

Updated 04.02.19

AGENDA

Meeting: **Cabinet**
Place: **Kennet Room - County Hall, Bythesea Road, Trowbridge,
BA14 8JN**
Date: **Tuesday 5 February 2019**
Time: **9.30 am**

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

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

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

Membership:

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

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Public Participation


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

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

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

Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 5 - 14*)

To confirm and sign the minutes of the Cabinet meeting held on 15th January 2019, previously circulated.

3 **Declarations of Interest**


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

4 **Leader's announcements**

5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Stuart Figini of Democratic Services by 12.00 noon on 30th January 2019. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Wiltshire Council's Financial Plan Update 2019/20** (*Pages 15 - 48*)

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

7 **Revenue and Capital Budget Monitoring Period 9 2018/2019** (*Pages 49 - 88*)

Report by Corporate Director Alistair Cunningham.

8 **Treasury Management Strategy** (*Pages 89 - 126*)

Report by Corporate Director Alistair Cunningham.

9 **Local Government Act 2003 Section 25** (*Pages 127 - 136*)

Report by Corporate Director Alistair Cunningham.

10 **Capital Strategy** (*Pages 137 - 164*)



Report by Corporate Director Alistair Cunningham.

11 **Strategic Depot Review** (*Pages 165 - 174*)



Report by Corporate Director Alistair Cunningham.

12 **School Capital Programme 2019 - 2024** (*Pages 175 - 192*)



Report by Corporate Director Terence Herbert.

13 **School Admission Policies 2020/21** (*Pages 193 - 270*)

Report by Corporate Director Terence Herbert.

14 **Urgent Items**

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

Part II

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

None

Our vision is to create stronger and more resilient communities. Our priorities are: To protect those who are most vulnerable; to boost the local economy - creating and safeguarding jobs; and to support and empower communities to do more themselves.

CABINET

MINUTES OF THE CABINET MEETING HELD ON 15 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

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

Also Present:

Cllr Ian Blair-Pilling, Cllr Andrew Davis, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Darren Henry, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Brian Mathew, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Fleur de Rhé-Philipe, Cllr Ian Thorn, Cllr Stuart Wheeler and Cllr Robert Yuill

1 Apologies

There were no apologies.

2 Minutes of the previous meeting

The minutes of the meeting held on 11 December 2018 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 11 December 2018.

3 Declarations of Interest

There were no declarations of interest.

4 Leader's announcements

The Leader explained the approach to public participation during the meeting.

5 Public participation and Questions from Councillors

1. Colin Gale, on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council

(PPC), asked a number of questions about key decisions made by the Council.

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism confirmed that a written response had been prepared and sent to Mr Gale prior to the Cabinet meeting.

Mr Gale then asked a supplementary question about the Council's response to his first question. Cllr Clewer explained that a written response would be prepared.

6 **Treasury Management Mid Year**

Cllr Philip Whitehead presented the report which provided a mid-year review of the Treasury Management activities for the period 1 April 2018 to 30 September 2018.

Cllr Whitehead was pleased to report that, (i) against budget, there was a positive variance in respect of interest receivable/payable of £0.208m; (ii) confirmed that the Council had not taken out any new external borrowing (loans) during 2018/19; and (iii) the Council did not breach any of its performance indicators during 2018/19.

Cllr Thorn, Chair of the Financial Planning Task Group congratulated the Cabinet member and officers for the new layout of the report and how this has helped his understanding of the detail. In response to additional questions from Cllr Thorn, Cllr Whitehead agreed that he would provide a set of the performance indicators, as requested, and confirm the reasons in writing why the Council received a temporary loan from Bristol City Council between September and October 2018.

Resolved: To note the Treasury Management Mid-Year report and that it accords with the Treasury Management Strategy.

Reason for Decision:

To give members an opportunity to consider the performance of the Council in the period to 30 September 2018 against the parameters set out in the approved Treasury Management Strategy for 2018/2019

7 **Service Devolution & Asset Transfer Package - Devizes**

Cllr Richard Clewer presented a report recommending a final package of services and assets to transfer to Devizes Town Council from Wiltshire Council and provided information relating to the financial impact this would have on Wiltshire Council.

Cllr Clewer detailed the final package of the services and assets to be transferred, in particular, that the current parking spaces in the Market Place would be removed and that all Section 106 monies held or due to Wiltshire Council relating to assets within Devizes Town boundary would be transferred to the Town Council.

In response to questions from Cllr Thorn about Section 106 monies and capacity of the Council's legal team to undertake the additional work, Cllr Clewer confirmed that Section 106 monies would be transferred to the Town Council and that the legal team were currently appointing additional staff to help with the process.

Cllr Peter Evans suggested that the transfer of the services and assets be completed over an extended timeframe that would help the Town Council adopt to the additional workloads. Cllr Clewer explained that the officer team involved in the transfer had had significant contact with the Town Council over a long period and he was confident that the original timescales could be met, however, a phased approach could be employed if necessary.

The Cabinet heard from Simon Fisher, Devizes Town Council Town Clerk, who welcomed the transfer of services and assets, although he expressed the concerns of the Town Council in relation to the proposed removal of parking in the Market place. He noted that the transition would have to be managed sensitively to avoid issues for residents and visitors. The Leader suggested that the Town Council works closely with Highways Officers and other interested parties to deliver a smooth transition.

Cllr Clewer and Cllr Whitehead thanked members of Devizes Town Council for their involvement in securing the transfer of services and assets detailed in the report.

Resolved:

- 1) The final list of services and assets listed that will be transferred to Devizes Town Council be approved. The inclusion of any open space land is subject to consideration of any objections received following the advertising of the disposal in accordance with statutory obligations.**
- 2) Agree to the transfer of the Market Place Carpark with all associated conditions being met by the Town Council.**
- 3) Note the net revenue impact to the Council and acknowledge that the Service Devolution programme benefits of cost savings and avoidance will be realised on a cumulative basis as the programme progresses and as more Towns/Parishes complete the process.**
- 4) Delegate the implementation of the transfer of assets and the service delegation to the Growth & Investment Programme Director**

in consultation with Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism.

Reason for Decision:

To complete the transfer of the package of assets and services to Devizes Town Council.

8 Wiltshire Council Adoption Service: 2018 Q1-2 6 Month Report

Cllr Laura Mayes presented a report which provided an interim six-month report about the performance of the Adoption Service of Wiltshire Council.

Cllr Mayes explained that it was a statutory requirement that the Adoption Service provided regular assurance reports to the Council. This is achieved through annual year-end report, supported by a brief six-month update relating to quarters 1 and 2. The report detailed the following two main areas of focus, as there was a need for continual improvement regarding the Adoption Service:

- The need for timeliness of the assessment of adopters and their match with a child to be adopted; and
- The need for timeliness of the adoption of children with complex needs.

The report recognised the Government's commitment to improving adoption services in terms of numbers of children being adopted and the timeliness of matches for children requiring adoptive placements, the development of the Adoption Service, within the broader context of the development and implementation of Adoption West.

Cllr Mayes spoke about the measurement of comparative performance using the Adoption Scorecard, which for Wiltshire Council shows overall continued improvement. In particular, Cllr Mayes referred to (i) improvements in the average time between a child entering care and moving in with its adoptive family, for children who have been adopted; and (ii) the reduction in enquiries to become an adopter and the applications received to be an adopter, which appeared to be a national trend. The cabinet noted that the number of adopters required by the Council was a balancing act which fluctuated from year to year.

In response to a question from Cllr Mathew about the morale of potential adopted parents, whilst waiting for an adoptive child, the Corporate Director for Children and Education reported that the recruitment process was explicit in explaining the timescales involved in adopting a child and regular communication between adopters and officers within the process was key.

Resolved: That the Adoption Service 2018 Q1-2 6 month report be noted.

Reason for Decision:

Wiltshire Council is an Adoption Agency registered with Ofsted. The 2014 Adoption Minimum Standards (25.6) and 2013 Statutory Guidance (3.93 and 5.39) describe the information that is required to be regularly reported to the executive side of the local authority to provide assurance that the adoption agency is complying with the conditions of registration whilst being effective and achieving good outcomes for children and service users.

Adoption West will be required, as a registered Adoption Agency, to provide regular reports to the Local Authorities within the partnership.

9 Establishing a Local Housing Company and Local Development Company

Cllr Richard Clewer presented a report seeking support for the establishment of a local housing company and a local development company.

Cllr Clewer explained that there are a range of strategic housing needs facing the Council that could not easily be addressed by the Council's current approaches. These included, (i) The impact of the lack of key worker accommodation on the availability of services in parts of Wiltshire; (ii) Accommodation to meet the needs of specific vulnerable households in a timely manner from the existing housing stock in Wiltshire, is not a priority for the Council's registered provider partners; and (iii) The Council procures accommodation for homeless households that is costly and the quality and cost could be improved by private rented sector accommodation provided by a local housing company.

The report highlighted that the Council has a successful programme of asset disposal. Over the next three years the Council estimates that it may be able to offer to the market, sites capable of residential development which, subject to planning permission could deliver over 500 units of accommodation. Cllr Clewer suggested that if the Council was to establish a local development company not only would it enable the strategic housing needs across the County to be better met it would also increase the potential return that could be generated from the developments. Cllr Whitehead confirmed that it was important to create a revenue stream for the future, and these proposals met this demand.

Cllr Thorn, Chairman of the Financial Planning Task Group, reported that the Task Group had scrutinised the proposals at its meeting held on 8th January 2019, and had made the following comments:

1. The Board should include at least two independent directors (rather than one), one of whom should act as chairman, to provide the necessary independence and expertise.
2. Clarity is required regarding projected returns on investment. It is problematic to assume broad success having only modelled a few specific investments.

3. The council's financial assumptions (outlined in the confidential figures received) were different to Saville's with regard to construction costs. It should exercise caution if not heeding Saville's greater expertise in this area.
4. No business plan being forthcoming to Cabinet etc (only to the Board) is a concern.
5. The social priority of meeting unmet keyworker housing need (addressing market failure) and the commercial priority of generating income may be in conflict to an extent.
6. Although there may be a small risk of disrupting markets at a very local level (e.g. where significant development is planned or in progress already) our focus should be on growing Wiltshire's housing stock as much as possible.

In response to the points made above, Cllr Clewer commented that, (i) the number of Independent Directors initially would be set at 1, as recommended, although this figure may change as the companies are developed; (ii) The Business Plan could be reported to the Cabinet; (iii) the risk of disrupting local markets was a very real possibility, although this would be taken into account when deciding on the type of housing placed at a particular site.

Cllr Wheeler, Member of the Financial Planning Task Group, spoke about the professional experience in relation to setting up this type of business and urged the Cabinet Member to consider the suggestion of the Task Group in relation to the number of Company Directors as there was potential for putting the financial investment by the Council at risk. In addition, he suggested that the Council should also consider including Commercial development within the proposals. Cllr Clewer confirmed that the Cabinet would be considering a report on commercial assets at its next meeting and this could be an area for consideration in the future.

Cllr Mayes expressed support for the proposals and asked for the views of Care Leavers and their requirements to be considered during the development of the proposals.

In response to a question from Cllr Wickham about key worker accommodation, Cllr Clewer advised that the Council needed to be careful in how it interpreted key worker.

Cllr Sturgis welcomed the proposals but expressed caution about the timing of any future developments. He indicated that the lead in times, following the granting of planning permission, were normally longer than first anticipated and the building of homes would not be a solution for quick development.

Cllr Thorn, Liberal Democrat Group Leader, welcomed the initiative and indicated that the main areas of concern for the Group were market failure and challenges to mainstream developers bringing forward potential sites. However, the Group was pleased about the ability of the Council to influence the market in

a positive way, and create a much more effective market place for agency staff in delivering the necessary housing.

In response to a question from Colin Gale about the impact of the proposals on community land trusts, Cllr Clewer agreed that there was a balance to be struck and potential conflicts would need to be addressed.

Cllr Thomson invited Cllr Clewer to present the proposals for the Local Housing Company and Local Development Company at a meeting of One Wiltshire Estate Partnership arranged for 19th February 2019.

The Leader of the Council thanked the Cabinet Team and the Director of Housing and Commercial Development for their contributions in developing the proposals and welcomed the full political support.

Resolved:

- 1. The establishment of a local housing company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 2. The establishment of a local development company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 3. That the Council nominates the cabinet member for Corporate services, Housing, Heritage, Arts and Tourism and the cabinet member for Finance, procurement, ICT and operational assets, a member from the opposition party and the Corporate Director of Growth, investment and Place to the boards of both companies.**
- 4. That the Council recruits an independent nominee to each board who has the requisite skills for each company.**
- 5. That the Council provides short term loan start up funding or services for the companies.**
- 6. That the Council provides loan finance of up to £50 million from 2019/20 to 2023/24 to the local housing company.**
- 7. That the Council agrees a provision of up to £5 million to fund equity investment and loan finance to the local development company from 2019/20 to 20123/24.**
- 8. That the provision of loan finance to the Local Housing company is subject to a nominations agreement with the Council.**
- 9. That the Council will offer services to both companies.**

10. That the detailed arrangements to establish the company and contracts for services provided by the Council is delegated to the Corporate Directors, other than Corporate Director Growth, investment and place, in consultation with the Director of Legal and Democratic services (Monitoring Officer) and the Director of Finance and Procurement (section 151 Officer).

Reason for Decision:

The proposal to establish a local housing company is aimed at providing residential accommodation in Wiltshire that can meet the wider strategic housing needs of the Council as well as generating a return for the Council.

The proposal to develop a local development company is aimed at enabling Council land assets to be developed to meet the strategic economic and social needs of Wiltshire whilst maximising the return for the Council.

10 Urgent Items

There were no urgent items.

11 Exclusion of the Press and Public

Resolved:

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

12 Establishing a Local Housing Company and Local Development Company

Resolved:

- 1. The establishment of a local housing company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 2. The establishment of a local development company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 3. That the Council nominates the cabinet member for Corporate services, Housing, Heritage, Arts and Tourism and the cabinet member for Finance, procurement, ICT and operational assets, a member from the opposition party and the Corporate Director of Growth, investment and Place to the boards of both companies.**

4. That the Council recruits an independent nominee to each board who has the requisite skills for each company.
5. That the Council provides short term loan start up funding or services for the companies.
6. That the Council provides loan finance of up to £50 million from 2019/20 to 2023/24 to the local housing company.
7. That the Council agrees a provision of up to £5 million to fund equity investment and loan finance to the local development company from 2019/20 to 20123/24.
8. That the provision of loan finance to the Local Housing company is subject to a nominations agreement with the Council.
9. That the Council will offer services to both companies.
10. That the detailed arrangements to establish the company and contracts for services provided by the Council is delegated to the Corporate Directors, other than Corporate Director Growth, investment and place, in consultation with the Director of Legal and Democratic services (Monitoring Officer) and the Director of Finance and Procurement (section 151 Officer).

Reason for Decision:

The proposal to establish a local housing company is aimed at providing residential accommodation in Wiltshire that can meet the wider strategic housing needs of the Council as well as generating a return for the Council.

The proposal to develop a local development company is aimed at enabling Council land assets to be developed to meet the strategic economic and social needs of Wiltshire whilst maximising the return for the Council.

(Duration of meeting: 9.30 - 10.55 am)

These decisions were published, earlier, on the 17 January 2019 and will come into force on 25 January 2019

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail stuart.figini@wiltshire.gov.uk

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

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WILTSHIRE COUNCIL

Overview and Scrutiny Management Committee – 31 January 2019

Cabinet – 5 February 2019

Council – 26 February 2019

Subject: Wiltshire Council's Financial Plan Update 2019/20

Cabinet Members: Councillor Baroness Scott of Bybrook OBE- Leader of the Council
Councillor Philip Whitehead - Cabinet Member for Finance,
Procurement, ICT and Operational Assets

Key Decision: Key

EXECUTIVE SUMMARY

The report updates members on the 2019/2020 Budget, Medium Term Financial Strategy.

The report sets out, for approval by cabinet, the budget setting proposals and gives the details that feed into the budget setting reports.

Reasons for Proposals

To enable the Council to:

- Set its revenue and housing revenue accounts budgets and levels of reserves and Council Tax for the financial year 2019/20;
- Provide the Council with a strong financial plan for sustainable delivery of services in 2019/20; and
- Provide the Council with a Medium Term Financial strategy to drive long term financial sustainability and delivery of the business plan.

PROPOSALS

It is proposed that Council:

- a. Endorses the update of the Financial Plan for 2019/20;
- b. Approve the growth and savings proposals summarised in the report to provide a net revenue budget for 2019/20 of £332.378 million

c. To vote separately:

- i. Set the Council's total net expenditure budget for 2019/20 at £332.378 million;
 - ii. Set a Council Tax increase of 2.99%;
 - iii. Agree delegated changes in fees and charges as set out in Section 41;
 - iv. Set a 1% reduction for social dwelling rents;
 - v. Set the Housing Revenue Account (HRA) Budget for 2019/20 as set out at Appendix D of this report; and
 - vi. That all service charges related to the HRA be increased to recover costs, capped at increase of £5 for those not on housing benefits and garage rents increased by 3%.
- d. Endorse the Medium Term Financial Strategy and receive regular updates on delivery against strategy to Cabinet.

Authors:

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Wiltshire Council

Overview and Scrutiny – 31 January 2019

Cabinet – 5 February 2019

Council – 26 February 2019

Subject: Wiltshire Council's Budget Strategy & Initial budget Proposals 2019/20 onwards

**Cabinet Members: Councillor Baroness Scott of Bybrook OBE- Leader of the Council
Councillor Philip Whitehead - Cabinet Member for Finance, Procurement, ICT and Operational Assets**

Key Decision: Key

Purpose of Report & Background

1. This report sets out an indicative Medium Term Financial Plan (MTFP) to highlight expenditure and income from 2019/20 to 2023/24.
2. This report sets out an updated Financial Plan that covers the five years 2019-24. It reflects the current Government funding announcements and is attached at Appendix A to this report.
3. This Council's strategic aims and priorities drive the medium term financial planning process, with changes in resource allocation determined in accordance to policies and priorities. A key focus for the Council is to ensure a strong sustainable financial base exists in these challenging times.
4. The key changes reflect the revised forecast for the increasing demand for care for the vulnerable, including adults and children with complex care needs and special educational needs and the delay in Government determining a new fairer funding settlement.

Delivering the Council's priorities

5. The Service Planning process for 2019/20 and future years is currently being undertaken alongside the development of the MTFP to ensure that the Corporate Priorities are expressed in financial terms in the MTFP and all the priorities are fully resourced. The Service Planning process links service activity to the council's Business Plan ensuring that activity is planned against all the council's stated strategic objectives.
6. Major strategic projects have been mapped against the council's business and financial plans. Potential national and international developments have also been taken into account and, where appropriate, new risks assessed.

7. The council's 2017-27 Business Plan sets its vision of strong communities, underpinned by our priorities which have continued to provide a focus for delivery over the last year, with highlights as follows:

1. Growing the economy

A new local plan is currently being developed that will consider a number of strategic sites across the county for the development of homes. In addition, a specific bid has been developed and submitted to the Housing Revenue Account for borrowing approval to develop 49 new homes, additional funding secured from Homes England, replacement of streetlights approved and the opening of a new science park taken place in Porton. A new Swindon & Wiltshire Careers Hub is being established, made up of 40 local schools and colleges working together with universities, training providers, employers and career professionals to improve careers education. Support continues to be provided for south Wiltshire following the events of 2018.

2. Strong communities

The council has completed a significant Community Working Review. The resulting action plans provides a focus on continuing and significant devolution of assets and service to communities. Transfers of packages of assets and services to town and parish councils continue through area boards and the process is supported by a new policy from November. Last year volunteers devoted over 12,200 hours of their own time to support local communities and services helping to make Wiltshire a better place to live.

A new waste and recycling contract is in place and working with local communities the council is taking steps to keep local environments clean, tidy and free from rubbish. Locally run annual Spring Clean-ups have been extremely successful with thousands participating and collecting 33.8 tonnes of waste. The council is committed to meeting the national target of 50% of household waste being recycled or composted by 2020, and has recently increased the materials for collection that can now be recycled. The county is well on course to meet the target.

New or enhanced leisure facilities have been provided to a number of communities across Wiltshire.

Work with the local government boundary commission for England has seen the number of councillors for Wiltshire in 2021 confirmed as 98.

Plans are also well advanced for a successful National Armed Forces weekend in Salisbury in 2019.

3. Protecting those who are most vulnerable.

The Adult Social Care Transformation Board has expanded its priorities to include a second phase which will focus on mental health and learning difficulties. The Board has expanded its membership and is working across a multi-agency agenda to

improve outcomes for the residents of Wiltshire. A new reablement team is helping to reduce hospital admissions and enable smooth transfers of care.

The Council's Adult Services are being supported by a joint commissioning team, led by a new Director of Commissioning who started in spring 2018, that also support Children's services. The new joint service has worked with local providers to create a new framework, helping to shape the market, for providing Help to Live at Home services which went live in Autumn 2018

Specific needs across the county are being reviewed in a Bed Audit of specialist care. Once complete the audit will inform a new county-wide accommodation strategy expected in Spring 2019.

Wiltshire Council also secured £312k to help the homeless through rough sleeping outreach teams and the council's public health and social care teams have raised awareness of alcohol abuse and worked with individuals affected to provide help and support. This has seen a fall in alcohol-related hospital admissions from 550 to 425 per 100,000 people in a year.

4. Working with partners as an innovative and effective council

The LGA peer review and associated action plan was published, which recognised

- strong and accessible political leadership which sets a clear direction
- stakeholders know what we stand for, how it goes about our business and what our plans are
- the new Business Plan sets out an ambitious agenda for the next 10 years and there remains a resolute focus on 'strong communities'
- a committed workforce - all staff that the team met told them that Wiltshire Council is a great place to work; that they feel valued, are developed to undertake their roles and feel supported to progress their careers
- evidence of a very impressive approach to staff engagement throughout the organisation from frontline staff to senior leaders
- a very good recovery in children's services since a disappointing Ofsted inspection in 2012

In line with recommendations, the commercialism and digital agendas are now supported by new strategies and new staff including Directors of Growth & Investment and for Digital. There's an acceptance that furthering the council's ambitions in these areas may require recruiting staff with specific skills and expertise. Microsoft have been awarded a long-term contract to work in partnership with the council in order to build capacity to deliver long-term cultural and technical change. Work is already underway in a number of areas.

Medium Term Financial Strategy and Plan

8. As part of our strong financial management the Council has a Medium Term Financial Plan that is updated annually as part of the process of setting the Council Tax levels. The Medium Term Financial Strategy (MTFS) sets out both the process and assumptions in aligning the council's financial resources with its business plan.
9. Movements in future years can be summarised in the table below:

	2019/20	2020/21	2021/22	2022/23	2023/2024
	£m	£m	£m	£m	£m
Opening Position	327.746	332.378	341.235	350.875	360.803
Approved Growth	44.815	28.894	22.001	23.625	25.274
Savings Required	(27.290)	(25.004)	(13.361)	(14.697)	(16.046)
Changes in Grants	(12.893)	4.967	1.000	1.000	1.000
Closing Position	332.378	341.235	350.875	360.803	371.031

10. A detailed MTFS is attached at Appendix A, with a 2019/20 high level summary in Appendix B.

Council Tax calculation

11. The overall position for 2019/20 is reflected in this report:

2018/19 Revised Base Budget	327.746
Plus	
Net demand and inflation	44.815
	<hr/>
Additional spending requirements	372.561
Less	
<i>Net Savings & Income</i>	(27.290)
Net movement in other grants	(12.893)
	<hr/>
Net budget requirement	332.378
Financed by	
Social Care Levy	(18.417)
RSG/ Formula Grant	0.000
Rates Retention	(58.500)
Collection Fund Surplus	(2.881)
Amount to be found from the Collection fund through Council Tax	(252.580)
	<hr/>
Gap remaining	0.000
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Medium Term Financial Strategy and Plan by Division for 2019/20

	Adult Care & Public Health Services	Children & Education Services	Growth, Investment & Place Services	Corporate	Total
	£m	£m	£m	£m	£m
2018/19 Revised base Budget	143.571	76.137	103.648	4.390	327.746
Growth	18.607	5.699	8.973	0.625	33.904
Prior Year Savings to be delivered	2.054	0.400	0.485	1.737	4.676
Pay award	1.467	2.501	2.236	0.031	6.235
Savings	(16.605)	(4.994)	(4.941)	(0.750)	(27.290)
Pay award	(3.490)	(0.750)	0.018	(8.671)	(12.893)
2019/20 Budget	145.604	78.993	110.419	(2.638)	332.378
% Change	1.42%	3.75%	6.53%	-160.09%	1.41%

Growth and challenges to our spending

12. At present, the scale of cost pressures facing the Council is more than the projected increase in income.
13. The reason we recognise investment, growth and pressures is so that we understand the scale of the task. If a service had the same cash budget as the previous year, that service would still have to make savings to standstill as pay costs or contract prices may have risen.
14. There are significant cost pressures arising from changing demographics and a growing population. These leads to an increase in demand for adult and children services, as well as other services across the Council.
15. This results in a gross funding requirement in 2019/20 to meet all of these challenges of £44.815 million. Looking ahead the growth and pressures on spend will continue at similar levels; however, as set out below the adult and children's transformation programmes are expected on an escalating scale to cover annual pressures, and look to absorb costs. Other programmes around community responsibility, digital and commercial will address the other pressures. As such the planned investment for future years is:

<i>MTFS Financial Model</i>	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m
Revenue Investment					
Adult Care	18.514	12.410	8.734	9.237	9.770
Elections	0.093				
Children & Families	5.699	4.397	4.154	4.913	5.788
Economy & Development	0.500	0.000	0.000	0.000	0.000
Waste contract management and increased demand	4.998	1.184	1.219	1.256	1.293
Highways	1.513	0.900	0.900	0.900	0.900
Transport	0.330	0.330	0.330	0.330	0.330
Car Parks	0.564				
ICT	0.300	0.300	0.300	0.300	0.300
SAFM	0.768	0.300	0.300	0.300	0.300
Corporate growth					
Staffing - pay & apprenticeships including pay differentials	6.235	4.229	4.358	4.487	4.622
Prior Year savings to be made	4.676	0.000	0.000	0.000	0.000
Funding changes	0.625				
Pension Backfunding	0.000	0.570	0.627	0.690	0.759
Capital Financing to fund capital programme	0.000	4.274	1.079	1.212	1.212
Total Growth	44.815	28.894	22.001	23.625	25.274

Adult Social Care

16. Overall the forecast shows the increased cost pressures including care services for older people, allowing for the National Living Wage but excludes adults with education and learning disabilities for 2018/19 is £18.514 million, including disabilities and those transferring from children to adult care
17. Inflationary increases for residential and nursing block contracts and framework agreements are based on a mix of CPI, BMI and Health & Social Worker Earnings factor and for 2019/20 this equates to 4.464% which is a material increase from previous years (2018/19 - 1.822% and 2017/18 – 0.396%). The total growth required for inflation in 2019/20 equates to £4.87 million.
18. Demographic growth based on ONS predicted growth is 2.4%. This equates to £2.870 million.
19. Historically the levels of growth provided to fund demographic growth fell short of the actual growth in client numbers which resulted in a pressure of £8.898m which has been addressed as part of the MTFS.

20. However, it is important to note, that additional savings have been identified to address the majority of this growth and the net growth being provided is 1.42% which equates to £2.033 million.

Childrens & Families

21. Inflation on in house carers has been estimated at 2% and contract inflation on external providers at 2.97% as per contractual arrangements. The total growth required for inflation in 2019/20 equates to £0.792 million.
22. Demand and demography across the childrens services has increased due to the following:

Looked After Children

- Looked After Children numbers are rising nationally and locally, this is within a context of increasing awareness of child protection and improved safeguarding arrangements. Parental/adult needs have been increasing including drug and alcohol misuse, mental health and domestic abuse. Additional safeguarding issues have arisen in recent years related to Child Sexual Exploitation, County Lines, Female Genital Mutilation (FGM) and Honour Based Violence which have increased demand. Furthermore over 10% of our LAC population are unaccompanied Asylum Seekers.
- The Children and Families Act 2014 extended responsibilities to care leavers from the age of 21 to 25 years. Demographic growth across social care equates to £1.200 million.

SEND

- Demography is rising due to a number of factors:
 - Numbers of children with EHCPs is rising both nationally and locally
 - The 0-25 years offer established in the 2014 Children and Families Act means young people with SEND receive services for longer
 - Improvements in medical treatment for children & young people
 - Military families returning to Wiltshire from June 2019
 - Increased planned housing development in the County
 - SEN Transport costs are high in a rural county such as Wiltshire (This is an increase of £1.500 million).
 - Demographic growth based equates to £2.648 million.

Growth Investment & Place

23. Inflation on all major contracts for Waste, Highways, Passenger Transport, IT applications, Strategic Asset & Facilities Management and Business rates has been estimated as per contractual arrangements. Energy has been forecast to increase by 10%. The total growth required for inflation in 2019/20 equates to £3.364 million.

24. 2019/2020 sees some delivery challenges to service operation to ensure a more effective and commercial approach. These include moving from Council owned and maintained winter maintenance fleet to a fully repairing revenue lease, expansion of the HRA Direct Labour Operatives, development of a Local Housing Company and Local Development Company and continuation of the Service Devolution and Asset Transfer programme.
25. The new Waste contracts which commenced on 30 July 2018 will be fully operational in 2019/2020 this will have the effect that the full year impact of the increased costs will be borne. A materials recovery facility will be built in Wiltshire which will sort mixed recyclable materials before they are sent for re-processing. The Waste budget will be increased by £3.363 million to allow for these changes and forecast changes in tonnes of waste and recycling to be collected.
26. Growth of £1.064 million has been included alongside new funding allocated from Government to revitalise and support town centres and highstreets and to deliver a more locally driven street scene service. The programme will see a focus on local community priorities and deliver improvements to local highway maintenance including repair of potholes, improve white lining, gully (drain) emptying, kerb and pavement improvements, verges and street signage. An enhanced weed control and Town sweeping service will improve the overall aesthetic of the county to benefit the local community and businesses. Alongside this free Sunday car parking will be introduced.
27. South Wiltshire Recovery team will continue to develop and implement a programme of work to ensure the recovery and revitalisation of South Wiltshire. This includes new capital developments at the Maltings and the enhancement of the cultural quarter in Salisbury and further development of Porton Science Park and Boscombe Down to boost the economy and provide skilled jobs. Major events have been planned to raise the profile of South Wiltshire including the OVO cycling event and Armed Forces Day National Event.
28. Growth of £0.500 million has been allocated to meet evidential and procedural requirements set out in national policy and legislation for the review of the Wiltshire Core Strategy and minerals and waste planning policies. This will support the delivery of an up to date planning framework to ensure the homes, jobs and infrastructure needs of Wiltshire's communities can be met, and in turn promote investment in the County and the ability to capitalise on wider funding e.g. new homes bonus, business rates, community infrastructure levy etc.

Pay and related costs

29. The cost of implementing this new pay and grading model together with the anticipated incremental progression will be £4.885 million and the associated increase in the cost of employer pension contributions will be £1.350 million. As a result of the completion of negotiations with the trade unions the additional cost of implementing the new pay and grading model has been built into the 2019/20 budget plan. There is also a financial impact for schools.

30. There are approximately 4,100 permanent support staff roles in maintained schools, and the majority of these staff fall within Grades A to I, which will incur the greatest financial impact from implementing the nationally negotiated 2019 pay award.

Funding

31. The Council draws its funding from two main sources – local taxation and Government grants. The main areas of Government grant are:

- Revenue Support Grant (RSG);
- Baseline Funding - Business Rates Retention Scheme (BRRS); and
- Additional ring fenced grants, such as Public Health.

32. The funding increase expected in 2018-24 is as follows

<i>MTFS Financial Model</i>	2018/19 Approved Financial Plan	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m	£m
Income / Funding						
Recurring Funding						
Council Tax Requirement	(240.033)	(252.580)	(260.182)	(268.014)	(276.080)	(284.390)
Social Care Levy	(18.417)	(18.417)	(18.417)	(18.417)	(18.417)	(18.417)
Rates Retention	(55.700)	(58.500)	(60.255)	(62.063)	(63.925)	(65.843)
Collection Fund	(5.546)	(2.881)	(2.381)	(2.381)	(2.381)	(2.381)
Non-Recurring Funding						
RSG/ Formula Grant	(8.050)	0.000	0.000	0.000	0.000	0.000
Total Funding	(327.746)	(332.378)	(341.235)	(350.875)	(360.803)	(371.031)

33. The MTFS assumes that there will be no real changes to the current four-year financial settlement 2016-20.
34. The Government is currently reviewing local government funding and the localisation of National Non-Domestic Rates (NNDR or Business Rates). A consultation is expected this year. The aim of the review recognises that the way local authorities receive government funding is over a decade old, and a new baseline for funding allocations to local authorities based on an up-to-date assessment of relative needs and resources, using the best available evidence. At this stage no change has been made to the Medium Term Financial Plan given the uncertainty of the outcome of Government's review. The Council will continue to be updated of any changes, which at this stage are forecast to occur in 2020

Level of savings

35. The council's financial plan identifies a need to find £27.290 million of savings in 2019/20. As part of the process of setting the budget managers have been assessing their budgets. The savings have then been split between those where officers have authority to take actions within the existing Council Policy Framework and processes termed service decisions (this includes consultation where appropriate with the public and / or Trade Unions and staff); and those where decisions require a change in policy and approval by elected members. At this stage, the decisions for cabinet or Council have been taken, as set out below.
36. In summary, the savings are broken down as follows. A full list is included at Appendix C. This listing excludes the cross cutting savings

Description	£ million
Decisions already taken by cabinet / council	5.746
Service decisions	15.030
Member decisions	3.214
Cross cutting	3.300
Total	27.290

37. The savings proposals have been classified to align to the Business Plan and Medium Term Financial Strategy:

Description	£ million
Service Efficiencies	7.624
Transformation & Prevention Avoid Costs	7.264
Community Responsibilities	0.478
Commercial	3.773
Cabinet Decision Already Made	3.717
Digital	1.134
Cross cutting	3.300
Total	27.290

38. These savings have been assessed and considered realisable, although there may be some further movement in some as work progresses which means a small element could need to be found from other areas or reserves.
39. The Council remains prudent and an element of provision for non-delivery of savings has been provided for in the General Fund Reserves.

40. The Council has a number of transformation and change programmes focused on the priorities, including building strong connected communities and addressing the projected gap in funding. Going forward, there will be more focus on services working differently on future change programmes.

Fees and charges

41. As part of budget setting, it is assumed that most discretionary fees and charges have been increased on average by +5%. Other fees have been based on statutory national levels (where set by statute) or individual agreements.
42. It is proposed that detailed individual fees & charges are delegated to appropriate budget managers. A detailed fees and charges booklet will be published on the Council's website before the beginning of the new financial year.
43. Demand is mostly assumed to remain unchanged. All other fees and charges proposals are assessed as deliverable at this stage but will also be monitored throughout the year.

Dedicated Schools Grant (DSG)

44. The national trend is rising Education, Health & Care Plans (EHCPs) and that demand is mirrored in Wiltshire. Demography and Inflation for Education High Needs have been calculated in excess of £4.500 million for 2019/20. The Secretary of State has increased the funding by £1.128 million for 2019/20 and whilst this is most welcome, it does not address the total funding shortfall. With Schools Forum approval, Wiltshire has requested permission to transfer up to 1% of Schools Funding (£2.600 million) to the High Needs block from the Secretary of State. It is therefore proposed that Wiltshire ringfence an amount of £1.300 million which can be transferred to Schools Funding as a one-off contribution to show commitment to the needs of vulnerable pupils. Current reserves are under review with the intention to identify resources sufficient to offset this transfer. Schools Forum are working with officers on a wide range of plans to reduce the commitment on the high needs block moving forward and national lobbying on funding continues.

Housing Revenue Account

45. The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account accumulates and reports all transactions relating to, or associated with, local authority-owned housing. It is ring fenced which means that money cannot be paid into or out of it from the General Fund. In addition, it is not legal to run a deficit on the account.
46. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new social housing to replace properties that have been sold under the Government's Right to Buy scheme.

Rent setting 2019/20

47. The effect in 2019/20 for Wiltshire Council following Government rent setting policy is to reduce the average formula or target rent by 1%. This equates to an average actual social rent reduction of £0.93 per week. This will now apply to all properties in 2019/20. For 2 bedroom properties, the average 2018/19 rent (social and sheltered) was £87.59 per week (52 week rent) which will fall to an average of £86.88 for 2019/20. For 3 bedroom properties, the fall would be from £95.38 to £94.53.

Garage rents and service charges 2018/19

48. It is proposed to increase garage rents by 3% (CPI as at September 2018).
49. It is proposed that service charges are increased to recover costs, but capped at no more than £5 per week increase for those not on housing benefits.

Budget impact

50. Details of the revised budget are shown in Appendix 4.

General Fund Reserves

51. A key part of the Council's Medium Term Financial Strategy is holding appropriate levels of reserves to minimise risk of unmanageable overspends without tying up funds unnecessarily and also provide resources for specific projects, such as transformation changes.
52. The council's reserves are currently at £12.943 million (4% of net spend). This level has been externally verified by external auditors as adequate. However, we would look to increase this should funding allow for it in the future.
53. Our earmarked reserves including items such as schools and PFI are fully committed.
54. A significant reliance on reserves would not be a sustainable strategy as reserves are one off funding and when used are gone forever.
55. Government's review. The Council will continue to be updated of any changes, which at this stage are forecast to occur in 2020

Budget Assumptions

Interest Rates

56. Investment income returns are budgeted at 1% for 2019/2020. The cost of borrowing for Wiltshire Council is 3.75%, however the average cost of new borrowing would be 3.1% (assume 25 year PWLB rates).

Inflation.

57. The Consumer Price Index (CPI) measure of inflation has been falling from a peak of 3.1% in November 2017 to 2.4% in October 2018. In the November Bank of England quarterly inflation report, inflation was forecast to still be marginally above its 2% inflation target two years ahead, (at about 2.1%), given a scenario of minimal increases in Bank Rate. This inflation forecast is likely to be amended upwards due to the Bank's inflation report being produced prior to the Chancellor's announcement of a significant fiscal stimulus in the Budget.

Budget pressures and delivery of 2018/19 budget

58. The delivery of the 2018/19 budget is monitored closely and Cabinet received regular updates on its revenue, capital, schools and housing budgets. The timing and level of transparency of these reports has again significantly improved throughout the year. Actions to mitigate service pressures have been taken throughout the year.
59. The latest forecast at Period 9 (December 2018) as set out at cabinet on 5 February agenda reports forecast year-end break-even budget, after appropriate action. It remains vitally important that all approved savings plans are delivered as not delivering services would add to the level of savings required in 2019/20 budget setting process.

Business Risks

60. As discussed in the growth section above, there are significant cost pressures arising from changing demographics and a growing population. These leads to increase demand for adult and children services, as well as other services across the Council.
61. The delivery of savings continues to remain a major risk. Regular monitoring and reporting is in place to mitigate against this. The size of the budget savings has increased the risk, and any non-achievement would require in year compensating savings to be identified.
62. Many of the saving proposals include service transformation. This will be closely reviewed and monitored to identify both cost and performance implications of the changes
63. The outcome of the European Union Referendum, together with other global financial issues, will have financial implications. These will be closely monitored and considered. It is too early to estimate the full extent of any financial impact arising from these changes.
64. There is still uncertainty in the overall Local Government finance position. The government has promised to consult on a fairer funding model for local government. This included business rates retention, changes to new homes bonus, reductions in ring fenced grants and possible new burdens. This means the Council faces a challenging time in balancing the budget and developing the medium term financial strategy.

65. Service changes has meant that in some areas the capacity to deliver future changes will need to be closely monitored.

Consultation

66. The council carried out informal consultation inviting the public of Wiltshire to attend a series of public events - Focusing on the Future - that took place throughout November and December 2018 in Devizes, Chippenham, Trowbridge and Salisbury.
67. Around 700 people attended these events to hear about our plans to implement changes so that the services that taxpayers expect can continue to be implemented. The focus included an update of the challenges we face, along with the large change programmes that are required. These include a shift to digital self-serve, community devolution of local services and the future provision of adult and children's care services.
68. The final session held in Salisbury was livestreamed via our [Facebook page](#) and attracted almost 900 views and interactive participation via questions from the public.
69. The issues of importance raised by the public were mainly environment, place and roads.
70. Budget proposals for 2019/20 will be publicised and published on the website along with the meeting dates for cabinet and council.

Fairness, Equality & Diversity

71. The Council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs will also identify potential mitigation where applicable
72. The Council maintains its strong commitment to equality, believing that all groups and individuals within the community and its workforce have equal opportunity to benefit from the services and employment it provides. EIAs help the Council to arrive at informed decisions and to make the best judgements about how to target resources.
73. Consultations are held in January and February. These include schools forum, housing board, overview and scrutiny management committee, and Financial Planning task group. Detailed feedback will be taken to full Council.

Conclusions

74. The Council's 2019-24 Medium Term Financial Plan and the budget for 2019/20 set a clear direction for the coming years, and the budget proposals within that are robust. The Council is assessed as financially viable with sound and strong financial standing.

Overview & Scrutiny Engagement

75. The proposals will also be subject to review and scrutiny by a range of stakeholders, including elected members through the overview and scrutiny process, Trade Unions through meetings with them; Housing Panel's consideration of the HRA proposals and Schools Forum consideration of the Dedicated Schools Grant changes.

Safeguarding Implications

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

Public Health Implications

77. Changes in public health grant are included in this report to set public health base budgets.

Procurement Implications

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

Environmental and Climate Change Considerations

79. The plan and budget have been developed to support strong, resilient communities in Wiltshire.

Financial implications

80. This is the subject of the report. In accordance with Section 25 of the Local Government Act 2003 and CIPFA Code of Practice, this section of the report sets out the Section 151 Officer's assessment of the major areas of risk in the 2019/20 base budgets / Medium Term Financial Plan, and recommended budget options. It is presented in order to provide elected members with assurances about the robustness of assumptions made, and to assist them in discharging their governance and monitoring roles during the forthcoming year.

Legal Implications

81. The Monitoring Officer considers that the proposals fulfil the statutory requirements set out below with regard to setting the amount of Council Tax for the forthcoming year and to set a balanced budget. This report meets those requirements.
82. The legislation that governs local government is changing significantly and the business plan will be kept under review to see if changes are needed as the changes in legislation are made available and clarified.

HR advice

83. The Council has had good negotiation and consultation relationships with the trade unions and negotiated revised terms and conditions in 2014. The pay increment was lifted as part of those negotiated terms and has been built into the base budget, and this as well as the pay inflation and other associated costs have been included within the base budget assumptions, in line with the national pay negotiations and agreement.

Proposals

84. It is proposed that Council:
- a) Endorses the update of the Financial Plan for 2019/20;
 - b) Approve the growth and savings proposals summarised the report to provide a net revenue budget for 2019/20 of £332.378 million;
 - c) To vote separately:
 - i) Set the Council's total net expenditure budget for 2019/20 at £332.378 million;
 - ii) Set a Council Tax increase of 2.99%;
 - iii) Agree delegated changes in fees and charges as set out in Section 41;
 - iv) Set a 1% reduction for social dwelling rents;
 - v) Set the Housing Revenue Account (HRA) Budget for 2019/20 as set out at Appendix D of this report;
 - vi) That all service charges related to the HRA be increased to recover costs, capped at increase of £5 for those not on housing benefits and garage rents increased by 3%; and
 - d) Endorse the Medium Term Financial Strategy and receive regular updates on delivery against strategy to Cabinet.

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Appendices:

Appendix A: MTFS Financial Model 2019-24

Appendix B: 2019/20 High Level Summary

Appendix C: Summary of saving proposals

Appendix D: Housing Revenue Account (HRA) Budget

MTFS Financial Model						
2018/2019 Approved Financial Plan	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	
£m	£m	£m	£m	£m	£m	£m
Income / Funding						
Recurring Funding						
Council Tax Requirement	(240.033)	(252.580)	(260.182)	(268.014)	(276.080)	(284.390)
Social Care Levy	(18.417)	(18.417)	(18.417)	(18.417)	(18.417)	(18.417)
Rates Retention	(55.700)	(58.500)	(60.255)	(62.063)	(63.925)	(65.843)
Collection Fund	(5.546)	(2.881)	(2.381)	(2.381)	(2.381)	(2.381)
Non-Recurring Funding						
RSG/ Formula Grant/Becomes Negative	(8.050)	0.000	0.000	0.000	0.000	0.000
Total Funding (= A)	(327.746)	(332.378)	(341.235)	(350.875)	(360.803)	(371.031)
Total Projected Non recurring Funding						
Specific Grants						
New Homes Bonus	(12.442)	(11.474)	(10.474)	(9.474)	(8.474)	(7.474)
NHS Funding for social care	(9.100)	(9.100)	(9.100)	(9.100)	(9.100)	(9.100)
Adults Social Care grant and winter pressure grant	0.000	0.000	0.000	0.000	0.000	0.000
s31 Grant	(0.602)	(7.802)	(7.802)	(7.802)	(7.802)	(7.802)
Local services support grant		(0.200)	(0.200)	(0.200)	(0.200)	(0.200)
Business rate levy account surplus		(0.874)	(0.874)	(0.874)	(0.874)	(0.874)
Rural Support Grant	(2.702)	(3.316)	0.000	0.000	0.000	0.000
Total Projected Non recurring Funding (=B)	(24.846)	(32.766)	(28.450)	(27.450)	(26.450)	(25.450)
Total Projected Funding (C=A+B)	(352.592)	(365.144)	(369.685)	(378.325)	(387.253)	(396.481)
Total Projected Recurring Expenditure						
Adult Care & Public Health Services						
Base budget	143.571	143.571	145.604	156.287	165.918	176.151
Contract inflation		4.857	5.227	5.529	5.850	6.190
Demographics		2.880	3.033	3.205	3.387	3.580
Extra adults income		(0.222)				
Pay award		1.467	0.995	1.027	1.056	1.088
Adults winter pressure and placements		7.485				
Winter pressures additional commitments		0.662				
Additional Growth 18/19 placement pressures		1.413				
New EDS service ACS growth		0.300				
Growth per elections & legal		0.093				
Prior Year savings undeliverable		2.054				
Adult Social Care Grant		1.139				
Grant Changes		(3.490)	4.150			
Savings		(16.068)	(2.722)	(0.130)	(0.060)	0.000
Cross Cutting Savings		(0.537)				
Total Adult Care & Public Health Services	143.571	145.604	156.287	165.918	176.151	187.009
Children & Education Services						
Base budget	76.137	76.137	78.993	83.538	88.030	93.283
Contract inflation across LAC & SEN Placements & SEN transport		0.792	0.814	0.833	0.853	0.978
Price & volume pressures relating to 18/19		0.800				
Demographics		3.048	2.613	2.351	3.090	3.840
Pay award		2.501	1.697	1.748	1.800	1.854
Childrens & families extra social workers paid from grant		0.750	(0.750)			
Capital borrowing Special Schools Expansion Programme		0.000	0.970	0.970	0.970	0.970
Reinstate 'Aiming Higher' to 17/18 levels		0.080				
Grant Changes		(0.750)	0.750			
Children's continuing care (previously paid for by PHG)		0.229				
Prior Year savings undeliverable		0.400				
Savings		(4.290)	(1.549)	(1.410)	(1.460)	0.000
Cross Cutting Savings		(0.704)				
Total Children & Education Services	76.137	78.993	83.538	88.030	93.283	100.925
Growth, Investment & Place Services						
Base budget	103.648	103.648	110.419	114.610	118.271	122.886
Contract inflation and growth		3.411	1.830	1.830	1.830	1.830
Total Waste		4.998	1.184	1.219	1.256	1.293
Pay award		2.236	1.517	1.561	1.609	1.657
Extra cost of car parking		0.564				
Prior Year savings undeliverable		0.503				
Savings		(3.482)	(0.340)	(0.949)	(0.080)	0.000
Cross Cutting Savings		(1.459)				
Total Growth, Investment & Place Services	103.648	110.419	114.610	118.271	122.886	127.666
Corporate & Corporate Centre						
Base budget	3.281	3.281	2.712	2.732	2.754	2.776
Pay award		0.031	0.020	0.022	0.022	0.023
Cross Cutting Savings		(0.600)				
Movement to/from Reserves	(0.900)	(0.651)	0.000	0.000	0.000	0.000
Capital Financing	21.024	19.874	24.148	25.227	26.439	27.651
Pension Backfunding	7.009	7.009	7.579	8.206	8.896	9.655
Corporate Levies, renewable energy & carbon reduction scheme	(0.484)	(0.484)	(0.484)	(0.484)	(0.484)	(0.484)
Restructure and contingency	(0.694)	(0.694)	1.668	1.668	1.668	1.668
Funding changes		0.625				
Prior Year savings undeliverable		1.737				
Total Corporate & Corporate Centre	29.236	30.128	35.643	37.371	39.295	41.289
Non assigned items						
Assume Balance Gap Delivered Year Before		0.000	0.000	(20.393)	(31.265)	(44.362)
Councils Projected Budget Requirement (= D)	352.592	365.144	390.078	389.197	400.350	412.527
Income / Expenditure GAP before savings (E= C-D)						
	0.000	0.000	20.393	10.872	13.097	16.046

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Service Line	Original 2017/18 Net Base Budget	Revised 2018/19 Net Base Budget	Total Growth	Total Savings	Other Movement s	Base Budget after savings 2019/20	Change 2018/19 to 2019/20	Change 2018/19 to 2019/20
	£m	£m	£m	£m	£m	£m	£m	%
Adult Care & Public Health Services								
<u>Adult Social Care Operations</u>								
Adults 18+	62.542	50.270	9.791	(8.144)	(3.948)	47.969	(2.301)	(5%)
<u>Learning Disabilities & Mental Health</u>								
Mental Health	22.421	16.338	1.413	(0.232)		17.519	1.181	7%
Learning Disabilities	42.188	46.194	8.199	(2.657)		51.736	5.542	12%
<u>Commissioning</u>								
Adults Commissioning	9.388	25.386	1.073	(4.049)		22.410	(2.976)	(12%)
<u>Public Health & Protection</u>								
Public Health Grant	0.000	0.084	0.127	(0.458)	0.458	0.211	0.127	151%
Other Public Health & Public Protection	2.313	1.105	1.136	(0.713)		1.528	0.423	38%
<u>Legal & Democratic</u>								
Legal & Democratic	4.142	4.194	0.389	(0.352)		4.231	0.037	1%
Children & Education Services								
<u>Commissioning</u>								
Childrens Commissioning	7.316	5.189	0.048	(0.317)		4.920	(0.269)	(5%)
<u>Family & Children Services</u>								
Children's Social Care	38.767	41.474	3.215	(2.710)	(0.750)	41.229	(0.245)	(1%)
0-25 Service: Disabled Children & Adults	16.872	19.495	3.756	(0.642)	0.000	22.609	3.114	16%
Early Help	0.930	(0.050)	0.049	0.000		(0.001)	0.049	(98%)
<u>Education & Skills</u>								
School Effectiveness	1.130	1.618	0.346	(0.225)		1.739	0.121	7%
Funding Schools	0.000	0.000	0.037	0.000		0.037	0.037	#DIV/0!
<u>Communities & Communications</u>								
Communications and Marketing	1.175	1.404	0.053	(0.200)		1.257	(0.147)	(10%)
Libraries, Heritage & Arts	4.498	3.789	0.386	(0.144)		4.031	0.242	6%
Leisure	0.130	(0.173)	0.509	(0.492)		(0.156)	0.017	(10%)
<u>HR & Organisational Development</u>								
HR & Organisational Development	3.468	3.391	0.201	(0.264)		3.328	(0.063)	(2%)
Growth, Investment & Place Services								
<u>Economic Development & Planning</u>								
Economy and Planning	3.362	1.888	0.968	(0.307)		2.549	0.661	35%
<u>Highways and Transport</u>								
Highways	17.511	18.194	2.058	(0.896)		19.356	1.162	6%

Transport	17.612	17.203	0.377	(0.007)		17.573	0.370	2%
Car Parking	(6.259)	(6.807)	0.617	(0.342)		(6.532)	0.275	(4%)
Waste and Environment								
Waste	36.018	36.316	5.447	(0.418)		41.345	5.029	14%
Housing & Commercial Development								
Housing Services	4.201	4.215	0.101	(0.336)		3.980	(0.235)	(6%)
Strategic Asset & Facilities Management	11.533	11.642	0.909	(0.496)		12.055	0.413	4%
Corporate Services & Digital								
Corporate Services & Digital	4.426	5.361	0.247	(0.767)		4.841	(0.520)	(10%)
Information Services	9.563	9.004	0.539	(0.716)		8.827	(0.177)	(2%)
Finance								
Finance, Revenues & Benefits & Pensions	6.047	7.332	0.431	(0.656)	0.018	7.125	(0.207)	(3%)
Revenues & Benefits - Subsidy	(0.500)	(0.700)	0.000	0.000		(0.700)	0.000	0%
Corporate								
Corporate Directors								
Corporate Directors	0.834	1.054	0.027	(0.600)		0.481	(0.573)	(54%)
Members	1.992	2.227	0.004	0.000		2.231	0.004	0%
Councils Net Spend on Services	323.620	326.637	42.453	(27.140)	(4.222)	337.728	11.091	3%
Movement To/ From Reserves								
Capital Financing	0.000	(0.900)	0.000	0.000	0.249	(0.651)	0.249	
Backfunded Pensions & Flood Defence Levy & Carbon Levy	23.999	21.024	0.000	(0.150)	(1.000)	19.874	(1.150)	(5%)
Redundancy Costs	8.845	6.525	0.000	0.000	0.000	6.525	0.000	0%
Contingency	1.396	1.746	0.000	0.000		1.746	0.000	0%
Use of Earmarked Reserves	(0.794)	(2.440)	2.362	0.000	0.000	(0.078)	2.362	(97%)
	(11.025)	0.000	0.000	0.000	0.000	0.000	0.000	
Corporate Investment & Costs	22.421	25.955	2.362	(0.150)	(0.751)	27.416	1.461	6%
Un-ringfenced Specific Grants								
New Homes Bonus	(16.039)	(12.442)	0.000	0.000	0.968	(11.474)	0.968	(8%)
Other Grants	0.000	(0.602)	0.000	0.000	(7.200)	(7.802)	(7.200)	
Local services support grant	0.000	0.000	0.000	0.000	(0.200)	(0.200)	(0.200)	
Business rate levy account surplus	0.000	0.000	0.000	0.000	(0.874)	(0.874)	(0.874)	
Rural Services Grant	(2.661)	(2.702)	0.000	0.000	(0.614)	(3.316)	(0.614)	23%
NHS Funding for social care	(9.402)	(9.100)	0.000	0.000	0.000	(9.100)	0.000	0%
Other Grants no longer received	(6.588)	0.000	0.000	0.000	0.000	0.000	0.000	#DIV/0!
Un-ringfenced Specific Grants	(34.690)	(24.846)	0.000	0.000	(7.920)	(32.766)	(7.920)	32%
Councils Budget Requirement	311.351	327.746	44.815	(27.290)	(12.893)	332.378	4.632	1%

Funding
Council Tax Requirement
Social Care Levy
RSG/ Formula Grant
Rates Retention
Collection Fund
Total Funding

Funding	Funding
(226.202)	(240.033)
(11.102)	(18.417)
(18.290)	(8.050)
(54.211)	(55.700)
(1.546)	(5.546)
(311.351)	(327.746)

Funding Movement
(12.547)
0.000
8.050
(2.800)
2.665
(4.632)

Funding	Funding Movement	Funding
(252.580)	(12.547)	5%
(18.417)	0.000	0%
0.000	8.050	(100%)
(58.500)	(2.800)	5%
(2.881)	2.665	
(332.378)	(4.632)	

GAP (Funding v Budget Requirement)

0.000	0.000
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0.000	0.000	
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Saving Description	Service	Saving Type	Decision Type	Saving £000s
Adult Care & Public Health Services				
Increased Income from full affect of the revision to the charging policy and early assessments	Adults 18+	Cabinet Decision Already Made	Decision made/Already Delivered	900.000
In-house reablement	Adults 18+	Cabinet Decision Already Made	Decision made/Already Delivered	2,375.000
Invest in more CoP Staff - for every two staff members a savings of £40k - 4 additional staff	Adults 18+	Commercial	Officer Decision	40.000
Review of the Hearing & Vision Team	Adults 18+	Service Efficiencies	Officer Decision	30.000
Targeted review of every package of support requiring double carers from OT with additional potential spend on equipment to minimise ongoing cost of package.	Adults 18+	Transformation & Prevention Avoid Costs	Officer Decision	200.000
Training Offer to Providers - Charging for QA and other training work that takes place. Eg MCA and DOLS	Adults 18+	Commercial	Officer Decision	100.000
Means test funded services for carers	Adults 18+	Commercial	Member Decision	200.000
Capitalise Liquidlogic CMS	Adults 18+	Digital Transformation & Prevention Avoid Costs	Officer Decision	668.000
Capitalise Systems Thinking & PMO for Phase 2 Transformation	Adults 18+	Costs	Officer Decision	400.000
Allocation of iBCF	Adults 18+	Service Efficiencies	Officer Decision	2,000.000
iBCF Budget Exchange	Adults 18+	Service Efficiencies	Officer Decision	900.000
Mental Health Redesign	Mental Health	Transformation & Prevention Avoid Costs	Officer Decision	232.000
CHC - Wiltshire CCG	Learning Disabilities	Transformation & Prevention Avoid Costs	Officer Decision	500.000
Shared Lives - double current intake	Learning Disabilities	Transformation & Prevention Avoid Costs	Officer Decision	300.000
Cession of Staff Relief Bank	Learning Disabilities	Transformation & Prevention Avoid Costs	Officer Decision	71.000
CHC - 1 case with Hampshire	Learning Disabilities	Costs	Officer Decision	400.000
Potential de-registration	Learning Disabilities	Community Responsibilities Transformation & Prevention Avoid	Officer Decision	136.000
Learning Disabilities Redesign	Learning Disabilities	Costs Transformation & Prevention Avoid	Officer Decision Decision	250.000
Reinstatement of Care Fund Calculator	Learning Disabilities	Costs	Decision made/Already Delivered	1,000.000

Housing related Support - already delivered	Adults Commissioning	Transformation & Prevention Avoid Costs	Decision made/Already Delivered	500.000
Telecare / Urgent Care @ Home - Already delivered	Adults Commissioning	Digital	Decision made/Already Delivered	441.000
OSJ removal of 8 respite beds - Remove block beds and spot purchase as required. Beds currently c. 30% occupied (Balance of budget transferred to placement budgets)	Adults Commissioning	Service Efficiencies	Officer Decision	100.000
OSJ reduction of beds at Coombe End Court - Reduce block beds by 7 to minimise voids.	Adults Commissioning	Service Efficiencies	Officer Decision	197.000
Handyperson Scheme (HIA) - To be funded from the DFG going forward - links to bobbyvan and eligibility criteria and full cost for self funders	Adults Commissioning	Community Responsibilities	Officer Decision	71.000
Housing related support - Non statutory service. Options are a) cease b) replace with floating support service - e.g. vcse organisation or in-house staff within reablement OPTION A FIGURES INCLUDED	Adults Commissioning	Transformation & Prevention Avoid Costs	Member Decision	800.000
Day Opportunities (social clubs) friendship club suggested in previous paper potential reduction by 1/2 = £62,000 next year and then £62,000 following as becomes self funding - no referral process, been in place a long time.	Adults Commissioning	Community Responsibilities	Member Decision	62.000
Supported Housing AOWA MH - Ex-Supporting People services. MH accomodation work. Provider engagement started - options (including Dynamic Purchasing Sytem from April 2019) being considered under wider piece of work - Could all be stopped. same as above but less intensive but across the county. 6 contracts larger ones could be reduced. Few vacancies across all. Bulding based with support Supporting People (Selwood) Currently exploring options.	Adults Commissioning	Transformation & Prevention Avoid Costs	Member Decision	100.000
Potential tender to join together this contract with Richmond Fellowship CHSS (line 51)	Adults Commissioning	Transformation & Prevention Avoid Costs	Member Decision	53.000
Advocacy Services - Current contract expires 31/03/19 - Commissioners agree no value in re-tendering. Contract has 2-year extension option. Business case to be written to extend for 1/2 years. Jointly commissioned/funded with CCG.	Adults Commissioning	Transformation & Prevention Avoid Costs	Member Decision	81.000
Social Inclusion - Currently working with provider around contract savings and improved service specification. Intention to extend contract (under option in contract) following negotiation. Business case to extend to be written once work complete. Jointly commissioned/funded withh CCG	Adults Commissioning	Transformation & Prevention Avoid Costs	Member Decision	160.000
Arrangement fee for Self Funders	Adults Commissioning	Commercial	Member Decision	25.000
Block Contract Revaluation	Adults Commissioning	Commercial	Officer Decision	1,400.000

Further reduction in Lunch Club Grant Funding	Adults Commissioning	Community Responsibilities	Member Decision	41.000
Other Public Health Savings to be identified due to cut in Public Health Grant	Public Health Grant	Service Efficiencies	Officer Decision	450.000
VCS Saving Public Health - Wiltshire Wildlife Trust	Public Health Grant	Community Responsibilities	Member Decision	8.000
Occupational Health - Reduce doctor days from 22 to 16 days per annum and upskill nurse	Other Public Health & Public Protection	Commercial	Officer Decision	6.000
Occupational Health - Counselling – cut down no of sessions being given and / or raise the eligibility bar	Other Public Health & Public Service	Service Efficiencies	Officer Decision	10.000
Occupational Health - Physio - Stop providing	Other Public Health & Public Service	Service Efficiencies	Officer Decision	7.000
Occupational Health - Increase Income currently charging: 1) £50 to schools for training sessions - increase 2) Ad hoc audits etc to schools - £50 per hour -increase 3) SLA with Academies - have a minimum charge	Other Public Health & Public Commercial		Officer Decision	25.000
Environmental assessments linked to planning applications	Other Public Health & Public Commercial		Member Decision	50.000
iBCF Funding	Other Public Health & Public Protection	Transformation & Prevention Avoid Costs	Officer Decision	488.000
Increase capacity to enable reduction of external legal costs and generation of income by provision of legal services to parish councils, schools and public bodies	Legal & Democratic	Commercial	Officer Decision	50.000
Increase of fees and charges; develop further income generating opportunities through wedding related advertisements on web site and use of council premises eg Atrium as a wedding reception venue.	Legal & Democratic	Commercial	Officer Decision	166.000
Review of service delivery models and structures	Legal & Democratic	Service Efficiencies	Member Decision	20.000
Increased efficiencies and income from elections	Legal & Democratic	Commercial	Member Decision	50.000
Legal Share of Pension Recharge	Legal & Democratic	Commercial	Officer Decision	5.000

16,068.000

Children & Education Services

Efficiency savings within the directorates auspices	Children's Commissioning	Service Efficiencies	Officer Decision	45.000
Children's outreach services expansion	Children's Commissioning	Transformation & Prevention Avoid Costs	Member Decision	250.000
VCS review - childrens care and carers support	Children's Commissioning	Service Efficiencies	Officer Decision	5.000
1. Reduction in the number of Virtual School Officers attached to the Virtual School 2. Savings achieved through introduction of NWD	Childrens Social Care	Transformation & Prevention Avoid Costs	Officer Decision	649.000
Conference and Reviewing Service Savings - Review of Roles	Childrens Social Care	Service Efficiencies	Officer Decision	69.800
Reduce external legal budget by £80K	Childrens Social Care	Service Efficiencies	Officer Decision	80.000

Reduction in Council contribution to safeguarding partnership arrangements	Childrens Social Care	Community Responsibilities	Officer Decision	36.000
Review of Services for adolescents Placement Savings (LAC & SEND) - Building on FACT developments and LAC placement project work being extended to SEND placements. Re-commissioning activity will be required across all placements. A range of options is being explored.	Childrens Social Care	Service Efficiencies	Officer Decision	28.000
Capitalisation of Previous Invest to Save - CMS Liquid Logic Childrens System	Childrens Social Care	Service Efficiencies	Officer Decision	812.000
Additional Capitalisation of the School Buildings & Places Team - Childrens Services	Childrens Social Care - To be Updated	Service Efficiencies Transformation & Prevention Avoid Costs	Officer Decision	302.700
Review of Service Efficencies in Childrens Services	Childrens Social Care 0-25 Service: Disabled Children & Adults	Service Efficiencies	Officer Decision	35.780
Increased income from Educational Psychology service Young Adult Provision - The proposal is to re-commission service provision for vulnerable young adults. This would have an impact for SEND, CTPLD and Adult Care.	0-25 Service: Disabled Children & Adults	Commercial Transformation & Prevention Avoid Costs	Officer Decision	411.000
Delete a vacant position within school effectiveness - School coordinator Risk	School Effectiveness	Service Efficiencies	Member Decision	100.000
In order to make the savings of £35,000 required for the operational year 2019/20, the proposal is to merge two distinct teams within the service area making savings of one manager post.	School Effectiveness	Service Efficiencies	Officer Decision	541.550
At present there is a budget of £21,900 for 2018/19 to support schools transferring to Academy status. It is proposed to reduce this funding by £10,000 to £11,900.	School Effectiveness	Service Efficiencies	Officer Decision	70.000
Remove Pensions Underspend	School Effectiveness	Service Efficiencies	Officer Decision	20.000
Make Events Team self financing	Communications	Service Efficiencies	Officer Decision	10.000
VCS review	Libraries, Heritage & Arts	Service Efficiencies	Officer Decision	22.900
Review of service delivery models and structures	Libraries, Heritage & Arts	Service Efficiencies	Member Decision	200.000
Reduce VCS for Leisure & Sport	Leisure	Service Efficiencies	Officer Decision	11.000
Review of service delivery models and structures Increase Leisure Income	Leisure	Service Efficiencies	Officer Decision	133.000
Digital - reductions in staffing due to automation	Leisure	Commercial	Officer Decision	12.000
Care skills partnership contribution reduction and removal	Human Resources & Org Development	Digital Transformation & Prevention Avoid Costs	Officer Decision	69.000
Income from training	Human Resources & Org Development	Commercial	Officer Decision	162.000

Print Contract negotiation	Human Resources & Org Development	Transformation & Prevention Avoid Costs	Officer Decision	10.000
Staff survey in house	Human Resources & Org Development	Transformation & Prevention Avoid Costs	Officer Decision	5.000
Glass Door - subscription stopped	Human Resources & Org Development	Transformation & Prevention Avoid Costs	Officer Decision	10.000
Grow Cost reduction on tender	Human Resources & Org Development	Transformation & Prevention Avoid Costs	Officer Decision	8.000
10% reduction in Recruitment budget	Human Resources & Org Development	Transformation & Prevention Avoid Costs	Officer Decision	15.000
10% increase in advertising income	Human Resources & Org Development	Commercial	Officer Decision	5.500
25K increase in payroll income External customers (diversification)	Human Resources & Org Development	Commercial	Officer Decision	15.000
10K increase in payroll and advisory income ad hoc purchases as a result of right choice	Human Resources & Org Development	Commercial	Officer Decision	14.000
HR Share of Pension Recharge	Human Resources & Org Development	Commercial	Officer Decision	42.000
				4,290.230
Growth, Investment & Place Services				
Reduce Consultants Budget	Economic Development & Planning	Service Efficiencies	Officer Decision	3.800
Reduction to Wiltshire Wildlife Trust SLA	Economic Development & Planning	Service Efficiencies	Officer Decision	20.000
Reduce major projects masterplanning budget	Economic Development & Planning	Service Efficiencies	Officer Decision	10.000
Reduce WC contribution to Visit Wiltshire by 10% per annum	Economic Development & Planning	Service Efficiencies	Officer Decision	16.700
Castledown Phase 2 Income	Economic Development & Planning	Commercial	Officer Decision Decision	100.000
Salisbury Asset Transfer Savings	Highways	Community Responsibilities	made/Already Delivered	88.000
Close all play areas not subject to a transfer agreement. Cease transfer grant	Highways	Service Efficiencies	Member Decision	35.000
Close Park And Ride Toilets (Salisbury)	Highways	Service Efficiencies	Member Decision Decision	45.000
Reinstatement of Street Lighting Saving	Highways	Cabinet Decision Already Made	made/Already Delivered	300.000
Reduce VCS for Community Transport & Link Schemes	Transport	Service Efficiencies	Member Decision	7.000

Increased Parking Charges (revised due to decisions made)	Car Parking	Cabinet Decision	Decision made/Already	142.000
Highways & Transport Efficiency Savings	Car Parking	Already Made	Delivered	200.000
Increase in charge for collection of garden waste	Waste & Environment	Commercial	Member Decision	150.000
		Commercial	Officer Decision	
Closure of Everleigh Household Recycling Centre	Waste & Environment	Service Efficiencies	Member Decision	135.000
Terminate Grant to Wiltshire Wildlife Trust	Waste & Environment	Service Efficiencies	Member Decision	100.000
Delete Commissioning Officer post in Strategic Assets Team in Housing	Housing Services	Service Efficiencies	Officer Decision	46.100
Move Commissioning Officer post in Strategic Assets Team in Housing from general fund to HRA	Housing Services	Service Efficiencies	Officer Decision	46.100
Delete Gypsy & Traveller site Manager post	Housing Services	Service Efficiencies	Officer Decision	40.900
Further capitalise staffing costs of Private Sector Housing Manager. Currently funded 50% from general fund revenue and 50% from DFG grant (central government grant through Better Care Fund). Proposal is to further capitalise 25% of the salary of this post	Housing Services	Service Efficiencies	Officer Decision	12.100
To put forward a one off saving of £100k due to an increase in the governments FHSG contributions following the introduction of the Homeless Reduction Act for 19/20	Housing Services	Service Efficiencies	Officer Decision	100.000
Rent Deposits - Proforma to follow	Housing Services	Service Efficiencies	Officer Decision	47.000
Improve income from existing Commercial Estate through rent reviews, renegotiations of existing leases etc.	Strategic Asset & Facilities Management	Commercial	Officer Decision	100.000
	Strategic Asset & Facilities Management	Service Efficiencies	Officer Decision	107.000
Salary Savings				
Terminate leases on the North Wilts Rivers Route (Calne to Chippenham Cycle Path) - additional saving in Countryside Team (maintenance cost)	Strategic Asset & Facilities Management	Community Responsibilities	Officer Decision	26.000
	Strategic Asset & Facilities Management	Service Efficiencies	Officer Decision	70.000
Reactive Building Maintenance - reduce spend				
Building closures from services' reviews of property needs:Derriads Respite Centre and RWB Manor House (TENs)	Strategic Asset & Facilities Management	Service Efficiencies	Member Decision	27.000
Invest capital in new income-generating Commercial Estate Assets - Identify opportunities to invest capital to acquire commercial property that generates an income for the revenue budget	Strategic Asset & Facilities Management	Commercial	Member Decision	40.000
Improve income from Operational Estate by adopting and implementing a consistent and commercial Third Party Charging Policy	Strategic Asset & Facilities Management	Commercial	Member Decision	50.000
Library Review - close Wilton Barnack Industrial storage and move into depot sites	Strategic Asset & Facilities Management	Service Efficiencies	Member Decision	16.000
	Strategic Asset & Facilities Management	Community Responsibilities	Member Decision	10.000
Trowbridge Town Hall - transfer or sell				

Highways Service - close Wilton Highways Depot and dispose	Strategic Asset & Facilities Management	Transformation & Prevention Avoid Costs	Member Decision	50.000
Programme Office review	Corporate Services	Service Efficiencies	Officer Decision	68.000
CAB Reduction in Funding	Corporate Services	Service Efficiencies	Member Decision	35.000
Network - Re-tender current telephony contract & mobile phone solution	Information Services	Service Efficiencies	Officer Decision	145.000
Out of Hours Support - Saving based on reduction of staff overtime, allowances & premium pay	Information Services	Service Efficiencies	Officer Decision	67.000
Applications Support - Based on re-tender of SAP support costs, and working with the business to reduce costs of maintaining business applications	Information Services	Service Efficiencies	Officer Decision	264.000
Street Naming - Based on increasing the sales target from £102k to £150k	Information Services	Commercial	Officer Decision	50.000
Printing - Current copier lease deal has ended; need to determine essential provision (propose initiative to half print levels, and have far fewer machines), and procure new lease deal.	Information Services	Transformation & Prevention Avoid Costs	Officer Decision	120.000
Correction of under-recovery of costs from Police	Information Services	Commercial	Officer Decision	70.000
External Review of Single Person Discount	Finance & Procurement	Commercial	Officer Decision	325.000
Finance Service Efficiencies	Finance & Procurement	Service Efficiencies	Officer Decision	45.000
Finance Share of Pension Recharge	Finance & Procurement	Commercial	Officer Decision	53.000
Capitalisation of Capital team salaries	Finance & Procurement	Service Efficiencies	Officer Decision	100.000
				3,482.700
Corporate				
Additional Interest Receivable	Capital Financing	Commercial	Officer Decision	150.000
				150.000
				23,990.930
		Cross Cutting Savings		3,300.000
		Total Savings		27,290.930

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Housing Revenue Account Proposed Budget 2019-20

2017/2018 Actual Outturn £	Service	2018/2019 Budget £	2019/2020 Proposed Budget £
	HRA Expenditure		
369,886	Provision for Bad Debt	370,000	370,000
3,673,148	HRA Interest	3,799,000	3,799,000
11,548,155	HRA Depreciation	10,162,000	10,162,000
6,762,275	HRA Revenue Contribution to Capital	7,477,600	6,326,600
4,958,479	Repairs and Maintenance	6,302,100	5,623,900
113,490	Supervision & Management Special	(38,000)	(41,400)
2,622,573	Supervision & Management General	3,092,100	3,184,600
30,048,006		31,164,800	29,424,700
	Housing Income		
(135,063)	Interest	(140,000)	(140,000)
(24,693,493)	Rents	(24,521,900)	(24,206,700)
(5,219,450)	Contribution from (-)/to (+) Reserves	(6,502,900)	(5,078,000)
(30,048,006)		(31,164,800)	(29,424,700)
0	Total Housing Revenue Account	0	0

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Wiltshire Council

Cabinet

5 February 2019

Subject: **Revenue and Capital Budget Monitoring Period 9 2018/19**

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

Key Decision: **Non-Key**

Executive Summary

This report advises members of the revenue and capital budget monitoring positions as at the end of Period 9 (end of December 2018) for the financial year 2018/19 with recommended actions as appropriate.

The forecasts indicate a general fund variance, if no further action is taken, of £1.158m. This is 0.4% of the Council's net budget and is improvement on the period 7 variance of £2.064m.

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

The report includes commentary on the Dedicated Schools Grant (DSG). This is coming under increased pressure in Wiltshire as it is across the country. Current forecast is for a £2.307m overspend.

This report also details changes to the capital budget made since the 2018/19 budget was set on 20 February 2018 and reflects the forecast year end position of the 2018/19 capital spend against budget as at Period 9 (as at 31 December 2018).

Proposal

Cabinet is asked to note the outcome of the period 9 (end of December) budget monitoring.

Cabinet is asked to reinforce the need for expenditure to be contained within the budget agreed in February 2018.

To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £5.227m capital budget between 2018/19 and 2019/20.

Reason for Proposal

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

To inform Cabinet of the position of the 2018/19 capital programme as at Period 9 (31 December 2018), including highlighting any budget changes.

Becky Hellard, Interim Director – Finance and Procurement

Wiltshire Council

Cabinet

5 February 2019

Subject: **Revenue Budget Monitoring Period 9 2018/19**

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

Key Decision: **Non-Key**

Purpose of Report

1. To advise Members of the revenue and capital budget monitoring position as at the end of period 9 (end of December 2018) for the financial year 2018/19 with suggested actions as appropriate.
2. To inform Cabinet on the position of the 2018/19 capital programme, as at period 9 (31 December 2018), including budget changes.

Background

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

Revenue Summary

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

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
General Fund Total	327.746	341.989	327.285	328.904	1.158	2.064	(0.906)
Dedicated Schools Grant (DSG) *	180.599	135.449	137.180	182.906	2.307	3.238	(0.931)
Housing Revenue Account	(0.245)	(11.173)	(10.765)	(0.745)	(0.500)	0.000	(0.500)

*High Needs Block

5. This projected position is the current projected outturn position after any current approved recovery actions have been actioned.
6. There have been a number of budget movements during 2018/19. These are due to budget virements (transfers) relating to factors such as structural changes or allocation of funding for the pay award. A full breakdown is shown in appendix A. The overall net budget remains the same as agreed by Full Council in February 2018.
7. In accordance with the scheme of delegation those budget transfers amounting to more than £0.250m need to be reported to Members. There are no such transfers since period 7, so appendix B has no entries.

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

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year	Projected Variance	Variance reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Adult Care & Public Health Service	144.052	107.282	110.058	146.563	2.511	2.458	0.053
Children & Education Service	76.804	162.057	143.895	78.228	1.424	1.908	(0.484)
Growth, Investment & Place Service	103.532	78.091	82.877	107.797	4.265	4.040	0.225
Corporate	3.358	(5.441)	(9.545)	(3.684)	(7.042)	(6.342)	(0.700)
General Fund Total	327.746	341.989	327.285	328.904	1.158	2.064	(0.906)

General Fund Monitoring Details

9. Overall the period 9 report identifies potential net year end forecast overspend of £1.158m. Below are the details of the services and comments on the main forecast variances.
10. Overall a significant proportion of service expenditure is in line with budget profiles and forecasts. There are some services which have identified larger variances at this stage of the year than originally planned. Details of these areas are included below. Directors and Heads of Service are identifying compensating actions in order to ensure a balanced year end position.

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

Summary Position	2018/19 Budget £ m	Profiled Budget to date £ m	Actual to date £ m	Projected Position for Year £ m	Projected Variance £ m	Variance reported at period 7 £ m	Movement since period 7 £ m
Adults 18+	50.667	37.520	41.774	50.280	(0.387)	(0.165)	(0.222)
Mental Health	16.338	12.956	13.773	16.234	(0.104)	(0.189)	0.085
Learning Disabilities	46.194	34.560	38.876	50.907	4.713	4.786	(0.073)
Adults Commissioning	25.395	20.372	13.606	23.600	(1.795)	(2.074)	0.279
Total Adults	138.594	105.408	108.029	141.021	2.427	2.358	0.069
Public Health Grant	0.084	(1.981)	(3.757)	(0.259)	(0.343)	(0.247)	(0.096)
Other Public Health & Public Protection	1.129	0.693	2.269	1.406	0.277	0.247	0.030
Total Public Health & Protection	1.213	(1.288)	(1.488)	1.147	(0.066)	0.000	(0.066)
Legal & Democratic	4.245	3.162	3.517	4.395	0.150	0.100	0.050
Adult Care & Public Health Service Total	144.052	107.282	110.058	146.563	2.511	2.458	0.053

11. Adult Social Care budgets are projecting a net forecast overspend of £2.427m for 2018/19, which shows an increase in projected spend of an additional £0.069m from period 7. This is split as per the below.

12. Adults 18+ is currently projecting an underspend of £0.387m, an improvement from period 7 of £0.222m, this is due to a delay in getting staff into posts in hard to recruit to areas, such as Salisbury. Whilst the service is underspending on staff due to the implementation of transformation programme Phase 1, this is mitigating forecast overspends on placements.

13. Mental Health is currently projecting a forecast underspend of £0.104m, which shows an increase from period 7 which had a projected forecast of £0.085m. There is pressure on nursing and residential placements.

14. Learning Disabilities is currently projecting a £4.713m overspend, a slight improvement from period 7 of £0.073m.

15. The overspend is mainly due to:

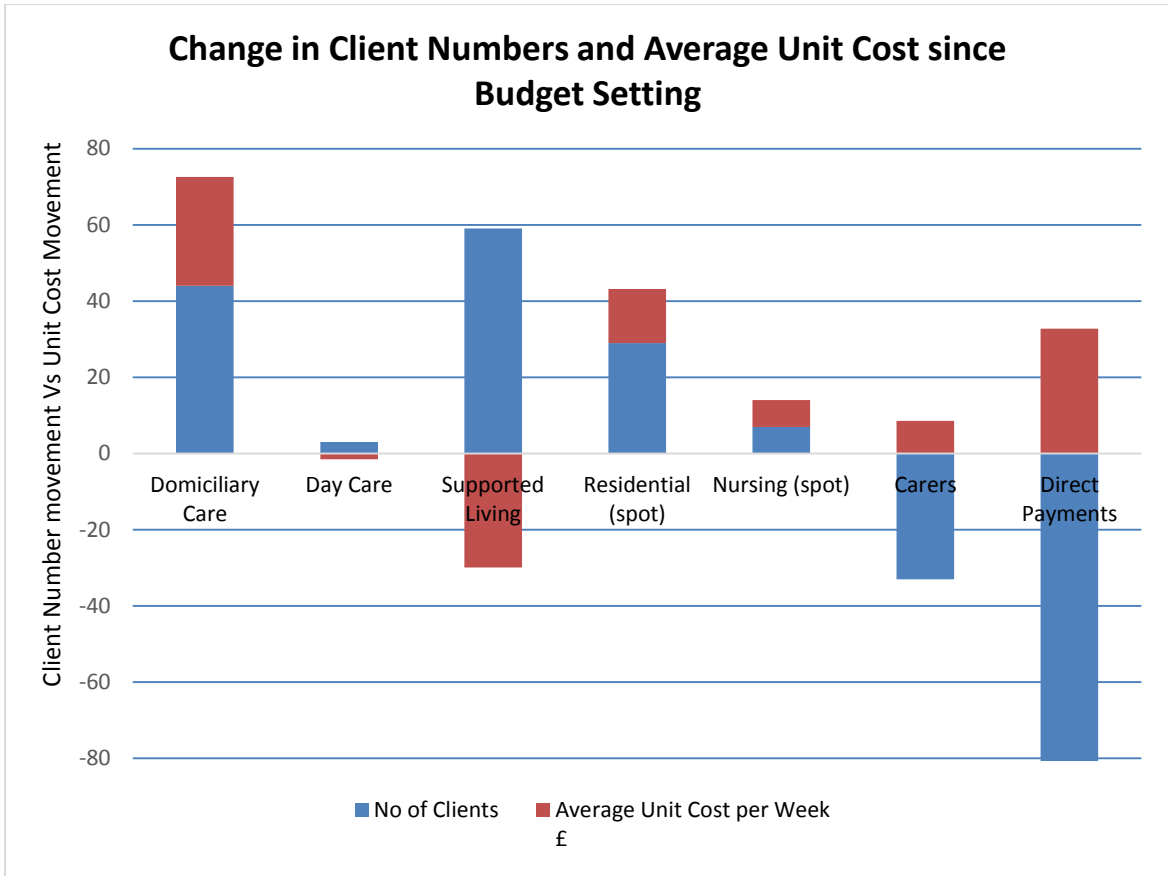
- a. An increase in demand, over and above the net demographic growth projected of 2%.

Type of Care	Demand Growth	Financial Pressure £m
Day care	11%	£0.109
Supported Living	12%	£1.834
Residential care	4%	£1.553

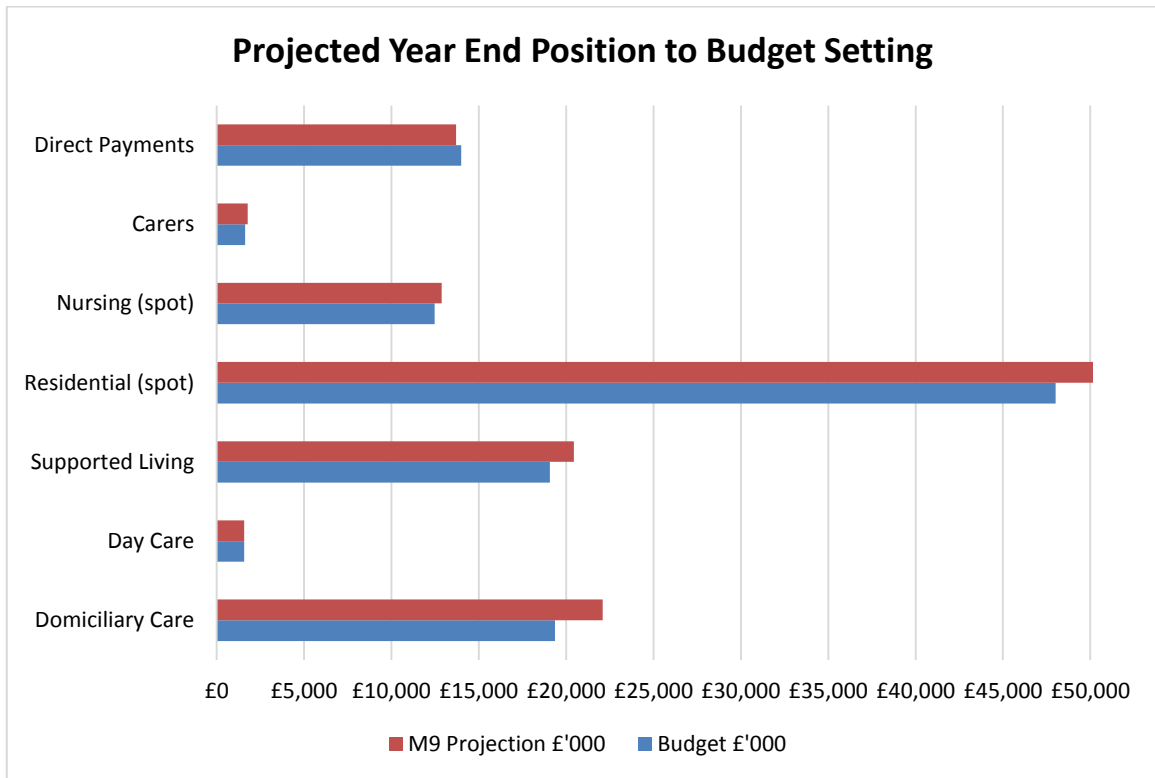
- b. £1.000m of this relates to the undeliverable savings from the Care Fund Calculator Programme.
- c. £0.684m relates to additional staffing costs to cover vacancies within the in-house provider services.
- d. 2 ordinary residency cases transferring over to the council, with a backdated charge of £0.436m, which are one-off and will not be recurring into 2019/20.

16. Adults' Commissioning are forecasting an underspend of £1.795m which relates to savings in Supported Housing, Telecare and block residential placements.

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



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



18. After movements in nine months of the financial year, the council is projecting to spend £123.242m supporting 4,700 different packages of care.

Care Type	Projected Year End Figures at Budget Setting			Period 9 Forecast		
	No of Clients	Costs £'000	Average Unit Cost per Week £	No of Clients	Costs £'000	Average Unit Cost per Week £
Domiciliary Care	1,381	£19,366	£270	1,425	£22,099	£298
Day Care	279	£1,569	£108	282	£1,563	£107
Supported Living	498	£19,059	£736	557	£20,450	£706
Shared Lives	28	£575	£395	24	£452	£362
Residential (spot)	813	£48,017	£1,136	842	£50,350	£1,150
Nursing (spot)	299	£12,467	£802	306	£12,871	£809
Carers	574	£1,617	£54	541	£1,765	£63
Direct Payments	812	£13,993	£331	723	£13,691	£364
Total	4,684	£116,663	£479	4,700	£123,241	£504

CHILDREN & EDUCATION, COMMUNITIES & COMMUNICATION AND HUMAN RESOURCES SERVICES

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year	Projected Variance	Variance reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Childrens Commissioning	5.515	24.733	23.324	4.896	(0.619)	0.000	(0.619)
Childrens Social Care	41.269	31.408	30.734	40.902	(0.367)	0.053	(0.420)
0-25 Service: Disabled Children & Adults	19.472	39.076	42.857	20.289	0.817	0.327	0.490
Early Help	(0.050)	(0.114)	(0.079)	0.033	0.083	0.083	0.000
School Effectiveness	1.935	3.885	3.945	2.000	0.065	0.000	0.065
Funding Schools	0.000	56.385	35.371	0.000	0.000	0.000	0.000
Children & Education Totals	68.141	155.373	136.152	68.120	(0.021)	0.463	(0.484)
Communications	1.435	1.170	1.130	1.373	(0.062)	(0.062)	(0.000)
Libraries, Heritage & Arts	4.010	2.842	4.071	5.272	1.262	1.262	0.000
Leisure	(0.173)	0.100	0.148	0.072	0.245	0.245	0.000
Human Resources & Org Development	3.391	2.572	2.394	3.391	0.000	0.000	0.000
Children & Education Service Totals	76.804	162.057	143.895	78.228	1.424	1.908	(0.484)

Childrens Commissioning

19. The Troubled Families Programme is supporting families with multiple and complex problems; changing lives and services for the better. The Council is in receipt of payment by results monies which reflect the success of the Wiltshire Troubled Families model in driving a focus on outcomes for families. Due to the late nature of this income, there is a risk that this will not be fully spent by 31st March 2019.

Children & Young People with Social Care Needs

20. The table below shows a significant increase in numbers of children and young people with social care needs. Additional growth for demography and inflation was added to the placement budgets to reflect the anticipated upward trend particularly in relation to unaccompanied asylum-seeking children. Although the placement budgets continue to be under pressure, they are closely monitored and currently within budget.

	Child Protection Plans	Children in Need	Children Looked After	Total
Number as at Budget Setting	340	1,975	425	2,740
Number as at 31 December 2018	441	2,390	480	3,311
Movement	101	415	55	571
% Change	30%	21%	13%	21%

21. The table above shows a significant increase in Children in Need and Child Protection Plans. Parental/adult needs have been increasing including drug and alcohol misuse, mental health and domestic abuse. Also safeguarding issues related to Child Sexual Exploitation, County Lines, FGM and Honour Based Violence have increased demand. As a result of these pressures, in June 2018 Cabinet approved part year investment of £0.900m in additional social care posts. A recruitment campaign is underway to recruit to these posts and agency staff are being used in the interim.

22. There is currently a £0.367m projected underspend from the approved budget which comprises an underspend on placements and social work staff. The Council is committed to keeping caseloads of social workers at acceptable levels however this is challenging due to the national shortage of experienced social workers

0-25 Service: Disabled Children & Adults

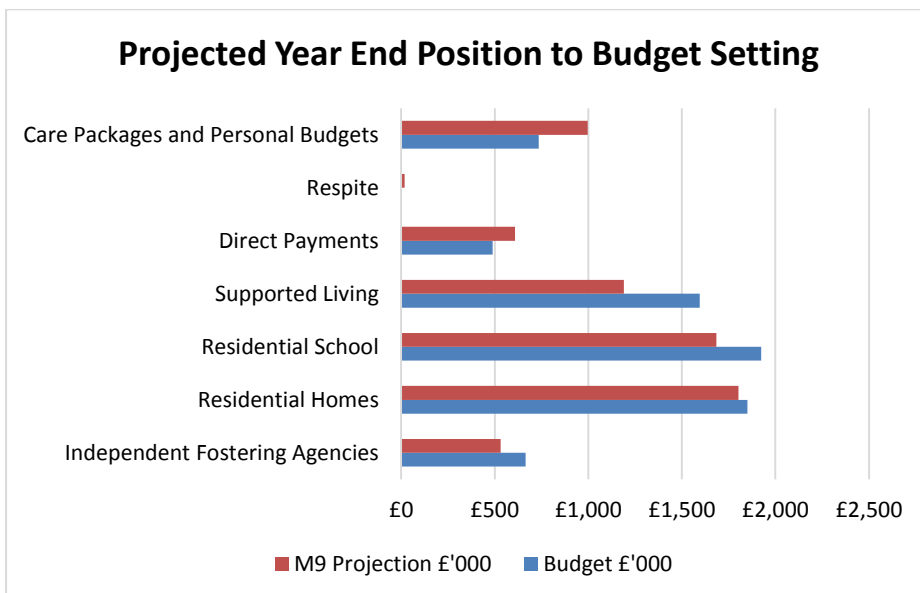
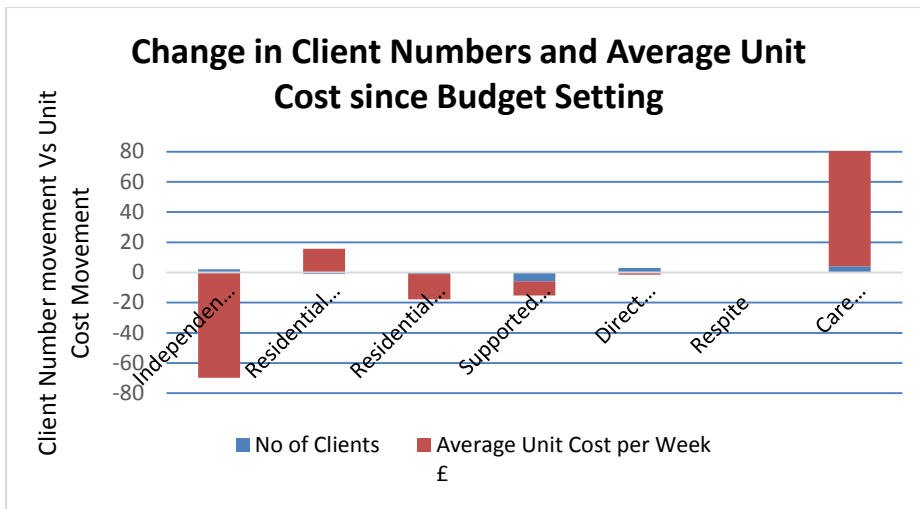
23. The 0-25 SEND Service is currently projected to overspend by £0.817m.

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

now ceased and the placements budget is therefore projecting a forecast underspend.

25. The number of children with education, health and care plans (EHCP) and statements at the time of setting the budget was 2,956. Additional growth representing demography and inflation was added to the budget to reflect the anticipated upward trend. The number of children with EHCP plans and statements at the end of December was 3,351. Most children require specialised or additional educational support, some medical, some social care and some more require support across more than one of these.
26. Of the 3,351 children with an EHCP statement, the budget plan was for 231 children to have support from the SEN social care placement budgets. The table below shows the different types and cost of care settings:

Care Type	At Budget Setting			Period 9 Forecast Expenditure			Variance	
	No of Clients	Costs £m	Weekly Cost £	No of Clients	Costs £m	Weekly Cost £	No of Clients	Costs £m
Independent Fostering Agencies	9	0.665	202.30	11	0.532	132.46	2	(0.133)
Residential Homes	16	1.850	323.11	15	1.802	338.71	-1	(0.048)
Residential School	21	1.924	251.02	20	1.685	234.23	-1	(0.239)
Supported Living	26	1.595	170.89	20	1.190	161.63	-6	(0.405)
Direct Payments	12	0.489	115.06	15	0.608	113.54	3	(0.119)
Respite	0	0.000	0		0.018	0	0	(0.018)
Care Packages and Personal Budgets	147	0.735	4992.64	151	0.997	6596.62	4	0.262
Total	231	7.258		232	6.832		1	(0.426)



27. The overspend of £0.817m above is largely attributed to SEN home to school transport costs. All children with an EHCP under 16 years are entitled to free transport to school. As the specialist schools and centres are often in the larger conurbations, and the needs of the children complex, often requiring a passenger assistant or solo transport, the costs of transport have risen above budgeted levels.

Early Help

28. The extension of the Outdoor Education Centres (Oxenwood) trading position has impacted on the income levels and as during this period of uncertainty schools have made alternative arrangements for 2018/19 which has a negative impact of £0.083m on income targets

School Effectiveness

29. The extension of the Outdoor Education Centres (Braeside) trading position has impacted on the income levels and during this period of uncertainty schools have made alternative arrangements for 2018/19 which has a negative impact of £0.065m on income targets.

Libraries, Heritage & Arts

30. Libraries, Heritage & Arts is currently projecting a forecast net overspend of £1.262m. This is due to a delay in actioning 2018/19 savings proposals totalling £1.069m and £0.193m historic pressures.
31. 2018/2019 Restructure savings, including a reduction in Heads of Service totalling £0.549m have now been actioned. This will deliver part year in 2018/2019 of £0.065m, the remainder £0.484m is contributing to the overspend but will be delivered in full in 2019/2020.
32. The 2018/19 £0.200m savings target to review and fund area board youth activity from Public Health grant cannot be taken forward and this has been rebased as part of 2019/20 budget setting.
33. This addresses all of the 2018/19 savings proposals with the exception of the £0.385m target to review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites, a plan to deliver this is being developed and timescales will need to be reviewed.
34. In addition, the service is managing historic savings targets in relation to Melksham Lunch Club and Income generation regarding City Hall totalling £0.193m. It is currently forecast that income targets will not be fully achieved in 2018/19.

Leisure

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

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

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year	Projected Variance	Variance reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Economic Development & Planning	1.930	1.344	2.279	2.180	0.250	0.000	0.250
Highways	18.194	13.887	13.012	18.194	0.000	0.000	0.000
Transport	17.203	11.753	11.360	17.203	0.000	0.000	0.000
Car Parking	(6.807)	(5.162)	(4.705)	(6.527)	0.280	0.000	0.280
Waste & Environment	36.456	21.544	22.105	40.421	3.965	3.965	0.000
Housing Services	4.252	3.813	3.689	4.197	(0.055)	0.000	(0.055)
Strategic Asset & Facilities Management	11.642	9.545	5.991	11.467	(0.175)	0.000	(0.175)
Growth, Investment & Place Totals	82.870	56.724	53.731	87.135	4.265	3.965	0.300
Corporate Services	5.392	4.169	4.467	5.392	0.000	0.150	(0.150)
Information Services	9.068	8.075	8.998	9.068	0.000	0.000	0.000
Finance & Procurement	6.902	7.866	8.411	6.902	0.000	(0.075)	0.075
Revenues & Benefits - Subsidy	(0.700)	1.257	7.270	(0.700)	0.000	0.000	0.000
Growth, Investment & Place Service Totals	103.532	78.091	82.877	107.797	4.265	4.040	0.225

Economic Development & Planning

36. Economic Development & Planning is forecasting a net overspend of £0.250m due to underachievement on income. This is across Development Control, Building Control and Land Charges and is the net position after accounting for vacancies

that are being held to mitigate the impact. Major planning applications are down by 25% in 2018/19, 155 major applications in 2018 compared to 206 in 2017 (period January to December).

Highways & Transport

37. Highways is currently projecting a forecast net overspend of £0.900m in relation to street lighting energy as reported in period 7. The business case for the LED street lighting was presented to cabinet in December 2018 and approval to proceed. Overall Highways will present a balanced budget in 2018/19 as one off mitigating savings have been identified to offset the above forecast overspend. This includes use of Development control income, revenue savings as a result of delaying and slowing down programmes in street scenes and car parking, review of and use where appropriate of S106 and commuted sums and the holding vacancies in the service where possible.
38. As at 11 January 2018 we have carried out 14 gritting runs. The budget can accommodate 31 runs, any after this will need to be covered from General Fund Reserves. This is entirely down to the weather and cannot be predicted. Recent weather forecasts are indicating that February will be cold, this will be monitored and reported closely.
39. Car parking is projecting a net forecast overspend of £0.280m, this is based on income projections and is in part due to a delay in the implementation of parking consultation proposals and the removal of Sunday car parking charges. Free car parking for Salisbury has been extended until the end of the financial year and will be reported through the Salisbury recovery programme.

Waste & Environment

40. Waste is currently projecting a net forecast overspend of £3.965m, no movement since period 7 report which included a full breakdown. This is after the release of the reserve identified for Waste of £1.250m that was set aside as part of 2017/18 outturn.

Housing & Commercial Development

41. Housing Services are forecasting an underspend of £0.055m as a result of new ways of funding rent deposits through DHP, this has also been factored into 2019/20 budget setting.
42. The SA&FM budget is forecasting an underspend of £0.175m. Unexpected income receipts including the settlement of a long-standing claim against an energy supplier (£0.150m), back-dated income from rent reviews in the commercial estate (£0.130m), and one-off cost savings such as the part-year closure of Bourne Hill (£0.125m), were all received in-year. The overall impact of the windfall income and one-off cost savings has mitigated the in-year cost pressures caused by the non-delivery of approved savings proposals, including the continued building operating costs associated with the Outdoor Education Centres, the Wiltshire & Swindon Learning Resource facility, and various libraries that were all approved to close.

43. The underspend delivered by Housing & Commercial Development will contribute to covering overspends in other areas of the Growth, Investment & Place Directorate budget.

Corporate Services & Digital

44. Management action has been taken on Corporate Services & Digital to bring the reported overspend of £0.150m as at period 7 in online and present a balanced budget. A Head of Service restructure has been undertaken, vacancies have been held and removed and programme office support has been costed against capital and grant funded projects.

CORPORATE EXPENDITURE

Summary Position	2018/19 Budget	Profiled Budget to date	Actual to date	Projected Position for Year	Projected Variance	Variance reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Corporate Directors	1.054	0.820	0.862	1.054	0.000	0.000	0.000
Members	2.227	1.650	1.632	2.227	0.000	0.000	0.000
Movement on Reserves	(1.011)	(0.111)	(0.111)	(1.011)	0.000	0.000	0.000
Capital Financing	21.024	6.694	4.508	21.024	0.000	0.000	0.000
Restructure & Contingency	(1.918)	(1.789)	(0.416)	(0.560)	1.358	1.358	0.000
General Government Grants	(24.846)	(18.635)	(21.348)	(32.746)	(7.900)	(7.200)	(0.700)
Corporate Levies	6.828	5.930	5.328	6.328	(0.500)	(0.500)	0.000
Corporate Totals	3.358	(5.441)	(9.545)	(3.684)	(7.042)	(6.342)	(0.700)

Capital Financing

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

Restructure & Contingency

46. This is showing as £1.358m overspend. This relates to £1.555m corporate saving targets agreed as part of the 2018/19 budget setting. There is £0.197m of one off corporate income that mitigates against this in this year. There is no movement forecast from period 7 report. The corporate savings have been included in budget setting 2019/20.

General Government Grants

47. General Government Grants are forecasting to be £7.900m higher than budget, mainly in respect of business rates. In prior years, this was used at year end to mitigate spending pressures and support the earmarked reserve for forecast losses in business rates. For 2018/19 the whole amount is being used to support revenue budget forecasts. General Government Grants is showing an improvement of £0.700m from period 7 report. This is mainly relates to extra s31 grant threshold changes for small business rate relief.

Corporate Levies

48. This is currently forecasting a £0.500m underspend. This is mainly due to a combination of lower than budgeted gross cost in terms of purchasing and surrendering Carbon Reduction Commitment (CRC) trading allowances for the year, together with additional business rates income of circa £0.200m for renewable energy schemes. There is no movement forecast from period 7 report.

DEDICATED SCHOOLS GRANT

49. The Education and Skills Funding Agency (ESFA) provides pre-16 funding for schools to local authorities via the Dedicated Schools Grant (DSG). This grant is ringfenced and is separate to local authority budget. Any underspend or overspend is also ringfenced. At the end of 2017/18, the positive balance of the DSG reserve was £0.846m.
50. Many local authorities are now incurring deficit on their overall DSG account largely because of overspending on their high needs block. High needs funding block is for children and young people with special educational needs or disabilities who need extra support at school, college or alternative provision settings.
51. In December 2018, Damien Hinds, Secretary of State for Education acknowledged these pressures and awarded Wiltshire an additional allocation of £1.128m for 2018/19 financial year.
52. Following new placements for the new academic year and taking into account the additional funding above, the projected overspend of DSG spend on the high needs block for 2018/19 is an overspend of £3.331m. This is largely attributable to spend rising in line with increased numbers of children in Wiltshire with an EHCP statement exceeding the amount of DSG available for high

needs. Approval will be sought from Schools Forum to use the DSG reserve to partially fund the high needs overspend in 2018/19.

53. A task and finish group; the High Needs Block Working Group was set up in September to identify contributory factors and to make proposals to reduce the cost pressure on the high needs block. Proposed mitigations of the group are currently being taken forward as actions. The overall overspend of £2.307m will be carried forward into the DSG reserve. This will lead to a deficit DSG reserve and will be addressed at year end when all reserve levels are reviewed and this addressed.
54. Schools Forum, through the High Needs Block Working Group are working with external consultants to establish a sustainable means of servicing high needs moving forward. Given the in year pressure and the Schools Forum agreement to transfer 1% between blocks to support the high needs block, the Council will prioritise the in year deficit in the review of balances at the year end

Summary Position	2018/19 Budget	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m
Schools Funding	112.073	111.993	(0.080)	0	(0.080)
High Needs Block	39.518	42.849	3.331	4.125	(0.794)
FTE ECHP Pupils	2,767	3,196		429	(16% increase)
Early Years Block	26.756	25.938	(0.818)	(0.769)	(0.049)
FTE EY Pupils	5,360	5,238	(122)	(122)	
Central Schools Block	2.252	2.126	(0.126)	(0.118)	(0.008)
TOTAL DSG	180.599	182.906	2.307	3.238	(0.931)

HOUSING REVENUE ACCOUNT SUMMARY

55. The Housing Revenue Account is forecasting an underspend of £0.500m. Continuing savings have been delivered in the repairs and maintenance budget, in particular, responsive repairs over recent years. This follows investment in capitalised repairs works and the substitution of responsive repairs with more efficient planned works. The expansion of the in house DLO provision and reduction in external contractors is forecast to see further savings in 2019/20 and future years, this has been factored into budget setting and the 30 year business model.

SAVINGS DELIVERY PERFORMANCE

56. The Council has a savings requirement of £26.706m within its 2018/19 budget. These were identified in the February budget setting. The deliverability of these proposals are closely monitored and reported to CLT on a regular basis.

57. The latest assessment on the deliverability of the savings is summarised below. Overall a shortfall of £4.402m (16% of target) is forecast for the year. This is included in the General Fund figures set out in this report.

RAG analysis by Service	Saving Target (£ m)	Green (£ m)	Amber (£ m)	Red (£ m)
Adult Care & Public Health Service				
ASC Operations - Access & Reablement	(5.660)	(4.754)	(0.906)	-
Learning Disabilities & Mental Health	(1.940)	(0.614)	(0.326)	(1.000)
Commissioning - Adults	-	-	-	-
Public Health & Protection	(1.793)	(1.793)	-	-
Legal & Democratic	(0.166)	(0.166)	-	-
Children & Education Service				
Commissioning - Children	(0.300)	(0.300)	-	-
Family & Children Services	(1.040)	(1.040)	-	-
Education & Skills	(0.325)	(0.325)	-	-
Communities & Communications	(2.469)	(1.264)	-	(1.205)
Human Resources & Org Development	(0.373)	(0.373)	-	-
Growth, Investment & Place Service				
Economic Development & Planning	(1.083)	(1.083)	-	-
Highways & Transport	(1.714)	(1.714)	-	-
Waste & Environment	(2.570)	(1.740)	-	(0.830)
Housing & Commercial Development	(1.000)	(1.000)	-	0.000
Corporate Services & Digital	(1.043)	(1.043)	-	(0.000)
Finance	(0.575)	(0.575)	-	-
Corporate				
Corporate	(4.655)	(3.288)	-	(1.367)
	(26.706)	(21.072)	(1.232)	(4.402)

Key Green = Deliverable
 Amber = Deliverable with risks
 Red = Unlikely to be delivered

58. Out of £26.706m savings proposals £1.232m are accessed as amber rated. This means that they are deemed to be deliverable in 2018/19, but with some risks associated with them.

59. £4.402m (16%) of savings targets are currently assessed as red after compensating savings. This means they are deemed unlikely to be delivered as planned. However, officers will continue to try and identify compensating savings and corresponding mitigating actions. So far £4.199m of alternative savings have been identified, some of which are one-off in nature, and these are included in the figures in this report.

CAPITAL SUMMARY

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

Breakdown of Budget Amendments from Original Budget to Period 9 Budget (as at 31 December 2018)

Summary of Movements in Capital Programme	£m	Further information
Budget Period 7	138.059	Appendix E
Amendments to Capital Programme 2018/19 Since Original Budget Setting:		
Additional Budgets added to Programme	1.750	Appendix E & F
Grant Amendments	0.000	Appendix E
Reduced Budgets	0.000	Appendix E
Budgets Reprogrammed from 2018/19 to 2019/20	(5.227)	Appendix E & F
Current Budget 2018/19	134.582	

61. The budget additions shown above largely reflect increases in funding being available and brought into the programme under the Chief Financial Officer delegated authority. They comprise of the flexible use of capital receipts for transformation programmes, additional grants from Central Government and Section 106 contributions and other contributions used to finance capital spend within the capital programme. Further information on the budget movements at an individual scheme level is shown in Appendix E
62. The budgets that have been reprogrammed into 2019/20 are shown in further detail in Appendices E and F.

Summary of Capital Position as at 31 December 2018

63. The current budget for the year 2018/19 is £134.582m. Actual spend on schemes as at 31 December 2018 was £72.262m. A full breakdown of these figures is attached in Appendix E.

RESERVES

64. The table below provides the projected position for the year as at period 9 on the general fund balance held by the Council.

General Fund Balance	£m	£m
Balance as at 1 April 2018		(12.943)
Support for budget agreed in February 2018	0.900	
Projected overspend at period 9	1.233	
Total Forecast movement		2.133
Forecast Balance 31 March 2019		(10.810)

65. Without further mitigating actions the general fund reserve will be below the minimum level of £12.000m set by the Council in February 2018. The Corporate Leadership Team will continue to identify measures to keep expenditure within budget for the year

Overall Conclusions

66. 2018/19 is proving to be a challenging year on the financial front. A combination of: an ambitious savings target; senior officers having to focus on the incidents at Salisbury and Amesbury and; complications with the waste contract have led to budgets not expected to be achieved. This is despite additional income of £7.200m from business rates grant.
67. It is vital that focussed attention is given to keep expenditure within budget to avoid the unplanned use of our limited level of reserves. The Corporate Leadership Team will continue to prioritise the identification of opportunities and actions to limit spending and improve income.

Implications

68. This report informs Members' decision making.

Overview & Scrutiny Engagement

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

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities and diversity impact of the proposals

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

Environmental and Climate Change Considerations

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

Risks Assessment

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

Financial implications

76. This is the subject of the report.

Legal Implications

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

Proposals

78. Cabinet is asked to note the outcome of the period 9 (end of December) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.
79. Cabinet is asked to reinforce the need for expenditure to be contained within the budget agreed in February 2018.

80. To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £5.227m capital budget between 2018/19 and 2019/20.

Reasons for Proposals

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

Background Papers and Consultation

None

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Report Author: Matthew Tiller, Chief Accountant

Appendices:

Appendix A: Revenue Budget Movements 2018/19

Appendix B: Major Virements between Service Areas from Original budget

Appendix C: Revenue Budget Monitoring Statements

Appendix D: Forecast Variance Movements

Appendix E: 2018/19 Capital Programme Budget Movements and spend to 31 December 2018

Appendix F: Delegated authority for budget movements

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Wiltshire Council Revenue Budget Movements 2018/2019

Service	Original Budget	Structural Changes	Revised Original Budget	In Year Virements to Period 4	Revised Budget Period 4	In Year Virements to Period 7	Revised Budget Period 7	In Year Virements to Period 9	Revised Budget Period 9	Major Virements See Appendix B
	£m	£m	£m	£m						
Adult Care & Public Health Service										
ASC Operations - Access & Reablement										
Adults 18+	54.388	0.000	54.388	(3.935)	50.453	0.214	50.667	0.000	50.667	
Learning Disabilities & Mental Health										
Mental Health	18.497	0.000	18.497	(1.722)	16.775	(0.437)	16.338	0.000	16.338	
Learning Disabilities	45.162	0.000	45.162	1.032	46.194	0.000	46.194	0.000	46.194	
Commissioning										
Adults Commissioning	20.643	0.000	20.643	4.743	25.386	0.009	25.395	0.000	25.395	
Public Health & Protection										
Public Health Grant	0.000	0.000	0.000	0.000	0.000	0.084	0.084	0.000	0.084	
Other Public Health & Public Protection	0.668	0.000	0.668	0.000	0.668	0.458	1.126	0.003	1.129	
Legal & Democratic										
Legal & Democratic	3.299	0.787	4.086	0.159	4.245	0.000	4.245	0.000	4.245	
Children & Education Service										
Commissioning										
Childrens Commissioning	4.873	0.000	4.873	0.352	5.225	0.137	5.362	0.153	5.515	
Family & Children Services										
Children's Social Care	39.535	0.000	39.535	0.690	40.225	1.044	41.269	0.000	41.269	
0-25 Service: Disabled Children & Adults	20.035	0.000	20.035	0.005	20.040	(0.521)	19.519	(0.048)	19.471	
Early Help	(0.036)	0.000	(0.036)	0.034	(0.002)	(0.048)	(0.050)	0.000	(0.050)	
Education & Skills										
School Effectiveness	2.084	0.000	2.084	0.008	2.092	(0.193)	1.899	0.036	1.935	
Funding Schools	0.000	0.000	0.000	(0.480)	(0.480)	0.480	0.000	0.000	0.000	
Communities & Communication										
Communications	1.848	0.000	1.848	(0.520)	1.328	0.107	1.435	0.000	1.435	
Libraries, Heritage & Arts	3.271	0.000	3.271	0.594	3.865	0.145	4.010	0.000	4.010	
Leisure	(0.362)	0.000	(0.362)	0.189	(0.173)	0.000	(0.173)	0.000	(0.173)	
Human Resources & Org Development										
Human Resources & Organisational Development	3.126	0.000	3.126	0.265	3.391	0.000	3.391	0.000	3.391	
Growth, Investment & Place										
Economic Development & Planning										
Economic Development & Planning	2.581	(0.787)	1.794	0.095	1.889	0.040	1.929	0.001	1.930	
Highways & Transport										
Highways	17.405	0.000	17.405	0.789	18.194	0.000	18.194	0.000	18.194	
Transport	17.180	0.000	17.180	0.023	17.203	0.000	17.203	0.000	17.203	
Car Parking	(6.826)	0.000	(6.826)	0.019	(6.807)	0.000	(6.807)	0.000	(6.807)	
Waste & Environment										
Waste & Environment	36.367	0.000	36.367	(0.051)	36.316	0.140	36.456	0.000	36.456	
Housing & Commercial Development										
Housing Services	4.189	0.000	4.189	0.063	4.252	0.000	4.252	0.000	4.252	
Strategic Asset & Facilities Management	11.579	0.000	11.579	0.063	11.642	0.000	11.642	0.000	11.642	
Corporate Services & Digital										
Corporate Services	4.966	0.000	4.966	0.426	5.392	0.000	5.392	0.000	5.392	
Information Services	9.255	0.000	9.255	(0.245)	9.010	(0.006)	9.004	0.064	9.068	
Finance & Procurement										
Finance & Procurement	6.088	0.000	6.088	(0.120)	5.968	1.039	7.007	(0.105)	6.902	
Revenues & Benefits - Subsidy	(0.500)	0.000	(0.500)	0.000	(0.500)	(0.200)	(0.700)	0.000	(0.700)	
Corporate										
Corporate Directors										
Corporate Directors	1.058	0.000	1.058	(0.004)	1.054	0.000	1.054	0.000	1.054	
Members	2.118	0.000	2.118	0.109	2.227	0.000	2.227	(0.001)	2.226	
Corporate										
Movement on Reserves	(0.900)	0.000	(0.900)	(0.070)	(0.970)	(0.041)	(1.011)	0.000	(1.011)	
Capital Financing	21.024	0.000	21.024	0.000	21.024	0.000	21.024	0.000	21.024	
Restructure & Contingency	0.177	0.000	0.177	(0.680)	(0.503)	(1.310)	(1.813)	(0.103)	(1.916)	
General Government Grants	(23.891)	0.000	(23.891)	(0.353)	(24.244)	(0.602)	(24.846)	0.000	(24.846)	
Corporate Levies	8.845	0.000	8.845	(1.478)	7.367	(0.539)	6.828	0.000	6.828	
2018/2019 Budget Requirement	327.746	0.000	327.746	0.000	327.746	(0.000)	327.746	0.000	327.746	
HRA Budget	(0.245)	0.000	(0.245)	0.000	(0.245)	0.000	(0.245)	0.000	(0.245)	
	327.501	0.000	327.501	0.000	327.501	(0.000)	327.501	0.000	327.501	

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

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Major Virements between Services Areas from Period 7 to Period 9

APPENDIX B

Net virements over £250,000:

There were no virements of £250,000 or over from periods 7 to 9

		Original Budget	Revised Budget Period 9	Profiled Budget to Period 9	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Adult Care & Public Health Service								
ASC Operations - Access & Reablement								
Adults 18+	Gross Costs	66.848	67.080	50.405	54.854	66.693	(0.387)	(0.6%)
	Income	(12.460)	(16.413)	(12.885)	(13.080)	(16.413)	-	-
	Net	54.388	50.667	37.520	41.774	50.280	(0.387)	(0.8%)
Learning Disabilities & Mental Health								
Mental Health	Gross Costs	21.682	19.286	15.248	15.702	19.182	(0.104)	(0.5%)
	Income	(3.185)	(2.948)	(2.292)	(1.929)	(2.948)	-	-
	Net	18.497	16.338	12.956	13.773	16.234	(0.104)	(0.6%)
Learning Disabilities	Gross Costs	48.786	51.919	39.144	43.608	56.632	4.713	9.1%
	Income	(3.624)	(5.725)	(4.584)	(4.732)	(5.725)	-	-
	Net	45.162	46.194	34.560	38.876	50.907	4.713	10.2%
Commissioning								
Adults Commissioning	Gross Costs	28.257	48.309	37.216	29.368	46.514	(1.795)	(3.7%)
	Income	(7.614)	(22.914)	(16.844)	(15.762)	(22.914)	-	-
	Net	20.643	25.395	20.372	13.606	23.600	(1.795)	(7.1%)
Public Health & Protection								
Public Health Grant	Gross Costs	16.933	15.926	9.934	8.845	15.583	(0.343)	(2.2%)
	Income	(16.933)	(15.842)	(11.915)	(12.602)	(15.842)	-	-
	Net	-	0.084	(1.981)	(3.757)	(0.259)	(0.343)	(408.3%)
Other Public Health & Public Protection	Gross Costs	1.895	6.206	4.682	4.472	6.483	0.277	4.5%
	Income	(1.227)	(5.077)	(3.989)	(2.203)	(5.077)	-	-
	Net	0.668	1.129	0.693	2.269	1.406	0.277	24.5%
Legal & Democratic								
Legal & Democratic	Gross Costs	6.195	6.403	4.666	4.801	6.403	-	-
	Income	(2.110)	(2.158)	(1.504)	(1.284)	(2.008)	0.150	(7.0%)
	Net	4.085	4.245	3.162	3.517	4.395	0.150	3.5%
Children & Education Service								
Commissioning								
Childrens Commissioning	Gross Costs	31.715	34.643	25.778	24.241	34.024	(0.619)	(1.8%)
	Income	(26.842)	(29.128)	(1.045)	(0.917)	(29.128)	-	-
	Net	4.873	5.515	24.733	23.324	4.896	(0.619)	(11.2%)
Family & Children Services								
Children's Social Care	Gross Costs	42.798	44.917	33.671	32.674	44.550	(0.367)	(0.8%)

	Income	(3.263)	(3.648)	(2.263)	(1.940)	(3.648)	-	-
	Net	39.535	41.269	31.408	30.734	40.902	(0.367)	(0.9%)
0-25 Service: Disabled Children & Adults	Gross Costs	50.921	54.135	40.065	43.509	54.952	0.817	1.5%
	Income	(30.886)	(34.663)	(0.989)	(0.652)	(34.663)	-	-
	Net	20.035	19.472	39.076	42.857	20.289	0.817	4.2%
Early Help	Gross Costs	1.262	1.149	0.843	1.074	1.232	0.083	7.2%
	Income	(1.298)	(1.199)	(0.957)	(1.153)	(1.199)	-	-
	Net	(0.036)	(0.050)	(0.114)	(0.079)	0.033	0.083	(166.0%)
Education & Skills								
School Effectiveness	Gross Costs	9.960	7.580	6.171	6.451	7.645	0.065	0.9%
	Income	(7.876)	(5.645)	(2.286)	(2.506)	(5.645)	-	-
	Net	2.084	1.935	3.885	3.945	2.000	0.065	3.4%
Funding Schools	Gross Costs	126.181	136.945	71.903	60.267	136.945	-	-
	Income	(126.181)	(136.945)	(15.518)	(24.896)	(136.945)	-	-
	Net	-	-	56.385	35.371	-	-	
Communities & Communication								
Communications	Gross Costs	2.068	1.655	1.345	1.252	1.593	(0.062)	(3.7%)
	Income	(0.220)	(0.220)	(0.175)	(0.122)	(0.220)	-	-
	Net	1.848	1.435	1.170	1.130	1.373	(0.062)	(4.3%)
Libraries, Heritage & Arts	Gross Costs	4.758	5.648	4.100	5.144	6.910	1.262	22.3%
	Income	(1.487)	(1.638)	(1.258)	(1.073)	(1.638)	-	-
	Net	3.271	4.010	2.842	4.071	5.272	1.262	31.5%
Leisure	Gross Costs	7.721	7.834	5.850	5.808	8.079	0.245	3.1%
	Income	(8.083)	(8.007)	(5.750)	(5.660)	(8.007)	-	-
	Net	(0.362)	(0.173)	0.100	0.148	0.072	0.245	(141.6%)
Human Resources & Organisational Development								
Human Resources & Organisational Development	Gross Costs	4.872	5.099	3.817	3.491	5.099	-	-
	Income	(1.746)	(1.708)	(1.245)	(1.097)	(1.708)	-	-
	Net	3.126	3.391	2.572	2.394	3.391	-	-
Growth, Investment & Place Service								
Economic Development & Planning								
Economic Development & Planning	Gross Costs	9.673	9.768	7.222	8.168	10.018	0.250	2.6%
	Income	(7.878)	(7.838)	(5.878)	(5.889)	(7.838)	-	-
	Net	1.795	1.930	1.344	2.279	2.180	0.250	13.0%
Highways & Transport								
Highways	Gross Costs	19.223	20.063	15.341	15.614	20.063	-	-
	Income	(1.818)	(1.869)	(1.454)	(2.602)	(1.869)	-	-
	Net	17.405	18.194	13.887	13.012	18.194	-	-

Transport	Gross Costs	18.869	18.892	12.964	12.774	18.892	-	-
	Income	(1.689)	(1.689)	(1.211)	(1.414)	(1.689)	-	-
	Net	17.180	17.203	11.753	11.360	17.203	-	-
Car Parking	Gross Costs	1.505	1.800	1.345	1.244	1.800	-	-
	Income	(8.331)	(8.607)	(6.507)	(5.949)	(8.327)	0.280	(3.3%)
	Net	(6.826)	(6.807)	(5.162)	(4.705)	(6.527)	0.280	(4.1%)
<u>Waste & Environment</u>								
Waste & Environment	Gross Costs	44.854	44.510	29.212	28.581	48.475	3.965	8.9%
	Income	(8.487)	(8.054)	(7.668)	(6.476)	(8.054)	-	-
	Net	36.367	36.456	21.544	22.105	40.421	3.965	10.9%
<u>Housing & Commercial Development</u>								
Housing Services	Gross Costs	8.603	8.983	7.134	7.066	8.928	(0.055)	(0.6%)
	Income	(4.414)	(4.731)	(3.321)	(3.377)	(4.731)	-	-
	Net	4.189	4.252	3.813	3.689	4.197	(0.055)	(1.3%)
Strategic Asset & Facilities Management	Gross Costs	16.671	16.686	13.328	10.677	16.511	(0.175)	(1.0%)
	Income	(5.092)	(5.044)	(3.783)	(4.686)	(5.044)	-	-
	Net	11.579	11.642	9.545	5.991	11.467	(0.175)	(1.5%)
<u>Corporate Services & Digital</u>								
Corporate Services	Gross Costs	6.120	6.473	4.980	5.326	6.473	-	-
	Income	(1.154)	(1.081)	(0.811)	(0.859)	(1.081)	-	-
	Net	4.966	5.392	4.169	4.467	5.392	-	-
Information Services	Gross Costs	11.663	11.477	9.922	10.764	11.477	-	-
	Income	(2.408)	(2.409)	(1.847)	(1.766)	(2.409)	-	-
	Net	9.255	9.068	8.075	8.998	9.068	-	-
<u>Finance</u>								
Finance & Procurement	Gross Costs	19.326	20.338	15.578	14.819	20.338	-	-
	Income	(13.238)	(13.436)	(7.712)	(6.408)	(13.436)	-	-
	Net	6.088	6.902	7.866	8.411	6.902	-	-
Revenues & Benefits - Subsidy	Gross Costs	111.386	91.751	68.841	67.568	91.751	-	-
	Income	(111.886)	(92.451)	(67.584)	(60.298)	(92.451)	-	-
	Net	(0.500)	(0.700)	1.257	7.270	(0.700)	-	-
<u>Corporate</u>								
<u>Corporate Directors</u>								
Corporate Directors & Membs	Gross Costs	1.072	1.068	0.830	0.873	1.068	-	-
	Income	(0.014)	(0.014)	(0.010)	(0.011)	(0.014)	-	-
	Net	1.058	1.054	0.820	0.862	1.054	-	-

Members	Gross Costs	2.118	2.227	1.650	1.632	2.227	-	-
	Income	-	-	-	-	-	-	-
	Net	2.118	2.227	1.650	1.632	2.227	-	-
Corporate								
Movement on Reserves		(0.900)	(1.011)	(0.111)	(0.111)	(1.011)	-	-
Capital Financing		21.024	21.024	6.694	4.508	21.024	-	-
Restructure & Contingency		0.177	(1.918)	(1.789)	(0.416)	(0.560)	1.358	(70.9%)
General Government Grants		(23.891)	(24.846)	(18.635)	(21.348)	(32.746)	(7.900)	31.8%
Corporate Levys		8.845	6.828	5.930	5.328	6.328	(0.500)	(7.3%)
	Net	5.256	0.079	(7.911)	(12.039)	(6.963)	(7.042)	(8913.9%)
Wiltshire Council General Fund Total	Gross Costs	749.191	768.848	535.274	518.630	769.576	0.728	(1.3%)
	Income	(421.445)	(441.102)	(193.284)	(191.345)	(440.672)	0.430	(10.2%)
	Net	327.746	327.746	341.989	327.285	328.904	1.158	0.4%
Housing Revenue Account (HRA)	Gross Costs	25.028	25.572	7.821	8.143	25.072	(0.500)	(2.0%)
	Income	(25.273)	(25.817)	(18.994)	(18.908)	(25.817)	-	-
	Net	(0.245)	(0.245)	(11.173)	(10.765)	(0.745)	(0.500)	204.1%
Total Including HRA	Gross Costs	774.219	794.420	543.095	526.771	794.648	0.228	0.0%
	Income	(446.718)	(466.919)	(212.279)	(210.251)	(466.489)	0.430	(0.1%)
	Net	327.501	327.501	330.816	316.520	328.159	0.658	0.2%

Appendix D: Variance Movements

	Variance Reported for Period 4 £m	Movement in Period	Variance Reported for Period 7 £m	Movement in Period	Variance Reported for Period 9 £m
Adult Care & Public Health Service					
<u>ASC Operations - Access & Reablement</u>					
Adults 18+	0.451	(0.616)	(0.165)	(0.222)	(0.387)
<u>Learning Disabilities & Mental Health</u>					
Mental Health	0.865	(1.054)	(0.189)	0.085	(0.104)
Learning Disabilities	3.224	1.562	4.786	(0.073)	4.713
<u>Commissioning</u>					
Adults Commissioning	(0.589)	(1.485)	(2.074)	0.279	(1.795)
<u>Public Health & Protection</u>					
Public Health Grant	0.000	(0.247)	(0.247)	(0.096)	(0.343)
Other Public Health & Public Protection	0.070	0.177	0.247	0.030	0.277
<u>Legal & Democratic</u>					
Legal & Democratic	0.066	0.034	0.100	0.050	0.150
Children & Education Service					
<u>Commissioning</u>					
Childrens Commissioning	0.000	0.000	0.000	(0.619)	(0.619)
<u>Family & Children Services</u>					
Children's Social Care	0.000	0.053	0.053	(0.420)	(0.367)
0-25 Service: Disabled Children & Adults	(0.576)	0.903	0.327	0.490	0.817
Early Help	0.059	0.024	0.083	0.000	0.083
<u>Education & Skills</u>					
School Effectiveness	0.000	0.000	0.000	0.065	0.065
Funding Schools	0.000	0.000	0.000	0.000	0.000
<u>Communities & Communication</u>					
Communications	0.000	(0.062)	(0.062)	0.000	(0.062)
Libraries, Heritage & Arts	0.883	0.379	1.262	0.000	1.262
Leisure	0.215	0.030	0.245	0.000	0.245
<u>Human Resources & Organisational Development</u>					
Human Resources & Organisational Development	0.000	0.000	0.000	0.000	0.000
Growth, Investment & Place					
<u>Economic Development & Planning</u>					
Economic Development & Planning	0.150	(0.150)	0.000	0.250	0.250
<u>Highways & Transport</u>					
Highways	0.900	(0.900)	0.000	0.000	0.000
Transport	0.000	0.000	0.000	0.000	0.000
Car Parking	0.130	(0.130)	0.000	0.280	0.280
<u>Waste & Environment</u>					
Waste & Environment	3.786	0.179	3.965	0.000	3.965
<u>Housing & Commercial Development</u>					
Housing Services	0.000	0.000	0.000	(0.055)	(0.055)
Strategic Asset & Facilities Management	0.124	(0.124)	0.000	(0.175)	(0.175)
<u>Corporate Services & Digital</u>					
Corporate Services (includes Business Services)	0.150	0.000	0.150	(0.150)	0.000
Information Services	0.000	0.000	0.000	0.000	0.000
<u>Finance & Procurement</u>					
Finance & Procurement	0.045	(0.120)	(0.075)	0.075	0.000
Revenues & Benefits - Subsidy	0.000	0.000	0.000	0.000	0.000
Corporate					
<u>Corporate Directors</u>					
Corporate Directors	0.000	0.000	0.000	0.000	0.000
Members	0.000	0.000	0.000	0.000	0.000
<u>Corporate</u>					
Movement on Reserves	(1.250)	1.250	0.000	0.000	0.000
Capital Financing	0.000	0.000	0.000	0.000	0.000
Restructure & Contingency	1.855	(0.497)	1.358	0.000	1.358
General Government Grants	(7.500)	0.300	(7.200)	(0.700)	(7.900)
Corporate Levies	(0.500)	0.000	(0.500)	0.000	(0.500)
TOTAL FORECAST VARIANCE MOVEMENT	2.558	(0.494)	2.064	(0.906)	1.158
HRA Budget	0.000	0.000	0.000	(0.500)	(0.500)
TOTAL FORECAST VARIANCE MOVEMENT INCLUDING HRA	2.558	(0.494)	2.064	(1.406)	0.658

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Capital Programme Budget Movements and Spend to 31 December 2018

Scheme Name	2018/2019 Budget Breakdown								
	Period 7 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix F)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2018/2019 into 2019/2020 (Section 2 Appendix F)	Current Budget Period 9 2018/2019	Spend to 31 December 2018	Spend to 31 December 2018
	£m	£m	£m	£m	£m	£m	£m	£m	%
Economy									
Oil to Biomass Schemes	0.028						0.028	0.000	0.00%
Other Economic Development Schemes	0.074						0.074	0.066	89.19%
Corsham Mansion House	1.898						1.898	1.615	85.09%
A350 West Ashton/Yarnbrook Junction Improvements	0.000						0.000	0.000	0.00%
Chippenham Station HUB	1.500						1.500	0.282	18.80%
A350 Dualling Chippenham Bypass	3.385	0.500					3.885	3.752	96.58%
M4 Junction 17	0.185	0.317					0.502	0.502	100.00%
Porton Science Park	0.096						0.096	0.081	84.38%
Wiltshire Ultrafast Broadband	0.500						0.500	(0.059)	-11.80%
Salisbury Central Car Park & Maltings	1.687						1.687	0.015	0.89%
Boscombe Down	1.896						1.896	0.508	26.79%
Integrated Transport	2.283	0.325	0.397				3.005	2.648	88.12%
Structural Maintenance (Grant & Council Funded)	20.012	(1.349)					18.663	11.387	61.01%
National Productivity Investment Schemes	0.298						0.298	0.277	92.95%
Pothole Spotter 16/17	0.054						0.054	0.000	0.00%
Pothole Fund Grant	2.806						2.806	1.288	45.90%
Wiltshire Online	3.043		0.010				3.053	(1.142)	-37.41%
Farmers Roundabout	0.915					(0.220)	0.695	0.192	27.63%
Total Economy	40.660	(0.207)	0.407	0.000	0.000	(0.220)	40.640	21.412	52.69%
Community									
Health and Wellbeing Centres - Live Schemes	10.345					(3.420)	6.925	4.634	66.91%
Health and Wellbeing Centres - In Development	0.000						0.000	0.000	0.00%
Area Boards and LPSA PRG Reward Grants	0.941						0.941	0.292	31.06%
Fitness Equipment for Leisure Centres	0.050						0.050	0.000	0.42%
Churchyards & Cemeteries	0.000						0.000	0.000	0.00%
Highway flooding prevention and Land Drainage schemes	1.217	0.207					1.424	1.423	99.95%
Bridges	3.007						3.007	1.601	53.23%
Passenger Transport Capital	0.000						0.000	0.000	0.00%
Waste Services	0.482						0.482	0.378	78.41%
Fleet Vehicles	3.055					(0.206)	2.849	2.484	87.19%
Basic Need	25.075						25.075	10.314	41.13%
Schools Maintenance & Modernisation	7.277					(0.250)	7.027	3.417	48.63%
Devolved Formula Capital	0.679						0.679	0.679	100.06%
Access and Inclusion	0.005						0.005	0.000	0.00%
New Schools	0.653						0.653	0.295	45.19%
School Expansions & Replacements	0.230						0.230	0.204	88.77%
Early Years & Childcare	0.937						0.937	0.176	18.81%
Army Rebasing	5.358						5.358	7.227	134.89%
Healthy Pupils Capital Fund	0.247						0.247	0.067	27.27%
SEND Capital	0.371		0.016				0.387	0.000	0.00%
Special Schools	0.000						0.000	0.000	#DIV/0!
Other Education Schemes	0.000						0.000	0.000	0.00%
Salisbury CCTV	0.237						0.237	0.177	74.48%
Total Community	60.166	0.207	0.016	0.000	0.000	(3.876)	56.513	33.370	59.05%

Capital Programme Budget Movements and Spend to 31 December 2018

Scheme Name	2018/2019 Budget Breakdown								
	Period 7 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix F)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2018/2019 into 2019/2020 (Section 2 Appendix F)	Current Budget Period 9 2018/2019	Spend to 31 December 2018	Spend to 31 December 2018
	£m	£m	£m	£m	£m	£m	£m	£m	%
Supporting People									
Disabled Facilities Grants	3.856		0.358			(1.131)	3.083	1.183	38.39%
Gypsies and Travellers Projects	0.000						0.000	0.012	0.00%
Council House Build Programme	8.979						8.979	5.263	58.62%
Affordable Housing including Commuted Sums	0.094						0.094	0.094	100.00%
Social Care Infrastructure & Strategy	0.634						0.634	0.000	0.00%
HRA - Refurbishment of Council Stock	10.151						10.151	5.906	58.18%
Sensory Stimulation & Development Play Equipment	0.154						0.154	0.070	45.45%
Adults Transformation Phase Two	0.000		0.723				0.723	0.000	0.00%
Virgincare Scanning Project	0.000						0.000	0.000	0.00%
Total Supporting People	23.868	0.000	1.081	0.000	0.000	(1.131)	23.818	12.528	52.60%
Changing The Way We Do Business									
Facilities Management Works	3.739						3.739	1.453	38.86%
Whole Life Building & Equipment Refresh	0.843						0.843	0.290	34.45%
Rural Estates	0.016						0.016	0.008	50.82%
Leisure Centres & Libraries - Capital Works Requirement	0.500						0.500	0.015	2.97%
Hub Programme Office Rationalisation	0.000						0.000	0.000	0.00%
Operational Estate	0.200						0.200	0.000	0.00%
Depot & Office Strategy	0.000						0.000	0.000	0.00%
ICT Schemes	2.131						2.131	0.855	40.14%
Other Schemes including cross cutting systems	0.158						0.158	0.143	90.51%
Organisational Change	0.000						0.000	0.000	0.00%
Digitisation	0.000		0.125				0.125	0.000	0.00%
Microsoft Cloud Navigator	5.778						5.778	2.187	37.85%
Service Devolution & Asset Transfer	0.000		0.121				0.121		
Total Changing The Way We Do Business	13.365	0.000	0.246	0.000	0.000	0.000	13.611	4.952	36.38%
Total 2018/2019 Programme	138.059	(0.000)	1.750	0.000	0.000	(5.227)	134.582	72.262	53.69%

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

Cabinet Meeting 5th February 2019
 Financial Year: 2018/2019

SECTION 1 - DELEGATED CFO POWERS

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

Project Name: DFG
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 358,338
Funding Source: Additional DFG Grant announced Dec 18.

Project Name: Adult Transformation Phase 2
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 723,000
Funding Source: Flexible Use of Capital Receipts

Project Name: Service Devloution & Asset Transfer
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 121,000
Funding Source: Flexible Use of Capital Receipts

Project Name: Digital Programme
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 125,000
Funding Source: Flexible Use of Capital Receipts

Project Name: SEND Capital
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 16,000
Funding Source: Contribution from School

Project Name: Wiltshire Online BDUK
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 9,950
Funding Source: Grant

Project Name: Integrated Transport
Budget Change: 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023
 397,000
Funding Source: Developer

1,750,288 Total Delegated Changes Approved by Section 151 Officer

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

Cabinet Meeting 5th February 2019
 Financial Year: 2018/2019

SECTION 2 - DELEGATED CFO POWERS

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

Project Name:					
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(250,000)	250,000			
Funding Source:	School Condition Grant from the EFA				

Project Name:	Fleet Vehicles				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(206,000)	206,000			
Funding Source:					

Project Name:	DFG				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(1,131,000)	1,131,000			
Funding Source:					

Project Name:	Health & Wellbeing Centre - Live Schemes				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(3,420,000)	3,420,000			
Funding Source:					

Project Name:	Farmers Roundabout				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(220,000)	220,000			
Funding Source:					

5,227,000	Total Re-programming between years
------------------	---

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

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

Project Name:					
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Funding Source:					

0	Total requests for additional resources
----------	--

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

CHIEF FINANCE OFFICER: Becky Hellard

DATE: December 18

Wiltshire Council

Cabinet

5 February 2019

Subject: Treasury Management Strategy 2019/2020

Cabinet member: Cllr Philip Whitehead – Finance, Procurement, ICT and Operational Assets

Key Decision: Non Key

Executive Summary

This report presents the Treasury Management Strategy for 2019/2020 including:

- a) Prudential and Treasury Indicators for the next three years
- b) Debt management decisions required for 2019/2020 that do not feature within the Prudential or Treasury Indicators (paragraphs 71 to 76)
- c) Minimum Revenue Provision Policy 2019/2020
- d) Annual Investment Strategy for 2019/2020, with the following changes from 2018/2019,
 - The ability to lend to selected property funds (CCLA)
 - Increasing the monetary limits on certain counterparties
 - Adjusting the high credit quality criteria

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 2019/2020.

Proposals

The Cabinet is requested to recommend that the Council:

- a) Adopt the Minimum Revenue Provision Policy (paragraph 32 – 34)
- b) Adopt the Prudential and Treasury Indicators (paragraphs 24 – 31, 40 – 49 and Appendix A)
- c) Adopt the Annual Investment Strategy (paragraph 77 onwards), including the ratification of the adjustment of the minimum requirement for high credit quality, the limits for certain counterparties and the ability to invest in the CCLA property fund
- d) Delegate to the Director of Finance and Procurement 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 and Procurement 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 Interim Director of Finance and Procurement the authority to select such funds

Reasons for Proposals

To enable the Council to agree a Treasury Management Strategy for 2019/2020 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Alistair Cunningham

Corporate Director Growth, Investment & Place

Wiltshire Council

Cabinet

5 February 2019

Subject: Treasury Management Strategy 2019/2020

Cabinet member: Cllr Philip Whitehead – Finance, Procurement, ICT and Operational Assets

Key Decision: Non Key

PURPOSE OF REPORT

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2019/2020.

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. The contribution that the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day to day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting

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

5. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. Further details on non-financial investments are given in the Capital Strategy 2019/2020.
6. CIPFA defines treasury management as:

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

7. Revised reporting is required for the 2019/2020 reporting cycle due to revisions of the MHCLG Investment Guidance, the MHCLG Minimum Revenue Provision (MRP) Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code. The primary reporting changes include the introduction of a capital strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding any commercial activity undertaken under the Localism Act 2011.

Reporting Requirements - Capital Strategy

8. The CIPFA revised 2017 Prudential and Treasury Management Codes require for 2019/2020, all local authorities to prepare an additional report, the capital strategy, which will provide the following,
 - a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - an overview of how the associated risk is managed
 - the implications for future financial sustainability
9. The aim of the capital strategy is to ensure that all members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.
10. The capital strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the former. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset.

11. The capital strategy will show,

- The corporate governance arrangements for these types of activities;
- Any service objectives relating to the investments;
- The expected income, costs and resulting contribution;
- The debt related to the activity and the associated interest costs;
- The payback period (MRP policy);
- For non-loan type investments, the cost against the current market value;
- The risks associated with each activity.

12. Where a physical asset is being bought, details of market research, advisers used, (and their monitoring), ongoing costs and investment requirements and any credit information will be disclosed, including the ability to sell the asset and realise the investment cash.

13. Where the Council has borrowed to fund any non-treasury investment, there should also be an explanation of why borrowing was required and why the MHCLG Investment Guidance and CIPFA Prudential Code have not been adhered to.

14. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.

Reporting Requirements – Treasury Management Reporting

15. Each year, the Council is required to receive and approve, as a minimum, three main reports, which incorporate a variety of policies, estimates and actuals.

- a) Treasury Management Strategy Statement including prudential and treasury indicators, which covers the following,
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - an investment strategy (the parameters on how investments are to be managed).
- b) Mid-year Treasury Management Report, which will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c) Annual Treasury Report, which is an outturn position document that provides details of a selection of actual prudential and treasury indicators and actual

treasury operations compared to the estimates within the strategy for the financial year.

Treasury Management Strategy 2019/2020

16. The strategy for 2019/2020 covers two main areas,

Capital Issues

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

Treasury Management Issues

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

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

Training

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

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

Treasury Management Consultants

20. The Council uses Link Asset Services, as its external treasury management advisors.

21. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not

placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

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

Capital Prudential Indicators

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

Capital Expenditure

25. This indicator shows the anticipated level of capital expenditure for the five years 2018/2019 to 2022/2023. The Capital Programme 2019/2020 will be submitted to Cabinet and Council in February 2019. The estimates for future years are based on indicative figures as part of the Capital Programme, and are therefore subject to change.

Capital Expenditure	2018/2019 Estimate £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
General Fund	120.266	136.991	59.636	41.665	30.698
Housing Revenue Account (HRA)	19.130	15.944	15.145	10.232	9.831
Commercial Activities/Non-financial investments*	0.000	20.000	21.000	21.000	21.000
Total	139.396	172.935	95.781	72.897	61.529

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

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

Financing of Capital Expenditure	2018/2019 Estimate £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
Capital Receipts	12.164	9.567	3.500	0.000	0.000
Capital Grants & Contributions	80.454	71.628	33.694	25.403	25.220
Capital Reserves	0.000	0.000	0.000	0.000	0.000
Revenue	0.000	0.000	0.000	0.000	0.000
HRA (excluding borrowing)	16.998	9.550	9.633	9.959	9.633
Total Financing (non-borrowing)	109.616	90.745	46.827	35.362	34.853
HRA Borrowing	0.00	3.257	4.205	0.273	0.198
Net Financing Need (Borrowing) – General Fund	29.780	78.933	44.749	37.262	26.478
Net Financing Need (Borrowing) – Total	29.780	82.190	48.954	37.535	26.676
Total Financing	138.396	172.935	95.781	72.897	61.529

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

27. The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure which has not immediately been paid for, through a revenue or capital resources, will increase the CFR.

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

29. The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). While these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the lease PFI, PPP lease provider, and so the Council is not required to separately borrow for these schemes.

30. The CFR projections are summarised in the table below,

	2018/2019 Estimate £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Actual £million
CFR – General Fund	431.107	466.056	465.755	462.375	447.273
CFR – HRA	119.864	123.122	127.327	127.600	127.797
Total CFR	550.971	589.178	593.082	589.975	575.070
Movement in CFR	11.643	38.207	3.904	(3.107)	(14.905)
Represented by					
Net Financing Need (General Fund)	29.780	78.933	44.749	37.262	26.478
Net Financing Need (HRA)	0.00	3.257	4.205	0.273	0.198
Total Net Financing Need	29.780	82.190	48.954	37.535	26.676
Less MRP/VRP	(10.989)	(12.088)	(15.781)	(16.690)	(17.705)
Less Other Long Term Liabilities (PFI)	(2.776)	(2.895)	(2.974)	(2.952)	(2.876)
Less Other Financing Movements	(4.372)	(29.000)	(26.295)	(21.000)	(21.000)
Movement in CFR	11.643	38.207	3.904	(3.107)	(14.905)

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

Minimum Revenue Provision (MRP) Policy Statement

32. 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.

33. The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the MRP), although it is also allowed to undertake additional voluntary revenue payments (VRP) if required.

34. MHCLG regulations have been issued which require full Council to approve an MRP statement in advance of each year. The following MRP policy was approved in October 2017 following a full review. It is recommended that Council approves the same MRP policy without change for 2019/2020:

- a. In respect of the Council's supported borrowing: 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: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
- c. MRP in respect of unsupported (prudential) borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
- d. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.

Borrowing

35. The capital expenditure plans set out in paragraph 25 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.

Current Portfolio Position

36. The overall treasury management portfolio as at 31 March 2018 and for the position as at 30 November 2018 are shown below for both borrowing and investments.

Treasury Portfolio				
	Actual 31/03/2018 £million	Actual 31/03/2018 %	Current 30/11/2018 £million	Current 30/11/2018 %
Treasury Investments				
Banks	29.000	45.53	77.007	63.23
Building Societies	8.000	12.56	8.000	6.57
Local Authorities	13.000	20.41	34.000	27.92
Money Market Funds	13.693	21.50	2.761	2.28
Total Treasury Investments	63.693	100.00	121.768	100.00
Treasury Borrowing				
Local Authorities	0.000	0.00	0.000	0.00
PWLB	266.933	81.40	266.933	81.40
LOBOs	61.000	18.60	61.000	18.60
Total External Borrowing	327.933	100.00	327.933	100.00
Net Treasury Investments/ (Borrowing)	(264.240)		(206.165)	

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

External Debt General Fund	2017/2018 Actual	2018/2019 Estimate	2019/2020 Estimate	2020/2021 Estimate	2021/2022 Estimate
Debt at 1 April	219.123	209.123	224.232	249.198	258.425
Expected Change in Debt	(10.000)	15.109	24.966	9.227	6.131
Debt at 31 March	209.123	224.232	249.198	258.425	264.556
CFR	414.653	431.107	466.056	465.755	462.375
PFI Liability	50.920	48.420	45.920	43.420	40.920
Under/ (Over) Borrowing	154.610	158.455	170.938	163.910	156.899

External Debt HRA	2017/2018 Actual	2018/2019 Estimate	2019/2020 Estimate	2020/2021 Estimate	2021/2022 Estimate
Debt at 1 April	118.810	118.810	114.000	117.527	121.463
Expected Change in Debt	0.000	(4.810)	3.257	4.206	0.272
Debt at 31 March	118.810	114.000	117.257	121.462	121.735
CFR	124.675	119.865	123.122	127.327	127.600
Under/ (Over) Borrowing	5.865	5.865	5.865	5.865	5.865

38. Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2019/2020 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.
39. The Interim Director of Finance and Procurement confirms that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this report.

Treasury Indicators: Limits to Borrowing Activity

Operational Boundary

40. The operational boundary is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under borrowing by other cash resources.
41. 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.
42. The basis of the calculation for HRA borrowing 2019/2020 is the HRA CFR.

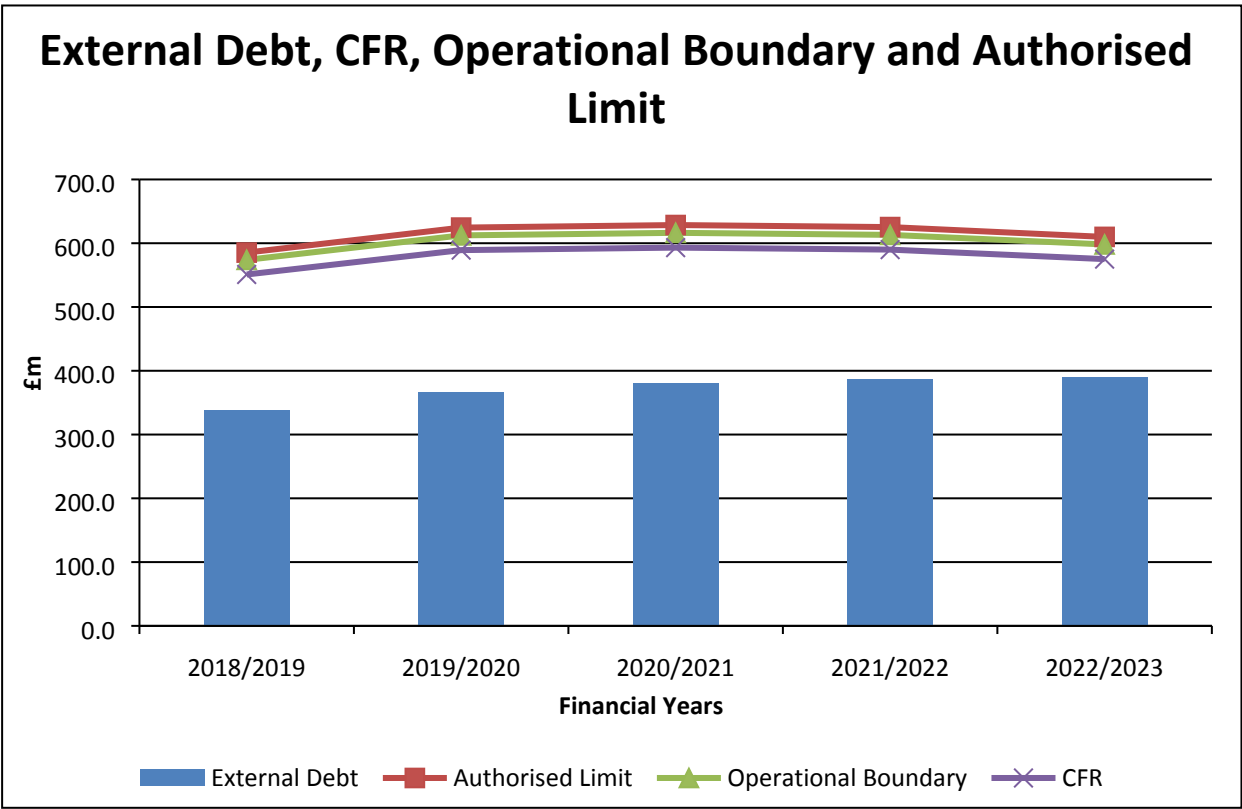
Operational Boundary	2019/2020 £million	2020/2021 £million	2021/2022 £million
General Fund Debt	488.951	488.728	485.326
HRA Debt	123.122	127.327	127.600
Other Long-Term Liabilities	0.200	0.200	0.200
Total	612.273	616.255	613.126

Authorised Limit for External Debt

43. The authorised limit for debt is a key indicator which represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
44. The authorised limit is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
45. 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.
46. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2019/2020 to 2021/2022, 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).
47. There is no allowance in respect of HRA borrowing, so it has been decided that this borrowing should not exceed the CFR.

Authorised Limit	2019/2020 £million	2020/2021 £million	2021/2022 £million
General Fund Debt	501.175	500.946	497.459
HRA Debt	123.122	127.327	127.600
Other Long-Term Liabilities	0.200	0.200	0.200
Total	624.497	628.473	625.259

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



Abolition of the HRA Debt Cap

49. In October 2018 the Prime Minister announced a policy change regarding the abolition of the HRA debt cap. The Chancellor announced in the Budget that the applicable date was 29 October 2018.

Monitoring and Reporting of the Prudential Indicators

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

51. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long-term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the 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.

52. The operational boundary is a key management tool for in-year monitoring. It will not be significant if the operational boundary is breached temporarily on occasions due

to variations in cash flow. However, a sustained or regular trend above the operational boundary is considered significant and will lead to further investigation and action as appropriate.

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

Borrowing Strategy

54. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement) has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are low and counterparty risk is still an issue that needs to be considered.
55. Against this background and the risks within the economic forecast, caution will be adopted with the 2019/2020 treasury operations. The Director of Finance and Procurement 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 an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than projected to be in the next few years.
56. Any decisions will be reported to Cabinet at the earliest meeting following the decision.

Rate and Timing of Borrowing

57. In 2019/2020 one (HRA PWLB) loan of £8 million will mature and become repayable (March 2020). This loan will be refinanced in early 2019 in advance of the repayment date, to minimise the risks associated with any potential interest rate rises.
58. 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.
59. 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.
60. 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.
61. The decision will be made whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

Lender Option Borrower Option (LOBO) Market Loans

62. Wiltshire Council currently has borrowings of £61 million in LOBO loans.
63. 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.
64. 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.

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

Short Term Cash Deficits

66. 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

67. 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)

68. 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.
69. Improved returns may be obtained by placing these surpluses in money market funds. The Director of Finance and Procurement 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.
70. The proposed Investment Strategy for 2019/2020 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.

Policy on Borrowing in Advance of Need

71. 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. Borrowing more than, or in advance of, the Council's needs in order to profit from investment in a non-financial asset should be fully explained within the Council's Capital Strategy.
72. Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid year or annual reporting mechanism.

Debt Rescheduling

73. 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).
74. 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).
75. 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.
76. All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

Annual Investment Strategy

Investment Policy – Management of Risk

77. The MHCLG and CIPFA have extended the meaning of investments to include both financial and non-financial investments. This report deals solely with financial investments, (managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy (a separate report).
78. Council’s investment policy has regard to the following,
- MHCLG Guidance on Local Government Investments (“the Guidance”)
 - CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”).
 - CIPFA Treasury Management Guidance Notes 2018.
79. The Council’s investment priorities will be security first, portfolio liquidity second, then yield (return).
80. The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. The Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means,
- a) Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
 - b) Other information ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as credit default swaps and overlay that information on top of the credit ratings.
 - c) Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

- d) The Council has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in Appendix B under the categories of 'specified' and 'non-specified' investments.
 - a) Specified Investments are those with a high level of credit quality and subject to a maturity limit of one year.
 - b) Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
 - e) Non-specified investments limit. The Council has determined that it will limit the maximum total exposure to non-specified investments to be £30 million, in line with the limits for investments for longer than 365 days.
 - f) Lending Limits, (amounts and maturity) for each counterparty will be set through applying the matrix table in paragraph 86 and 91.
 - g) The Council will set a limit for the amount of its investments which are invested for longer than 365 days (see paragraph 102)
 - h) Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see paragraph 94)
 - i) The Council has engaged external consultants (see paragraph 20) to provide expert advice on how to optimise an appropriate balance on security, liquidity and yield, given the risk appetite of the Council in the context of the expected level of cash balances and need for liquidity throughout the year.
 - j) All investments will be denominated in sterling.
 - k) As a result of the change in accounting standards for 2018/2019 under IFRS 9, the Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years commencing from 1 April 2018)
81. The Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see paragraph 104). Regular monitoring of investment performance will be carried out during the year.

82. Property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.
83. The Council will consider an investment in the CCLA Property Fund (a fund tailored to Local Authorities), and investment limits have been set as per non-specified investments. This would provide additional diversification of the Council's investments and the potential for earning a higher investment yield on the core investment balance.

Changes in Risk Management Policy from 2018/2019

84. The following criteria have been changed from last year,
- a. Monetary lending limits for the following types of investments have been increased from £8 million to £10 million, as comparable with other similar local authorities (see paragraph 89). The previous limits have been in place since the inception of the unitary authority, since which the Council has more surplus cash to invest on a daily basis. The increase in this limit will assist officers in placing funds, as many counterparties only deal in multiples of £5 million.
 - UK incorporated banks (that have a long term credit rating of less than AA but also satisfy the credit rating conditions within this Strategy);
 - Overseas banks (that have a long term credit rating of less than AA but 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

Creditworthiness Policy

85. The Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach, utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard & Poors. The credit ratings of counterparties are supplemented with the following overlays:
- Credit watches and credit outlooks from credit rating agencies;
 - CDS spreads to give early warning of likely changes in credit ratings;
 - Sovereign ratings to select counterparties from only the most creditworthy countries.
86. 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

87. The Link Asset Services creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.
88. Typically, the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalents) 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.
89. 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.
90. 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.

91. 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 £10 million	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);
	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

Changes in Creditworthiness Policy from 2018/2019

92. Following advice from Link Asset Services, the additional minimum requirement for high credit quality, relating to the application of ratings from Fitch, to banks and building societies, has been removed this year.

93. Currently, the Council utilises the creditworthiness service provided by Link Asset Services, and their sophisticated modelling approach, which takes account of a wide variety of credit checks. Therefore, the application of an additional layer of ratings criteria by the Council’s own treasury officers is unnecessary, given the expertise already employed by the Council’s advisors.

Other Limits

94. Due care will be taken to consider the exposure of the Council’s total investment portfolio to non-specified investments, countries, groups and sectors.

a. Non-specified investment limit. The Council has determined that it will limit the maximum total exposure to non-specified investments as being £30 million.

b. Country limit. The Council has determined that it will only use approved counterparties from the UK and countries with a minimum sovereign credit rating of AA- from Fitch. The list of countries that qualify using this credit criteria as at

the date of this report are shown in Appendix C. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

- c. Other limits. Limits in place above will apply to a group of counterparties.

Investment Strategy

95. 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)
96. Greater returns are usually obtainable by investing for longer period. While most cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer term investments will be carefully assessed.
- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term
 - Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

Investment Returns Expectations

97. Bank rate is forecast to increase steadily but slowly over the next few years to reach 2.00% by quarter 1 of 2022. Bank rate forecasts for financial year ends are as follows:

Year	Bank Base Rate
2018/2019	0.75%
2019/2020	1.25%
2020/2021	1.50%
2021/2022	2.00%

98. 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
2018/2019	0.75%
2019/2020	1.00%
2020/2021	1.50%
2021/2022	1.75%
2022/2023	1.75%
2023/2024	2.00%
Later Years	2.50%

99. The overall balance of risks to economic growth in the UK is probably neutral.

100. The balance of risks to increases in Bank Rate and shorter term PWLB rates, are probably also even and are dependent on how strong GDP growth turns out, how slowly inflation pressures subside, and how quickly the Brexit negotiations move forwards positively.

Investment Treasury Indicator and Limit

101. 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.

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

Maximum Principal Sums Invested > 365 days			
	2019/2020	2020/2021	2021/2022
Principal Sums Invested > 365 Days	£30m	£30m	£30m
Current Investments > 365 Days maturing in each year	£0m	£0m	£0m

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

Investment Risk Benchmarking

104. 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

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

Overview and Scrutiny Engagement

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

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

Risks Assessment

112. 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.

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

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

- a) Investment returns are likely to remain low during 2019/2020 but to be on a gently rising trend over the next few years.

- b) Borrowing interest rates have been volatile so far in 2018/2019 and have increased modestly since the summer. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when authorities may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt;
- c) There will remain a cost of carry (the difference between higher borrowing costs and lower investment returns), to any new long term borrowing that causes a temporary increase in cash balances, and this position will, most likely, incur a revenue cost.
- d) It is unlikely that MPC will increase Bank Rate (from 0.75%) in February 2019, ahead of the deadline in March for Brexit. The next increase in Bank Rate is therefore forecast to be in May 2019, followed by increases in February and November 2020, before ending up at 2.0% in February 2022.

Financial Implications

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

Legal Implications

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

Options Considered

117. 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.

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

Proposals

119. The Cabinet is requested to recommend that the Council approves and adopts the Treasury Management Strategy for 2019/2020, as follows,

- a. Adopt the Minimum Revenue Provision Policy (paragraphs 32 – 34)
- b. Adopt the Prudential and Treasury Indicators (paragraphs 24 – 31, 40 – 49 and Appendix A)

- c. Adopt the Annual Investment Strategy (paragraph 77 onwards) including the ratification of the adjustment of the minimum requirement for high credit quality, the limits for certain counterparties and the ability to invest in the CCLA property fund
- d. Delegate to the Interim Director of Finance and Procurement the authority to vary the amount of borrowing and other long term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
- e. Authorise the Interim Director of Finance and Procurement 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 Interim Director of Finance and Procurement the authority to select such funds

Becky Hellard
Interim Director, Finance and Procurement

Alistair Cunningham
Corporate Director Growth, Investment & Place

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Background Papers

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

None.

Appendices

- Appendix A Prudential and Treasury Indicators 2019/2020, 2020/2021 & 2021/2022
- Appendix B Specified and non-specified Investments
- Appendix C Approved countries for investments
- Appendix D Treasury Management Scheme of Delegation
- Appendix E Role of the Section 151 Officer

Capital 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 code.

Affordability Prudential Indicators

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

Ratio of Financing Costs to Net Revenue Stream

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

	2017/2018 Actual (%)	2018/2019 Estimate (%)	2019/2020 Estimate (%)	2020/2021 Estimate (%)	2021/2022 Estimate (%)
General Fund	5.5	5.8	6.3	7.4	7.5
HRA	14.5	14.6	14.4	15.1	15.8

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

Maturity Structure of Borrowing

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

Maturity Structure of Fixed Interest Rate Borrowing 2019/2020		
	Lower (%)	Upper (%)
Under 12 months	0	25
12 months to 2 years	0	25
2 years to 5 years	0	45
5 years to 10 years	0	75
10 years and above	0	100

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

Control of Interest Rate Exposure

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

Interest rate exposures	2019/2020	2020/2021	2021/2022
	Upper Limit (%)	Upper Limit (%)	Upper Limit (%)
Limits on fixed interest rates based on net debt	100	100	100
Limits on variable interest rates based on net debt	50	50	50

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

Specified Investments.

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

Non-Specified Investments.

2. These are any investments which do not meet the specified investment criteria.
3. A maximum of £30 million will be held in aggregate non-specified investments.
4. A variety of instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.
5. The criteria applying to institutions or investment vehicles are as follows,

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

Non-Specified Investments		
Term Deposits with Banks and Building Societies	Purple Yellow	2 years 5 years
UK Government Gilts	UK sovereign rating	50 years
Property Fund (CCLA)	N/A	N/A

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

Accounting treatment of investments.

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

Monitoring of Investment Counterparties

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

Approved Countries for Investments

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

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

Treasury Management Scheme of Delegation

Full Council

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

Cabinet

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

Scrutiny – Finance Task Group

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

The Treasury Management Role of the Section 151 Officer

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

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

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Wiltshire Council

Cabinet

5 February 2019

Subject: Local Government Act 2003: Section 25

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

Key Decision: Non-Key

Introduction

1. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and the Council Tax precept, the Chief Finance Officer must report to it on the following matters:
 - The robustness of the estimates made for the purposes of the Council Tax requirement calculations
 - The adequacy of the proposed financial reserves
2. The Council is required to have due regard to this report when making decisions on the budget.
3. In determining the opinion, the CFO has considered the financial management arrangements and control frameworks that are in place, the underlying budget assumptions, the adequacy of the business planning process, the financial risks facing the Council and the level of reserves.
4. In the context of this opinion section 25 of the Local Government Act 2003 focusses primarily on the budget year 2019/20 and the risks and uncertainties within that timeframe. However, future uncertainties particularly relevant to longer term delivery of recurrent savings and ongoing pressures of increasing demands on services and the need to maintain adequate reserves and balances in the medium term

Robustness of Estimates

Financial management and control frameworks

5. The external auditors gave an unqualified opinion on the accounts for the Council and the pension fund for 2017/18. This reflects the fact that the authority has proper and robust financial management and controls in place for that year. There have not been any significant changes to the financial management and control environment since 2017/18. Further to this, the external auditors gave an unqualified value for money conclusion for 2017/18. The conclusions are based upon whether the

organisation has proper arrangements in place for securing financial resilience and for challenging how it secures economy, efficiency and effectiveness.

6. The Director of Finance has responsibility for ensuring that an effective system of internal control is in place and identify any areas for improvement where appropriate. The Audit Committee receives regular updates on internal controls as well as the Annual Governance Statement which clearly identifies the strength of the governance arrangements in place on an annual basis and approves improvement plans where relevant.
7. All members and officers are required to work within the governance framework of the Council which is set out in Standing Orders and Financial Regulations and supported by policies and procedures. The Council requires officers to complete mandatory training on an annual basis to ensure that officers are fully up to date on latest governance and legislative frameworks
8. There is rigorous system for budget monitoring and reporting, with Cabinet and the Audit Committee receiving regular reports throughout the financial year. Mitigation plans are submitted where there are variances between budget and actual spend or income. Finance challenge budget managers regarding forecasts on a monthly basis and senior management receive full monthly budget reports to review and challenge as necessary.

Medium Term Financial Plan

9. The MTFP has been reviewed in full and updated for future years including an extension to cover a 5-year period. It includes all known changes to funding levels as well as estimates for those funding streams for which we have not received confirmation. All estimates have been triangulated as far as is possible.
10. All current savings have been tested for deliverability and where adjustments have been required these have been made and substitute savings have been identified where current savings have not been fully deliverable.
11. Financial risks have been assessed and quantified where appropriate, either provision has been made or mitigations have been identified. The key risks in the budget are mainly in relation to demand led budgets in particular Social Care, Waste and Dedicated Schools Grant, all of which are under significant pressure in the current year. There are mitigation plans in place to manage these pressures.
12. The construction of the budget for 2019/20 and examination and validation of the budget proposals has been subject to challenge by the Council's leadership team, Heads of Finance and service directors. Further scrutiny of the MTFP and budget proposals has been undertaken by the Financial Planning Task Group which is a cross party subcommittee of the Audit Committee.

Consultation

13. The Council will continue to strive to deliver efficient services that provide value for money. Budget proposals will be prepared following budget guidance and these will be made available for public consultation.
14. The Council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs will also identify potential mitigation where applicable.
15. The Council maintains its strong commitment to equality, believing that all groups and individuals within the community and its workforce have equal opportunity to benefit from the services and employment it provides. EIAs help the Council to arrive at informed decisions and to make the best judgements about how to target resources.
16. Consultations are held in January and February. These include schools forum, housing board, Overview and Scrutiny Management Committee, and Financial Planning Task Group. Detailed feedback will be taken to full Council.

Budget Assumptions

Government Grant and Business Rates Retention

17. The Government gives funding to local authorities through the SFA, and separate core grants. The SFA is split into two parts: The Revenue Support Grant and the Baseline Funding, or as it is sometimes known, the Business Rates Retention Scheme, which is meant to reflect our needs based assessment. Wiltshire's latest allocation shows a 14% reduction in the SFA from 2017/18.

	2018/19	2019/20	18/19 to 19/20 Change	18/19 to 19/20 Change
	£m	£m	£m	%
Revenue Support Grant	8.050	0.000	(8.050)	-100%
Business Rates Retention	55.620	57.390	1.770	3%
Total	63.670	57.390	(8.598)	-14%

18. Whilst the final settlement is likely to be confirmed in February 2019, it should be noted that at the time of writing this report further details on a number of grants are still to be confirmed. Any additional monies received from final settlements, unless ring-fenced, will be set aside in the General Fund reserves.

19. At present the Council is allowed to retain a proportion of the Business rates income collected. Most of the rest is paid to central government. It is proposed that this could be changed as part of the future fairer funding review.

Council Tax

20. The band D Council Tax proposed for 2019/20 is £1,456.87 (£270.997 million [Council Tax and ASC Levy] divided by 186,013.00 tax base). The band D Council Tax for 2018/19 was £1,414.57.

21. Across the bandings that equates to the following:

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
971.25	1133.12	1295.00	1,456.87	1,780.62	2,104.37	2,428.12	2,913.74

22. The precepts for the Office of the Police & Crime Commissioner for Wiltshire & Swindon and Dorset and Wiltshire Fire and Rescue Service are yet to be finalised and approved for 2019/20, and as such no change to the Council Tax element for these precepts has yet been made in this report. It is hoped these figures will be available for cabinet but will be included for Full Council.

23. In Wiltshire, there are 252 parishes and town Councils. Each of these bodies has precepting powers and we are currently waiting to hear back from some of these bodies; who are working to a deadline of 25 January 2019. Given the scale of the number of such Councils, the detailed affect for each will be set out in an appendix to Council to show the movement for each parish and town on top of that for Wiltshire Council, the fire and police organisations

Tax base & Collection Fund

24. The December 2018 Cabinet approved the band D tax base of 186,013.00 for 2019/20 (was 182,705.43 in 2018/19). The Council Tax Requirement has been identified as £270.997 million (£258.450 million in 2018/19), inclusive of the social care levy.

Interest Rates

25. Investment income returns are budgeted at 1% for 2019/2020. The cost of borrowing for Wiltshire Council is 3.75%, however the average cost of new borrowing would be 3.1% (assume 25-year PWLB rates).

Inflation

26. The Consumer Price Index (CPI) measure of inflation has been falling from a peak of 3.1% in November 2017 to 2.4% in October. In the November Bank of England quarterly inflation report, inflation was forecast to still be marginally above its 2% inflation target two years ahead, (at about 2.1%), given a scenario of minimal increases in Bank Rate. This inflation forecast is likely to be amended upwards due

to the Bank's inflation report being produced prior to the Chancellor's announcement of a significant fiscal stimulus in the Budget.

Capital Programme

27. Cabinet's proposed capital programme for 2019/20 to 2023/24 is attached at Appendix 1E, along with the indicative sources of funding available. The programme for 2019/20 proposes a total value of £172.935 million of works.

Capital Expenditure	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	Estimate	Estimate	Estimate	Estimate	Estimate
	£million	£million	£million	£million	£million
General Fund	136.991	59.636	41.665	30.698	39.428
Housing Revenue Account (HRA)	15.944	15.145	10.232	9.831	9.780
Commercial Activities/Non-financial investments*	20.000	21.000	21.000	21.000	22.000
Total	172.935	95.781	72.897	61.529	71.208

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

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

Financing of Capital Expenditure	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	Estimate	Estimate	Estimate	Estimate	Estimate
	£million	£million	£million	£million	£million
Capital Receipts	9.567	3.500	0.000	0.000	0.000
Capital Grants & Contributions	71.628	33.693	25.403	25.220	25.220
Capital Reserves	0.000	0.000	0.000	0.000	0.000
Revenue	0.000	0.000	0.000	0.000	0.000
HRA	12.807	13.839	10.232	9.831	9.780
Net Financing Need (Borrowing)	78.933	44.749	37.262	26.478	36.208

29. By maintaining a prudent and low borrowing forecast for 2019/20 it has a positive resulting impact on the general fund expenditure as regards the cost of repaying borrowing.

HRA

30. The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account accumulates and reports all transactions relating to, or associated with, local authority-owned housing. It is ring fenced which means that money cannot be paid into or out of it from the General Fund. In addition, it is not legal to run a deficit on the account.

31. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new social housing to replace properties that have been sold under the Government's Right to Buy scheme

Business Planning process

32. The Business Planning process for 2019/20 and future years has been undertaken alongside the development of the MTFP to ensure that the Corporate Priorities are expressed in financial terms in the MTFP and all the priorities are fully resourced.

33. The approach has been informed by the Corporate Plan and underpinned by updated service plans with a key focus on the four priorities of the Council:

- Growing the Economy
- Strong communities
- Protecting the vulnerable
- Working with our partners

Financial Risks

34. There are significant cost pressures arising from changing demographics and a growing population. These leads to increase demand for adult and children services, as well as other services across the Council.

35. The Delivery of Savings continues to remain a major risk. Regular monitoring and reporting is in place to mitigate against this. The size of the budget savings has increased the risk, and any non-achievement would require in year compensating savings to be identified.

36. Many of the saving proposals include service transformation. This will be closely reviewed and monitored to identify both cost and performance implications of the changes

37. The outcome of the European Union Referendum, together with other global financial issues, will have financial implications. These will be closely monitored and

considered. It is too early to estimate the full extent of any financial impact arising from these changes. As part of Council planning a £0.150 million reserve has been set up.

38. There is still uncertainty in the overall Local Government finance position. The government has promised to consult further on the fairer funding model for local government. This included business rates retention, changes to new homes bonus, reductions in ring fenced grants and possible new burdens. This means the Council faces a challenging time in balancing the budget and developing the medium term financial strategy.

39. Service changes has meant that in some areas the capacity to deliver future changes will need to be closely monitored.

Adequacy of Reserves

40. Sections 32 and 43 of the Local Government Finance Act 1992 requires a local authority to have due regard to the level of balances and reserves needs for meeting future estimates of future expenditure when calculating the Council Tax requirement. Further to this a local authority is not permitted to allow its spending to exceed its available resources which would result in a deficit.

41. Balances and reserves are held for three primary purposes:

- A working balance to help cushion the impact of cash flows
- A contingency to cushion the impact of unexpected events and emergencies
- Earmarked reserves to meet known and predicted liabilities

42. As part of the budget setting process, the levels of balances and reserves will be reviewed and determined ensuring that the level is justifiable in the context of local circumstances. The Section 151 officer (Director of Finance) has reviewed the level in order to ensure a prudent level of balances that reflects a full risk assessment commensurate with the risks that the Council faces and the context within which the authority operates.

43. The level of general balances will be approved by Council alongside the level of Council Tax. The Council's external auditor reviews the level of balances and reserves as part of their annual audit opinion.

44. The delivery of the 2018/19 budget is monitored closely and Cabinet received regular updates on its revenue, capital, schools and housing budgets. The latest forecast at Period 9 (December 2018) as set out at cabinet on 5 February agenda reports forecast year-end balanced budget, after appropriate action. It remains vitally important that all approved savings plans are delivered as not delivering services would add to the level of savings required in 2018/19 budget setting process.

45. The Medium Term Financial Plan for 5-year period has been reviewed and all assumptions validated to ensure that levels of future demand on services, inflation factors as well as deliverability of existing and future savings are prudent and de risked as far as possible. The MTFP has no drawdown of reserves other than those specified from earmarked reserves. The priority for use of earmarked reserves is to fund demand management strategies to mitigate risks.

46. The Risk Assessed Levels of Balances 2019/20 and previous years are as follows

	Year ended 31 st March				
	2019 £ million	2020 £ million	2021 £ million	2022 £ million	2023 £ million
General Fund Reserve risk assessment	11.6	11.6	11.6	12.0	12.0
Current General Fund Projections	12.0	12.0	12.0	12.0	12.0
Reserves sufficient	☑	☑	☑	☑	☑

47. The forecast levels of ear marked reserves are set out below as at March 2019 and the forecast for future years over the period of the MTFP.

Reserve	31-Mar-18	31-Mar-19	31-Mar-20	31-Mar-21	31-Mar-22
Locally Managed Schools Balances	(5,930)	(4,264)	(3,264)	(2,264)	(1,264)
Insurance Reserve	(3,239)	(3,239)	(3,239)	(3,239)	(3,239)
PFI Reserve	(3,873)	(3,695)	(3,415)	(3,135)	(2,855)
Elections Reserve	(200)	(200)	(400)	(600)	0
Revenue Grants Earmarked Reserve	(6,714)	(5,714)	(4,714)	(3,714)	(2,714)
PFI Housing Scheme Earmarked Reserve	(2,851)	(2,596)	(2,436)	(2,276)	(2,116)
Single View of the Customer Reserve	(829)	(311)	0	0	0
Enabling Fund	(5,227)	(600)	0	0	0
Business Rates Equalisation Fund	(4,828)	0	0	0	0
Housing Benefit Subsidy Clawback	(500)	0	0	0	0
Childrens Management System	(325)	0	0	0	0
Disabled Facilities Grant	(273)	0	0	0	0
Waste Transformation	(1,250)	0	0	0	0
Capital Financing	(3,300)	(6,000)	(4,500)	(3,000)	(1,500)
Development of Local Plan	(500)	(1,000)	(1,500)	0	0
Other Small EMR	(648)	0	0	0	0
Total	(40,487)	(27,619)	(23,468)	(18,228)	(13,688)

48. Dedicated Schools Grant Allocation 2019/20

Dedicated schools grant: 2019-20 Initial allocations local authority summary - December 2018	2019-20 schools block (£million)	2019-20 central school services block allocation (£million)	2019-20 high needs block allocation (£million)	2019-20 early years block (£million)	2019-20 total DSG allocation (£million)
865 Wiltshire	[A]	[B]	[C]	[D]	[E]
2019-20 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by ESFA	275.215	2.570	40.451	26.769	345.005

Recommendation

49. To note this report and consider this as part of the budget setting process.

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Interim Director for Finance

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Wiltshire Council

Cabinet

5 February 2019

Subject: Capital Strategy 2019/2020

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

Key Decision: Key

Executive Summary

This report presents the Capital Strategy for 2019/2020 as well as sets the Capital Programme for 2019/2020 with future years projected to 2023/2024.

The Capital Strategy is a new annual requirement that must be authorised by Full Council.

The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.

Proposals

Cabinet is requested to recommend that Full Council:

- a) Adopts the Capital Strategy 2019/2020
- b) Approves the Capital Programme 2019/2020-2023/2024
- c) Adopts the non-financial investment indicators (paragraph 46)

Reasons for Proposals

To enable the Council to agree a Capital Strategy for 2019/2020, approve the Capital Programme 2019/2020-2023/2024 and set non-financial investment indicators that comply with statutory guidance and reflect best practice.

Alistair Cunningham

Corporate Director Growth, Investment & Place

Wiltshire Council

Cabinet

5 February 2019

Subject: Capital Strategy 2019/2020

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

Key Decision: Key

Purpose of Report

1. This report asks the Cabinet to consider and recommend that the Council approve the Capital Strategy for 2019/2020; the Capital Programme 2019/2020-2023/2024 and the associated non-financial investment indicators.

Background

2. The Prudential code for Capital Finance in Local Authorities (2017) introduced a new requirement for Local Authorities to prepare an annual Capital Strategy to be authorised by Full Council.
3. The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.
4. “The Capital Strategy is intended to give a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future sustainability.” (Para 21 Prudential code)
5. The Capital Strategy does not duplicate more detailed policies, procedures or plans; it is intended to sit above and reference these to allow those seeking more detail to know where to find it.
6. This strategy also encompasses the requirements of the new legislation regarding Non-Financial Assets which are held primarily or partially to generate a profit such as investment property portfolios. These requirements are clearly set out in the statutory guidance on Local Government Investments (3rd edition).

7. Capital Expenditure is defined within the Chartered Institute of Public Finance and Accountancy's (CIPFA) Accounting Code of Practice as;

“...Expenditure that results in the acquisition, construction, or the enhancement of non-current assets (tangible or intangible) in accordance with proper practices... All other expenditure must be accounted for as revenue expenditure unless specifically directed by the Secretary of State. “

CAPITAL EXPENDITURE

Capital Programme

8. The Capital Programme is approved by Full Council annually. The proposed Capital Programme 2019/2020-2023/2024 is attached as Appendix A.
9. The Capital Programme sets out the capital projects that the Council plans to invest in over the next 5 years from 2019/2020 to 2023/2024; the amount of budget per project per year and the indicative sources of funding.
10. The Capital Programme has been reviewed and all figures validated, amended and reprofiled in consultation with Capital Project Leads where necessary.
11. The revenue impacts (e.g. interest payable and minimum revenue provision) of the proposed capital programme 2019/2020-2023/2024 have been factored into the 2019/2020 revenue budget setting process and MTFS.
12. Schemes in the Capital Programme have been re-aligned into areas of Corporate Director responsibility and business plan priority.
13. The current Flexible Use of Capital Receipts Directive allows revenue costs of transformation of services to be capitalised up until 2021/2022. A review of services currently undergoing transformation has been carried out and those costs that are capitalisable have been added to the 2018/2019 Capital Programme (current year) and 2019/2020-2023/2024. This allows for revenue savings to be realised or non-recurring revenue growth to be avoided.
14. The key objectives of Wiltshire Council's Capital Programme are to ensure;
 - Capital assets are used to support the delivery of corporate priorities and council services (including the Housing Revenue Account (HRA)) in line with the Council's 4 key business plan priorities;
 - Expenditure is aligned to the Council's Asset Management Plan and HRA Business Plan to ensure that buildings and infrastructure, such as schools, roads and housing dwellings are fit for purpose and in a suitable condition to deliver services to the communities they serve;

- All investments are affordable, sustainable and financially prudent;
- Expenditure supports and enhances service delivery and/or generates revenue savings or income streams.

15. In setting the Capital Programme, the Council will strongly consider projects that can generate new or additional future on-going income revenues to replace reducing grant funding and enable services that are required by the community to be provided. Opportunities will also be explored to develop new ways of relieving future pressures.
16. The Council will look to maximise opportunities to secure external funds and work with partners, both private and other government agencies, to increase the overall level of investment within Wiltshire to support priorities and economic development.
17. Capital projects within the Capital Programme are aligned to the Council's key priorities as set out in the Wiltshire Council Business Plan 2017-2027. These key priorities are:

- **Growing the Economy**

We want to continue sustainable growth in our communities, and grow the skills of the local workforce so that we can continue to attract and retain high value businesses in Wiltshire. To do that we also recognise we need to have high quality schools, colleges and Higher Education provision, good transport networks and employment sites, as well as sufficient housing in clean, safe and attractive environments.

Capital projects include Chippenham Station Hub; Highways Structural Maintenance, LED Street Lighting and Refurbishment of the Council's Housing Stock.

- **Stronger Communities**

We want people in Wiltshire to be encouraged to take responsibility for their well-being, build positive relationships and to get involved, influence and take action on what's best for their own communities – we want residents to succeed to the best of their abilities and feel safe where they live and work.

Capital projects include Health & Wellbeing Centres; Schools Basic Need; Special Schools and Schools Maintenance & Modernisation.

- **Protecting Those Who Are Most Vulnerable**

We want to build communities that enable all residents to have a good start in life, enjoying healthy and fulfilling lives through to a dignified end of life. We will provide people with the opportunities and skills to achieve this by investing in early intervention, prevention and promoting community inclusivity. Where care is needed, health and social care will be delivered seamlessly to the highest

standards. For the most vulnerable we will work closely with health and the voluntary sector to provide appropriate, local, cost efficient and good quality care packages, support and facilities.

Capital projects include Disabled Facilities Grants and Adults Social Care Transformation.

- **An Innovative and Effective Council**

Looking ahead, we must continue to be innovative in how we work. Doing things differently means that some difficult decisions will need to be made – these may not always be universally popular – but they will be necessary so that the rising demand for some services can be met. We will also focus on generating income by adopting a more commercial approach in what we do and seizing the opportunity to work with businesses for mutual benefits. By working closely with communities, businesses and public-sector partners we can achieve so much more and together we can make Wiltshire an even better place in which to live, work and visit. We will continue to make Wiltshire a special place where communities are strong, more connected and able to cope with any challenges they face.

Capital projects include those that are cross-cutting; aiming to transform services or facilitating a more commercial approach such as a Housing Company, Commercial Investment, ICT Schemes, SAP Enhancement and Microsoft Navigator.

18. A copy of the Capital Programme 2019/2020-2023/2024 is attached as Appendix A. The following table provides a summary of the Capital Programme:

Business Plan Priority	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	TOTAL	
	£m	£m	£m	£m	£m	£m	%
Growing the Economy	74.629	46.308	29.052	28.651	28.600	207.240	43.7
Stronger Communities	51.556	16.410	13.783	4.700	6.700	93.149	19.6
Protecting the Vulnerable	3.600	3.000	3.000	3.000	3.000	15.600	3.3
An Innovative and Effective Council	43.150	30.063	27.062	25.178	32.908	158.361	33.4
TOTAL	172.935	95.781	72.897	61.529	71.208	474.350	100.0

19. The Capital Programme for 2019/2020 proposes a total value of £172.935 million of capital works. This maintains a long-term Capital Programme in the region of £474.350 million for the period 2019/2020 to 2023/2024.
20. Major schemes over the period 2019/2020-2023/2024), consisting of 63% of the overall Capital Programme are as follows:

Capital Scheme	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	TOTAL
	£m	£m	£m	£m	£m	£m
HRA Refurbishment of Council Stock	9.383	9.634	9.959	9.634	9.779	48.389
Structural Maintenance	21.139	13.139	13.139	13.139	13.139	73.695
Housing Company	10.000	10.000	10.000	10.000	10.000	50.000
Commercial Development Investment	10.000	10.000	10.000	10.000	10.000	50.000
ICT Schemes	13.256	2.326	2.527	2.178	8.908	29.195
Basic Need	24.230	0.873	0.400	0.400	0.400	26.303
Special Schools	0.100	10.000	8.900	0.000	0.000	19.000
TOTAL	88.107	55.971	54.925	45.351	52.227	296.581

21. Further detail on these major schemes is as follows:

HRA Refurbishment of Housing Stock

This scheme is the cyclical repairs and maintenance on the council's housing stock e.g. bathrooms, kitchens, roofs boilers etc. The total budget for this scheme over the period 2019/2020-2023/2024 is £48.389 million in line with the HRA business plan.

Structural Maintenance

This scheme includes the resurfacing of roads, reactive patching, surface dressing, drainage and pothole repairs. The total budget for this scheme over the period 2019/2020-2023/2024 is £73.695 million and is primarily funded by external grants from Central Government but also has an element that is topped up by Wiltshire Council through external borrowing.

Housing Company

This scheme relates to the setting up of a local housing development company within Wiltshire to meet a range of strategic housing needs facing the council that cannot easily be addressed by the Council's current approaches. Accommodation to meet the needs of specific vulnerable households in a timely manner from the existing housing stock in Wiltshire is not a priority for the Council's registered provider partners. The Council procures accommodation for homeless households that is costly and the quality and cost could be improved by private rented sector accommodation provided by a local housing company.

The Council has a successful programme of asset disposal. Over the next three years the Council estimates that it may be able to offer to the market sites capable of residential development which subject to planning permission could deliver over 500 units of accommodation. If the Council were to establish a local development company not only would it enable the strategic housing needs across the County to be better met it would also increase the potential return that could be generated from the developments.

A number of Local Authorities have established wholly owned local housing companies and development companies and there is a track record and body of professional advice to help establish such bodies.

Further details on this scheme are published in the cabinet report: Establishing a Local Housing company and local development company, 15 January 2019.

The total budget for this scheme over the period 2019/2020-2023/2024 is £50.000 million and will be funded by external borrowing which is to be funded by revenue savings generated by the service.

Commercial Development Investment

This scheme relates to the investment estate within Wiltshire. This includes investment in our existing estate as well as new investment in order to maximise revenue generation. The total budget for this scheme over the period 2019/2020-2023/2024 is £50.000 million and will be funded by external borrowing which is to be funded by revenue savings generated by the service.

ICT Schemes

This scheme relates to investment in the ICT infrastructure, upgrading of key applications, replacement and refresh of devices, cyber security, network access control, cloud migration and the implementation of Microsoft recommendations from the digital programme. The total budget for this scheme over the period

2019/2020-2023/2024 is £29.195 million and will be funded by a mixture of external borrowing and capital receipts.

Basic Need

This scheme relates to the provision of additional pupil places in our schools to meet the ends of local communities through school accommodation expansion. The total budget for this scheme over the period 2019/2020-2023/2024 is £26.303 million and is funded by external grants from Central Government.

Special Schools

This scheme relates to the proposed provision in a new centre of excellence for pupils with special needs and disabilities. The proposal is that it will be developed at Rowdeford near Devizes to match the excellent facilities at Exeter House, Salisbury.

A purpose-built special school will address the need for an additional 220 SEND places for Wiltshire while providing:

- Great teaching from well-trained, caring specialist dedicated staff
- The right facilities and support; hydro-pools, sensory rooms, physio, open outdoor space, speech and language therapy and family care
- Strong community links with cafes, community gardens and public playing fields
- Closer links between SEND schools, and greater support for all mainstream schools
- Links with specialist nurseries offering children with special needs seamless attention from very small to teenage years
- Good road routes to both sites which are central to the home locations of children and young people with SEND with space to expand

There is a statutory consultation into the future vision for special schools in Wiltshire that closes on 1 March 2019. The final decision on the vision for SEND will be made at Wiltshire Council's cabinet meeting in March after completion of the consultation.

Capital Financing

22. The Capital Programme financing can be summarised as follows:

	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	TOTAL	
	£m	£m	£m	£m	£m	£m	%
Grants & Contributions	71.628	33.693	25.403	25.220	25.220	181.164	38.2
Capital Receipts	9.567	3.500	0.000	0.000	0.000	13.067	2.8
Borrowing	49.933	18.454	16.262	5.478	14.208	104.335	22.0
Borrowing (Funded by service revenue savings)	29.000	26.295	21.000	21.000	22.000	119.295	25.1
HRA	12.807	13.839	10.232	9.831	9.780	56.489	11.9
TOTAL	172.935	95.781	72.897	61.529	69.208	474.350	100.0

23. The Council seeks to utilise a wide range of funding to support its Capital Programme, maximising external funding opportunities, such as grants and contributions, and limiting internal sources, such as revenue funding. Capital funding sources are described below.

24. **Grants & Contributions** - Grant funding is one of the largest sources of financing for the Capital Programme. The majority of grants are awarded by Central Government departments, but some are received from other external bodies. Grants can be specific to a scheme, have conditions attached (such as time and criteria restrictions), or are for general use. S106 deposits account for the majority of capital contribution funding; these deposits are ringfenced for particular projects as defined in the individual S106 agreements.

25. **Capital Receipts** - The income received over the value of £10,000 from the disposal of Fixed Assets or the repayment of loans for capital purposes is defined as a capital receipt. They can normally¹ only be used to fund capital expenditure or repay debt. Some capital receipts have additional restrictions on their use. The Council seeks to obtain the highest possible receipt achievable from each disposal after considering wider community or service benefits and ring-fences receipts generated from the disposal of HRA assets to fund HRA projects.

26. **Borrowing** - The Council can determine the level of its borrowing for capital financing purposes, based upon its own views regarding; the affordability, prudence and sustainability of that borrowing, in line with the CIPFA Prudential Code for

¹ The Secretary of state can issue directives to allow exceptions to this rule such as the "Flexible use of Resources directive".

Capital Finance. Borrowing levels for the Capital Programme are therefore constrained by this assessment and by the availability of the revenue budget to meet the cost of this borrowing which is built into the Council's Medium Term Financial Strategy (MTFS).

27. **Borrowing (funded by service revenue saving)** – There are a small number of schemes in the Capital Programme that are funded by borrowing where the anticipated revenue saving arising from the capital investment will be utilised to fund the costs of borrowing. These schemes are:

Capital Schemes	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	TOTAL
	£m	£m	£m	£m	£m	£m
LED Street Lighting	7.000	5.295	0.000	0.000	0.000	12.295
Chippenham HIF	2.000	0.000	0.000	0.000	0.000	2.000
Commercial - Housing Company	10.000	10.000	10.000	10.000	10.000	50.000
Commercial Development Investment	10.000	10.000	10.000	10.000	10.000	50.000
Commercial - Local Development Company	0.000	1.000	1.000	1.000	2.000	5.000
TOTAL	29.000	26.295	21.000	21.000	22.000	119.295

28. **HRA** – Capital expenditure for the Housing Revenue Account (HRA) is ringfenced from general fund capital expenditure and is financed by a combination of HRA borrowing and use of the major repairs reserve.
29. **Revenue Funding** - The Council can use revenue resources to fund capital projects on a direct basis. However, given the pressures on the revenue budget of the Council, there are currently no plans to finance any of the current capital programme by revenue funding and it is unlikely that the Council will choose to undertake this method of funding in the future if other sources are available.

Pipeline

30. The Capital Programme is approved annually at the budget setting meeting by Full Council.
31. All additions to the Capital Programme in year must be approved by the Director Finance & Procurement (s151 Officer) and are reported to Cabinet as part of the budget monitoring reporting process.

32. All proposed schemes requiring capital investment must provide business cases including the following minimum information:
- A description of the scheme;
 - The estimated financial implications, both capital and revenue, to be signed off by Accountancy;
 - The expected outputs, outcomes and contribution to the Councils Key Priorities per the Business Plan;
 - Any urgency considerations (e.g. statutory requirements or health and safety issues).
33. New capital bids will only be considered in the following circumstances:
- To meet statutory obligations for e.g. new schools' places;
 - To maximise use of existing assets in order to reduce revenue costs;
 - To deliver long term sustainable savings;
 - To meet Health and Safety requirements;
 - 'Invest to save' proposals to pump prime the delivery of revenue savings;
 - To create sustainable income streams – Business Rates and Council Tax;
 - To earn income – Rents, Interest and Dividends;
 - To address major infrastructure investment and deliver wider economic growth;
 - Where new projects are funded by external sources.
34. In completing Capital Bid forms, realistic estimates of phasing of capital spend between years must be used. There should be robust evidenced estimates based on identifiable project milestones and timescales which will be subject to scrutiny. Bids must also indicate on the Capital Bid form how the project meets Council priorities.
35. During the autumn Directors and Members meet to discuss the proposals, prioritising them against the strategic aims of the Council and assessing their affordability against risks and future funds that may become available. These proposals along with the approved Capital Programme are then presented to Cabinet in February and referred to Full Council for approval; thereby setting the full capital programme for the next 5 years.

Capitalisation

36. The Council has a set of Accounting Policies that are approved annually by the Audit Committee that set out the Council's approach to capitalisation and are based upon guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and take account of local circumstances.

37. The approved Accounting Policies are published within the Statement of Accounts and include policies on all the key accounting matters that affect the figures and disclosures in the statements.
38. Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred. The Council does not have a fixed de-minimis level for the recognition of capital expenditure, but recognises expenditure as capital where appropriate.

Flexible Use of Capital Receipts

39. In December 2017, the Secretary of State announced, alongside the provisional local government finance settlement, the continuation of the capital receipts flexibility programme for a further 3 years up to and including 2021/2022, to give local authorities the continued freedom to use capital receipts from the sale of their own assets (excluding right to buy receipts) to help fund the revenue costs of transformation projects and release savings. The strategy will be updated as further announcements are made.
40. Costs of service transformation have been reviewed as part of the 2019/2020 Capital Programme and these costs have been added to the programme for 2019/2020 where appropriate to be funded by the flexible use of capital receipts. A review will be conducted annually to determine what, if any, costs can be funded from capital receipts in the following year.

Asset Management Plan

41. The council's Asset Management Plan (revised version also under review by Cabinet as part of this agenda) sets out the strategic approach to managing the council's land and property assets, and brings together the relevant asset management policy frameworks. These frameworks support the overall approach of managing assets by portfolio and include areas such as disposals and acquisitions, as well as active management of the council's operational, commercial, and rural stock.
42. Wiltshire Council has a strategic and commercial approach to managing assets, this will be clearly set out in the Asset Management Plan. The council shares resources with other public services and uses technology, buildings and other assets flexibly to maximise value and reduce costs.

43. We develop community campuses and hubs in towns across Wiltshire to enable public services to co-locate and improve customer service. This development programme also helps us reduce the numbers of buildings we own and their associated repair and maintenance costs.
44. As buildings are freed up we create opportunities for commercial lettings of spare space or development opportunities for jobs and homes. Any capital receipts are re-invested in improving facilities elsewhere, or used for enabling strategic land purchases for development, employment or investment.

Restrictions on Borrowing

45. In October 2018, Central Government announced a policy change of abolition of the HRA debt cap. The Chancellor announced in the Budget that the applicable date was 29 October 2018.

DEBT AND BORROWING AND TREASURY MANAGEMENT

Debt & Borrowing

46. 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) 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.
47. The following table shows the Council's projection of external debt and internal borrowing over the next 5 years:

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	£million	£million	£million	£million	£million
CFR – General Fund	466.056	465.755	462.375	447.273	440.737
CFR – HRA	123.122	127.327	127.600	127.797	127.797
Gross Borrowing – Gen Fund	249.198	258.425	264.556	267.295	271.399
Gross Borrowing – HRA	117.257	121.463	121.735	121.933	121.933
CFR not funded by gross borrowing – General Fund	216.858	207.330	197.819	179.978	169.338
CFR not funded by gross borrowing – HRA	5.865	5.865	5.865	5.865	5.865

48. Against this background and the risks within the economic forecast, caution will be adopted with the 2019/2020 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.

Minimum Revenue Provision (MRP) Policy

49. 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.
50. The Council sets its MRP Policy annually as part of the Treasury Management Strategy; however summarised version is set out below.
51. 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.
52. Council approved an amended MRP Policy in February 2018 to be applied from the 2017/2018 financial year. The Treasury Management Strategy 2019/2020 recommends that Council approve the current MRP Policy without further change.
53. The proposed MRP policy for 2019/2020 is as follows:
- a. In respect of the Council's supported borrowing: 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: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
- c. MRP in respect of unsupported (prudential) borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
- d. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.

Treasury Management Indicators

- 54. The following Treasury Management Indicators are set within the Treasury Management Strategy 2019/2020 which is approved by Full Council annually. Further details are included in the Treasury Management Strategy 2019/2020.

Operational Boundary

- 55. The operational boundary is the limit beyond which external debt is not normally expected to exceed.
- 56. 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.
- 57. The operational boundary limits as set out in the Treasury Management Strategy 2019/2020 are as follows:

Operational Boundary	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	£million	£million	£million	£million	£million
General Fund	488.951	488.728	485.326	470.148	463.729
HRA	123.122	127.327	127.600	127.797	127.797
Other Long-Term Liabilities	0.200	0.200	0.200	0.200	0.200
TOTAL	612.273	616.255	613.126	598.145	591.726

Authorised Limit for External Debt

58. The authorised limit 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.
59. 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.
60. The authorised limits set out in the Treasury Management Strategy 2019/2020 are as follows:

Authorised Limit	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	£million	£million	£million	£million	£million
General Fund	501.175	500.946	497.459	481.902	475.322
HRA	123.122	127.327	127.600	127.797	127.797
Other Long-Term Liabilities	0.200	0.200	0.200	0.200	0.200
TOTAL	624.497	628.473	625.259	609.899	603.319

Decisions/Risk

61. The Treasury Management Strategy 2019/2020 (see separate report) requests approval for the following:
- The Director of Finance and Procurement has delegated authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
 - The Director of Finance and Procurement has authority to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio
 - Short term cash surpluses and deficits continue to be managed through temporary loans and deposits
 - 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 the Director of Finance and Procurement has the authority to select such funds

62. Prudential indicators are monitored throughout the year, particularly against the two borrowing limits (operational boundary and authorised limit. Cabinet are kept informed of any issues that arise, including any potential or actual breaches of these indicators through the Treasury Management bi annual reporting process.

Scrutiny

63. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly.
64. 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, 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.

COMMERCIAL ACTIVITY

Non- Financial Investments

65. Non-financial investments are those that are primarily held to generate a profit. Where the council holds a non-financial investment, due consideration will be given to the asset being able to retain sufficient value to provide security of investment using the fair value model in accordance with international Accounting Standard 40: Investment Property.

66. Assets that generate revenue income solely through fees and charges for discretionary services levied under section 93 of the Local Government Act 2003 will not be classified as non-financial investments for the purposes of this strategy.
67. Where there are several different objectives, when a decision is being taken to acquire an asset and the asset is not solely held for yield, then the asset will be categorised in accordance with the type of contribution made by that asset as follows:
- Yield/Profit
 - Regeneration
 - Economic benefit/business rates growth
 - Responding to local market failure
 - Treasury management
68. Assets classified as contributing to regeneration or local economic benefit will demonstrate that the investment forms part of a project within the Local Plan.
69. In advance of entering into any such investment the council will explicitly assess the risk of any loss which will make clear:
- The assessment of the market within which it is competing
 - The nature of that competition and the future expected evolution of the market
 - Any barriers to entry and exit of the market and any ongoing investment requirements
 - The use of external advisors, explicitly:
 - Treasury Management advisors
 - Property Investment advisors – Red Book valuation & Ancillary valuations, Income & Lease risk assessment
 - Further specialist advisors – Market and Competitor assessments, Full Structural Buildings Survey, Vendor assessment & rationale for disposal
 - Specialist advisors to support s151 assessment of the potential investment
 - The management arrangements for the use of external advisors
 - The credit ratings issued by the credit rating agencies where this is relevant, the frequency which these are monitored and what action is to be taken should these ratings change
 - The further sources of information used to assess and monitor the risk
70. The Council will look to invest in good quality commercial properties, to add to the current investment portfolio and to seek higher yields, which can provide secure and sustainable returns in accordance with the Statutory Guidance on Local Government Investments. The Council will adopt a balanced portfolio approach to investment, management and turnover of properties in order to ensure risk is

balanced across its investments. This will take into account the type of properties acquired and their location in particular.

71. As an asset class, investment property provides a better total return in terms of both rental income and capital appreciation than cash investments, whilst also maintaining a high level of security. Whilst property values can be subject to short term fluctuations, values are typically stable or rising over the medium to long term. However, it is noted that property is a longer-term investment with monies tied up in the property assets not normally accessible in the short term.

72. It should be noted that the definition of investment includes loans made by the council to any wholly-owned companies in the future or associates, to a joint venture or a third party.

73. The criteria to be applied to the purchase of any properties for investment purposes under this strategy are clearly defined and agreed. The main criteria proposed are:

Type – Properties will be acquired at prices supported by independent valuations, with the objective of developing and retaining a balanced investment portfolio;

Return - Investment properties acquired generate an initial net yield of a minimum of 2%. The net yield to be calculated taking into account all costs associated with acquisition;

Occupancy - Properties being acquired should be occupied by tenants with suitable financial covenant strength and on a lease (or equivalent) agreement with no less than three years term unexpired;

Maintenance - Properties will be maintained during the period of ownership to a standard that will maximise rental income streams and sale value at disposal; and

Location - Acquisitions are not limited to being located within the Wiltshire Council area where they are acquired, with the purpose of generating income which can be reinvested into public services. It is anticipated that in Council area purchases will form the main, initial focus of the Strategy.

74. Income generated from investment income currently represents less than 1% of the Council's gross income which supports the delivery of core services. Whilst it is intended that increased investment in this area will provide a valuable source of income, the overall investment programme will support less than 2% of the Council's gross annual expenditure.

75. The Statutory Guidance on Local Government Investments requires that a range of indicators is presented to allow members and other interested parties to understand the total exposure from borrowing and investment decisions. These will cover both the current position and the expected position assuming all planned investments for the following year are completed. The indicators do not take

account of Treasury Management investments which are managed under the Treasury Management Strategy unless these are expected to be held for more than 12 months.

76. The indicators are set out in the table below

Indicators	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024
<p>1.Gross debt (in relation to commercial investments) to Net Service Expenditure limit</p> <p>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</p>	6%	12%	18%	23%	29%
<p>2.Commercial Income to Net Service Expenditure</p> <p>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</p>	1.0%	1.0%	1.0%	1.0%	1.0%
<p>3.Investment Cover ratio limit</p> <p>The total net income from property investments, compared to the interest expense.</p>	0	6.3	3.2	2.2	1.6
<p>4.Loan to asset value ratio</p> <p>The amount of debt compared to the total investment property</p>	0.5	0.6	0.7	0.8	0.8

asset value					
5.Target income returns (after MRP & Interest) Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.	2.0%	2.0%	2.0%	2.0%	2.0%
6.Income Return on other Property Fund Investments As a measure against other investments and against other council's property portfolios.	3.8%	3.8%	3.8%	3.8%	3.8%
7.Gross Income Net Income The income received from the investment portfolio at a gross level and net level (less interest, MRP and operational costs) over time.	15.8% 15.8%	8.1% 6.8%	5.5% 3.8%	4.2% 2.3%	3.4% 1.3%
8.Operating costs % of Income The trend in operating costs of the non-financial investment portfolio over time, as the portfolio of non-financial investments expands	10%	10%	10%	10%	10%
9.Vacancy levels and Tenant exposures for non-financial investments Monitoring vacancy levels (voids) ensure the property portfolio is being managed (including marketing and tenant relations) to ensure the portfolio is productive as possible.	5%	5%	5%	5%	5%

77. For non-financial assets, the council is required to consider security by reference to the value of the asset relative to purchase price and to set out plans to recoup the investment where realising the asset would not recoup the sums invested. In the period immediately after purchase, it is expected that the costs directly attributable to the purchase of the asset will be greater than the realisable value of the asset. In this situation, the strategy will disclose the period expected for it to take for the increase in asset values to provide security for the sums invested and the assumptions underpinning that expectation.
78. The liquidity of the non-financial investment portfolio will be considered over the repayment period of any debt taken out to acquire the assets. Further to this, to manage the risk of delivery of value over the lifetime of the assets, consideration of the trade-offs between accepting capital loss and refinancing debt incurring additional debt servicing costs where relevant.
79. The Prudential Code issued by CIPFA requires that a council should not borrow more than, or in advance of need purely to profit from the investment of the extra sums borrowed. This Statutory Guidance requires that where borrowing in advance is enacted by a council that the rationale for the decision is clearly set out to ensure that external auditors, tax payers and interested parties are able to hold the council to account for the reasons for the borrowing. This will be included in the decision-making process.

OTHER LONG-TERM LIABILITIES

80. All long-term liabilities (amounts the Council owes or anticipates owing others due for payment in excess for 1 year) are reported on the Council's Balance Sheet and associated notes as part of the Statement Accounts which are subject to scrutiny by the Audit Committee and audit by appointed external auditors.
81. The Council's long-term liabilities predominantly consist of long term borrowing and the pension fund liability.
82. The Council's long-term borrowing position is reported to Members twice a year as part of the Treasury Management Strategy reporting process.
83. The pension fund liability is updated annually as part of the Statement of Accounts per the annual report the Council receives from its pension actuary Hymans Robertson.

KNOWLEDGE AND SKILLS

84. The Capital Strategy has been developed by Officers of the Council, who have relevant knowledge and technical skills. In addition, external advice and management is employed by the Council procuring and appointing suitably

qualified advisors and managers to support the development, operation and design of the programmes.

Treasury Management Consultants

85. The Council uses Link Asset Services as its external treasury management advisors.
86. 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.
87. 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.

Other Consultants

88. In addition to Treasury Management Consultants, the Council will use external consultancy services where there is a requirement to do so. Further details on use of consultants for commercial investments are detailed in paragraph 69.

Training

89. In order to ensure that members and Statutory Officers have appropriate capacity and skills regarding their involvement in the investments decision making the following steps will be taken:
 - Training given to Members in all aspects of the Statutory Guidance, the assessment of individual investments and risk.
 - Technical training given to Statutory officers and those officers negotiating commercial deals in the technical fields of investment evaluation and requirements of the statutory guidance and prudential code.
 - Briefings to members of the relevant committees in advance of any investment decision making prior to a decision being brought forward to the committee covering all aspects of the assessment as well as the strategic fit.
90. The Corporate Governance arrangements around decisions on non-financial investments will follow the rigour of our normal committee arrangements. The relevant Cabinet Members will be fully briefed in terms of the full details of the

assessment including external advisor reports. Scrutiny will review all such individual decisions in advance of a Cabinet decision.

Overview and Scrutiny Engagement

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

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

Risk Assessment

97. A full risk assessment of the revenue budget, reserves which covers the affordability of the capital programme proposals is included in the revenue budget setting report.

Financial Implications

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

Legal Implications

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

Proposals

100. Cabinet is requested to recommend that Full Council:

- a) Adopts the Capital Strategy 2019/2020
- b) Approves the Capital Programme 2019/2020-2023/2024
- c) Adopts the non-financial investment indicators (paragraph 46)

Becky Hellard
Interim Director Finance and Procurement

Alistair Cunningham
Corporate Director Growth, Investment & Place

Report Author:

Stuart Donnelly
Head of Finance (Corporate)
email: stuart.donnelly@wiltshire.gov.uk

Tel: 01225 718582

Background Papers

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

Treasury Management Strategy 2019/2020
Asset Management Plan

Appendices

Appendix A – Capital Programme 2019/2020-2023/2024

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Capital Programme 2019/2020 - 2023/2024

Scheme name	Budget					Total Budget	Total Financing						Total Funding	
	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024		Grants	Contributions	LGF	HRA	Capital Receipts	Borrowing - Funded be Revenue Saving in service		Borrowing
Growth, Investment & Place														
Corsham Mansion House	47,000	0	0	0	0	47,000	0	0	47,000	0	0	0	0	47,000
A350 West Ashton/Yarnbrook Junction Improvements	2,282,663	3,100,000	0	0	0	5,382,663	0	0	5,382,663	0	0	0	0	5,382,663
Chippenham Station HUB	10,496,995	3,698,121	0	0	0	14,195,116	118,121	0	8,580,000	0	0	5,496,995	0	14,195,116
A350 Dualling Chippenham Bypass	184,917	0	0	0	0	184,917	0	0	184,917	0	0	0	0	184,917
Wiltshire Ultrafast Broadband	2,440,885	0	0	0	0	2,440,885	1,440,885	0	1,000,000	0	0	0	0	2,440,885
Regeneration of the Maltings and Central Car Park, Salisbury	4,089,902	0	0	0	0	4,089,902	275,482	0	3,676,420	0	0	138,000	0	4,089,902
Council House Build Programme	6,561,638	5,511,000	272,500	197,500	0	12,542,638	2,880,000	0	0	8,100,638	1,562,000	0	0	12,542,638
HRA - Refurbishment of Council Stock	9,382,500	9,633,600	9,959,100	9,633,800	9,779,500	48,388,500	0	0	0	48,388,500	0	0	0	48,388,500
Integrated Transport	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	10,905,000	10,905,000	0	0	0	0	0	0	10,905,000
Structural Maintenance (Grant & Council Funded)	21,139,000	13,139,000	13,139,000	13,139,000	13,139,000	73,695,000	65,695,000	0	0	0	0	8,000,000	0	73,695,000
Farmers Roundabout	1,711,997	0	0	0	0	1,711,997	1,711,997	0	0	0	0	0	0	1,711,997
LED Street Lighting	7,000,000	5,295,000	0	0	0	12,295,000	0	0	0	0	0	12,295,000	0	12,295,000
Highway flooding prevention and Land Drainage schemes	500,000	0	0	0	0	500,000	0	0	0	500,000	0	0	0	500,000
Bridges	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000	15,000,000	0	0	0	0	0	0	15,000,000
Passenger Transport Capital	361,000	0	0	0	0	361,000	361,000	0	0	0	0	0	0	361,000
Housing Infrastructure Fund (HIF)	2,000,000	0	0	0	0	2,000,000	0	0	0	0	0	2,000,000	0	2,000,000
Waste Services	1,000,000	750,000	500,000	500,000	500,000	3,250,000	0	500,000	0	0	1,250,000	0	1,500,000	3,250,000
Churchyards & Cemeteries	250,000	0	0	0	0	250,000	0	0	0	0	0	250,000	0	250,000
Disabled Facilities Grants	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000	15,000,000	0	0	0	0	0	0	15,000,000
Commercial - Housing Company	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	50,000,000	0	0	0	0	0	50,000,000	0	50,000,000
Commercial - Commercial Investment	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	50,000,000	0	0	0	0	0	50,000,000	0	50,000,000
Commercial - Local Development Company	0	1,000,000	1,000,000	1,000,000	2,000,000	5,000,000	0	0	0	0	0	5,000,000	0	5,000,000
Facilities Management Works	2,585,000	2,285,000	2,285,000	2,000,000	2,000,000	11,155,000	0	0	0	339,500	0	10,815,500	0	11,155,000
Depot & Office Strategy	1,400,000	3,500,000	1,250,000	0	0	6,150,000	0	0	0	0	0	6,150,000	0	6,150,000
ICT Schemes	13,255,600	2,325,900	2,527,200	2,178,100	8,908,300	29,195,100	0	0	0	3,575,100	0	25,620,000	0	29,195,100
SAP Enhancement	2,000,000	0	0	0	0	2,000,000	0	0	0	0	0	2,000,000	0	2,000,000
Microsoft Cloud Navigator	2,877,000	710,000	0	0	0	3,587,000	0	0	0	0	0	3,587,000	0	3,587,000
Service Devolution & Asset Transfer	364,000	242,700	0	0	0	606,700	0	0	0	606,700	0	0	0	606,700
Total Growth, Investment & Place	120,111,097	79,371,321	59,113,800	56,829,400	64,507,800	379,933,418	113,387,485	500,000	18,871,000	56,489,138	7,833,300	119,295,000	63,557,495	379,933,418
Children & Education														
Health and Wellbeing Centres - Live Schemes	16,823,300	0	0	0	2,000,000	18,823,300	0	0	0	146,000	0	18,677,300	0	18,823,300
Libraries - Self Service	500,000	0	0	0	0	500,000	0	0	0	0	0	500,000	0	500,000
Area Boards and LPSA PRG Reward Grants	800,000	800,000	800,000	800,000	800,000	4,000,000	0	0	0	1,600,000	0	2,400,000	0	4,000,000
Basic Need	24,229,604	872,976	400,000	400,000	400,000	26,302,580	26,302,580	0	0	0	0	0	0	26,302,580
Schools Maintenance & Modernisation	6,287,833	3,133,063	3,133,063	3,000,000	3,000,000	18,553,959	18,553,959	0	0	0	0	0	0	18,553,959
Devolved Formula Capital	650,000	600,000	550,000	500,000	500,000	2,800,000	2,800,000	0	0	0	0	0	0	2,800,000
Special Schools	100,000	10,000,000	8,900,000	0	0	19,000,000	0	0	0	0	0	19,000,000	0	19,000,000
Early Years & Childcare	90,743	0	0	0	0	90,743	90,743	0	0	0	0	0	0	90,743
SEND Capital	329,065	329,065	0	0	0	658,130	658,130	0	0	0	0	0	0	658,130
FACT Transformation	1,000,000	0	0	0	0	1,000,000	0	0	0	1,000,000	0	0	0	1,000,000
Better Placement Options	375,000	375,000	0	0	0	750,000	0	0	0	750,000	0	0	0	750,000
Early Help Support Hub	100,000	100,000	0	0	0	200,000	0	0	0	200,000	0	0	0	200,000
Contextual Safeguarding	100,000	100,000	0	0	0	200,000	0	0	0	200,000	0	0	0	200,000
Ofsted Readiness	100,000	100,000	0	0	0	200,000	0	0	0	200,000	0	0	0	200,000
Travel Trainer	70,000	0	0	0	0	70,000	0	0	0	70,000	0	0	0	70,000
Children & Education Directorate	51,555,545	16,410,104	13,783,063	4,700,000	6,700,000	93,148,712	48,405,412	0	0	4,166,000	0	40,577,300	0	93,148,712
Adult Care and Public Health Services														
Sensory Stimulation & Development Play Equipment	200,000	0	0	0	0	200,000	0	0	0	0	0	200,000	0	200,000
Adults Transformation Phase Two	400,000	0	0	0	0	400,000	0	0	0	400,000	0	0	0	400,000
Adult Care Liquid Logic	668,000	0	0	0	0	668,000	0	0	0	668,000	0	0	0	668,000
Adult Care and Public Health Services	1,268,000	0	0	0	0	1,268,000	0	0	0	1,068,000	0	200,000	0	1,268,000
Capital Programme Total	172,934,642	95,781,425	72,896,863	61,529,400	71,207,800	474,350,130	161,792,897	500,000	18,871,000	56,489,138	13,067,300	119,295,000	104,334,795	474,350,130

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Wiltshire Council

Cabinet

5 February 2019

Subject: Strategic Depot Review

**Cabinet Member: Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property
Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets**

Key Decision: Key

Executive Summary

The purpose of this report is to set out a phased approach to a strategic depot review, describing a concept for the first phase of that review, and setting out the revenue savings and capital required to ensure continuity of service.

Both phases of the review will require further consultation with services, contractors, and other stakeholders. The proposals in this report allow for immediate issues to be resolved in some parts of the depot portfolio.

Proposal(s)

Cabinet are being asked to confirm:

- A phased approach to a depot review to deliver short-term operational requirements, longer-term service and strategic needs, improve facilities, and deliver cashable savings.
- Allocation of an additional £1.4m capital to meet any shortfall in capital requirements

Reason for Proposal(s)

The phased approach and additional capital is being sought to ensure that statutory services can continue to be delivered from the depot portfolio and that service delivery is not put at risk.

Alistair Cunningham - Corporate Director Growth, Investment & Place

5 February 2019

Subject: Strategic Depot Review

**Cabinet Member: Cllr Toby Sturgis, Cabinet Member for Spatial Planning,
Development Management and Property
Cllr Philip Whitehead, Cabinet Member for Finance,
Procurement, ICT and Operational Assets**

Key Decision: Key

Purpose of Report

1. The reports sets out a phased approach for a review of the depot portfolio, including a review of the financial implications.

Relevance to the Council's Business Plan

2. The Council delivers statutory services from the depot portfolio and the review will ensure that it can continue to do so from compliant, fit-for-purpose facilities. The services provided span across a number of the Council's Priorities, including:
 - Safer Communities
 - Transport and Infrastructure
3. The review links to aspirations to work with our partners to innovate the way we work, with several services now being delivered from external providers and helping services to transform the way they work.

Background

4. The council continues to have a significant requirement for operational depot facilities from which to deliver its services - waste and recycling collection, highways maintenance, street scene, fleet etc. Whether services are delivered in-house or by contractors, there will always be a need for a local authority to have locations from which to deliver these services. At any one point in time, an external provider may offer to operate from their own facilities rendering one or more council facilities surplus to requirement for a contracted period. However, the council must retain an enduring capacity or risk being a hostage to depot-owning contractors for generations.
5. In a large and rural county, the cost-effective delivery of operational services basic logistics necessitates multiple facilities, based on a geographical spread. The council will therefore always need multiple depot facilities across the county.

6. Parts of the council's depot portfolio is becoming increasingly dilapidated and has suffered from years of under-investment. There are a number of relatively modern and cost-effective facilities, but also an increasing number that are no longer fit-for-purpose with escalating costs for maintenance, compliance, and energy consumption.
7. The council is at risk of sanctions (fines and possible closure) by the Environment Agency (EA) at two sites due to non-compliance relating to contaminants associated with open storage of salt. Improvement notices have been issued by the EA and an amount of mitigating works have been undertaken, however these sites remain a cause for concern. In the last 2 years the mitigating works have cost £230,000 in revenue caused by the historic lack of capital maintenance.
8. Aside from the immediate financial and reputational issues this presents, should a closure be enforced the council's winter maintenance (gritting) service would fail in its statutory duty under the Highways Act 1980.

Main Considerations for the Council

Key Services - Current Requirements

Highways Maintenance

9. The Highways Maintenance service is delivered by Ringway who currently occupy operational and office space in various sites. This contract is due for renewal in 2022.
10. Part of this contract is the winter maintenance service delivered from the 'salt stores' across the county, with Ringway providing the staff required.
11. The Amenity and Streetscene service is delivered by Idverde who currently occupy operational and office space in various sites. This contract is due for renewal in 2020.

Waste Services

12. The council's waste and recycling collection service is delivered by Hills Waste. This contract is due for renewal in 2026 (option on 8-year extension to 2034). Hills' have an aspiration to vacate a number of council depots and use their own facilities. It is anticipated that three sites will be vacated within the next 6-12 months. This aspiration is currently under consideration and subject to planning permission and, therefore, in the short term the main waste depots owned by the council remain necessary.
13. The council's household recycling centre (HRC) service is delivered by FCC operating from the council-owned sites. This contract is due for renewal in 2026 (option on 8-year extension to 2034).

Fleet Services

14. Following the outsourcing of various contract services, the council's Fleet Services now only occupy a small number of sites, primarily maintaining the winter fleet of gritting vehicles and smaller scale operations, such as taxi inspections and MOT services.

Other services

15. There are a range of other services making use of depots with a list of a few occupiers set out below (the list is not exhaustive):
 - Parking Services
 - Housing Services
 - Environmental Enforcement
 - RoW & Countryside Team
 - Bridge and Structures
16. In addition, several sites have third party occupiers, some of which are linked to Council services and others not. The aspiration is to consolidate occupation of council-related uses to mitigate potential conflict from non-Council occupiers.

Review Work Required

17. Over recent years there have been various discussions about how the depot portfolio should adapt to the changing needs of the organisation. In light of the recent changes for the waste collection service it is apparent that several of the depots will be operating well below capacity, which is an inefficient use of space and results in disproportionate costs being incurred to maintain just a few services. As such a review of the depots is required which will, inevitably, result in some form of consolidation.
18. Work has been undertaken in recent years to streamline the Winter Maintenance activity and reduce the number of depot facilities required to support the service. Due to the geography and performance requirements of the service, it is not feasible to reduce the number of facilities any further. Action is required in the remaining salt stores to improve compliance, capacity, and staff working conditions. The capital required to achieve these improvements has been assessed. Initial feasibility work is underway to test the constraints and opportunities of the proposals.
19. An initial review has been undertaken of all other depots to confirm suitability to meet existing service requirements. For those depots clearly needed in the short to medium term, work to improve compliance and working conditions has been initially identified, and the capital cost of those works assessed. This review needs further consultation with site users to ensure that their services can continue to operate and the level of service is not adversely affected.
20. As mentioned above, the potential for consolidation and closure of certain depots will be considered with an associated reduction in revenue costs. It is considered that these closures can be achieved without detriment to any longer-term depot requirement, and with some closures the potential exists to generate capital receipts.
21. The provision of HRCs have not been reviewed in full and more work in this area will be required going forward as further opportunities may exist to enhance existing or create new purpose-built facilities, with the potential release of sites for disposal.

Phased Approach

22. As set out above there is an immediate need for action due to the significant risk of service failure in relation to the winter depots. There are a number of variables that prevent a full, long-term strategic view of the council's depot requirements being taken. Therefore, it is proposed that the Council adopt a phased approach that delivers the short-term requirements necessary to support the delivery of services, with a longer-term strategy developed as the current uncertainties are resolved.
23. Phase 1, broadly from now until 2022, will resolve the short-term compliance and maintenance issues, close and dispose/develop a number of surplus sites, and deliver associated revenue savings. The aim is to consolidate and improve the existing depot facilities. The actions will be subject to full consultation with service teams.
24. Phase 2 will be scoped whilst Phase 1 is in delivery. The longer-term strategy for the provision of depots may include seeking new sites through the Local Plan process and allocate land in appropriate locations with good transport links. This can take place during the current service contract cycles ensuring that the options for future delivery of those services will include the option for them to be delivered from new, cost effective and fit-for-purpose facilities. Two of the key elements for Phase 2 will be a review of the HRCs and a review of the requirements of the waste service once the waste providers' requirements for the next 8 years become known.

Overview and Scrutiny Engagement

25. The Environment Select Committee Chairman had a briefing on this item on 14 November 2018 and was largely in support of the approach. At the Environment Select Committee had a briefing on the 8th January concerning the principles set out in this report.

Safeguarding Implications

26. There are no immediate safeguarding implications from this report.

Public Health Implications

27. A key element of the depot portfolio is to provide a base for public health related services to be delivered, including waste collections and highway works. Retention of and improvements in depots will enable those services to continue and mitigate the risk of failure in this area.

Procurement Implications

28. The improvement of facilities and disposal of surplus sites will have a procurement implication and the necessary processes will be followed as necessary.

29. The future procurement of services will also be affected by a change to the depot portfolio, with the risk of not limiting opportunities for competitive tenders being considered at an early stage. To mitigate this, it is proposed that a number of sites are retained, but put to alternate use during the period of existing contracts. As the scope of Phase 2 is being developed these procurement issues will be considered in more detail.

Equalities Impact of the Proposal

30. It is not considered that there is a direct equalities impact as a result of this report.

Environmental and Climate Change Considerations

31. The depot portfolio plays a part in ensuring that environmental obligations on the council are fulfilled, including the disposal of waste and improvement / maintenance of amenities in Wiltshire. This paper sets out to maintain the ability to deliver these obligations.
32. In addition, the council has a number of statutory functions to undertake, many of which require licencing from the Environment Agency. The proposal mitigates the risk that the Environment Agency will have concerns over the ability to licence sites.
33. Location of the depots is key to a successful portfolio, due to the need for cross county geographical service deliver and this proposal seeks to ensure that depots are located throughout the county to enable efficient delivery of services, reasonable response times and minimise distances travelled to deliver services

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

34. Lack of a review of the portfolio and a failure to invest in facilities creates clear risks on the continuing delivery of services from depots and may result in the Council failing to meet its statutory obligations.
35. Several depots will be operating at less than capacity yet operating costs will continue to be incurred at a similar level. By not looking at some form of consolidation, revenue savings cannot be realised from the portfolio.
36. The future procurement of services and the ability to invite competitive tenders from a wide range of providers will be at risk if the council does not have suitable, fit-for-purpose, well-located depot sites in the future.

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

37. Through all Phases of this strategy there may be occasions when depot sites are not operating at full capacity with operating costs remaining largely consistent. To mitigate this, sites will be put to alternate council uses or external revenue income streams sought, with the ability to take those sites back at the appropriate time to deliver services.

Financial Implications

38. Provision exists in the current approved Capital Programme for investment from now until 2022 for £4.750 million to be funded by borrowing. The borrowing costs for this budget would be circa £0.214 million per year and have already been approved and budgeted for in the Capital Financing budget.
39. It is anticipated that the concept set out in Phase 1 requirement results in a £1.4m deficit and need to re-profile the capital spend over the period.

Capital Implications					
	2018/19	2019/20	2020/21	2021/22	Totals
	£'m	£'m	£'m	£'m	£'m
Existing Capital Prog Depot Budget	£0.250	£0.500	£3.000	£1.000	£4.750
Required Capital Prog Depot Budget	£0.100	£1.300	£3.500	£1.250	£6.150
Variance	£(0.150)	£0.800	£0.500	£0.250	£1.400

40. If the additional £1.400 million had to be funded through borrowing the associated borrowing costs would be circa £0.063 million per annum.
41. Phase 1 may result in the release of council-owned assets that would then be considered for disposal. Valuations of these assets have not been undertaken. Any capital generated from sales will assist with the overall capital position of the Council.
42. The capital receipt potential is not included in the receipt forecasts in the 19/20 Budget setting Capital Programme for the coming 5 years and therefore whatever is achieved will be in addition to the existing programme. It is considered that the receipts from sales should adequately cover the additional capital costs of the work programme, as set out above and below. It should be noted that at this stage it is not possible to accurately forecast the amount or year in which the capital receipt will be generated.
43. Revenue savings will be generated through site closures resulting in removal of operating costs.

	2019/20	2020/21	2021/22	2022/23	Totals
	£'m	£'m	£'m	£'m	£'m
Potential Forecast Savings	£(0.083)	£(0.040)	£(0.156)	£0.000	£(0.279)

Option 1 – Finance on overall programme £6.150m borrowing:

	2019/20	2020/21	2021/22	2022/23	Totals
	£'m	£'m	£'m	£'m	£'m
Potential Forecast Savings	£(0.083)	£(0.123)	£(0.279)	£(0.279)	£(0.764)
Whole Programme Borrowing Costs	£0.004	£0.063	£0.221	£0.277	£0.565
Net Position	£(0.079)	£(0.060)	£(0.058)	£(0.002)	£(0.199)
Net Non-Budgeted Savings	£(0.033)	£(0.073)	£(0.222)	£(0.166)	£(0.494)

Therefore, the revenue savings will cover the cost of borrowing of the whole programme with a surplus of £0.002m. The £4.750 is already budgeted and therefore in actual terms the savings realised in future budgets (2022/23 onwards) will be higher at £0.166m.

Option 2 – Finance additional £1.4m from new Capital Receipts:

	2019/20	2020/21	2021/22	2022/23	Totals
	£'m	£'m	£'m	£'m	£'m
Potential Forecast Savings	£(0.083)	£(0.123)	£(0.279)	£(0.279)	£(0.764)
Whole Programme Borrowing Costs	£0.004	£0.063	£0.214	£0.214	£0.495
Net Position	£(0.079)	£(0.060)	£(0.065)	£(0.065)	£(0.269)
Net Non-Budgeted Savings	£(0.033)	£(0.073)	£(0.229)	£(0.229)	£(0.564)

Therefore, the revenue savings will cover the cost of borrowing of the whole programme with a surplus of £0.065m. The £4.750 is already budgeted and therefore in actual terms the savings realised in future budgets (2022/23 onwards) will be higher at £0.229m.

44. There are two sites from which the council can expect to receive additional income if we are successful in leasing those sites out on a commercial basis. Potential income has not been accounted for above due to the risks of forecasting.

45. In respect of the revenue savings associated with closures, part of the saving (£0.050m) was proposed and accepted as a savings target for 2019/20 against SA&FM. It is therefore already removed from the council's 2019/20 budget and would therefore offset the revenue saving identified above.

Legal Implications

46. The proposal ensures that the statutory services are maintained and, where possible, enhances through having better facilities to provide them. It is not an objective to reduce sites to a level that put this service delivery at risk, although there may have to be some adjustment to way in which they are provided.
47. Disposal of surplus sites will have regard to the Council's obligation to achieve "best consideration" as required under statute.

Options Considered

48. The option of not consolidating and investing has been considered but this may have a direct impact on delivery of statutory services.

Conclusions

49. It can be concluded that to ensure that statutory services are being secured for the future investment in the depot portfolio is required, with revenue savings being an outcome of such investment.

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5th February 2019

Appendices

None

Background Papers

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

None

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Wiltshire Council

Cabinet

5 February 2019

Subject: Schools Capital Programme 2019 – 2024 Report

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

Key Decision: Key

Executive Summary

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the planned Army Re-Basing programme.

The Cabinet approved the Schools Capital Programme 2018–2021 in January 2018 and the updated Wiltshire School Places Strategy 2017 in December 2017. The current programme of work is based on the basic need priorities for capital investment in the short, medium and longer term.

The Council also has landlord responsibilities for the effective management and ongoing maintenance of the schools' estate (community, voluntary controlled and Foundation schools only).

The Council receives annual capital funding allocations from the Department for Education (DfE) to meet basic need (new places) and condition (capital maintenance works) only. Day to day revenue maintenance is funded from school budgets.

In line with the Wiltshire School Places Strategy 2017-2022, this report provides an update on the current three year capital programme of work and seeks approval for a small number of additional basic need schemes and annual condition related works.

The Wiltshire School Places Strategy will be reviewed and updated again later in 2019 and will continue to inform future years programmes to ensure our schools provide sufficient places where they are needed.

Proposal(s)

- To note the progress on previously approved schemes at Appendix A

- To consider and approve the new schemes, subject to planning approval and completed S106 agreements, requiring a total commitment of £14.7m as outlined at Appendix B.
- To approve the Schools Planned Maintenance Programme totalling £2.5m for 2019/20 as outlined at Appendix C.
- To authorise the Corporate Director for Children Services to invite and evaluate tenders for the projects described in this report, and, following consultation with the Cabinet member, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Strategic Asset & FM (or the Asset Portfolio Manager (Estates), in accordance with the relevant scheme of sub-delegation (under paragraph 7 of Part 3B of Wiltshire Council's constitution)), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.

Reason for Proposal

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the Army Re-Basing programme. The approved Wiltshire School Places Strategy 2017-2022 and its Implementation Plan identifies the priority basic need schemes requiring capital investment in the short, medium and longer term and these latest proposals for inclusions in the Schools Capital Programme will enable the priority works to be progressed. The Council also has Landlord responsibilities for the effective management and maintenance of the schools (for which the Council is responsible) estate and the approved programme will enable urgent and priority repairs and maintenance projects to proceed.

Terence Herbert
Corporate Director Children's Services

Wiltshire Council

Cabinet

30th January 2018

Subject: Schools Capital Programme 2019- 2024 Report

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

Key Decision: Key

Purpose of Report

1. To agree the Schools Capital Programme for 2019 – 2024. This paper addresses investment to improve the condition of maintained schools and expansion of mainstream schools. Investment in special school places and resource bases is not included in this paper.

Relevance to the Council's Business Plan

2. The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the planned Army Re-Basing programme. This programme is informed by the approved Wiltshire School Places Strategy and Implementation Plan 2017-2022 which clearly identifies the priorities for capital investment in the short, medium and longer term. The Council also has landlord responsibilities for the effective management and maintenance of the schools' estate. Under the *Growing the Economy* priority Wiltshire Council's Business Plan mentions both the need to provide school places for a growing population and the aim of assisting the successful return of the British Army from Germany.

Main Considerations for the Council

3. The Council receives annual capital funding allocations from the Department for Education (DfE) to meet basic need (new places) and condition (capital maintenance). Capital maintenance relates to urgent and essential structural works e.g. roofs, walling, windows, drainage etc in addition to plant (electrical and mechanical works (heating/lighting etc) over £10k). All other day to day maintenance works and low level cost works are the schools' responsibility funded from their delegated or devolved funds. The formula allocations in the table below are based on annual Schools Capacity Survey (SCAP) returns to the DfE which provide details of school capacity, pupil projections and the number of new school places provided annually.

The capital maintenance allocations are adjusted to take account of schools converting to academy status, as academies then receive funding direct from the Education and Skills Funding Agency (ESFA). Therefore, the capital funding allocated to the Council for maintenance works is reducing annually as the number of schools converting to academy status increases.

It should be noted that the DfE has recently advised that they are reviewing how capital maintenance allocations are to be made and consequently, the LA has not yet received confirmation of any maintenance funding from 2020/21. The DfE did however advise that the 2019/20 amount would be broadly consistent with the level of funds received in 2018/19. We are therefore making an assumption that the figure will be a slightly lower amount to account for schools who have converted to academy status.

The table below also includes the Healthy Pupil Capital Funding (HPCF) received by Wiltshire Council for maintained and VA schools. This funding was generated through the soft drinks Industry levy and allocated to Local Authorities for 2018/19 only. It aims to improve children's and young people's physical and mental health by improving and increasing availability to facilities for physical activity, healthy eating, mental health and wellbeing and medical conditions.

Table 1

Description	2018/19 £	2019/20 £	2020/21 £	2021/22	2022/23	2023/24	Total £
Basic Need (Sufficiency)	15,674,385	24,229,604	872,976	400,000 estimated	400,000 estimated	400,000 estimated	41,976,965
Maintenance*	7,026,619	6,287,833	3,133,063	3,133,063	3,000,000	3,000,000	25,580,578
Healthy Pupil Capital	329,498	0	0	0	0	0	329,498
Total £M	23,030,502	30,517,437	4,006,039	3,533,063	3,400,000	3,400,000	67,887,041

*estimated based on previous years allocations

The Council also secures wherever possible, S106 developer contributions and will seek Community Infrastructure Levy (CIL) planning obligations for essential school infrastructure in areas of new housing development which are usually project or school specific.

Background

4. Wiltshire Council considered and approved a Schools Capital Investment Programme Report in January 2018. All of the major projects identified in that report are being funded by schools capital allocations and/or S106 contributions and a progress report can be seen at Appendix A.

The School Places Strategy (SPS) identifies the demand for additional school places predominantly at primary phase but now starting to move into the secondary phase across Wiltshire. The SPS provides a 'snapshot' in time and pupil projections are reviewed on a regular basis. The SPS is updated biannually and will be updated and published again later this year.

Basic Need (Mainstream)

Demand for school places is influenced by a number of factors including changes in the birth rate, migration (inward and outward), housing development, the economic situation, parental preference etc and in Wiltshire specifically, the Army Re-Basing Programme has a significant impact.

The Cabinet approved and committed the majority of the school capital allocations at its meeting in January 2018 and many of the projects identified in the programme of work approved in 2018 are either now complete or underway to ensure the Council meets its obligation to provide sufficient school places and to ensure where at all possible that parents get a place at a preferred school, as identified at Appendix A.

There are a small number of new projects that have been identified as a priority in the last 12 months that now require approval and inclusion within the programme. Some are fully funded by S106 developer contributions or Community Infrastructure Levy specific to the schools concerned. These new projects can be found at Appendix B.

S106 contributions are secured from developers through planning obligations, where there is an increase in demand for school places arising from housing development and local schools are at capacity. Some projects can progress once the funding is received, however in many cases where the Council is 'pooling' contributions it may be the case that we have to wait to secure additional sums before projects can be started. New school builds linked to housing development are not started until planning approval has been given for the development and the housing developers have commenced on site. The first trigger payment for additional school places is usually required on commencement of development so the Council receives 50% of the funding up front and 50% part way through the development.

Maintenance

In addition to basic need (growth related) capital projects, there is a significant backlog of priority capital repair and maintenance schemes in those schools for which the Council remains responsible. The total is estimated at over £50m. This list of priority maintenance work in community, controlled and foundation schools continues to grow against a falling budget. Property Services provide a list of priority works across all schools that the LA remains responsible for and in view of the limited resources available only the highest priority maintenance works are included. This does mean that not all priority works can be funded in any year. The proposed list of new planned maintenance schemes totalling £2m can be found at Appendix C.

A contingency sum of £0.5m will also be retained to deal with emergency reactive maintenance issues throughout the year. Last year only £200k was retained and this proved insufficient to deal with actual number of emergency works which included boiler replacements, structural repairs and roof repairs.

As far as we are aware none of the schools on the list are planning to convert to Academy status. However, if a decision is taken by a school to convert to Academy status, prior to commencement of any approved maintenance work, and before a contract is committed, then the work will be reviewed and where appropriate, removed from the list. As there continues to be a number of schools converting to Academy status, building maintenance responsibility for those academies transfers to the academy itself and the Council's capital funding allocation correspondingly reduces. That funding is transferred to the ESFA who funds academies direct.

The new planned maintenance schemes recommended for inclusion in the 2019/20 programme of work total an estimated £2m plus the £0.5m held for emergencies. Whilst we anticipate that the level of funding for 2019/20 may drop slightly, we have sufficient funds to ensure we can deliver this £2.5million condition programme of work. The priority schemes are shown at Appendix C.

Healthy Pupils Capital Fund

The LA received notification of the HPCF allocation in March 2018 and worked quickly to allocate it to schools so that projects could be implemented over the summer holidays. Working with the Public Health Team it was agreed that the funding would be targeted at secondary schools, special schools, and the top 20% of primary schools with the highest levels of obesity. This has been calculated using the data from the National Child Measurement Programme, aggregated from 2014/15 to 2016/17.

In total, 41 schools were allocated £8000 each for approved projects which included running tracks, indoor and outdoor PE equipment, kitchen gardens and sensory spaces. Schools will be required to complete a brief monitoring survey in summer term 2019 to report on the impact and outcomes of the investment. This information will be used by the Obesity Strategy Implementation Group.

Safeguarding Implications

5. All school projects are designed to ensure that schools provide safe and secure places for children and young people in the immediate community. Additionally, some condition related projects relate to replacing security fencing in schools to ensure children are safeguarded. If a decision was taken not to extend a school to meet demand in a local area then there is a risk that young people would need to be transported to schools a long distance from their locality leaving them more vulnerable due to the distance they are from home.

Public Health Implications

6. The development of quality school buildings and site infrastructure will provide a range of sports facilities for pupils, students, staff and the local community including dedicated sports halls, primary activity halls, hard games courts and grass football/hockey pitches. The investment in school sites provides the opportunity for young people in the community to participate in sports and thereby promote healthy behaviours and practices in the population.

Corporate Procurement Implications

7. Responsibility for commissioning approved capital building projects rests with the Council's Property Services Team. Responsibility for approving related procurement activity rests with the Corporate Procurement and Commissioning Board (the Board). This report is about a series of procurement of works contracts to deliver school place capacity. The service will adhere to corporate governance by providing the forward plan to the Board, identifying options for their procurement and seeking approval of the recommended route(s) to market.

The range of routes to market has three real options: one-off tender exercises managed and advertised entirely within Wiltshire Council; use by call down of pre-existing framework contracts for building services, these frameworks already being put in place by Property Services/SPH; use of existing frameworks that have been put in place by external organisations such as the Eastern Shires Purchasing Organisation, or the Yorkshire Purchasing Organisation. The choice depends on the nature and extent of the works required. Whichever approach is chosen it will be compliant with European and domestic procurement legislation.

Equalities Impact of the Proposal

8. Through detailed planning and effective design, officers continue to ensure that all accommodation improvements promote and deliver equality of opportunity and access to facilities.

The Equalities Act 2010 states that reasonable adjustments must be taken into consideration in design. By adopting compliant design principles, and ensuring all schemes meet Building Regulations it should be possible to eradicate disability access difficulties and discrimination in new school buildings. This will be a fundamental objective of any rationalisation and/or expansion works carried out at existing school properties.

The Local Authority has a duty and responsibility to provide sufficient school places both in terms of mainstream and specialist provision to meet demand arising from all areas of the community including in response to inward migration. The programme of work has also taken into account the needs arising from the Army Re-Basing programme.

Environmental and Climate Change Considerations

9. In all education-related capital investment schemes, officers continue to work with establishments to develop and enhance the learning environment taking account of sustainability and environmental impact, including the move towards reducing carbon emissions from schools for the benefit of pupils, staff and the community.

All new build schemes are designed to meet BREEAM 'Good' and the design process provides opportunities for improved energy efficiency and minimising the associated lifetime carbon emissions. Additionally, schools are no longer subject to the Carbon Reduction Commitment (carbon tax payable by large energy consumers), but with ever increasing energy prices, every effort will be made through the design process to reduce lifetime running costs of the buildings.

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

10. The Cabinet has approved the School Places Strategy 2017-2022 which identifies the need for additional school places across Wiltshire. If this updated capital investment programme is not approved, then there is a risk that the Council will not be able to meet its statutory obligations to provide sufficient school places for children resident in Wiltshire.

Capital funding has been allocated by the Department for Education (DfE) based on the annual SCAP return data which identifies current school capacity and projected future numbers of pupils, for the purpose of delivering additional school places (basic need). The Council must report annually on how this funding is being spent. If this funding is not allocated to deliver school basic need schemes there is a financial risk that this funding will not be made available to the Council in the future. The same applies to funding allocated for school maintenance and condition works.

The Council, in its capacity as Landlord, has a responsibility for managing its sites and building assets efficiently and to ensure all school buildings under its control (community, voluntary controlled and foundation) are maintained appropriately. If these assets are not maintained, then there is an increasing risk to health and safety of users as buildings fall into disrepair and increasing costs when more extensive work is required to make sure buildings remain operational.

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

11. It is important that the Council meets its statutory duty to provide sufficient school places and this programme of work will ensure that places are provided in locations where they are needed and delivered in a timely way. There is a financial risk however that costs could increase and exceed the funding envelope agreed. To mitigate this, project briefs and specifications will be in line with policy and the project management and

design teams will ensure that where possible, value engineering exercises are undertaken to reduce costs and keep within budget.

There is a risk that projects could be delayed due to unforeseen circumstances. Project managed timelines will be closely monitored on a monthly basis to avoid slippage where at all possible.

There is a risk that a school project, predominantly funded by S106 contributions, is procured and subsequently the developer goes into liquidation. It should be noted however that Council policy is to secure up to 50% of the funding at commencement of the housing development wherever possible and the remainder at the half-way point of the development.

Many schools have now converted or are in the process of converting to Academy status. There is a risk that an academy may not want to expand its places to meet additional demand in an area. The Council will work in partnership with all providers to ensure that expansion projects to provide additional places can be delivered in a timely way to support all communities.

Financial Implications

12. The funding allocations for basic need and maintenance works in schools are included in the sums shown in the table at para 3 above. There is an expectation that future years maintenance allocations will be reduced further if more schools convert to academy status and the relevant funding is withdrawn from the Council to be transferred to the ESFA. In the event of this happening the maintenance programme would be scaled back appropriately.

In addition to formula allocations, the School Capital Programme is supported by S106 developer contributions allocated to location specific schemes and where appropriate CIL funding secured from major developments.

The School Capital Programme is funded in full by grant and S106/CIL with no WC capital borrowing. The programme is managed within its allocation and actions taken where necessary to ensure it remains within budget. As there is no DFE basic need allocation for 2019/20, funding from 2018/19 has been slipped in order to create a budget.

Legal Implications

13. Wiltshire Council in the exercise of statutory duties and obligations is required to undergo a continuous programme of monitoring and review in accordance with the Wiltshire School Places Strategy and Implementation Plan 2017-2022.

The School Capital Programme 2019-2024 report does not present immediate legal issues over and above the implementation, monitoring

and due diligence obligations associated with the exercise of statutory powers.

Where it is proposed, the Council will carry out construction works to foundation, academy or voluntary controlled school sites, the Council will need to ensure that legal arrangements are in place to secure access to the site for the construction team before the Council enters into any contracts for the works

Depending on the land ownership and the status of the school site the Council may be required to transfer school land to the governing body pursuant to the provisions of the School Standards and Framework Act 1998.

Any proposed construction works will be subject to Legal Services working with the Strategic Assets and Facilities Management team to assist with the carrying out a full due diligence exercise of the site to identify any site constraints which would have an impact on the proposed works, for example, any rights of way across the site or covenants restricting use of the land.

Recommendations

14. The schemes identified in this latest Schools Capital Programme report are required to ensure the Council can provide sufficient school places and that school buildings are maintained to a good standard of accommodation. It is recommended that the work identified in Appendices B and C be approved.

Conclusions

15. The Council has a statutory duty to provide and maintain sufficient high quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, Core Strategy housing development growth and the Army Re-Basing programme. The Cabinet has approved the Wiltshire School Places Strategy and Implementation Plan 2017-2022 which clearly identifies the priorities for capital investment in the short, medium and longer term and this proposed Schools Capital Investment Programme will enable the priority works to be progressed.

Proposal

16.
 - i. To note the progress of previously approved schemes as at Appendix A.
 - ii. To approve the new schemes subject to planning approvals and completed S106 agreements as at Appendix B.
 - iii. To approve the Schools Capital Maintenance Work totalling £2.5m for 2019/20 as at Appendix C.

- iv. To authorise the Corporate Director for Children Services to invite and evaluate tenders for the projects described in this report, and, following consultation with the cabinet member, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Strategic Asset & FM (or the Asset Portfolio Manager (Estates), in accordance with the relevant scheme of sub-delegation (under paragraph 7 of Part 3B of Wiltshire Council's constitution)), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.

Reason for Proposal

17. The Council has a statutory duty to provide sufficient high quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the planned Army Re-Basing programme. The approved Wiltshire School Places Strategy and Implementation Plan 2017-2022 which is kept under review, clearly identifies the priorities for capital investment in the short, medium and longer term and directly informs this updated Schools Capital Programme. The Council also has landlord responsibilities for the effective management and maintenance of the schools' estate (schools for which it remains responsible) and the investment programme will enable urgent and priority repairs and maintenance projects to proceed.

Terence Herbert
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5 February 2019

Background Papers

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

- Wiltshire School Places Strategy 2017-2022
- Schools Capital Investment Programme 2016-2019 Report – Nov 2015
- Schools Capital Programme 2017-2020 Report – Jan 2017 and Update Report July 2017
- Schools Capital Programme 2018-2021 Report – Jan 2018

Appendices

Appendix A – Progress report on previously approved schemes

Appendix B – Proposed new basic need schemes requiring approval

Appendix C – Proposed schools planned maintenance programme 2019/20

Appendix A

School Capital Programme (previously approved schemes) Progress Report

School	Project	Status
Primary		
Bitham Brook Primary Westbury	Provision of 60 additional places and ancillary accommodation	Complete
Castle Primary Ludgershall	Provision of 60 additional places and ancillary accommodation	Complete
Castle Mead Primary Trowbridge	Expansion by 1FE (from 210 to 420 places) plus an 18 place SEN Resource Base	Complete
Christchurch CE Primary BoA	Provision of 90 additional places	Complete
Corsham Broadwood Pry Corsham	Expansion by 0.5FE (120 places)	In construction– to complete Sept 2019
St Peters (Fugglestone Red) Salisbury	New 1.5 FE (315 place) Primary School	Complete
Ivy Lane Primary Chippenham	Additional 30 places	Complete
Old Sarum Primary Salisbury	Expansion by 1FE (210 places)	Complete
Priestley Primary Calne	Expansion by 0.5FE (120 places)	In construction – to complete Sept 2019
Wilton & Barford Primary	Provision of 30 additional places and hall extension	Complete
Downton Primary Downton	Provision of 60 additional primary places, hall extension and new playground	Complete
Princecroft Primary Warminster	Expansion by 60 places	Complete
Westbury Infants	Expansion by 30 places	Complete
Westbury Juniors	Expansion by 30 places	Complete
Lyneham Primary	Expansion from 2FE to 3FE (additional 210 places) in two phases	In construction - to complete May 2019
Amesbury King's Gate (NEW)	New 1.5FE (315 place) Primary School	In construction – to open Sept 2019

Lea and Garsdon Primary	Expansion by 0.5FE	Planning application submitted, out to tender
Redland School, Chippenham	Expansion by 30 places	Design underway
Burbage Primary	Replacement of time expired temporary accommodation	Complete
Bellefield Primary, Trowbridge	Expansion by 30 places	In construction
Sutton Bengier Primary		Complete
Longhedge, Salisbury (NEW)	New 1FE (210 place) Primary School	No progress – could be Free School bid
Chippenham North (NEW)	New 1FE (210 place) Primary School	No progress – could be Free School bid
Chippenham Rawlings Farm (NEW)	New 1.5FE (315 place) Primary School with expansion to 2FE to follow	S106 yet to be agreed
Chippenham Rowden Park (NEW)	New 1.5FE (315 place) Primary School with expansion to 2FE to follow	No progress – could be Free School bid
Secondary		
Stonehenge	Expansion by 300 places	Complete
Malmesbury	Expansion by 120 places	Due to start on site in February
Royal Wootton Bassett	Expansion by 180 places	Planning application submitted by school and CIF bid to ESFA. PFI provider approval needed. Academy managed scheme
St Joseph's RC Salisbury	Expansion by 120 places	Complete
Corsham Secondary	Expansion of Secondary School Phase 1	Planning permission secured, tenders received, will be commenced shortly - academy managed scheme
St Laurence School BoA	Expansion by 40 places	Design underway, academy managed scheme
Melksham Oak	Expansion of Secondary School – Phase 1	Feasibility study underway
Matravers School	Replacement of poor quality temp accomm as contribution to PSBP2. Project funded by ESFA	In construction
Army Basing		
St Michael's, Larkhill (NEW)	Expansion and relocation to new 2FE (420 place) Primary School and 60 place Nursery	Complete
Ludgershall Corunna Barracks	New 2FE (420 place) Primary School and 30 place Nursery	In construction – to open Sept 2019
Avon Valley College	Expansion by 270 places	Construction in progress – to complete Jan 2020

Wellington Academy	Expansion by 300 places	Detailed design in progress - to complete for Sept 2019.
Special		
Larkrise Special School	Provision of an additional 8-10 places by Temporary Classroom	Complete
Condition/Maintenance Projects		
Harnham Infants	Replacement of poor quality temporary buildings	Planning permission secured, will commence on site Feb 2019
Harnham Juniors	Replacement of poor quality temporary buildings	Planning permission secured, will commence on site Feb 2019
Wootton Bassett Infants	Replacement of poor quality temporary buildings	In construction
Preshute Primary	Replacement of poor quality temporary buildings	School managing scheme. Feasibility completed, planning application to be submitted shortly

New School Capital Schemes

School	Project	Status	Cost Estimate £m	Requiring Approval £m
Primary				
Ashton Keynes Primary School	Replacement of poor quality temporary buildings	Not started	£900k	£900k
Secondary				
Abbeyfield School	First phase of expansion to provide 300 places. To be funded by Community Infrastructure Levy (CIL)	Feasibility Study underway	£6.9m (all CIL)	£6.9m
School Managed Schemes funded by S106				
Kingdown School	Expansion by 300 places (phase 1)	Feasibility Study underway	£6.9m (all S106)	£6.9m
Total			£14,700,000	£14,700,000

Priority School Planned Maintenance Projects 2019-20

School	Type of Maintenance Works	Est Cost
Amesbury CE Primary School	Flat roof replacement	£10,000
Bellefield Primary School	New first floor fire escape	£55,000
Bromham St Nicholas	Toilet refurbishment	£35,000
Redland Primary School	Roof replacement	£210,000
St Nicholas School	Repairs to heating system	£3,000
St Paul's Primary, Chippenham	Roof replacement	£150,000
Clarendon Infant School	Lighting	£80,000
Colerne Primary School	Roof replacement	£40,000
Neston Primary School	Structural repairs	£10,000
Crudwell Primary School	Roof repairs	£10,000
Gomeldon Primary School	Roof replacement	£100,000
Lacock Primary School	Gas safety works	£3,500
Lyneham Primary School	Roof replacement	£50,000
Minety Primary School	Roof replacement	£20,000
Churchfields Primary School	Roof repairs	£9,000
Monkton Park Primary School	Fire system upgrade	£25,000
North Bradley Primary School	Roof replacement and heater repairs	£150,000
Preshute Primary School	Lighting	£60,000
Princecroft Primary School	Roof replacement (phase 2)	£50,000
Ramsbury Primary School	Roof replacement	£150,000
Rowdeford School	Roof replacement	£17,000
Tisbury St John's Primary	Roof replacement	£165,000
Stratford Sub Castle Primary	Boiler replacement	£20,000
Sutton Veny Primary School	Roof replacements	£140,000
Urchfont Primary School	Roof and roof lights replacement	£80,000
Luckington Primary School	Window replacement	£15,000
Matravers Secondary School	Roof repair	£12,000
Longford Primary School	Roof replacement	£90,000
Various schools	Urgent priority 1 works	£70,500
Various schools	Legionella compliance works	£170,000
Total		£2,000,000
Contingency retained for emergency reactive works		£0.5m
Overall Total		£2.5m

Costs include direct fees and charges associated with work planned.

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Wiltshire Council

Cabinet

5 February 2019

Subject: SCHOOL ADMISSIONS POLICY 2020/21

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

Key Decision: Non Key

Executive Summary

This report has been produced as part of the statutory process for the determination of admission arrangements to maintained schools.

The Local Authority has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools. The co-ordination of admissions has been successful in past years and the schemes proposed for 2020/21 are substantially the same as those operating for the current academic year.

The Local Authority is also the statutory admission authority for the Voluntary Controlled and Community Schools in its area. As such it is required to determine admission arrangements – including any oversubscription criteria - which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

The policies were sent out for consultation and have been sent to all parties as outlined in the School Admissions Code, which included pre-schools, nurseries, schools, parents, neighbouring authorities and Senior Officers at Wiltshire Council. The consultation ended on January 14 and no comments were received.

Following consultation, Cabinet are asked to approve the four documents which are appended to this report, these will then become the determined admission policies for Wiltshire for 2020/21.

The admissions process for the intakes in September 2020 begins in September 2019.

Proposal**To approve the following: -**

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2020/21.
- b) the proposed scheme for the co-ordination of admissions to primary schools for 2020/21.
- c) the proposed admission arrangements for Voluntary Controlled & Community Secondary Schools for 2020/21.
- d) the proposed admission arrangements for Voluntary Controlled & Community Primary Schools for 2020/21.

Reason for Proposal

The Local Authority has a statutory duty to have a determined admission policy for 2020/21 in place on or before 28 February 2019.

Terence Herbert
Director for Children's Services

Subject: SCHOOL ADMISSIONS POLICY 2020/21

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

Key Decision: Non Key

1. Purpose of Report

The Local Authority has a statutory duty to act in accordance with the School Admissions Code and has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one that covers primary schools (including infants and juniors) and the other is for secondary schools.

There is a legal requirement to have schemes in place for the co-ordination of admission to the schools within Wiltshire.

The Local Authority is also the statutory admission authority for Voluntary Controlled and Community Schools in its area. As such, it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

The report presents the four elements of the Admissions Policy which, following consultation, are required to be determined by Cabinet.

2. Relevance to the Council's Business Plan

The Local Authority has a continued statutory responsibility to provide a school place for all children living in Wiltshire. The four documents have been put in place to ensure that all places are allocated in an open, fair and transparent way.

One of Wiltshire Council's Business Plan outcomes is to achieve inclusive communities where everyone can achieve their potential. Key to this is that everyone has access to high quality education. A functioning, fair admissions policy is required to achieve this.

3. Main Considerations for the Council

The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all relevant stakeholders including pre-schools / nurseries, schools, and Dioceses; they have also been placed on the Council's

website for parents and the public to view as well as being sent to neighbouring authorities. The documents were published and sent out for consultation in November 2018 and comments were invited to be received up until 14 January 2019.

The Local Authority has received no comments in response to the consultation.

As in previous years it is clear, that there is confidence and that with suitable communication systems being in place, the co-operation between the Admissions Team and the Foundation, Voluntary Aided schools and Academies which is essential for the smooth operation of a co-ordinated scheme, will be forthcoming.

The proposed timetables for the primary and secondary co-ordinated schemes are based on those used in previous years and so they are familiar to schools and the Admissions Team at Wiltshire Council.

The statutory regulations give clear deadlines for admissions applications, to which the co-ordinated admissions schemes must adhere.

- Secondary Deadline 31 October 2019
- Primary Deadline 15 January 2020
- Secondary Notification Date 2 March 2020
- Primary Notification Date 16 April 2020

The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. The main years of entry are Reception, Year 3 (Junior) and Year 7. In line with the School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated within county or cross border. In the attached schemes, however, it is proposed that all In Year applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the school system for safeguarding purposes.

The co-ordinated scheme for main round applications for places at primary schools (Reception intake) mirrors that which operates for secondary schools (Year 7 intake). Wiltshire residents may apply for an out of county school on a Wiltshire form. Out of county residents can apply for a Wiltshire school through their own local authority.

It is clear from previous years, that there is widespread agreement with the proposed admission arrangements for Voluntary Controlled and Community schools which are also considered to be fair and objective as required by the School Admissions Code.

Currently children living within a school's designated area are given priority over children from outside that area. The tie break used if a school is oversubscribed within any criterion is that of distance (straight line) from the school.

One change to the proposed policies is that the Local Authority has removed the arrangements and criteria for the Special Planning Area, for admissions in 2020/21. This criterion was put in place to enable Wiltshire Council to provide as

much support as possible to military families relocating to Wiltshire. The Army Basing programme from Germany is due to complete in September 2019 and therefore the criterion for 2020 entry is no longer required.

The proposed co-ordinated schemes and admission arrangements are in accordance with the requirements of the School Admissions Code which came in to force on 19 December 2014.

The admission arrangements for Voluntary Controlled and Community schools will be operated within the appropriate co-ordinated scheme for admissions within Wiltshire and are compatible with the timetables laid down by the co-ordinated schemes.

Following the period of consultation and once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities and published on the Council website. They will be implemented from September 2019 when the process of admitting children to the intake year in 2020 begins.

4. Background

The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place. This requires the School Admissions Team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.

The co-ordinated process is accepted by schools and the scheme does not need substantial revision. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 19 December 2014.

The LA is the admissions authority for all Community and Voluntary Controlled schools in the county. The governing bodies or Trusts of Academies, Voluntary Aided and Foundation schools are each their own admissions authority.

Each admission authority must determine the arrangements to be used when allocating school places. These proposed arrangements will be used solely for admissions to Wiltshire Community and Voluntary Controlled schools. They incorporate the criteria used to prioritise applications in situations when a school is oversubscribed (i.e. when more applications are received than places available) as well as showing how all admissions will be processed.

6. Overview & Scrutiny Engagement

Not applicable

7. Safeguarding Implications

In the interest of safeguarding, the Local Authority co-ordinates all applications for all children to Wiltshire schools this ensures that the School Admissions Team can monitor which children are potentially out of the school system. If a parent is

unable to secure a place at their preferred school, the School Admissions Team will ensure that a place is allocated at a reasonable alternative.

8. Public Health Implications

There are no public health issues arising directly from this report.

9. Procurement Implications

There are no procurement implications directly arising from this report.

10. Equalities Impact of the Proposal

The Admissions Policy and Coordinated Admissions Schemes are put in place to ensure all applications for a school place are treated in fair, open and transparent way. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be produced in different languages on request.

The online system for applications to be made has developed since it was introduced in 2006. Over 90% of applications for September 2018 intakes were received electronically.

Paper copies of the application forms are also still available for parents/carers who do not have online access.

11. Environmental and Climate Change Considerations

The Admission Policy of the local authority is to give local children priority when applying for their local school. This policy of 'local schools for local children' has been maintained for many years and is a way of encouraging parents to consider the environmental impact of long journeys to school.

Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 0.8%.

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

Were the Local Authority not to determine co-ordinated schemes for its maintained schools, the Secretary of State would impose a scheme on us.

The Office of the Schools Adjudicator has a monitoring role to play in regards to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2019.

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

There is a small risk that confusion or challenge may occur over the 2020/21 proposed arrangements, however, this is mitigated as the changes in the proposed 2020/21 scheme have been kept to a minimum.

14. Financial Implications

The budget to support admission arrangements is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with latest school funding arrangements, the funding for admission arrangements will form part of the Central Schools Services Block of the DSG from 2019-20 and is therefore determined by Schools Forum as part of the consideration of the overall central schools block.

The Admissions Team budget covers the staffing and support costs of the team and the cost of managing and administering appeals for school places. This includes the costs of the Independent Appeals Panel and that of Democratic Services who service the Appeals Panel. Every parent has the right of appeal for a school place and therefore these costs are demand led.

Whilst the percentage of applications for a school place made on-line is increasing, the volume of applications overall and appeals being requested are also increasing. Any increases in workload will be met through increased efficiencies and there are no plans currently to increase the Admissions budget.

15. Legal Implications

The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the discharge of functions relating to admissions to maintained schools. The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Code. This includes a statutory duty to determine schemes for the co-ordination of admissions and admission arrangements for Voluntary Controlled and Community schools. Should the Local Authority fail to do so the Secretary of State may impose schemes. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code which came into force on the 19th December 2014.

16. Options Considered

It is a legal requirement to have these policies in place and therefore no alternative has been considered.

The schemes and arrangements as presented have been sent out to all schools for consultation and no alternative suggestions have been received to date.

17. Conclusions

Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2020/21.

Terence Herbert
Director Children's Services

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18 December 2018

Background Papers

SCHOOL ADMISSIONS POLICIES 2020/21

Appendices

- a) Appendix A - Proposed Scheme for the Co-ordination of Secondary Admissions 2020/21
- b) Appendix B - Proposed Scheme for the Co-ordination of Primary Admissions 2020/21
- c) Appendix C - Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2020/21
- d) Appendix D - Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2020/21

**Proposed Admission Arrangements for Community and Voluntary
Controlled Secondary Schools for 2020/21**

Status: Proposed Admissions Arrangements 2020/21

PROPOSED SECONDARY ADMISSION ARRANGEMENTS

Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2020/21 academic year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Secondary Schools in Wiltshire. Foundation (F) Voluntary Aided (VA) Schools and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

Proposed arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme 2020/21.

The application round for entry into Year 7 - 2020 opens on 1 September 2019. The deadline date for applications to be received is midnight on 31 October 2019. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference, the Local Authority (LA) will make an offer for the highest ranked preferred school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plan or a statement of special education need**

All children whose education, health and care plan or statement of special educational needs that names a school, must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, may be allocated a place at the designated school even if this exceeds the PAN. In this circumstance, reasonable is defined as a school within the statutory three mile safe walking distance from the child's home address or a school to which free home to school transport would be provided.

A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For YR 7 September 2020 entry, the address used to determine priority of school for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2019. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 18 December 2019.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such

order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interest of securing educational provision for the child, with a minimum of disruption until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. Multiple Births

The LA will endeavour to place siblings (e.g. twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

h. Children of UK Service Personnel (UK Armed Forces)

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools.

2. Early or Delayed Transfer

a. Early transfer

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

b. Delayed transfer

All requests must be submitted to the Local Authority by 31 October 2019, the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group, to enable the child to transfer back to their chronological year group then, a place must be available in the relevant year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

3. Deadline – applications received by the deadline date of 31 October 2019 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2020) is 31 October 2019.

All applications received after the deadline of 31 October 2019, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined. Applications may be considered as being received on time if they meet the exceptional circumstances criteria as detailed in the Co-ordinated Admissions Scheme 2020/21.

4. Oversubscription Criteria for Voluntary Controlled and Community Schools

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

b. **Vulnerable Children**

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

d. **Other Children from the Designated Area or Shared Area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category;

f. **Children of staff at the school**

A child is considered under this criterion:

- i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the paragraph i) or ii) applies to the applicant must be provided at the time of application.

h. **Other children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

5. Waiting Lists for Year 7 - 2020 entry

Waiting lists for VC & C Schools will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria.

Waiting lists for the all year groups will close on the last day of the summer term in July 2021.

Parents may submit a fresh application for the next academic year group which will be considered from 31 May 2021 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

If a child is offered a place from the waiting list for any VC or C school then the place must be accepted or declined within 10 working days of the date of offer. If the place is not accepted, then a further letter will be sent informing the applicant that should they neither accept nor decline the place within five working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.

- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence and or maintenance of a waiting list.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement of a minimum of six months.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

6. Applications for Secondary Yr7 Intake – applications received after 31 October 2019

Applications received between the 1 November 2019 and 9 March 2019 will be treated as second round applications.

Applications received after the 9 March 2019 will be treated as third round applications.

7. Appeal Process – Main round applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for the main round entry is:

First round appeals

For applications received from 1 September 2019 – 31 October 2019 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 30 March 2020.

Second round appeals

For applications received from 1 November 2019 – 9 March 2020 and for offers made on 30 April 2020, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 9 March 2020 and for offers made after 15 May 2020, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

8. In Year Transfer Applications for year groups other than Secondary Yr7 2020 Intake

Applications received after the 26 July 2020 for the year of entry and any applications received for other year groups are classed as transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

9. Appeals Procedure – In Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Please note appeals are only heard in term time.

10. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of 6 months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

11. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour, when there are places available, (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

12. Sixth Form Admissions

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Published Admission Numbers (PAN's) for VC & C Schools

DfES	School	2020 PAN
4000	Abbeyfield School, Chippenham	180
4070	The Stonehenge School, Amesbury	224

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PRIMARY

**Proposed Admission Arrangements for Community and Voluntary
Controlled Primary Schools for 2020/21**

Status: Proposed Admissions Arrangements 2020/21

Proposed Primary Admission Arrangements

Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2020/21 Academic Year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities and the governing bodies are responsible for determining their own procedures and policies.

Proposed arrangements for the co-ordination of primary admissions are drafted with the proposed co-ordinated admissions scheme 2020/21.

The application round for entry into Reception and Junior Year 3 2020, opens on 1 September 2019. The deadline date for applications to be received is midnight on 15 January 2020. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plans**

All children whose education, health and care plan names a school must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available. In this circumstance, reasonable is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr R and Junior Yr 3 September 2020 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2020. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 7 February 2020.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. **Multiple Births**

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

h. **Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline / exceptional circumstances deadline.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

2. Starting School

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children(s) cases for induction should be discussed by the parents(s) with the school directly.

3. Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week, however, attending the pre-school or nursery school does not give priority for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a place at a school. Applications can only be considered in line with the schools individual over-subscription criteria.

4. Early, deferred or delayed admission

a. Early admission

Admissions earlier than the term following the child's 4th birthday may only be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2020 but will not be considered until at least June 2020.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. Delayed Admission

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until

the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests must be submitted to the Local Authority by 15 January 2020 for entry in to 2021.

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2020.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

5. Deadline – applications received by the deadline date of midnight 15 January 2020 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Reception and year 3 - 2020) is 15 January 2020.

All applications received after the deadline of 15 January 2020, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

6. Oversubscription criteria for Voluntary Controlled and Community Schools

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a. Looked After Children/Previously Looked After Children

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989.)

b. Vulnerable Children

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'family' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. Linked Infants School (this criterion applies to infant-to-junior YR2 applications only)

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the school, i.e. F, A, C or VC.

d. Designated area siblings and shared area siblings

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

e. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

i. **Other Children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

7. Waiting lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a waiting list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term 2021.

A fresh application can be made for a place for the next academic year group but this will not be considered before 31 May 2021.

Places that become available will not be offered to pupils who are not on the waiting list.

If a child is offered a place from the waiting list for any VC or C school then the place must be accepted or declined within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on the existence of a waiting list and or maintenance of a waiting list.
- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement of a minimum of six months.
- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

8. Applications for Reception and YR 3 Junior 2020 Intake – applications received after 15 January 2020

Applications received between the 16 January 2020 and 24 April 2020 will be treated as second round applications.

Applications received after the 24 April 2020 will be treated as third round applications.

9. Appeals Procedure – Main Round Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

First round appeals

For applications received from 1 September 2019 – 15 January 2020 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 14 May 2020.

Second round appeals

For applications received from 16 January 2020 – 24 April 2020 and for offers made on 29 May 2020, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 24 April 2019 and for offers made after 30 June 2020, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Please note appeals are only heard in term time.

10. In Year Transfer Applications for year groups other than Reception and YR 3 Junior 2020 Intake

Applications received after the 25 July 2020 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

11. Appeals Procedure – In Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Please note appeals are only heard in term time.

12. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes;

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of six months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

13. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk

Published Admission Numbers (PANs)

The Local Authority is consulting on publishing a PAN lower than in previous years for the following schools

Agreed 2019 PAN	School Name	Agreed 2020 PAN
	Newtown Community Primary School - Trowbridge	30
	Charter Primary School - Chippenham	30
	Oaksey C of E Primary School - Oaksey	13
21	Lea & Garsdon C of E Primary School - Lea	20

Published Admission Numbers (PANs) for VC & C Schools

Voluntary Controlled Schools	2020 PAN
All Cannings CE Primary School	21
Amesbury CEVC Primary School	60
Ashton Keynes CE Primary School	30
Bellefield Primary & Nursery School, Trowbridge	42
Box CE Primary School	25
Brinkworth Earl Danby's CE Primary School	30
Broad Hinton CE Primary School	17
Broad Town CE Primary School	12
Chirton CEVC Primary School	12
Christ Church CE Controlled Primary School	60
Churchfields, The Village School	25
Colerne CE Primary School	38
Collingbourne CE Primary School	17
Crudwell CE Primary School	17
Dinton CEVC Primary School	17
Durrington CE Cont. Junior School	58

Five Lanes Primary	20
Great Bedwyn CE Primary School	30
Harnham CE Cont. Junior School, Salisbury	90
Hilperton CEVC Primary School	25
Holt VC Primary School	25
Hullavington CE School	21
Kington St. Michael CE Primary School	21
Lacock CE Primary School	12
Langley Fitzurse CE Primary School	16
Lea & Garsdon CE Primary School	20
Longford CE (VC) Primary School	12
Minety CE Primary School	21
Newton Tony CEVC Primary School	12
North Bradley CE Primary School	30
Oaksey CE Primary School	13
Preshute CE Primary School	30
Shalbourne CE Primary School	8
Sherston CE Primary School	30
Southwick CE Primary School	30
St. Barnabas CE School, Market Lavington	20
St. John's CE Primary School, Tisbury	20
Marlborough St. Mary's CEVC Primary School	60
St. Mary's CE Primary School, Purton	60
St. Nicholas CEVC Primary School, Bromham	12
St. Sampson's CE Primary School	60
Staverton CEVC Primary School	45
Stratford sub Castle CEVC Primary School	21
Sutton Veny CEVC School	27
The Minster CE Primary School	30
Urchfont CE Primary School	16
Warminster Sambourne CEVC Primary School	21
Westbury CE Junior School	90
Westbury Leigh CE Primary School	60
Winsley CEVC Primary School	25
Winterbourne Earls CE Primary School	30
All Cannings CE Primary School	21

Community Schools	2020 PAN
Amesbury Archer Primary School	60

Bitham Brook Primary School	51
Bratton Primary School	30
Charter Primary School	30
Fitzmaurice Primary School	45
Fynamore Primary School	60
Gomeldon Primary School	21
Greentrees Primary School	60
Grove Primary School	60
Harnham Infants School	90
Hilmarton Primary School	16
Holbrook Primary School	47
Horningsham Primary School	12
Kings Lodge School	60
Kiwi School	60
Larkhill Primary School	60
Luckington Community School	8
Ludwell Community Primary School	15
Lypiatt Primary School	7
Manor Fields Primary School	30
Mere School	30
Monkton Park Primary School	38
Neston Primary School	30
Newtown Community Primary School	30
Nursted Community Primary School	30
Old Sarum Primary School	60
Priestley Primary School	45
Princecroft Primary School	21
Ramsbury Primary School	30
Redland Primary School	45
Royal Wootton Bassett Infants School	60
St. Paul's Primary School, Chippenham	41
Stanton St. Quintin Primary School	21
Walwayne Court School	42
Westbury Infants School	90
Westwood-with-Iford School	17
Woodlands Primary School	30

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SECONDARY

**Proposed Co-ordinated Scheme for Secondary
School Admissions for 2020/21**

Status: Proposed Co-ordinated Scheme 2020/21

Proposed Co-ordinated Admissions Scheme for secondary school admissions for year 2020/21

Introduction

1. This scheme for co-ordinated admissions is pursuant to section (89b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to all secondary schools in Wiltshire with effect from September 2020 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation, (F) or voluntary aided (VA) school or academy (A) school.

“Academy” means a state funded, non-fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an F or VA school or UTC (University Technical College) means the governing body of that school/college and in relation to an Academy it is the governing body / academy trust.

“the specified year” means the school year beginning September 2020;

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of secondary education that is received before the deadline of 31 October 2019.

“Second and third round application” means any application for a place in the first year of secondary education that is received after the deadline of 31 October 2019

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number (PAN).

The application round for entry into YR7 – 2020 opens on 1 September 2019. The deadline date for applications to be submitted is midnight on 31 October 2019. The home address given for the child must be the address where the child is resident as of the deadline date.

Raising of participation age

From the summer of 2015 government legislation states that young people have to stay in education or training until their 18th birthday. This will usually be at secondary school until the academic year in which they are 16 (some students may transfer to Further Education or a University Technical College at 14). Students can then choose from one of the following options post-16; full-time education, such as school or college; an apprenticeship; employment or volunteering alongside part-time education or accredited training. It is compulsory that they participate in education or training until their 18th birthday. The only exception is early achievement of level 3 qualifications for example if they take A level exams in year 12.

General information

3. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2019 up until the deadline of 31 October 2019.
4. There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.

Parents who wish to apply for a place in YR10 at a UTC should complete a UTC application form. Applications for UTC's should be made directly to the school.

5. Unless an online application has been made, the SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
6. The LA will make arrangements to ensure
 - a. the SCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
 - b. that copies are available on request from the LA
 - c. that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order and give reasons for their preferences. Preferred schools may be state funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the SCAF must be returned. They will also confirm that;

- a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living within Wiltshire, a place at an alternative school will be allocated.
8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the back of this policy.
 9. The governing body of an Academy (A), Foundation (F), or Voluntary Aided (VA) School, can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
 10. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA by the deadline date.
 11. The deadline date for applications is **31 October 2019**. All completed SCAFs are to be returned directly to the LA by the deadline date. Any SCAFs which are incorrectly returned to schools, must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by 31 October 2019 will be treated as late applications.
 12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their paper application.

Address

13. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For YR 7 September 2020 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2019. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 18 December 2019.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be

taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

14. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where the child is ordinarily resident with their parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees will be the sorting office or main post office address, closest to the place of mooring, as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Applicants will only be considered from the address as of the deadline date (for applications into YR7, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

15. Where two (or more) adults have parental responsibility for a child, it is preferable that they should agree which school(s) to name as their preference(s) schools before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is normally living with for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interests of securing educational provision for the child, with a minimum of disruption, until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Applications for children of UK Service Personnel (UK Armed Forces)

16. Applications for children of service personnel with a confirmed posting to the county, will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admissions round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.
18. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.
19. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about sibling priority/YR11, YR12 and YR13 pupils. Their position on any waiting list will be set accordingly.

Applications for a Child from overseas (Not UK Armed Forces)

21. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
22. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be

taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

Selection test for Grammar Schools

23. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

The Application Process

First Round Applications for Secondary YR7 2020 Intake (applications submitted by the deadline of 31 October 2019)

24. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where –
- a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
25. The process by which the LA will allocate places is explained at paragraphs 27-37.
26. **31 October 2019 - closing date for all SCAF to be submitted to the School Admissions Team at County Hall. Applications submitted by this date will be classed as first round/on time applications.**
27. **By 15 November 2019** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
28. **By 22 November 2019** the LA will notify all A, F and VA schools of every preference that has been expressed for that school.
29. **18 December 2019: Exceptional circumstances deadline.** Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 31 October 2019.
- a. where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 18 December 2019).
 - b. a move into Wiltshire from outside the county after the deadline date but before 18 December 2019. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 18 December 2019.

- c. service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 18 December 2019.

Documentary evidence should be provided with the application (or at the latest by 18 December 2019) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

Change of preference order for applications received by deadline date 31 October 2019

Prior to deadline date, if a change of preference is required applicants must log back into the online system and update the order of their preference or submit a new paper application.

Following deadline date, any applicant who has submitted an on time application may change the order of their preferences by informing the admissions team in writing. This must be received by 15th January 2020.

The order of the preferences can only be changed. No additional preferences can be added after the deadline date.

30. **By 9 January 2020** the LA will provide a final list to all admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 29 and those residents in other LA areas.
31. **By 16 January 2020** all A, F and VA schools must have considered all of the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
32. The LA will then match this ranked list against all other ranked lists and:
- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. **By 3 February 2020** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
34. **By 26 February 2020** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.

35. On **2 March 2020 (National Offer Date)** letters will be despatched to all parents who submitted an application form by 31 October 2019 offering a place at one school.
36. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the SCAF;
 - c. information about their statutory right of appeal against any decision to refuse places at other preferred schools;
37. **16 March 2020** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 16 March 2020, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Secondary YR 7, 2020 Intake (applications received between 1 November 2019 and 09 March 2020)

38. Second round applications, i.e. those received between 1 November 2019 and 9 March 2020 (except those covered by paragraph 29) for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form, to determine whether or not a place is available.

An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within a safe statutory walking distance from their home address.

39. **23 March 2020** details of second round applications received between the 1 November 2019 and 9 March 2020 to be sent to, Academies, Foundation and Voluntary Aided Schools.
40. **1 April 2020** Academies, Foundation and Voluntary Aided Schools to provide the LA with a ranked list of second round applications.

On receipt the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
 - LA to send schools a list of late applicants being offered a place on 27 April 2020.
41. **30 April 2020** the LA will send out the second round offers to schools for applications received between 1 November 2019 and 9 March 2020.
 42. **14 May 2020** is the last date for second round offers to be accepted by parents. Parents should complete the slip attached to the decision letter and return it to the Local Authority to confirm if they wish to accept or decline the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Secondary YR 7, 2020 Intake (applications received after 9 March 2020)

43. Third round applications, i.e. those received after 9 March 2020 for the YR7 Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in para 52 - 54 will be followed:

44. Applications received after the 9 March 2020 will be considered in date order of receipt and will be looked at after 18 May 2020 (i.e. once the second round of applications have been processed).
45. Any applications received by the LA after 9 March 2020 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practicably possible.

Parents should return the acceptance slip attached to the letter to the LA to inform them if they are accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

46. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

Applications for Secondary YR7, 2020 Intake (applications received after 22 July 2020 – end of term)

47. Any applications received by the LA after 20 July 2020 which express a preference for an Aided, Foundation School or an Academy will be forwarded to the

school/college within five school days of receipt at which time the process for in year applications will apply.

Right of Appeal – Main round applications

48. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2019 – 31 October 2019 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 30 March 2019.

Second round appeals

For applications received from 1 November 2019 – 9 March 2020 and for offers made on 30 April 2020, appeals will be heard as soon as possible

Third round appeals

For applications received after the 9 March 2020 and for offers made as soon as possible after 18 May 2020, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual schools admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Final List of expected Secondary Yr7 pupils to schools

49. On or before 31 August 2020 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2020/21 school year.

Admitting in area children above Published Admissions Number (PAN)

50. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
51. The LA has the responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local

children to their designated school because this does not incorporate any additional transport costs which would be required, were an alternative school to be allocated.

52. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there may not be available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
53. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is oversubscribed then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
54. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child.

In-Year Transfer Applications for year groups other than Yr7 Secondary 2020 intake

All in-year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The in-year transfer application process for Wiltshire Schools is explained below.

55. The LA will make available copies of the Admissions Guide on request from County Hall.
56. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.
57. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly for details on how to apply.
58. Should any Wiltshire school receive an in-year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
59. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.
60. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.

61. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school.
62. In all cases, a decision letter will be sent out by the Local Authority within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
63. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate about the statutory right of appeal.
64. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
65. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
66. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must formally write to the LA to confirm this. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application, along with the decision, to the LA within ten school days of receipt.

Right of Appeal for In Year Transfer Applications

67. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Applications for transfer at a future date

68. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being	Earliest application should	Applications will be
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sought	be submitted	processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

69. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

Sixth Form Admissions

70. Parents or students wishing to enrol for sixth form courses should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Proof of address

71. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address. Acceptable proof of address includes:

- A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date.
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The parent will then have the statutory right of appeal.

In-Year Fair Access Protocol

72. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In - Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early or Delayed Transfer

73. a. **Early transfer**

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

b. **Delayed transfer**

All requests must be submitted to the Local Authority by 31 October 2019, the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties, will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser, consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for the Admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry, they have the right to complain against the decision through the Council's complaints procedure for decisions

made by council officers. Where the school is its own admissions authority, parents can complain using the school's complaints procedure.

Appendix: 1 (2020/21)

Timetable for Secondary Co-ordination (Wiltshire)

31 October 2019:	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.
15 November 2019:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
20 November 2019:	Details of applications to be sent to F, VA schools, Academies of all first round applicants.
18 December 2019:	Last date for any exceptional applications to be considered.
9 January 2020:	Final list sent out from LA to all admission authorities, including all applications which have been considered as falling under the exceptional circumstances criteria.
16 January 2020:	Academies, Foundation and VA schools to provide the LA with ranked list of all first round applications. Between 16 January and 1 February, the LA will match the ranked list of all the schools and allocate places.
3 February 2020:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
26 February 2020:	By this date the LA will provide schools with details of those children to be offered places at the school.
2 March 2020:	Notification letters for first round applicants will be despatched and sent to parents.
9 March 2020:	Deadline for second round applications
16 March 2020:	Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
23 March 2020:	Details of second round applications received after deadline and before 9 March to be sent to Academies, Foundation and VA schools.
1 April 2020:	Academies, Foundation and VA schools to provide the LA with ranked list of late applications.
27 April 2020:	LA to send all schools a list of second round applicants being offered a place.
30 April 2020:	Notification letters sent out by the LA for all second round applications received between the deadline 1 November 2018 and 8 March 2019.

- 14 May 2020: Last date for second round offers to be accepted by parents. Parents should confirm their acceptance or decline directly to the Local Authority.
- 15 May 2020: Applications received after the 9 March will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2020: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of 2020/21 school year.

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PRIMARY

**Proposed Co-ordinated Scheme for Primary School
Admissions for 2020/21**

Status: Proposed Primary Co-ordinated Scheme 2020/21

Proposed Co-ordinated Admissions Scheme for Primary & Junior schools within Wiltshire for year 2020/21

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools within the LA area. It applies to all primary schools in Wiltshire with effect from September 2020 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “Primary education”, “primary school” and “Primary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F), voluntary aided (VA) or Academy (A) school.

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body / academy trust of that school;

“the specified year” means the school year beginning in September 2020.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2020.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after the 15 January 2020.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The application round for entry into Reception and Junior YR3 2020 opens on 1 September 2019. The deadline date for applications to be received is midnight on 15 January 2020. The home address given for the child must be the address where the child is resident as of the deadline date.

Starting School

3. There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children’s Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children(s) cases for induction should be discussed by the parents(s) with the school directly.

General Information

4. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2019 up until the deadline of 15 January 2020.
5. There will be a standard form for written applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of primary education in the specified year.
6. Unless an online application has been made, the PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
7. The LA will make arrangements to ensure
 - a. the PCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
 - b. that copies are available on request from the LA and from all Primary schools in the LA area, and
 - c. that an electronic version of the form is available for parents to make an online application.

8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Preferred schools may be state-funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the PCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes, as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
10. The governing body of a Foundation (F) or Voluntary Aided school (VA) or an Academy (A) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
11. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The PCAF or an online application must have been returned to the LA by the deadline date.
12. The closing date for applications is **15 January 2020**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2020 will be treated as late applications.
13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

Address

14. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr R and Junior YR3 September 2020 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2020. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 7 February 2020.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

15. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where the child is ordinarily resident with their parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area. Some addresses may fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees will be the sorting office or main post office address, closest to the place of mooring, as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Applicants will only be considered from the address as of the deadline date (for applications into YR and YR3, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

16. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in year transfer application, the placement will continue in the best interest of securing educational provision for the child, with a minimum of disruption, until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Applications for children of UK Service Personnel

(UK Armed Forces)

17. Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
18. An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.
19. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received or a formal notice to terminate the rental agreement stating the future address. This should be received by the deadline / exceptional circumstances deadline.
20. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
21. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about YR6 pupils. Their position on any waiting list will be set accordingly.
22. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

Applications for a Child from overseas (Not UK Armed Forces)

23. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
24. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

The Application Process

First Round Applications for Reception and Junior YR3 - 2020 Intake (applications received before the deadline of 15 January 2020)

25. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
- a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
26. The process by which the LA will allocate places is explained at paragraphs 34- 41.
27. **15 January 2020, closing date for all common application forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**

31 January 2020: Exceptional circumstances deadline.

Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 15 January 2020.

- where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 7 February 2020).
- a move into Wiltshire from outside the county after the deadline date but before 31 January 2020. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 7 February 2020.
- service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 7 February 2020.

Documentary evidence should be provided with the application (or at the latest by 7 February 2020) to verify the circumstances which caused the late application to be

made. If evidence cannot be provided, the application will not be treated as an exception.

Change of preference order for applications received by deadline date 15 January 2020

Prior to deadline date, if a change of preference is required applicants must log back into the online system and update the order of their preference or submit a new paper application.

Following deadline date, any applicant who has submitted an on time application may change the order of their preferences by informing the admissions team in writing. This must be received by 1 March 2020.

The order of the preferences can only be changed. No additional preferences can be added after the deadline date.

28. **By 08 February 2020** where parents have nominated a primary school outside the LA area, the LA will notify the relevant LA.
29. **By 08 February 2020** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
30. **By 8 March 2020** all F and VA schools and Academies must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
31. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
32. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. **By 23 March 2020** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.

34. By **09 April 2020** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
35. On **16 April 2020 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2020 offering a place at one school.
36. These offer letters will give the following information:
 - a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
 - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
37. **1 May 2020** is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 1 May 2020, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Reception and Junior YR 3 2020 Intake (applications received between 16 January 2020 and 24 April 2020)

38. Second round applications, i.e. those received between 16 January 2020 and 24 April 2020 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if places are available, unless an alternative place is available within the safe statutory walking distance from their home address.

39. By **5 May 2020** details of second round applications received between the 16 January 2020 and 23 April 2020 to be sent to Academies, Foundation and Voluntary Aided Schools.
40. By **12 May 2020** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.

41. By **29 May 2020** the LA will send out the second round offers for applications received between 16 January 2020 and 24 April 2020.
42. **12 June 2020** is the last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Reception 2020 Intake (applications received after 24 April 2020)

43. Third round applications, i.e. those received after 24 April 2020 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address.

44. Applications received after the 24 April 2020 will be considered in date order of receipt and will be looked at after 29 June 2020 (i.e. once the second round of applications have been processed).
45. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Applications for Reception 2020 Intake (applications received after 22 July 2020 – end of term)

46. Any applications received by the LA after 20 July 2020 which expresses a preference for an Aided, Foundation School or an Academy will be forwarded to the school within five school days of receipt at which time the process for in year applications will apply.

Right of Appeal – main round applications

47. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2019 – 15 January 2020 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2020.

Second round appeals

For applications received from 16 January 2020 – 24 April 2020 and for offers made on 29 May 2020 appeals will be heard as soon as possible.

Third round appeals

For applications received after the 23 April 2020 and for offers made after 30 June 2020, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual schools admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Final List of expected reception pupils to schools

48. On or before 31 August 2020 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2020/21 school year.

Admitting in - area children above Published Admissions Number (PAN)

49. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
50. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.
51. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
52. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is over-subscribed then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
53. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

The In year Transfer Application Process

In year Transfer Applications for year groups other than Reception 2020 Intake.

All In year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The In year transfer application process for Wiltshire Schools is explained below.

54. The LA will make available copies of the Admissions Guide and PCAF through all primary and secondary schools and on request from County Hall.
55. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA, once completed by the current school. The applicant may or may not live in Wiltshire.
56. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
57. Should any Wiltshire school receive an in year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
58. Where the LA receives an in year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.
59. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.
60. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and should advise the LA accordingly within 10 school days of the date of which the information was received by the school.
61. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
62. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
63. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
64. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
65. If an own admission authority school does not wish the LA to co-ordinate its in year applications, the admission authority must formally write to the LA to confirm this. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application along with the decision to the LA within ten schools days of receipt.

Applications for transfer at a future date

66. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

67. Applications for transfer for VA and F schools and Academies and UTC's will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

Right of Appeal – In Year Transfer Applications

68. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Proof of address

69. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by

no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The application will then have the statutory right of appeal.

In year Fair Access Protocol

70. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early, deferred or delayed admission

71. a. **Early admission**

Admissions to school earlier than the term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. **Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh

application for a place in year one for the following academic year. The application can be submitted from April 2020 but will not be considered until June 2020.

Parents wishing to defer entry need to apply by the closing date 15 January 2020. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. **Delayed Admission**

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2020.

All requests must be submitted to the Local Authority by 15 January 2020 for entry in to 2021.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

All admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

Appendix: 2020/21 Timetable for Primary Co-ordination (Wiltshire)

- 15 January 2020:** **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
- 8 February 2020: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 8 February 2020: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 8 March 2020: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 8 March and 23 March the LA will match the ranked list from all schools and allocate places.
- 23 March 2020: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 9 April 2020: By this date the LA will provide schools with details of those children to be offered places at the school.
- 16 April 2020:** **Notification letters despatched and sent to parents for all first round applicants. Online applicants also able to view the outcome online.**
- 24 April 2020: Deadline for second round applications.
- 5 May 2020: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 12 May 2020: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 29 May 2020: **Notification letters despatched and sent to parents for all second round applicants.**
- 12 June 2020: Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
- 30 June 2020: Applications received after the 24 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2020: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of the 2020/21 school year.

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