support young carers and their families" signed by adult care and children's services.	WCAG

Meet needs	All carers	Carers, including young carers, can access community equipment when the person they care for needs it or they need it to support them in their caring role.	Review undertaken of system to get equipment with the aim of reducing complexity.	Local
Housing	All carers	Carers, including young carers, can access support related to housing if they need it.	Information related to housing included in the carers handbook.	WCAG
Hospital Discharge	Cared for 18+	Support packages are agreed prior to discharge from hospital which consider any support the carer needs to enable them to undertake their caring role.	Delayed Transfers of Care (DTC) reporting and feedback from carers.	Local
Continue to invest in early interventions and prevention services to reduce, prevent and delay carers' needs for support				
	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
Information and Advice	Carers 18+	Carers only have to tell their story once to access appropriate information, advice and signposting for their own needs and those of the person they care for.	Quarterly report to WCAG on transformation project progress and any future projects relating to accessing information, advice and signposting.	Local
	Young carers Cared for 18+	Young carers can access information, advice and signposting about support for the person they care for.	Information, advice and signposting is young carer friendly.	Local
	All carers	Carers who can access the internet know where to look for the information they need.	Number of hits on the Your Care Your Support carers' web pages and feedback from carers.	WCAG/ Local
	All carers	Carers who cannot access the internet are not disadvantaged.	Communication plan in place.	WCAG/ Local
Money	All carers	Carers, including young carers, are aware of the various welfare benefits available to themselves and the person they care for and can access advice and information relating to welfare, debt and money management.	Signposting to specialist advice is included in the carers handbook and Your Care Your Support carers' web pages. Quarterly reports from carer support service and annual report from welfare, debt and money management service.	WCAG
Carers Emergency Card	Young carers	Young carers are entitled to a carers emergency card.	Carers emergency card scheme eligibility includes young carers.	WCAG
Training	All carers	Carers receive the training they need to maintain their own wellbeing, to support them in their caring role and to help them understand how they can provide care, including personal care, in a way which maintains the dignity of the person they care for and reduces the risk of abuse and neglect. Training is available to, and age appropriate for, young carers.	Training available to carers is mapped and an action plan developed to address any unmet need.	WCAG

Improve the identification of young carers and carers of people with needs relating to mental health or substance misuse				
Work stream	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
Identification	Mental health (all ages)	Carers of people with needs relating to mental health know where to access information, advice and support, including carers of those who are not engaging with services.	Pathway for referrals in place between carer support and mental health services. Carer support service and children's services reports which identify how many carers of people with needs relating to mental health are being referred to them.	WCAG
	Substance misuse (all ages)	Carers of people with needs relating to substance misuse know where to access information, advice and support, including carers of those who are not engaging with services.	Pathway for referrals in place between carer support and substance misuse services. Carer support service and children's services reports which identify how many carers of people with needs relating to substance are being referred to them.	WCAG
	Young carers	Schools are young carer aware, can identify young carers and have a better understanding of the issues faced by young carers.	Feedback from the Wiltshire healthy schools scheme. Number of schools engaged with the young carers schools award scheme. Referrals from schools to children's services.	WCAG
Support communities to become more carer aware and supportive of carers living within them				
	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
Carer Awareness	All carers	Carers Week, Carers Rights Day and Young Carers Awareness Day events improve care awareness across Wiltshire and contribute to the delivery of this strategy.	Report to Wiltshire Carers' Action Group on events held on each day	WCAG
	All carers	Domiciliary care providers are carer, including young carer, aware and signpost carers of their customers to information, advice and support.	Carer support service reports to include a breakdown of referrals by domiciliary care providers	WCAG
	All carers	Local Area Board Health and Wellbeing groups are "carer aware" and committed to consider what they can do to identify and support carers of all ages in their local area.	Further actions to be considered following publication of the planned review.	Local
	Young carers	Health, social care and voluntary sector organisations are "young carer aware".	All carer awareness activities include specific reference to young carers, the issues faced by them and the services that are available to support them.	WCAG
Provide services that support carers in crisis				

	Target Group	Outcome	How progress/success will be measured	WCAG/ Local
Carer Crisis	All carers	Carers can access support if they are struggling with their caring role, are in crisis or at risk of crisis, or feel they are, for any reason, at risk of harming the person they care for or being harmed by them.	Crisis support mapped and an action plan developed to address any unmet need.	WCAG

DRAFT

This page is intentionally left blank

CABINET

EXTRACT OF THE MINUTES OF THE CABINET MEETING HELD ON 30 JANUARY 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

Also Present:

Cllr Clare Cape, Cllr Pauline Church, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr David Halik, Cllr Deborah Halik, Cllr Darren Henry, Cllr Alan Hill, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr Ian Thorn and Cllr John Walsh

176 Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 - Car Parking Strategy

Councillor Bridget Wayman presented the report which provided details of the consultation responses in relation to Options 2 to 7; asked Cabinet to consider any suggestions from respondents for alternative ways in which the estimated income increase from the options could be met by other means (termed Option 8); and sought approval for the implementation of recommended option proposals through an amendment notice to the relevant Traffic Regulation Orders (TROs).

Matters highlighted in the course of the presentation and discussion included: the financial implications for proposals; that the income generated would help support subsidies for bus services; the changes already made by officers; and the amendments made in the light of the consultation responses.

Councillor Matthew Dean, Chair of the Environment Select Committee, presented a summary of the views submitted as part of the consultation.

Representations were made from David Feather and from Suzanne Humphries, the Secretary of the Friends of Southwick Country Park, who presented a

petition from 435 users of the park in objection to the introduction of parking charges.

Councillor Horace Prickett, local division member for Southwick, similarly raised concerns as to the impact of the new charges, including: the relative high level of the proposed charges, that car parks serving similar rural facilities are free, the possibility of displacing parked cars onto the highway, and the options for asset transfer.

In response, Councillor Bridget Wayman agreed to meet with representatives to discuss their concerns and the options for a community asset ahead of the implementation of any decision.

Resolved

- (i) To agree to the implementation of Options 2 to 6 through an amendment to the relevant Traffic Regulation Orders (TROs), subject to the necessary formal consultation process.**
- (ii) To agree that any responses to the formal TRO consultation process be considered by the Cabinet Member for Highways, Transport and Waste prior to the making of the Order(s).**
- (iii) To approve the proposed Sunday and Bank / Public Holiday parking charges as set out in Appendix 5.**
- (iv) To note that if the above proposal is agreed, then a recommendation to remove the following text from Policy PS3 of the LTP Car Parking Strategy would be made to full Council:**

Sunday parking charges will be considered where there is an identified traffic congestion or air quality issue, or where there is a strong and established parking demand from shoppers or visitors.
- (v) To agree the proposed action related to each of the currently free car parks (or part of) identified in Appendix 6.**
- (vi) To agree to the withdrawal of free event parking from town / city councils in the months of November and December.**
- (vii) To approve the proposed season ticket charges as set out in Appendix 7.**
- (viii) To agree that a two tiered charging regime is introduced where residents' permits would be:**
 - £50 for the first permit and £70 for the second permit (at the same address) in limited waiting zones; and**

- **£80 for the first permit and £100 for the second permit (at the same address) in residents' only zones.**
- (ix) **To agree that the hours of operation of residents' permit schemes are extended from 8am – 6pm to 8am – 8pm.**
- (x) **To agree that the parking grace period is retained at 15 minutes.**
- (xi) **To agree that none of the alternative funding proposals suggested through the consultation could realistically replace the income uplift forecast under Options 2 to 7.**
- (xii) **To approve the technology and operational improvements set out in paragraphs 58 to 62 and paragraph 63 respectively for implementation by parking services in 2018/19.**

Reason for decisions:

To seek approval for the implementation of Options 2 to 6 through an amendment to the relevant Traffic Regulation Orders (subject to the necessary formal consultation process).

To seek approval for the implementation of a number of technology and operational improvements.

(Duration of meeting: 9.30 - 11.50 am)

These decisions were published, earlier, on the 1 February 2018 and will come into force on 9 February 2018

The Officer who has produced these minutes is Will Oulton of Democratic Services, direct line 01225 713935, e-mail william.oulton@wiltshire.gov.uk

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

This page is intentionally left blank

Wiltshire Council

Council

20 February 2018

Notice of Motion No. 5 – Salisbury Public Athletics Track Resurfacing and Management Project

From Councillors Ricky Rogers and John Walsh

To consider the following motion submitted in accordance with the constitution:

“This council endorses the Salisbury Public Athletics Track Resurfacing and Management Project that secures increased public availability and use supported by Wiltshire Council funding and a Sport England Grant.

- a) Council records its concern that public money has been paid to a third party without an agreed signed Head of Terms being in place and refers this matter to Internal Audit for comment.
- b) Council records its concern that following the handover of the management of the Track from Wiltshire Council to South Wilts Girls School on 1st November 2017 No public use of the track has taken place.
- c) Council agrees to help achieve an agreed signed Head of Terms by working with and supporting both South Wilts Girls School and City of Salisbury Athletics and Running Club.
- d) Council agrees to set up a Rapid Scrutiny Task Group to examine the process of the project and recommend ways forward.”

This page is intentionally left blank

Wiltshire Council

Council

20 February 2018

Notice of Motion No. 6 – Scaling up Shared Lives in Wiltshire

From Councillors Brian Matthew and Gordon King

“This motion calls for a feasibility assessment of the potential for the scaling up of Wiltshire Council ‘Shared Lives’ programme to help meet Wiltshire’s adult social care needs.

Currently Wiltshire Council’s ‘Shared Lives’ Programme is assisting around 23 service users providing them with an alternative to traditional residential care.

In other local Authority areas, such as Cornwall, Devon, North Somerset, East Sussex and elsewhere, much larger numbers of service users are being assisted by their respective ‘Shared Lives’ programmes.

The benefits for the service users of the programme, have been shown to be a better more fulfilling personal life experience, and for the carers, a rewarding occupation is on offer.

Shared Lives carers once assessed and trained can take up to a maximum of three service users per home, subject to approval. With costs per service user on the Shared Lives Programme in the region of £360 per week per person this suggests that considerable savings could be made by Wiltshire Council.

The assessment would examine the potential to achieve such cost savings, and if proved feasible, develop a roll out plan for the scaling up of the ‘Shared Lives’ programme across Wiltshire in a timely manner.”

This page is intentionally left blank